

**YUBA COUNTY JAIL MANUAL
PREFACE AND MISSION STATEMENT**



YUBA COUNTY SHERIFF'S DEPARTMENT

MOTTO

Building a Safe Community

VISION

It is the vision of the Yuba County Sheriff's Department to establish and maintain a safe community.

LAW ENFORCEMENT DIVISION MISSION

Our mission is to serve the public through effective crime prevention and strong law enforcement, consistent with our core values. We are committed to working in partnership with the community to identify and resolve public safety and quality of life issues.

JAIL DIVISION MISSION

The mission of the Yuba County Jail Division is to provide the safe, efficient, humane and secure custody of all persons incarcerated. We prepare prisoners mentally and physically for their successful reintegration into the community.

YUBA COUNTY JAIL MANUAL INTRODUCTION

Message from the Sheriff:

Welcome to the Yuba County Sheriff's Department. You have chosen to become a member of a very select group in our organization. Working in corrections is a very important and demanding job, and I thank you for your commitment and dedication.

*You are responsible for the safekeeping of human beings on both sides of the cells; the inmates, your co-workers, and yourself. This job demands **compassion, empathy, professionalism, integrity, honesty and fairness**. You will be held to a higher standard than the general public . . . and you should be. You hold an awesome power over other people. Always remember your job is not to judge, impose sentence, or punish anyone for crimes they committed outside the facility. You are the caretaker for a time. The responsibility for administering the Jail and the care and custody of those incarcerated therein is one of the most demanding and yet rewarding duties for the Sheriff and his staff.*

This policy manual was designed to give you, as a member of the Yuba County Jail staff, the guidelines needed to effectively carry out all the many duties and assignments in accordance with the requirements of the law. It outlines and describes the principles and policies under which you must operate in accomplishing your objectives and provides detailed instructions regarding daily tasks you will perform. It will simplify the execution of your duties and will instill personal pride in being part of the corrections team.

All members of the Jail Division shall be held responsible for reading and understanding the contents of this manual.

Again, welcome to the Yuba County Sheriff's Department. We are a proud department with a tradition going back over 170 years. We wish you success in your career with us.

Wendell Anderson
Yuba County Sheriff-Coroner

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YUBA COUNTY JAIL MANUAL
#A-100 MAINTENANCE OF POLICY MANUAL

Purpose:

The purpose of this operations order is to outline the procedures to follow when new or modified policies are implemented in the Yuba County Jail. The goal is to ensure policies and procedures are current with industry standards and practices. It is equally important that staff and inmates/detainees are made aware of any changes.

Policy:

It is the policy of the Yuba County Jail to maintain policies and procedures consistent with applicable detention standards and statutory law. It is our primary mission to provide efficient, safe, humane and secure custody for all of those incarcerated in our facility.

Procedure:

- (I) Maintenance of the Jail Policy Manual
 - (A) Modifications of the Jail Policy Manual may be made at any time at the direction of the Jail Commander or his/her designee. No other person has the authority to make any modifications.
 - (B) The following procedures shall be followed whenever any modifications are made to the Jail Policy Manual:
 - (1) The new or amended policy shall be distributed to all Jail supervisors prior to implementation.
 - (2) When applicable, the new or amended policy shall be added to the Inmate Handbook until the next revision of the handbook is produced.
 - (3) Supervisors are responsible for ensuring that all staff are made aware of any new or amended policy, understand it, and comply with it.
 - (4) The Jail Commander shall ensure the Jail Policy Manual is reviewed annually, or more frequently if necessary, to ensure it is current with detention standards and statutory law. All reviews shall be documented.
- (II) Inmate Handbook
 - (A) When applicable, a new or amended policy shall be included in the Inmate Handbook. Not all policy modifications are necessary for inclusion in the handbook. All revisions shall be documented.
 - (B) The Jail Commander shall ensure the Inmate Handbook is reviewed annually, and is revised as needed. Handbooks shall be produced in both English and Spanish.

YUBA COUNTY JAIL MANUAL
#A-100 MAINTENANCE OF POLICY MANUAL

- (C) Inmates/detainees shall be made aware of any new or amended policy that is applicable.
- (D) The Inmate Handbook shall contain specific rules, regulations, policies and procedures that every inmate/detainee must comply. The handbook will also include information about services available, such as: personal hygiene, recreation, correspondence, visitation, library/legal access, telephone use, programs, accommodations, etc.
- (E) Newly arriving inmates/detainees shall receive an Inmate Handbook as part of their orientation process. Inmate/detainee acknowledgment of receiving the handbook will be documented.

(III) Detainee Handbook

- (A) Pursuant to the 2019 National Detention Standards (NDS), every ICE detainee will receive a copy of the ICE National Detainee Handbook as part of their orientation process. Detainee acknowledgment of receiving the handbook will be documented.

(IV) Clarity

- (A) For clarity and ease of writing, male pronouns were used in jail policies. Whenever a male pronoun was used, the reader is to assume it applies equally to all inmates and detainees.
- (B) When the term “inmate” is used it is meant to apply to both County inmates and ICE detainees unless otherwise specified.

**YUBA COUNTY JAIL MANUAL
#A-102 RULES OF CONDUCT**

I. Purpose:

The purpose of this operations order is to establish the rules of conduct for all Jail staff.

II. Policy:

Sheriff's Department personnel assigned to the Jail Division shall conduct themselves professionally at all times. Staff are required to adhere to all laws, and department policies and procedures, without exception.

III. Security:

(A) Security

- (1) Jail staff shall be alert and observant at all times. They shall pay strict attention to the actions of all inmates, especially those under direct supervision. Staff shall constantly follow proper security procedures while performing their duties.

(B) Keys

- (1) All Jail Division keys shall be handled with care. Absolutely no inmate shall ever be allowed to handle keys. Staff shall never take keys away from the facility. If for any reason keys are not turned in at the end of shift, or inadvertently removed from the facility, staff shall immediately notify the on-duty Jail supervisor and arrange to return the keys as soon as possible.

IV. Personnel Assignments:

(A) Reporting for Duty

- (B) Jail staff shall report promptly for his/her scheduled assignment. Staff shall be in approved uniform, with all required equipment, and ready for work. All equipment shall be in proper working order. If not, staff shall notify a supervisor to arrange equipment replacement.

- (C) Employees unable to work due to illness or emergency shall report their intended absence to the on-duty shift supervisor as soon as possible, but no later than the start of the shift.

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#A-102 RULES OF CONDUCT

(D) Tour of Duty

- (1) Unless excused, all Jail personnel must remain on duty until their tour of duty has ended and they are properly relieved. If relief does not arrive on time, the shift supervisor shall be immediately notified.

V. Uniforms:

(A) Uniforms Requirements

- (1) All personnel shall wear their required uniform unless given an exemption by the Jail Commander. Personnel shall keep their uniforms clean, neatly pressed, and in good condition. Personnel will maintain uniforms in compliance with standards established in the Sheriff's Department Policy Manual.

VI. Fraternization:

- (A) Jail personnel shall not become emotionally, romantically, or socially involved with inmates who they contact during their professional duties. Personnel shall conduct themselves in a professional manner in the presence of inmates, former inmates, and/or their family of friends.

VII. Meals:

- (A) Personnel are permitted to eat meals from the Jail kitchen; however, this is limited to meals regularly prepared for inmates. On-duty employees may obtain one meal tray (in the same proportion as that fed to inmates) at each serving. Personnel shall not instruct, or request, kitchen staff to prepare any special meal for them.

VIII. Reading Materials:

- (A) Jail personnel shall not read, except for censorship purposes, any newspapers, magazines and other similar materials mailed to inmates. All unsuitable materials shall be placed in the individual inmate's property, or returned to sender. Jail personnel are prohibited from bringing personal reading materials into the Jail except for job related materials.

IX. Language:

- (A) Jail personnel shall conduct themselves in a professional manner at all times. Staff shall not use rude, profane or derogatory language. Personnel shall not make inappropriate comments to inmates. Staff shall address inmates professionally and courteously at all times.

YUBA COUNTY JAIL MANUAL
#A-102 RULES OF CONDUCT

X. Abuse:

- (A) The abuse of any inmate by staff is strictly prohibited. Personnel may only use the degree of force necessary, and must comply with all department use of force policies. Verbal abuse, or discourteous treatment, is not tolerated.

XI. Removal of Jail Property:

- (A) Personnel shall not remove any county property from the Jail without the approval of the Jail Commander or his approved designee.

XII. Borrowing or Lending:

- (A) Personnel shall not be borrow from or loan money to any inmate. No employee shall arrange to purchase or trade for an inmate's personal property. There are no exceptions to this rule.

XIII. Firearms:

- (A) Jail personnel are prohibited from carrying a firearm inside the Jail except in extreme circumstances when ordered to do so by the Sheriff, Undersheriff or Jail Commander.

XIV. Telephones and Electronic Devices:

- (A) Staff shall answer telephone calls promptly and professionally at all times. Staff shall provide information as expediently as possible and carry out orders promptly.
- (B) Jail personnel are prohibited from making or receiving personal phone calls while on duty except in case of an emergency.
- (C) Laptops, computers, video playback equipment, gaming devices, and televisions for personal use are prohibited in the Jail.
- (D) Personal cell phones are permitted under the following conditions:
 - (1) All cell phones should be secured in an appropriate location during shifts.
 - (2) Cell phones inside the facility will be placed on silent or vibrate mode.
 - (3) Cell phones will only be used in secured areas and out of view of inmates, or outside the facility during scheduled breaks.
- (E) Transportation officers may use personal cell phones for communicating with the department for official use. Cell phones may also be used for personal use under the same conditions listed above. Cell phones shall be used in compliance with the California Vehicle Code.

**YUBA COUNTY JAIL MANUAL
#A-102 RULES OF CONDUCT**

XV. Relations with other Divisions or Agencies:

- (A) Jail personnel shall provide assistance to other Sheriff's Department staff and to allied agencies within the limit of their authority and capability. They shall refrain from becoming involved in disputes and refer all unresolved differences to a supervisor. The effective operation of the Jail Division and the Sheriff's Department requires the cooperation of everyone.
- (B) All employees shall be polite, considerate, and professional with the public. County employees are public servants who are expected to provide courteous and prompt assistance to the public within the limits of their authority and capability.

XVI. Non-Inmate Duties:

- (A) Jail personnel shall not allow inmates to assist in the preparation, delivery or handling of confidential material or Jail information. There are no exceptions!

XVII. Narcotics/Drugs:

- (A) Any controlled substance, drug paraphernalia or prescription drugs found during searches inside or outside the facility shall be confiscated and properly processed consistent with department policy.

XVIII. Gifts/Gratuities:

- (A) Employees of the Sheriff's Department are prohibited from receiving any gift or accepting any gratuity from anyone. Employees are prohibited from giving any gift to any inmate.

XIX. Loitering:

- (A) Jail personnel shall not loiter in the control rooms, kitchen, laundry area, or living quarters within the Jail.

YUBA COUNTY JAIL MANUAL
#A-104 UNIFORM AND EQUIPMENT

I. Purpose:

The purpose of this operations order is to provide Jail personnel with guidelines pertaining to permissible uniform and equipment allowed inside the Jail.

II. Policy:

All members of the Sheriff's Department assigned to the Jail Division shall own and maintain in good condition a regulation uniform (unless excused due to job classification). Uniforms shall be kept neat, clean, and well pressed at all times. While wearing the uniform, personnel shall maintain a military bearing.

III. Uniforms:

- (A) Jail personnel are required to dress in accordance with regulations set forth in the Sheriff's Department Policy Manual §1024.
- (B) Staff shall maintain uniforms in a serviceable condition and be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (C) Staff shall wear uniforms in compliance with the specifications set forth in the department's uniform specifications.
- (D) Staff will only wear uniforms on duty, while in transit to or from work, for court, or at other official department functions or events. If staff wear a uniform while in transit to and from work, they shall wear an outer garment over the uniform shirt to prevent bringing attention to themselves while off duty.
- (E) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

IV. Uniform Classes:

- (A) Sheriff's Department Manual Policy §1024 specifies three classes of uniforms – Class A, Class B and Class C. Personnel shall refer to Policy §1024 for class specifications.
- (B) Policy §1024.4 establishes department specifications for insignias and patches.

V. Mourning Badge:

- (A) Policy §1024.4.1 establishes the accepted protocol for the use of a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

YUBA COUNTY JAIL MANUAL
#A-104 UNIFORM AND EQUIPMENT

- (B) A deputy of this department – From the time of death until midnight on the 14th day after death.
- (C) A deputy from an adjacent County – From the time of death until midnight on the day of the funeral.
- (D) Funeral attendee – While attending the funeral of an out of region fallen officer.
- (E) National Peace Officer’s Memorial Day (May 15th) – From 0001 to 2359 hours.
- (F) As directed by the Sheriff.

VI. Political Activities, Enforcements, and Advertisements:

- (A) Unless specifically authorized by the Sheriff, Yuba County Sheriff’s Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Yuba County Sheriff’s Department to do any of the following (Government Code §§3206 and 3302).
 - Endorse, support, oppose, or contradict any political campaign or initiative
 - Endorse, support, oppose, or contradict any social issue, cause or religion
 - Endorse, support, oppose, any product, service, company or other commercial entity
 - Appear in any commercial, social, or non-profit publication, or any, motion picture, film, video, public broadcast, or any website

VII. Optional Equipment:

- (A) Any items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. Maintenance of optional items is the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

VIII. Issued Uniforms:

- (A) Sheriff’s Department Manual Policy §1024.9 specifies the issued uniforms for various job classifications within the Sheriff’s Department.

IX. Equipment:

- (A) **Authorized Equipment:** Jail personnel may wear all of the leather equipment as described in the Sheriff’s Department Manual.

YUBA COUNTY JAIL MANUAL
#A-104 UNIFORM AND EQUIPMENT

- (B) **Utility Belt:** Jail personnel may wear a two-inch black nylon utility belt. All accessory pouches on this belt shall be constructed of black nylon and have Velcro, black snap or black zipper closures. Approved accessories for this utility belt are handcuffs, flashlight, baton holder, CPR pocket mask, key holder, radio, regulation OC container and glove pouch.

- (C) **Weapons:** Jail personnel, while working in the Jail, may only carry weapons that are approved by the department and the Jail Commander. Personnel shall not carry any weapon they have not received department approved training to use. At no time shall Jail personnel possess any type of firearm inside a Jail facility.

YUBA COUNTY JAIL MANUAL
#A-106 SCHEDULE OF SHIFT ACTIVITIES

I. Purpose:

The purpose of this operations order is to establish an approximate sequence for officer activities. In the constantly changing environment of a correctional facility, it is impractical to allow for all activities or times that may occur throughout a shift. This policy is intended to give guidance to staff in the daily routine of working in the jail.

II. Policy:

It is the policy of the jail to ensure the following routine jail functions are performed in an efficient and timely manner.

III. Shift Activities:

- (A) The Jail Division currently operates on a two-shift system. Day shift is scheduled from 0600 to 1800 hours and night shift is scheduled from 1800 to 0600 hours.
- (B) Day shift activities, in approximate chronological order, include the following:
 - (1) Receive briefing from the previous shift to obtain important and current information that occurred during that shift.
 - (2) Assignment of shift assignments.
 - (3) Conduct key count, run a cell list, conduct inmate head count, and start jail check sheets.
 - (4) Coordinate any required transportation of inmates to occur during the shift.
 - (5) Conduct hourly security checks throughout the facility.
 - (6) Conduct more frequent security checks for inmates housed in special locations such as holding cells, safety cells, step-down cell and sobering cells.
 - (7) Conduct jail inspection for cleanliness and security issues.
 - (8) Pass mail to inmates.
 - (9) Process probable cause telephone hearings with judges on weekends and court holidays.
 - (10) Update Special Attention Inmate roster as required.
 - (11) Shift Supervisors conduct unannounced rounds.

I. Purpose:

The purpose of this operations order is to establish standards for the release of information to the public that consistent with the law.

II. Policy:

It is the policy of the Jail to establish procedures for the release of public information that comply with Title 15 standards and the California Government Code.

III. Title 15:

- (A) Title 15 §1045 requires jail facilities to develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to news media. These requirements are incorporated into this policy.
- (B) Pursuant to Title 15, the public and inmates shall have available for review the following material:
 - (1) All Title 15 regulations
 - (2) All facility rules and procedures related to the following:
 - (a) Public Information
 - (b) Inmate Education
 - (c) Visiting
 - (d) Correspondence
 - (e) Library Service
 - (f) Exercise and Recreation
 - (g) Books, newspapers, Periodicals and Writings
 - (h) Access to Telephone
 - (i) Access to Courts and Counsel
 - (j) Inmate Orientation
 - (k) Individual/Family Service Programs
 - (l) Voting
 - (m) Religious Observance
 - (n) Inmate Grievance Procedure
 - (o) Rules for Disciplinary Penalties
 - (p) Plan for Inmate Discipline
 - (q) Forms of Discipline
 - (r) Limitations on Discipline
 - (s) Responsibility for Health Care Services

IV. Government Code:

- (A) California Government Code §6254 establishes what records are required to be disclosed to the public and which are not open for disclosure. This is a long and complex statute and staff shall comply with it when determining what records to publicly release.
- (B) If there is any question concerning the release of information pursuant to the Government Code, staff shall refer the matter to a supervisor.

V. Public Information:

- (A) Staff may release the following information to the public related to persons who were arrested and/or are in custody.
 - (1) If the person is in custody
 - (2) Bail, charges, and arresting agency
 - (3) Disposition of vehicle
 - (4) Visiting days and hours
 - (5) Court and date of appearance, if known
 - (6) Procedures for leaving money, property releases, correspondence, etc.
 - (7) Arresting officer's name
 - (8) Other information that would not jeopardize security or the prosecution of the case
- (B) Staff **will not** release the following information to the public or news media unless authorized by the Sheriff or Undersheriff.
 - (1) Details of an offense
 - (2) Names of accomplices or other prisoners
 - (3) Addresses or telephone numbers of prisoners
 - (4) Names, addresses or telephone numbers of employees
 - (5) Opinion of what court action will be taken
 - (6) Suggestions as to what bail bondsman, attorney, etc. to contact or use
 - (7) Any information that could possibly affect jail security

VI. Requests from Law Enforcement:

- (A) Staff must be certain of the identity of anyone requesting information. If there is any question about someone's identity, call the person back at their place of business to verify telephone calls. If making contact in person, verify their identification.
- (B) Staff may release any information to a representative of a law enforcement agency so long as that agency has a vested interest in the information.

- (C) If staff has any doubt about the release of information, or the person making the request, refer the matter to a supervisor.

VII. News Media:

- (A) Any request for a news release, or jail booking photo, must be approved by the Sheriff, Undersheriff, Jail Commander or the department's Public Information Officer.
- (B) Members of the media may meet and interview inmates during their normally scheduled visiting time. No cameras, video equipment or audio recording equipment are allowed in the visiting area. Inmates may decline such visitations and are under no obligation to give an interview.
- (C) Inmates are free to call or write members of the media to provide statements or arrange interviews.
- (D) The Jail Commander reserves the right to end all visits during an emergency and for a reasonable time thereafter.
- (E) Inmates who have lost their visiting privilege as a disciplinary measure will not be allowed to meet with members of the media during the restriction.

YUBA COUNTY JAIL MANUAL
#A-110 STAFF TRAINING

I. Purpose:

The purpose of this operations order is to establish standards for staff training that promotes the professional growth and development of personnel.

II. Policy:

It is the policy of the jail to establish procedures for staff training that is in compliance with Title 15, National Detention Standards, Standards and Training for Corrections (STC), and department policy.

III. Title 15:

- (A) Title 15 §1020 requires all custodial personnel to successfully complete the Corrections Officer Core Course within (1) year from the date of assignment.
- (B) Title 15 §1021 requires all jail supervisors to complete the Correctional Officer Core Course, and complete either the STC Supervisory Course or the POST supervisory course within (1) year of the date of assignment.
- (C) Title 15 §1023 requires managerial personnel to complete either the STC management course or the POST management course within (1) year from the date of assignment.
- (D) Title 15 §1024 requires training for custodial personnel who supervise inmates in a court holding or temporary holding facility. This training must be completed within (6) months of the date of assignment. Successful completion of the Correctional Officer Core Course may be substituted for this training.

IV. Training Plan:

- (A) The Jail Commander or his designee shall create an annual training plan to meet the training requirements and expectation of the Jail Division. The plan will include all mandated and desired training topics for staff.
- (B) Training records shall be maintained by either the Jail Division or the Sheriff's Department for the period of time required by law or policy.
- (C) **Roll Call Training:** The Jail Commander shall designate someone to be responsible for the development and distribution of a monthly roll call training schedule that will specify daily training topics.
 - (1) Shift supervisors are responsible to ensure that employees assigned to their shift receive this training. If it becomes necessary to cancel a training session, the Jail Commander shall be notified.

YUBA COUNTY JAIL MANUAL
#A-110 STAFF TRAINING

- (2) Training records for the monthly roll call training shall be maintained.
- (D) **Continued Education:** The department encourages and supports the efforts of its employees to pursue educational opportunities during their off-duty time.
 - (1) Employees who wish to attend college or a law enforcement academy should notify the Jail Commander of their intentions if they are seeking scheduling accommodations. The Jail Commander has the discretion to make scheduling accommodations if possible.
 - (2) It is recommended, but not mandatory, that employees successfully complete their probationary period before applying to a law enforcement academy. Generally, no accommodations or department sponsorships to an academy is approved for those who have not completed the JTO Program.
 - (3) Department sponsorship to a basic law enforcement academy is approved at the discretion of the Sheriff. This is considered a promotional opportunity and includes a competitive selection process to be determined by the department.

V. Training Topics:

- (A) Pursuant to the National Detention Standards, the following training topics are required:
 - (1) **Searches:** Staff shall receive initial training related to the searches of housing area and inmates/detainees. Staff shall also receive annual training on this topic. Custody staff shall be trained in proper procedures for conducting pat-down searches, including opposite gender pat-down searches and searches of transgender and intersex persons.
 - (2) **Use of Force and Restraints:** All custody staff shall be trained in approved methods of self-defense, crisis intervention, conflict de-escalation techniques, chemical agents, mental illness, and the use of force.
 - (3) **Administrative Segregation:** Staff shall receive training in relevant topics such as: identifying signs of mental health decompensation, techniques for appropriate interactions with mentally ill persons, the impact of isolation, and de-escalation techniques.
 - (4) **Sexual Abuse and Assault Prevention and Intervention:** Training on this topic shall be included in training for all employees, and requires a biannual refresher thereafter.

YUBA COUNTY JAIL MANUAL
#A-110 STAFF TRAINING

- (a) All volunteers and contractors who have contact with inmates or detainees must be trained on their responsibilities with prevention and intervention.
 - (b) Jail medical staff shall be trained in procedures for examining and treating victims of sexual abuse.
- (5) **Hunger Strikes:** All staff shall be trained initially and annually thereafter to recognize the signs of a hunger strike, and how to respond to them pursuant to jail policy.
- (6) **Medical Care:**
 - (a) Registered Nurses who perform health assessments must have documented initial and annual training provided by a physician. Registered Nurses who perform initial dental screenings must be trained how to conduct the exam by a dentist annually.
 - (b) Custody staff will be training to respond to health-related emergencies within a (4)-minute response time. The training will include the following:
 - (1) Recognizing signs of potential health emergencies and the required response.
 - (2) Administration of first aid and CPR.
 - (3) Recognizing signs and symptoms of mental illness, including suicide risk and chemical dependency.
 - (4) The safe and secure transfer of persons to a hospital or other medical facility.
- (7) **Suicide Prevention:** All staff shall who interact with inmates receive comprehensive suicide prevention training during orientation and an annual refresher thereafter.

YUBA COUNTY JAIL MANUAL
#A-112 OFFICER'S LOG

I. Purpose:

The purpose of this operations order is to establish procedures for maintaining the Officer's Log.

II. Policy:

It is the policy of the jail to establish procedures for the Officer's Log that is located in the JLAN computer system. Custody staff on all shifts shall maintain this log. The log is considered a legal document and all entries should be entered in an accurate and professional manner.

III. Procedure:

(A) The Officer's Log is used as a means of conveying information of value from one shift to another to maintain a permanent record of daily activity for the benefit of all staff. The types of information to be included on the log may include:

- (1) Major disciplinary issues
- (2) Injuries to staff or inmates
- (3) Assignments to a safety cell, step-down cell or sobering cell
- (4) Loss of an inmate's property
- (5) Emergency situations involving inmates, staff and/or the facility
- (6) Inmates taken to the hospital for medical or mental health care
- (7) Unusual occurrences
- (8) Matters of facility safety and security

(B) The Officer's Log may also be used to convey orders or directives to staff by supervisory personnel.

IV. Supervisor Responsibility:

(A) It is the responsibility of each shift supervisor to complete an Officer's Log at the end of their shift. The supervisor is responsible for ensuring nothing inappropriate or unprofessional is placed on the log.

YUBA COUNTY JAIL MANUAL
#A-114 INCIDENT REPORTS

I. Purpose:

The purpose of this operations order is to establish guidelines and procedures for the completion of jail incident reports.

II. Policy:

It is the policy of the Jail to use the Jail Incident Report System to document in writing important and relevant issues, actions and events.

III. Title 15:

- (A) Title 15 §1044 requires jail facilities to develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person.
- (B) Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Staff assigned to investigate such incidents shall prepare written reports and submit them to the Jail Commander or his designee.

IV. Incident Report Types:

- (A) The report type depends on the major topic of the report. When preparing an incident report, it is critical that staff select the appropriate code for the report as that coding is used to capture data and collect needed information.
- (B) Incident reports are separated by County inmates and ICE detainees. The following is the approved list of codes used in the jail incident report system.

County Inmate Codes

ADSG – Administrative Segregation
CLAS – Classification
DISC – Discipline
GANG – Gang Related Information
GREV – Grievance
INFO – Information Only
INAS – Inmate Assault
JANI – Janitorial Work Order
MEDG – Medical Grievance
MEDI – Medical Incident
MH – Mental Health
PREA – PREA Incident
PROP – Property

ICE Detainee Codes

ADSI – Administrative Segregation ICE
CLSI – Classification ICE
ICED – ICE Discipline
GNGI – Gang Related Information ICE
ICEG – ICE Grievance
INOI – Information Only ICE
IASI – Inmate Assault ICE
MEGI – Medical Grievance ICE
IMED – Medical Incident ICE
MHI – Mental Health ICE
PREI – PREA Incident ICE
PRPI – Property ICE
STAI – Staff Assault ICE

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County Inmate Codes

STAS – Staff Assault
SWAP – SWAP Program
USOF – Use of Force
WORK – Work Order
HGS – Hunger Strike
ASC – Acute Suicide Attempt
NASC – Non-Acute Suicide Attempt

ICE Detainee Codes

USFI – Use of Force ICE
HGSI – Hunger Strike ICE
ASI – Acute Suicide Attempt ICE
NASI – Non-Acute Suicide Attempt ICE

- (C) Staff shall use the following guidelines to help determine which code to use when selecting an incident report type.
- (1) **Administrative Segregation:** Staff are required to prepare an incident report anytime an inmate or detainee is placed in administrative segregation, even if done as part of the classification process.
 - (2) **Classification:** Staff shall complete an incident report to document decisions made pertaining to the classification of inmates/detainees.
 - (3) **Discipline:** Staff shall complete an incident report each time they propose disciplinary action against an inmate or detainee.
 - (4) **Gang Information:** Staff shall complete an incident report whenever they wish to document information or activity that are gang related.
 - (5) **Grievance:** Staff shall complete an incident report to memorialize any grievance, other than medically related, submitted by an inmate or detainee.
 - (6) **Medical Grievance:** Staff shall complete an incident report to memorialize any grievance submitted by an inmate or detainee related to medical or mental health care.
 - (7) **Information Only:** This type of incident report is used as a “catch-all” category to document information that does not fall into one of the other categories.
 - (8) **Inmate Assault:** Staff shall prepare an incident report whenever an inmate or detainee is assaulted by another person.
 - (9) **Janitorial Work Order:** Staff shall complete an incident report for the request of janitorial supplies, repair work for janitorial related equipment, or any other work more appropriate for the Inmate Worker Coordinator to address versus jail maintenance.

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#A-114 INCIDENT REPORTS

- (10) **Work Order:** Staff shall complete an incident report to place a work order with jail maintenance personnel.
- (11) **Medical Incident:** Staff shall complete an incident report when there is medical related incident requiring memorialization. It does not include a medical care related grievance.
- (12) **Mental Health:** Staff shall complete an incident report when there is a mental health related incident requiring memorialization. This does not include either an acute or non-acute incident and/or threat of self-harm as those reports are prepared under a different category. It does not include a mental health care related grievance.
- (13) **Acute Suicide Attempt:** Pursuant to jail policy #C-114, acutely suicidal means those engaged in self-injurious behavior or threatening suicide with a specific plan. Staff shall generate an incident report to thoroughly document any such incidents.
- (14) **Non-Acute Suicide Attempt:** Pursuant to jail policy #C-114, non-acutely suicidal means those who express passive current suicidal ideation without a specific threat or plan and/or has a recent history of self-destructive behavior. Staff shall generate an incident report to thoroughly document any such incidents.
- (15) **PREA:** Staff shall document any allegation of sexual abuse or assault involving an inmate or detainee in an incident report pursuant to department policy on PREA allegations.
- (16) **Property:** Pursuant to jail policy #C-116, staff shall complete an incident report when an inmate or detainee reports lost, stolen or missing property.
- (17) **Staff Assault:** Staff shall generate an incident report anytime an inmate or detainee assaults any jail employee or civilian volunteer.
- (18) **Use of Force:** Pursuant to jail policy #E-132, staff shall generate an incident report anytime they use force against an inmate or detainee. For this purpose, use of force means any physical restraint using force greater than what would normally be used to escort or detain an inmate or detainee using hand holds or restraints.
- (19) **SWAP Program:** Any time an inmate is approved to participate in the Sheriff's Work Alternative Program (SWAP), staff shall complete an incident report documenting the application and approval. This category of report shall also be used to document any issues related to an inmate in the SWAP Program.

YUBA COUNTY JAIL MANUAL
#A-114 INCIDENT REPORTS

- (20) **Hunger Strike:** Staff shall generate an incident report to memorialize all relevant information related to a hunger strike involving inmates and/or detainees, pursuant to jail policy #C-102.

V. Incidents Involving Inmates and Detainees:

- (A) The purpose of duplicating all report types between County inmates and ICE detainees is for query purposes. This allows for the research of report types separated by inmates and detainees.
- (B) Occasionally, an incident or event may involve both an inmate(s) and a detainee(s). It is not efficient to complete two reports so staff must decide whether to prepare the report as an inmate report or a detainee report.
- (C) In such instances, if an ICE detainee was the suspect or victim of an incident, a subject of disciplinary action or use of force, involved in a hunger strike, or similar types of events the incident report shall be written under the ICE category even though a County inmate(s) is also involved.
- (D) The report shall reflect that both an inmate(s) and a detainee(s) are involved.
- (E) If an Officer is unsure as to which category to use when preparing a report they shall confer with a supervisor.

VI. Incident Location and Comment Line:

- (A) The information in this field is included by the person writing the report. Due to reports generated within JLAN concerning the I/GM, the information in this field needs to be uniform and in a specific order depending on the type of report.
- (B) The first piece of information to include in the comment line is the inmate or detainee's housing location and/or incident location.
- (C) The second piece of information to include in the comment line is a brief description of the incident or event. Comments must be concise, but thorough, due to the limited space on the comment line.
- (D) Any additional information is included in the narrative portion of the incident report. The narrative shall be as thorough and complete as possible.

VII. Persons Involved:

- (A) Persons associated with the incident report are added from two different tables.

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#A-114 INCIDENT REPORTS

- (1) Inmates and detainees can be chosen from the JLAN archives by typing in the name and pressing “enter.”
- (2) Employees can be chosen from the JLAN archives by typing in the name and pressing “F5” for the associated list.
- (B) After the name is selected, two other fields need to be added. They are described as follows:
 - (1) **Involvement Type:** This information is retrieved from a table that describes the type of incident involved.
 - (2) **Involvement Status:** This field describes the status of the person being entered, such as the victim, Officer involved, primary involved, witness, etc.

VIII. Incident Narrative:

- (A) The narrative portion of the report is accessed by pressing “F6.” The information previously added to the report is automatically defaulted to a separate sheet where the persons involved are included in addition to the incident narrative. When writing the report, use only a single space between paragraphs.

IX. Supervisor Review:

- (A) Shift supervisors shall be review incident reports. Staff are to complete reports before the end of their shift unless a supervisor approves an extension.
- (B) The shift supervisor will sign off the report indicating approval. Once completed, the supervisor or reporting staff will close out the report in the computer and ensure a hard copy is placed in the appropriate file located in the booking area.

YUBA COUNTY JAIL MANUAL
#A-116 CASUALTY REPORTS

I. Purpose:

The purpose of this operations order is to establish guidelines for documenting casualties within the jail facility.

II. Policy:

It is the policy of the Jail to document in writing inmate/detainee and staff injuries as soon as practical and in all cases, before the end of shift.

III. Employee Injury Reporting:

- (A) All staff shall comply with Sheriff's Department and Yuba County policies and procedures for reporting employee injuries.

IV. Prisoner Injury Reporting:

- (A) Staff shall generate an incident report by the end of shift in all instances when an inmate or detainee is injured.
- (B) The shift supervisor shall be notified of all inmate/detainee injuries as soon as practicable.

V. Prisoner Injury Procedures:

- (A) Staff shall notify jail medical personnel when an inmate or detainee is injured.
- (B) If jail medical personnel are unavailable for any reason, custody staff has the option to transfer the person to the hospital if appropriate.

**YUBA COUNTY JAIL MANUAL
#A-118 ICE COMMUNICATIONS**

I. Purpose:

The purpose of this operations order is to establish guidelines for the timely communication between jail personnel, ICE officials and ICE detainees as needed.

II. Policy:

It is the policy of the Jail to establish a method for both formal and informal communications between jail staff, ICE officials and ICE detainees.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.10, establishes standards and procedures for communication between jail staff, ICE officials and ICE detainees on a variety of subjects. This policy incorporates those standards.

IV. Facility Staff and Detainee Contact:

- (A) Jail personnel will address detainees in a professional and respectful manner. Staff shall allow detainees to file grievances and communicate directly with ICE/ERO. Staff shall immediately refer any questions related to a detainee's immigration removal processes to ICE/ERO. Detainees shall have frequent opportunities for formal and informal contact with facility staff, including managerial and supervisory staff.

V. ICE/ERO Access and Detainee Contact:

- (A) **Unannounced Contacts with Detainees:** ICE/ERO shall have access to conduct regular unannounced visits to encourage informal communication with detainees, and informally observe conditions.
- (B) **Scheduled Visits:** The facility shall accommodate ICE and DHS components' access to the facility and its detainees upon request from ICE.
- (C) **ICE/ERO Presence:** ICE/ERO may place ICE staff at the facility. They will have unimpeded access to all areas, at all times, as well as access to any records associated with detainees.
- (D) **Documenting ICE Visits:** We shall have a method to document ICE visits.

VI. Requests to ICE/ERO from Detainees:

- (A) All detainees shall have the opportunity to submit written questions, requests, or concerns to ICE/ERO staff. This includes procedures to route appropriate requests

YUBA COUNTY JAIL MANUAL
#A-118 ICE COMMUNICATIONS

to ICE/ERO officials. The facility must ensure that adequate supplies of detainee request forms and writing implements are available.

- (B) The Yuba County Jail tablets are used as the primary communication between detainees and ICE/ERO. All detainees shall use a Yuba County Jail tablet to submit written questions, requests, or concerns to ICE/ERO staff. All requests are submitted through a secured link directly to ICE/ERO.
- (C) A Detainee may submit a written request form and the form shall be delivered to ICE/ERO staff without reading, altering, or delaying such requests. The detainee may, if they choose, seal the request in an envelope clearly marked with the name, title or office to which the request is forwarded.
- (D) A detainee may obtain assistance from another detainee, housing officer, or other facility staff in preparing a request form. The facility shall ensure that procedures enable detainees with special needs, including detainees with disabilities, illiterate detainees, and limited English proficient detainees, to complete and submit request forms on an equal basis to detainees without special needs.
- (E) Detainee requests shall be forwarded to ICE/ERO within (72) hours. Jail staff will provide ICE/ERO's returned response to the detainee within (24) hours. The date the request was forwarded to ICE/ERO and the date it was returned shall be recorded. All completed detainee request documents will be retained in the detainee's detention file or a retrievable electronic archive.
- (F) Jail staff shall ensure that all ICE/ERO posters or other information are provided in every housing unit and in appropriate common areas.
- (G) Jail staff shall provide contact information for ICE/ERO and the scheduled hours and days that ICE/ERO staff is available to be contacted by detainees at the facility. Contact information shall be updated quarterly or more frequently as necessary to reflect changes in ICE/ERO personnel.

VII. Marriage Requests:

- (A) ICE/ERO will review and approve detainee marriage requests on a case-by-case basis.
- (B) When a request is approved, the detainee, legal representative, or other individual(s) acting on their behalf must make all arrangements for the marriage. Arrangements may include, but are not limited to, taking a blood test, obtaining a marriage license, and retaining an official to perform the marriage ceremony.

**YUBA COUNTY JAIL MANUAL
#A-118 ICE COMMUNICATIONS**

- (C) The marriage may take place inside the facility visiting area, or ICE/ERO may take temporary custody for marriage arrangements.

VIII. Critical Incidents:

- (A) The facility shall immediately notify ICE /ERO of any and all of the following incidents or circumstances:
- a. Disturbances involving ICE detainees (including gang activities, group demonstrations, food boycotts, work strikes, workplace violence, civil disturbances/protests); escape or escape attempt by an ICE detainee; weapons discharge; full or partial lock down of the facility; bomb threats; facility evacuations;
 - b. Acts of God: Fires; Significant environmental problems that impact the facility operations; Adverse weather (e.g. hurricanes, floods, ice/snow storms, heat waves, tornados);
 - c. Adverse Findings: citations or denied licensures related to federal, state and local health, life, safety, and fire codes; Adverse incidents that attract unusual interest or significant publicity;
 - d. Noncompliance: The facility is required to provide a notice per the Public Notification Rule (40 CFR Part 141). This requires a facility to notify its water consumers its water supply violates a national primary drinking water regulation or has a situation that may pose a risk to public health. These consumer notices are required to be provided to persons served (not just billing customers), including detainees.
 - i. If potable water is provided by a public water utility, the facility must immediately notify detainees and ICE/ERO if the facility receives a public notification from its water supplier in accordance with the Public Notification Rule.
 - e. Accidents/Facility Operation Issues: Transportation accidents resulting in ICE detainee injuries, death, or facility property damage; power outages; interruption in water service; HVAC system failure impacting detainee living areas; sewage backup; roof leaks in detainee living areas;
 - f. Assaults or Misconduct:
 - i. Detainee-on Detainee Assault (any serious physical assault on an ICE detainee or inmate);
 - ii. Staff-on Detainee Assault (Any serious physical assault on an ICE detainee perpetrated by staff, including the facility investigation); and
 - iii. Staff Misconduct (Any incident or allegation of staff misconduct if that misconduct relates to treatment of ICE detainees, to the security or safety of the facility, or to compliance with detention standards or the provisions of the facility's contract with ICE.
- (B) A reportable critical incident is any significant event involving a detainee which would be of interest to ICE officials, including any escape, in custody death, disturbances, significant allegations of officer misconduct, major illness/injury,

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#A-118 ICE COMMUNICATIONS

significant use of force, suicide attempt, major security breach, hunger strike, or detainee assault.

- (C) During normal business hours, staff will make such notification by telephone or electronic copy of the incident report. During after hours, weekends and holidays staff shall make such notification by telephone to the ICE duty officer as well as via email. Staff will follow up on the next business day and will forward electronic copies of incident reports to the designated ICE official.

**YUBA COUNTY JAIL MANUAL
#A-120 POPULATION REPORTS**

I. Purpose:

The purpose of this operations order is to establish a procedure for staff to follow when preparing the jail profile for the California Corrections Standards Authority.

II. Policy:

It is the policy of the Jail to maintain an inmate demographic accounting system pursuant to Title 15 requirements.

III. Title 15:

- (A) Title 15 §1040 requires jail facilities to maintain an inmate demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile.

IV. Procedure:

- (A) A Jail Profile Survey should be completed monthly and quarterly to be submitted to the California Corrections Standards Authority.
- (B) The JLAN computer system is used to collect the necessary information to complete the survey. Staff should access the report menu, and then select the monthly menu and run the monthly population reports by the dates needed.
- (C) The population report will present information for the month, which will be averaged and annotated on the Jail Profile Survey.
- (D) If there is a section on the Jail Profile Survey that does not apply to Yuba County then insert “does not apply” in that particular section.
- (E) The Jail Profile Survey will then be sent to the California Corrections Standards Authority by the tenth day of the month following the reported month.

**YUBA COUNTY JAIL MANUAL
#A-122 INMATE WELFARE FUND**

I. Purpose:

The purpose of this operations order is to establish a procedure for the administration of the inmate welfare fund.

II. Policy:

It is the policy of the Jail to maintain administer the inmate welfare fund in compliance with California Penal Code §4025.

III. California Penal Code §4025

- (A) The Sheriff of each County may maintain and operate a commissary in connection with the County Jail and for this purpose inmates may purchase certain supplies.
- (B) The sale prices offered in the commissary shall be fixed by the department, and any profit shall be deposited in an inmate welfare fund.
- (C) Any money, refunds, rebates or commission received from a telephone company or pay telephone provider which is attributable to the use of pay telephones by inmates will also be deposited into the inmate welfare fund.
- (D) The money in the inmate welfare fund shall be primarily used for the benefit, education, and welfare of the inmates in the facility. Any funds that are not needed for the welfare of inmates may be expended for the maintenance of jail facilities. Maintenance of jail facilities may include the following:
 - (1) Salary and benefits of personnel used in the programs to benefit inmates as deemed appropriate by the Sheriff.
- (E) Inmate welfare funds shall not be used to pay required county expenses of confining inmates, such as meals, clothing, housing, or medical services and expenses, except that inmate welfare funds may be used to augment those required county expenses as determined by the Sheriff in the best interest of inmates.
- (F) An itemized report of these expenditures shall be submitted annually to the County Board of Supervisors.
- (G) The Sheriff may expend money from the inmate welfare fund to provide indigent inmates, prior to release from jail, with essential clothing and transportation expenses within the county or, at the Sheriff's discretion, to the inmate's residence within (500) miles. This does not apply for the transportation of inmates to the custody of any other law enforcement official or jurisdiction.

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#A-122 INMATE WELFARE FUND**

IV. Expenditures:

- (A) Except for the routine replenishment of commissary stock, expenditures related to the inmate welfare fund shall be governed as follows:
 - (1) Capital expenditures must be approved by the Sheriff and County Board of Supervisors.
 - (2) The Sheriff must approve new purchases of non-capital items.
 - (3) The Jail Commander may authorize the replacement and replenishment of non-capital items, such as board games, educational supplies, library materials, hygiene items for indigent inmates/detainees, and exercise equipment.
 - (4) The Jail Commander is responsible for the maintenance of items purchased with inmate welfare funds.

V. Annual Report:

- (A) In July of each year, an itemized report of all inmate welfare fund expenditures covering the previous fiscal year will be prepared. This report will be submitted to the Sheriff for approval and submission to the County Board of Supervisors. A copy of the report will be posted in the facility and made available to the public and inmates by inclusion in the public information plan.

VI. Auditing:

- (A) The Yuba County Auditor-Controller will maintain accounting records of inmate welfare fund activities.
- (B) The inmate welfare fund shall be audited periodically by an independent firm as directed by the Sheriff or Auditor-Controller.

YUBA COUNTY JAIL MANUAL
#A-124 SERVING OF LEGAL PROCESSES

I. Purpose:

The purpose of this operations order is to establish guidelines for the service of legal processes to inmates in the jail.

II. Policy:

It is the policy of the Jail to allow and facilitate the service of legal processes to incarcerated persons. Processes may be served personally by custody staff, other authorized persons, or by sub-service of custody staff.

III. Service by Officers:

- (A) Officers assigned to the Sheriff's Civil Unit shall personally and promptly serve all processes that are delivered to the Civil Unit. In no case shall the process be served later than 5:00 P.M. on the day it is delivered. If no Officer is available, civilian civil staff shall make arrangements for a Correctional Officer to personally serve the process.
- (B) Correctional Officers who have been directed to serve a legal process shall follow the instructions for service, promptly serve the inmate, complete the trip ticket, and return the trip ticket and remaining documents to the Civil Unit office.

IV. Personal Service by Authorized Officials:

- (A) Yuba County officials from Adult Protective Services, Child Protective Services, County Counsel, and the District Attorney's Office are authorized to personally serve incarcerated persons Mondays through Fridays between 8:00 A.M. and 5:00 P.M., or through special arrangements authorized by a supervisor.
- (B) County officials should telephone jail staff first to arrange the service. This type of service is usually done at the jail visiting room and the documents are passed through a window in a professional visiting room under the direction of jail staff.

V. Sub-Service:

- (A) The California Penal Code addresses the sub-service of prisoners in §4013. This section states that a Sheriff or custody staff upon whom a paper in a judicial proceeding, directed to a prisoner in custody, is served, must forthwith deliver it to the prisoner, with a note of the time of the service. Failure to do so exposes the staff member to liability and damages.

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#A-124 SERVING OF LEGAL PROCESSES

- (B) When a process server or an individual brings a legal process to the jail for service the responding Officer should determine if the person to be served is in custody. If the person is in custody, the Officer shall take the process on behalf of the inmate or detainee. If the person is not in custody the Officer shall refuse to accept the process.
- (C) The Officer who accepted the process shall mark the date and time on the process and arrange to immediately deliver the process to the inmate/detainee. The Officer shall make an entry in the inmate/detainee's event log detailing the title of the process, when it was served, and by whom.

YUBA COUNTY JAIL MANUAL
#A-126 POST ORDERS

I. Purpose:

The purpose of this operations order is to establish procedures for Post Orders.

II. Policy:

It is the policy of the Jail to prepare and post orders that specifically govern certain duties performed by staff. The orders will specify the duties of the post, along with instructions on how to perform those duties. The jail will also develop and post orders for non-permanent assignments.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.6, establishes standards and procedures for Post Orders. These written orders shall specify the duties of each post, along with procedures to be followed in carrying out those duties. A master file, which contains all post orders, shall be available to all employees.
- (B) The 2019 NDS Post Orders for armed and perimeter-access post assignments will, among other things, describe and explain:
 - 1. The proper care and safe handling of firearms; and
 - 2. Circumstances and conditions when use of firearms is authorized. Post Orders for armed posts, and for posts that control access to the institution perimeter, shall clearly state that any staff member who is taken hostage is considered to be under duress. Any order/directive issued by such a person, regardless of his or her position of authority, is to be disregarded. Specific instructions for escape attempts shall be included in the post orders for armed posts.
- (C) Jail supervisors shall ensure that all Officers read applicable post orders. The Jail Commander, or his designee, shall review and sign housing-unit orders.
- (D) Jail staff shall use post orders to familiarize themselves with the duties for which they are responsible, and to stay current of any changes. Supervisors shall ensure staff understand the post orders they are assigned, regardless of whether the assignment is temporary, permanent, or due to an emergency.
- (E) Prior to assuming a post, Officers will sign and date the post order to indicate they have read and understand it.

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#A-126 POST ORDERS

- (F) Post orders will be kept current at all times. Post orders will be reviewed and updated at least annually.

YUBA COUNTY JAIL MANUAL
#B-100 COMMITMENTS

I. Purpose:

The purpose of this operations order is to establish procedures for handling inmates committed to serve time incarcerated in the jail.

II. Policy:

It is the policy of the Jail to accept persons who have been sentenced to serve time in the jail.

III. Initial Reporting Procedures:

- (A) Persons ordered to report to the jail on a prescribed date to serve a commitment are instructed to report to the jail lobby. The Officer assigned to central control will notify staff assigned to booking of the arrival of the commitment.
- (B) Staff assigned to the jail intake and booking area are responsible for the following:
 - (1) The commitment folder shall be checked to determine if a commitment was received from the courts. If a commitment is on file, the person will remain in the lobby until escorted into the jail.
 - (2) The person will be escorted into the jail through the intake room and processed in the same manner as new arrests.
 - (3) The classification Officer will determine proper housing pursuant to jail policy #D-100 – Classification of Inmates.
 - (4) The person will be booked into the jail pursuant to jail policy #B-104 – Booking Procedures. The booking number is placed on the commitment and then filed in the person's booking jacket with the booking sheet.

IV. Failure to Report:

- (A) If a person fails to report to the jail on a court commitment on the date and time shown on the commitment, custody staff will notify the courts.
- (B) The shift supervisor will maintain commitments received from the courts for inmates to be incarcerated, filed by date of scheduled appearance. These files are kept in the booking area and shall be reviewed daily to determine if any commitments are in file for someone who did not report as scheduled.

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#B-100 COMMITMENTS

- (C) If a person failed to appear as directed, staff shall do the following:
- (1) Staff shall conduct a booking search to ensure the person is not already in custody.
 - (2) Staff shall send to the court a copy of the commitment along with a “no show” letter indicating the person failed to appear as directed. The original commitment and a copy of the “no show” letter will be sent to records for filing in the person’s ID jacket. The ID number must be on the letter. If the person has never been in custody, the original commitment and “no show” letter will be filed in the “no show” file in booking.
 - (3) If a person arrives beyond the schedule hour shown on the commitment, the shift supervisor shall talk to the person to determine the reason for the tardiness. The supervisor will accept the person and has the discretion of disciplining the person up to and including loss of good time. A “no show” letter will be sent to the court if the person has not arrived before the end of the shift.

V. No Commitment on File:

- (A) The following procedure will be followed for processing a person reporting to jail on a commitment and no commitment is on file.
- (1) If no commitment is located when the person arrives, the Officer assigned to booking shall contact the court to determine if a commitment is on file for the individual. If the court has a commitment, the Officer will obtain a copy of the commitment.
 - (2) The Officer will note on the copy that the original commitment was lost and was copied by the court. The person can be booked using the copy.
 - (3) If no commitment is located and it is after normal business hours, the shift supervisor should check the court module on JLAN to see if the original was scanned into the computer, using the following procedure:
 - (a) The computer used must have a RVI program installed and running.
 - (b) Select “Court Inquiry” from the Sheriff’s Access Screen.
 - (c) Select “Public Access Inquiry” from the Outside Agency Inquiry Menu.
 - (d) Insert the last and first name into the Public Case Inquiry and press “Enter.”

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#B-100 COMMITMENTS

- (e) From the list of names and cases select the one matching the commitment and press “Enter.”
- (f) Select 4 for Docket Information.
- (g) The Docket Screen will indicate which documents have been scanned into the computer. This is indicated by an asterisk in the image column. Select the form to be viewed by typing the number, but instead of pushing “enter” – press F2.
- (h) The form will appear in the next screen with a prompt to type in “V” to view. After typing V and “enter”, the RVI screen will appear with the scanned form. The document can be printed and is accessible for booking.
- (i) If the document cannot be retrieved from the computer, staff will advise the person to re-contact the court on the next court day and advise them of the problem.
- (j) The Officer assigned to booking will place on the officer’s log the person’s name, the lack of proper documents for acceptance, and that the person was instructed to contact the court.

YUBA COUNTY JAIL MANUAL
#B-102 RECEIVING INMATES

I. Purpose:

The purpose of this operations order is to establish procedures for receiving inmates into the Jail.

II. Policy:

It is the policy of the Jail to receive and process prisoners in a lawful, efficient, and safe manner, and to minimize processing time for the arresting agency.

III. National Detention Standards:

- (A) NDS Section 2.1 establishes standards for the admission and release of ICE detainees.

IV. Sally Port:

- (A) Jail staff shall receive inmates through the Sally Port entrance to the Jail located on 6th Street side of the building. There are exceptions when an inmate is brought into the Jail through the release corridor or remanded directly from the Courts.
- (B) The Officer assigned to the central control room is responsible for the opening and closing of the sally port gates to receive the inmate. This Officer may direct the transport Officer to either the east or west gate as necessary. Jail staff will open the sally port gate to allow the transport Officer to drive into the sally port and then close the gate after the vehicle is safely inside.
- (C) The central control room Officer is responsible for monitoring the transport Officer and the inmate(s) while inside the sally port. This is accomplished through direct observations and/or with the aid of security cameras.
- (D) Transport Officers are required to secure all firearms and other personal weapons in the trunk of their vehicle or in the sally port gun lockers prior to removing the inmate from their vehicle. Firearms and personal weapons are strictly prohibited inside the Jail.

V. Intake Process:

- (A) The transport Officer will then bring the inmate into the intake room. The central control Officer will ensure the intake room is secure and allow the transport Officer and inmate access when safe to do so.
- (B) Every inmate entering the Jail shall be in restraints. Depending on the circumstances, inmates may be required to remain in restraints until the Correctional Officer receiving the inmate removes them.

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- (C) The transfer of custody between the transport Officer and Jail staff occurs in the intake room. The transport Officer will complete the Pre-booking Form on all arrests, and a Peace Officer Affidavit of Probable Cause Form on all arrests made without an arrest warrant. The Jail intake Officer shall review all paperwork to ensure it is complete.
- (D) The intake Officer shall observe all movements of inmates to avoid assaults or to prevent the concealment or destruction of contraband.
- (E) **Transgender and Intersex Inmates/Detainees** (refer to jail policy #D-122)
 - (1) At the time of intake, medical staff will ask each inmate the following questions as part of their intake medical assessment. The individual's responses may be shared with custody staff if needed for appropriate interaction and searching. All questions shall be asked in a respectful manner and with confidentiality.
 - (a) What is your gender identity?
 - (b) What was your gender at birth?
 - (c) If the answers to these questions so indicate, staff will ask the individual if they will complete a voluntary State of Preference Form (PF) to assist staff in correctly classifying the individual for their safety.
 - (2) A transgender inmate will be booked under the name appearing on the person's official identification, as well as under an "a.k.a." name if applicable. Officers will use the PF form to note if there is a preferred name and record it in the JMS record as an a.k.a.
 - (3) If no identification is available, staff will use the adopted name for booking purposes, as either the primary or a.k.a. name. Officers will follow the approved protocol for determining identification.
 - (4) All employees will address Transgender persons by their chosen pronoun followed by their last name. A notation of the chosen name and pronoun shall be documented in the inmate's events file.
 - (5) Transgender inmates will be provided undergarments consistent with their gender identity.
 - (6) Upon intake into the facility, when an inmate's gender-related expression, or gender identity, differs from their sex, staff shall place those individuals in a holding cell alone or with other appropriate Transgender individuals

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and their classification status will be protective custody. If the inmate has been previously housed at this facility, prior housing assignment(s) may be considered.

VI. Inmate Funds:

- (A) The intake Officer shall count all money the inmate has in his/her possession in the presence of the transport Officer.
- (B) After verifying the amount of money, the intake Officer will input the inmate's name and date of birth into the inmate's funds kiosk located in the intake room under the "BOOK" category. The name of the intake Officer is also entered.
- (C) The intake Officer will place any paper money and any coins into the kiosk. No wet or damaged money will be placed into the kiosk. The kiosk system will generate two receipts. One receipt is provided to the inmate and the second receipt is taped to the front of the Inmate Medical Screening Form.
- (D) If for any reason money cannot be placed into the kiosk system, a J-receipt shall be issued and the money placed in a drop box. The money will be entered on the inmate's account using this receipt during the booking process (refer to policy for handling inmate funds).

VII. Property:

- (A) The intake Officer shall conduct a thorough search of the incoming inmate in the presence of the transport Officer. The inmate's property and the Pre-booking Form shall be placed into a plastic bag or box. The intake Officer is responsible for retaining that property in his/her immediate possession until it is secured in the temporary property room in booking.
- (B) Under no circumstance, shall an inmate's property or money be left unattended in the intake room or the booking area (refer to policy #C-116 – Inmate Property).
- (C) All property will be identified, inventoried and processed pursuant to policy.

VIII. Intake Search:

- (A) The intake Officer shall conduct a thorough search of the incoming inmate in the presence of the transport Officer. The primary objective is to discover any concealed weapons or contraband. The secondary objective is to account for the inmate's property.

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- (B) The search will include a search of all purses, pockets, loose-fitting clothing, wigs, shoes, socks, hats, waistband and cuff areas. Handcuffs may be removed upon completion of the search.
- (C) If there is an individualized suspicion an inmate may be hiding narcotics or other contraband on their person, the inmate may be taken to a private holding room and strip searched.
 - (1) *All strip searches shall be conducted by Officers of the same gender as the inmate* (refer to policy #E-136 - Strip Search Procedures).
- (D) In the event an inmate is hostile or combative when arriving at the Jail, or becomes hostile or combative during the intake process, the intake Officer shall request assistance from Jail staff. The intake Officer should not remove restraints from incoming inmates until they are under control, transferred to Jail restraints, and/or placed in a safety cell if necessary (refer to policy #D-108 - Use of Safety Cell).

IX. Medical and Mental Health Procedures:

- (A) Title 15 §1207 requires a screening of all inmates at the time of intake. The screening shall be completed in accordance with written procedures and shall include, but not be limited to, medical and mental health problems, developmental disabilities, tuberculosis and other communicable diseases.
- (B) Licensed health personnel or trained facility staff shall perform the screening, with documentation of staff training regarding site-specific forms with appropriate disposition based on responses to questions and observations made at the time of screening. The training depends on the role staff are expected to play in the screening process.
 - (1) *Although permitted by Title 15, only jail medical staff shall complete inmate screenings in the Yuba County Jail.*
- (C) The Consent Decree, in Section V, establishes requirements specific to the intake medical screening of new inmates, to include:
 - (1) As part of the intake process, medical staff (PA/NP/RN) shall assess whether an arriving inmate must be excluded from the jail and sent for medical evaluation and treatment at the hospital or comparable facility, or for mental health evaluation and treatment at the hospital, Yuba Sutter Behavioral Health or comparable facility.
 - (2) The assessment must include determining whether the inmate is intoxicated and/or suffering from withdrawal or at high risk for withdrawal from alcohol or other drugs. If the inmate displays signs of acute alcohol or drug withdrawal, the arresting Officer must transport the inmate to the hospital,

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Yuba Sutter Behavioral Health, or comparable facility. The inmate can only be returned to jail if a physician certifies them fit for incarceration.

- (3) Inmates who display signs of non-acute alcohol or drug intoxication or withdrawal will be accepted into the jail and treated in accordance to medical protocols.
- (4) The medical/mental health condition of a new inmate found fit for incarceration by an examining health care professional, but requiring medical attention or care, shall be considered when making housing decisions.
- (5) Any new inmate who meets the following criteria must be seen at the next sick call by a PA, NP or RN:
 - (a) Inmates who were taken to an emergency treatment center or mental health facility for a medical/mental health evaluation and clearance prior to booking. Documented evidence of the evaluation, treatment and clearance must become part of the inmate's jail medical record.
 - (b) Inmates with a communicable disease or condition, as determined by medical staff. The inmate must be placed in appropriate housing to prevent the spread of disease.
 - (c) Any woman who indicates she is or may be pregnant.
 - (d) Inmates who requires a special diet.
- (6) Any new inmate who states they have a mental illness, is taking psychiatric medications, or who medical staff identifies as having a mental illness must be seen by a Qualified Mental Health Professional within (24) hours.
- (7) Any new inmate who medical staff identifies as having any current suicidality shall have a risk assessment completed as soon as possible, but no later than within (4) hours of identification. Only Qualified Mental Health Professionals, PAs, NPs, or RNs who have been trained to conduct a suicide risk assessment shall conduct such assessments.
 - (a) A suicide risk assessment shall be conducted by a Qualified Mental Health Professional if one is on-site at the jail.
 - (b) An PA, NP, or RN may conduct the risk assessment if no Qualified Mental Health Professional is on-site or there is no professional available to timely complete the assessment due to servicing the urgent needs of other inmates.

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- (c) If a PA, NP, or RN completes the risk assessment, within (2) hours after the assessment, the staff member who conducted the assessment must consult with a Qualified Mental Health Professional either on-site or by phone to determine a plan for treatment and appropriate suicide precaution, if any.
 - (d) If the inmate is placed on suicide watch, safety cell protocol will be followed.
 - (e) If the risk assessment established the inmate is at risk of suicide, the inmate will, at a minimum, be placed on the next psychiatrist sick call.
 - (f) The person who conducted the risk assessment can, if necessary, consult with an on-site or on-call psychiatrist at any time, refer the inmate to be seen by a psychiatrist before the next sick call, or arrange for the inmate to be transferred to a hospital for evaluation.
- (8) As part of the intake screening, medical staff must assess if an inmate requires an assistive device due to physical or mental disability. Medical staff shall consult with custody staff to issue such equipment as needed to accommodate the inmate's needs.
- (a) Any prohibition of assistive devices shall be made in consultation with medical staff and a least restrictive method of accommodating the inmate shall be made. Any prohibition shall be memorialized in an incident report, with a copy sent to class counsel on a quarterly basis.
- (9) All intake screenings shall be performed by a PA, NP, or RN; however, an LVN can perform the screening if other medical staff is unavailable. If an LVN conducts the screening, the LVN must consult a Physician, PA, NP or RN within (4) hours to review the information. If such consultation is not possible within (4) hours, the inmate shall be seen by such medical staff at the next sick call.

X. Arresting Officers:

- (A) Arresting Officers are permitted to leave the facility as soon as the entire intake process is completed and the inmate is accepted by jail staff.
- (B) Arresting Officers are not permitted beyond the intake room or in the booking area. Exceptions to this rule apply to transportation Officers for ICE detainees or State Department of Corrections, Yuba County Sheriff's personnel to conduct necessary business, or in an emergency and the arresting Officer is requested for assistance.

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XI. Holding:

- (A) After the new inmate is searched, and all personal property is taken and secured, the intake Officer may place the prisoner into a holding cell, sobering cell, or the holding area until the individual is ready for the booking process.
- (B) Intoxicated persons who are a threat to their own safety or the safety of others shall be placed in a sobering cell consistent with jail policy.
- (C) New inmates may be placed in the holding area adjacent to booking to make phone calls, wait for booking, or wait for a bondsman, if it is safe to do so. Individuals left in this area must be under constant supervision by staff. If staff is unable to maintain constant supervision, the individual will be secured in a holding cell.
- (D) The Officer assigned to the booking area is responsible to visually monitor all inmates detained in a holding cell. Staff shall conduct a direct visual observation of inmates in holding cells no less than once every (30) minutes.

XII. Alternative to Custody:

- (A) The shift supervisor should make every effort to keep seriously injured or ill persons out of custody when practical and reasonable. This may be accomplished through citation and release, requesting the arresting authority to file a case for a warrant, an O.R. release, or court ordered release.
- (B) When considering such a release, the supervisor should consider the threat to public safety, seriousness of the crime(s), seriousness of the injury or illness, the inmate's criminal history, and the likelihood of the inmate appearing in court if released. Supervisors shall contact their chain of command in questionable cases.

**YUBA COUNTY JAIL MANUAL
#B-104 BOOKING PROCEDURES**

I. Purpose:

The purpose of this operations order is to establish procedures for the booking process of new inmates into the Jail.

II. Policy:

It is the policy of the Jail to book inmates in a lawful, efficient, and safe manner.

III. Booking Procedure:

The booking of new inmates will be conducted with respect and professionalism. Staff will make every reasonable attempt to lessen the inmate's anxiety by answering questions and explaining the process.

- (A) **Computer Booking:** Jail staff shall create and maintain arrest records through the JLAN automated system for all persons booked into the Jail.
- (B) **Master I.D. Number:** The system will assign a sequential booking number for every booking. The system will also assign the prisoner a Master I.D. number if it is the first time he or she is booked into the Jail. The Master I.D. number becomes the tracking number for that individual's Yuba County arrest record going forward.
- (C) **Booking Segments:** The booking Officer will complete all computer booking segments, including the Booking Report, Screening, Property Record, Classification and Housing sections. It is essential the booking Officer be thorough and accurate in collecting the recording data.
- (D) **Printing and Routing:** The booking Officer will print and route booking documents as follows:

Document	Routing
Booking Report (4 copies)	Booking Jacket, Prisoner, Arrest Officer, Press Board
Property Record	Booking Jacket, Prisoner
Screening	Medical Staff
Classification	Classification Staff

- (E) **Signatures:** The booking Officer and the inmate shall sign and date the Booking Report, Screening Form, and Property Record. The original signed copies will be retained by the department.

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IV. Telephone Calls:

- (A) Title 15 §1067 requires written policy and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by California Penal Code §851.5.
 - (1) California Penal Code §851.5 mandates the following:
 - (a) Immediately upon being booked and, except where physically impossible, no later than (3) hours after arrest, an arrested person has the right to make at least (3) completed telephone calls.
 - (b) The arrested person shall be entitled to make at least (3) calls at no expense if the calls are completed to telephone numbers within the local calling area or at his or her own expense if outside the area to the following.
 - (1) An attorney of their choice
 - (2) A bail bondsman
 - (3) A relative or other person
 - (c) As soon as practicable upon being arrested but, except where physically impossible, no later than (3) hours after arrest, the arresting or booking Officer shall inquire as to whether the arrested person is a custodial parent with responsibility for a minor child. If that is the case, the arrested person is entitled to (2) additional telephone calls to a relative or other person for the purpose of arranging child care in the parent's absence.
 - (d) Any Officer who willfully deprives an arrested person of their right to make these telephone calls is in violation of §851.5 P.C. and is guilty of a misdemeanor. Completed and declined telephone calls should be properly recorded in the designated place in the computer booking system.

V. Armbands:

- (A) The booking Officer is responsible for banding all prisoners with a color-coded wristband, except for those persons immediately released, on their right wrist. The inmate's name (Last, First, Middle) and I.D. number will be printed on the wristband using a permanent marking pen. The following color-coding applies:
 - (1) Orange = Felony
 - (2) White = Misdemeanor
 - (3) Red = High risk and escape risk

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- (4) Blue = Outside inmate workers, work furlough inmates
- (5) Green = Civil prisoners and SVP's
- (6) ICE Detainees
 - a. Detainees armbands will be color coded based on classification as follows:

Level 1/Minimum – White Armband

Level 2/Medium – Yellow Armband

Level 3/Maximum – Orange Armband

VI. Court List:

- (A) Each shift supervisor or Officer-in-Charge (OIC) is responsible for ensuring the jail court list is accurately maintained. The court list is updated by the booking Officer. This list is used to track incoming prisoners prior to arraignment.
- (B) All persons arrested for local charges, including Yuba County Warrants, Out of State Warrants, Bond Surrenders, §3454 P.C., §3455 P.C., and who will not be released immediately, are placed on the court list.
- (C) Inmates detained solely on §3056 P.C. parole violations, court commitments, contract housing, or out of county warrants are not placed on the court list.
- (D) The court list will include the inmate's name, booking number, arrest date and time, agency, charges, docket number, bail amount, comments, and Probable Cause hearing date and time.
- (E) Names will be removed from the court list when an inmate is released from custody or when the inmate has been arraigned in court. The court bailiff assigned to the arraignment court is responsible for ensuring the names of inmates are removed from the court list after arraignment. This is done by placing a line through the entry, initialing and noting the bailiff's personnel number. The same process applies for a shift supervisor releasing an inmate from custody with an added note of the reason for the release.

VII. Out-of-County Warrants:

- (A) When a person is arrested for an out-of-county warrant and has no local charges pending, the booking Officer shall teletype the appropriate jurisdiction to notify them of the arrest and the last day for them to pick up their inmate.

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- (B) California Penal Code §821 states that a law enforcement agency shall take custody of the defendant within (5) days, or (5) court days if the law enforcement agency requesting the arrest is more than 400 miles away. The booking Officer shall list the last day for pick up as the inmate's release date in the computer system under the "Inmate Activity Section."
- (C) When an inmate is booked on local charges and has a hold from another agency, the booking Officer shall place the other agency's paperwork as well as the "hold card" in the inmate's booking jacket. The inmate should not be booked on an out-of-county hold until the local charges are cleared. The booking Officer will teletype the originating agency to notify them the person is in our custody on local charges and they will be notified when the person is booked on their warrant and ready for pick up.

VIII. Parole and Probation Holds:

- (A) If a parole hold pursuant to §3056 P.C. is placed on an inmate, the 3056 charge will be added to the inmate's booking sheet. This charge will remain in effect until the inmate is sent to prison, the hold is removed, or the inmate is time served on the hold per a parole hearing.
- (E) If Yuba County Probation brings an inmate into the jail on a "Flash Incarceration," the inmate will be booked pursuant to §3454 P.C. Probation will make a determination on the length of the Flash Incarceration usually the day before the inmate is brought in or the following day (refer to the policy on computing sentences).
- (F) An inmate may also be charged for §3455 P.C. by way of a County Parole Hearing (refer to policy on computing sentences).

IX. Booking Jacket:

- (A) The booking Officer will make a booking jacket for all bookings except those arrested for §647(f) P.C. – Public Intoxication, where the person is released after detoxification.
- (B) The booking jacket will contain a label to include the inmate's name (Last, First, Middle) and their I.D. number. This jacket will contain all documents relating to the inmate while in custody (except for medical or mental health paperwork). Booking jackets are filed alphabetically in a designated location.
- (C) Booking jackets are color-coded as follows:
 - (1) Green = County inmates and federal inmates
 - (2) Yellow – State inmates
 - (3) Red = ICE detainees

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(4) Blue = Weekenders

- (D) A pink colored “hold sheet” will be attached on the inside (left) of an inmate’s booking jacket when a hold has been placed from another jurisdiction.
- (E) When an inmate is released from custody, the documents in the booking jacket will be stapled together and routed to the department’s Records Unit to be transferred into the person’s Arrest I.D. jacket.

X. Arrest I.D. Jackets:

- (A) In instances when a booking Officer books an inmate into the jail for the inmate’s first time, the Officer shall make an Arrest I.D. jacket (except for ICE Temps).
- (B) The inmate’s I.D. number is placed in the upper right corner directly below the person’s name (Last, First, Middle). The Arrest jacket will hold the inmate’s booking reports, fingerprint card, photos, arrest dispositions, and other information concerning the person’s criminal history. The Arrest I.D. jacket will be filed with the Records Unit.

XI. Manual Booking:

- (A) In the event the computer system becomes inoperative, the booking Officer will continue to book inmates using the Jail Booking Sheet and Property Record Form. The booking Officer will ensure the inmate signs this form. When the computer system becomes operational, the booking Officer is responsible for inputting the booking information into the JLAN system.

XII. Photographs and Fingerprints:

- (A) Arrested persons will be photographed and fingerprinted in accordance to jail policy #B-208.
- (B) New photographs are required for the inmate’s first time in custody in the jail. An updated photo is required every year if the inmate has changed in appearance.
- (C) Jail staff shall review existing booking photographs to determine if the inmate’s appearance has changed significantly. Regardless of the last time the person was photographed, if their appearance has changed significantly a new photograph will be taken to ensure we have the most accurate version of what the person looks like.

XIII. Arrest Requiring Special Handling:

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- (A) **Juveniles:** In the event an arresting Officer wishes to book a juvenile in order to create an arrest history, the arresting Officer shall complete a manual booking form and deliver it and a photo to a booking Officer. The booking Officer shall input the data into the JLAN system. **NO JUVENILES WILL BE PERMITTED INTO THE JAIL.** The booking Officer will not post a copy of the arrest report on the press board. The press copy will be marked “Juvenile” and forwarded to the Records Unit.
- (B) **Military Personnel:** Any military personnel booked into the jail shall be processed in the same manner as other inmates. The booking Officer shall notify Beale Air Force Base Police of the inmate’s identity, charges and bail amount. This notification shall be completed within (30) minutes of booking.
- (C) **Veterans:** The booking Officer will ask inmate’s if they are a veteran. This information is noted on the booking check sheet and if the answer is “yes,” the information is also added to the inmate’s event screen. The event code is “VET” and under the comment section the booking Officer will notate which branch of the service and the timeframe served.

XIV. Foreign National:

- (A) In accordance with Federal law and the provisions of California Penal Code §834c, the shift supervisor, upon arrest and booking or detention for more than (2) hours of a known or suspected foreign national, shall advise, without delay the foreign national that he/she has the right to communicate with an official from the consulate of his/her country.
- (B) California Penal Code §834c(d) lists the countries pertinent to this notification. Mexico does not require mandatory notification. If the person chooses to exercise this right, the shift supervisor will notify the consulate.
- (C) The shift supervisor shall ensure the arrested person is allowed to communicate with, correspond with, and be visited by, a consular of his/her country. Use of department telephones for this purpose is authorized if the arrested person is not able to contact their consulate from the booking telephones.
- (D) The foreign national’s contact with, or refusal to contact their consulate, will be noted in the inmate’s event activity log by the shift supervisor.
- (E) Foreign nationals in the United States illegally have the same rights to consular assistance as those in the country legally. A person who is a national/citizen of two or more countries other than the United States should be treated in accordance with the rules applicable to each country. If the person is a citizen of the United States and another country, they may be treated exclusively as a U.S. citizen when in the United States. In that case, no consular notification is required.

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- (F) Consular notification is provided for in the Federal Regulation [8 C.F.R.26.1 (e)]. If an ICE detainee requests to talk to their consular, they shall be instructed to use the inmate phone system that allows free dialing to consular offices. Specific instructions are listed in the inmate handbook.
- (G) If the foreign national is from a “mandatory notification” country, notification must be given even if the person objects or claims to be afraid. Under no circumstances should the fact a foreign national has applied for asylum or withholding of removal be revealed to that nation’s government. The foreign national is to be informed that his/her consulate was notified.

**YUBA COUNTY JAIL MANUAL
#B-106 DRESS-IN AND HOUSING**

I. Purpose:

The purpose of this operations order is to transition new inmates from the community to a custody setting and provide them with essentials.

II. Policy:

It is the policy of the Jail to transition inmates in a lawful, efficient, and safe manner.

III. Standard Institutional Clothing:

- (A) Title 15 §1260 requires facilities to issue climatically suitable clothing to inmates held after arraignment in all but court holding. Temporary holding shall include, but not be limited to:
 - (1) Clean socks and footwear
 - (2) Clean outer garments
 - (3) Clean undergarments
 - (4) Males – shorts and undershirt
 - (5) Female – bra and two pairs of panties
- (B) The inmate's personal under garments and footwear may be substituted for the institutional undergarments and footwear. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.
- (C) Clothes shall be reasonably fitted, durable, easily laundered and repaired.
- (D) Title 15 §1261 requires special clothing to be issued that is suitable for, and essential, to perform special work assignments such as food service, medical, farm, sanitation, mechanical, and other specified work.

IV. Dress-In Procedure:

- (A) After an arrested person has been booked and it is determined they are unable to post bail or are ineligible for release, the booking Officer may proceed with the dress-in and housing process.
- (B) An Officer of the same gender as the inmate will accompany the inmate to the booking shower and instruct the inmate to change out of their personal clothing. A strip search will be conducted (refer to policy #E-136). The inmate will take a shower and dress into jail clothing.
- (C) The inmate will be provided with a towel, a clean set of clothing, footwear, inmate handbook, and personal hygiene items (soap, comb, toothbrush, etc.).

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#B-106 DRESS-IN AND HOUSING**

- (D) The Officer supervising this process will place the inmate's personal clothing into a department approved container and store it in accordance to policy #C-116.

V. Classification:

- (A) Jail staff will proceed with the classification process to determine appropriate housing for the inmate, pursuant to policy #D-100.
- (B) Once the appropriate housing location is determined, the inmate is moved from the booking area to that housing location.
- (C) Staff will ensure the inmate is provided with:
 - (1) On serviceable mattress that meets requirements
 - (2) One mattress cover or one sheet
 - (3) One towel
 - (4) One blanket, or more, depending on the climate
 - (5) Two blankets or a sleeping bag may be issued in place of one mattress cover or one sheet
- (D) In instances when inmates are assigned to a single cell, staff shall inspect the cell and note damage on an Inspection/Orientation Check Sheet. Staff will inform the inmate that he/she is responsible for any damage or vandalism to jail property. The inmate shall sign the check sheet acknowledging they are familiar with the rules and their responsibilities as an inmate.
- (E) In the event an inmate is fit for incarceration, but is in need of medical attention or medical isolation, the shift supervisor shall assign the individual to a medical cell. The inmate shall also be placed on the sick call list and seen by medical staff at the next available sick call. A notation shall be made on the computer indicating the medical housing.

YUBA COUNTY JAIL MANUAL
#B-108 FINGERPRINTS AND PHOTOGRAPHS

I. Purpose:

The purpose of this operations order is to establish procedures for the fingerprinting and photographing of arrested persons brought to the jail for booking.

II. Policy:

It is the policy of the Jail to take fingerprints and photograph arrested persons as forms of identification that becomes part of their arrest record. Both fingerprints and photographs are invaluable investigative tools for identification and so it is critical that staff fingerprint and photograph all persons during the booking process and they are of high quality.

III. Persons Photographed:

- (A) All arrested persons brought to jail for booking will be photographed as part of that process. For individuals who return to jail on a regular basis, a photograph will be taken at least once every year, or if the person's appearance has changed since the last photograph.
- (B) The arrested person shall be instructed to stand with their back against the wall opposite the camera. The Officer will position the camera so the top of the photo is just above the top of the person's hair. Once a photograph is taken of the person facing the camera, the person will turn to the left for a profile photo. Once this photograph is taken, the photograph will be printed.
- (C) (3) copies of the photograph will be made and distributed as follows:
 - (1) One copy placed in the person's arrest jacket which will also accompany the classification information to the classification unit.
 - (2) One copy placed on the inmate's property bag.
 - (3) One copy to accompany the medical screening to medical.
- (D) When an arrested person is brought to jail for booking and that person has visible injuries, the Officer assigned to booking shall take photographs of the injuries for documentation purposes. These photographs are in addition to the regular booking photograph requirements.
 - (1) Photographs of injuries shall be taken with a digital camera and a copy of the photographs shall be marked with the date, the name of the person taking the photograph(s), and then placed in the person's arrest jacket.
 - (2) The shift supervisor shall be notified and may direct an incident report be generated.

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#B-108 FINGERPRINTS AND PHOTOGRAPHS

- (E) In the event the computerized photograph system in booking becomes inoperative the shift supervisor shall be notified immediately and a note shall be placed on the jail log alerting other shifts. The supervisor shall arrange for repair and complete a work order. Arrested persons brought to the jail will be photographed with a digital camera until the computer camera system is repaired.

IV. Persons Fingerprinted:

- (A) The Officer assigned to booking is responsible to ensure that sufficient sets of fingerprints are taken during the booking process. It is important to completely roll fingers when taking prints to ensure that all details are clearly recorded. Fingerprints are to be taken on the Live Scan Fingerprint machine. If this machine becomes inoperative, it will be necessary to obtain the fingerprints by using black fingerprint ink.
- (B) **Manual Fingerprints – Felony Bookings – General Rule:**
- (1) Staff shall complete (3) fingerprint cards for each felony booking. One card is retained in the arrest record. The other two cards are submitted to the Department of Justice, and they will disperse them to the FBI and Bureau of Criminal Identification.
- (C) **Manual Fingerprints – Misdemeanor Bookings – General Rule:**
- (1) It is necessary to complete (2) sets of fingerprint cards for each misdemeanor booking. One fingerprint card is retained in the arrest record and the other forwarded to the Department of Justice Bureau of Criminal Identification.
- (D) **Exceptions – Existing Yuba County Arrest Record:**
- (1) It is not necessary to complete a fingerprint card for a Yuba County arrest if the arrested person has a previous Yuba County arrest record where there is already a fingerprint card on file.
- (E) **Exceptions – Other Categories:**
- (1) The following categories of offenses do not require fingerprint cards other than the one card for the Yuba County arrest record.
- (a) §647(f) P.C. – Public intoxication
 - (b) §11357(b) H&S and §11360(b) H&S – Possession/Transportation of less than one ounce of marijuana
 - (c) §25662 B&P – Minor in possession of alcohol
 - (d) Violation of any Yuba County Ordinance

YUBA COUNTY JAIL MANUAL
#B-108 FINGERPRINTS AND PHOTOGRAPHS

- (e) Any offense where incarceration is not a possible punishment (e.g. infractions)

V. Juveniles:

- (A) Photographs and fingerprints of arrested persons who are juveniles are completed by the arresting officer. The fingerprint cards and photograph are forwarded to the jail for further processing.

YUBA COUNTY JAIL MANUAL
#B-110 ORIENTATION

I. Purpose:

The purpose of this operations order is to establish guidelines for disseminating facility information to inmates.

II. Policy:

It is the policy of the Jail to ensure that all new inmates entering the jail receive orientation information as part of their intake process.

III. Title 15 Requirements:

- (A) Title 15 §1069 requires jail facilities to develop written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient them at the time of placement in a housing area. Such an orientation program shall be published and include, but not be limited to, the following:
- (1) Correspondence, visiting, and telephone use
 - (2) Rules and disciplinary procedures
 - (3) Inmate grievance procedures
 - (4) Programs and activities available and method of application
 - (5) Medical services
 - (6) Classification and housing assignments
 - (7) Court appearances, if known
 - (8) Voting, including registration

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS) Section 2.1 (H) requires facilities provide ICE detainees an orientation as soon as practicable, in a language or manner detainees can understand. The orientation must include facility operations, programs and services, grievance process information, and other rules and requirements.
- (B) The orientation shall also include the procedures for detainees to contact the ERO deportation officer handling their case, and how to use the telephone system.

V. Inmate Handbooks:

- (A) All new inmates will receive facility orientation information at the time of placement in a housing area. This information is contained within the facility inmate handbook. The inmate handbook contains, at a minimum, all the information required by Title 15.

YUBA COUNTY JAIL MANUAL
#B-110 ORIENTATION

- (B) The inmate handbook is available in both English and Spanish.
- (C) If an inmate is unable to understand information contained in the inmate handbook, staff will provide an explanation and ensure they understand.
- (D) ICE produces an ICE/ERO National Detainee Handbook specifically designed for ICE detainees. The Detainee Handbook is available in a number of languages. Jail staff will provide all newly arriving ICE detainees a copy of the National Detainee Handbook in addition to a copy of the facility inmate handbook. The facility staff will advise every detainee to become familiar with the material in the handbook and ensure the information is provided in a language or manner the detainee can understand.
 - (a) Oral interpretation or assistance shall be provided to any detainee who speaks another language into which written material has not been translated or who is illiterate.
 - (b) The facility shall also provide auxiliary aids and services (e.g., qualified sign language interpreters) or other accommodations to ensure the effective communication of the content of the handbook to detainees with disabilities.
- (E) Jail staff shall document on the appropriate form that new inmates and/or detainees receive the appropriate handbooks, and ensure the inmate/detainee signs and dates an acknowledgement of receiving them.

YUBA COUNTY JAIL MANUAL
#B-112 PAROLE BOOKINGS

I. Purpose:

The purpose of this operations order is to establish procedures for booking persons into the jail on a parole violation.

II. Policy:

It is the policy of the Jail to book and hold inmates on a parole violation under the authority of California Penal Code Sections §3056, §3454, and §3455.

III. Booking Procedure:

(A) Staff shall comply with jail policy #B-104 – Booking Procedures when booking persons for parole violations.

(B) Parole Violation:

- (1) The Office assigned to booking shall enter §3056, §3454 or §3455 P.C. in the charges section of the booking. For persons booked pursuant to §3056 P.C., the California Department of Corrections number (CDC#) shall be entered into the warrant number section of the booking.
- (2) The entire booking shall be placed in a yellow booking jacket with the inmate's name and booking number on the jacket label.
- (3) When the booking is completed, the booking jacket will be placed in the top drawer of the booking filing cabinet containing all the booking jackets, except for ICE bookings, which go in the lower drawer.

(C) Post Release Community Supervision (PRCS) Warrant:

- (1) When an inmate is arrested on a PRCS warrant of arrest for violating their conditions of release, they will be booked on the charge of §3455 P.C. and placed on the court list.
- (2) The Probation Department will forward a Detainer, usually in a few days, that will confirm the §3455 P.C. charge or change it to a flash incarceration pursuant to §3454 P.C.
- (3) If the charge is changed to §3454 P.C., the Probation Department will specify on the Detainer the length of the incarceration. This information will be added to the booking by calculating the outdate of the inmate and if necessary, changing the §3455 P.C. charge to a §3454 P.C. charge.

YUBA COUNTY JAIL MANUAL
#B-112 PAROLE BOOKINGS

- (4) Once the Probation Department Detainer is received, the inmate's name will be removed from the court list as specified by jail policy #B-122 – Court List and Related Documents.

(D) Local Charges and a Parole Violation or PRCS Warrant:

- (1) The Officer assigned to booking shall book the subject on local charges pursuant to jail policy #B-104 – Booking Procedures.
- (2) When a Parole Hold or PRCS Warrant is received by the jail, the inmate will be booked on the hold or warrant and it will remain in place until the subject is time served on the hold, the hold is dropped, or the person is sent to State Prison.
- (3) Any local charges will be added to the booking sheet in conjunction with the hold.
- (4) Inmates should not be issued an O.R. release on misdemeanor charges while any holds are in effect.
- (5) If a hold is expected to be placed on an inmate in custody on local charges, a pink **HOLD** sheet shall be placed in the booking jacket indicating the subject has a hold en route. The pink hold sheet will indicate the person placing the hold.
- (6) The Officer shall update the inmate's events in the computer system by indicating they have a hold with the “**HLD**” code. The Officer will update the inmate's classification by indicating a “**HH**” code in the classification update.
- (7) When the hold is received, the hold will be added to the booking and pink hold sheet can be removed.

YUBA COUNTY JAIL MANUAL
#B-114 REMANDS

I. Purpose:

The purpose of this operations order is to establish procedures for processing inmates remanded into custody from court.

II. Policy:

It is the policy of the Jail to accept and book into jail persons who are remanded into custody by order of the court.

III. Remand Procedure:

- (A) All persons remanded into custody from the court shall be escorted into the jail by custody staff through the jail elevator.
- (B) The person remanded should be accompanied by the appropriate paperwork from the court, such as a commitment, court disposition or other document. There may be a delay receiving the paperwork from the court. In such cases, the Officer receiving the document(s) is responsible for making the proper entries into the events section of the inmate's computer file.

IV. Booking Procedure:

- (A) All persons remanded into the jail will be searched for weapons and other contraband by the Officer escorting the person into the jail.
- (B) If the Officer assigned to booking is busy, the inmate shall be placed in a holding room to await booking.
- (C) Paperwork is given to the Officer assigned to booking. After all the paperwork is accounted for the inmate will be processed like all other new arrests pursuant to jail policy #B-104 – Booking Procedures.
- (D) The booking number will be placed on the commitment and it is filed in the inmate's Avery jacket with the booking sheet.

YUBA COUNTY JAIL MANUAL
#B-116 HOUSNG OTHER AGENCY BOOKINGS

I. Purpose:

The purpose of this operations order is to establish procedures for the booking and housing of inmates at the Yuba County Jail on behalf of an outside agency.

II. Policy:

It is the policy of the Jail to book all inmates into the jail in a lawful, efficient, and safe manner.

III. Other Agency Inmates Housed at Yuba County Jail:

- (A) When an inmate from another agency is approved for housing at the Yuba County Jail, the transportation Officer shall complete or deliver a “Body Invoice” accurately listing the name of the inmate and the charges.
 - (1) Forms I-203, I-213 and I-831, which is a continuation sheet for the I-213 and I-216 forms, are required for all detainees housed for ICE.
- (B) The receiving Officer and the transportation Officer shall each sign the Body Invoice or I-216 form. A signed copy of the Body Invoice or I-216 form may be given to the transportation Officer. The I-203, I-213 and I-831 forms shall be retained in the ICE detainee’s booking jacket and the I-216 form shall be filed chronologically in a file in the booking area.
- (C) Other agency inmates, except ICE Temps, shall be booked using the procedure as outlined in jail policy #B-104 – Booking Procedures. Their first charge on the charge screen in the computer shall be listed as “Housed Other Agency” (HOA), and their original charges shall be listed on the booking if they are being housed for another county. If the inmate is a sentenced inmate the booking Officer shall put the inmate’s appropriate release date in the computer.
- (D) In the “warrant #” section, list the agency name for which we are housing the inmate. In the “case #” section, insert the inmate’s master ID number from the agency they came from
- (E) ICE detainees shall use the following format:
 - (1) **ICE PERM** – for long-term housing
 - (2) **ICE TEMP** – for overnight or temporary housing
 - (3) In the “case #” section insert the file number (ICE “A” number) taken from the I-203 form on ICE bookings.

YUBA COUNTY JAIL MANUAL
#B-116 HOUSNG OTHER AGENCY BOOKINGS

- (F) **ICE TEMP:** It is not necessary to produce an inmate jacket for ICE TEMPS. Instead, file a copy of the booking sheet with the I-203 form attached and the I-216 form filed chronologically in the file in the booking area.
- (G) **ICE RELEASES:** Officers must complete certain procedures before any detainee's release, removal, or transfer from the facility. Necessary steps include completing and processing forms, closing files, fingerprinting, returning personal property, and reclaiming facility-issued clothing, bedding, etc. The time, point, and manner of release shall be consistent with safety considerations and shall take into account special vulnerabilities. As appropriate and necessary, facilities shall transport detainees to local public transportation stations at a time when such public transportation is running. If public transportation is within walking distance of the facility, detainees shall be provided with an information sheet that gives directions to and describes the types of transportation services available.

All releases must be coordinated with ICE/ERO. Prior to release, the detainee shall be provided an opportunity to make a free phone call to facilitate release arrangements.

- (H) **Federal Inmates:** A Federal Bureau of Prisons spokesperson will contact the jail for approval when they have an inmate they wish to house in the Yuba County Jail. If approved, they will forward all sentencing information to the jail and it will be placed in the Booking Commitment File.
- (1) Federal inmates are generally allowed to turn themselves into the jail on commitments by reporting to the jail lobby at a specified time.
 - (2) Staff will book a federal inmate into the jail in the same manner as any other HOA booking with "Federal Inmate" notated on the warrant # entry on the Update Charges screen.
 - (3) The sentencing information packet will indicate the report time and date as well as the release date and time. The shift supervisor is responsible for ensuring the inmate's "Due for Release" date is entered to reflect this information.
 - (4) The sentencing information packets also contain numerous forms and fingerprint cards that must be filled out when the inmate is booked. There will be an instruction sheet provided with the sentencing information packet and a phone number for contacting the agency if there are any questions.

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#B-116 HOUSNG OTHER AGENCY BOOKINGS

IV. Accuracy of Information:

- (A) **Because many queries are run for billing purposes from the input of booking information, it is critical that information is entered in exactly the same manner each time.**

V. Immigration Files

- (A) A detention file will be created for each detainee booked into Yuba County Jail for more than 24-hours. This file will be created as part of the booking process and will include the date of file initiation. This file may be comprised of hard copy documents and retrievable electronic records.
- (B) The file will contain the following information unless the information is maintained in a retrievable electronic format:
 - a. Booking Record, with one or more original photographs attached;
 - b. Classification Work Sheet and classification level;
 - c. Health Screening Form;
 - d. Personal Property Inventory Sheet and copies of receipts for items issued to/surrendered by the detainee;
 - e. Property Receipt;
 - f. Acknowledgment form, documenting receipt of handbook, orientation, etc;
 - g. Document adverse behavior, special requests and complaints, and other information considered appropriate for the record;
 - h. Any other documents, as appropriate
- (C) The detention file shall also contain documents generated during the detainee's time in the facility. ICE/ERO may direct that certain documents be added to the detention file.
- (D) During the course of the detainee's stay at the facility, staff will maintain documents associated with normal operations in either the detainee's detention file or in a retrievable electronic format. Examples of documents typically maintained in the detention file include the following:
 - a. Special Requests;
 - b. Disciplinary forms;
 - c. Grievances, complaints, and the disposition(s) of same;
 - d. All forms associated with disciplinary and/or administrative segregation;
 - e. Staff reports about the detainee's behavior, attitude, etc;
 - f. Strip search documentation; and
 - g. Any privacy waivers, including release-of-information consent forms.
- (E) Detention files will be located and maintained in a secured area.
- (F) The detention file will remain active during the detainee's stay. Upon the detainee's release from the facility, staff will add any final documents not available in a retrievable electronic format to the file before closing and archiving.
- (G) The officer closing the detention file will document the date the file was closed.

YUBA COUNTY JAIL MANUAL
#B-116 HOUSNG OTHER AGENCY BOOKINGS

- (H) The closed detention file shall not be transferred to another facility with the detainee. However, staff may forward copies of documents in the file at the request of supervisory personnel at the receiving facility/office.
- (I) When forwarding documents, staff will accordingly notate the request in the archived file or electronic record.
- (J) The archived files may be purged after six years, with the material either shredded or, if possible, burned.

YUBA COUNTY JAIL MANUAL
#B-118 BOND SURRENDER

I. Purpose:

The purpose of this operations order is to establish procedures for the acceptance of bond surrenders under pursuant to California Penal Code §1300.

II. Policy:

It is the policy of the Jail to accept bond surrenders for only those inmates who are in custody at the jail or brought in by a bail bondsman.

III. Procedure:

- (A) In all cases, bonding agencies must supply the jail with an affidavit or certified copy of the bond on which the inmate is surrendered. A bondsman must complete a bond surrender form in duplicate.
- (B) Staff shall ensure that the bond has been notarized as a true and accurate copy. After verification of documents, an Officer is required to sign the bond surrender forms. A second copy is attached to a certified copy of the bond and placed on the back of the booking to be forwarded to the Court.
- (C) On out-of-custody surrenders, the bondsman shall present the person surrendered to the booking Officer. Staff shall escort the inmate from the lobby to the booking area and processed like a new arrest.
- (D) The person surrendered on the bond shall be placed on the Court list and within (48) hours of the surrender the person shall be brought before the Court on the case.

**YUBA COUNTY JAIL MANUAL
#B-120 BOND ACCEPTANCE**

I. Purpose:

The purpose of this operations order is to establish procedures for acceptance of bonds.

II. Policy:

It is the policy of the Jail to accept bonds only from licensed bonding agencies authorized by the State of California.

III. Procedure:

(A) Bonds for Local Courts

- (1) The Officer accepting the bond shall review it to ensure that all necessary information and authorization are present. Once the Officer determines the bond is accurate, the Officer must sign and date in the section provided on the bond. It is the responsibility of the booking Officer to determine if the bond agent's license is still active. This can be done by pulling up the jail intranet/jail/links/bail bond license status.
- (2) If an inmate has previously been to Court prior to bonding, the next court date shall be the date and time assigned by the Court. If the inmate has not been to Court, a court date and time to appear will be assigned as follows:
 - (a) In all cases, the court appearance date for the arrestee shall be set (30) days after the date of arrest.
 - (b) The Yuba County Superior Court provides an "Assigned Court Date" schedule. This schedule is to be followed for assigning court dates when a subject bails from custody and had **not** been to court.
- (3) The amount of bail must correspond with the amount indicated on the booking sheet. Staff shall ensure that the amount of the bond covers the bail. Bonds have a maximum amount they will cover. Staff shall check this to ensure the bail does not exceed this amount (located on second page of bond).
- (4) The correct name of the person being bonded as well as the correct charges must be listed on the face of the bond.
- (5) The Court to which the bond is issued shall be clearly indicated on the bond and must correspond to the jurisdiction in which the case is to be heard.

YUBA COUNTY JAIL MANUAL
#B-120 BOND ACCEPTANCE

(B) Foreign Jurisdictions

- (1) Bonds accepted for foreign jurisdictions are returned along with warrant or photocopy of the teletype abstract to the agency that sent it unless it states clearly on the warrant or teletype that it is to be returned to the issuing court.
- (2) The appearance date on the bond is to be (30) court days from the date the person bailed out – at 0900 hours – unless otherwise specified on the teletype abstract. If no court date is listed, the issuing agency o the warrant should be called.

YUBA COUNTY JAIL MANUAL
#B-122 COURT LIST AND RELATED DOCUMENTS

I. Purpose:

The purpose of this operations order is to establish procedures for the delivery of inmates to court and the proper procedures for processing related documents.

II. Policy:

It is the policy of the Jail to coordinate with the courts for court hearings and processing related court paperwork.

III. Court List:

- (A) The purpose of the court list is to ensure the orderly and timely delivery of inmates to court. The court list contains the name of the inmate, booking number, date of arrest, docket number (if known), bail amount, and the probable cause hearing time.
- (B) It is the responsibility of each Officer assigned to booking to put the inmate's name on the court list. It is the responsibility of the shift supervisor to check the list from the preceding day to determine if all inmates on the previous list did appear before the court system.
- (C) The night shift supervisor is responsible for checking the court list on a daily basis for errors, omissions, or duplications. If no complaint is on file, the District Attorney's Office shall be contacted to determine the status of the complaint.
- (D) (3) copies of the court list shall be made for the court and (1) copy for the District Attorney's Office. The Court Clerk shall pick up and deliver them. Upon notification of the Court, inmates will be delivered to their hearings.

IV. Delivery of Inmates to Court:

- (A) Bailiffs are responsible for escorting inmates to court for all matters. Inmates may wear street clothes for court appearances, except arraignments and pre-trial motions in compliance with jail policy #G-132 – Access to Courts and Legal Counsel.
- (B) All inmates shall be placed in handcuffs when escorted to court. In all instances, a sufficient number of Officers shall participate in the escort to ensure safe custody.
- (C) Upon completion of the court proceedings, the Bailiff shall escort the inmate back to the jail and provide the shift supervisor with a record of the court findings. The Officer receiving this information, the shift supervisor or his/her designee, shall record the information in the inmate's booking record and events record. The inmate's name will then be removed from the court list.

YUBA COUNTY JAIL MANUAL
#B-122 COURT LIST AND RELATED DOCUMENTS

V. Court Orders:

- (A) **Commitments:** This is a legal document from the court listing charges and sentencing information. This information is entered into the booking record and the events section in the computer. It is then placed in the inmate's arrest jacket. Commitments ordering the defendant to report to the jail at a later date shall be placed in the file marked "weekenders."
- (B) **Orders of Dismissal:** This is a document which may originate from the arresting agency, District Attorney, and in the form of an order from the court. The information on the Dismissal Order shall be recorded into the booking record prior to closing the booking. The order is then placed in the inmate's ID jacket along with the booking file (Refer to General Order 30.05 – Dismissal of Charges).
- (C) **Own Recognizance Releases:** This is an order from the court directing the release of the inmate on his own recognizance. The information on the order shall be recorded into the booking record prior to release, and then filed in the inmate's arrest jacket (Refer to O.R. Release General Order).
- (D) **Bail Reduction:** This is an order from the court stipulating a reduction in the amount of bail. The information contained in this order shall be entered into the booking record, making the specified changes, and then filed in the inmate's arrest jacket. A new booking sheet shall be printed and placed in the arrest jacket.
- (E) **Verbal Orders:** There are orders by the court setting dates for hearings such as trial dates, bail reduction, motions to suppress, etc. The Bailiff shall record this information and provide it to the shift supervisor or his/her designee to record into the inmate's booking record.

VI. Court Related Documents:

- (A) When an inmate posts cash bail, bail bond, or receives an O.R. from the court, those documents that are to go to the court shall be placed in the inmate's arrest jacket. The arrest jacket shall then be placed into the file provided and labeled "Documents for Court. The Court Clerk shall sign for the documents.
- (B) After the Court Clerk has signed for the documents and they are removed, all other paperwork in the booking jacket shall be placed in the file basket to be filed in the inmate's ID jacket. All Officers must ensure the inmate's Yuba County ID number is on all paperwork that is to be filed in their ID jacket before the paperwork is placed in the file basket.

YUBA COUNTY JAIL MANUAL
#B-124 DNA COLLECTION

I. Purpose:

The purpose of this operations order is to establish procedures for the collection of DNA samples and palm impressions in the jail.

II. Policy:

It is the policy of the Jail to identify those persons who qualify for the collection of DNA samples and palm impressions, and then collect them pursuant to law.

III. Identification of Qualified Offenders:

- (A) When an inmate enters the jail, the Officer assigned to booking shall review the inmate's criminal history and any other documentation to determine if the inmate is required by law to submit to a DNA sample and palm impression.
- (B) Officers should check for the DNA collection flag on the State's criminal history prior to the collection of samples.
- (C) A person is not required to provide a DNA sample or palm impression if they already have them on file with the Department of Justice (DOJ).
- (D) A qualified offender should be identified through fingerprints prior to collection.

IV. DNA Sample Collection:

- (A) The following persons qualify for the collection of DNA samples:
 - (1) Adults and juveniles convicted or found not guilty by reason of insanity of any felony offense, and any juvenile adjudicated under California Welfare & Institutions Code §602 for any felony offense [California Penal Code §296.1(a)(2), (3), (4)].
 - (2) Adults and juveniles in custody or on probation or parole, or other supervised release after a conviction or adjudication for any felony or misdemeanor offense, but with a past California or out-of-state qualifying felony conviction [California Penal Code §296.1(a)(2), (3), (4)].
 - (3) Adult and juvenile sex or arson registrants pursuant to California Penal Code §290 or §457.1 [California Penal Code §296(a)(3)].
 - (4) Out-of-state offenders accepted into California for service of custody, probation, or parole under an interstate compact [California Penal Code §296.1(a)(5)].

YUBA COUNTY JAIL MANUAL
#B-124 DNA COLLECTION

- (5) Federal prison inmates with a prior California or out-of-state qualifying felony conviction. Requires approval of FBI Director and a California connection (e.g. person committed qualifying offense in California, the person has a California conviction for a felony offense) – [California Penal Code §296.1(a)(6)].
- (6) Adults arrested on or after November 3, 2004 for felony California Penal Code §290 sex crimes, murder, voluntary manslaughter, or attempts to commit those crimes [California Penal Code §296(a)(2)].
- (7) Beginning in 2009, all adults arrested for any felony offense on or after January 1, 2009 [California Penal Code §296(a)(2)(C)].

V. Sample Collection and Processing:

- (A) **Training:** Only custody personnel training to monitor and/or perform DNA collection may do so.
- (B) **Kits:** Only Department of Justice DNA collection kits shall be used.
- (C) Employees shall follow the exact instructions provided in the DOJ kits when obtaining samples.
- (D) Completed kits should not be left unattended and are to be placed into the locked upstairs property room.
- (E) The Officer completing the kit shall complete the log entry on the DNA collection log.
- (F) **JLAN Entry:** The Officer completing the kit shall enter the “Master Person Inquiry” for the offender and on the second page in the general comments section enter the following:
 - (1) **“DNA TAKEN/DATE/OFFICER’S/NAME”**
- (G) If during the interview process the Officer determines that DNA has been collected and it is not necessary to collect a DNA sample, the Officer will make the following JLAN entry:
 - (1) **“DNA TAKEN/PER RAP/DATE/OFFICER’S NAME”**
- (H) The Jail Commander shall designate someone to periodically collect completed kits and forward them to DOJ. The jail shall also maintain statistical records of kits completed.

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#B-124 DNA COLLECTION

- (I) Palm impressions and thumbprints will be collected either manually or electronically at the time the kits are completed.

VI. Expungement Procedures:

- (A) A person who has provided a DNA sample may request that their sample be destroyed and the corresponding profile expunged from the searchable database under certain circumstances.
- (B) When a person requests expungement, that request will be forwarded to the Jail Lieutenant who will process the request.

VII. Related Crimes:

- (A) A person who refuses to provide a mandated DNA sample or accompanying thumb or palm print impression is guilty of a misdemeanor [California Penal Code §298.1(a)].
- (B) It is a felony to facilitate the collection of a wrongfully attributed DNA sample or to tamper with a DNA sample with intent to deceive the government.

VIII. Refusal to Submit to DNA Collection and Reasonable Force to Collect:

- (A) California law (California Penal Code §298.1 and Title 15 §1059) allows custody staff and law enforcement personnel to use reasonable force to collect DNA samples as well as palm and thumb print impressions from persons who are required to provide such samples and who refuse following written and oral requests.
- (B) Correctional Officers should attempt to obtain samples and impressions through voluntary compliance. If a subject refuses to provide a voluntary sample and impression, the Officer should do the following:
 - (1) Notify the shift supervisor of the refusal
 - (2) The supervisor shall notify the person both verbally and in writing that they have a legal obligation to provide the sample and refusal may result in criminal prosecution pursuant to California Penal Code §298.1 (Refer to attached Notice of Requirement).
 - (3) The assigned Officer shall complete a jail incident report which includes the effort made to secure voluntary compliance. The report shall be forwarded to the Jail Lieutenant.

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#B-124 DNA COLLECTION

- (4) The Jail Lieutenant shall review the circumstances and the attempts made to seek voluntary compliance. The Lieutenant shall take any other measures deemed necessary to seek voluntary compliance.
- (5) The Jail Lieutenant may order the use of reasonable force to secure the DNA sample and palm and thumb impressions. That order shall be issued in writing and shall reflect that the offender was asked to provide the specimen, sample or impression refused.
- (6) The Jail Lieutenant shall give guidance in tactic and method of force to be used. It is generally suggested to draw blood in lieu of buccal collection when obtaining an involuntary sample. Jail medical staff shall not be used in the collection of an involuntary blood sample.
- (7) The use of reasonable force shall be video-taped and the video shall be forwarded to the Jail Lieutenant who shall retain it administratively.
- (8) The Jail Lieutenant is responsible to cause the completion of the BSCC Data Collection Form and to forward the form to BSCC within (10) days.

YUBA COUNTY JAIL MANUAL
#B-126 IMMIGRANT ISSUES

I. Purpose:

The purpose of this operations order is to provide guidelines relating to immigration and interacting with federal immigration officials.

II. Policy:

It is the policy of the Jail that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

III. California Government Code:

- (A) Members shall not inquire into an individual's immigration status for immigration enforcement purposes (California Government Code §7284.6).
- (B) California Government Code §§7284-7284.12 is commonly referred to as the California Values Act. This legislation prohibits a California law enforcement agency from performing various functions related to immigration enforcement.

IV. Immigration Detainers:

- (A) No individual should be held based solely on a Federal Immigration Detainer or Hold (California Government Code §7284.6).
- (B) Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (California Government Code §7282.5; §7284.6):
 - (1) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in California Penal Code §667.5(c) or §1192.7(c).
 - (2) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state penitentiary.
 - (3) The individual has been convicted of an offense as identified in California Government Code §7282.5(a).
 - (4) The individual is a current registrant on the California Sex and Arson Registry.

YUBA COUNTY JAIL MANUAL
#B-126 IMMIGRANT ISSUES

- (5) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement (ICE) as the subject of an outstanding federal felony arrest warrant.

V. Notice to Individuals:

- (A) Individual's in custody shall be given a copy of documentation received from ICE regarding a hold, notification or transfer request along with information as to whether the Yuba County Sheriff's Department intends to comply with the request (California Government Code §7283.1).
- (B) If the Yuba County Sheriff's Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (California Government Code §7283.1).

VI. ICE Interviews:

- (A) Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the Yuba County Sheriff's Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in languages specified in California Government Code §7283.1.

VII. Transfers to Immigration Authorities:

- (A) The Yuba County Sheriff's Department shall not transfer an individual to immigration authorities unless one of the following circumstances exist:
- (1) Transfer is authorized by a judicial warrant or judicial probable cause determination.
- (2) The individual has been convicted of an offense identified in California Government Code §7282.5(a).
- (3) The individual is a current registrant on the California Sex and Arson Registry.
- (4) The individual is identified by ICE as the subject of an outstanding federal felony arrest warrant.

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VIII. Housing of ICE Detainees:

- (A) California Government Code §7284.6(G)(6) prohibits a California law enforcement agency from having a contract with federal government to house individuals as federal detainees, except pursuant to Government Code §7310. The exception allowed the continued contractual agreement for housing ICE detainees for those facilities that had pre-existing contracts. The County of Yuba is authorized to house ICE detainees pursuant to this exception.

YUBA COUNTY JAIL MANUAL
#B-128 COMPUTATION OF RELEASE TIMES

I. Purpose:

The purpose of this operations order is to establish a procedure to follow when computing release dates and the deduction for good time and work time credits.

II. Policy:

It is the policy of the Jail to compute sentences consistently and in accordance with the law.

III. Automated Computation Using JLAN “Calculate Release Date” Function:

- (A) Whenever possible, all inmate release dates will be entered into the jail computer in the following manner:
- (B) Court ordered commitments will be entered by the following method.
 - (1) Master Menu
 - (a) Enter the Booking Update Screen (#6)
 - (b) Enter the inmate’s name and select the name on the following screen
 - (c) You should not be in the inmate’s Search Booking File
 - (d) You will see a list of all computer bookings for this inmate
 - (e) The first booking listed is the most current booking – select it
 - (2) The first screen is the inmate’s arrest information for the current booking
 - (a) Press “Enter” to proceed to the next screen = phone call and vehicle information
 - (b) Press “Enter” to advance to the Search Charge File Screen = lists all current charges
 - (3) Select F14 to enter the Mass Disposition Selection Screen = to enter commitment information.
 - (a) The date will be defaulted to the current date
 - (b) Select the code type from the drop-down menu
 - (c) The Court will be YCSC for Yuba Superior Court, BPH for Board of Prison Hearing or PRB for Probation
 - (4) Enter the commitment on the Comment Line as outlined in one of the examples:

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- (a) **6 mo. CJ, credit 19 days** for sentences on misdemeanor charges to County Jail.
 - (b) **16 mo. CP, credit 21 days:** for sentences on felony charges to be served in County Jail.
 - (c) **150 days CPV:** for sentences of the Superior Court in which the inmate can be sentenced up to months for a Parole Violation to be served in County Jail.
 - (d) **9 days CPF:** for an inmate brought to the jail on a Flash Incarceration ordered by the Probation Department. The maximum length of a Flash Incarceration is (10) days and no good time or work time credits are given. The inmate will be booked on California Penal Code §3454.
- (5) After entering the commitment, place an “X” on each charge on the case pertaining to the commitment and then press “Enter.”
- (a) Repeat this process for each case
 - (b) When all the cases are entered, there will be no charges left on this screen
 - (c) Press F# to return to the Search File Screen
 - (d) Select the first charge for each case by entering the corresponding number
 - (e) This will access the Update Charge Screen – Press F9 to calculate the release date
- (6) Using the guidelines described in the Manual Computation section below, in the Calculate Release Date Screen enter the sentence start date, time (usually 0500 hours) and days.
- (a) The days entered will include any suspended time as well as any days credited for time served.
 - (b) Do Not enter any credit served days in the Credit Time Served Section of this screen.
- (7) The JLAN program is defaulted to give the inmate one-third time off for good time and work time.
- (a) If the inmate is eligible for one-half time credit as described below, place a “Y” in the Use Alternate Good Time Table o this screen
 - (b) If the sentence is an odd length (such as 127 days), round down to an even number (for example – 126 days)

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#B-128 COMPUTATION OF RELEASE TIMES

- (8) Once this information is entered, press “Enter” to calculate the inmate’s release date for this specific case.
 - (a) Press F9 to accept the information and return to the Update Charge Screen
 - (b) Press F12 to return to the Search Charge Screen
 - (c) If the inmate was sentenced on more than one case, repeat the above process for each case
 - (d) The beginning of the next case will be the day after the previous case’s out date unless the sentence is in hours
 - (e) After all the cases have been entered press F3 to return to the Master Menu Screen
- (9) Return to the inmate’s Event/Activity Screen and update the release date entry that will default from entering the commitment information.
 - (a) Select the BKNG DUE FOR RELEASE event to update the release time and your IBM Number.
- (10) If the commitment is for County Jail on a felony sentence, the following event must also be added in addition to the “DR” entry.
 - (a) In the code section enter CP for the state inmate doing their time in the County Jail (Count Prison)
 - (b) The date information will be the inmate’s release date and time
 - (c) In the comment section, the case as well as sentencing information should be added

YUBA COUNTY JAIL MANUAL

#B-128 COMPUTATION OF RELEASE TIMES

The screenshot shows a terminal window titled "YUBA COUNTY JAIL EVENT INQUIRY". The main display area contains the following text:

```

Name YOUNG, WILLIAM SY
Master ID 78614
Cell

Code CP COUNTY PRISON
Date 4/23/12 Time 5:00
Entry Officer S0046
Court MCPHERSON, M

Comment CRF11-426; 2 YR SPLIT SENTENCE, 1 YR CP, 1 YR PROB

Location
Custody of

Return Date 0/00/00 Return Time Extended Exists ..

F3=Exit F17=Extended Comments F12=Previous
  
```

Annotations with arrows point to specific fields:

- Type of Commitment:** Points to the "Code CP" field.
- Release Date:** Points to the "Date 4/23/12" field.
- Sentencing Information:** Points to the "Comment" field.

- (11) If the sentence is from **Yuba County Superior Court** on a §3056 P.C. or from the County Parole Board on a §3455 P.C;
 - (a) The code would be **CPV** for sentenced County Prison Parole Violation
 - (b) The date is still the release date and the Comment Line would indicate length of sentence and BPH.
- (12) If Probation brings in an inmate on a §3454 P.C. (Flash Incarceration);
 - (a) The code would be **CPF** for County Prison on Flash Incarceration
 - (b) The date would be the release date with the length of sentence on the comment line
- (13) The reason for putting in (2) entries (DR and CPV for instance) is twofold;
 - (a) When checking for releases a DR query can be ran.
 - (b) The other entry is for tracking purposes to see who and how many are in County Jail that would normally be sent to State Prison. See example bellow:

YUBA COUNTY JAIL MANUAL

#B-128 COMPUTATION OF RELEASE TIMES

S#	Date	Code	Event	Comment	Return Date	Ext
1	12/26/11	DR	BKNG DUE FOR RELEASE	120 DAYS, BPH	0/00/00	
2	12/26/11	CPV	SENT PAROLE TO CO	120 DAYS, BPH	0/00/00	
3	12/10/11	XIN	INVALID	INCIDENT NUMBER-00039223	0/00/00	
4	12/09/11	PRR	PROPERTY RELEASE	WIFE'S CALIFORNIA ID CARD	0/00/00	
5	12/01/11	XIN	INVALID	INCIDENT NUMBER-00039112	0/00/00	
6	11/30/11	CA	COURT APPEARANCE	CRF11-581	0/00/00	
7	11/28/11	CA	COURT APPEARANCE		0/00/00	
8	11/18/11	XIN	INVALID	INCIDENT NUMBER-00038914	0/00/00	
9	11/11/11	BS	BARBER SHOP	TAKEN BY DEPUTY SANCHEZ	0/00/00	
10	11/09/11	MD	MEDICATION RECORD	SIZE 11 SHOES APPROVED PE	0/00/00	
11	11/09/11	CA	COURT APPEARANCE	CRF11-581	0/00/00	
12	10/31/11	AD	ARRAIGNMENT DATE		0/00/00	

IV. Authority for Credits:

- (A) Local courts have ruled that California Penal Code §4019 requires that good time/work time credits be given to all inmates confined in the jail.
- (B) Any inmate sentenced to County Jail on an offense that occurred on or before September 28, 2010 is eligible for one-half time credits depending upon the eligibility criteria described later in this policy.
- (C) Any offense that occurred between September 29, 2010 and October 1, 2011 would only be eligible for one-third time credits. Any offense that occurred on or after October 1, 2011 would be eligible for one-half credits.
- (D) The courts will post the “Date of Offense” on the inmate’s sentencing paperwork that is received by the jail. If this information is not noted on the paperwork jail staff must determine the Offense Date by reviewing court records in the computer. This can be done by accessing the Court Portal system.
- (E) The courts have concluded that the only exception to this automatic granting of good time/work time credit is if an inmate specifically refuses to work or has failed to satisfactorily comply with reasonable rules and regulations. In this case, no such credit is allowed.
- (F) The courts further concluded that the credits apply to all classification of inmates (misdemeanants, felons, sentenced and pre-sentenced) and must be granted if the inmate has requested work, but is not assigned due to a lack of inmate worker jobs or for medical or security reasons. The rationale is that such inmates have not

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#B-128 COMPUTATION OF RELEASE TIMES

specifically refused to work and the cleaning of their cell shall be considered a work assignment.

- (G) It is the responsibility of the shift supervisor to ensure the accuracy of any release dates calculated on their shift.

V. Pre-Sentence Time:

- (A) Pre-sentence time is that time accumulated by any inmate while in custody prior to sentencing. Pre-sentenced time for all misdemeanor or felony inmates will be compiled from our records unless specified in the commitment.
- (B) For those inmates sentenced to State Prison or County Jail on felony charges, the Superior Court and the Probation Department will compute and provide a written order stating the term of sentence as well as the amount of pre-sentence time and credit earned.

VI. Manual Computation:

- (A) Time to be served will be stated in number of days. If court commitment/probation orders states months, it must be converted to days. A month is = to 30 days and a year is = to 365 days.
- (B) Any time “suspended” from the sentence is subtracted from the time to be served before any other credits are issued. Any credit for time served is subtracted from the difference above.
- (1) If the court commitment/probation order states a certain number of days credit, that is all that is allowed.
- (2) If the court commitment/probation order states, “Credit Time Served”, with no specific amount of days, it must be computed by the person figuring the sentence. Credit must be given to include the good time/work time.
- (3) Flash Incarcerations are not eligible for good time/work time credits. The inmate will do straight time – 10 days on a 10-day sentence.
- (C) For inmates with a date of offense on or before September 28, 2010, their sentence will be calculated at one-half time. No such credit will be allowed if it appears by the record that the prisoner has refused to satisfactorily perform labor or failed to comply with the reasonable rules and regulations of the facility.

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#B-128 COMPUTATION OF RELEASE TIMES

- (D) For purposes of computation, if the sentence is an odd time it must be rounded down to an even day. The good time/work time credits can then be figured by dividing the sentence in half. The total credits are then subtracted from the days sentenced, arriving at the actual number of days to be served.
- (E) When there is no direction from the courts, the person computing the time will apply the one-half credits on cases with an offense date on or before September 29, 2010 unless the prisoner is required to register as a sex offender, was committed for a serious felony, or has a prior conviction for a serious or violent felony. In those cases the person would receive one-third credits.
- (F) Offenses occurring between September 29, 2010 and October 1, 2011 will be calculated at one-third time. The sentence is divided by 6, the number arrived at is multiplied by 2. The number equals the total good time/work time credits and is subtracted from the original sentence which gives the total time the inmate will be in custody. Any offenses occurring after October 1, 2011 will be calculated at one-half credit.
- (G) If an inmate has more than one commitment and the sentences are concurrent, calculate time on the longest sentence received.
- (H) If consecutive sentences are given, the same procedure is used except pre-sentencing credit can be given only to one charge unless specified on the commitment.
 - (1) The second sentence time starts on the day following the date of release from the first sentence.
 - (2) The third sentence would start on the day following the release from the second sentence, etc.
 - (3) If the prisoner's sentence is specified in hours, the second and subsequent sentences would start immediately following the preceding sentence.
- (I) If an inmate is currently serving time and is charged with another offense, the inmate receives no pre-sentenced time credit for the new offense unless specified by the court commitment/probation order. Unless otherwise specified by the court in the commitment, the inmate is ineligible for pre-sentenced good time/work time credits on the new charges.

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#B-128 COMPUTATION OF RELEASE TIMES

VII. Weekender Commitment Release Times:

- (A) Release information concerning inmates serving commitments on the weekends will have to be calculated manually due to the computer's inability to calculate those sentences. The disposition information will have to be entered as described above. The following steps will be taken to ensure accountability of the inmate's sentencing information.
- (1) The commitment information is to be written on the Weekend sign-in-and-out form in the Sentence area, including whether one-half or one-third time (with the reason why) was used. This form will be taped to the front of the inmate's (blue) booking jacket. Once the manual calculation has been made and the number of weekends is determined, a notation is made in the left margin next to the line that corresponds to the inmate's last weekend. Below this notation, the Officer will enter their SO number.
 - (2) Using the manual computation method previously outlined, calculate the number of days the inmate is to serve. The number is divided by the number of days to serve each weekend to arrive at the number of weekends to serve.
 - (3) Any portion of a day in custody counts as a day served. If the inmate is to report Friday at 1800 hours and be released on Monday at 0500 hours, (4) days would be credited for each weekend. Friday at 1800 to Sunday at 1800 = (3) days, etc. The exception to this would be if the commitment specifically states a number of days to serve per weekend, such as "Report for two day weekends, Fridays at 6:00 p.m., release Sunday at 6:00 p.m."
 - (4) If the commitment does not calculate to an even number of weekends, the remainder will be noted in the left margin of the weekend sign-in-and-out form. As an example, if the inmate is to serve (32) days on (3)-day weekends; $32 \div 3 = 10 \frac{2}{3}$. The inmate would serve (10) weekends and then report to do (2) days on their 11th weekend. On the 11th line of the weekend sign-in-and-out form, the Officer would note "2 days."
 - (5) The inmate will be released on an interrupted sentence until they have finished their last weekend, at which time they will be released time served.

**YUBA COUNTY JAIL MANUAL
#B-130 RELEASE ON CASH BAIL**

I. Purpose:

The purpose of this operations order is to establish a procedure to follow when releasing an inmate on cash bail.

II. Policy:

It is the policy of the Jail to allow inmates to use funds in their inmate account to post bail.

III. Persons Released on Cash Bail:

(A) The person posting the cash for bail is issued a receipt from the **J Receipt Book**.

(B) The receipt will note the following:

- (1) Name and address of the person posting the bail
- (2) Name of the person the bail is posted for
- (3) Inmate's booking number
- (4) Amount of the cash bail posted
- (5) Inmate's appearance date
- (6) Signature of the Officer taking the bail money

(C) The original copy of the receipt is given to the person posting the bail money.

- (1) The second copy of the receipt is placed inside the money envelope
- (2) The third copy remains in the receipt book
- (3) The "J" number of the receipt is posted in the computer with the appearance date and time
- (4) The person being bailed is given the information as to the appearance date and time, and the Court in which to appear

(D) The cash is placed into a sealed envelope. The entire booking jacket and envelope is placed into the lock box located in Central Control.

- (1) Prior to placing the envelope into the lock box, information with regard to the bail money and receipt information will be posted to the outside of the envelope. The information will include the following:
 - (a) Name of the person being bailed
 - (b) Booking number
 - (c) Date
 - (d) Amount of cash in the envelope, and the denominations
 - (e) Officer's name handling the bail
 - (f) Receipt number

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#B-130 RELEASE ON CASH BAIL

- (g) Name, address and telephone number of person who posted the bail
- (h) The Court

IV. Persons Released on Bail Using Cashier's Check or Money Order:

- (A) The Officer accepting the bail will ensure the cashier's check or money order is made payable to the Yuba County Jail.
- (B) The person posting the cashier's check or money order is issued a receipt from the **J Receipt Book**. The receipt will note the following information:
 - (1) Name and address of the person posting the bail
 - (2) Name of the person the bail is posted for
 - (3) Inmate's booking number
 - (4) Amount of cashier's check or money order being posted
 - (5) Inmate's appearance date
 - (6) Signature of the Officer taking the bail
- (C) The original copy of the receipt is given to the person posting the bail money.
 - (1) The second copy of the receipt is placed inside the money envelope
 - (2) The third copy remains in the receipt book
 - (3) The "J" number of the receipt is posted in the computer along with the appearance date and time
 - (4) The person being bailed is given the information as to the appearance date and time, and the Court in which to appear
- (D) The cashier's check or money order is sealed in an envelope. The entire booking jacket and envelope is placed into the lock box located in Central Control.
 - (1) Prior to placing the envelope and jacket into the lock box, information with regard to the bail and receipt information will be posted to the outside of the envelope. The information will include the following:
 - (a) Name of the person for which the bail is posted
 - (b) Booking number
 - (c) Date
 - (d) Amount of cashier's check or money order in envelope
 - (e) The Court
 - (f) Officer's name handling the bail
 - (g) Receipt number
 - (h) Name, address and telephone number of person who posted the bail
- (E) **Ensure a receipt is issued for all cash, cashier's check and money orders taken in on bail**

YUBA COUNTY JAIL MANUAL
#B-132 POSTING BAIL WITH INMATE FUNDS

I. Purpose:

The purpose of this operations order is to establish a procedure to follow when releasing an inmate on bail utilizing money from the prisoner's fund account.

II. Policy:

It is the policy of the Jail to allow inmates to use funds in their inmate account to post bail.

III. Requests to Utilize Inmate's Fund Money for Bail:

- (A) When a person incarcerated has sufficient money in the inmate's fund account to post bail and makes such a request, the following procedure is followed:
- (1) Check the inmate's banking balance to ensure there is sufficient money to post bail.
 - (2) Prepare a check payable to Yuba County Court (or Court of jurisdiction) in the amount of the bail. In the "FOR" section of the check write "FOR CASH BAIL" and the inmate's name, case #, appearance date and time.
 - (3) Enter the check number and amount in the inmate's banking.
 - (4) The inmate is issued a receipt from the **J Receipt Book**. The "Explanation" section should read "Inmate's Fund Check # _____ For Bail, Case #, and Appearance Date and Time."
 - (5) Place the check into an envelope and on the face of the envelope write the date, inmate's name, booking number, bail receipt number, and the explanation that it is bail for a specific Court. The Officer then signs the envelope and places it in the lock box located in Central Control with the inmate's Avery Jacket.
 - (6) The Jail Commander will designate someone to send the check to the appropriate Court.
- (B) If the amount of money in the inmate's fund is more than is needed to post bail, it will require a second check to be issued to the inmate for the remaining balance. This will be reflected on the inmate's banking screen. Both check numbers should be entered on the inmate's banking screen.
- (C) In all cases, the inmate must be issued a bail receipt from the "J" Receipt Book. If a receipt is not issued for some reason, the inmate will be able to obtain the bail amount from the Court at a later date.

YUBA COUNTY JAIL MANUAL
#B-134 O.R. RELEASES

I. Purpose:

The purpose of this operations order is to establish a procedure to follow when releasing persons with misdemeanor charges on their own recognizance.

II. Policy:

It is the policy of the Jail to release all persons on misdemeanor arrests provided they meet the criteria outlined in this policy.

III. Own Recognizance Criteria:

- (A) It is the responsibility of the shift supervisor on duty to evaluate the nature of the charges, a prisoner's mental attitude, stability, and behavior to determine a release on their own recognizance (O.R.).
- (B) All persons arrested on misdemeanor charges shall be released on an O.R. providing they meet the following criteria:
 - (1) The arrest was not make pursuant to a Bench Warrant.
 - (2) The bail on an out-of-county Warrant of Arrest is \$2,500 or less.
 - (3) The inmate is not believed to a threat or immediate danger to the public, themselves, or to law enforcement.
 - (4) The inmate has a home address.
 - (5) There are no unusual circumstances that would lead Officers to believe the inmate will not appear in Court.
 - (6) The inmate does not meet any of the criteria outlined in California Penal Code §853.6(i):
 - (i)(1) Person arrested so intoxicated they could have been a danger to themselves or others;
 - (i)(2) Person arrested required medical examination or care or was otherwise unable to care for their own safety;
 - (i)(3) Person was arrested under one or more of the circumstances listed in California Vehicle Code §40302 and §40303;
 - (i)(4) There were one or more outstanding arrest warrants that have not been resolved;
 - (i)(5) Person could not provide satisfactory evidence of personal identification;

YUBA COUNTY JAIL MANUAL
#B-134 O.R. RELEASES

- (i)(6) Prosecution of the offense would be jeopardized by the immediate release of the person;
- (i)(7) There was a reasonable likelihood the offense would continue, or the safety of persons or property would be imminently endangered;
- (i)(8) Person arrested demanded to be taken before magistrate or refused to sign a notice to appear;
- (i)(9) There is reason to believe the person would not appear for court;
- (i)(10) The person was subject to §1270.1 P.C.;
- (i)(11) The person has been cited, arrested, or convicted for misdemeanor or felony theft from a store or from a vehicle in the previous six months;
- (i)(12) There is probable cause to believe the person arrested is guilty of committing organized retail theft, as defined in §490.4(a) P.C.

IV. Court Ordered O.R. Releases:

- (A) Officers receiving telephone calls from Judges ordering an O.R. release shall comply with the order after verifying the caller's identity by return call.
- (B) The release is processed in the usual manner. The fact it was a court ordered release shall be entered under the reason on the booking record.
- (C) On some court ordered O.R. releases the court will set the hearing date.

V. Instructions for Releases:

- (A) In all cases where a person arrested fails to qualify, the reason(s) shall be noted on the booking record.
- (B) The shift supervisor shall cause O.R. release forms to be prepared indicating the appearance date and time for the person arrested to report to court.
 - (1) In all cases, the court appearance date for the person arrested shall be set within (15) court days after the date of arrest.
 - (2) Domestic violence cases will be set on Mondays at 0900 hours in Department 1 only.
 - (3) Driving while under the influence cases shall be scheduled on Wednesdays at 0900 hours.
 - (4) Vehicle Code violations will be set on Thursdays at 0900 hours.
 - (5) All other violations will be set on Tuesdays at 0900 hours.

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#B-134 O.R. RELEASES

- (C) The person arrested shall not be released until he or she has been instructed of the following:
 - (1) The person promises to appear at the scheduled time and place.
 - (2) The person promises not to leave the state unless he or she receives court permission.
 - (3) The person agrees to waive extradition of he or she is apprehended outside the state.
 - (4) The person acknowledges he or she was informed of the consequences and penalties of they violate the terms of release.
- (D) The person arrested signs the O.R. form indicating he has been advised and understands the conditions of release.
 - (1) The Officer shall ensure the forms are properly completed and signed.
 - (2) If the person arrested feels they will be unable to make their court appearance, they will be instructed to report or call the Clerk of the Court and they will be given a new appearance date.
 - (3) The manner of release and the scheduled court date shall be recorded on the booking sheet. The booking number and the Yuba County ID number shall be added to the O.R. form.
 - (a) The original form (white copy) is filed with the documents for court.
 - (b) The yellow copy is attached to the person's booking sheet.

VI. Special Consideration:

- (A) Those persons with severe medical problems requiring extended treatment or hospitalization may receive special consideration for O.R. release. This determination shall be made by the shift supervisor (refer to California Penal Code §4011.5).

YUBA COUNTY JAIL MANUAL
#B-136 TIME SERVED RELEASES

I. Purpose:

The purpose of this operations order is to establish a procedure to follow when releasing persons upon the completion of their committed time.

II. Policy:

It is the policy of the Jail to release all persons from custody promptly upon the completion of their sentence.

III. Procedure:

- (A) All inmates released from jail as a result of time served shall be released at approximately 0700 hours on the scheduled day unless otherwise specified on the commitment.
- (B) All inmates, prior to release, will be permitted to make a telephone call to either arrange for transportation, or to notify the bail agent of their decision to remain in custody until business/daytime hours.
- (B) The shift supervisor or the Officer assigned to booking will check each morning to determine if anyone is to be released that day. The Officer processing the release is responsible for properly identifying the inmate to be released, ensuring they receive their personal property, and any monies on their inmate account.
- (C) The Officer processing the release shall complete a warrant check with the four local law enforcement agencies (Sutter County Sheriff, Yuba County Sheriff, Yuba City Police, Marysville Police) and NCIC prior to release.
- (D) Per California Penal Code 4024, all inmates being released will be offered the opportunity to remain in custody until normal business/daytime hours. If the inmate declines this offer, the inmate will be released as soon as possible and practical.
- (E) All releases will be reviewed by the shift supervisor. **There is no exception!**

**YUBA COUNTY JAIL MANUAL
#B-138 DISMISSAL OF CHARGES**

I. Purpose:

The purpose of this operations order is to establish a procedure for the processing of persons by dismissal of charges.

II. Policy:

It is the policy of the Jail that releases based on the dismissal of charges shall originate from either the arresting agency, District Attorney's Office, or court proceedings.

III. Procedure:

- (A) Dismissal releases will be overseen by the shift supervisor. The supervisor shall be advised by one or more of the arresting agency, District Attorney's Office or Court, that a dismissal of the charges has occurred.
- (B) If the arresting agency is the Yuba County Sheriff's Department, Marysville Police Department, Wheatland Police Department, California Highway Patrol, or other law enforcement agency, the shift supervisor shall cause a Certificate of Release to be completed after verifying the release of the inmate by return phone call.
- (C) Dismissals from the District Attorney's Office are received in the form of letters (complaint denials) explaining why no further action is being taken at this time and to release the inmate under the authority of California Penal Code §849(b)(1).
 - (1) It is necessary for the Officer assigned to booking to complete a Certificate of Release form and issue a copy of it to the inmate prior to release. The second copy is filed in the person's ID jacket.
 - (2) The final disposition on the booking sheet shall read, "**Released Section 849(b)(1) P.C., No complaint filed.**"
- (D) Dismissals from the Courts shall be accompanied by a Court Order for release.
 - (1) Inmates released on a dismissal of charges by the Court do not necessitate creation of a Certificate of Release form.
 - (2) All such Court ordered releases are filed in the inmate's file.

YUBA COUNTY JAIL MANUAL
#B-140 CCW PERMITS, BADGES & IDENTIFICATION CARDS

I. Purpose:

The purpose of this operations order is to establish procedures for the confiscation of concealed weapon permits, badges and identifications cards at time of booking. This order also addresses legal firearms in the possession of a person who was arrested.

II. Policy:

It is the policy of the Jail to confiscate concealed weapons permits, identification cards, and badges issued by the Yuba County Sheriff's Department and forward them to the appropriate authority.

III. Procedure:

- (A) Any Yuba County Sheriff's identification card, badge or concealed weapons permit in the possession of a person arrested and brought to the jail shall be seized at the time of booking. The shift supervisor shall ensure an incident report is generated and submitted to the Jail Commander.
- (B) Yuba County concealed weapons permits issued to citizens shall be seized and forwarded to the Office of the Sheriff.
- (C) Permits, badges and identification cards issued to department personnel or retired personnel shall be forwarded to the Jail Commander, the employee's Division Commander, Undersheriff or Sheriff.
- (D) Any Division Commander may authorize the release of a badge, permit or identification card. The Division Commander will notify the Sheriff.
- (E) If a concealed weapons permit, peace officer identification card or badge issued by a department other than the Yuba County Sheriff's Department is in the possession of a person arrested and booked into the jail, the shift supervisor shall notify the issuing agency's watch commander.

IV. Firearms:

- (A) Firearms are not allowed in the jail facility. The arresting officer is responsible for properly securing a legal firearm taken from the person they arrested and maintaining it for safe-keeping.

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#C-100 FEEDING OF INMATES**

I. Purpose:

The purpose of this operations order is to establish protocols for the service of food in the jail.

II. Policy:

It is the policy of the Jail to establish a food service program under the direct supervision of a food service manager.

The Yuba County Jail kitchen shall provide inmates and detainees with nutritious, attractively presented meals, prepared and served in a sanitary and hygienic food service operation.

III. Title 15:

(A) Title 15 §1240 to §1248 establishes food service protocols for jail facilities. Those standards are incorporated into this policy.

IV. Consent Decree:

(A) Section VI (f) of the Consent Decree establishes requirements related to food services. Those requirements are incorporated into this policy.

V. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 4.1, establishes standards and procedures for food service specific to ICE detainees. Those standards are incorporated into this policy.

VI. Meal Schedule:

(A) The jail serves three meals per day on a regular schedule. Breakfast is served at 0615 hours, lunch at 1100 hours, and dinner at 1630 hours. The meal schedule must allow no more than 14 hours between the evening meal and breakfast. If more than (14) hours pass between meals, supplemental food in an amount of at least 500 calories must be served. Additionally, supplemental food must be served in less than the (14) hour period for inmates on therapeutic diets requiring more than three meals. The Facility Administrator may approve variations in the food service schedule during religious and civic holidays, provided that basic nutritional goals are met.

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- (B) A minimum of (15) minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.

VII. Procedure:

Prior to serving, an Officer shall generate a feed sheet for their designated areas.

- (A) Meals shall always be prepared, delivered, and served under staff supervision.
 - a. All food will be inspected by the Cook Foreman before serving to make sure all food is safe and sanitary regulations are followed.
 - b. All kitchen servers must wear plastic gloves whenever serving food, and they must use tongs, forks, spoons, ladles, of other such utensils.
 - c. Special diet meals will be labeled with housing location and name of inmate/detainee.
- (B) Trays shall be counted by an Officer before distribution.
- (C) Inmate workers may be used to assist with feeding. These inmates should be chosen from the current inmate worker roster and must be housed in the area being fed. Do not use inmate workers from one housing area to feed another housing area. *EXCEPTION:* When feeding the south wing of the jail the same inmate workers can be used to feed all male housing units, providing the cell door is closed and the feed slot is used to pass meals.
- (D) The control room Officer will assist the floor Officer overseeing feeding. The control room Officer will ensure that those inmates who are restricted to separate programming or isolation are fed in their cells.
- (E) The floor Officer overseeing feeding will require inmates in the housing unit to form a line away from the housing unit entrance. The Officer will call each inmate up to the door one at a time to receive their meal. The Officer will confirm each inmate's identity by checking their armband using the feed sheet for accountability. It is important to account for all inmates at mealtime by performing a head count.
- (F) At the conclusion of the meal each inmate will clean off their tray and stack it neatly in the designated area. The pod worker will be responsible for cleaning the dining area. The feeding officer will then escort an inmate worker around to each pod to collect the trays. Once trays are collected, they shall be counted, returned to the kitchen in a timely manner and the count called into central control.
- (G) Eating implements provided to inmates will be constructed of pliable, lightweight plastic or other correctional use tableware designed to minimize the use of those implements as weapons or contraband. Disposable tableware will be discarded in the trash receptacle and removed from the cell/dorm area at the conclusion of the meal service.

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- (H) Correctional lightweight tableware will be accounted for by the feeding officer when meals are served to special handling inmates, which might include persons with suicidal ideation or other serious mental illness. After the “Feeding Officer” is satisfied that all tableware for special handling inmates is accounted for then the feeding officer will dispose of the tableware in the trash.

VIII. Disturbances and Disciplinary Action:

- (A) Any inmate who creates a disturbance or attempts to interfere with head count and the distribution of meals is subject to disciplinary action.
- (B) In the event the process is interfered with or the Officer suspects the count is incorrect, they shall immediately stop feeding and request assistance in making a complete and accurate count.
- (C) The 2019 National Detention Standards requires that food rations shall not be reduced or changed or used as a disciplinary tool.

IX. Minimum Diet:

- (A) Title 15 §1241 establishes requirements for the minimum diet based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guides for Americans.
- (B) Staff who are responsible for the management of food service shall incorporate these minimum dietary requirements in their food service plan, which is required by Title 15 §1243.
- (C) The 2019 National Detention Standard requires detainees be served three meals every day, at least two of which shall be hot meals. We exceed this standard, providing three hot meals a day.
- (D) Clean, potable drinking water must be available.

X. Menus:

- (A) The Food Service Manager shall base menu selections on a nutritional program meeting or exceeding minimum U.S. recommended daily allowances. The Food

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Service Manager shall consider the ethnic and religious diversity of the facilities population when developing menu cycles.

- (B) Title 15 §1242 requires menus to be planned at least one month in advance. Menus shall be planned to provide a variety of food, thus preventing repetitive meals. Menus shall be approved by a registered dietician before being used.
- (B) The Food Service Manager, or designee, has the authority to change menu items when necessary. The Food Service Manager shall exercise this menu-changing authority as infrequently as possible. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet. Every such change/substitution must be documented and forwarded to the Food Service Manager
- (C) Menus, as planned, including changes, shall be evaluated by a registered dietician at least annually. Menus must be certified by the dietitian before implementation. If necessary, the Food Service Manager shall modify the menu in light of the nutritional analysis, to ensure nutritional adequacy.
- (D) The Food Service Manager is responsible for ensuring that all items on the master-cycle menu are prepared and presented according to approved recipes.
- (E) Food shall be prepared and served in compliance with the most recent version of the FDA food code and/or applicable local standards. Food shall be prepared with minimal manual contact. Food service workers shall thoroughly wash fruits and vegetables with fresh water before cooking or serving raw.
- (F) Food shall be served so that hot foods are served reasonably warm and cold foods are served reasonably cool. The Food Service Manager or designee shall use thermometers to ensure attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.
- (G) NDS standards require that hot foods are maintained at a temperature of at least 135° Fahrenheit and foods that require refrigeration are maintained at 41° Fahrenheit or below.

XI. Special Diets:

- (A) Provisions shall be made to immediately comply with any special diet prescribed for an inmate by any health care person. A licensed or registered dietitian shall plan the following special diets for inmates, and provided as prescribed by medical staff:
 - (1) Low carbohydrate diet

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- (2) Low salt diet
 - (3) Pre-natal diet
 - (4) Post-natal diet
 - (5) Low fat diet
- (B) Inmates/Detainees with certain conditions-chronic or temporary; medical, dental, and/or psychological-shall be prescribed special (therapeutic) diets, supplemental meals, or snacks as appropriate by authorized medical staff. If a prescribed medical diet conflicts with a common-fare diet, the medical diet takes precedence.
- (1) Pregnant inmates/detainees may have additional nutritional and caloric requirements
- (C) **Religious Diets:** NDS standards require we provide religious diets reasonable and equitable to observe religious dietary practice within the constraints of the security and orderly operations of the facility.
- (1) Religious diet accommodations are determined on a case-by-case basis, but they shall be granted unless an articulable reason exists to disqualify someone for religious accommodation or the individual's practice poses a significant threat to the secure and orderly of the facility.
 - (2) To initiate or end a religious diet program, the inmate or detainee will provide a written statement articulating the religious motivation for participation in or termination of the religious diet program, as appropriate. Oral interpretation or written assistance shall be provided to illiterate or limited English proficient inmates/detainees. Auxiliary aids and services, accommodations, and/or staff assistance shall be provided to those with disabilities to ensure their equal access to the facility's religious diet program. A copy of the request and decision granting or denying it shall be maintained in the individual's file.
 - (3) If staff consider denying a request by a detainee for a religious diet, or removal of a detainee from the religious diet program, they shall consult with the ICE/ERO prior to denying the request or prior to removing the detainee from the program.
 - (4) A "common fare menu" shall be made available to serve as the foundation to which modifications may be made to accommodate a religious diet. The menus must be certified as exceeding minimum daily nutritional requirements, meeting or exceeding U.S. recommended daily allowances. Common Fare is a no-flesh protein option intended to accommodate detainees whose religious dietary needs cannot be met on the main line. The

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common-fare menu is based on a 14-day cycle, with special menus for the 10 federal holidays.

- (5) With the exception of fresh fruits and vegetables, kosher and/or halal food purchases shall be fully prepared, ready-to-use, and bearing the symbol of a recognized kosher and/or halal certification agency.
 - (6) Hot entrees should be available to accommodate detainee's religious dietary needs (e.g., kosher and/or halal products) and should be purchased precooked, heated in their sealed containers, and served hot and in a manner that does not violate the religious requirements of any faith group.
 - (7) The common-fare program shall accommodate detainees abstaining from particular foods, or fasting for religious purposes at prescribed times of the year.
 - (8) Common Fare meals shall be served with disposable plates and utensils. Separate cutting boards, knives, food scoops, food inserts, and other such tools, appliances, and utensils shall be used to prepare common-fare foods and shall be identified accordingly. Meat and dairy food items and the service utensils used with each group shall be stored in areas separate from each other.
 - (9) The chaplain, in consultation with local religious leaders, if necessary, shall develop or approve the ceremonial-meal schedule for the subsequent year. This schedule shall include the date, religious group, estimated number of participants, and special foods required. Ceremonial and commemorative meals shall be prepared in the food service facility unless otherwise approved by the facility administrator.
- (D) **Sack Meals:** Sack meals shall meet nutritional minimums and be provided for inmates/detainees being transported from the facility and inmates/detainees arriving/departing between scheduled meal hours. Inmates assigned to the kitchen shall not be involved in preparing meals for transportation, but may prepare sack meals for on-site consumption.

XII. Kitchen Sanitation and Food Storage:

- (A) Title 15 §1245 establishes standards for the kitchen sanitation, food preparation, service, and storage as set forth in the California Health and Safety Code.
- (B) All food service employees are responsible for maintaining a high level of sanitation in the food service department in accordance with the most recent edition

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of the U.S. Food and Drug Administration (FDA) Food Code and/or applicable local standards.

- (C) The County Health Officer or their designee, along with a jail supervisor, shall inspect the jail for sanitation and the adequacy of food at least annually.
- (D) Every open food item and beverage shall be protected from contaminants by clean sneeze-guards, cabinets, display cases, or other such equipment.
- (E) All food service personnel shall wear clean garments, maintain a high level of personal cleanliness, and practice good hygiene while on duty. Servers must wear plastic gloves whenever direct contact with food, ice, or beverage is possible. They must use tongs, forks, spoons, ladles, or other such utensils to serve any food or beverage. They shall wash hands thoroughly with soap or detergent before starting work, and as often as necessary during the shift to remove soil or other contaminants. Staff and inmates shall not resume work after visiting the toilet facility without first washing their hands with soap or detergent.
- (F) All staff and inmate workers in the food preparation and service areas shall use effective hair restraints. Personnel with hair that cannot be adequately restrained shall be prohibited from food service operations.
- (G) Staff and inmate workers who prepare or serve food shall not clean latrines, garbage cans, sewers, drains, grease traps, or other duties during the period of food preparation.
- (H) Rubber soled safety shoes shall be provided and used by all inmates working in food service.
- (I) Information about the operation, sanitation, cleaning, and care of equipment will be obtained from manufacturers or local distributors. The Food Service Manager will develop a cleaning schedule for each food service area and post it for easy reference. All areas (walls, windows, vents, hoods, etc.) and equipment will be grouped by frequency of cleaning, e.g., After Every Use, Daily, Weekly, Monthly, Semi-annually, or Annually.
- (J) Spray-or-immersion-dishwashers or devices, including automatic dispensers for detergents, wetting agents, and liquid sanitizer, shall be maintained in good repair.
- (K) Utensils shall be sanitized as often as necessary to prevent cross-contamination and other food-handling hazards during food preparation and service.
- (L) If the facility cannot maintain the minimum or maximum temperature required for food safety, the affected items must be discarded after (2) hours at room temperature.

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- (M) Food will be delivered from one place to another in covered containers. If the food carts do not have locking devices, they must be supervised by facility staff.
 - (1) Food transported to housing units or other locations shall be transported in thermal containers that maintain cold items at temperatures below 41 degrees F and hot items at temperatures above 135 degrees F, excluding items served within the two-hour window for food safety.
- (N) All food safety provisions (sanitation, safe-handling, storage, etc.) apply without exception to food in transit.
- (O) Soiled equipment and utensils must be transported to the appropriate receptacles in closed containers.
- (P) A member of the food service staff will oversee the loading of feeding carts. Staff shall inspect and secure all food carts before allowing their removal from the food service area.
- (Q) Food and ice will be protected from dust, insects and rodents, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage, and other sources of contamination. Protection will be continuous, whether the food is in storage, in preparation or in transit.
- (R) All food storage units must be equipped with accurate easy-to-read thermometers. Refrigeration equipment shall be designed and operated to maintain temperature of 41° Fahrenheit or below.
- (S) Prepared and properly maintained food items which have not been placed in the serving line may be retained for no more than 24 hours. Leftovers offered for service a second time shall not be retained but discarded immediately after offering. All saved prepared food shall be labeled to identify the product, preparation date, and time.
- (T) Good sanitation practices are essential to an effective pest control program. The facility is responsible for pest control in the food service department.

XIII. Environmental Sanitation and Safety:

- (A) The jail kitchen shall meet the following environmental standards:
 - (1) Clean, well-lit, and orderly work and storage areas.

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- (2) Overhead pipes removed or covered, to eliminate the food-safety hazard posed by leaking or dusty pipes.
- (3) Routinely cleaned walls, floors, and ceilings.
- (4) Ventilation hoods, to prevent grease buildup and wall/ceiling condensation that can drip into food or onto food-contact surfaces. Filters or other grease extracting equipment shall be readily removable for cleaning/replacement.
- (5) 18" minimum clearance underneath sprinkler deflectors.
- (6) Hazard-free storage areas:
 - (a) Bags, containers, bundles, etc., stored in tiers; stacked, blocked, interlocked, and limited in height for stability/security against sliding or collapsing.
 - (b) No flammable material; no loose cords, debris, or other obvious accident-causers (Stumbling, tripping, falling, etc.); no pest-harborage.
- (7) Aisles and passageways shall be kept clear and in good repair, with no obstruction that could create a hazard or hamper egress.
- (8) To prevent cross-contamination, kitchenware and food-contact surfaces should be washed, rinsed, and sanitized after each use and after any interruption of operations during which contamination can occur.
- (9) A ready supply of hot water (105° to 120° Fahrenheit).
- (10) Garbage and other trash shall be collected and removed as often as possible. The garbage/refuse containers shall have sufficient capacity for the volume, and shall be kept covered, cleaned frequently, and insect and rodent proof. The facility shall comply with all applicable regulations (local, state, and federal) on refuse-handling and disposal.

XIV. Lavatories:

- (A) Toilet facilities shall be provided for all food service staff and inmate workers. Toilet facilities, including rooms and fixtures, shall be kept clean and in good repair. Signs shall be prominently displayed directing all personnel to wash hands after using the toilet.
- (B) Soap or detergent and paper towels or a hand-drying device providing heated air shall be available at all times in each lavatory.

XV. Mandatory Inspections

- (A) The Food Service Manager shall ensure there is a weekly inspection of all food service areas and an annual independent inspection ensuring that all governmental health and safety codes are being met. Staff shall check refrigerator and water temperatures daily, recording the results.
- (B) Daily checks of equipment temperatures shall follow this schedule:
 - a. Dishwasher: every meal;
 - b. Pot and pan washers: daily, if water in the third compartment of a three-compartment sink is used for sanitation the required minimum temperature shall be maintained in accordance with the applicable local food code;
 - c. Refrigeration/freezer equipment (walk-in units): schedule established by the food service manager.
- (C) All temperature-check documentation shall be filed and accessible.

YUBA COUNTY JAIL MANUAL
#C-102 HUNGER STRIKES

I. Purpose:

The purpose of this operations order is to establish standards for the care of individuals participating in a hunger strike.

II. Policy:

It is the policy of the Jail to protect the health and well-being of those participating in a hunger strike.

III. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 4.2, establishes standards for ICE detainees participating in a hunger strike. Those standards are incorporated into this policy.

IV. Hunger Strike Defined:

(A) Staff shall consider any inmate or detainee observed to have not eaten for (72) hours to be on a hunger strike.

V. Staff Responsibilities:

(A) When an inmate or detainee refuses a meal tray the Officer supervising the feeding shall note this fact and make an entry on the individual's event screen in the computer system. The Officer shall also notify their supervisor.

VI. Initial Referral:

(A) Procedures for identifying and referring an inmate or detainee who is suspected, or has announced, to be on a hunger strike shall include a notification to medical staff so they can assess whether the individual's action is reasoned and deliberate, or the manifestation of a mental illness.

VII. Supervisor Response:

(A) Whenever a supervisor is alerted that an inmate or detainee has refused a meal or meals, the supervisor shall speak with the individual to determine the reason. If the supervisor suspects the individual is on a hunger strike, or the individual declares they are on a hunger strike, the supervisor shall generate an incident report and immediately notify the Jail Commander. This shall occur whether or not the situation has reached the level of a formally defined hunger strike (72 hours).

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- (B) When a supervisor determines an individual is on a hunger strike, whether or not they have reached the (72)-hour point, the individual shall be housed alone if at all possible. The individual will be placed on commissary restriction.
 - (1) No food items will be sold to the individual while on a hunger strike. Non-food items shall not be restricted. The individual's property, cell, and person shall be searched for food. Any commissary food found shall be confiscated and placed in the individual's personal property. The commissary food will be returned when the hunger strike is over.
 - (2) If more than one person is on a hunger strike simultaneously, they can be housed together so long as it is safe to do so.
- (C) Supervisors are responsible for monitoring any inmate or detainee who refuses meals in order to determine if they are on a hunger strike. The supervisor shall refer any such person(s) to medical staff for evaluation and possible treatment when the person(s) has refused food for (72) hours or sooner if staff considers it appropriate.
- (D) Staff shall notify ICE/ERO whenever a detainee begins a hunger strike.
- (E) Whenever there is a hunger strike, a supervisor shall generate an incident report including the critical details. At a minimum, the report shall include the name(s) of those involved, their housing location(s), specific meals missed, any medical assessment or treatment provided, commissary restrictions enforced, and any reasons given for the hunger strike.

VIII. Medical Evaluation:

- (A) Medical staff has the responsibility to monitor the health of any inmate or detainee on a hunger strike.
- (B) If an inmate or detainee engaging in a hunger strike has been previously diagnosed with a mental condition or is incapable of giving informed consent due to age or illness, appropriate medical and/or administrative action shall be taken in the best interest of the individual.
- (C) During the initial evaluation of an inmate or detainee on a hunger strike, medical staff shall:
 - (1) Measure and record height and weight
 - (2) Measure and record vital signs
 - (3) Perform a urinalysis
 - (4) Conduct psychological/psychiatric evaluation
 - (5) Examine general physical condition
 - (6) If clinically indicated, proceed with other necessary studies

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#C-102 HUNGER STRIKES

- (D) Medical staff shall measure and record weight and vital signs at least every (24) hours during the hunger strike and repeat other procedures as medically indicated.
- (E) Qualified medical personnel may modify or augment standard treatment protocols when medically indicated.
- (F) Medical staff shall record all results in the individual's medical file.
- (G) Any individual who refuses a medical evaluation or treatment shall have this fact documented in their medical file. Medical staff shall monitor the individual to evaluate whether the hunger strike poses a risk to their life or permanent health.
- (H) If medically necessary, the individual may be transferred to a medical hospital or detention facility appropriately equipped for treatment.
- (I) After the hunger strike, medical staff shall continue to provide appropriate medical and mental health follow-up.
- (J) Only a physician may order the termination of hunger strike treatment.

IX. Food and Liquid Intake and Output:

- (A) After consultation with medical staff, the Jail Commander may require staff to measure and record food and water intake and output as follows:
 - (1) Record intake and output in the medical record.
 - (2) Deliver three meals per day to the individual unless otherwise directed by medical staff. Staff shall physically deliver each meal regardless of the individual's response to an offered meal.
 - (3) Provide an adequate supply of drinking water or other beverages.
 - (4) Remove from the individual's cell all food items not authorized by medical staff.

X. Refusal to Accept Treatment:

- (A) An individual has the right to refuse medical treatment. Before involuntary medical treatment is administered, staff shall make reasonable efforts to educate and encourage the individual to accept treatment voluntarily. Involuntary treatment shall be administered in accordance with established guidelines and applicable laws only after medical staff determines the individual's life is at risk.

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- (B) Medical staff shall explain to the individual the medical risks associated with refusal of treatment and document those efforts in their medical file.
- (C) A physician may recommend involuntary treatment when clinical assessment and laboratory results indicate the individual's weakening condition threatens the life or long-term health of the person.
- (D) The Jail Commander shall notify ICE/ERO if an ICE detainee is refusing treatment. Medical staff shall notify them in writing of any proposed plan to involuntarily feed the detainee if the hunger strikes continues. Under no circumstances may a Jail Commander administer involuntary medical treatment or sustenance without authorization from the ICE/ERO.
 - (1) The ICE/ERO will determine whether or not to pursue a court order to obtain authorization for involuntary treatment or sustenance.

YUBA COUNTY JAIL MANUAL
#C-104 PERSONAL HYGIENE

I. Purpose:

The purpose of this operations order is to establish procedures for the dispensing of personal hygiene items.

II. Policy:

It is the policy of the Jail to comply with standards established by Title 15, the Consent Decree and National Detention Standards as they relate to personal hygiene.

III. Title 15:

(A) Title 15 §1265 requires written procedures for the issuance of personal hygiene items. Those requirements are incorporated in this policy.

IV. Consent Decree:

(A) The Consent Decree contains requirements for the issuance of personal hygiene items consistent with Title 15 requirements.

V. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 4.4, establishes standards for ICE detainees related to personal hygiene. Those standards are incorporated in this policy.

VI. Personal Hygiene Items:

(A) All inmates are allowed to keep in their possession the following items:

- (1) Toothbrush
- (2) Toothpaste
- (3) Comb
- (4) Soap
- (5) Shampoo
- (6) Tampons, tampon disposable bags, and sanitary napkins – always issued at no charge.
- (7) Lotion

(B) Inmates without funds shall be provided, at no cost to them, toothpaste, toothbrush, comb, soap, shampoo, tampons and sanitary napkins. These items are provided twice per week by commissary personnel. Distribution of hygiene items shall not be used as reward or punishment.

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#C-104 PERSONAL HYGIENE

- (1) ICE detainees with or without funds are provided personal hygiene items upon written request, at time of booking, and upon transfer. The transaction shall be noted in their events log.
- (C) Disposable razors for shaving are not provided, but the facility has procedures for inmates and detainees to use electric razors.
- (D) Inmates should not share personal hygiene items.
- (E) Inmates shall not flush tampons and/or sanitary napkins. Disposable bags are provided.

VII. Storage and Distribution:

- (A) Female personal hygiene items may be found in the female clothing room. Incoming packs are located in the room adjacent to booking.
- (B) No inmate is allowed in the storeroom for any reason without the direct supervision of an Officer.

YUBA COUNTY JAIL MANUAL
#C-106 SHAVES, HAIRCUTS AND SHOWERS

I. Purpose:

The purpose of this operations order is to establish procedures for shaves, haircuts and showers.

II. Policy:

It is the policy of the Jail to comply with standards established by Title 15, the Consent Decree and National Detention Standards as they relate to personal care.

III. Title 15:

- (A) Title 15 §1266 and §1267 requires written procedures for inmate showering, shave and hair care services. Those requirements are incorporated in this policy.

IV. Consent Decree:

- (A) The Consent Decree contains requirements for showering consistent with Title 15 requirements.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.4, establishes standards for ICE detainees related to personal care. Those standards are incorporated in this policy.

VI. Showering:

- (A) All inmates/detainees will have the opportunity to shower on a daily basis, which is beyond the minimum every other day requirement established by Title 15 and the Consent Decree.
- (B) Inmates/detainees shall have reasonable privacy while bathing and using a toilet in accordance with safety and security needs. They shall be able to shower, perform bodily functions, and change clothing without being viewed by staff of the opposite gender, except in exigent circumstances or when such viewing is incidental to routine cell checks or is otherwise appropriate in connection with a medical examination or monitored bowel movement.
- (C) Staff of the opposite gender shall announce their presence when entering an area where inmates/detainees are likely to be showering, performing bodily functions, or changing clothing.
- (D) When operationally feasible, transgender and intersex inmates/detainees shall be given the opportunity to shower separately from others.

YUBA COUNTY JAIL MANUAL
#C-106 SHAVES, HAIRCUTS AND SHOWERS

- (E) Inmates/detainees with disabilities shall be provided the facilities and support needed for self-care and personal hygiene in a reasonably private environment in which the individual can maintain dignity.

VI. Shaves and Haircuts:

- (A) The jail does not allow disposable razors anywhere in the facility due to potential use for harm and/or personal injury.
- (B) The facility has established a program to distribute electric portable razors and hair clippers for shaving and cutting of hair. This program includes protocols for maintenance and sanitation of the equipment.
- (C) Sanitation of barber operations is of the utmost concern due to the possible transfer of diseases through direct contact or by the tools, implements, and supplies including the towels, combs, and clippers. Towels must not be reused after use on one person.
- (D) The operation will be occur in an easily cleanable area with sufficient lighting of at least 50-foot candles.
- (E) At least one lavatory/sink with hot and cold running water, or waterless hand sanitizer, will be available.
- (F) Barber operations will be provided with all equipment and facilities necessary for maintaining sanitary procedures of hair care.
- (G) All hair care tools which come in contact with detainees will be cleaned and disinfected prior to each use.
- (H) No person will be served when infested with head lice but will be reported to the medical authority for appropriate care and treatment.

YUBA COUNTY JAIL MANUAL
#C-108 CLOTHING AND LAUNDRY OPERATIONS

I. Purpose:

The purpose of this operations order is to establish procedures clothing exchange and the safe and efficient operation of the jail laundry.

II. Policy:

It is the policy of the Jail to comply with standards established by Title 15, the Consent Decree and National Detention Standards as they relate to clothing distribution.

III. Title 15:

- (A) Title 15 §1260 establishes standards for institutional clothing. §1261 establishes provisions for special clothing for inmates who perform special work assignments. §1262 establishes procedures for clothing exchange, and §1263 for clothing supply. Those requirements are incorporated in this policy.

IV. Consent Decree:

- (A) The Consent Decree contains requirements for clothing exchange consistent with Title 15 requirements.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.4, establishes standards for ICE detainees related to the issuance of clothing, bedding and linen. Those standards are incorporated in this policy.

VI. Clothing:

- (A) Pursuant to Title 15, the minimal clothing items provided to inmates are socks and footwear, outer garments, and undergarments (males = shorts and undershirt; females = bra and two pairs of panties). Clothing shall be reasonable fitted, durable, easily laundered and repaired. Additional clothing shall be issued as necessary for changing weather conditions or as seasonally appropriate.
- (B) At no cost to the detainee, all new detainees shall be issued clean, indoor/outdoor, temperature-appropriate, presentable clothing during in-processing. Damaged or unusable shoes or clothing shall be replaced at no cost to the detainee. The types and color of clothing is based on gender, and whether the person is a County inmate, or ICE detainee. All inmates and detainees are issued the following at the time of intake into the jail: (1) shirt; (1) pair of undergarments; (1) bra (if applicable); (1) pair of socks; (1) pair of shower shoes; and (1) towel. County inmates are issued

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#C-108 CLOTHING AND LAUNDRY OPERATIONS

(1) jumpsuit and ICE detainees are issued (1) pair of pants. When an inmate or detainee is placed into a cell or housing unit, they are provided two additional sets of clothing, one additional towel, and a sweatshirt

- (D) Provisions shall be made to issue suitable clothing that is essential to perform special work assignments such as food service, medical, farm, sanitation, mechanical, and other specified work.
- (E) The jail has a policy in place for the colors and types of garments to issue to inmates and detainees. The jail shall maintain a quantity of clothing, bedding and linen sufficient to address the needs of the inmate population.
- (F) Clothing, bedding and linen is provided at no cost. Inmates shall be held accountable for these items.

VII. Exchange of Clothing, Bedding and Linen:

- (A) Clothing exchange is completed on Sundays, Tuesdays and Thursdays. All inmates shall be allowed to exchange clothing and towels (3) times per week.
- (B) Linen is allowed to be exchanged (1) per week and blankets exchanged (1) per month.
- (C) Inmate workers are allowed to exchange clothing daily while assigned to specific work details.
- (D) Jail supervisors are responsible for ensuring inmates receive clean clothing, bedding and linen as scheduled. The Food Service Manager is responsible to ensure there is an adequate supply of items in the proper sizes to accommodate exchange requirements.
- (E) **NDS Standards:** Detainees shall be provided with clean clothing, linens, and towels on a regular basis to ensure proper hygiene. The NDS standards for clothing exchange require the following as they relate to ICE detainees.
 - (1) Socks and undergarments will be exchanged daily. (ICE Detainee's will be provided an extra set of socks and boxers during Thursday's clothing exchange). This meets the NDS for daily socks and undergarments.
 - (2) Outer garments exchanged at least twice weekly
 - (3) Sheets, towels and pillowcases (if provided) at least weekly

VIII. Program Management:

- (A) The Food Service Manager is responsible for the overall operation of the jail laundry and inventory of clothing, bedding and linen. The Food Service Manager

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is responsible for purchasing all laundry cleaning materials and a sufficient inventory is maintained at all times. He/she is also responsible for the safe operating condition of laundry equipment, the proper training of staff and inmate workers assigned to laundry operations, and all safety protocols are followed.

- (B) The Inmate Worker Coordinator and/or Female Program Officer will ensure the laundry is staffed with inmate workers. They are responsible for ensuring the workers are properly trained, provided with the safety protocols specific to the laundry, and conduct quality control inspections.

IX. Training:

- (A) All inmate workers assigned to the laundry will be properly trained in the safe operation of the washers and dryers.
- (B) Inmate workers will be trained on proper procedures to follow in case of a fire, accident or other emergency.
- (C) Inmate workers will receive their training and provided a copy of the written laundry rules prior to assignment in the laundry. Inmate workers will sign and acknowledge they understand the rules and will abide by them. The Food Service Manager will maintain the signed copies for a period of (2) years.

X. Laundry Rules:

- (A) The laundry rules will be posted in the laundry room. Washers and dryers will not be left unattended if they are operational. Clothing will not be left in the dryer unless someone is present. Special attention should be made regarding the safe handling of kitchen rags. These rags will be spread out over the laundry counter until they are cool enough to fold without the possibility of self-combustion.
- (B) Laundry workers are not authorized to eat in the laundry area.
- (C) Lint screens in the dryers and vents will be cleaned after each load.

XI. Maintenance:

- (A) The air intakes of the dryers will be cleaned by maintenance personnel every (3) months or sooner. The Food Service Manager shall maintain a maintenance record and schedule the maintenance to ensure it is completed.

XII. Decontamination:

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- (A) Any laundry that is contaminated, or suspected of being contaminated, with an infectious material shall be handled in such a way as to minimize the spread of the contaminate.
- (B) Anyone who comes into contact with laundry that may be infectious shall wear proper PPE and deposit it into plastic bags for cleaning. The bags shall be clearly labeled as contaminated laundry.
- (C) The PPE and plastic bags will subsequently be discarded by placing them in a red biohazard bag located in the medical office or booking area.
- (D) The chemicals used in the laundry washing machine are sufficient for cleaning any blood, urine, feces, lice, or other infectious contaminate that may be present.

XIII. Hepatitis B Vaccination:

- (A) Inmate workers may be exposed to potentially infectious materials while working with dirty laundry. The Inmate Worker Coordinator is required to offer Hepatitis B vaccinations to inmate workers assigned to the laundry. The inmate workers are required to complete a form to either accept or refuse the vaccination. The form is then forwarded to medical staff and it becomes part of the inmate's medical file. All vaccinations are coordinated by medical staff.

YUBA COUNTY JAIL MANUAL
#C-110 FACILITY CLEANLINESS AND SANITATION

I. Purpose:

The purpose of this operations order is to establish the procedures for proper facility sanitation and cleanliness.

II. Policy:

Facility cleanliness is important to the orderly operation of the Jail. All personnel will assist in ensuring the Jail facility remains clean and sanitary.

III. Title 15:

- (A) The State of California Board of State and Community Corrections Title 15 establishes the minimum standards for local detention facilities.
- (B) Title 15 §1280 requires local detention facilities to develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices, which may be found.

IV. Consent Decree:

The Jail Consent Decree includes certain requirements related to the cleanliness and sanitation of the Jail. Those standards are included in the appropriate sections of this policy.

V. National Detention Standards:

The U.S. Immigration and Customs Enforcement (ICE) has established the 2019 National Detention Standards (NDS). The NDS includes certain requirements related to the cleanliness and sanitation of the Jail. Those standards are included in the appropriate sections of this policy.

Environmental health conditions will be maintained at a level that meets recognized standards of hygiene. Recognized standards include those from the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Food and Drug Administration (FDA), National Fire Protection Association, and Centers for Disease Control and Prevention (CDC).

The facility, in consultation with the HSA and the Environmental Health and Safety Officer, or equivalent, shall establish a housekeeping plan to ensure a high level of environmental sanitation.

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VI. Inmate Workers:

- (A) The Jail utilizes inmate workers for a variety of functions. Those functions include, but are not limited to the following:
 - (1) Laundry services
 - (2) Janitorial services
 - (3) Kitchen services
- (B) NDS Section §5.6 establishes the policy for ICE detainees who participate in a voluntary facility work program. It provides for detainees to voluntarily participate in a work program depending on the detainee's classification level.
 - (1) The NDS states detainees shall not be denied voluntary work opportunities on the bases of such factors as race, religion, national origin, color, gender, sex, sexual orientation, age or disability.
 - (2) The NDS requires that any detainee who participates in a voluntary work program shall receive monetary compensation of not less than \$1.00 per day for work completed in accordance with the facility's standard policy. Detainees will be paid owed wages prior to transfer or release.
 - (3) The Yuba County Jail does not use detainees in our voluntary work programs.
 - (4) Detainees and County inmates are responsible for keeping their own housing units clean; however, such routine cleaning is not considered part of the voluntary work program and is not regulated by the NDS.

VII. Janitorial Services:

- (A) Inmate workers may be assigned to perform janitorial services that include:
 - (1) Cleaning and sanitation of areas of the Jail outside of housing units.
 - (2) Cleaning and sanitation of specified areas of the courthouse.
 - (3) Cleaning and sanitation of restrooms and locker rooms.
- (B) Jail staff shall develop a schedule for the cleaning and sanitation of the facility and adjacent areas. The frequency of cleaning and sanitation shall ensure the facility is safe and sanitary for all operations.
- (C) All surfaces, fixtures and equipment shall be kept clean and in good repair.
- (D) Suitable and sufficient cleaning equipment and supplies shall be available throughout the facility.

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VIII. Housing Units:

- (A) The cleanliness and sanitation of each housing units is the responsibility of those inmates and/or detainees who are housed within that unit. Inmates and detainees are responsible for the cleanliness and sanitation of their individually assigned cell or sleeping location.
- (B) The cleanliness and sanitation of common areas within a housing unit is the responsibility of those housed in the unit. Jail staff shall ensure those areas are cleaned on a daily basis.
- (C) Floors will be swept and mopped daily. Trash will be emptied a minimum of once a day. Windows and doors will be cleaned as needed. Floors will be waxed on at least a monthly basis.
- (D) All showers, basins, toilets, shower mats, trash containers and adjacent areas shall be cleaned thoroughly at least on a weekly basis. This is performed under the direction of Jail staff.
- (E) All inmates/detainees shall have access to materials to clean their cell at least twice per week, unless an inmate/detainee has been identified as presenting a serious risk of harm to himself or herself.
- (F) If an inmate/detainee is diagnosed with a serious mental illness and has been determined to be a suicide risk, staff will use supervised inmate workers to clean the living space of those persons with the serious mental illness.

IX. Medical Areas:

- (A) The medical areas of the facility will be kept clean and in working order. The HSA, or equivalent, will make a daily visual inspection of the medical areas noting the condition of floors, walls, windows, horizontal surfaces, equipment and furnishings. Infectious and hazardous waste generated at a medical facility will be stored and disposed of safely and in accordance with all applicable federal and state regulations.

X. Certification of Facility Water Supply:

- (A) Potable water shall be available throughout the facility. The facility is on a certified community water source that ensures compliance with applicable standards for drinking and wastewater. ICE/ERO shall be notified immediately in the event a report or notification is received showing the water supply violates health-based standards that may lead to water-related illnesses.

XI. Laundry Cleaning Regulations:

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- (A) All inmates workers assigned to the laundry room will keep the room clean and orderly. All machines, floors and the bathroom will be cleaned daily.
- (B) The lint filters on the dryers and the vents will be cleaned each morning and after each load of laundry.
- (C) Inmate workers will not leave the laundry room if machines are in operation.
- (D) All machines must come to a full stop before any attempt is made to open the door.
- (E) The soap, bleach and laundry chemicals are automatically dispensed. No inmate worker shall dispense, mix or handle laundry chemicals. If soap or laundry chemicals are needed, an Officer or Food Service Manager shall be notified.
- (F) Kitchen rags, car wash rags and housing unit rags shall be washed and dried separate from all other clothing. Kitchen rags must be completely dried before folding. **THESE ARE FIRE HAZARDS IF FOLDED WET.**
- (G) Mop heads will be air-dried. Do not put them in the dryer.
- (H) In the event of a fire or any emergency, the inmate worker shall immediately notify an Officer via intercom.
- (I) Never put blankets in a small washer.
- (J) When washing mop heads, check the drain frequently. If the drain becomes clogged it may cause flooding.
- (K) Do not mix wool blankets with anything else.

XII. Floor Stripping and Waxing Instructions:

- (A) The following items are required:
 - (1) Two mop buckets with separate mops – one full of stripping solution and the other with fresh water.
 - (2) A wet vac is recommended.
 - (3) Two clean rayon mop heads for applying floor finish
 - (4) Slow speed (175 rpm) floor buffer and black pad
 - (5) Green scour pads
 - (6) Gloves
 - (7) Floor sealer and floor finish

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- (8) A fan, if desired, to speed drying time
- (B) Stripping instructions:
 - (1) Remove all possible items from the floor
 - (2) Thoroughly sweep the floor
 - (3) Spread stripping solution over the area to be stripped – let soak for 5 minutes
 - (4) Scrub floor with low speed machine and black pad. Scrub corners and baseboards by hand with scouring pad. Make sure all old wax is removed. DO NOT allow this solution to dry before picking it up with the wet vac or mop. DO NOT strip too large an area at once or it will dry too quickly.
 - (5) Pick up stripping solution with wet vac or mop. Mop up any excess solution.
 - (6) Use fresh water to clean the floor and then rinse the mop head.
 - (7) Wet vac or mop up all rinse water.
 - (8) Change rinse water in mop bucket. Rinse floor again and then mop to dry.
 - (9) Allow floor to dry thoroughly before applying sealer or wax.
 - (10) DO NOT POUR STRIPPING SOLUTION, OR WAX, IN SINK! These materials should be placed in plastic bags and disposed of in the garbage.
- (C) Sealing and Waxing Instructions:
 - (1) Normally, 2 coats of sealer are used and then at least 2 coats of wax, with sufficient drying time between each coat (approximately 30 minutes).
 - (2) Some locations build up as many as 6-8 coats of wax, especially where high-speed buffing is done regularly. However, no more than 5 coats of finish should be applied within a 24-hour period.
 - (3) Apply smooth coat of sealer on entire floor using a clean Rayon mop head.
 - (4) Pour small puddles of finish on floor and spread evenly. Floor should look wet.
 - (5) The first coat will take the most finish. Allow sufficient time to dry.
 - (6) Repeat above step again using same mop head.
 - (7) Repeat above steps, using wax for last 3 coats. Rinse mop head well or change to a new one. The same rules as above apply.
 - (8) A wool blanket scrap may be used to polish floor with a high-speed buffer.

XIII. Pests and Vermin:

- (A) Title 15 §1264 requires the Jail have written policies and procedures to control the contamination and/or spread of vermin in all inmate's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.
- (B) Pests and vermin in the facility will be controlled and eliminated. Conditions which provide food, shelter, a medium for breeding, or harborage will be controlled and

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eliminated. The facility shall immediately notify ICE in the event of insect or rodent infestation.

- (C) An outside agency, licensed by the State, is under contract to maintain the control of pests, rodents and insects in the Jail. Pursuant to the Consent Decree, professional pest, vermin and mosquito control shall occur on a monthly basis.
- (D) Areas for treatment include all floors, pipe alleys, kitchen, laundry and any other area where there is moisture.
- (E) The pest control representative shall be accompanied by Jail staff at all times. Any problem areas shall be brought to his attention.

XIX. Temperature and Lighting Control:

- (A) Pursuant to Section VI (E) of the Consent Decree, unless there is an equipment malfunction, the temperature of the Jail shall be maintained so that the maximum temperature does not exceed 80° and the minimum temperature is not less than 63°.
- (B) If the heating or cooling equipment malfunctions, prompt action shall be taken to remedy the defect. Humidity and pollution must be controlled in the air.
- (C) The windows in the Jail shall remain uncovered by any material which prevents or impedes the passage of light. Adequate lighting for reading without strain must be maintained during the day in the cells, tanks and day rooms. Night lighting shall not be so bright so as to hinder sleep.
- (D) The jail facility shall ensure appropriate temperatures, air and water quality, ventilation, lighting, noise levels, and inmate/detainee living space, in accordance with applicable state and local standards.

XX. Inspections:

- (A) Inspections of housing areas will be held daily. Areas inspected include beds, bars, floors, walls, showers, etc.
- (B) All other areas of the Jail shall be inspected at least a weekly basis.
- (C) Any deficiencies shall be immediately reported to a supervisor. Areas in need of cleaning or sanitation shall receive immediate attention.
- (D) Supervisors are responsible for ensuring daily inspections are completed and documented on the Supervisor's Inspection Sheet.

XXI. Garbage and Refuse:

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- (A) Garbage and refuse will be collected, stored, and removed from common areas at least daily and as often as necessary to maintain sanitary conditions and to avoid creating health hazards.
- (B) Refuse inside and outside of the facility must be handled and disposed of in a sanitary and safe manner that complies with applicable laws and regulations.

YUBA COUNTY JAIL MANUAL
#C-112 ATTEMPTED SUICIDE / SUICIDE/IN-CUSTODY DEATH

I. Purpose:

The purpose of this operations order is to establish procedures for responding to an attempted or completed suicide in the jail.

II. Policy:

It is the policy of the Jail to urgently respond to a report of an attempted or completed suicide in the jail facility. Staff shall not assume the individual is deceased and will initiate emergency rescue procedures. Staff shall also be cognizant of a potential crime or incident scene and the preservation of possible evidence.

III. Title 15 and Consent Decree:

- (A) Title 15 §1030 and the Consent Decree establish requirements for a comprehensive suicide prevention program and those requirements are incorporated in jail policy #C-114.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.5, establishes specific standards and procedures for ICE detainees pertaining to a suicide prevention program, and responses to incidents of self-harm. Those standards are incorporated in this policy and/or jail policy #C-114, as applicable.

V. Response:

- (A) Any Officer discovering or responding to an incident of attempted or completed suicide shall immediately secure the area. Securing all other inmates into available cells is the preferred method for securing the area if possible.
- (B) The first Officer(s) to arrive on scene shall advise central control of the following:
 - (1) Location
 - (2) Name of the inmate
 - (3) Apparent method of injury or death
 - (4) Request for on-site medical personnel
 - (5) A response by outside emergency medical services (fire and ambulance), if applicable
 - (6) Response by the on-duty supervisor
 - (7) Sufficient custody staff to safely and effectively handle the situation
- (C) Cells shall not be entered until safe to do so. The classification of the housing unit, the proximity and behavior of other inmates, the ability to access or render first aid,

YUBA COUNTY JAIL MANUAL
#C-112 ATTEMPTED SUICIDE / SUICIDE/IN-CUSTODY DEATH

and other factors should be weighed prior to entering a cell. Officers may wait until other Officers arrive to enter the cell if the situation dictates.

- (D) Upon entering the cell, the Officer(s) shall immediately examine the individual for any vital life signs.
- (E) On-site medical staff shall be requested in all cases. It is important that custody staff confirms that medical staff has acknowledged the request and is responding to eliminate the possibility of an assumption they heard the request.
- (F) Custody and/or medical staff shall request outside emergency medical services if they deem it appropriate to do so.

VI. Medical Treatment:

- (A) Custody staff will administer first aid until relieved by medical personnel.
- (B) If the individual is not breathing, staff shall initiate CPR and continue until relieved by other qualified personnel.
- (C) If possible, the individual shall be questioned to determine if injury is self-inflicted or is the result of an assault. If it appears a crime has been committed, an investigation shall be conducted under the direction of a jail supervisor.
- (D) Following medical treatment, the individual shall be evaluated by a qualified mental health professional. Medical/mental health staff shall consult with custody staff to determine a property safety plan.
- (E) Any inmate who attempts suicide and is returned to the jail following treatment shall be thoroughly searched prior to housing. Their cell shall also be searched for items that might be used for self-harm and removed.
- (F) If death is pronounced by qualified medical personnel, the individual shall be left in place pending an investigation, unless it is necessary to move the person for safety or security reasons.

VII. Notifications:

- (A) The Jail Commander shall be immediately notified anytime there is an in-custody death. The Jail Commander is then responsible for notifying his chain-of-command.
 - (1) If the Jail Commander is unavailable to notify his chain-of-command, the Jail Lieutenant and/or the on-duty jail supervisor shall ensure the Operations Division Captain, Undersheriff and Sheriff are notified.

YUBA COUNTY JAIL MANUAL
#C-112 ATTEMPTED SUICIDE / SUICIDE/IN-CUSTODY DEATH

- (B) The Operations and/or Jail Commander shall assign personnel to investigate the in-custody death. Depending on the circumstances there may be multiple types of investigations as determined by the command staff.
- (C) California Government Code §12525 requires that in any case in which a person dies while in the custody of a law enforcement agency, the agency shall report facts concerning the death to the California Attorney General within (10) days after the death.
- (D) In the event of a suicide, attempted suicide, or any other type of in-custody death of an ICE detainee, the Jail Commander shall immediately notify ICE/ERO.

VIII. Reporting and Review Procedures:

- (A) Any attempted suicide, suicide, of other in-custody death shall be documented in a jail incident report.
 - a. When involving an ICE detainee, medical staff shall complete a preliminary Incident Report within 24 hours of any suicide or suicide attempt, and all staff who came into contact with the detainee immediately before the suicide attempt or death shall submit a statement describing their knowledge of the detainee and the incident. The preliminary Incident Report must include detainee name, alien number, relevant medical history/diagnosis, reason for suicide placement (if applicable), date of death, and name and title of person providing information.
- (B) Depending on the circumstances, additional reports may be prepared in conjunction with a criminal investigation, Professional Standards Unit investigation, and/or other administrative review.
- (C) It is the responsibility of the supervisor(s) in charge of the incident to determine the types of reports to be completed and to ensure proper coordination is made to ensure thorough and complete reports are completed.
- (D) All in-custody deaths are reviewed pursuant to department policy.
 - (a) If involving an ICE detainee, the facility will cooperate with ICE/ERO on any mortality review process triggered by a death resulting from suicide.
- (E) A critical incident debriefing will be offered following a suicide or serious suicide attempt for all affected staff and detainees within 24 to 72 hours after the critical incident.
- (F) Following a suicide or serious suicide attempt, appropriate mental health services will be offered to other detainees who may have been affected.

YUBA COUNTY JAIL MANUAL
#C-114 SUICIDE PREVENTION PROGRAM

I. Purpose:

The purpose of this operations order is to establish guidelines to identify, monitor, and provide treatment to those individuals who present a suicide risk.

II. Policy:

It is the policy of the Jail to comply with standards established by Title 15, the Consent Decree and National Detention Standards as they relate to suicide prevention.

III. Title 15:

- (A) Title 15 §1030 requires all facilities to have a comprehensive suicide prevention program developed by the facility administrator in conjunction with medical and mental health staff.
- (B) The suicide prevention program shall have several required components which have been incorporated in this policy.

IV. Consent Decree:

- (A) The Consent Decree requires specific requirements for inmates/detainees who demonstrate a risk of suicide. Those requirements are incorporated in this policy.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.5, establishes specific standards and procedures for ICE detainees pertaining to a suicide prevention program. Those standards are incorporated in this policy.

VI. Suicide Prevention Program:

- (A) The Suicide Prevention Program was developed as a collaborative effort between the Sheriff's Department, Sutter Yuba Behavioral Health, and the jail's medical provider. The goal of the program is to identify, monitor, and provide treatment to those inmates/detainees who present a suicide risk.

VII. Suicidality:

- (A) **Acutely Suicidal:** Those who engage in self-injurious behavior or threaten suicide with a specific plan.
- (B) **Non-Acutely Suicidal:** Those who express passive current suicidal ideation without a specific threat or plan and/or has a recent prior history of self-destructive behavior.

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#C-114 SUICIDE PREVENTION PROGRAM

- (C) Any inmate who staff has identified as having current suicidality shall have a suicide risk assessment completed within (4) hours of the identification of current suicidality.
- (D) Only qualified mental health professionals, Physician Assistants (PA), Nurse Practitioners (NP), or Registered Nurses (RN) who have been trained to conduct a suicide risk assessment shall conduct the assessment.
- (E) A suicide risk assessment shall be conducted by a qualified mental health professional if one is on-site at the jail. If one is not on-site, or is unavailable to complete a timely assessment due to servicing the needs of other inmates, a PA, NP or RN may complete the assessment.
- (F) If a PA, NP or RN completes the assessment, they must consult with a qualified mental health professional within (2) hours to determine an appropriate treatment plan and level of suicide precaution. This plan will be documented and placed in the detainee's medical record. This treatment plan shall include strategies and interventions to be followed by staff and the detainee if suicidal ideation or intent reoccurs, and a plan for follow-up care.
- (G) If the risk assessment establishes that the inmate is at risk of suicide, the inmate, at a minimum, be placed on the next psychiatrist sick call. Nothing precludes a qualified mental health professional from referring the inmate to be seen sooner or transferred to a hospital for evaluation. If a detainee faces an imminent risk of injury or death, appropriate staff will make a recommendation for hospitalization.
- (H) Qualified mental health professionals shall evaluate risk of suicide to determine if the inmate should be sent to Sutter Yuba Behavioral Health or an inpatient setting for evaluation and treatment. If warranted, they shall issue suicide precaution orders, including placement in or removal from housing for inmates at risk of suicide.

VIII. Risk Factors:

- (A) Although inmates may become suicidal at any time, high-risk periods occur at the time of admission to the jail, when legal problems arise, receiving bad news from others, after suffering humiliation or rejection, or pending release after a long period of incarceration.
- (B) Individuals in the early stages of recovery from severe depression may be at risk, as well as those newly admitted to segregation or single-cell housing.

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#C-114 SUICIDE PREVENTION PROGRAM

- (C) Individuals withdrawing from alcohol or drugs may be at higher risk for suicide due to the depression or anxiety related to the withdrawal process.
- (D) Individuals who deny suicidal ideation or do not threaten suicide, but demonstrate other concerning behaviors such as psychosis, agitation and/or unpredictable behaviors, may present a risk of harm to themselves or others.

IX. Safety Plan:

- (A) It is the responsibility of the person who completed the suicide risk assessment to develop a safety plan for the individual. The plan may include recommendations for specific housing, placement with other persons or separation from others, monitoring and treatment.
- (B) If the safety plan includes placement of the individual in either a safety cell or step-down cell, staff shall follow the policy specific to the use of a safety cell and/or step-down cell (jail policy #D-108).

X. Suicide Prevention Training:

- (A) Custody and medical staff shall be trained and alerted to the need to continuously monitor inmate behavior for suicide potential during incarceration.
- (B) All staff shall maintain open lines of communication to ensure that all parties are kept apprised of suicide potential; suicide precaution placement, retention, and release status; monitoring findings including general status reporting through time of event and end-of-shift reporting and on-call contacts to ensure appropriate continuity of care and follow-up.
- (C) All staff shall receive suicide awareness, prevention and emergency response training during new employee orientation, and at least annually. All training shall be provided by or in collaboration with a qualified mental health professional, or other person qualified to provide training in the area of suicide risk, having expertise in correctional suicide prevention and assessment. All of the following topics shall be covered:
 - 1. Potential stressors related to incarceration and how detention facilities can be conducive to suicidal behavior;
 - 2. Standard first aid training, cardiopulmonary resuscitation (CPR) training, and training in the use of emergency equipment;
 - 3. Liability issues associated with detainee suicide;
 - 4. Recognizing verbal and behavioral cues that indicate potential suicide;
 - 5. Demographic, cultural, and precipitating factors of suicidal behavior;
 - 6. How to respond to suicidal and depressed detainees;
 - 7. Effective communication between correctional and health care personnel;
 - 8. Necessary referral procedures;

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#C-114 SUICIDE PREVENTION PROGRAM

- 9. Suicide precautions, including constant observation and close observation;
- 10. Follow-up monitoring of detainees who have already attempted suicide; and
- 11. Reporting and written documentation procedures.

- (D) Regularly scheduled training for all staff shall include, at a minimum, identification and management of suicidal behavior in a jail setting including high-risk periods of incarceration, suicidal risk profiles, and recognition of verbal and behavioral cues that indicate potential suicide.

XI. Response and Protective Measures:

- (A) When an inmate is identified as suicidal, immediate measures will be taken to protect the individual's safety.
- (B) Based on the specific circumstances, staff will determine the proper placement of the inmate at risk and adhere to policies for that placement.
- (C) Custody staff shall immediately notify the shift supervisor, and on-site medical/mental health staff, when an inmate is identified at risk for suicide.
- (D) Medical/mental health staff shall conduct a suicide risk assessment to determine the proper level of response. Custody staff and medical/mental staff shall collaborate on the safety plan for the individual.
- (E) If an inmate actually attempts or commits suicide, jail staff shall follow the procedures established in jail policy #C-112.

**YUBA COUNTY JAIL MANUAL
#C-116 INMATE PROPERTY**

I. Purpose:

The purpose of this operations order is to establish guidelines related to receiving, storage, release and return of inmate property.

II. Policy:

It is the policy of the Jail to securely and responsibly handle the personal property of all incarcerated persons.

III. National Detention Standards:

The 2019 National Detention Standards (NDS), Section 2.4, establishes standards and procedures specific to personal property belonging to ICE detainees.

- (A) The NDS requires for the control and safeguarding of detainee's personal property. This includes the secure storage of funds, valuables, baggage, and other personal property; a procedure for documentation and receipting of surrendered property; and the initial and regularly scheduled inventories of all funds, valuables, and other property.
- (B) The jail shall provide a secured area to hold detainee property, valuables, and foreign currency at no cost to the detainee. Jail staff shall inventory, and maintain records, of detainee property, being shipped from the facility. Such records shall be maintained in the detainee's custody files, and a record provided to the detainee.
- (C) Any unauthorized personal property that is considered contraband shall be surrendered to staff for securing and inventorying.
- (D) The facility shall make shipping arrangements for the excess personal property of detainees requiring such assistance. If the detainee refuses to cooperate by providing an appropriate mailing address, or is financially able but unwilling to pay postage, or is unable to pay for shipping, the facility will notify ICE/ERO for instructions on how to dispose of the property. In all cases, detainees shall be provided written notice prior to destruction of their property.
- (E) Detainees may keep a reasonable amount of personal property in their possession, provided the property poses no threat to jail security. Each housing area will designate an area for storing detainees' personal property. Detainees shall have the opportunity to store excess property with a third party or, as applicable, in the jail's property storage area.

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- (F) Identity documents shall be copied for the custody file, and the original forward to ICE/ERO. Upon request, jail staff will provide a detainee with a copy of the document.
- (G) The jail shall have written procedure for the following:
 - (1) Procedures to account for and safeguard detainee property at time of intake.
 - (2) Inventory and receipt of all detainee funds and valuables.
 - (3) Procedures for reporting lost or damaged property.
- (H) The jail's inmate handbook shall include information regarding the policies and procedures for handling personal property, to include:
 - (1) Which items the detainee may possess.
 - (2) That, upon request, a detainee will be provided a copy of any identity document placed in their custody file.
 - (3) Rules for storing or mailing property not allowed in their possession.
 - (4) Procedures for claiming property upon release, transfer or removal
 - (5) Procedures for filing a claim for lost or damaged property.

IV. Inmate Property at Booking:

- (A) When an arrested person is brought to jail for booking, the booking/intake Officer is responsible for taking possession of the person's personal property.
- (B) During the intake process, the booking Officer will thoroughly search the inmate to locate and seize all property. The booking Officer will seize the property in the presence of the arresting/transport Officer and examine it to determine if it contains illegal contraband.
 - (1) Any illegal contraband should be seized by the arresting/transport Officer.
 - (2) The booking Officer will ensure the prisoner's personal property is secured pursuant to jail policy #B-102.
- (C) Any original identity document in the personal property of an ICE detainee shall be immediately turned over to ICE staff. If ICE staff is not immediately available, the documents shall be maintained in the shift supervisor's office and released to ICE as soon as possible. A note shall be left in the ICE mailbox notifying ICE staff of the existence of the documents.
- (D) FOR ICE DETAINEES: Medical staff will determine the disposition of all medicine accompanying an arriving detainee.

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- (E) FOR ICE DETAINEE: Standard operating procedures will include obtaining a forwarding address from every detainee who has personal property.

V. Property Control:

- (A) The booking Officer shall maintain strict personal control of the inmate's property during the booking process until it is properly secured in the property storage room or property closet. An inmate's personal property shall never be left unattended.

VI. Inventory and Audit:

- (A) During the booking process, the booking Officer shall inventory all the personal property belonging to the inmate and document it in the personal property section of the booking system.
- (B) The inventory shall include any clothing, footwear and undergarments the inmate was wearing when they entered the facility.
- (C) The Officer shall be thorough in describing property which could be considered valuable, such as jewelry. The make and model of items will be recorded, if available.
- (D) When the inventory is complete, the Officer shall seal the personal property in a plastic bag and place it in the property closet.
- (E) The booking Officer shall generate an Inmate Property Receipt that details the property inventoried.
 - (1) The inmate will sign the property receipt to acknowledge the inventory is a true record of their property.
 - (2) The property receipt shall be attached to the booking sheet and maintained in the inmate's booking jacket. The inmate will also receive a copy.
- (F) Quarterly audits will be conducted by the facility administrator or designee. The logs will indicate the date, time and name of officer(s) conducting the audit. Any discrepancies will be reported immediately to the Jail Commander.

VII. Release of Evidence:

- (A) Peace Officers may occasionally wish to seize an inmate's personal property as evidence. Any time a Peace Officer makes such a request, jail staff will submit the

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request to the shift supervisor for approval. Jail staff shall document any such releases on the inmate's property receipt.

VIII. Bagging of Clothing:

- (A) When an inmate is dressed into jail clothing, the Officer conducting the clothing exchange shall seize the personal clothing and place it into a jail property bag. The Officer shall print a booking photograph that includes the inmate's name, date of birth, and identification number. The photograph will be folded and placed into the clear plastic window on the property bag in such a way that the inmate's photo and name are easily visible from the outside of the bag.

IX. Securing of Property:

- (A) The Officer who bagged the clothing shall locate the inmate's personal property that was seized during the intake process. The personal property and clothing will be kept together in a property bag. The property bag will be placed in the property room in alphabetical order using the inmate's last name.
- (B) If an inmate has bulk property that is too large for storing with the inmate's jail property, the property shall be kept in the possession of the transport Officer.

X. Property Room:

- (A) The property room will be locked at all times unless staff is inside working with inmate property. The property room shall be kept neat and orderly.
- (B) Any Officer who finds loose unidentified inmate property shall take control of the property and notify a supervisor. Staff shall make every effort to find the owner. This includes a review of lost property incident reports. If staff cannot locate the owner, the Officer shall prepare a found property report and a jail incident report.
- (C) The Jail Commander shall ensure a complete audit of the property room is completed at least twice annually (January and July).
 - (1) Staff will check each bag of property during the audit. Staff will document any missing and found property in jail incident reports.
 - (2) Property of persons no longer in custody will be transferred to the department's evidence system for safekeeping unless arrangements can be made for the owner to pick up the property.
 - (3) The Jail Commander shall be apprised of the results of the audits.

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- (4) During the months of April and October each year, staff shall conduct a sample audit of the property room. The person conducting the audit will randomly selected at least (20) property bags and conduct an audit to assess the accuracy of the system.
- (D) The Jail Commander shall ensure that staff conducts an inventory of all ICE detainee's property is conducted at least once each quarter. This audit shall occur in January, April, July and October. Staff shall record this quarterly audit on the daily activity log in Central Control.

XI. Inmate Release:

- (A) When an inmate is released from custody, the Officer conducting the release shall remove the inmate's personal property from the property room. The Officer shall remove any non-clothing items and temporarily secure them in the secured property closet while the inmate gets dressed in their personal clothes.
- (B) Staff will then give the inmate the remainder of their personal property and check it against the inventory on the inmate property receipt. The releasing Officer will have the inmate sign the property receipt to acknowledge they have received all of their property. Any discrepancies shall be brought to the attention of the shift supervisor immediately.
- (C) FOR ICE DETAINEES: Detainees who are limited English proficient shall be provided with foreign language services. Detainees with disabilities shall be provided with appropriate accommodations, auxiliary aids or services, and modifications, as necessary, to ensure the detainee understands the information in the receipt. The property sheet will reflect the transaction.

XII. Property Release:

- (A) It is occasionally necessary for an inmate to release property to his family or other individuals while the inmate is still in custody. All property releases shall have approval of the shift supervisor.
- (B) The inmate must complete and sign a property release form indicating the specific property to be released. The signing of the form must be confirmed by an Officer, who will initial the form to verify the identity of the inmate authorizing the release.
- (C) The Officer will make an entry in the inmate's event screen that a property release form was received from the inmate and to whom the property is to be released. The release form will be placed in the inmate's booking jacket.

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- (D) The person designated to receive the property must come to the jail and produce evidence of identity. Only then will staff release the property. Staff will check each item against the inmate's property receipt to ensure accuracy.
- (E) The person receiving the property, and the Officer releasing it, shall sign the release form. The release form is then placed in the inmate's booking jacket. The Officer releasing the property will update the inmate's property record in the system to reflect the release.

XIII. Lost, Stolen , Abandoned or Damaged Property:

- (A) If an inmate or detainee reports lost or missing personal property at release from custody, jail staff shall immediately notify the shift supervisor.
- (B) Staff shall examine the inmate/detainee property receipt to determine if the property in question was listed as a possession when the inmate/detainee was booked into custody. Staff shall make every effort to locate the property. This may include a review of found property reports and a physical search of the property room. The shift supervisor shall ensure the situation is thoroughly investigated.
- (C) Jail staff shall prepare an incident report when an inmate/detainee reports lost, stolen or missing property. A specific description of the property, how long the inmate/detainee owned it, and the inmate's estimated value of it shall be included in the report. A copy of the report shall be forwarded to the Jail Commander.
- (D) If the inmate wishes to submit a claim for reimbursement, jail staff shall refer them to the Clerk of the Board of Supervisor's Office at the Government Center to file the claim.
 - 1. FOR ICE DETAINEES: YCJ will promptly reimburse detainees for all validated property losses caused by facility negligence; and
 - 2. YCJ will immediately notify ICE/ERO of all claims and outcomes.
 - 3. Facilities shall report and surrender to ICE/ERO all detainee property that is abandoned or unclaimed.
- (E) Jail staff will notify the shift supervisor if an ICE detainee claims damaged property, sub paragraphs B, C and D guidelines will be followed in this instance.

YUBA COUNTY JAIL MANUAL
#C-118 INMATE FUNDS

I. Purpose:

The purpose of this operations order is to establish procedures for processing inmate funds while the person is incarcerated in the Yuba County Jail.

II. Policy:

It is the policy of the Jail to maintain strict control of inmate funds with generally accepted accounting practices.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.4, establishes standards for the processing of inmate funds for ICE detainees while in custody.
- (B) NDS standards require the facility to have written standards for the receipt of detainee funds and valuables. Those standards shall include a procedure for the inventory and audit of detainee funds.
- (C) The facility shall have a procedure for returning funds to a detainee being transferred or released. U.S. and foreign currency will be returned to the detainee as cash, when possible.
- (D) The facility shall have a written policy for detainee property reported missing that includes procedures for investigating the reported loss. Jail staff shall immediately notify ICE/ERO of all claims and outcomes.

IV. Forms of Cash Monies and Checks:

- (A) **Acceptable Forms:** The following are acceptable forms of money or money instruments that can be deposited into an inmate's account.
 - (1) U.S. currency
 - (2) Cashier's checks
 - (3) Money orders
 - (4) Checks from other detention facilities
 - (5) Electronic deposits through the inmate kiosk system
- (B) **Unacceptable Forms:** The following are unacceptable forms of money. Staff will place them in the inmate's personal property and not deposit them into the inmate's account.
 - (1) Personal checks
 - (2) Third-party checks
 - (3) Payroll checks
 - (4) Government checks
 - (5) Travelers checks

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#C-118 INMATE FUNDS

- (C) **Exception:** The Jail Commander may authorize the receipt of a payroll check, government check, or travelers check.
- (D) **Endorsements:** Money orders and cashier's checks must be endorsed by the inmate. The receipting Officer is responsible for obtaining the endorsement.

V. Inmate Funds at Booking:

- (A) The intake Officer shall count the inmate's money in the presence of the arresting Officer pursuant to jail policy #B-102 – Receiving Inmates.
 - (1) If the inmate claims loss of funds at the time of intake, the intake Officer shall notify the shift supervisor who will investigate. The supervisor shall ensure an incident report is prepared prior to the end of shift.
- (B) **Security of Funds:** Any Officer handling inmate funds shall maintain strict control of the funds until they are properly stored. Funds shall never be left unattended.
- (C) Inmate funds shall be deposited in the kiosk system in the intake room pursuant to jail policy #B-102 – Receiving Inmates.
 - (1) After verifying the amount to be deposited, the intake Officer will input the inmate's name into the kiosk system under the "BOOK" category.
 - (2) The Officer's name, inmate's name, and inmate's date of birth is also entered.
- (D) **Kiosk:** The Officer will place paper currency and coins into the kiosk system. No wet or damaged money will be placed into the system.
 - (1) Once all money is placed into the system, the system will generate two receipts. One receipt is provided to the inmate and the other taped to the front of the inmate screening form. The money is entered into the inmate's account using this receipt during the booking process.
 - (2) Prior to the end of shift, the shift supervisor will log into the kiosk system website to ensure the funds were placed on the inmate's account. Once verified, the supervisor will mark the transaction as posted.
 - (3) Any money entered into the kiosk system from remote kiosks or over the Internet shall be posted to the inmate's account via the banking module in JLAN. The person depositing the funds will be noted in the banking module on the "From" line. The transaction reason will be "Intake Kiosk" or "Remote Kiosk" and the receipt number which can be found on the transaction in the kiosk website. A receipt will be forwarded to the inmate.

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#C-118 INMATE FUNDS

- (E) **Envelope:** If money is not placed in the kiosk system, staff will place it in a pre-stamped envelope containing the inmate's full name (last, first and middle), master I.D. number, total amount, a breakdown of the money by denomination, date, and the Officer's ID number.
- (F) **Deposit Transaction:** The booking Officer shall receipt the funds into the inmate's account by making a deposit entry in the Inmate Banking module in the computer system. In the "Transaction Reason" field, the Officer shall note **P/F INTAKE**. The computer will automatically print two receipts. One receipt is given to the inmate. The Officer shall place the receipt number on the money envelope.
- (G) **Lock Box:** The booking Officer will store the money envelope containing the inmate funds in the locked money box located in central control or intake.
- (H) **Exception:** If the inmate is in possession of a small amount of money (less than one dollar), the booking Officer shall place the money in the inmate's personal property. The amount of money shall be recorded in the computer on the inmate's property record.
 - (1) **Soon to be Released:** If the inmate is to be released in a short period of time, such as an O.R., the booking Officer may elect to store the inmate's funds, or a portion of the funds not to exceed \$20.00, in the inmate's property.
- (I) **Collectibles:** If an inmate possesses a coin or bill which appears to be a collectable or which the inmate claims is a collectable, the booking Office shall place the coin or bill in the inmate's property and record it on the computer property record.

VI. Money Received by Mail:

- (A) **Mail:** The Officer assigned to open and inspect mail will ensure the inmate funds are properly receipted into the inmate's account. Funds will be placed in a money envelope and secured in the same manner described in this policy.
- (B) **Deposit Transaction:** The receipting Officer shall make a deposit entry into the inmate's account and make the notation **MAIL** in the "Transaction Reason" field.
- (C) **Receipts:** The inmate shall receive a copy of the receipt.

VII. Money Received at Visiting or Central Control:

- (A) Money may be deposited to an inmate's account during jail visiting hours or at any time to central control.

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#C-118 INMATE FUNDS

- (B) **Receiving Funds:** Inmate funds receipted during visitation or at central control shall be secured and placed in an envelope consistent with the procedures established in this policy.
- (C) **Deposit Transaction:** The person receiving the transaction shall make a deposit entry in the Inmate Banking Module on the computer. In the “Transaction Reason” field, the Officer shall note **PF/ VISITING or P/F CENTRAL CONTROL**.
- (D) **Receipts:** The person receiving funds shall generate two receipts. One is given to the person depositing the funds and the other given to the inmate. In the event the computer system is unable to print receipts, a hand written receipt shall be generated out of the J-Receipt book and distributed in the same manner.

VIII. Commissary Withdrawals and Adjustments:

- (A) Only commissary personnel are authorized to make withdrawals or adjustments to an inmate’s account for commissary purchases or adjustments.

IX. Emergency Release of Funds:

- (A) It may occasionally be necessary for an inmate to release funds. Staff should discourage this practice except for extreme cases. Funds shall not be released from one inmate’s account to another inmate’s account. Only someone with the rank of Sergeant or higher may authorize an emergency release of funds and shall witness the inmate’s signature approving the release.
- (B) **Transaction:** The Officer releasing inmate funds will make a withdrawal transaction in the computer for the appropriate amount. In the “Transaction Reason” field the Officer will note the name of the person receiving the funds and the check number. In the “From” field the Officer shall note “Emergency Release.”
- (C) **Issuing a Check:** The Officer releasing the funds will write a check to the designated person for the appropriate amount. The Officer shall record on the check stub the inmate’s name, master ID number, date, amount of check, name of the person receiving the funds, the notation “Emergency Release”, and the Officer’s ID number.

X. Maximum Account Balance:

- (A) If an inmate has an account balance of \$10,000 or more, the inmate may not receive additional deposits through the mail or visiting without approval of the Jail Commander.

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#C-118 INMATE FUNDS

XI. Inmate Funds at Release:

- (A) Upon release from custody, all remaining inmate funds will be released to the inmate.
- (B) **Releasing Procedure:** The releasing Officer will determine the fund balance. The Officer shall enter a withdrawal transaction in the computer system for the remaining balance of funds. The notation **P/F IN FULL** and the **check number** shall be entered in the “Transaction Release” field.
- (C) **Issuing a Check:** The releasing Officer shall write a check for the remaining balance. The Officer will note on the check stub the inmate’s name, master ID number, date, amount of check, P/F in Full, and the Officer’s ID number. Only authorized jail staff are permitted to sign checks.

XII. Removing Funds from Cash Box:

- (A) Only the Jail Commander’s Executive Assistant is authorized to remove money envelopes from the cash box located in central control, intake of visiting. This person is responsible for preparing bank deposits, balancing the checkbook against the inmate fund balance, and reconciling bank statements.

YUBA COUNTY JAIL MANUAL
#C-120 TELEPHONE ACCESS FOR ICE DETAINEES

I. Purpose:

The purpose of this operations order is to establish a protocol for telephone access specific to ICE detainees in the Yuba County Jail.

II. Policy:

It is the policy of the Jail to comply with the 2019 National Detention Standards (NDS) as it related to telephone access by ICE detainees.

III. Detainee Access to Telephones:

- (A) Detainees shall be provided reasonable and equitable access to telephones during established facility waking hours.
- (B) The rules pertaining to telephone access will be included in the inmate handbook, and posted where easily seen by detainees.

IV. Number and Maintenance of Telephones:

- (A) To ensure access, the Jail shall provide at least one operable telephone for every (25) detainees.
- (B) Telephones shall be maintained in proper working order. Staff shall inspect telephones daily. Staff shall promptly report telephones that are out of order and ensure repairs are completed quickly.

V. Direct Calls and Free Calls:

- (A) Even if telephone service is limited to collect calls, the Jail shall permit detainees to make direct, free calls to the following:
 - (1) Local immigration court and the Board of Immigration Appeals
 - (2) Federal and State courts where the detainee is or may become involved in a legal proceeding
 - (3) Consular officials
 - (4) Legal service providers in pursuit of legal representation or to engage in consultation concerning their expedited removal case
 - (5) Legal service providers or organizations listed on the ICE/ERO free legal service provider list
 - (6) Government offices to obtain documents relevant to their immigration case
 - (7) Department of Homeland Security Office of Inspector General
 - (8) ICE/OPR Joint Intake Center (JIC)
 - (9) ICE/ERO DRIL
 - (10) UNHCR

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#C-120 TELEPHONE ACCESS FOR ICE DETAINEES

- (11) Family or friends to address a personal or family emergency, or when a detainee can otherwise demonstrate a compelling need (to be interpreted liberally)
- (B) ICE Field Offices are responsible for ensuring the Jail is provided with current pro bono legal service information.
- (C) Staff will allow detainees to make direct, free calls as soon as possible after the request, factoring in the urgency expressed by the detainee. Generally, access will be granted within (8) waking hours of the detainee's request, excluding the hours between lights-out and the morning resumption of scheduled activities.
- (D) The detainee shall always be granted access within (24) hours of their request.
- (E) Incidents of delays extending beyond the (8) waking hours must be documented and reported to ICE/ERO.
- (F) Indigent detainees may request a call to immediate family or others in personal or family emergencies or on an as-needed basis. Ordinarily, a detainee is considered "indigent" if they have less than \$15.00 in their account for (10) days. The jail shall make a timely effort to determine indigence.
- (G) The jail shall enable all detainees to make calls to the ICE/ERO-provided list of pro bono legal service providers and consulates at no charge to the detainee or the receiving party. If a detainee needs assistance to complete a request to make a direct or free call due to being illiterate, limited English proficient, or a disability, staff must provide that assistance.
- (I) Staff will make efforts where necessary to allow detainees to make legal calls and to navigate decision trees and/or leave messages when those calls are answered by an automated system.

VI. Telephone Usage Restrictions:

- (A) Staff shall not restrict the number of calls a detainee places to their legal representatives or to obtain representation. Similarly, staff shall not limit the duration of such calls by rule or automatic cut-off, unless necessary for security purposes or to maintain orderly and fair access to telephones.
- (B) If time limits are necessary for such calls, they shall be no shorter than (20) minutes, and the detainee shall be allowed to continue the call, if desired, at the first available opportunity.
- (C) The jail may place reasonable restrictions on the hours, frequency, and duration of the other direct and/or free calls.

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#C-120 TELEPHONE ACCESS FOR ICE DETAINEES

VII. Telephone Privileges in Administrative Segregation:

- (A) Detainees assigned to administrative segregation for administrative reasons shall be permitted the same telephone access as those in general population, but in a manner consistent with the security and safety requirements of those in segregation.

VIII. Inter-Facility Telephone Calls:

- (A) Upon a detainee's request, staff shall make special arrangements permitting a detainee to speak by telephone with an immediate family member detained in another facility. Immediate family members include the detainee's spouse, co-parent, mother, father, step-parents, foster parents, siblings, and children. Reasonable limitations may be placed on the frequency and duration of such calls.
- (B) Jail staff shall liberally grant requests for inter-facility family calls to discuss legal matters. For such calls, the detainee's conversations shall be afforded privacy to the extent possible, while maintaining adequate security.

IX. Incoming Calls:

- (A) Jail staff shall take and deliver telephone messages to detainees as promptly as possible. When staff receives an emergency telephone call for a detainee, the caller's name and telephone number will be obtained and given to the detainee as soon as possible. The detainee shall be permitted to return the emergency call as soon as reasonably possible within the constraints of security and safety – normally within (8) waking hour of the incoming call. Staff shall enable indigent detainees to make free return emergency calls.

X. Privacy for Telephone Calls on Legal Matters:

- (A) Jail staff shall ensure privacy for detainees' telephone calls regarding legal matters. For this purpose, staff shall provide a reasonable number of telephones on which detainees can make such calls without being overheard by staff or other detainees.
- (B) Jail staff shall not electronically monitor detainee telephone calls related to legal matters, absent a court order.
- (C) Jail staff shall inform detainees to contact staff if they have difficulty making a confidential call related to a legal matter. Staff shall take measures to ensure that the call can be made confidentially. Privacy may be provided in a number of ways, including:
 - (1) Telephone with privacy panels.
 - (2) Placing telephones where conversations may not be readily overheard.

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#C-120 TELEPHONE ACCESS FOR ICE DETAINEES

- (3) Allowing detainees to use an office telephone to make confidential calls regarding legal proceedings.

XI. Monitoring of Detainee Telephone Calls:

- (A) The facility shall have a written policy on the monitoring of detainee telephone calls. If such calls are monitored, the facility shall notify detainees of this in a language or manner that they understand and in the inmate handbook. The facility shall also place a notice at each monitored telephone stating:
 - (1) Detainee calls are subject to monitoring; and
 - (2) The procedure for obtaining an unmonitored call to a court, legal representative, or for the purposes of obtaining legal representation.
- (B) A detainee's call to court, a legal representative, or for the purposes of obtaining legal representation will not be aurally monitored absent a court order. The facility retains the discretion to monitor other calls for security purposes.

XII. Telephone Access for Detainees with Disabilities:

- (A) Jail staff shall provide equal access to telephone services for individuals with disabilities. Such services may include TTY devices, accessible telephones, or videophones and video relay service or video remote interpretation services.
- (B) Detainees with disabilities shall be provided access to accessible telephone services on the same terms as detainees without disabilities. Except to the extent that they share time limitations, detainees using accessible telephone services shall be granted additional time, consistent with safety and security concerns.
- (C) If accessible telephone services are not available in the same location as telephones used by detainees without disabilities, detainees with disabilities shall be allotted additional time to walk to and from the accessible telephone services location. Consistent with the order and safety of the facility, staff shall ensure that the privacy of telephone calls by detainees using accessible telephone services is the same as other detainees using telephones.

YUBA COUNTY JAIL MANUAL
#D-100 CLASSIFICATION

I. Purpose:

The purpose of this operations order is to establish policies and procedures for screening inmates, assessing risk and needs, and determining housing assignments.

II. Policy:

It is the policy of the Jail to use an objective classification model that utilizes a point system that applies predetermined “values” (points) to specific criteria. These numerical values, coupled with other weighted data, such as prior arrests and convictions, past disciplinary behaviors, and other special needs, shall be used to assist Jail staff in determining the level of custody, compatibility and housing assignment.

III. Title 15 Requirements:

- (A) Title 15 §1050 requires facilities to develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria which will provide for the safety of the inmates and staff.
- (B) Housing unit assignments shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in the facility.
- (C) The written classification plan shall be based on objective criteria and include screening performed at the time of intake by trained personnel, and a record of each inmate’s classification level, housing restrictions, and housing assignments.
- (D) The classification system will include the use of classification officers or a committee in order to properly assign inmates to housing, work, rehabilitation programs, and leisure activities. The plan shall include the use of as much information as is available about the inmate and from the inmate and shall provide for a method of appeal by the inmate. An inmate who has been sentenced to more than (60) days may request a review of their classification plan no more than (30) days from their last review.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.2, establishes criteria for a classification system specific to ICE detainees.
- (B) The facility shall develop and implement a system for classifying detainees that will ensure the following:

YUBA COUNTY JAIL MANUAL
#D-100 CLASSIFICATION

- (1) Detainees are classified before placed in general population.
 - (2) Classification Officers shall be trained in the facility's classification process.
 - (3) The initial classification process and initial housing assignment should be completed within (12) hours of admission to the facility.
 - (4) If a detainee cannot be classified without certain information that is missing at the time of processing, the detainee will be kept apart from the general population until that information is obtained.
 - (5) A detainee's classification level will determine their housing assignment, and how other activities are managed. Jail staff will ensure that detainees are housed according to their classification level.
 - (a) Detainees shall be assigned to the least restrictive housing unit consistent with facility safety and security.
 - (6) The facility will establish a system that readily identifies a detainee's classification level.
 - (a) Detainees will be classified as follows:
 - Level 1/Minimum – White Armband
 - Level 2/Medium – Yellow Armband
 - Level 3/Maximum – Orange Armband
 - (7) Detainees with special vulnerabilities will be identified and the appropriate accommodations provided.
- (C) A supervisor will review the classification file for each detainee for accuracy and completeness. The reviewing Officer shall ensure each detainee has been assigned to the appropriate housing.
- (D) Staff shall use the most reliable, objective information available during the classification process. Objective information refers to documented or discernable facts, such as gender identification, most recent and/or prior criminal offense(s), escapes, institutional disciplinary history, violent incidents, victimization, mental health and/or medical status, and age.

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- (E) **Special Vulnerabilities:** Special consideration shall be given to any factor that would raise a detainee's vulnerability, or risk of vulnerability, victimization, or assault in detention.
- (1) Detainees with special vulnerabilities include those who are elderly, pregnant, or nursing; those with serious physical or mental illness, or other disability; those who would be susceptible to harm in general population due in part to their sexual orientation or gender identity; and those who have been victims of sexual assault, torture, trafficking or abuse.
 - (2) Detainees with disabilities should be housed in the least restrictive and most integrated setting possible consistent with facility safety and security, and provided an equal opportunity to participate in or benefit from programs and activities.
 - (3) When making classification and housing decisions for a transgender or intersex detainee, staff shall consider the detainee's gender self-identification and assess the effects of placement on the detainee's health and safety. A medical or mental health professional shall be consulted as soon as practicable on this assessment.
 - (a) Placement decisions of transgender or intersex detainees should not be based solely on the identity documents or physical anatomy of the detainee. A detainee's self-identification of his/her gender and self-assessment of his/her safety needs shall always be taken into consideration as well.
 - (b) Placement shall be consistent with the safety and security considerations of the facility, and placement and programming assignments for each transgender or intersex detainee shall be reassessed at least twice each year to review any threats to safety experienced by the detainee.
- (F) **Reclassification:** The classification system shall ensure that a detainee is reassessed and/or reclassified at regular intervals and upon the occurrence of relevant events.
- (1) Reclassification assessments shall consider, among other factors, the detainee's risk of victimization or abusiveness. Subsequent reclassification assessments shall be completed any other time when warranted based on the receipt of additional, relevant information, or following an incident of abuse or victimization.
 - (2) A detainee may request reclassification at any time.

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- (3) If it is documented, suspected, or reported that a detainee has been physically or sexually abused or assaulted, the victim's perception of his/her own safety and well-being shall be among the factors considered.

(G) **Classification Appeal:** The jail classification system shall include procedures by which new arrivals can appeal their classification levels. Jail staff shall respond to all appeals in a timely manner. Inmates/Detainees may appeal their current classification level or housing by submitting a request form to their floor officer who will forward the request to the classification unit or classification supervisor. Inmates/Detainee may also submit a formal grievance to appeal their classification level. Procedures for submitting a grievance are found in Policy H-100, Section VII.

(H) **Notice to Detainees:** The inmate handbook will include a section about the classification system that includes an explanation of the classification levels, with the conditions and restrictions applicable to each. It shall also include the procedures for appeal.

V. Responsibility:

(A) The Jail Commander will designate a supervisor to manage the classification program. The supervisor will work with the Classification Officers, other supervisors and other Jail staff in developing and implementing classification strategies. All Jail supervisors are responsible to oversee and approve classifications that occur on their shifts.

VI. Intake Screening:

(A) The classification process starts when the inmate enters the facility. The intake screening process is an important cursory step that allows staff to identify risks or special needs that might immediately affect security of the inmate and staff.

(B) Significant medical/mental health conditions, disabilities, gang affiliations, or known behavior issues should be identified at intake and reported to the shift supervisor. High-risk inmates should be housed in secure holding unless otherwise directed by a supervisor. The supervisor shall ensure necessary accommodations are made for inmates with disabilities.

VII. Classification Assignment:

(A) When it is determined that an inmate will remain in jail and require housing, the shift supervisor shall assign a qualified classification Officer to complete the classification process.

VIII. Classification Process:

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- (A) Elements of the classification process consists of completing the JLAN Classification Module, document and criminal history review, interview, completion of custody assessment scale, event entry, housing assignment and supervisor's review.
- (1) **JLAN Classification Module:** During the booking process, the booking Officer will complete the classification section and document the inmate's responses. The booking Officer may enter the code "PR," which represents *Pre-Classification*. If the inmate is booked on an outside agency hold, or if there is a pending hold, the booking Officer shall enter "HH" for the classification code.
 - (2) **Document and Criminal History Review:** The classification Officer shall conduct a document review, which includes the following:
 - (a) Pre-booking form
 - (b) Declaration of Probable Cause or ICE Form 213
 - (c) Intake medical/classification screening forms
 - (d) DOJ Rap Sheet – this is a controlled document and if printed, it must be shredded immediately after use
 - (e) Prior bookings, classifications, disciplinary history, housing assignments and "keep aways"
 - (3) **Interview:** After the document review, the classification Officer shall interview the inmate. The interview should be conducted in a safe and semi-private environment that is conducive to the inmate providing truthful responses.
 - (a) The classification Officer shall be alert to any information that suggests depression, serious family problems or threat of suicide.
 - (b) The Officer should also consider the inmate's demeanor, personality, stability, level of sobriety, mental and physical condition, other agency holds, estimated length of stay, gang affiliation and enemies.
 - (c) If the inmate does not speak English, the classification Officer shall use a non-inmate translator or the language line.
 - (4) **Custody Assessment Scale:** The classification Officer shall complete the Custody Assessment Scale and assign numeric values to the criteria. The total numeric value will correspond with numeric ranges for the minimum, medium and maximum security levels.
 - (5) **Classification Event Entry:**

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- (a) Using JLAN, access the Master Menu and enter the Inmate's Event/Activity Screen (#12). Enter the code "CLF."
- (b) In the narrative section, begin by entering the inmate's classification level and indicate whether a Rap Sheet was used. Document items of special interest or importance. Include a brief description explaining why the inmate may require special housing. If more space is needed for the narrative, use the F17 (Shift-F5) key and continue.
- (c) **Example:** Medium Class: Per Rap – Past 3056 PC, 459 PC, 148 PC, 11377 H&S, and multiple VC violations. Medical: Migraines, seizures. Mental Health: takes medication for depression. Has never attempted suicide. States he has no gang affiliations or enemies. (Shift-F5) if more narrative needed.
- (d) **Example:** Maximum Class Protective Custody: Current failure to register per 290 PC. Per Rap – Past 3056 PC, 288a PC and 290 PC. No medical or mental health problems. No enemies. States no gang affiliations. Claims to be homosexual and requests separate housing due to fear of being victimized. Special needs housing granted.
- (6) **Housing Assignment:** The classification Officer shall survey available housing and assign the inmate to an appropriate housing unit. The Officer should consider the following:
 - (a) Level of security risk the inmate poses
 - (b) The inmate's ability to function with other inmates
 - (c) The level of supervision the inmate needs
 - (d) Legal requirements that requires them to be separated from others
 - (e) The need to accommodate a disability
- (7) **Medical Cells:** If an inmate is housed in a medical cell, an incident report shall be completed before the end of shift. The report must contain justification for placement in the medical cell and other relevant information. The report is forwarded to the Classification Supervisor and the medical unit.
- (8) **Administrative Segregation:** If an inmate is housed in Administrative Segregation, an incident report shall be completed before the end of shift. The report must contain justification for placement in administrative

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segregation and other relevant information. The report is forwarded to the Classification Supervisor.

- (9) **Unavailable Housing:** If housing is unavailable for a particular class of inmate, the classification Officer shall review the issues with a supervisor. The supervisor shall work with the classification Officer to develop a plan to safely and appropriately house the inmate. The plan may require moving other inmate(s) to different suitable housing to free up bed space.
- (10) **Supervisor's Review:** The shift supervisor shall review and approve each classification and housing assignment that occurs on their shift.

IX. Classification Changes, Reviews and Audits:

- (A) **Classification Changes:** All jail staff shall remain alert to any factor that might ultimately affect or change an inmate's classification. This could include a change in status due to a court appearance or the addition of criminal charges. An in-custody event, such as disruptive or violent behavior, rule violations or traumatic events, should be considered. If staff believe an individual's classification should be changed they will notify a supervisor or classification Officer who will consider the change. Significant events should be documented in an incident report.
- (B) **Classification Reviews and Audits:** An inmate may request a review of classification or housing every (30) days by completing an inmate request form. The request form shall be forwarded to the shift classification Officer for response. The Classification Supervisor shall assign classification Officers to review the classification of general population inmates every (30) days or sooner.

As part of the review, the classification Officer will do the following:

- (1) Review the contents of the booking jacket, which should minimally include a completed copy of the initial custody assignment form and a current photo.
- (2) Check JLAN to confirm the classification level and other relevant classification information is entered into the inmate's events screen. If the inmate is a documented gang member, the code "GM" must be added to the events screen with the name of the gang entered into the narrative.
- (3) The classification Officer may elect to interview inmates during classification reviews.
- (4) Completed reviews and changes in classification shall be communicated to the Classification Supervisor by email or in person.

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- (C) **Administrative Segregation Reviews – ICE Detainees:** The Classification Supervisor shall ensure that ICE detainees placed in administrative segregation have their classification status reviewed within (72) hours of initial placement to determine if this housing is still required. Continued reviews are required every (7) days thereafter. Each review shall be documented into the detainee's Events Screen. The detainee shall be provided a copy (Print Screen) of each review entry.

X. Special Attention Inmate Log:

- (A) The Special Attention Inmate Log is maintained in the Incident Report Binder and on the intranet. It is designed to identify inmates who pose an extraordinary risk or have special needs that all staff should be aware of. The log will provide a picture, housing location, and a brief narrative explaining the risk and/or needs of each inmate and any special management plans. Classification Officers shall maintain and update the log as needed.

XI. JLAN Inmate Event/Activity Menu:

- (A) The Inmate/Event Activity Menu is an automated system that serves as the main repository of each inmate's current and past classification history. There are numerous codes available that are specific to classification.
- (1) **ADS (Administrative Segregation):** In the narrative section describe the qualifying criteria for this level of classification.
 - (2) **CLR (Classification Review):** Indicates that a classification review was conducted on this date for this inmate. Any changes shall be noted in the narrative section.
 - (3) **CLF (Classification):** Information gathered from the initial classification is noted here. Classification level, Rap Sheet information and other relevant information is documented here.
 - (4) **GM (Gang Membership):** Validated gang memberships (indicate name of gang) are noted along with monikers, tattoos or other identifying criteria. If the inmate claims he or she is a drop out (meaning no longer affiliated with a gang), enter **“non-validated (name of gang) drop out”** until he or she is debriefed through the department. Prison debriefs do not validate them as drop outs. Once the individual is debriefed, it shall change from **“non-validated drop out”** to **“validated drop out.”**

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- (5) **KA (Keep Away):** The term “Keep Away” may reference one or any number of inmates. It may also reference a certain group. During the initial interview, an inmate may request special housing due to having enemies. Staff should make every effort to identify who those enemies are and why. Co-defendants should be considered “Keep Away” and shall not be housed together in the same cell.
- (6) **SP (Sentenced to State Prison):** This entry should trigger a member of the classification team to review the inmate’s classification as this may serve to elevate the person’s classification level.
- (7) **WCA (Work Crew Assignment):** These assignments shall be coordinated between the Inmate Programs Officer and the classification unit. Any inmate not currently used as an outside worker must be cleared by the classification unit prior to being taken outside of the facility.

XII. Mandatory Segregation:

- (A) Female inmates shall be housed separate from male inmates.
- (B) Material witnesses and persons held on a civil process shall be housed separate from inmates charged with crimes. Inmates incarcerated on civil warrants may be housed in general population upon executing the Civil Liability Release form.
- (C) Those inmates with a communicable or contagious disease shall be housed separate from other inmates (refer to Policy #F-108).
- (D) Mentally disordered inmates shall be housed separate from other inmates (refer to Policy #F-114).
- (E) Sexually violent predators shall be housed separately (refer to Policy #D-102).
- (F) Inmate workers assigned to work outside the facility or in the work furlough program should be segregated from the general population unless otherwise ordered by the Jail Commander.
- (G) Military inmates shall be segregated from ICE detainees unless otherwise ordered by the Jail Commander.
- (H) Generally, protective custody inmates and sex offenders should be housed separately from general population inmates. Occasionally, an inmate with a past sex offense is capable of housing with general population inmates. This is

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permitted only after careful consideration and with the authorization of a supervisor. Questionable cases may be brought to the Jail Commander.

YUBA COUNTY JAIL MANUAL
#D-102 HOUSING OF SEXUALLY VIOLENT PREDATORS

I. Purpose:

The purpose of this operations order is to establish procedures for the housing of civil commitments pursuant to the Sexual Violent Predators Act (SVP).

II. Policy:

It is the policy of the Jail to accept, house, and care for persons brought to our facility under the SVP Act.

III. Definition:

- (A) The SVP Act defines a Sexually Violent Predator as any person who has been convicted of a sexually violent offense against two or more victims, and who has a diagnosed mental disorder that makes the person a danger to the health and safety of others, in that it is likely he/she will engage in sexually violent criminal behavior again.
- (B) Individuals committed to the custody of the Sheriff pursuant to the SVP Act are civil commitments. They cannot be subject to conditions that amount to punishment. They will be confined in our custody in a manner that ensures their presence at trials, maintains jail security, and allows for the effective management of the facility.

IV. Transportation and Booking:

- (A) The Officer assigned to transportation, under the direction of the shift supervisor, shall screen incoming Orders for Removal and identify those which are SVPs. The Officer assigned to transportation shall notify the shift supervisor and Jail Lieutenant of the Order for Removal.
- (B) SVPs should be transported in a segregated compartment from other inmates or separately in a vehicle by themselves.
- (C) Approximately (30) minutes prior to arrival at the jail with an SVP, the transportation Officer shall contact the shift supervisor and notify them of the pending arrival.
- (D) The shift supervisor shall lock down the booking area during the intake and processing of an SVP to ensure they do not come into contact with other inmates.
- (E) When booking a SVP, the first charge should be listed as “OFR” (Order for Removal), and the second charge listed as “WI 6600, Sexual Predator.”

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#D-102 HOUSING OF SEXUALLY VIOLENT PREDATORS

V. Housing and Movement:

- (A) SVPs will be housed separately from General Population inmates. They will be afforded full freedom of movement within their housing unit. They will receive more opportunity for access to outside recreation, dayroom, telephone and the law library that General Population inmates, if possible.
- (B) SVPs will be subject to strip searches only when there is reasonable suspicion to believe they are concealing contraband. Strip searches will be performed pursuant to jail policy #E-136 – Search Procedures.
- (C) SVPs will be housed in housing suitable for their classification as a civil commitment. This may include Administrative Segregation if staff deems this appropriate and it is consistent with jail policy #D-106 – Administrative Segregation. Housing must be approved by the Jail Lieutenant or Jail Commander.
- (D) SVPs may waive placement in secure housing by petitioning the Court for a waiver pursuant to California Penal Code §4002. If a waiver is granted by the Court, the SVP shall be housed with inmates charged with similar offenses or with similar criminal backgrounds. The housing of General Population inmates with an SVP pursuant to a Court ordered waiver shall be approved in advance by the Jail Lieutenant or Jail Commander.
- (E) SVPs will be segregated from general Population inmates when they are moved in or out of the facility, or within the facility.

VI. Privileges:

- (A) SVPs are allowed to view television throughout the day and evening. Staff may turn off the television if it becomes a nuisance to other inmates.
- (B) SVPs will be allowed more access to the telephone than General Population inmates in similar housing.
- (C) SVPs will be offered to access to outside recreation more than General Population inmates.
- (D) SVPs will be allowed more frequent access to the law library than General Population inmates.
- (E) SVPs will be allowed more flexible or frequent visiting than General Population inmates. Any modifications to the visiting schedule will be arranged by the Jail Lieutenant or designee.

YUBA COUNTY JAIL MANUAL
#D-104 SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

I. Purpose:

The purpose of this operations order is to establish guidelines for staff to act affirmatively to prevent the sexual abuse and assaults of those incarcerated in the jail; provide prompt and effective intervention and treatment for victims of sexual abuse and assault and control, discipline and prosecute, the perpetrators of sexual abuse and assault.

II. Policy:

The Yuba County Jail maintains a zero-tolerance policy for all forms of sexual abuse and assault. It is the policy of the facility to provide a safe and secure environment for all inmates, detainees, employees, contractors, and volunteers, to be free from the threat of sexual abuse or assault, by maintaining a Sexual Abuse and Assault Prevention and Intervention (SAAPI) Program that ensures effective procedures for preventing, reporting, responding to, investigating, and tracking incidents or allegations of sexual abuse and assault.

Sexual abuse or assault of inmates/detainees by other inmates/detainees or by employees, contractors or volunteers is prohibited and subject to administrative, disciplinary, and criminal sanctions. In all instances where allegations of sexual abuse or sexual assault are made, the jail will investigate thoroughly and hold all negligent parties, accountable for their actions, up to and including, criminal prosecution.

III. Definitions:

For the purposes of this policy, the following definitions apply (115.5):

Detainee on Detainee Sexual Abuse and/or Assault

Sexual abuse of an inmate/detainee by another inmates/detainee includes any of the following acts by one or more inmates/detainees who, by force, coercion, or intimidation, or if the victim did not consent or was unable to consent or refuse, engages in or attempts to engage in:

- (1) Contact between the penis and the vulva or anus, for purposes of this paragraph, contact involving the penis upon penetration, however slight.
- (2) Contact between mouth and the penis, vulva, or anus.
- (3) Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object.
- (4) Touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.

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- (5) Threats, intimidation, or other actions or communications by one or more inmates/detainees aimed at coercing or pressuring another inmate/detainee to engage in a sexual act.

Staff on Detainee Sexual Abuse and/ or Assault

Sexual abuse of an inmate/detainee by a staff member, contractor, or volunteer includes any of the following acts, if engaged in by one or more staff members, volunteers, or contract personnel who, with or without the consent of the inmate/detainee, engages in or attempts to engage in any of the following:

- (1) Contact between the penis and the vulva or anus and, for purposes of this paragraph, contact involving the penis upon penetration, however slight;
 - (2) Contact between the mouth and the penis, vulva, or anus;
 - (3) Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - (4) Intentional touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - (5) Threats, intimidation, harassment, indecent, profane, or abusive language, or other actions or communications aimed at coercing or pressuring an inmate/detainee to engage in a sexual act;
 - (6) Repeated verbal statements or comments of a sexual nature to an inmate/detainee;
 - (7) Any display of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate/detainee; or
 - (8) Voyeurism, which is defined as the inappropriate visual surveillance of an inmate/detainee for reasons unrelated to official duties. Where not conducted for reasons relating to official duties, the following are examples of voyeurism: staring at an inmate/detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate/detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate or detainee's naked body or of an inmate/detainee performing bodily functions.
- (B) Staff and inmate/detainee perpetrators of sexual abuse, as well as inmates/detainees who engage in consensual sexual conduct, are subject to administrative and

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disciplinary sanctions. The facility shall not discipline an inmate/detainee for sexual contact with staff unless there is a finding that the staff member did not consent to such contact. Staff should be sensitive to the possibility that seemingly consensual behavior may have involved coercion by either person involved.

- (C) Contractor: A person who or entity that provides services on a recurring basis pursuant to a contractual agreement with the facility.
- (D) Volunteer: An individual who donates time and effort on a recurring basis to enhance the activities and programs of the facility.
- (E) Agency: The unit or component of DHS responsible for operating or supervising any facility, that confines detainees.

IV. PREA Program Coordinator (115.10):

- (A) The Jail Commander shall designate someone to serve as PREA Program Coordinator who shall serve as the facility point of contact for the agency PSA Coordinator and who has sufficient time and authority to oversee facility efforts to comply with facility sexual abuse prevention and intervention policies and procedures. (115.10)
- (B) The PREA Program Coordinator must have sufficient time and authority to oversee facility efforts to comply with facility sexual abuse and assault prevention and intervention policies and procedures. They will serve as the facility point of contact for the local DHS ICE ERO field office, ICE ERO PSA Coordinator or other entities.
 - (1) Assist with the development of written policies and procedures for the SAAPI Program, and with keeping them current;
 - (2) Assist with the development of initial and ongoing training protocols;
 - (3) Serve as a liaison with other agencies;
 - (4) Coordinate the gathering of statistics and reports on allegations of sexual abuse or assault;
 - (5) Review the results of every investigation of sexual abuse and assist in conducting an annual review of all investigations to assess and improve prevention and response efforts;
 - (6) Review facility practices to ensure required levels of confidentiality are maintained; and
 - (7) Ensure proper notifications are made of every allegation.

V. Prevention Planning:

- (A) All staff (employees, volunteers, and contractors) are responsible for being alert to signs of potential sexual abuse or assault, and to situations in which sexual abuses or assaults might occur. If a facility staff member has a reasonable belief that an inmate/detainee is subject to a substantial risk of imminent sexual abuse, he or she shall take immediate action to protect the inmate/detainee.
- (B) **Screening and Classification Requirements (115.41):**
- (1) All inmates/detainees shall be screened upon arrival at the facility for potential risk of sexual victimization or sexually abusive behavior and shall be housed to prevent sexual abuse or assault, taking necessary steps to mitigate any such danger. The facility shall also use the assessment to inform assignment of inmates/detainees to housing, recreation and other activities, and voluntary work.
 - (2) Each new inmate/detainee shall be kept separate from the general population until he/she has been classified and housed accordingly.
 - (3) The initial classification process and initial housing assignment should be completed within 12 (twelve) hours of admission to the facility.
 - (4) The facility shall consider, to the extent that the information is available, the following criteria to assess inmates/detainees for risk of sexual victimization:
 - (a) Whether the inmate or detainee has a mental, physical, or developmental disability;
 - (b) The age of the inmate/detainee;
 - (c) The physical build and appearance of the inmate/detainee;
 - (d) Whether the inmate/detainee has previously been incarcerated or detained;
 - (e) The nature of the inmate/detainee's criminal history;
 - (f) Whether the inmate/detainee has any convictions for sex offenses against an adult or child;
 - (g) Whether the inmate/detainee has self-identified as gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;

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- (h) Whether the inmate/detainee has self-identified as having previously experienced sexual victimization; and
 - (i) The inmate/detainee's own concerns about his or her physical safety.
- (5) Inmates or detainees shall not be disciplined for refusing to answer, or for not disclosing complete information in response to the assessment questions asked pursuant to this screening.
- (6) The initial screening shall consider prior acts of sexual abuse or assault, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse or assault, as known to the facility, in assessing inmates or detainees for risk of being sexually abusive.
- (7) The facility shall implement appropriate protections on the dissemination within the facility of responses to the assessment questions asked pursuant to this screening, limiting dissemination, and ensuring that sensitive information is not exploited to the inmate/detainee's detriment by staff or other detainees or inmates. (115.41 (g))
- (8) If screening indicates that an inmate/detainee has experienced prior sexual victimization or perpetrated sexual abuse, staff shall, as appropriate, ensure that the inmate/detainee is immediately referred to a qualified medical or mental health practitioner for medical and/or mental health follow-up as appropriate. When a referral for medical follow-up is initiated, the inmate or detainee shall receive a health evaluation no later than 2 (two) working days from the date of assessment. When a referral for mental health follow-up is initiated, the inmate/detainee shall receive a mental health evaluation no later than 72 hours after the referral. (115.81)
- (9) Inmates/detainees considered at risk for sexual victimization shall be placed in the least restrictive housing that is available and appropriate. If appropriate custodial options are not available at the facility, the facility will consult with the ICE Field Office Director (FOD) or FOD's designee to determine if ICE/ERO can provide additional assistance (ICE detainees only). Such inmates/detainees should be assigned to administrative segregation for protective custody only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 (thirty) days. (115.41 (b))
- (10) The facility shall reassess each inmate/detainee's risk of abusiveness between 60 and 90 days from the date of the initial assessment, and at any other time when warranted based upon the receipt of additional, relevant information or following an incident of abuse or victimization.

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- (11) When making assessment and housing decisions for a transgender or intersex person, the facility shall consider the person's gender self-identification and an assessment of the effects of placement on the detainee's health and safety. The facility shall consult a medical or mental health professional as soon as practicable on this assessment. The facility should not base placement decisions of transgender or intersex persons solely on the identity documents or physical anatomy of the person; a person's self-identification of his/her gender and self-assessment of safety needs shall always be taken into consideration as well. The facility's placement of a transgender or intersex person shall be consistent with the safety and security considerations of the facility, and placement and programming assignments for each transgender or intersex person shall be reassessed at least twice each year to review any threats to safety experienced by the person.
- (12) When operationally feasible, transgender, and intersex inmates or detainees shall be given the opportunity to shower separately from others.

(C) Screening and Classification Procedures (115.41 and 115.42):

- (1) Staff shall comply with the jail policies on Receiving of Inmates (jail policy B-102) and Classification of Inmates (jail policy D-100).
- (2) These procedures include the following:
 - (a) References to screening forms or documents used by the jail
 - (b) References to specific sources related to screening criteria
 - (c) Procedures to protect screening information
 - (d) Procedures for referral for medical or mental health follow-up
 - (e) Standards and requirements for administrative segregation
 - (f) Specific housing options to be considered for different inmates or detainees of varying risk levels including vulnerable persons
 - (g) Procedures for classification review
 - (f) Process for classification and housing of transgender and intersex detainees

(D) Staff Training Requirements (115.31):

- (1) Training on the facility's Sexual Abuse and Assault Prevention and Intervention Program shall be completed by all employees, contractors (if applicable) and volunteers, prior to having contact with detainees and not to exceed 60 (sixty) days from the start date of employment. SAAPI training shall be included for all employees, contractors, and volunteers in biannual refresher training thereafter.

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- (2) Employee training shall ensure facility staff are able to fulfill their responsibilities under this standard and shall include:
- (a) The facility's zero-tolerance policies for all forms of sexual abuse;
 - (b) Definitions and examples of prohibited and illegal sexual behavior;
 - (c) The right of inmates, detainees, and staff to be free from sexual abuse and assault, and from retaliation from reporting sexual abuse or assault;
 - (d) Instruction that sexual abuse and/or assault is never an acceptable consequence of detention;
 - (e) Recognition of situations where sexual abuse and/or assault may occur;
 - (f) How to avoid inappropriate relationships with inmates/detainees;
 - (g) Working with vulnerable populations and addressing their potential vulnerability in the general population;
 - (h) Recognition of the physical, behavioral, and emotional signs of sexual abuse and/or assault and ways to prevent and respond to such occurrences;
 - (i) The requirement to limit reporting of sexual abuse and assault to personnel with a need-to-know in order to make decisions concerning the victim's welfare, and for law enforcement and investigative purposes;
 - (j) The investigation process and how to ensure that evidence is not destroyed;
 - (k) Prevention, recognition and appropriate response to allegations or suspicions of sexual assault involving inmate/detainees with mental or physical disabilities;
 - (l) How to communicate effectively and professionally with inmates or detainees, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmate/detainees;
 - (m) Instruction on reporting knowledge or suspicion of sexual abuse and/or assault; and

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- (n) Instruction on documentation and referral procedures of all allegations or suspicion of sexual abuse and/or assault.
 - (3) All volunteers and other contractors who have contact with inmates or detainees shall be trained on their responsibilities under the facility's sexual abuse prevention, detection, intervention and response policies and procedures. The level and type of training for volunteers and contractors will be based on the services they provide and their level of contact with inmates/detainees; however, all volunteers and contractors who have any contact with inmates/detainees must be notified of the facility's zero-tolerance policy and informed how to report such incidents.
 - (a) In this paragraph "other contractor" means a person who provides services on a non-recurring basis to the facility pursuant to a contractual agreement with the agency or facility.
 - (4) The facility will maintain documentation verifying employee, volunteer, and contractor training. In addition to the general training, all facility staff responsible for conducting sexual abuse or assault investigations shall receive specialized training that covers, at a minimum:
 - (a) Interviewing sexual abuse and assault victims;
 - (b) Sexual abuse and assault evidence collection in confinement settings;
 - (c) Criteria and evidence required for administrative action or prosecutorial referral, and;
 - (d) Information about effective cross-agency coordination in the investigation process.
 - (5) The facility must maintain written documentation verifying specialized training provided to investigators pursuant to this requirement.
 - (6) Facility medical staff shall be trained in procedures for examining and treating victims of sexual abuse. This training shall be subject to the review and approval of ICE/ERO.
- (E) Detainee Education (115.33):**
- (1) Upon admission to the jail, all inmates and detainees shall be notified of the agency's and jails zero-tolerance policies and SAAPI Program for all forms of sexual abuse and assault through the orientation program.
- As part of the orientation, the Just Detention PREA: What You Need to Know video in booking will be played in both English, Spanish and Hmong. Once the video has been played, the facility will provide instruction to inmates and detainees on the facility's Sexual Abuse and

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Assault Prevention and Intervention Program and ensure that each inmate receives a Yuba County Jail Inmate Handbook. ICE detainees will receive both the Yuba County Jail Inmate Handbook and an ICE National Detainee Handbook and the Sexual Abuse and Assault Awareness Pamphlet

The PREA Orientation will include:

- (a) The jails and DHS ICE zero-tolerance policy for all forms of sexual abuse or assault;
 - (b) The name of the Jail Prevention of Sexual Assault (PSA) Program Coordinator, ICE ERO Field Office Prevention of Sexual Assault (PSA) Coordinator, Casa de Esperanza Rape Crisis Center, and information on how to contact that person or resource agency, to report confidentially and, if desired, anonymously (115.51);
 - (c) Prevention and intervention strategies;
 - (d) Definitions and examples of inmate/detainee on inmate/detainee sexual abuse and assault, staff on inmate/detainee sexual abuse, and assault and coercive sexual activity;
 - (e) Explanation of methods for reporting sexual abuse or assault, including one or more staff members other than an immediate point-of-contact line officer, the ICE Detention and Reporting Information Line (DRIL), the DHS Office of Inspector General (OIG), the ICE Office of Professional Responsibility (OPR) Joint Intake Center (JIC) and their consulate to report confidentially and, if desired, anonymously;
 - (f) Information about self-protection and indicators of sexual abuse and assault;
 - (g) Prohibition against retaliation, including an explanation that reporting an assault shall not negatively impact a detainee's immigration proceedings; and
 - (h) The right of an inmate/detainee who has been subjected to sexual abuse to receive treatment and counseling.
- (2) The facility shall provide the inmate/detainee notification, orientation, or instruction in formats accessible to all inmates/detainees, including those who are limited English proficient, deaf, visually impaired or otherwise disabled, as well as to inmates/detainees who have limited reading skills. The facility shall maintain documentation of inmate and detainee participation in the instruction session. The jail will maintain documentation of an inmates/ detainee's receipt of the ICE National Detainee Handbook, which includes the ICE Sexual Assault and Abuse Awareness pamphlet, and the viewing of the PREA Orientation video. The language and/or manner the information was provided to the detainee will also be documented on the booking report. (ICE Detainees Only)

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- (3) The facility shall post in all housing units and common areas the following notices:
- (a) The name of the PSA Program Coordinator and ICE ERO Field Office

PSA Coordinator, Casa de Esperanza hotline number;
 - (b) The ICE/ERO prescribed Sexual Abuse and Assault Awareness Pamphlet and Poster;
 - (c) Information about how Casa de Esperanza can assist inmates and detainees who have been victims of sexual abuse or assault. The postings include the mailing addresses and telephone numbers (including toll free hotline numbers where available).

(G) Limits to Cross-Gender Viewing and Searches (115.15):

Searches may be necessary to ensure the safety of officers, civilians and detainees; to detect and secure evidence of criminal activity; and to promote security, safety, and related interests at the facility.

A pat search (or “pat down”) is a sliding or patting of the hands over the clothed body of a detainee by staff to determine whether the individual possesses contraband.

A pat search does not require the detainee to remove clothing, although the inspection includes a search of the detainee’s clothing and personal effects. All pat searches shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs, including consideration of officer safety.

(1) Gender of Officer during Pat Searches

- Male detainees will be pat searched by male officers.
 - o Cross-gender pat-down searches of male inmates/detainees shall not be conducted unless, after reasonable diligence, staff of the same gender is not available at the time the pat-down search is required or in exigent circumstances.
- Female detainees will be pat searched by female officers.
 - o Cross-gender pat-down searches of female inmates/detainees shall not be conducted unless in exigent circumstances.
- All cross-gender pat-down searches shall be documented and will include the reasoning for the cross-gender pat search.
- All pat-down searches shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs and agency policy, including consideration of officer safety.
- The jail shall train security staff in proper procedures for conducting pat-down searches, including crossgender pat-down searches and searches of transgender and intersex detainees.

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Searches of transgender or intersex inmates shall be conducted in accordance to jail policy E-136 – Search Procedures and jail policy, D-122 – Transgender and Intersex Inmates, and D-104 – Sexual Abuse and Assault Prevention and Intervention.

(H) Strip Searches

A *strip search* is a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person’s breasts, buttocks, or genitalia.

Staff will not routinely require a detainee to remove clothing or require a detainee to expose private parts of his/her body to search for contraband. A strip search will only be conducted when there is reasonable suspicion that contraband may be concealed on the person, and with supervisory approval in compliance with jail policy E-136.

- (1) Strip searches or visual body cavity searches by staff of the opposite gender shall not be conducted except in exigent circumstances, including consideration of officer safety, or when performed by medical practitioners. All strip searches and body cavity searches shall be documented.
- (2) Inmates/detainees shall be able to shower, perform bodily functions, and change clothing without being viewed by staff of the opposite gender, except in exigent circumstances or when such viewing is incidental to routine cell checks or is otherwise appropriate in connection with a medical examination or monitored bowel movement.
- (3) Staff of the opposite gender shall announce their presence when entering an area where inmates/detainees are likely to be showering, performing bodily functions, or changing clothing. (115.15 (g))
- (4) The facility shall not search or physically examine an inmate/detainee for the sole purpose of determining the person’s genital characteristics. If the person’s gender is unknown, it may be determined during conversations with the person, by reviewing medical records, or, if necessary, learning that information as part of a medical examination that all persons must undergo as part of the health screening processes.

Exigent circumstances are any set of temporary or unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility or a threat of the safety or security of any person. The agency shall train security staff in proper procedures for conducting pat-down searches, including crossgender pat-down searches and searches of transgender and intersex detainees.

(H) Inmate/Detainee Supervision:

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- (1) The facility shall ensure that it maintains sufficient supervision of inmates and detainees, including through appropriate staffing levels and, where applicable, video monitoring, to protect them against sexual abuse.
- (2) The Jail Commander shall determine security needs based on a comprehensive staffing analysis and a documented comprehensive supervision guideline that is reviewed and updated at least annually.
- (3) In determining adequate levels of supervision and determining the need for video monitoring, the facility shall take into consideration generally accepted detention and correctional practices, any judicial findings of inadequacy, the physical layout of the facility, the composition of the population, the prevalence of substantiated and unsubstantiated incidents of sexual abuse as well as other incidents reflecting on facility security and inmate/detainee safety, the findings and recommendations of sexual abuse incident review reports or other findings reflecting on facility security and inmate/detainee safety, the length of time inmates/detainees spend in custody, and any other relevant factors.
- (4) Frequent unannounced security inspections will be conducted to identify and deter sexual abuse of inmates/detainees. Inspections will occur on night and day shifts. Staff are prohibited from alerting others that these security inspections are occurring, unless such an announcement is related to the legitimate operational functions of the facility. Per DHS ICE PREA Standards, intermediate-level or higher-level supervisors shall conduct and document unannounced rounds on each shift to identify and deter staff sexual abuse and sexual harassment. Staff are prohibited from being alerted that such unannounced rounds are occurring unless such announcement is related to the legitimate operational functions of the facility. All unannounced rounds shall be documented with a GAURDI Pipe in accordance with jail policy E-130. (115.13 (d))

(I) Transportation Requirements:

Detainees identified as being “at risk” for sexual victimization shall be transported in accordance with that special safety concern. The section on “Seating of Detainees,” found in Standard 1.2 “Transportation by Land,” requires that transportation staff seat each detainee in accordance with written procedures from the facility administrator, with particular attention to detainees who may need to be afforded closer observation for their own safety.

When seating detainees, the facility shall assess all detainees to identify those likely to be sexual aggressors or sexual abuse victims and shall seat detainees in a manner designed to prevent sexual abuse, taking necessary steps to mitigate any such danger.

The transportation of inmates/detainees shall be in compliance with jail policy E-126-

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Transportation of Inmates and Detainees.

(J) Requirements for Upgrades to Facilities and Technologies:

- (1) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the facility shall consider the effect of design, acquisition, expansion, or modification upon its ability to protect inmates/detainees from sexual abuse and assault.
- (2) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology in a facility, the facility shall consider how such technology may enhance its ability to protect inmates/detainees from sexual abuse and assault.

VI. Accommodating Persons with Disabilities or LEP (115.16):

(A) Accommodation Requirements:

The facility shall take appropriate steps to ensure inmates/detainees with disabilities (including, for example, detainees who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse.

When necessary to ensure effective communication with detainees who are deaf or hard of hearing, or detainees who have intellectual, psychiatric, or speech disabilities, limited reading skills, or who are blind or have low vision, the facility will:

- (a) Provide access to in-person, telephonic, or video interpretive services that enable effective, accurate, and impartial interpretation, both receptively and expressively, using any necessary specialized vocabulary.
- (b) Provide access to written materials related to sexual abuse in formats or through methods that ensure effective communication.

The facility shall take steps to ensure meaningful access to all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse to those who are limited English proficient, including steps to provide in-person or telephonic interpretive services that enable effective, accurate, and impartial interpretation, both receptively and expressively, using any necessary specialized vocabulary. This includes the use of a detainee interpreter at the request of the detainee victim. (115.16 (c))

In matters relating to allegations of sexual abuse and assault, the facility shall provide in-person or telephonic interpretation services that enable effective, accurate, and impartial interpretation, by someone other than another detainee, unless the detainee expresses a preference for another detainee to provide interpretation and ~~ICE-ERO~~ the facility

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determines that such interpretation is appropriate and consistent with DHS policy. The provision of interpreter services by minors, alleged abusers, detainees who witnessed the alleged abuse, and detainees who have a significant relationship with the alleged abuser is not appropriate in matters relating to allegations of sexual abuse. (115.16 (c)). (ICE Detainees Only)

VII. Reporting Procedures:

(A) Inmates/Detainee Reporting Requirements (115.51):

- (1) The jail has developed policies and procedures to ensure that inmates/detainees shall have multiple ways to privately report sexual abuse and assault, retaliation for reporting sexual abuse, or staff neglect or violations of responsibilities that may have contributed to such incidents, and will not be punished for reporting.
- (2) Staff shall take seriously all statements from inmates/detainees claiming to be victims of sexual abuse or assault and shall respond supportively and non-judgmentally. Any detainee who alleges that he or she has been sexually abused and assaulted shall be offered immediate protection and separation from the assailant and shall be referred for a medical examination and/or clinical assessment for potential negative symptoms.
- (3) Any inmate/detainee may report acts of sexual abuse or assault to any employee, contractor, or volunteer.
- (4) If an inmate/detainee is not comfortable with making the report to immediate point-of-contact line staff, he/she shall be allowed to make the report to a staff person with whom he/she is comfortable in speaking about the allegations.
- (5) The facility shall provide instruction on how ICE detainees may contact their consular official, the DHS OIG, DRIL, and ICE OPR JIC, to confidentially and if desired, anonymously, report these incidents.
- (6) Inmates/detainees may report acts of sexual abuse or assault through the Inmate Grievance process, as outlined in jail policy H-100.
 - (a) Formal grievances related to sexual abuse and assault may be filed at any time during, after, or in lieu of lodging an informal grievance or complaint and with no time limit imposed on when a grievance may be submitted.

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- (b) Written procedures must be implemented for identifying and handling time sensitive grievances that involve an immediate threat to inmate/detainee health, safety, or welfare related to sexual abuse or assault. Decisions on grievances shall be issued within 5 days of receipt and appeals shall be responded to within 30 days.
- (c) Inmates/detainees may obtain assistance from another inmate or detainee, the housing officer or other facility staff, family members, or legal representatives. Staff shall take reasonable steps to expedite requests for assistance from these other parties.
- (d) All grievances related to sexual abuse and the facility's decision on any such grievance must be sent directly to the ICE/ERO FOD if they involve an ICE detainee.

(B) Inmate/Detainee Reporting Procedures:

- (1) Inmate/detainee reports of sexual abuse or assault, retaliation for reporting sexual abuse or assault, and/or staff neglect or violations of responsibilities that may have contributed to such incidents may be made using any available methods of communication, including but not limited to:
 - (a) Reports to the facility:
 - Verbal reports to any staff member (to include the facility PSA Program Coordinator, ICE ERO PSAC and, medical staff.
 - Written informal or formal request or grievances to the facility.
 - Sick call request
 - Reports to family, friends, or other outside entities:
 - Family members can report telephonically, in writing or verbally during visit.
 - (b) Reports to DHS ICE:
 - Written formal or informal grievances (including emergency grievance) to the ICE Field Office.
 - Telephonically or written reports to the DHS/OIG, ICE/OPR JIC, or ICE/DRIL.
 - (c) Reports to Consulates:
 - Telephonically or written reports to consular officials.

VIII. Staff Notification and Reporting (115.61):

- (A) All Yuba County Jail Staff, contractors and volunteers will immediately report:
 - (1) Jail personnel are required to report immediately any knowledge, suspicion, or information regarding an incident of sexual abuse or assault; retaliation against any inmate/detainee or staff, contractor or volunteer who reported

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such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

- (2) Staff must also be able to report to an outside chain of command.
- (3) Staff shall accept reports made verbally, in writing, anonymously, and from third parties, and promptly document any verbal reports. All reports will be forwarded to the shift supervisor for review.
- (4) The jail has established a method to receive all third-party reports of sexual abuse in its facility and shall make available on its website to the public information on how to report sexual abuse on behalf of a detainee.
- (5) The Jail Commander shall promptly report any incident involving an ICE detainee to the ICE ERO FOD and refer all cases that appear potentially to support criminal prosecution for criminal investigation.
- (6) If an employee, contractor, or volunteer is alleged to be the perpetrator of detainee sexual abuse or assault, the Jail Commander shall be immediately notified and the alleged perpetrator will be removed from all detainee contact, pending the investigation.
- (7) If the alleged victim is considered a vulnerable adult under a state or local vulnerable persons statute, the facility shall report that information to the FOD (if it involves an ICE detainee) so ICE can report the allegation to the designated State or local services agency under applicable mandatory reporting laws.
- (8) Information concerning the identity of a victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need-to-know in order to make decisions concerning the victim's welfare, and for law enforcement/investigative purposes. Apart from such reporting, staff shall not reveal any information related to a sexual abuse and assault report to anyone other than to the extent necessary to help protect the safety of the victim or prevent further victimization of other inmates/detainees or staff in the facility, or to make medical treatment, investigation, law enforcement, or other security and management decisions.
- (9) Upon receiving an allegation that an ICE detainee was sexually abused or assaulted while confined at another facility, the facility administrator shall notify ICE ERO and the appropriate administrator of the facility where the alleged abuse occurred as soon as possible, but no later than (72) hours after receiving the allegation. The Jail Commander shall notify the detainee in advance of such reporting. The facility shall document that it has provided such notification. The facility where the alleged abuse occurred shall then

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ensure the allegation is referred for investigation and reported to ICE/ERO (this notification must go directly to the FOD). (115.63)

(B) Staff Notification and Reporting Procedures:

- (1) Staff shall notify a supervisor when they become aware of an incident of sexual abuse or assault.
 - The Yuba County Jail's chain-of-command structure for reporting allegations is as follows:
 - Shift Supervisor
 - Jail Supervisor
 - PREA Coordinator
 - Jail Commander
 - ICE/ERO
 - Medical/Mental Health
 - Casa de Esperanza
- (2) Unless otherwise directed by a supervisor, staff shall prepare the appropriate type of report to document the incident. This may be in the form of a jail incident report and/or a criminal report depending on the circumstances. A supervisor will make that final decision.
 - If the allegation reported falls within the DHS PREA parameters, the allegation must be referred to ICE management within two hours of when the original allegation was reported. The initial report to ICE management must include: Shift Supervisor's IR, and if applicable, the IR from the staff member who received the reported allegation.
 - If the allegation does not fall within the DHS PREA allegations, a copy of the IR's will be routed to ICE management by end of shift for inclusion in the ICE SAAPI Case Management System.
 - A copy of the IR's will be filed and maintained in the detainee's detention file.
- (3) The Jail Commander and/or the Jail Lieutenant shall be notified as soon as practicable.
- (4) Any case that potentially supports criminal prosecution will be referred to the Yuba County Sheriff's Department – Criminal Investigation Unit to assume a criminal investigation, as necessary.

IX. Coordinated Response:

(A) First Responder Response:

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- (1) Staff shall take immediate action to separate any inmate/detainee who alleges that he/she has been sexually abused or assaulted from the alleged assailant, and shall refer the inmate/detainee for a medical examination and/or clinical assessment for potential negative symptoms.
- (2) Staff suspected of perpetrating sexual abuse or assault shall be removed from all duties requiring inmate/detainee contact pending the outcome of an investigation.
- (3) The first officer to respond to a report of sexual abuse, or his or her supervisor, shall preserve and protect, to the greatest extent possible, any crime scene until appropriate steps can be taken to collect any evidence.
- (4) If the abuse occurred within a time period that still allows for the collection of physical evidence, the first responder shall:
 - (a) Request the alleged victim not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and
 - (b) Ensure the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - (c) If the first staff responder is not an Officer, the responder shall request that the alleged victim not take any actions that could destroy physical evidence and then notify custody staff.

(B) Specialized Response and Victim Services:

- (1) The facility must use a coordinated, multidisciplinary team approach to responding to sexual abuse, such as a sexual assault response team (SART), which includes a medical practitioner, a mental health practitioner, a custody staff member, criminal investigator, as well as representatives from outside entities that provide relevant services and expertise.
 - a. The team consist of:
 - Shift Supervisor
 - PREA Coordinator
 - Medical Practitioner
 - Mental Health Practitioner
 - Victim Advocacy Services Representative
 - ICE ERO Field Office PSA Coordinator

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- (2) Staff shall utilize available community resources such as Rideout Hospital or Casa de Esperanza to provide valuable expertise and support in areas of crisis intervention, counseling, investigation and the prosecution of sexual abuse and assault perpetrators to address victims' needs most appropriately.
- (3) The facility has entered into memoranda of understanding with Casa de Esperanza, a community service provider specializing in post-sexual assault intervention. The jail will enable reasonable communication between detainees and the local organizations in as confidential a manner as possible.
- (4) The Jail Commander has made available to inmates/detainees' information about the local organizations that can assist those who have been victims of sexual abuse. This information, which includes Casa de Esperanza's telephone number, toll-free hotline number and mailing address, is posted on all housing unit bulletin boards and is available in the YCJ Inmate Handbook.
- (5) Following an allegation of sexual abuse, the Jail Commander established that the Medical Department and the PREA Coordinator and the ICE SAAA pamphlet to all victims of sexual abuse.
- (6) In the event of a sexual assault, the PREA Coordinator will contact the Casa de Esperanza who will provide a victim advocate. The Casa de Esperanza victim advocate will be able to provide emotional support, crisis intervention, information, and referrals. The jail will enable reasonable communication between detainees and Casa de Esperanza in as confidential a manner as possible.
- (7) The jail staff will inform detainees, prior to providing them access to the Casa de Esperanza, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.
- (8) If a victim is transferred between detention facilities, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services (unless the victim requests otherwise in the case of transfer to a non-ICE facility). If the receiving facility is unknown to the sending facility, the sending facility shall notify the ICE/ERO (if it involves an ICE detainee), so he or she can notify the receiving facility.
- (9) Where an alleged victim of sexual abuse or assault that occurred elsewhere in custody and is subsequently transferred to the detention facility, the facility shall comply with all response and intervention requirements

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outlined by this policy, as appropriate based on the nature and status of the case.

- (10) If any of these requirements cannot be met, and the incident involves an ICE detainee, the facility will consult with the ICE Field Office Director to determine if ICE/ERO can provide additional assistance.

Coordinated Response Team:

The Yuba County Jail will take seriously all statements from detainees claiming to be victims of sexual abuse or assaults and will respond supportively and non-judgmentally. Immediately upon receiving a report of an alleged sexual abuse or assault the Yuba County Jail's first response will be to:

- a) Take immediate action and isolate (safe haven) the victim from the alleged perpetrator to ensure his/her safety.

If the abuse occurred within a time period that still allows for the collection of physical evidence. The Yuba County Jail officer or non-detention staff member, will request the alleged victim not to take any actions that could destroy physical evidence, i.e.:

- washing
 - defecating
 - brushing teeth
 - smoking
 - changing clothes
 - drinking
 - urinating
 - eating
- b) Refer the victim to medical and mental health, for a medical examination and/or clinical assessment for potential negative symptoms.
- c) Yuba County Jail staff, contractors and volunteers suspected of perpetrating sexual abuse or assault will be removed from all duties requiring detainee contact pending the outcome of an investigation. The Jail Commander will ensure that the incident is immediately referred to the ICE Field Office Director, via the COR and the Yuba County Sheriff if warranted.
- d) If identified, the perpetrator will be isolated (segregated) to prevent further sexual abuse and/or assaults.

If the abuse occurred within a time period that still allows for the collection of physical evidence. The Yuba County Jail will make every effort to ensure that the *alleged perpetrator* does not take any actions that could destroy physical evidence, i.e.:

- Washing
- defecating
- brushing teeth

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- smoking
 - changing clothes
 - drinking
 - urinating
 - eating
- e) If identified, the first detention staff member to respond to a report of sexual abuse or his or her supervisors will preserve and protect to the greatest extent possible, any crime scene until appropriate steps can be taken to collect any evidence.
- f) Complete detailed Incident Reports (IR) and required notifications as soon as possible and before the end of shift.

1. Shift Supervisor

The supervisor will ensure safe haven is provided to the victim(s), removing victim(s) from the affected area to eliminate further abuse from the perpetrator. The supervisor will gather initial facts from the victim(s), if the perpetrator is identified, the supervisor will ensure the perpetrator is removed and isolated to prevent further sexual abuse and/or assaults. Victim(s) will be escorted to medical for examination and mental health for a clinical assessment for potential negative symptoms. The supervisor, after ensuring the safety of any victim, will immediately notify the: Jail Commander, Jail Supervisor, PREA Program Coordinator and ICE ERO PSAC and FOD (If incident involved an ICE detainee). Immediate reports will be made by both email and telephone; detailed reports will be started only after all evidence has been secured and, where deemed necessary.

2. Medical Staff

Yuba County Jail Wellpath medical staff will only provide care within the scope of their training and certification. Where indicated as necessary, advanced care for victim(s) of sexual assault/abuse will be referred to outside providers. Examinations for sexual assault/abuse will be performed by the Sexual Assault Response Team (SART) at Rideout Memorial Hospital in Marysville, California.

3. Mental Health Practitioner

The Yuba County Jail's mental health provider will attempt to conduct a mental health evaluation of all known detainee- on-detainee abusers within 60 days of learning of such abuse history. The Yuba County Jail will offer treatment when deemed appropriate by mental health practitioners.

4. Jail Commander and/or Jail Lieutenant

Proper notification will be conducted as indicated on the Jail PREA Checklist. Refer to section "Staff Notification and Reporting Procedures."

5. PREA Program Coordinator

At any time, a detainee alleges sexual assault or abuse, Yuba County Jail will coordinate a sensitive response and initiate an administrative investigation. For

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any sexual assault or abuse allegations involving an ICE detainee, Yuba County Jail will coordinate with ICE/ERO and other appropriate investigative agencies to ensure that an administrative and/or criminal investigation is completed for all allegations of sexual abuse or assault. All investigations, administrative or criminal, into alleged sexual assault will be prompt, thorough, objective, fair, and conducted by qualified investigators. The Yuba County Jail's PREA Coordinator will be responsible to conduct an administrative investigation for all allegations of sexual assault or abuse.

NOTE: If initial evidence suggests that a legitimate case of sexual abuse or assault did indeed occur, the alleged perpetrator(s) will not be interviewed during the administrative investigation, the Program Coordinator will notify ICE, via the COR and will notify the Yuba County Sheriff's Office.

6. Response Team

The aforementioned team will engage the resources of Casa de Esperanza and the Yuba County Sheriff's Office, utilizing available community resources and services to provide valuable expertise and support in the areas of crisis intervention, counseling, investigation, and the prosecution of sexual abuse and/or assault perpetrators to most appropriately address victims' needs.

(C) Housing and Protection Requirements:

- (1) Victims and vulnerable inmates/detainees shall be housed in a supportive environment that represents the least restrictive housing option possible (e.g. in a different housing unit, transfer to another facility, medical housing, or protective custody), and that will, to the extent possible, permit the victim the same level of privileges he/she was permitted immediately prior to the sexual assault. This placement should take into account any ongoing medical or mental health needs of the victim.
- (2) Victims may not be held for longer than five (5) days in any type of administrative segregation for protective purposes, except in highly unusual circumstances or at the request of the victim. The facility shall notify the appropriate ICE/ERO FOD whenever a detainee victim, or detainee placed due to vulnerability to sexual abuse or assault, has been held in administrative segregation for (72) hours. (See Policy D-106, Section VI, for Administrative Segregation review guidelines). (115.68 (b))
- (3) An inmate/detainee victim who is in protective custody after having been subjected to sexual abuse shall not be returned to the general population until completion of a proper re-assessment, taking into consideration any increased vulnerability of the inmate/detainee as a result of the sexual abuse or assault.
- (4) Staff, contractors, and volunteers shall not retaliate against any person who reports, complains about, or participates in an investigation into an

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allegation of sexual abuse, or for participating in sexual abuse as a result of force, coercion, threats, or fear of force.

- (5) The facility shall employ multiple protection measures, such as housing changes, removal of alleged staff or detainee abusers from contact with victims, and emotional support services for detainees or staff who fear retaliation for reporting sexual abuse or for cooperating with investigations.
- (6) For at least 60 - 90 days following a report of sexual abuse or assault, the facility, in concert with ICE/ERO (if an ICE detainee is involved), shall monitor to see if there are facts that may suggest possible retaliation by inmates/detainees or staff, and facility shall monitor to see if there are facts that may suggest possible retaliation, and shall act promptly to remedy any such retaliation. Items the facility should monitor include any disciplinary reports, housing, or program changes, or negative performance reviews or reassignments by staff. The facility shall continue such monitoring beyond (90) days if the initial monitoring indicates a continuing need.
- (7) If any of these requirements cannot be met, and it involves an ICE detainee, the facility will consult with the ICE Field Office Director to determine if ICE can provide additional assistance.

(D) Alleged Perpetrator specific to ICE Detainee's:

- (1) **Alleged Detainee Perpetrator:** When a detainee(s) is alleged to be the perpetrator, it is the facility administrator's responsibility to ensure that the incident is promptly referred to the appropriate law enforcement agency having jurisdiction for the investigation (if the incident is potentially criminal) and reported to ICE/ERO (this notification must go directly to the FOD), which shall report it to the OPR Joint Intake Center.
- (2) **Alleged Staff Perpetrator:** When an employee, contractor or volunteer is alleged to be the perpetrator of detainee sexual abuse and assault, it is the facility administrators responsibility to ensure that the incident is promptly referred to the appropriate law enforcement agency having jurisdiction for investigation (if the incident is potentially criminal) and reported to ICE/ERO, which shall report it to the OPR Joint Intake Center. The local government entity that owns or operates the facility shall also be notified.

X. Health Care Services (115.82):

(A) Health Care Services Requirements:

- (1) Victims of sexual abuse and assault shall have timely, unimpeded access to emergency medical treatment and crisis intervention services, including emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care.

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- (2) Transportation of an alleged victim for emergency care or other services provided off-site shall be arranged in a manner that takes into account the special needs of victimized inmates/detainees.
- (3) The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all persons who have been victimized by sexual abuse while in custody.
- (4) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.
- (5) Victims of sexually abusive vaginal penetration by a male abuser while incarcerated shall be offered pregnancy tests. If pregnancy results from an instance of sexual abuse, the victim shall receive timely and comprehensive information about lawful pregnancy-related medical services and timely access to all lawful pregnancy-related medical services.
- (6) Victims of sexual abuse while detained shall be offered tests for sexually transmitted infections as medically appropriate.
- (7) The facility shall attempt to conduct a mental health evaluation of all known inmate/detainee-on-inmates/detainee abusers within (60) days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.
- (8) All treatment services, both emergency and ongoing, shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. The facility shall provide such victims with medical and mental health services consistent with the community level of care.

(B) Health Care Procedures:

- (1) The Yuba County Jail contracts with a third-party medical provider who provides all initial medical care. If any medical care is necessary beyond what the jail provider can offer, the jail provider has procedures in place to arrange for off-site medical care as needed.

XI. Investigation (115.71):

(A) Investigation Requirements:

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- (1) The Jail Commander, or his designee, will determine if an allegation of sexual abuse will be investigated by custody staff or referred to a criminal investigator.
- (2) Criminal investigations fall under the jurisdiction of the Yuba County Sheriff's Department.
- (3) If an allegation of sexual abuse or assault involves a department employee, the Jail Commander in consultation with his/her chain of command will decide if the criminal and/or administrative investigation will be referred to an outside agency.
- (4) If the allegation involves an ICE detainee, any such investigation shall be coordinated with ICE/ERO.
- (5) When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation via telephonically or email.
- (6) All investigations must be prompt, thorough, objective, fair, and conducted by specially training, qualified investigators.
- (7) Where evidentiary or medically appropriate, at no cost to the inmate or detainee, and only with their consent, the jail shall arrange for an alleged victim to undergo a forensic medical examination by a Sexual Assault Forensic Examiner, where practicable.
- (8) As requested by a victim, the presence of his or her outside or internal victim advocate, including any available victim advocacy services offered by a hospital conducting a forensic exam, shall be allowed for support during a forensic exam and investigatory interviews.
- (9) The results of the physical examination and all collected physical evidence will be provided to the investigating entity.
- (10) Upon conclusion of a criminal investigation where the allegation was substantiated, or in instances where no criminal investigation has been completed, an administrative investigation shall be conducted. Upon conclusion of a criminal investigation where the allegation was unsubstantiated, the facility shall review any available completed criminal investigation reports to determine whether an administrative investigation is necessary or appropriate.
- (11) Administrative investigations shall be conducted pursuant to department policy. If the incident involves an ICE detainee, the administrative investigation shall be conducted in consultation with DHS.

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- (12) Administrative investigations shall include the following:
 - (a) Preservation of direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data.
 - (b) Interviewing alleged victims, witnesses, and suspects.
 - (c) Reviewing prior complaints and reports of sexual abuse or assault involving the alleged suspect.
 - (d) Assessment of the credibility of an alleged victim, suspect or witness, without regard to the individual's status as an inmate, detainee, staff, or employee, and without requiring any victim to submit to a polygraph.
 - (e) An effort to determine whether actions or failures to act at the facility contributed to the abuse.
 - (f) A complete and thorough written report documenting each investigation.
 - (g) Retention of records for as long as the alleged abuser is detained or employed by the agency or facility, plus (5) years.
 - (h) Coordination of administrative and criminal investigations to ensure the criminal investigation is not compromised by an administrative investigation.
- (12) The standard to determine whether an allegation of sexual abuse is substantiated shall be no higher than the preponderance of the evidence.
- (13) Staff shall cooperate with any outside agency investigating an allegation of sexual abuse or assault in the facility. Where an alleged victim of sexual abuse or assault that occurred elsewhere while the victim was in custody and was subsequently transferred to the Yuba County jail, staff shall also cooperate with any investigative efforts arising from the incident.
- (14) If the allegation involves an ICE detainee, ICE/ERO shall be notified of the results of the investigation and any responsive actions. The departure of the alleged abuser or victim from the employment or control of the facility shall not provide a basis for terminating an investigation.

XII. Disciplinary Sanctions:

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(A) Staff Discipline Requirements:

- (1) Staff shall be subject to disciplinary or adverse action for substantiated allegations of sexual abuse or assault consistent with department and County policies and procedures.
- (2) Disclosure of any substantiated incidents of sexual abuse by staff shall be in compliance with department and County policies and procedures, and statutory law.
- (3) Any contractor or volunteer suspected of sexual abuse or assault shall be removed from all duties requiring inmate/detainee contact pending the outcome of the investigation.
- (4) Any substantiated allegation of sexual abuse or assault by a contractor or volunteer shall prohibit that person from further contact with inmates/detainees. The jail shall take appropriate remedial measures and shall consider whether to prohibit further contact with inmates/detainees by contractors or volunteers who have not engaged in sexual abuse or assault but have violated other sexual abuse policies.
- (5) Incidents of substantiated sexual abuse by a contractor or volunteer shall be reported to law enforcement as required by law, unless the activity was clearly not criminal. If the incident involves an ICE detainee, the incident shall be reported to ICE/ERO regardless of whether the activity was criminal in nature.

(B) Inmates/Detainee Discipline Requirements:

- (1) Inmates/detainees shall be subjected to disciplinary sanctions pursuant to jail policy H-102 if they engaged in sexual abuse or assault.
- (2) A detainee/inmate shall not be disciplined for sexual contact with staff unless there is a finding the staff member did not consent to the contact.
- (3) For the purposes of disciplinary action, a report of sexual abuse or assault made in good faith based upon a reasonable belief the alleged conduct occurred shall not constitute a false report or lying even if an investigation does not establish evidence sufficient to substantiate the allegation.
- (4) If an inmate/detainee is mentally disabled or mentally ill, but competent, the disciplinary process shall consider whether their mental status contributed to their behavior when determining what type of discipline, if any, is imposed.

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XIII. Inmate/Detainee notification (115.73):

- (1) Following an investigation into an inmate's allegation that he or she suffered sexual abuse in an agency facility, the agency shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- (2) If the agency did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate.
- (2) Following an *inmate's* allegation that a staff member has committed sexual abuse against the inmate, the agency shall subsequently inform the inmate (unless the agency has determined that the allegation is unfounded) whenever:
 - (a) The staff member is no longer posted within the inmate's unit;
 - (b) The staff member is no longer employed at the facility;
 - (c) The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
 - (d) The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
- (4) Following an inmate's allegation that he or she has been sexually abused by another inmate, the agency shall subsequently inform the alleged victim whenever:
 - (a) The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
 - (b) The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.
- (5) All such notifications or attempted notifications shall be documented.
- (6) An agency's obligation to report under this standard shall terminate if the inmate is released from the agency's custody.

Following an ICE detainee's allegation, the ICE ERO Prevention of Sexual Assault Coordinator will provide the ICE ERO Field Office a notice to detainee letter to be served to the detainee, as to the investigative findings and responsive actions taken in reference to the sexual abuse or assault allegation reported by the

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detainee. This notification is for ICE detainees only and will differ from the aforementioned notification to inmates.

ICE Detainee Only Notification

Thank you for reporting the sexual abuse/assault allegation. ICE takes seriously its responsibility for providing a safe, secure, and humane environment for all detainees and has a zero-tolerance policy for any kind of abusive or inappropriate behavior in its facilities to include sexual abuse or assault.

This is a notice as to the investigative findings and responsive actions taken in reference to the sexual abuse or assault allegation reported by you on «Date and Time Victim Reported Incident » at the U.S. Immigration and Customs Enforcement's (ICE) in «City and State of Reporting Facility». The investigation is closed. The finding of the investigation is «ICE Findings». Should you have any questions you can contact facility staff or your deportation officer and request to speak with «Submitter Name», the local ICE Enforcement and Removal Operations (ERO) Prevention of Sexual Assault Coordinator.

Definitions of Findings

- Substantiated – the facts and evidence prove that the incident occurred.
- Unsubstantiated – the facts and evidence did not support that the incident occurred.
- Unfounded—the facts and evidence prove that the incident did not occur.

XIII. Sexual Abuse Incident and Annual Reviews (115.83):

- (A) Staff shall conduct a sexual abuse and assault incident review at the conclusion of every investigation of sexual abuse or assault. A written report shall be completed within (30) days of the conclusion of the investigation recommending whether any change in policy or practice could better prevent, detect, or respond to sexual abuse and assault. Reports are required whether the allegation was substantiated or not.
- (B) Staff shall implement the recommendations for improvement or shall document the reasons for not implementing them. If the incident involves an ICE detainee, the report and response shall be forwarded to ICE/ERO. Staff shall also provide any additional information as requested.
- (C) Staff shall consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the jail.
- (D) The Jail Commander shall ensure an annual review is made of all sexual abuse and assault investigations and resulting incident review to assess and improve sexual abuse and assault intervention, prevention, and response efforts. If no such

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investigations occurred a negative report shall be generated. The results and finding of the annual report shall be provided to ICE/ERO.

XV. Data Collection

(A) Data Collection Requirements:

- (1) The jail shall maintain, in a secure area, all case records associated with claims of sexual abuse and assault.
- (2) Case records include incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling.
- (3) Case records shall be maintained in accordance with the NDS and applicable policies and retained in accordance with established schedules.
- (4) The confidentiality and release of medical records must be in compliance with the NDS, department policy, and statutory law specific to records release.
- (5) Monitoring and evaluation are essential for assessing both the rate of occurrence of sexual abuse and assault and agency effectiveness in reducing sexually abusive behavior. Accordingly, the Jail Commander shall maintain general files of all incidents of sexual abuse and assault that minimally include the following:
 - (a) Name of the victim and assailant of a sexual assault.
 - (b) Date, time, location, and nature of the incident.
 - (c) Demographic background of the victim and perpetrator, to include citizenship, age, gender, and whether either has self-identified as gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.
 - (d) Detailed reporting timeline, including the names of the individual who reported the incident and received the report of sexual assault, date, and time the report was received, and steps taken to communicate the incident up the chain of command.
 - (e) Any injuries sustained by the victim.
 - (f) All formal and informal action taken, including all post-report follow up response taken by staff.

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- (g) All reports.
 - (h) Medical forms or other relevant medical information.
 - (i) Supporting memos and videotapes, if any.
 - (j) Any sanctions imposed on the perpetrator.
 - (k) Any other evidentiary materials pertaining to the allegation.
- (6) The Jail Commander shall maintain these files chronologically in a secure location.
- (7) The Jail Commander shall also maintain a listing of the names of sexual abuse and assault victims and assailants, along with the dates and locations of all sexual abuse and assault incidents occurring within the jail, on his or her computerized reporting system.
 - (a) This information shall be maintained on a need-to-know basis, which includes protection of electronic files from unauthorized access. At no time may law enforcement sensitive documents or evidence be stored at the jail.
 - (b) Access to these documents shall be limited to those staff involved in the treatment of the victim or the investigation of the incident.
 - (c) The system shall allow for the tracking of sexual abuse and assault across the system.
- (8) On an ongoing basis, the Program Coordinator, Jail Commander and ICE/ERO must work together to share data regarding sexual abuse incidents and responses.

XVI. Facility Audits:

- (A) The Jail shall cooperate with all DHS audits of the jail's compliance with sexual abuse and assault policies and standards, including by:
 - (1) In advance of and during the on-site audit, making available relevant documents, records, and other information as requested (including available videotapes and other electronically available data)
 - (2) Permitting auditors access to all areas of the facility
 - (3) Permitting detainees to have private interviews with auditors, and to send confidential correspondence to the auditor

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- (4) Make available space suitable for interviews of detainees and staff
- (B) Upon request, the jail shall also provide to DHS the results of any audits conducted of the facility against the DOJ “National Standards to Prevent, Detect, and Respond Prison Rape.”

XVII. ICE/ERO Approval of Facility Policy:

- (A) The following policies and procedures require approval by the local ICE field office.
 - (1) The jail’s zero-tolerance policy outlining the facility’s approach to preventing, detecting, and responding to all forms of sexual abuse.
 - (2) The jail policy and procedures to ensure medical staff is trained in procedures for examining and treating of sexual abuse.
 - (3) The jail policy and procedures specifying appropriate procedures for staff to report any knowledge, suspicion, or information regarding an incident of:
 - (a) Sexual abuse that occurred in the facility
 - (b) Retaliation against inmates/detainees or staff who reported or participated in an investigation about such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
 - (4) The jail policy and procedures for coordination and conduct of internal administrative investigations with the assigned criminal investigative entity to ensure non-interference.
 - (5) The jail policy and procedures regarding disciplinary or adverse actions for staff consistent with department and County policy.

ICE/ERO Approval of Facility Policy:

The following policies and procedures require approval by the local ICE field office.

- The jail’s zero-tolerance policy outlining the facility’s approach to preventing, detecting, and responding to all forms of sexual abuse.
- The Jail Policy and procedures to ensure medical staff is trained in procedures for examining and treating of sexual abuse.
- The Jail Policy and procedures specifying appropriate procedures for staff to report any knowledge, suspicion, or information regarding an incident of:
 - Sexual abuse that occurred in the facility;

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- Retaliation against inmates, detainees or staff who reported or participated in an investigation about such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation;
- The Jail Policy and procedures for coordination and conduct of internal administrative investigations with the assigned criminal investigative entity to ensure non-interference; and
- The Jail Policy and procedures regarding disciplinary or adverse actions for staff consistent with department and County policy.

It is the responsibility of the PREA Program Coordinator to ensure the Yuba County Jail SAAP I Program policies and procedures are up to date in order to reflect current practices and the guiding regulations within their area of responsibility. All policies and procedures are reviewed annually.

In the case of revisions, the PREA Program Coordinator will send a written draft of the proposed policy/procedure changes to the ICE ERO Assistant Field Office Director for review to ensure that agency auditing requirements have been met.

This policy has been reviewed by the PREA Compliance Manager, Jail Commander and approved by the ICE ERO Assistant Field Office Director.

Jail Administrator

Date

ICE ERO

Date

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I. Purpose:

The purpose of this operations order is to establish procedures for assigning an inmate to administrative segregation.

II. Policy:

It is the policy of the Jail to establish policy and procedures for the placement of inmates into administrative segregation.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.9, establishes standards and procedures for ICE detainees and administrative segregation, which they refer to as special management units. Those standards are incorporated into this policy.

IV. Title 15:

- (A) Title 15 §1053 establishes guidelines that require jail facilities to develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to:
- (1) Promote activity or behavior that is criminal in nature or disruptive to facility operations;
 - (2) Demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or staff, as well as to the safe operation of the facility;
 - (3) Escape;
 - (4) Assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or staff;
 - (5) Or are likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates or staff.
- (B) Administrative segregation shall consist of separate and secure housing, but shall not involve other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

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V. Assignment:

- (A) Assignment to administrative segregation must be in compliance with Title 15 §1053.
- (B) Staff will document an assignment to administrative segregation in an incident report providing the facts and circumstances requiring segregation. This report shall be completed by the end of the shift and routed to the Classification Supervisor. These reports shall be maintained.
 - (1) The Classification Supervisor shall review all such reports.
 - (2) The inmate shall sign the report acknowledging that they are aware and understand the reason for placement. If the inmate refuses to sign, this will be noted in lieu of their signature.
- (C) The Consent Decree, Section IX, states that assignment to administrative segregation shall not involve a deprivation of privileges other than those necessary to protect the welfare of inmates and staff.
 - (1) Inmates in administrative segregation will have access to the normal group programs provided at the jail unless safety and security concerns require otherwise.
 - (2) Every (30) days, Classification personnel will conduct an individualized assessment regarding which inmates in administrative segregation may participate in group programs offered at the jail, and, what, if any, restrictions apply to inmate participation. This assessment will be documented in the inmate's file.
 - (3) Personnel shall not house inmates with serious mental illness in administrative segregation or the medical cells unless those inmates demonstrate a current threat to jail security, inmate safety, or officer safety, as documented by custody staff, that prevents them from being safely housed in less restrictive locations. Inmates shall not be housed in administrative segregation solely because they have a mental illness.
- (D) Inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives is made, and a determination is made that there is no available alternative means of separation from likely abusers. If such an assessment cannot be completed immediately, the inmate may be held in involuntary segregated housing for less than (24) hours while completing the assessment. Such an involuntary housing shall not ordinarily exceed a period of (30) days.

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- (E) Assignment to administrative segregation shall never be solely based on a person's age, disability, sex, sexual orientation, gender identity, race, color, national origin, or religion.
- (F) Inmates are not placed in administrative segregation for disciplinary reasons.
- (G) Inmates assigned to administrative segregation are entitled to a review of that housing assignment every (30) days to determine if there is a need for a continuing separation from the general population. Classification Officers shall review such placements at least once a month, or more frequently if necessary.
- (H) An inmate may request a review of classification or placement in administrative segregation by submitting an inmate request slip.
- (I) Classification Officers shall consult with medical staff concerning each inmate's progress toward the goal of placing the inmate in general population. If other reasonable options exist, the inmate should be moved out of segregation. The safety of the inmate shall receive the utmost consideration.
- (J) **Basic Requirements for all Special Management Units** – Conditions of confinement are based on the amount of supervision required to control a detainee and to safeguard the detainee, other detainees and facility staff. In every instance, any exceptions to these requirements shall be:
 - (1) Made only for the purpose of ensuring detainee and facility staff safety and security;
 - (2) Approved by a supervisor (or higher official);
 - (3) On a temporary and situational basis, continued only for as long as it is justified by threat to the safety or security of the facility, its staff, or detainee population; and
 - (4) For ICE detainees, documented in the permanent SMU log and documented and placed in the detainees detention file or retrievable electronic record.

VI. ICE Detainees:

- (A) Administrative segregation status is a non-punitive status in which restricted conditions of confinement are required only to ensure the safety of detainees or others, the protection of property, or the security of good order of the facility. For matters of safety and security, staff may have to take immediate action to control a detainee, including placement in administrative segregation.
- (B) Prior to the detainee's placement in administrative segregation, the facility administrator or designee shall review the case to determine whether administrative segregation is in fact warranted.

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- (C) A detainee may be placed in administrative segregation when the detainee's continued presence in the general population poses a threat to life, property, self, staff, or other detainees; for the secure and orderly operation of the facility; or for medical reasons.
 - a. A detainee's age, disability, sex, sexual orientation, gender identity, race, color, national origin, or religion may never provide the sole basis for a decision to place the detainee in involuntary segregation. An individualized assessment must be made in each case.
- (D) A written order shall be completed and approved by the facility administrator or designee before a detainee is placed in administrative segregation, except when exigent circumstances make such documentation impractical. In such cases, an order shall be prepared as soon as possible.
- (E) If a detainee is placed in administrative segregation, staff shall immediately provide ICE/ERO with a copy of the administrative segregation report/order. Staff shall also notify ICE/ERO to include the FOD, when a detainee is released from segregation. When a detainee is released from administrative segregation, the releasing officer shall indicate the date and time of release on the administrative segregation order. The completed order shall then be included in the detainee's detention file or maintained in a retrievable electronic format.
 - a. The facility administrator must notify ICE/ERO in writing as soon as possible, but no later than 72 hours, after the initial placement of a detainee in segregation if:
 - i. The detainee has been placed in segregation on the basis of a disability, medical or mental illness, or other special vulnerability, or because the detainee is an alleged victim of a sexual assault, is an identified suicide risk, or is on a hunger strike; or
 - ii. A detainee placed in segregation for any reason has a mental illness, a serious medical illness, a serious physical disability, or is pregnant or recently had a miscarriage.
 - iii. For this standard, detainees with special vulnerabilities include those:
 - 1. Who are known to be suffering from mental illness or serious medical illness;
 - 2. Who have a disability or are elderly, pregnant, or nursing;
 - 3. Who would be susceptible to sexual abuse or assault in the general population;
 - 4. Who would be susceptible to harm in the general population due in part to their sexual orientation or gender identity;
 - 5. Who have been victims – in or out of ICE/ERO custody – of sexual assault, torture, trafficking, or abuse
 - b. Coordination with ICE/ERO in Reviewing Segregation Placements:

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- i. The facility administrator shall provide all information and supporting documentation regarding segregation placements as requested by ICE/ERO. The facility administrator shall also coordinate with ICE/ERO in:
 - 1. Considering whether a less restrictive housing or custodial option is appropriate and available, including return to the general population or options to limit isolation while housed in SMU, such as additional out of cell time and the ability to participate in group activities; and
 - 2. Recommending whether transfer may be appropriate to a hospital or to another facility where the detainee can be housed in the general population or an environment better suited to the needs of the detainee, such as a facility that has dedicated medical beds in its clinic, a medical observation unit, a facility that has a dedicated protective custody unit, or a facility that has a Special Management Unit with enhanced privileges.
- (F) The detainee shall receive a copy of the administrative segregation report/order within 24 hours of placement in administrative segregation, and its contents communicated to him or her in a language or manner the detainee can understand.
 - (a) Detainees shall be provided translation and/or interpretation services and any necessary communication assistance while in the SMU, to assist with their understanding of the reasons for and conditions of their confinement as well as their rights and responsibilities while in confinement.
- (G) A supervisor shall conduct a review within (72) hours of a detainee's placement to determine whether segregation is still warranted. This review will include an interview with the detainee, and the review documented in the inmate's file. If the detainee has been segregated for his or her own protection, but not at the detainee's request, the signature of the facility administrator or assistant facility administrator is required to authorize the detainee's continued placement in administrative segregation.
- (H) A supervisor shall conduct an identical review after the detainee has spent (7) days in administrative segregation, and every week thereafter for the first (30) days, and every (10) days thereafter, at a minimum.
- (I) The detainee shall receive a copy of each written review unless this would jeopardize the facility's safety, security, or orderly operations.
- (J) After (7) consecutive days in administrative segregation, detainees have the right to appeal a review decision to the Jail Commander.
- (K) Staff shall notify ICE/ERO in writing whenever a detainee has been held continuously in any form of segregation for:

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- (1) (14) days, or (14) days out of any (21) day period;
 - (2) (30) days; and
 - (3) At every (30) day interval thereafter
- (L) If a detainee has been in administrative segregation for more than 30 days and objects to that status, the facility administrator shall review the case to determine whether that status should continue. This review shall take into account the detainee's views and shall result in a written record of the decision and its justification. A similar review shall take place each 30 days thereafter.
- (M) **Administrative Segregation Log:**
- (1) Anytime an ICE detainee is placed in administrative segregation, staff shall maintain a permanent log to record all activities concerning the detainee.
 - (2) When a detainee in a SMU is deprived of any usually authorized items or activities, a report shall be included in the detainee's detention file or retrievable electronic record.
 - (3) Such activities as meals served, recreational time, visitors, etc., shall be documented.
 - (4) The log will include the detainee's name, ID number, housing location, date admitted into segregation, reasons for admission, status review dates, authorizing official, and date released.
 - (5) The administrative segregation log shall record the following:
 - (a) Whether the detainee ate, showered, recreated and took medication.
 - (b) Any additional information, such as whether the detainee has a medical condition, or has expressed or exhibited suicidal/assaultive ideation, intent or behavior.
 - (c) Officers that conduct any activity shall print their name and sign the record.
 - (6) When the detainee is released from segregation the completed log shall be placed in the person's custody file.
- (N) **Safety Checks:** Staff shall conduct safety checks on any detainee placed in administrative segregation at least every (30) minutes on an irregular schedule.
- (O) **Serious Mentally Ill:** The following applies for any detainee with a serious mental illness who is placed in administrative segregation.

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- (1) Mental health staff shall conduct a mental health consultation within (72) hours of placement.
 - (2) At least weekly, a qualified mental health provider shall conduct face-to-face clinical contact with the detainee to monitor the detainee's mental health status, identify signs of deterioration, and recommend additional treatment as appropriate.
 - (3) A multi-disciplinary committee of facility staff, including facility leadership and medical and mental health professionals, shall meet weekly to review all detainees with a serious mental illness who are in restrictive housing.
 - (4) Detainees with a serious mental illness (SMI), should not be automatically placed in an SMU on the basis of such mental illness. Every effort shall be made to place detainees with an SMI in a setting in or outside of the facility in which appropriate treatment can be provided, rather than an SMU.
 - (a) The facility shall coordinate with ICE/ERO in seeking alternatives to SMU housing for detainees with an SMI, potentially including transfer to a hospital or to another facility.
- (P) **Special Needs:** Detainees in SMU shall be provided appropriate accommodations and professional assistance for disabilities and/or other special needs (e.g. medical, therapeutic, or mental health treatment), on an equal basis as those in the general population. Generally, these detainees shall receive the same privileges available to detainees in the general population, consistent with any safety and security considerations for detainees and facility staff.
- (Q) **Recreation:** Recreation for detainees housed in the SMU shall occur separately from recreation for the general population. Staff is encouraged to maximize opportunities for group participation in recreation and other activities, consistent with safety and security considerations. Recreation for certain detainees may occur separate from other detainees when necessary or advisable to prevent assaults and reduce management problems.
- (1) A detainee may be denied recreation privileges only with the facility administrator's written authorization.
 - (2) The facility shall provide the detainee with written notification of the suspension of recreation privileges, the reason for the suspension, any conditions that must be met before restoration of privileges, and the duration of the suspension (assuming the requisite conditions are met).

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- (3) Denial of recreation privileges for more than 15 days requires the concurrence of the facility administrator and a health care professional. The facility shall notify ICE/ERO when a detainee is denied recreation privileges in excess of 15 days.
- (R) **Visitation:** Detainees in SMU ordinarily retain visiting privileges. However, the facility may restrict or disallow visits for a detainee who violates visitation rules or whose behavior otherwise indicates the detainee poses a threat to the security or the good order of visiting.
- (S) Personal property, meals, clothing and personal hygiene, correspondence, legal visits, religious guidance, legal materials, and law library and legal rights group presentations access, are the same as the general population. Telephone access privileges are permitted during the detainees hallway time.
- (T) **Pregnant Detainees:** Women who are pregnant, who are post-partum, who recently had a miscarriage, or who recently had a terminated pregnancy should as a general matter not be placed in SMU. In very rare situations, a woman who is pregnant, is postpartum, recently had a miscarriage, or recently had a terminated pregnancy may be placed in SMU. Even in such cases, this decision must be approved by a representative of the facility administration, in consultation with a medical professional, and must be reviewed every 48-hours.

VII. Medical and Mental Health Checks:

- (A) Inmates moved from general population to segregated housing who either (a) have not yet received their (14)-day Initial Health Assessment or (b) have received that assessment and provided an affirmative response to designated question on the Initial Health Assessment form will be screened for suicide risk by a Qualified Mental Health Professional as soon as possible, but no later than (48) hours after placement.
- (B) A Qualified Mental Health Professional shall conduct rounds for those in segregated housing (4) times per week. A Qualified Medical Professional shall conduct rounds (3) times per week.
- (C) ICE detainees must be evaluated by a Qualified Medical Professional prior to placement in SMU (or when that is infeasible, as soon as possible and no later than within 24 hours of placement). ~~ICE Detainees in segregated housing must be evaluated by Qualified Medical Professional no later than (24) hours after placement.~~ The assessment should include a review of whether the detainee has a suspected or diagnosed mental illness, prior suicide attempts or self harm, or any other special needs. Medical staff shall also conduct a face-to-face medical assessment at least once per day. Where reason for concern exists, assessments shall be followed up with a complete evaluation by a Qualified Health Care or Mental Health Provider, and a treatment plan developed. The medical staff shall sign each individual's record when the medical staff member visits a detainee in

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the SMU. The housing officer shall initial the record after the medical visits are completed, but no later than the end of the shift.

- (D) At a minimum of every (30) days, a Qualified Mental Health Professional shall conduct a face-to-face psychological evaluation of any detainee in segregated housing and record the review.
- (E) The facility shall provide out-of-cell, confidential assessments and visits for detainees whenever possible, to ensure patient privacy and to eliminate barriers to treatment.
- (F) Detainees with a medical or mental health illness, identified as being a suicide risk or on a hunger strike, shall be removed from segregation if facility medical staff determine that the segregation placement has resulted in deterioration of the detainee's medical or mental health, and an appropriate alternative is available.

VIII. Out-of-Cell Time:

- (A) Inmates in segregated housing shall be offered the use of their respective day rooms or equivalent indoor recreation space continuously from 0600 to 2200 hours each day.
- (B) All inmates shall receive, at a minimum, (1) hours of out-of-cell time in a day room or other indoor area per day.
- (C) After each inmate in a segregated housing unit has been offered (1) hour out-of-cell time during a given day, the remaining hours of day room availability shall be offered to the inmates in the unit in a manner that the inmates are offered approximately equal additional out-of-cell time measured on a weekly basis.
- (D) The time each inmate in segregated housing spends out-of-cell shall be documented.
- (E) To the maximum extent possible, staff shall offer each inmate in segregated housing the opportunity for out-of-cell time with as many other inmates as possible, so long as concerns over safety and security do not prevent the inmate from being placed in the same space as other inmates.
- (F) All inmates in segregated housing shall receive a minimum of (15) combined hours of indoor and outdoor out-of-cell time per week. Staff shall undertake reasonable and good faith efforts to provide additional out-of-cell time. This may include, but is not limited to, additional day room use, additional use of outdoor recreation yards, programming time, or mental health contacts.

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- (G) All inmates in segregated housing are eligible for access to facility-owned portable radios as a deterrent to sensory deprivation. Staff shall provide one radio per cell, and not per inmate. Staff has the right to remove the radio from each cell and/or inmate for safety, security or disciplinary reasons.
- (H) All inmates in segregated housing shall have access to a telephone, television and a bicycle exercise machine. Board games, cards and other recreational equipment shall be maintained and available upon request.

IX. Specialized Training:

- (A) Security Staff assigned to SMU shall receive training in relevant topics, such as:
 - a. Identifying signs of mental health decompensation;
 - b. Techniques for appropriate interactions with mentally ill detainees;
 - c. The impact of isolation; and
 - d. De-escalation techniques.

YUBA COUNTY JAIL MANUAL
#D-108 SAFETY CELL / STEP DOWN CELL

I. Purpose:

The purpose of this operations order is to establish a procedure for the use an operation of safety cells and step down cells.

II. Policy:

It is the policy of the Jail to use safety cells and step down cells for the safe placement of inmates who are a threat to themselves or to others.

III. Title 15:

(A) Title 15 §1055 mandates that a safety cell shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. Title 15 requirements are incorporated in this policy.

IV. Consent Decree:

(A) The Consent Decree, Section VI, establishes standards for the use of safety cells and step down cells. Those standards are incorporated in this policy.

V. Safety Cell Assignment:

(A) There are (2) safety cells located in the jail. They are adjacent to the booking area. They are cells with padded walls and no furniture or other fixtures in them.

(B) Pursuant to Title 15 and the Consent Decree, an inmate shall only be placed in a safety cell if the person is an imminent threat to themselves or others, and then only as a temporary measure until the person is able to be transferred to different housing or, where clinically warranted, to a hospital or inpatient facility.

(C) In no case shall a safety cell be used for punishment or as a substitute for treatment.

(D) An inmate shall be placed in a safety cell only with the approval of the Jail Commander or his designee. That authorization has been designated to any jail supervisor or person in charge of the shift. Medical and mental health staff are also authorized to make such a placement.

(E) An arriving inmate that is unable to care for their personal needs despite being provided clothing, food and shelter by the jail, shall not be maintained in a safety cell and instead shall be immediately transferred to a hospital for treatment.

VI. Housing and Monitoring ICE detainees:

- (A) If a detainee is observed to display or express any intent, threat, or gesture of self-harm, any custody official may place the detainee on suicide precautions. A mental health provider may place a detainee in a suicide-resistant cell with constant monitoring (one-to-one). A suicide-resistant cell must be free of objects and structural elements that could facilitate a suicide attempt and must be approved by a health care practitioner. The monitoring must be documented every 15 minutes or more frequently if necessary. A mental health provider will perform welfare checks every 8 hours.
- (B) Detainees identified as at risk for suicide or self-harm shall be immediately referred to a mental health provider. An evaluation shall take place within 24 hours. Until this evaluation takes place, security staff shall place the detainee in a secure environment on constant (one-to-one) visual observation.
- (C) Deprivations and restrictions placed on suicidal detainees must be kept at a minimum.
- (D) A mental health provider shall assess the detainee to determine whether a suicide smock is necessary, and if so, whether to provide underwear. Under no circumstances shall detainees be held without clothing.
- (E) Suicidal detainees shall be allowed to shower, perform bodily functions, and change clothing with as much privacy as possible under the continuous observation of staff, and without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances. Although staff of the opposite gender may be assigned to suicide precautions, including constant observation, the facility must have procedures in place that enable a detainee on suicide precautions to avoid exposing himself or herself to nonmedical staff of the opposite gender. This may be accomplished, for example, by substituting medical staff or same gender security staff to observe the periods of time when a detainee is showering, performing bodily functions, or changing clothes. It may also be accomplished by providing a shower with a partial curtain or other privacy shields. The privacy standards apply whether the viewing occurs in a cell or elsewhere.
- (F) Only a mental health provider may remove a detainee from constant monitoring (one-to-one). A mental health provider may immediately move or later place the detainee under close observation status. A detainee on close observation may be housed in general population or other medical or suicide-resistant housing, as appropriate. A detainee on close observation shall be regularly monitored. The monitoring shall consist of staggered checks at intervals not to exceed 15 minutes (e.g., every 5, 10, 7 minutes) and be documented. A mental health provider will perform welfare checks every 8 hours.

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#D-108 SAFETY CELL / STEP DOWN CELL

- (G) The facility administrator shall promptly report to ICE/ERO any detainee who is placed on constant observation or close observation status (suicide precautions).

VII. Custody Staff Checks and Reviews:

- (A) At least twice every (30) minutes:
 - (1) Custody staff shall have direct observation of each person in a safety cell
 - (2) Checks are made at irregular and unpredictable intervals and documented
- (B) Jail supervisors shall:
 - (1) Review the continued retention of an inmate in a safety cell at the beginning of each shift AND a minimum of every (4) hours
 - (2) More frequently if it is believed necessary

VIII. Medical Assessments:

- (A) A Qualified Medical Professional shall make a medical assessment of an inmate within (1) hour of placement in a safety cell to determine if placement is appropriate.
 - (1) The assessment must be safe to conduct
 - (2) The assessment must include whether or not staff can safely place the inmate in a less restrictive environment and/or requires transfer to an inpatient medical or mental health facility
- (B) If a Qualified Medical Professional is unable to conduct a hands-on assessment, including a check of vital signs, within (6) hours of placement in the safety cell, the individual shall immediately be transferred to a hospital.
- (C) All inmates/detainees placed in a safety cell shall be evaluated at least once every (6) hours by medical staff.

IX. Mental Health Assessments:

- (A) A Qualified Mental Health Professional or Qualified Medical Professional must conduct a suicide risk assessment on all persons placed in a safety cell as soon as possible, but no later than (4) hours of placement.
- (B) Only Qualified Mental Health Professionals or Qualified Medical Professionals who have been trained regarding how to conduct a suicide risk assessment shall conduct the assessment.

YUBA COUNTY JAIL MANUAL
#D-108 SAFETY CELL / STEP DOWN CELL

- (C) A suicide risk assessment shall be conducted by a Qualified Mental Health Professional if one is on-site at the jail. If one is not on site, or unavailable due to servicing the urgent needs of others, a Qualified Medical Professional may conduct the assessment.
 - (1) If a Qualified Medical Professional conducts the suicide risk assessment, they must consult with a Qualified Mental Health Professional within (2) hours after the assessment to determine the proper course of action.
- (D) If the suicide risk assessment determines the inmate is at risk of suicide, they will, at a minimum, be placed on the next psychiatrist sick call. Nothing precludes a recommendation that the inmate be seen before the next sick call or is transferred to a hospital for evaluation if that is deemed the appropriate course of action.
- (E) All inmates placed in a safety cell shall be evaluated at least once every (12) hours by a Qualified Mental Health Professional.
- (F) All ICE detainees placed in a safety cell shall be evaluated at least once every 8 hours by a Qualified Mental Health Professional.

X. Maximum Placement in Safety Cell:

- (A) It is the goal to have a person remain in a safety cell for the shortest amount of time possible.
- (B) Every (12) hours, custody, medical and mental health staff must review whether it is appropriate to retain a person in a safety cell or whether they can be transferred to a less restrictive housing placement.
- (C) An inmate who has been placed in a safety cell for (24) consecutive hours, or for (36) hours in any (120) hour period, must either be transferred to a less restrictive setting or transferred to an inpatient mental health facility or hospital emergency room for assessment and care.
- (D) An inmate may not be placed in a safety cell more than (2) times in any (120) hour period. If staff seeks to place a person in a safety cell for a second time within a (120) hour period, staff must consult with a Psychiatrist regarding the placement.

XI. Release from a Safety Cell:

- (A) A Psychiatrist or Qualified Mental Health Professional may authorize the release of an inmate from a safety cell. The order authorizing the release shall, if appropriate, include instructions regarding transitioning the person from suicide precautions or suicide watch.

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#D-108 SAFETY CELL / STEP DOWN CELL

- (B) An inmate released from a safety cell to housing will be seen at the first mental health sick call following their release and at least (2) additional times within (7) days of their release.

XII. Safety Cell Sanitation:

- (A) Safety cells shall be cleaned at least every (12) hours when occupied, unless it is not possible to do so because of safety concerns.
- (B) Safety cells shall be cleaned when an inmate is released from the safety cell. The cleaning of a safety cell shall be documented on the safety cell log.

XIII. Safety Cell Shutter Doors:

- (A) Safety cell doors have windows and those windows have metal shutter doors on the exterior of the door. The shutters shall not be closed allowing visibility, and light, into the safety cell from the adjacent hallway.
- (B) Upon request of an inmate in a safety cell, or if circumstances otherwise warrant, the bottom half of the window may be covered in order to protect the privacy of the inmate in the safety cell or other persons in the booking area. If a window is partially covered, the reason for covering it shall be documented on the safety cell log.
- (C) Each safety cell has an additional window at the back of each cell that staff uses to conduct safety cell checks. Those windows shall never be covered or obstructed in any way.

XIV. Nutrition, Food and Clothing – Safety Cells:

- (A) Inmates in a safety cell shall be offered food at least (3) times within a (24) hour period. Individuals shall be provided water with each meal and upon request. Providing food and water shall be documented on the safety cell log. If a person declines food or water that shall be documented.
- (B) If safe to do so, inmates should be removed from a safety cell for feeding. If that is not possible, the food will be provided to them in the safety cell. Food shall be provided on a Styrofoam tray.
- (C) Toilet paper will be provided at all times.
- (D) In most cases, persons in a safety cell will be allowed to retain their clothing for personal privacy. Only a supervisor may authorize the removal of a person's clothing when there are specific risk factors to the safety of the person and/or staff to justify the removal of the clothing. The justification for the removal of clothing

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shall be documented in a jail incident report. If clothing is removed, the inmate will be provided with a safety garment and safety blanket.

XV. Reporting Requirements – Safety Cell:

- (A) When a person is placed in a safety cell, the shift supervisor is responsible for ensuring an incident report is generated. The report shall be completed by the end of shift. The report will detail the circumstances justifying placement, time and duration of placement, proper notifications, any use of restraints and/or force, and any actions or observations by custody, medical and mental health staff.

XVI. Step Down Cell Assignment:

- (A) The jail has designated a cell that is less restrictive than a safety cell, but still offers the ability for the inmate to be monitored when the person is not suitable for housing due to a mental or behavioral issue.
- (B) The step down cell shall be free of suicide hazards. Persons in a step down cell shall have a sleeping surface off the ground.
- (C) When an inmate is determined by a Qualified Mental Health Professional to be non-acutely suicidal, the person shall be placed in the step down cell as opposed to a safety cell.
- (D) There is no requirement that a person must first be placed in a safety cell prior to being placed in a step down cell. Placement is based on whether the person is determined to be non-acutely suicidal.
- (E) If the step down cell is unavailable, the shift supervisor may authorize a person to be placed in a holding cell until such time the step down cell becomes available or the person is cleared for other suitable housing.
- (F) The step down cell is not used for punishment or as an alternative for treatment.

XVII. Custody Staff Step Down Checks and Reviews:

- (A) At least once every (30) minutes:
 - (1) Custody staff shall have direct observation of each person in a safety cell
 - (2) Checks are made at irregular and unpredictable intervals and documented
- (B) Jail supervisors shall:
 - (1) Review the continued retention of an inmate in a safety cell at the beginning of each shift AND a minimum of every (4) hours

YUBA COUNTY JAIL MANUAL
#D-108 SAFETY CELL / STEP DOWN CELL

- (2) More frequently if it is believed necessary

XVIII. Medical and Mental Health Step Down Assessments:

- (A) All inmates placed in a step down cell shall be evaluated at least once every (6) hours by medical staff.
- (B) All inmates placed in a step down cell shall be evaluated by a Qualified Mental Health Professional at least once every (12) hours.

XIX. Maximum Placement in a Step Down Cell:

- (A) Inmates may be housed in a step down cell for more than (24) consecutive hours so long as every (24) hours a Qualified Mental Health Professional, after consulting with a Psychiatrist, agrees to continued placement.
- (B) If an inmate has been housed for (120) consecutive hours in a combination of safety cells and step down cell, and cannot be returned to a setting in the jail that is less restrictive than the step down cell, the person shall be immediately transferred to an inpatient mental health facility or to a hospital emergency room for assessment and care.

XX. Accommodations – Step Down Cell:

- (A) Inmates in a step down cell will be provided with a suicide resistant gown, or other suicide resistant clothing, if available.
- (B) Inmates shall be provided with a plastic shuttle bed, mattress, and suicide resistant blanket between the hours of 2300 and 0600 unless it is deemed unsafe to do so by the shift supervisor. Any reason(s) for not providing any of these accommodations shall be documented on the step down cell check sheet by a supervisor.

XXI. Reporting Requirements – Step Down Cell:

- (A) When a person is placed in a step down cell, the shift supervisor is responsible for ensuring an incident report is generated. The report shall be completed by the end of shift. The report will detail the circumstances justifying placement, time and duration of placement, proper notifications, any use of restraints and/or force, and any actions or observations by custody, medical and mental health staff.
- (B) If an inmate is transferred directly from a safety cell to a step down cell the transfer may be documented as a supplement to the original incident report generated by placement in the safety cell.

XXII. Audits:

- (A) The Jail Commander shall assign someone to conduct a weekly audit of all step down cell placements to ensure compliance with policy. Any issues will be brought to the attention of the Jail Commander for corrective action.

YUBA COUNTY JAIL MANUAL
#D-110 SOBERING CELLS / INTOXICATED PERSONS

I. Purpose:

The purpose of this operations order is to establish a procedure accepting inmates who are under the influence of alcohol or drugs.

II. Policy:

It is the policy of the Jail to screen all inmates when they arrive at the jail for the use or dependence of mood or mind altering substances, including alcohol. Appropriate treatment and housing will be determined based on that screening and assessment.

III. Title 15:

- (A) Title 15 §1213 requires jail facilities to develop written policies on detoxification which shall include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility. The protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility. Jail policy #F-118 – Substance Dependency meets this requirement. The jail's medical provider also have their own policies and protocols.
- (B) Title 15 §1056 establishes procedures for the use of a sobering cell. Those standards are incorporated into this policy.

IV. Consent Decree:

- (A) The Consent Decree, Section V, establishes requirements specific to medical assistance for intoxicated inmates or inmates in withdrawal. Those requirements are incorporated into this policy.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, requires facilities to screen all newly arriving ICE detainees for their use or dependence on mood and mind altering substances, including alcohol. Detainees who report such use shall be evaluated for their degree of reliance and potential withdrawal.
- (B) The NDS requires the facility to establish guidelines for the evaluation and treatment of new arrivals who require detoxification. The jail's medical provider has established such guidelines.

YUBA COUNTY JAIL MANUAL
#D-110 SOBERING CELLS / INTOXICATED PERSONS

VI. Intake Procedures:

- (A) Jail policy #B-102 – Receiving Inmates requires the screening of all new arrivals at the jail for medical and mental health issues. This screening is conducted by jail medical staff.
- (B) The intake screening includes determining whether the prisoner is intoxicated and/or suffering from withdrawal or at high risk for withdrawal from alcohol or other drugs.
- (C) If the inmate displays signs of acute alcohol or drug withdrawal, the arresting Officer must transport the inmate to the hospital, Yuba Sutter Behavioral Health, or comparable facility. The prisoner can be returned to jail if a physician certifies them fit for incarceration.
- (D) Inmates who display signs of non-acute alcohol or drug intoxication or withdrawal will be accepted into the jail and treated in accordance to medical protocols.

VII. Sobering Cells:

- (A) Sobering cells shall be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication.
- (B) The shift supervisor shall be immediately notified anytime an inmate is placed in a sobering cell.
- (C) Inmates shall be removed from the sobering cell as they are able to continue in the processing.
- (D) Incompatible people cannot be housed together in a sobering cell. Males and females are not to be housed together in a sobering cell.

VIII. Health and Safety Checks:

- (A) Custody staff shall conduct intermittent health and safety checks for inmates placed in a sobering cell through direct visual observation no less than every (30) minutes, or more frequently if medical or mental health staff believe more frequent checks are necessary to protect the health and safety of an inmate. Checks shall be conducted at irregular and unpredictable intervals.
- (B) Health and safety checks shall include the following:
 - (1) Observation of the inmate's breathing to determine that it is regular. Breathing should not be erratic or indicate the person is having difficulty

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#D-110 SOBERING CELLS / INTOXICATED PERSONS

breathing. A loud heavy snoring sound in respiration is an indication of difficulty breathing.

- (2) Observation of the inmate to ensure there has been no vomiting while sleeping.
 - (3) An arousal attempt to ensure the person will respond to verbal or pressure stimulation. If unable to obtain verbal response to stimulation, the Officer must enter the sobering cell and attempt to arouse the person to assess consciousness.
- (C) Staff shall complete accurate and contemporaneous logs of each health and safety check. The logs will be maintained and reviewed for compliance.
- (1) The person placing the inmate into the sobering cell is responsible for initiating the check sheet.
 - (2) Staff shall document on the check sheet when the shift supervisor and medical staff are notified of an inmate placed in a sobering cell. The name of the supervisor and medical employee will be recorded on the sheet.

IX. Medical Assessments:

- (A) A Qualified Medical Professional shall evaluate inmates in sobering cells upon admission and then every (6) hours thereafter or sooner if requested by custody staff. Each check shall be documented on the check sheet.
- (B) Jail medical staff will follow their policy and protocol regarding inmates placed in a sobering cell.
- (C) Inmates experiencing severe, life threatening intoxication or withdrawal, which cannot be addressed in the jail by available medical staff, shall be transferred to a hospital for care and treatment.

X. Supervisor Responsibility:

- (A) The shift supervisor is responsible to review the sobriety assessment of all intoxicated inmates taken into custody. The supervisor shall review and validate all decisions to accept and house intoxicated persons.
- (B) Within (2) hours of the beginning of every shift, and every (2) hours thereafter, the shift supervisor shall conduct a supervisor review of all sobering inmates. The supervisor may delegate the (2) hour reviews to an OIC. The shift supervisor has final approval of inmates removed from sobering cells.

YUBA COUNTY JAIL MANUAL
#D-110 SOBERING CELLS / INTOXICATED PERSONS

- (C) The supervisor review of an inmate in a sobering cell shall include the following:
 - (1) Direct visual observation of the inmate, including an assessment of the inmate's sobriety (and arousal if necessary).
 - (2) Consideration if an evaluation by medical staff is necessary regardless of the mandatory assessments already made.
 - (3) A review of the check sheet for accuracy and compliance.
 - (4) Documenting the supervisor review on the check sheet with any recommendation.

XI. Release from Sobering Cell:

- (A) When an inmate is sufficiently sober and no longer a threat to their safety or the safety of others, and continue with processing, the inmate may be removed from the sobering cell with supervisor authorization.
- (B) Upon release of an inmate from a sobering cell, an entry will be made on the check sheet indicating the inmate was released from the sobering cell and medical staff was advised.
- (C) The check sheet will be filed in a chronological file in the booking area.

YUBA COUNTY JAIL MANUAL
#D-112 CHEMICALS AND HAZARDOUS MATERIALS

I. Purpose:

The purpose of this operations order is to establish a hazardous material program for the control, handling, storage and use of flammables, toxic and caustic materials.

II. Policy:

It is the policy of the Jail to control hazardous materials in order to protect inmates and staff, to prevent fire, and to maintain facility security. Hazardous materials in a jail facility pose substantial risks, including accidental exposure, substances used as a weapon, catalyst for a fire, and personal ingestion that can cause injury or death.

III. 2019 National Detention Standards (NDS):

- (A) Section 1.1 of the NDS establishes standards and procedures for hazardous substances.
- (B) In accordance with OSHA 29 CFR 1910.1200, *Hazard Communication*, the Jail facility shall create a written hazardous communication program that outlines proper chemical labeling, providing Safety Data Sheets (SDS), and training for employees.
- (C) The Jail will establish a system for storing, issuing, and maintaining inventories of, and accountability for, hazardous materials.
- (D) Every area will have a perpetual inventory of the hazardous (flammable, toxic, or caustic) substances used and stored in that area. Inventory records will be maintained for each substance.
- (E) The Safety Data Sheets (SDS) provide vital information on individual hazardous substances, including instructions on safe handling, storage, disposal, prohibited interactions, etc. Staff and detainees have ready and continuous access to SDSs for the substances with which they are working while in the work area. Staff must review SDS files and a supervisor will review the records as necessary.
- (F) The Jail Commander, or designee, will compile a master index of all hazardous substances in the facility, including their locations, along with a master file of SDSs. Documentation reviews will be maintained in the SDS master file. The master index will also include a comprehensive, current, list of emergency phone numbers (fire department, poison control center, etc.).
- (G) Every individual using a hazardous substance in the facility must be familiar with and follow all prescribed precautions, wear personal protective equipment (PPE) when necessary, and report hazards or spills to the designated authority.

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#D-112 CHEMICALS AND HAZARDOUS MATERIALS

- (H) Staff supervising detainees must be familiar with and follow all prescribed precautions, ensuring detainees are provided with and are properly utilizing PPE. Supervisors will promptly report hazards and incidents to a supervisor.

IV. Responsibility:

- (A) An Administrative Sergeant is responsible for the hazardous material programs. The Food Services Manager and the Jail Maintenance Technician are authorized to order and receive hazardous materials for the Jail.

V. Storage and Labeling:

- (A) Hazardous materials shall be stored in a secured area(s) approved by the Jail Commander.
- (B) All toxic and caustic materials must be stored in secured areas, in their original containers, with the manufacturer's label intact on each container.
- (C) Any liquid or aerosol labeled "Flammable" or "Combustible" must be stored and used as prescribed on the label, in accordance with the Federal Hazardous Substances Labeling Act, to protect both life and property.
- (D) The SDS will govern use of a particular flammable or combustible liquid. Staff will follow SDS directions in disposing of excess flammable or combustible liquids and chemical spills.
- (E) Properly labeled containers shall be used for hazardous materials, including any and all miscellaneous containers into which employees might transfer the material.

VI. Inventory and Record Keeping:

- (A) An Administrative Sergeant is responsible for inventory control and record keeping of all hazardous materials. Inventory and record keeping will be in compliance with NDS standards. Inspections and inventory control shall be completed monthly.
- (B) Inventory records for a hazardous substance must be kept current before, during, and after each use.

VII. Dispersals:

- (A) The Food Service Manager, Maintenance Technician or authorized custody staff are authorized to make dispersals from the hazardous materials storage area(s).

YUBA COUNTY JAIL MANUAL
#D-112 CHEMICALS AND HAZARDOUS MATERIALS

- (B) Hazardous substances will be issued in the amount needed as deemed necessary by authorized staff.
- (C) Flammable, caustic and toxic substances will be issued only under the supervision of authorized staff.
- (D) Staff and inmates who work with hazardous materials will have appropriate training, including the classification code and safe handling procedures for each material.

VIII. Use of Hazardous Materials:

- (A) The Food Services Manager is responsible for ensuring there is a sufficient and appropriate supply of PPE for the use of hazardous materials.
- (B) Inmates are not permitted to possess or use any hazardous material in its concentrated form. Inmates are authorized to use diluted cleaning chemicals for facility cleaning. Diluted chemicals may only be used in amounts sufficient for one day's work. An exception to this protocol is if the inmate is working under the direct supervision of staff and when following all prescribed precautions.

IX. Blood and Body Fluid Clean-Up:

- (A) Spills of blood and body fluids will be cleaned up and the surface decontaminated in such a manner as to minimize the possibility of exposure to infectious organisms. A suitable clean-up kit will be maintained for use in cases of spills of blood and body fluids.

YUBA COUNTY JAIL MANUAL
#D-114 POWER OUTAGES

I. Purpose:

The purpose of this operations order is to establish procedures and guidelines to follow when power outages occur in the jail.

II. Policy:

It is the policy of the Jail to ensure the safety and security of all inmates and detainees, as well as the facility, during a loss of power.

III. Procedure:

- (A) Supervisors and OICs shall assign floor Officers to patrol and monitor each floor on the newer side of the jail as well as the G-H-I and J-K-L hallways. A female Officer shall be assigned to patrol and monitor the female section of the jail.
- (B) If staffing prohibits this deployment, Officers shall be assigned to rove areas that will best ensure inmate security and safety.
- (C) All inmates will be locked down in their housing areas during the duration of the power outage.
 - (1) This includes inmates assigned to kitchen duty except for those who are assisting in the direct preparation of a meal. Those inmates will remain in the kitchen.

YUBA COUNTY JAIL MANUAL
#D-116 FIRE CONTROL AND EVACUATION

I. Purpose:

The purpose of this operations order is to establish policy and procedures to follow in the event of a fire or other emergency which necessitates a partial or total evacuation of the facility.

II. Policy:

It is the policy of the Jail to establish policies and procedures that are in compliance with Title 15, the Consent Decree and National Detention Standards.

No policy or procedure can be developed to provide precise guidelines to follow during every possible type of emergency. These guidelines are intended to provide a foundational set of procedures to consider during an emergency with a full understanding that specific circumstances may require deviation from the procedures. The ultimate goal is the protection of lives while maintaining jail security.

III. Title 15:

- (A) Title 15 §1028 requires that whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by BSCC for general fire and life safety. The facility manager shall ensure there is at least one person on duty who is trained in fire and life safety procedures related to that specific facility.
- (B) Title 15 §1032 requires a jail administrator consult with the local fire department that has jurisdiction over the facility, the State Fire Marshall, or both in the development of a plan for fire suppression. The plan shall minimally include:
 - (1) Fire suppression pre-plan developed with the local fire department to be included as part of jail policy.
 - (2) Regular fire prevention inspections by facility staff on a monthly basis with (2) year retention of inspection records.
 - (3) Fire prevention inspections as required by California Health and Safety Code §13146.1(a) and (b), which requires inspections at least once every (2) years.
 - (4) An evacuation plan.
 - (5) A plan for the emergency housing of inmates in the case of a fire.

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IV. Consent Decree:

- (A) The Consent Decree requires fire equipment be available and accessible to Officers, and personnel must be trained in its proper use.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 1.1, requires the jail to comply with standards and regulations issued by the National Fire Protection Association (NFPA), Environmental Protection Agency (EPA), OSHA, national, state, and local fire codes, for fire prevention and control.
- (B) Custody staff shall immediately notify ICE/ERO of any fires or other environmental problems that impact the facility operations.

VI. Fire Safety and Prevention:

- (A) During the course of assigned duties, all jail staff shall remain alert to any potential fire hazards such as accumulation of trash, cleaning rags and other combustible items. Daily inspections of housing areas should include a check for any excessive amount of books, magazines, newspapers, bedding and trash.
- (B) Staff shall familiarize themselves with all fire exits, the location of the security fire exit keys in the master key locker in Central Control, and fire suppression equipment. Area-specific exit diagrams will be conspicuously posted in the diagrammed area and will include directional arrows (see Fire Exit and Extinguishers Location Diagram).
- (C) Officers assigned to floor duty shall inspect all fire exit doors, extinguishers, standpipes, and standpipe hoses at least once a month to ensure they are in proper working order. Fire protection equipment will be strategically located throughout the facility. Staff will conduct documented monthly fire and life safety drills.
- (D) The Marysville Fire Department will conduct an annual walk-through with jail staff to inspect the facility and all fire suppression equipment (See Fire Exit and Extinguisher Location Diagram and Inspection Report). Fire Department personnel will be permitted access to all areas of the jail in order to become familiar with the facility.
- (E) **Fire Safety Officer:** The Jail Commander will designate a supervisor as the facility's Fire Safety Officer. This person has general responsibility of fire prevention and staff training. Their duties include:
 - (1) Planning and execution of monthly fire drills.

YUBA COUNTY JAIL MANUAL
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- (2) Supervision and documentation of monthly fire inspections where all fire equipment and fire exits are inspected for proper operation.
- (3) Posting of approved fire evacuation plans and diagrams throughout the facility and in public areas.

VII. Staff Responsibility:

- (A) Personnel who learn of a possible fire within the jail shall notify the shift supervisor.
- (B) The shift supervisor will dispatch (2) Officers, when possible, to immediately respond to the affected area and make an assessment of the situation. The nature of the problem will be communicated to the shift supervisor in the clearest possible language.
- (C) In the event that an immediate evacuation of the area is required, those inmates considered to be in immediate danger will be moved to a temporary suitable location.

VIII. Central Control Room Responsibilities:

- (A) The Officer assigned to Central Control shall notify the Marysville Fire Department by telephone and the Marysville Police Department by telephone or radio. Staff shall provide all known facts to the Fire Department, including if staff believes the fire can be suppressed by use of a fire extinguisher.
- (B) The Officer shall notify Sheriff's Department Dispatch of the fire and provide known details.
- (C) It is critical that all staff within the facility is alerted to the incident.
- (D) The Officer shall obtain the fire exit keys from the master key locker and provide it to staff as needed.
- (E) Limit access to the facility to only those involved in fire suppression or inmate control.
- (F) Comply with any instructions from the shift supervisor.
- (G) An Officer will remain in Central Control at all times unless it is not safe to do so. In the event of an evacuation of a control room, the Officer assigned to the control room shall notify the shift supervisor and await their approval. The Officer will ensure the control panel is disabled before leaving the control room.

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#D-116 FIRE CONTROL AND EVACUATION

- (H) De-activate air conditioner and activate exhaust fans only upon instruction from the on-scene Fire Department Commander.

IX. Dispatcher Responsibilities:

- (A) At the direction of the jail shift supervisor, Dispatch will make the following notifications:
 - (1) Jail Commander
 - (2) On-duty patrol shift supervisor
 - (3) Bi-County Ambulance, if appropriate
 - (4) Relay any information as requested
 - (5) Hold all incoming telephone calls to the jail that do not relate to the emergency
 - (6) Request assistance of the Marysville Police Department and the California Highway Patrol if appropriate, and in all cases when the evacuation of inmates from the confines of the jail is necessary
 - (7) Alert Rideout Hospital in the event that any inmates and/or staff is in need of emergency treatment and will be transported to that facility
 - (8) Notify everyone who is on the Emergency Evacuation Notification List. This task may be shared with the Officer assigned to Central Control if time and circumstances permit.
 - (9) If during normal business hours, an evacuation of the entire Courthouse is anticipated, Dispatch shall notify Yuba County OES and Yuba County Buildings and grounds.

X. Floor Officer Responsibilities:

- (A) Inspect the affected area and evaluate the situation.
- (B) If the fire can be suppressed with a hand fire extinguisher, take action.
- (C) Inform the shift supervisor of any decisions made related to the evacuation of inmates. Keep control rooms apprised of any changes in circumstances. Use caution when entering smoke areas.

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- (D) Provide inmate control as required. Be prepared to utilize the jail's breathing apparatus and to open doors and cells.
- (E) If evacuation is necessary, proceed immediately and attempt to avoid moving inmates through affected areas.
- (F) Be available to permit fire personnel access to the affected area and to answer any questions related to the facility or location of inmates.

XI. Operations Supervisor Responsibilities:

- (A) Coordinate with the jail supervisors and assign patrol personnel as needed.
- (B) Establish an incident command outside the facility in the event the evacuation of inmates outside the facility is necessary.
- (C) Provide for perimeter control and assist in the security of inmates. Coordinate with outside law enforcement agencies as necessary.
- (D) Request and manage additional resources as necessary.

XII. Evacuation:

- (A) Partial Evacuation:
 - (1) If a fire is confined to a specific area that requires the evacuation of inmates from a specific housing unit(s), staff shall relocate the inmates to a safe area. Areas that are semi-observed from public view and are conducive to control with a limited number of staff is preferred if possible. In the majority of cases, the roof exercise yards should not be utilized as smoke could necessitate a second evacuation and the possibility that inmates and staff could become trapped on the roof.
 - (2) Inmates on the south roof should be evacuated via the C Street stairwell if the total Courthouse evacuation is considered.
 - (3) Inmates in Court holding cells should be evacuated via the 6th Street stairwell of the Courthouse.
- (B) Total Evacuation:
 - (1) Due to the structure and design of the jail, the total evacuation of the facility should be rarely necessary. Severe smoke, a major fire or other disasters could require such action. General guidelines for total evacuation are as follows:

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- (a) Any civilian staff in the jail shall be evacuated first.
- (b) Those inmates considered to be in immediate danger will be removed from the danger area. The shift supervisor should avoid panic and convey instructions in clear and concise language.
- (c) Every attempt should be made to have sufficient personnel present to effect a safe, rapid and orderly evacuation. Utilize breathing apparatus.
- (d) Inmates should be evacuated via a route that permits exit without passing through the affected area. As a general rule, the fire exit in close proximity to a particular housing unit or cell block should be utilized (see fire exit diagram and take note of fire exit directional arrows on walls of jail corridors).
- (e) Staff should avoid use of the jail elevators due to the possibility of a total power failure and the elevators becoming inoperable. In the event of a total power failure, it will require that cell doors in the maximum security section be manually cranked open. All staff should be familiar on the operations of the doors that may be affected.
- (f) In the event of a total evacuation, the open area at the west side of the Courthouse (C Street) may be considered as a temporary holding area. The grass area east of the basement driveway could also be used as a holding area.
- (g) An accurate head count should be made and compared with the current feed list in order to establish that all inmates have been evacuated.
- (h) If sufficient personnel are available, consideration will be given to divide inmates into smaller and more manageable groups.
- (i) The Jail Commander or other officer in charge will consider alternative or temporarily housing inmates at other nearby facilities and/or petitioning the Court for emergency release.
- (j) After the situation has stabilized, the Jail Commander will confer with Fire Department personnel and others to determine if the inmates can be returned to the jail. The Jail Commander or the Sheriff shall make this assessment and the final decision.

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XIII. Medical Treatment:

- (A) In an emergency, the Jail Commander or incident commander is responsible for coordinating emergency medical services for staff and inmates. Depending on the circumstances, medical staff may be provided on-site or transportation to off-site medical facilities.
- (B) The Jail Commander, or designee, will coordinate emergency medical response to the jail and ensure adequate security measures are in place to facilitate medical treatment on-site or if transportation off-site is necessary.

XIV. Other Emergencies and Mutual Aid:

- (A) **Work Strike/Food Strike:** In the event of a work or food strike that affects the facility, the shift supervisor will notify the Jail Commander. The Jail Commander will make decisions regarding staffing and service needs.
- (B) **Adverse Weather or Earthquake:** In the event there is an adverse weather event such as a local flood or an earthquake, the shift supervisor shall notify the Jail Commander immediately. The Jail Commander shall assume command of emergency operations and order to either shelter-in-place or evacuate the facility. If a city levee is breached and Marysville is flooding, inmates shall be moved to upper floors of the facility and inmate records shall be secured. Additional staffing, transportation or emergency housing shall be arranged by the Jail Commander or his designee, if necessary.
- (C) **Civil Disobedience:** In the event there is a local event of civil disobedience that would jeopardize the facility or persons moving in or out of the facility, the jail shall be placed on lockdown. Additional safety measures and transportation measures shall be arranged.
- (D) **Mutual Aid:** For any emergency, the Sheriff may order additional staff or resources through the State Office of Emergency Services.
- (E) The Jail Commander and the local Fire Department will review all emergency plans on an annual basis and make revisions as necessary.

**YUBA COUNTY JAIL MANUAL
#D-118 HOLDING CELLS**

I. Purpose:

The purpose of this operations order is to establish procedures for the temporary use of holding cells.

II. Policy:

It is the policy of the Jail to use holding cells for the temporary housing of individuals awaiting removal, transfer, intra-facility movement, or other processing into or out of the facility.

III. Holding Cells:

- (A) There are four holding cells in the jail located adjacent to the booking area.
- (B) Holding cells are used for the temporary housing of individuals awaiting removal, transfer, intra-facility movement, or other processing into or out of the facility.
- (C) Holding cells are sometimes used when receiving inmates into the facility pursuant to jail policy #B-102.
- (D) Officers assigned to the booking area are responsible to visually monitor all persons in a holding cell. Monitoring shall include a direct visual observation of the person no less than once every (30) minutes.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.5, establishes standards and procedures for the use of a holding room/cell for ICE detainees.
- (B) **Physical Conditions:**
 - (1) Holding rooms will be located within the secure perimeter of the facility.
 - (2) Single-occupant holding rooms shall contain a minimum of (37) square feet and designed as follows:
 - (a) (7) unencumbered square feet for the detainee
 - (b) (5) square feet for a combination of lavatory/toilet fixture
 - (c) (25) square feet for wheelchair turnaround
 - (d) Multi-occupant holding rooms shall provide an additional (7) square feet of unencumbered space for each additional detainee

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- (3) Holding rooms shall be well ventilated, well lit, and allow for convenient visual checks. They will contain sufficient seating for the maximum room capacity, which shall be posted.
- (4) Bunks, cots, beds and other sleeping apparatus are prohibited. Exceptions shall be made for detainees who are ill, and pregnant women.
- (5) All holding rooms shall be equipped to provide handwashing and potable water. Holding rooms with toilets shall allow for an appropriate amount of privacy. If the holding room is not equipped with a toilet, the shift supervisor shall at all times position an Officer within sight or earshot to provide detainees with regular access to toilet facilities. Detainees using the restroom shall be appropriately monitored.
- (6) The jail shall comply with applicable federal and state accessibility standards.

(C) Time Limits and Restrictions:

- (1) As soon as it is determined that a minor in ICE custody is in Yuba County Jail, facilities must coordinate immediately with ICE/ERO.
- (2) A detainee may not be held in a holding room for more than (12) hours.
- (3) Persons over the age of (70) will not be placed in a holding room unless they have shown or threatened violent behavior, have criminal convictions involving violence, or have given staff articulable grounds to expect an escape attempt.
- (4) Persons exempt from placement in holding rooms due to obvious illness, special medical, physical, and/or psychological needs; or other documented reasons shall be seated in a designated area outside a holding room, under direct supervision and control, barring an emergency. If the physical layout of the facility precludes holding these individuals outside a holding room, they may be in separate rooms, if available.
- (5) All males shall be segregated from females at all times.
- (6) Detainees shall be provided with basic personal hygiene items.

(D) Detainee Search:

- (1) Every detainee shall undergo a pat-down search for weapons or contraband before placement in a holding room.

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- (2) Opposite gender pat-down searches of male detainees shall not be conducted unless, after reasonable diligence, male staff is not available at the time the pat-down search is required, or in exigent circumstances. Opposite gender pat-down searches of female detainees shall not be conducted unless in exigent circumstances.
- (3) All opposite gender pat-down searches shall be documented.
- (4) If the pat-down search indicates the need for a more thorough search, a strip search may be conducted. This must be performed by an Officer of the same gender as the detainee (refer to jail policy #E-136 regarding strip search procedures).

(E) Basic Operational Procedures:

- (1) An Officer will visually assess every individual before placing them in a holding room, checking for any open, obvious, or apparent disabilities, mental health concerns, or other special needs.
- (2) The jail shall maintain a log which records custodial information about all detainees placed in and removed from holding rooms.
- (3) Officers shall provide a meal to any detainee in a holding room for more than (6) hours. Pregnant women or others for whom it is medically necessary shall have regular access to snacks, milk, juice, etc. Staff shall record when food is provided.
- (4) Staff shall ensure sanitation and temperatures in holding rooms are maintained at acceptable levels. Pregnant women and others with evident medical needs shall have access to temperature-appropriate clothing and blankets.
- (5) Officers shall closely supervise holding rooms through direct supervision, which involves irregular visual monitoring not to exceed (15) minutes between checks. Each check shall be recorded on a log, each time recording the time and officer's name or identifier. Staff shall conduct constant surveillance of any detainee exhibiting signs of hostility, depression, or similar behaviors. In such cases, a supervisor shall be notified.
- (6) Staff shall immediately notify medical personnel when a detainee appears to be in need of emergency medical treatment.
- (7) When the last detainee is removed from a holding room, the room shall be given a thorough cleaning and safety inspection.

YUBA COUNTY JAIL MANUAL
#D-120 FIRST RESPONDER EQUIPMENT

I. Purpose:

The purpose of this operations order is to establish procedures for providing and maintaining first aid supplies and equipment in the jail.

II. Policy:

It is the policy of the Jail to establish policies and procedures that are in compliance with Title 15, the Consent Decree and National Detention Standards.

III. Title 15:

- (A) Title 15 §1220 requires all jail facilities to have first aid kits available to staff at all times.

IV. Consent Decree:

- (A) The Consent Decree requires all Correctional Officers be able to provide first-aid care and cardiopulmonary resuscitation. Officers shall carry emergency response equipment on themselves at all times, and shall respond to potential and actual emergencies with urgency. The facility shall make emergency response equipment accessible to staff.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, requires first aid kits are available to staff at all times. The CMA (Clinical Medical Authority) will determine the availability and placement of first aid kits.
- (B) The NDS further requires that custody and health care staff will be trained to respond to health-related emergencies within a (4) minute response time. This training will be provided by a responsible medical authority in cooperation with the facility and will include the following:
 - (1) The recognition of signs of potential health emergencies and the required response;
 - (2) The administration of first aid and CPR;
 - (3) The recognition of signs and symptoms of mental illness;
 - (4) The facility's established plan and procedures for providing emergency medical care including, when required, the safe and secure transfer of inmates/detainees for appropriate hospital or other medical services.

YUBA COUNTY JAIL MANUAL
#D-120 FIRST RESPONDER EQUIPMENT

VI. Staff Responsibilities:

- (A) Jail staff are first responders to any medical emergency occurring in the facility. It is the policy of the department to properly train staff to respond to such emergencies and to provide them with the necessary equipment.
- (B) All staff shall carry emergency response equipment with them at all times. This includes a CPR mask and gloves.
- (C) Staff shall follow established procedures for the use of emergency equipment.

VII. First Aid Kits:

- (A) First aid kits are maintained in all three control rooms, booking and jail medical.
- (B) First aid kits shall contain an inventory card with the contents of the kit as approved by jail medical staff and the Jail Commander, or his designee. The kits shall be checked and refilled monthly, or more frequently, as needed.
- (C) At a minimum, first aid kits shall contain the following:
 - (1) Sterile pads
 - (2) Bacitracin ointment
 - (3) First aid burn cream
 - (4) Scissors
 - (5) Insta-glucose
 - (6) Adhesive tape
 - (7) Large and small band aids
 - (8) Sterile eye pads

VIII. CPR Boxes:

- (A) CPR boxes contain a CPR protective mask, a plastic airway valve, antimicrobial hand wipe, instructional pamphlet and a pair of gloves. Staff will use the mask and gloves when performing CPR.
- (B) The CPR boxes are kept in Central Control, booking and in each First Responder Kit.
- (C) All custody staff shall be trained in CPR and the use of the CPR mask.

IX. First Responder Kits:

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#D-120 FIRST RESPONDER EQUIPMENT

- (A) First Responder Kits are located in all three control rooms and the Level 2 fire equipment storage across from I-Tank.
- (B) The First Responder Kit should be taken to any life-threatening situation where an inmate needs first aid.
- (C) The First Responder Kit includes a sharp knife that staff can use in case an inmate has tried to hang themselves. Staff can potentially use the knife to cut the noose safely and quickly. Staff should always cut away from the body and in a safe manner. The knife is never to be left unattended and shall remain in the possession of an Officer at all times.
- (D) The First Responder Kit shall minimally include the following:
 - (1) Easy open box, labeled for each location
 - (2) List of contents
 - (3) Safety knife
 - (4) Safety scissors
 - (5) Scissors
 - (6) CPR Mask
 - (7) Hand sanitizer
 - (8) Gloves
 - (9) 4x4 sterile gauze
 - (10) 5x9 sterile Megasorb pads
 - (11) Roll of tape
 - (12) Roll of gauze
 - (13) Roll of sterile stretch gauze
 - (14) Notebook

X. Emergency Bags:

- (A) An emergency bag shall be maintained in the jail medical unit. The contents of this bag is determined by jail medical staff. The bag shall be checked and refilled monthly, or more frequently if needed.

XI. Defibrillators:

- (A) Defibrillators are located in jail medical, booking and the Civil Office. Staff should immediately bring a defibrillator to the aid of a patient who is unconscious, not breathing, and without a pulse.
- (B) The defibrillator container contains the defibrillator machine, (2) adult size pads, a razor and instructions on the lid.

XII. Spill Kits:

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#D-120 FIRST RESPONDER EQUIPMENT

- (A) Spill kits are used when providing care to patients with infectious diseases, handling specimens, and/or cleaning up spills of potentially infectious agents.
- (B) When there is an anticipated or possible exposure to potentially infectious material, protective personal equipment (PPE) shall be worn by the Officer or inmate worker assigned to clean up (refer to jail policy #F-120 – Communicable Diseases/Exposure).
- (C) Spill kits are located in all three control rooms and in the fire equipment storage area across from I-Tank.
- (D) Spill kits shall minimally include the following:
 - (1) Protective gown
 - (2) Shoe coverings
 - (3) Face mask and shield
 - (4) Biohazard bag
 - (5) Ziplock bag
 - (6) Gloves
 - (7) Fluid control solidifier
 - (8) Material scoop and scraper
 - (9) Antimicrobial hand wipes
- (E) Disposable bags marked with the “Biohazard” symbol are for use when articles or clothing or other item have become contaminated. Biohazard bags should be disposed of properly pursuant to jail policy #F-120. Clothing items can be decontaminated by using the infectious cycle of the washing machine.

XIII. Accountability:

- (A) First Aid Kits, First Responder Kits, Defibrillators, CPR Boxes and Spill Kits shall be inspected each month by a person designated by the Jail Commander. Contents shall be replenished or replaced as needed.

YUBA COUNTY JAIL MANUAL
#D-122 TRANSGENDER AND INTERSEX INMATES

I. Purpose:

The purpose of this operations order is to establish procedures to ensure the Yuba County Sheriff's Department properly identifies, tracks, and provides services to the transgender population, consistent with maintaining security and safety of the facility.

II. Policy:

It is the policy of the Jail to receive, evaluate on a case-by-case basis, house and provide secure, safe and humane custody, of all persons who are lawfully committed or held for confinement in our facility. All contacts with each inmate will be conducted in a respectful, courteous and professional manner while maintaining safety and security. Discrimination or harassment of any kind, based on actual or perceived gender, gender identity and gender expression is strictly prohibited. The gender identity of all persons shall be respected by all.

III. Definitions:

- (A) **Gender:** It means sex, and includes a person's gender identity and gender expression. "Gender Expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth (refer to California Penal Code §422.56). Gender is the social construct used to classify a person as a man, woman, both or neither. Gender encompasses all relational aspects of social identity, psychological identity and human behavior.
- (B) **Gender Identity:** An individual's sense of being either male or female or something other or in-between. This may be different from what is traditionally associated with an individual's assigned sex at birth.
- (C) **Gender Expression:** Gender-related traits that may or may not be consistent with those traits typically associated with a person's assigned sex at birth. External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice or body characteristics.
- (D) **Gender-Variant:** A person who displays gender expression or behavior that does not conform to dominant gender norms or male or female. Gender variant individuals may or may not identify as male, female, or transgender. This is also known as gender non-conforming, gender atypical or androgynous.
- (E) **Intersex:** Intersex individuals may be born with chromosomes, external genitalia and/or a reproductive system that varies from what is considered "standard" for either males or females. This condition may not become apparent until later on in life, such as during puberty.

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- (F) **Transgender:** A term for people whose gender identity, expression, or behavior is different from those typically associated with their assigned sex at birth.
- (G) **TGN:** An acronym for transgender, gender variant and intersex (previously called gender non-conforming).
- (H) **Sexual Orientation:** A person's romantic and/or physical attraction to people of a specific gender or genders.
- (I) **LGBTQI:** An acronym for a group of several minorities including lesbian, gay, bisexual, transgender, questioning, and intersex individuals.
- (J) **Pat Down Search:** A search performed by sworn personnel that consists of running the hands over the clothed body of another to determine if that individual possesses a weapon.
- (K) **Strip Search:** A search that requires a person to remove or arrange some or all clothing to permit a visual inspection of the person's breasts, buttocks, or genitalia.

IV. Statement of Preference Form (PF):

- (A) A form to be completed by TGN individuals where they can voluntarily state the following preferences:
 - (1) Gender identity
 - (2) Preferred name on booking documents
 - (3) Preferred pronouns
 - (4) Preferred gender of searching Officer
 - (5) Preferred housing
- (B) This form may be provided at any time to an individual who is in custody.

V. Intake Procedures:

- (A) At the time of intake, medical staff will ask each inmate the following questions as part of their intake medical assessment. The individual's responses may be shared with custody staff if needed for appropriate interaction and searching. All questions shall be asked in a respectful manner and with confidentiality.
 - (1) What is your gender identity?
 - (2) What was your gender at birth?

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#D-122 TRANSGENDER AND INTERSEX INMATES

- (3) If the answers to these questions so indicate, staff will ask the individual if they will complete a voluntary State of Preference Form (PF) to assist staff in correctly classifying the individual for their safety.
- (B) A transgender inmate will be booked under the name appearing on the person's official identification, as well as under an "a.k.a." name if applicable. Officers will use the PF form to note if there is a preferred name and record it in the JMS record as an a.k.a.
- (C) If no identification is available, staff will use the adopted name for booking purposes, as either the primary or a.k.a. name. Officers will follow the approved protocol for determining identification.
- (D) All employees will address TGN persons by their chosen pronoun followed by their last name. A notation of the chosen name and pronoun shall be documented in the inmate's events file.
- (E) Transgender inmates will be provided undergarments consistent with their gender identity.
- (F) Upon intake into the facility, when an inmate's gender-related expression, or gender identity, differs from their sex, staff shall place those individuals in a holding cell alone or with other appropriate TGN individuals and their classification status will be protective custody. If the inmate has been previously housed at this facility, prior housing assignment(s) may be considered.

VI. Searches:

- (A) All searches shall be conducted in a professional and respectful manner, in the least intrusive manner possible, and in compliance with jail policy.
- (B) Searches of transgender or intersex inmates shall be conducted in accordance to jail policy #E-136 – Search Procedures and jail policy #D-104 – Sexual Abuse and Assault Prevention and Intervention.
- (C) Special care should be taken to ensure that transgender detainees are searched in private. In the case of an emergency, a staff member of the same gender as the detainee shall be present to observe a strip search performed by an officer of the opposite gender. When an officer of the opposite gender conducts a strip search which is observed by a staff member of the same gender as the detainee, staff shall document the reasons for the opposite-gender search in any logs used to record searches and in either the detainee's detention file or a retrievable electronic format.
- (C) Pat-Down Searches

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- (1) Officers may conduct a pat-down search at any time they deem it is necessary.
 - (2) Pat-down searches of male inmates by female staff shall not be conducted unless, after reasonable diligence, staff of the same gender is not available at the time the pat-down search is required or in exigent circumstances.
 - (3) Pat-down searches of female inmates by male staff shall not be conducted unless in exigent circumstances.
- (D) Strip Searches/Visual Body Cavity Searches
- (1) All persons conducting or otherwise present during a strip or visual body cavity search, except for physicians or licensed medical personnel, shall be the same gender as the person searched.
 - (2) Strip or visual body cavity searches shall be conducted by custody staff of the gender requested by a transgender person.
 - (3) No search or physical examination will be conducted for the sole purpose of determining the person's genital characteristics. If the person's gender is unknown, it may be determined during conversations with the person, by reviewing medical records, or, if necessary, learning that information as part of the medical examination that all persons must undergo as part of the health screening processes.

VII. Classification Review:

- (A) After completion of intake procedures, and the inmate has been identified as transgender or intersex, they shall be housed in protective custody consistent with the inmate's gender declaration until the shift supervisor, Jail Lieutenant or Jail Commander can arrange for other housing needs as necessary.
- (B) Special considerations of the following will include, but not be limited to:
 - (1) Institutional history (discipline, predator or prey behavior)
 - (2) Criminal charges or reason for incarceration
 - (3) Length of stay
 - (4) Inmate's identity preference

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- (5) Medical input and/or plan
- (6) Staff will use biological sex as the initial determination for housing
- (7) Staff will consider the health and safety of the transgender inmate, exploring appropriate options available to assist with mitigating risk to the transgender inmate, to include but not limited to cell and/or unit assignment
- (8) Staff will consider factors specific to the transgender inmate, such as behavioral history, overall demeanor, and likely interactions with other inmates
- (9) Staff will consider whether placement would threaten the management and security of the institution and/or pose a risk to other inmates in the facility (e.g., considering those with histories of trauma, privacy concerns, severe symptoms of a mental or physical illness that may require special housing, etc.)
- (C) Staff shall avoid blanket housing policies, such as automatically putting all transgender inmates in segregation or automatically housing them in general population by gender identity.
- (D) All transgender inmates shall be classified in accordance with jail policy #D-100 – Classification of Inmates.
- (E) Staff shall ensure that transgender inmates are able to maintain acceptable personal hygiene practices consistent with their gender identity and do so with consideration of their personal safety. Transgender inmates shall be provided the opportunity to shower in a setting that ensures privacy and safety.

VIII. Medical Care:

- (A) Transgender patients who received hormone therapy with or without a prescription prior to incarceration shall have that therapy continued without interruption pending evaluation by a specialist, absent urgent medical reasons to the contrary. When determined to be medically necessary for a particular patient, hormone therapy should be initiated and regular laboratory monitoring should be conducted according to community medical standards.
- (B) Medical staff at intake will notify the Health Services Administrator, or designee, that a transgender inmate has been identified. During the health screening process, if possible, it will be determined whether the inmate has been a victim of or has a

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history of predation. This critical information will be forwarded to the shift supervisor.

- (C) The Jail Commander or Jail Lieutenant, and the Health Services Administrator (or designee) will meet to consult on strategies for managing the transgender inmate medically.

YUBA COUNTY JAIL MANUAL
#E-100 FACILITY ACCESS

I. Purpose:

The purpose of this operations order is to establish policies and procedures for maintaining facility security and access.

II. Policy:

It is the policy of the Jail to maintain strict control of access into the facility. Only authorized persons are allowed inside the jail.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.3, requires the facility to establish a comprehensive security policy, including procedures for the control and prevention of contraband inside the facility, complemented by policy and procedures regarding tool control, population counts, and key control.
- (B) The jail shall ensure it maintains sufficient supervision of detainees, including through appropriate staffing levels and, when applicable, video monitoring, to protect detainees against sexual abuse and assault and other forms of violence or harassment, and to prevent significant self-harm and suicide. Security staffing shall be sufficient to maintain facility security and prevent or minimize events that pose a risk of harm to persons and property.
- (C) The facility shall develop and document comprehensive detainee supervision guidelines, as well as a comprehensive staffing analysis and staffing plan, to determine and meet the facility's detainee supervision needs; these shall be reviewed and updated at least annually. Essential posts and positions shall be filled with qualified personnel.
 - (1) In determining adequate levels of detainee supervision and the need for video monitoring, the facility shall consider generally accepted detention and correctional practices, any judicial findings of inadequacy, the physical layout of the facility, the composition of the detainee population, the prevalence of substantiated and unsubstantiated incidents of sexual abuse as well as other incidents reflecting on facility security and detainee safety, the findings and recommendations of sexual abuse incident review reports or other findings reflecting on facility security and detainee safety, the length of time detainees spend in facility custody, and any other relevant factors.
- (D) The NDS identifies specific elements to facility security and control that are not a component of Policy #E-100, but are addressed in other Jail policies, such as:
 - (1) Security Inspections and Maintenance (Policy #E-102)
 - (2) Facility Search Procedures (Policy #E-138)

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#E-100 FACILITY ACCESS

- (3) Lockdowns, Head Counts, Safety Checks, and Security Inspections (Policy #E-130)
- (4) Key Control / Lock Maintenance (Policy #E-112)
- (5) Tool Control (Policy #E-106)
- (6) Contraband (Policy #E-116)

IV. Staff Responsibilities:

- (A) Every Officer, and especially those assigned to control rooms, have the responsibility to monitor persons who come into the facility. Control room Officers who are not certain of a person's identity or authority to enter the jail shall not allow that person entrance.

V. Authorized to Enter the Facility:

- (A) The following personnel are authorized to enter the facility:
 - (1) Sheriff's Department employees and volunteers
 - (2) Pre-authorized medical personnel
 - (3) County maintenance and technology employees
 - (4) Pre-authorized program volunteers
 - (5) ICE officials
 - (6) Transportation officers
 - (7) Law enforcement officers
- (B) These persons may enter the facility to conduct regular business, but loitering or social visiting is prohibited.

VI. Contractors and Special Visitors:

- (A) There are instances when it is necessary for private contractors and other visitors to enter the facility. The shift supervisor may authorize such persons to enter the facility to repair systems or for other legitimate purposes.
- (B) Contractors and special visitors are to be processed through Central Control and shall be required to produce identification. The Central Control Officer will verify identification, complete a visitor's log entry to include times the visitor entered and exited the facility, and issue a visitor's badge.
- (C) Individual's shall wear the visitor's badge prominently while in the facility. Staff shall escort contractors and special visitors at all times unless otherwise directed by a supervisor. Staff shall collect visitor's badges when the person leaves the facility.

YUBA COUNTY JAIL MANUAL
#E-102 SECURITY AND MAINTENANCE INSPECTIONS

I. Purpose:

The purpose of this operations order is to establish procedures for maintaining facility security and effective maintenance.

II. Policy:

It is the policy of the Jail to establish protocols to ensure the facility is properly inspected and maintained.

III. Title 15:

- (A) Title 15 §1029 requires jail facilities to establish policies and procedures for their facility. Those procedures shall include the security and control of the facility.
- (B) Title 15 §1280 requires jail facilities to establish policies and procedures for the maintenance of the facility.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.3, requires facilities to conduct security inspections to control contraband, ensure facility safety, security and good order, prevent escapes, maintain sanitary standards, and eliminate fire and safety hazards.

V. Inspections:

- (A) Each shift supervisor will ensure that a complete inspection of the facility is made at least once every hour. The starting and ending times will be kept by the Officer responsible for the area(s) in question. At the end of the shift, this log is given to Central Control to be added to the Jail Activity Log.
- (B) Officers conducting inspections will physically inspect each individual cell, holding cell, visiting area, exercise areas, windows, cameras and doors.
- (C) Officers shall report anything that is not in proper working order to jail maintenance via a work order. The work order will be placed in the designated basket in the booking area.
- (D) All staff shall be familiar with the physical construction of the jail in order to identify any fixture or equipment that is broken or missing parts. This includes items such as metal screening over the duress alarm sensors, intercom covers, light switch covers, drain covers, shower rods, bunks, etc.

YUBA COUNTY JAIL MANUAL
#E-102 SECURITY AND MAINTENANCE INSPECTIONS

VI. Control Room Surveillance:

- (A) Officers assigned to control rooms should use every opportunity to scan security cameras throughout the jail for possible problems. Use of the intercom system should be used to help check all areas of the jail. This is especially important during late evening hours when staff movement in the jail is more predictable.
- (B) When using the control system in the control rooms, staff will not override the interlocking doors or protect the intercoms without the prior approval of the shift supervisor.

VII. Perimeter Checks:

- (A) Periodic checks will be made of the outside perimeter of the facility. Daily inspections shall be made of the sally port, courthouse basement, maintenance chases, fire stairwells, and other less traveled areas of the facility.

VIII Perimeter Security

- (A) The facility's front entrance shall be a controlled access point. Entrance into the secure perimeter shall be controlled by a sally port, or equivalent with electronic interlocking doors, to prevent unauthorized entry or exit.
 - 1. The officer assigned to Central Control shall check the identification documents of every visitor, employee, and other person entering or leaving the facility.
 - 2. The officer assigned to Central Control shall be responsible for maintaining the visitor logbook. Every entry in the logbook will identify the person visiting; the person or area visited; date and time of visitor's arrival; purpose of visit; and time of departure.

IX. Generator Testing:

- (A) County Buildings and Grounds is responsible for testing the emergency generator consistent with the maintenance schedule to ensure it is in proper working order.
- (B) NDS standards require that power generators will be tested according to the manufacturer's instructions. Other emergency equipment and systems will undergo quarterly testing, with follow-up repairs or replacement as necessary. Testing documentation will be retained for review.

YUBA COUNTY JAIL MANUAL
#E-104 CONTROL ROOM SECURITY

I. Purpose:

The purpose of this operations order is to establish procedures for the security of control rooms.

II. Policy:

The controls rooms in the jail are important hubs for the supervision of inmates and staff. They are also critical for the movement and security of both staff and inmates. It is essential that the control rooms remain secure and that Officers assigned to control rooms remain free from distraction.

III. Responsibility:

- (A) When an Officer is assigned to a control room, they are responsible for the security of that area.
- (B) Officers assigned to control rooms will only allow authorized personnel to enter the control room. If the Officer has a question regarding someone's authorization, they will contact the shift supervisor for direction before allowing the person to enter.

IV. Authorized Personnel:

- (A) The following people are authorized in a control room:
 - (1) Sheriff's Department command staff
 - (2) Jail supervisors
 - (3) Jail Commander's Executive Assistant
 - (4) Maintenance employees (without an inmate worker)
 - (5) Officer assigned to the control room
 - (6) Other custody and civilian jail staff as necessary
 - (7) Third-party contract workers with jail supervisor approval

V. Control Room Procedure:

- (A) The shift supervisor will assign Officers to control room duty.
- (B) The Officer assigned to Central Control will be provided a list of Officers assigned to the other control rooms during a shift to be listed on the jail check sheet. The check sheet will be updated of assignments to control rooms changes during a shift.
- (C) If the shift supervisor believes it is necessary to assign a second Officer to Central Control they may do so at their discretion and if staffing levels permit.

YUBA COUNTY JAIL MANUAL
#E-104 CONTROL ROOM SECURITY

- (D) If Officers assigned to a control room need to pass along important security information to another control room, they should call that Officer directly or communicate through a supervisor.
- (E) Each control room is responsible for certain areas of the jail. One control room should not open or close the doors in another area except upon the direction of a supervisor.

VI. Control Room A (CRA):

- (A) The Officer assigned to CRA is responsible for the following areas:
 - (1) A-Pod, B-Pod and C-Pod
 - (2) Jail visiting
 - (3) Level 1 and Level 2 lobbies
 - (4) G-Door
 - (5) Inner and outer release doors
 - (6) Booking slider door
 - (7) Elevators on Level 1 and 2
 - (8) Jail Medical
 - (9) Storage area

VII. Control Room B (CRB):

- (A) The Officer assigned to CRB is responsible for the following areas:
 - (1) D-Pod, E-Pod and F-Pod
 - (2) Exercise Area
 - (3) Level 3 and Level 4 lobbies
 - (4) Law Library
 - (5) Program room
 - (6) Court holding
 - (7) Elevators on levels 3 and 4

VIII. Central Control Room:

- (A) The Officer assigned to Central Control is responsible for the following:
 - (1) Jail lobby
 - (2) Sally Port
 - (3) Booking area
 - (4) Intake room
 - (5) Visiting lobby
 - (6) Outside perimeter
 - (7) Outside kitchen door

YUBA COUNTY JAIL MANUAL
#E-106 TOOL CONTROL

I. Purpose:

The purpose of this operations order is to establish procedures for the storage accountability of tools within the jail facility.

II. Policy:

It is the policy of the jail that all employees are responsible for complying with tool control procedures as established by this policy. The Jail Commander will designate someone to maintain a master inventory list of all tools and equipment as well as the locations they are stored. Inventory records shall be kept current and readily available for audits.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.3, requires jail facilities to establish a tool-control policy that all employees comply with. The facility administrator will designate someone to be responsible for developing and implementing the procedures, maintaining an inventory, and conducting inspections and audits.

IV. Storage:

- (A) All tools will be stored in a locked toolbox, secured storage cabinet, or control room toolbox inside a secured area to prevent unauthorized access.
- (B) All tools will be marked in such a way to identify them as belonging to the jail inventory.
- (C) Kitchen utensils such as long-handled spoons, ladles, and spatulas will be hung on individual racks within the kitchen so that constant accountability can be made.

V. Signing In and Out Tools:

- (A) Any Officer requiring tools will sign them out of Central Control using the Tool Sign In/Out Log, and will accept responsibility for their safekeeping and return.
- (B) Each tool checked out will be noted on the log with the following:
 - (1) Date and time
 - (2) Officer's name and ID number
 - (3) List of all tools checked out
- (C) When returned, each tool will be inventoried back into the toolbox using the list generated on the log and with the return time noted.

YUBA COUNTY JAIL MANUAL
#E-106 TOOL CONTROL

- (D) Any tool that is broken will be returned to its normal position in the toolbox and a work order submitted to jail maintenance for its repair or replacement. This will be noted on the tool log under the comments section for that tool.
- (E) Tools brought into the facility by contractors or non-sworn staff will be listed on the tool log by the Officer assigned to Central Control. The name of the person bringing the tools into the facility and their organization/employer name will be noted under the "Officer" column.
- (F) If a contractor has a large number of tools, in lieu of listing individual tools, the Officer assigned to Central Control will remove tools from any tool box or bag, spread them out on a flat surface, and take a photograph of them. The photograph shall be printed.
 - (1) On the printed photograph, the Officer will note the person bringing the tools into the facility, the name of their organization or employer, and the date and time.
 - (2) The tools will be accounted for in the same manner when the person leaves. The Officer will again spread them out and account for each tool against the photograph.
 - (3) If all tools are accounted for the Officer will return them to the person and allow them to leave the facility. The photograph will be placed on the Tool Sign In/Out folder with the Officer's signature and ID number. If any tools are missing, the Officer will immediately notify the shift supervisor and the person will not be allowed to leave until the matter is resolved.
- (G) Inmates are permitted to use nail clippers. Use may be done under Officer supervision if warranted. Nail clippers are stored in control rooms or other secure locations.
 - (1) Officers assigned to control rooms, or other Officers as assigned, are responsible to check nail clippers in and out. The inmate movement logs in the control rooms are used to sign nail clippers in and out.
 - (2) At the beginning of each shift, Officers assigned to control rooms shall account for the nail clippers. Missing nail clippers will be immediately reported to the shift supervisor.

YUBA COUNTY JAIL MANUAL
#E-106 TOOL CONTROL

VI. Inventory:

- (A) A complete inventory of all tools will be conducted the first of each month by the person responsible for tool inventory. A log of those inventories will be maintained on file in the booking cabinet labeled Monthly Tool Inventory Check Log.
- (B) A daily inventory of the tools located in Central Control will be conducted at the beginning of Graveyard shift with the results noted on the Tool Inventory Check Log. Any discrepancies will be immediately reported to the shift supervisor.
- (C) It is the responsibility of the Food Service Manager and Maintenance Supervisor to perform daily inventories of the tools and equipment under their control.
- (D) All visitors, including repair and maintenance workers, shall submit to an inspection and inventory of all tools, tool boxes, and equipment that could be used as weapons before entering and leaving the facility.

VII. Tool Classification:

- (A) All tools will be classified as either restricted (dangerous/hazardous) or non-restricted (non-hazardous). Restricted tools are those that would generally be considered hazardous to facility security or personal safety. This would include power hand tools, with or without cords.
- (B) All restricted tools will be marked in the following manner:
 - (1) RM = Restricted Maintenance
 - (2) RC = Restricted Central
 - (3) RK = Restricted Kitchen
- (C) Restricted tools are never to be left unattended. An inmate worker may only use a restricted tool when under the direct visual supervision of staff. Officers are to take precautionary measures to ensure staff and other inmates are not at risk.
- (D) The Officer responsible for non-restrictive tools that are marked “NR” for non-restrictive will ensure they are used in a secure environment and are properly secured at the end of the shift.

VIII. Inspection:

- (A) When a tool becomes unusable due to wear or damage, it will be replaced on a one-for-one exchange. It will be maintained in its usual location until such time it is replaced. It will then be given to the Maintenance Supervisor who will arrange of its disposal.

YUBA COUNTY JAIL MANUAL
#E-106 TOOL CONTROL

IX. Lost or Missing Tools:

- (A) Whenever an employee discovers a tool is lost or missing, the employee shall immediately notify the shift supervisor. No exceptions!
- (B) The supervisor will ensure the matter is investigated and a report is generated. The supervisor shall take necessary security precautions, which may include a facility lockdown and a search of inmates/detainees and housing areas. The Jail Commander shall be notified.

YUBA COUNTY JAIL MANUAL
#E-108 BOOKING AREA SECURITY

I. Purpose:

The purpose of this operations order is to establish procedures for maintaining security in the jail booking area.

II. Policy:

It is the policy of the Jail to ensure the jail booking area is secure at all times. This important area of the jail is the hub of the jail operations where inmates are processed into and out of the facility. Numerous administrative functions occur in this general area. The shift supervisor is responsible to assign staff to the booking area and to provide them with oversight so that security is maintained.

III. Assignment:

- (A) The shift supervisor will assign staff to the booking area for each shift. Under the direction of the supervisor, staff assigned to booking are responsible to supervise any inmates in this area at all times.
- (B) The booking area shall have staff assigned there at all times unless extenuating circumstances exist. Should extenuating circumstances require staff to temporarily vacate the booking area, all inmates in the area shall be secured in cells first. Staff will not allow any unescorted inmate into the booking area at any time.

IV. Security Measures:

- (A) Inmates are not permitted behind the booking counter without supervisor approval.
- (B) When an inmate is permitted behind the booking counter, one or more employees shall be assigned to provide constant and direct visual supervision of the inmates and their activities.
- (C) Staff shall never leave weapons such as tasers, pepper spray and batons unattended in the booking area or in the supervisor's office. Weapons shall be properly secured at all times.
- (D) The booking counter shall be kept clear of clutter and unnecessary objects. Office supplies such as staplers and hole punches, or other objects that could be easily used as a weapon, shall be kept out of reach of inmates.
- (E) The booking area is to be kept neat and orderly.

YUBA COUNTY JAIL MANUAL
#E-108 BOOKING AREA SECURITY

- (F) The shift supervisor and other staff assigned to the booking area shall monitor the number of inmates in the booking area. Staff shall be observant of inmate's behavior, temperament, gender, classifications, charges, and any other relevant factors and take steps to maintain the security of the area and the safety of inmates and staff.
- (G) Officers shall not loiter in the booking area.
- (H) The booking slider door adjacent to the television area shall be opened only with the authorization of the shift supervisor.

V. Immigration Files:

- (A) All jail staff and ICE personnel shall have access to the detention files and do not need to sign a log.
- (G) No inmate or detainee files are allowed to physically leave the secured booking area without the approval of a Sergeant or someone of higher rank. If the file needs to be temporarily taken out of the booking area, the person taking the file shall sign a log. This requires supervisor approval.
- (H) Personnel representing agencies outside of the jail shall log any detention files removed from the cabinet.
- (I) Yuba County Sheriff's staff not assigned to the jail must sign the log.
- (J) Within the context of this policy, the term "removal" shall mean the simple act of removing the file from the cabinet.
- (K) The shift supervisor and other staff assigned to the booking area shall ensure proper signatures are captured.
- (L) The Detention File Log is located alongside the RED Immigration files in the bottom drawer of the inmate file cabinet.
- (M) Unless release of information is required by statute or regulation, a detainee must sign a release-of-information consent form prior to the release of information in his or her detention file. A copy of that form shall be maintained in the detainee's detention file. The content of the form shall be explained to the detainee in a language or manner he or she understands.
- (N) Upon request by the detainee, the detention file shall be provided to the detainee or his or her designated attorney of record. Prior to the release of the detention file, ICE/ERO should be notified to confirm that there is no security or sensitivity concerns.

YUBA COUNTY JAIL MANUAL
#E-110 KITCHEN SECURITY

I. Purpose:

The purpose of this operations order is to establish guidelines for maintaining the security and safety of the jail kitchen.

II. Policy:

It is the policy of the food service manager to operate a kitchen in a manner which ensures the security of the facility and safety of all those who work in the kitchen.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.1, establishes standards for the safety and security of the jail kitchen. Those standards are incorporated into this policy.

IV. Kitchen Security:

- (A) The facility's security policies and procedures shall address the jail kitchen. Kitchen staff and inmate workers assigned to the kitchen shall receive appropriate training in safety and security measures. The Food Service Manager shall review detainee job descriptions annually to ensure they are accurate and up-to date. Before starting work in the kitchen, the detainee will sign for receipt of the applicable job description.
- (B) The kitchen is equipped with a security passage which enables the secure movement from the kitchen to the service yard. There are two security doors at either side of the passage. This passage is in integral part of the jail security.
 - (1) The passage doors shall be controlled by custody staff via central control.
 - (2) The security passage shall remain locked at all times unless it is in immediate use.
 - (3) Both doors to the security passage should never be opened simultaneously without authorization from a jail supervisor, and without the kitchen first being locked down.

V. Food Cart:

- (A) The jail uses large enclosed food carts to deliver meals to the housing units. These carts can easily conceal a person. Kitchen or custody staff shall open and inspect each cart prior to allowing the carts back into the kitchen after each meal.

YUBA COUNTY JAIL MANUAL
#E-110 KITCHEN SECURITY

VI. Equipment Control:

- (A) The Food Services Manager is responsible for monitoring the control of all kitchen cutlery equipment.
- (B) A locked control panel located in the kitchen office will be used to store all knives, meat cleavers, blades, or other sharp objects which could be used as a deadly weapon.
- (C) Cutlery equipment shall be physically secured to workstations or used only by kitchen staff or an inmate worker under the direct supervision of staff. Cutlery will always be physically secured to a workstation whenever an inmate worker is in the kitchen.
- (D) The Food Service Manager or Cook Foreman will do an inventory of all knives and potentially dangerous kitchen tools every morning and evening, as well as keep track of all potentially dangerous equipment during the day.
- (E) Objects such as spatulas, forks, and other implements of food service will be stored in the kitchen. The Food Service Manager will monitor this inventory on a weekly basis.
- (F) Missing equipment shall be immediately reported to the shift supervisor and the Food Service Manager. A thorough search of the kitchen shall be conducted immediately. If the item(s) is not located in the kitchen, the shift supervisor will lock down the jail and ensure a thorough search of the entire facility is conducted.
- (G) When equipment is discovered missing, the shift supervisor will ensure an incident report is prepared and the Jail Commander notified.

VII. Controlled Food Items/Hot Items:

- (A) All yeast must be kept in a separate locked room away from all inmate workers. An accurate inventory sheet will be kept. Whenever yeast is removed or added, it must be documented and initialed.
 - a. Yeast shall be purchased by the Food Service Manager and placed immediately in the safe within the kitchen office and added to the inventory.
- (B) Sugar is kept in a locked storeroom at all times and is dispensed by the Food Service Manager or Cook Foreman.
- (C) Mace, Nutmeg, Cloves, and any alcohol based flavorings are not permitted for use in Yuba County Jail.

YUBA COUNTY JAIL MANUAL
#E-110 KITCHEN SECURITY

VIII. Trash Disposal:

- (A) The jail uses trash containers large enough to easily conceal an inmate. It is essential that staff monitor trash containers. It is the responsibility of kitchen staff to personally remove the trash container(s) from the facility without inmate assistance and to ensure no one is concealed inside the container.

IX. Safety and Training:

- (A) The food service program shall be under the direct supervision of the Food Service Manager. The food service manager is responsible for planning, controlling, directing, and evaluating food service; training staff and inmates; managing budget resources; establishing standards of sanitation, safety, and security; developing specifications for the procurement of food, equipment, and supplies; and ensuring a quality food service program.
- (B) The facility will provide appropriate training to all food service personnel in inmate custodial issues.
- (C) The training is to minimally include basic hygiene in the food services setting, safe work practices, workplace hazards, and the use of hazardous materials. A description of each job in the kitchen will be posted. Additionally, it will be documented when a worker is trained for each job.
- (D) Inmate workers will receive appropriate training before being permitted to operate any powered equipment. Staff will instruct them in the use of protective shields and guards, and to report any malfunction or other safety related problem to their supervisor.
- (E) Inmates assigned to the food service department shall have a neat and clean appearance. Inmates will be issued appropriate safety and sanitation garments and protective coverings, for example, for freezer or garbage duty.
- (F) When returning an inmate worker to their housing location from the kitchen, a Correctional Officer will inspect each worker to ensure the worker is not taking any food or potentially dangerous item out of the kitchen.

X. Medical Exam and Daily Health Screening:

- (A) All food service personnel (both staff and inmates) shall receive a documented pre-employment medical examination. Inmates who have been absent from work for any length of time for reasons of communicable illness (including diarrhea) shall be referred to Health Services for a determination as to fitness for duty prior to resuming work.

YUBA COUNTY JAIL MANUAL
#E-110 KITCHEN SECURITY

- (B) Food Service staff will inspect all inmate kitchen workers daily at the start of each work period. Inmates who exhibit signs of illness, skin disease, diarrhea (admitted or suspected), or infected cuts or boils shall be removed from the work assignment and immediately referred to Health Services for determination of duty fitness. The inmate shall return to work only after the Food Service Manager has received written clearance from Health Services Staff.

XI. Food Receipt, Storage, and Inventory:

- (A) When receiving or storing food, inspect the incoming shipment for damage, contamination, and pest infestation. Rats, mice, or insects may be hiding in the middle of a pallet. All food items shall be stamped with the date it was received.
- (B) Do not store food in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical rooms, or under sewer lines, potentially leaking water lines, open stairwells, or other sources of contamination.
 - 1) Store all products at least six inches from the floor and two inches from the wall to allow proper ventilation.
 - 2) Wooden pallets may not be used to store dairy products or fresh produce.
 - 3) Perishables must be stored at 35 – 40 degrees F to slow down spoilage and bacterial growth. Maintain frozen foods at or below zero until needed.
 - 4) Store foods that require washing or cooking separately from foods that do not.
 - 5) When new product is received, the old product must be rotated with dates facing out, to ensure the oldest food is used first.
- (C) The Food Service Manager shall base inventory levels on facility needs. An emergency supply of food must be kept at all times to feed the jail population for 15-days. Inventory levels shall be monitored and periodically adjusted to correct excess or shortages.
- (D) The Food Service Manager shall complete an inventory of the stock once a week and place an order accordingly. The food supply shall be monitored daily and additional purchases made if necessary.
- (E) The dry storage room shall be kept clean and organized. The temperature shall remain between 45 – 80 degrees F. The door to this room shall be kept locked to keep inmate workers from gaining unauthorized access.
- (F) The refrigerators shall remain clean and organized. Butter, milk, eggs, and cream should be stored in a separate refrigerator away from any food with a strong odor. When not in use, the refrigerators shall remain locked. All walk-in refrigerators shall have a safety release and all kitchen workers shall be trained on how to get out if accidentally locked inside.

YUBA COUNTY JAIL MANUAL
#E-110 KITCHEN SECURITY

- (G) Prepared and properly maintained food items which have not been placed on the serving line may be retained for no more than 24 hours. **Leftovers** offered for service a second time shall not be retained but discarded immediately after offering. All saved prepared food shall be labeled to identify the product, preparation date, and time.
- (H) Any food item that has been removed from the original packaging must be properly stored and covered to avoid contamination.

XII Hazardous Materials

- (A) Only those toxic and caustic materials required for sanitary maintenance of the facility, equipment, and utensils shall be used in the food service department.
- (B) All staff members shall know where and how much toxic, flammable, or caustic material is on hand, and be aware that their use must be controlled and accounted for daily.
- (C) All containers of toxic, flammable, or caustic materials shall be prominently and distinctively labeled for easy content identification.
- (D) All toxic, flammable, and caustic materials shall be segregated from food products and stored in a locked and labeled cabinet or room.

XIII General Safety Guidelines

- (A) Machines shall be guarded in compliance with OSHA standards.
- (B) Light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment and materials attached to walls or ceilings shall be maintained in good repair.
- (C) Lights in food-production areas, utensil and equipment washing areas, and other areas displaying or storing food, equipment, or utensils shall be equipped with protective shielding.
- (D) An approved, fixed, fire-suppression system shall be installed in ventilation hoods over all grills, deep fryers, and open flame devices. A qualified contractor shall inspect the system every (6) months. The fire suppression system shall be equipped with a locally audible alarm and connected to the control room's panel.
- (E) Hood systems shall be cleaned after each use to prevent grease build-ups, which constitute fire risks. All deep fryers and grills shall be equipped with automatic fuel or energy shut-off controls.

YUBA COUNTY JAIL MANUAL
#E-112 KEY CONTROL/LOCK MAINTENANCE

I. Purpose:

The purpose of this operations order is to establish procedures for the safe handling of jail keys and the maintenance of locks.

II. Policy:

It is the policy of the jail to maintain all keys in a secure and responsible manner at all times.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.3, requires jail facilities to establish procedures for key and lock control in compliance with Cal-OSHA and National Fire Protection Association requirements.

IV. Responsibility:

- (A) Jail personnel are responsible for ensuring the security of jail keys. Staff shall keep keys in their immediate possession at all times. Staff will not leave keys unattended or in a door or lock at any time.
- (B) Only personnel assigned to jail duties and having a specific need are permitted to check out keys.
- (C) Missing keys shall be immediately reported to a supervisor. The supervisor will investigate and take the necessary action to maintain jail security and locate the keys. This may include lockdowns and searches of the facility and of inmates.
- (D) Any compromised key shall be reported to the Jail Commander who may issue orders to re-key locks as deemed necessary.
- (E) Jail maintenance personnel are authorized to work on electronic and mechanical security systems, including locks, keys, door controls and control panels. Maintenance personnel will immediately report any compromised security system or lock to the shift supervisor. If jail maintenance does not possess the expertise to work on a security system, they shall notify the shift supervisor to coordinate the notification of a third-party vendor.

V. Key Identification:

- (A) All Officers shall familiarize themselves with the keying of the facility. This is especially important of the security sets which operate the fire exit doors.

YUBA COUNTY JAIL MANUAL
#E-112 KEY CONTROL/LOCK MAINTENANCE

- (B) All keys and key sets are marked with identification tags that contain the key identifier and number of keys.

VI. Key Counts and Procedures:

- (A) Jail keys are located on the key board in Central Control. All oncoming and outgoing shifts shall ensure all keys are accounted for. It is the responsibility of the oncoming shift to physically verify all jail keys and log the results on the Key Count Log.
- (B) All keys should remain on the key board unless in use. Keys shall not be removed from the facility unless they are needed for access outside of the jail.
- (C) Keys are checked out of Central Control. It is the responsibility of the Officer assigned to Central Control to log the name of the Officer, the keys checked out, and the time on the Key Control Log. The time keys are returned and the name of the Officer returning them shall also be logged.
- (D) Swapping keys between Officers is discouraged, but if the need arises the transaction will be communicated to Central Control for the transaction to be logged.
- (E) Only the Sheriff, Undersheriff or Jail Commander are authorized to approve the duplication of any jail key.
- (F) The Jail Commander may issue certain keys to staff on a permanent basis. Staff shall maintain them in their control. If these keys are lost or stolen the employee shall notify a supervisor and prepare an incident report. These keys include:
 - (1) Break room
 - (2) Office doors
 - (3) Electronic access card
 - (4) Property room key

VII. Key and Lock Maintenance and Repair:

- (A) **Damaged Locks and Keys:** Any lock or key that fails to operate properly shall be reported to the shift supervisor immediately. A work order for the lock or key repair shall be generated. The shift supervisor may order additional security measures when a lock is out of order. This may include relocating inmates from a housing unit until the lock is repaired.
- (B) **Key Destruction:** Damaged keys are to be destroyed by jail maintenance staff and they will maintain a “Destroyed Key” log.

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#E-112 KEY CONTROL/LOCK MAINTENANCE

- (C) **Lock Maintenance:** Jail maintenance staff shall schedule and perform lock maintenance annually for all security levels. A maintenance record shall be maintained.

KEY CONTROL: EXHIBIT A

The following numbered and lettered keys operate designated locks. All keys described below and Folger Adams brand except those labeled **ss**, which are Southern Steel. Any key with the labeling **sm** is a smaller key. The key labeled **AA1** is an administrative style key.

#205A: This key is used in the following areas:

- Doors between N and G/H hallway.
- Maintenance doors from west side of G/H hallway.
- Elevator gate.
- Superior Court holding rooms.
- Maintenance chase doors for North chase of G/K and North chase of H/L.
- South side visiting room.
- **All fire hose standpipes for the old side of the jail** which use locks.
- C Street fire stairwell door in basement.
- Cell block doors G/H/I/J/K/L/P/Q3/Q4/Q5/T.
- Electric control panel for N.
- Holding rooms and kitchen door next to elevator #4.
- Hallway gate South side of J.
- Maintenance chase doors on East side of J/K hallway.
- Double door gates for hallway North of kitchen.
- Double door gates for South end of hallway for I.
- East door between H/I.
- Maintenance chase on North side of H/K.
- Hallway gate South of elevator #4.
- Lineup room.
- South exercise yard door to elevator.
- Laundry room in basement.
- Storage room on North side of P hallway.
- Maintenance chase for P and S tanks.
- Electronic door to commissary security passage.
- Clothing room doors on South side of jail.
- Female program room.

#212A: This key is used in the following areas:

- Hallway gate east of R.
- East and West doors in R.

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#E-112 KEY CONTROL/LOCK MAINTENANCE

- All cell doors in S.
- Cell door to Q#1 and Q#2.
- Door leading from P hallway to 1/Q2/R/S area.

#211A: This key is used in the following areas:

- Fire exit doors South of Q2, South of J.
- Elevator #4 gate.
- North door across from laundry room leading into basement.
- Door from basement dally port to laundry rooms outer door.

#SS206A: This key is used in the following areas:

- Electronic door into commissary.

#5EV1: This key is used in the following areas:

- Sobering cells and holding cells in booking area.
- Booking slider.
- Fire doors between A/B, B/C, D/E and E/F.
- Gang panels for sliders in A/D/E/F.
- Court holding sliders.
- Intake inner door.
- Food passage in medical and isolation cell doors.
- Exercise yard door in CRB's sally port.

Asm: This key is used in the following areas:

- Isolation cells.
- Security storage in booking area.
- All restrooms in jail addition.
- All janitorial closets in jail addition.
- Law library.
- Level 4 multi-purpose room.
- Private inmate visiting rooms.
- Private side of visiting control room.
- Maintenance chase for C and Level 1.
- Medical hallway and Isolation cells.
- Inmate and public aside of Court holding interview rooms.
- North side clothing/storage room.
- Roof to Level 3 lobby.

5EV2: This key is used in the following areas:

- Security passage to Central Control.
- Control Rooms A & B.
- Security passage from Court holding to Court hallway.
- Sally port and Pod sliders for CRA, CRB, A, B, C, D, E and F.

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- G door.
- Booking slider.
- Fire doors between A/B, B/C, D/E and E/F.

Bsm: This key is used in the following areas:

- Fire doors between housing area A/C to Level 1 lobby.
- Fire doors between D-Pod and Level 3 lobby.
- Fire door between F-Pod and exercise yard.
- Door between exercise yard and Level 3 lobby.
- Fire doors to Elevator 1 and 2 on Levels 2/3/4.
- Sally port to security passage for booking area.

5EV3: This key is used in the following areas:

- Fire exit doors for jail addition.
- Intake outer door.
- Sally port slider and walk-through door.
- Jail lobby door.
- Court holding slider.
- Booking slider to sally port.

Csm: This key is used in the following areas:

- Fire stairwell from Court hallway to Level 4.
- Fire door from public side of visiting to Level 1 lobby.
- Doors from maintenance chases to janitorial closets in jail addition.
- Sobering cells hallway to out-release hallway.

AA1: This key is used in the following areas:

- Inmate property room off booking area.
- Public side of inmate private visiting rooms.
- Visiting lobby to public side of visiting.

YUBA COUNTY JAIL MANUAL
#E-114 WEAPONS CONTROL

I. Purpose:

The purpose of this operations order is to establish procedures for weapons control in the jail.

II. Policy:

It is the policy of the jail to control all weapons in a safe and secure manner so they are available and functional when needed and to avoid the potential for inmates to gain control of weapons.

III. Firearms:

- (A) **Firearms:** Firearms are prohibited in the jail. Officers are assigned personal lockers and firearms lockers are located at the entrances to the jail. Officers are required to store their firearms in a secured locker prior to entering the jail. Long guns are stored in a secured gun cabinet in the vehicle sally port when not in use.
- (B) **Exceptions:** In a critical event such as a hostage situation, firearms or other weapons may be brought into the jail by order of the Sheriff, Undersheriff, Captain or Lieutenant.
- (C) **Inspections:** The Jail Commander or Jail Lieutenant shall assign a firearms instructor to conduct an annual, or more frequently, inspection of handguns and long guns assigned to jail staff. The inspection is for cleanliness and proper working order. A written record of the inspection shall be submitted to the Jail Commander and Jail Lieutenant. Any defective or damaged firearm shall be reported to the Jail Commander and Jail Lieutenant to arrange repair or replacement.
- (D) **Lockers:** There are two sets of gun lockers provided for law enforcement personnel to store their firearms prior to entering the jail. One set is in the jail sally port and the other is located inside the jail administrative offices adjacent to the outer release hallway. The lockers located in the jail lobby are no longer used for firearms storage.

IV. OC Spray:

- (A) Jail personnel who have successfully received department training in the use of OC spray are authorized to carry it on duty for official use. The size and brand of OC spray will be provide by the department (1.47 ounces). Officers shall keep the OC spray on their person while inside the jail, and never leave it unattended.

YUBA COUNTY JAIL MANUAL
#E-114 WEAPONS CONTROL

- (B) The jail has large canisters (greater than 1.47 ounces) of OC spray and pepper balls. The canisters and pepper balls are kept in a locked cabinet in Central Control. Officers may use them under the authorization and direction of a supervisor. Officers who check our large OC canisters or pepper balls shall note it on the log in Central Control documenting who checked it out and the date/time it was checked out and returned.
- (C) Empty or damaged small OC spray canisters shall be returned to the Sheriff's Financial Unit for replacement. Empty or damaged large canisters shall be returned to the Jail Lieutenant.

V. Tasers:

- (A) The department authorizes Correctional Officers to carry and use Tasers in the jail so long as they have successfully completed training.
- (B) Supervisors have the authority to assign Tasers to Officers as they determine meets the need of the shift.
- (C) Tasers are generally not assigned to individuals and are checked in and out from Central Control. When a Taser is not in use, they are kept secure in a locked cabinet in Central Control.
- (D) The use and deployment of a Taser must be in compliance with Sheriff's Department Policy #305.

VI. Batons:

- (A) The department authorizes Correctional Officers to carry and use batons in the jail so long as they have successfully completed training.
- (B) Batons may be individually assigned.
- (C) The use and deployment of a baton must be in compliance with Sheriff's Department Policy #304.

VII. Pepper Ball Guns:

- (A) The department authorizes Correctional Officers to carry and use pepper ball guns so long as they have successfully completed training.
- (B) When not in use, pepper ball guns are secured in a locked cabinet in Central Control and will be checked in and out only with supervisor approval.

YUBA COUNTY JAIL MANUAL
#E-114 WEAPONS CONTROL

- (C) The use and deployment of a pepper ball gun must be in compliance with Sheriff's Department Policy #304.

VIII. Riot Equipment:

- (A) The jail maintains an inventory of riot control equipment, including helmets, vests, gas masks and shields.
- (B) This equipment is maintained in Central Control and will be checked in and out only with supervisor approval.

IX. Personal Weapons:

- (A) Jail personnel will not carry personally owned knives inside the jail.
- (B) Officers may carry personally owned batons with department approval and in compliance with Sheriff's Department Policy #304.

X. Inventory:

- (A) The Jail Commander or Jail Lieutenant will assigned someone to inspect and inventory all weapons, vests, gas masks, and riot equipment on a monthly basis.
- (B) OC canisters, pepper ball guns, Tasers, or any other equipment shall also be inspected for proper working order on a monthly basis.
- (C) If any weapon or equipment is missing, unaccounted for, damaged, or in poor condition a report shall be generated and submitted to the Jail Commander and Jail Lieutenant, who will take the appropriate action to remedy the situation.

**YUBA COUNTY JAIL MANUAL
#E-116 CONTRABAND POLICY**

I. Purpose:

The purpose of this operations order is to establish procedures for contraband control in the jail.

II. Policy:

It is the policy of the Jail to establish standards related to contraband control for the safety and security of the facility.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Sections 2.3 and 2.7, establish standards pertaining to contraband specific to ICE detainees. Those standards are incorporated into this policy.

IV. Contraband Defined:

- (A) **Hard Contraband:** Any weapon, material used to produce a weapon, illegal drugs, non-authorized medicine, alcohol, tobacco, lighter/matches, or any device to aid escape are considered hard contraband. Hard contraband presents an immediate threat to individual safety.
- (B) **Soft Contraband:** Generally, nuisance items that do not pose a direct or immediate threat to individual safety or facility security, such as extra clothing, extra mattress, excess cell property, light covers, torn or damaged clothing or bedding, excess food, excess combustibles, or other non-authorized personal property. Soft contraband has the potential to create dangerous or unsanitary conditions.
- (C) Any facility-approved auxiliary aids, services, or other disability-related items used by a detainee/inmate with a disability shall not be considered contraband.

V. Contraband Prevention:

- (A) All staff is responsible to remain alert to the potential introduction of contraband into the facility. Searches, when warranted, are to be thorough and in compliance with other department policies.
- (B) The Jail Commander, or his designee, shall approve a monthly search matrix whereby each supervisor is assigned responsibility to conduct thorough searches of specific housing units. Each housing unit will be searched a minimum of (2) times each month. The searches will be logged on the matrix with the date the searches are completed. A record of the searches will be maintained.

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#E-116 CONTRABAND POLICY

- (C) Nothing precludes staff from conducting more frequent searches for the overall safety and security of the facility, or in response to information about the potential existence of contraband.
- (D) **Canine Units:** Custody staff may use canines to assist with searches for contraband. Only canines that are cleared by the department's canine unit will be used. The following protocol will be followed when conducting canine searches.
 - (1) All inmates will be removed from individual cells or immediate areas to be searched by the dogs.
 - (2) All ICE detainees will be moved to a different location. No canines shall be used in the presence of detainees nor have any direct contact.
- (E) Each housing unit, including the Special Management Unit (SMU), will document cell and area searches including the date, time, and findings, including location(s) where contraband is found, type(s) of contraband, and the searching officers' names. This will be documented in the Jail Management System as a disciplinary report or an information report (whichever is appropriate).

VI. Seizure of Contraband:

- (A) Any hard contraband shall be immediately seized when located. Staff locating the contraband will notify the shift supervisor and prepare an incident report. An inmate or detainee found in possession of hard contraband could face disciplinary action or criminal prosecution.
- (B) Staff shall take measures to remove soft contraband and initiate disciplinary action when warranted.
- (C) Staff shall consult with the Jail Commander prior to confiscating any soft contraband that may constitute religious property.
- (D) Newspaper articles that depict or describe violence in a detainee's country of origin may be relevant to a detainee's legal case and should not automatically be considered contraband.

VII. Disposal of Contraband:

- (A) Any illegal drug, illegal weapon or other hard contraband that will be used in criminal prosecution shall be properly stored in the department's evidence system pursuant to department policy.
- (B) All other contraband shall be disposed of or returned to stock as directed by the shift supervisor.

VIII. Close Observation in a Dry Cell:

- (A) When staff has reasonable suspicion to believe any inmate may have ingested contraband or concealed contraband in a body cavity, and a body cavity search is either ineffective or the decision is made not to conduct one, a shift supervisor may authorize the inmate be placed in a room or cell to be closely observed by staff until the person has voided or passed the contraband or until sufficient time has elapsed to preclude the possibility the person is concealing contraband.
- (B) A room used as a “dry cell” must meet the following requirements:
 - (1) The room shall be free of hiding places.
 - (2) Doors shall have proper observation panels to protect staff and to allow unobstructed observation.
 - (3) The water to any sink or toilet shall be shut off for the duration of the process.
 - (4) Prior to placing an inmate in dry cell status, the room to be used shall be completely searched and determined to be free of contraband.
- (C) The inmate shall be advised of the reasons they are being placed in a dry cell. Staff will also advise the inmate of the following:
 - (1) The conditions they can expect
 - (2) The means they can request items and services such as food and water, medical care, hygiene products, and bedpans.
- (D) Staff shall provide the following conditions for anyone placed in a dry cell status:
 - (1) The inmate shall be required to provide a urine sample within (2) hours of placement and provide another sample prior to release. This is required for the person’s safety.
 - (2) The person shall have regular access to potable water.
 - (3) The person may be provided telephone access.
 - (4) The person may not be allowed to come into contact with other inmates.
 - (5) The person shall not be permitted to leave the cell/room, except in case of an emergency.
 - (6) The person shall be served the same meals as the general population, unless medical advice dictates otherwise. All meals will be inspected for

YUBA COUNTY JAIL MANUAL
#E-116 CONTRABAND POLICY

contraband prior to delivery. Any food remaining after the meal shall be thoroughly inspected for contraband.

- (7) The person will continue to receive prescribed medications.
- (8) The person shall be furnished a bedpan to use to urinate or defecate.
- (9) Dry cells/rooms shall be cleaned consistent with jail policy.
- (E) An inmate placed in dry cell status shall be constantly observed and supervised by staff of the same gender. Opposite gender observation shall only occur in exigent circumstances, which shall be documented.
- (F) Medical staff shall monitor a person in dry cell status for changes in medical and mental health status.
- (G) Staff shall use a check sheet to document a person placed in dry cell status. Staff shall generate an incident report to document the reason the person was placed.
- (H) Periodic searches shall be conducted as follows:
 - (1) A strip search will be conducted when the person is placed in a dry cell. The strip search will be conducted pursuant to jail policy #E-136.
 - (2) A strip search will be conducted at least once each shift, if necessary, and the cell/room shall be searched at least once per shift.

YUBA COUNTY JAIL MANUAL
#E-118 INMATE ESCAPES

I. Purpose:

The purpose of this operations order is to establish a procedure to follow in the event an inmate has escaped from the jail.

II. Policy:

It is the policy of the jail to respond immediately to all inmate escapes to increase the likelihood of capture. Staff shall always be on alert to potential indicators of escape plans and respond swiftly to an actual escape.

III. Title 15:

(A) Title 15 §1029 requires jail facilities to establish a plan to respond to inmate escapes, disturbances or hostage situations.

IV. Procedure:

- (A) Upon escape of an inmate, the shift supervisor shall ensure the Jail Commander and Jail Lieutenant are notified immediately.
- (B) In the event of an escape from the confines of the jail, Officers shall immediately stop all ingress and egress into the facility until otherwise ordered by a supervisor. The Officer assigned to CRA shall operate elevators only at the direction of a supervisor.
- (C) The entire facility shall immediately be placed on a lockdown. Any inmates who may be outside the facility at the time (court, medical appointments, etc.) shall be immediately identified to determine if it is best to leave them where they are or bring them back to the facility.
- (D) Officers shall identify the escaped inmate's name and all pertinent data regarding him or her. That information shall be provided to the shift supervisor.
- (E) A thorough search of the facility shall be initiated with a comprehensive head count of all inmates.
- (F) It is critical for staff to determine how the escape occurred to prevent further escapes using the same method.
- (G) The supervisor in charge shall determine based on the circumstances if establishing a perimeter around the facility and/or courthouse is warranted.
- (H) Yuba County Sheriff's Dispatch shall be notified of the escape and provided the inmate's name and personal information.

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#E-118 INMATE ESCAPES

- (I) Yuba County Sheriff's Department Patrol shall be notified and provided with the inmate's information. This shall be done as soon as possible as patrol personnel are an invaluable resource to try to locate the escaped inmate and assist jail staff at the facility as needed.
- (J) An area search in and around the courthouse and adjacent areas shall be immediately conducted using patrol and jail staff, as well as other law enforcement agencies as needed. If the inmate is not located, patrol personnel shall be tasked to attempting to locate the inmate.

V. Documentation:

- (A) A jail incident report shall be generated by jail staff. The incident report and any criminal report are separate documents intended for different purposes. The Jail Commander or his designee shall direct staff on what information is best suited for the jail incident report versus the criminal report.
- (B) A criminal report shall be generated for a violation of California Penal Code §4532(b).
- (C) The Jail Commander shall ensure a thorough investigation is completed to determine the circumstances of the escape and to implement any corrective action if necessary.

YUBA COUNTY JAIL MANUAL
#E-120 MISTAKEN RELEASE OF INMATE

I. Purpose:

The purpose of this operations order is to establish a procedure for handling the investigation of the wrongful release of a person from the jail.

II. Policy:

It is the policy of the jail to respond immediately to the wrongful release of an inmate from the jail.

III. Procedure:

- (A) The shift supervisor shall be immediately notified if an inmate is wrongfully released from custody. The supervisor shall initiate an investigation into what transpired and take action to locate and return the person to custody if possible.
- (B) Staff shall conduct an immediate and thorough search of the facility and conduct a head count to eliminate the possibility of the inmate being wrongfully located within the facility.
- (C) The Yuba County Sheriff's Dispatch and Marysville Police Dispatch shall be notified and advised of the situation. They shall be provided with name and personal information regarding the inmate and requested to search for the person.
- (D) In the event the person isn't immediately located, Sheriff's Patrol personnel shall be tasked with locating the person and returning them to custody.

IV. Documentation:

- (A) A jail incident report shall be generated documenting the circumstances involving the wrongful release. All personnel involved in the incident shall prepare a supplement to the incident report.
- (B) The incident report shall be submitted to the Jail Commander and Jail Lieutenant.
- (C) The Jail Commander shall ensure the situation is thoroughly investigated and take any necessary corrective action if warranted.

YUBA COUNTY JAIL MANUAL
#E-122 HOSTAGE SITUATIONS

I. Purpose:

The purpose of this operations order is to establish a procedure for handling a hostage situation inside the jail.

II. Policy:

It is the policy of the jail to protect and preserve the lives of everyone involved in a hostage situation. The scope of this policy is not intended to address all variables staff may encounter during a hostage situation as they are fluid and each one unique.

Isolation, containment and exercise of sound judgment is the key to a successful resolution. All jail staff should be aware that if they are taken hostage, their release will not be used in bargaining the release of an inmate or inmates.

III. Isolation and Containment:

- (A) It is critical the area where the hostage situation is occurring is isolated and contained as soon as possible.
- (B) Avenues of escape or movement within the facility shall be identified and secured.
- (C) The area affected by the incident shall be minimized as much as possible to prevent other areas of the jail from being impacted.
- (D) If possible, an inner perimeter should be established to help with containment. All uninvolved inmates/detainees should be evacuated from the area if it is reasonably safe to do so and will not jeopardize jail security.
- (E) Anyone in need of medical attention shall be provided medical care in a safe and secure manner consistent with policies related to jail medical care and treatment.
- (F) Jail elevators should be locked down and only operated at the direction of the incident commander.
- (G) A complete lockdown of the entire facility shall be initiated so long as it is reasonably safe to do so. Staff shall conduct a visual headcount of all inmates and detainees if possible.
- (H) A physical check of all interior and exterior doors and passageways shall be conducted to ensure a secure perimeter.
- (I) All telephones, tablets and televisions will be turned off to eliminate unwanted distractions and lines of communication.

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#E-122 HOSTAGE SITUATIONS

- (J) No inmates will be received or released until the incident is resolved. All ingress and egress into the facility will be terminated except for authorized personnel.
- (K) An outer perimeter of the building shall be established as soon as possible. Key locations to place personnel for an outer perimeter include the following:
 - (1) Rear kitchen door
 - (2) 6th Street entrance
 - (3) Basement entrance and old sally port
 - (4) Current sally port
 - (5) All exterior doors and fire exits
 - (6) Main jail lobby and visitor's lobby
 - (7) All necessary vantage points

IV. Incident Command:

- (A) The on-duty jail shift supervisor is the initial incident commander until relieved by proper authority.
- (B) The Sheriff, Undersheriff, Captain or Lieutenant may designate an incident commander. The incident commander has full responsibility for the incident.
- (C) At the discretion of the Sheriff, Undersheriff or Jail Commander, a joint incident command structure may be implemented.
- (D) If a SWAT and/or CNT Team is activated, command of those units will be consistent with department policy.

V. Notifications:

- (A) The on-duty shift supervisor will be notified immediately upon the discovery of a hostage situation.
- (B) The shift supervisor will ensure all jail staff on-duty at the time is aware and properly briefed and instructed.
- (C) If there is the possibility the hostage situation may impact other occupants of the courthouse, such as the Courts, District Attorney's Office or Probation Department they will be notified and advised on what action to take, if necessary.
- (D) If it appears the situation may extend into the next work shift, those oncoming personnel should be advised in advance if possible.

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#E-122 HOSTAGE SITUATIONS

- (E) A hostage situation in the jail is a very serious matter and proper notification are necessary as soon as they are practicable to make. They include the following:
- (1) Sheriff
 - (2) Undersheriff
 - (3) Jail Commander
 - (4) Jail Lieutenant
 - (5) Yuba County Sheriff's Dispatch
 - (6) Sheriff Patrol Shift Supervisor
 - (7) Marysville Police Department
 - (8) California Highway Patrol
 - (9) Other resources as necessary

VI. Communications:

- (A) If circumstances permit, staff should try to establish and maintain lines of communication with those involved in the situation.
- (B) If possible, staff should attempt to identify those inmates involved, inquire about victims and injuries, seek the release of hostages, gather information, identify time-sensitive demands or conditions, and seek a peaceful resolution.
- (C) Personnel who are not trained as crisis negotiators shall not attempt to engage in formal negotiations. However, until trained negotiators arrive general communication with those involved can be valuable in opening dialogue with those involved.
- (D) Untrained negotiators shall not enter into any agreement with those involved without the authorization of the Sheriff, Undersheriff, Jail Commander or Jail Lieutenant.
- (E) A crisis negotiator will only be activated with the approval of the Sheriff, Undersheriff, Jail Commander or Jail Lieutenant.
- (F) Once a crisis negotiator arrives on scene they will assume responsibility for all negotiations.

VII. Command Post:

- (A) A site for a command post should be selected as soon as possible. The site will be in a safe location and provide security in which to operate.
- (B) Once established the command post will be continuously maintained.

YUBA COUNTY JAIL MANUAL
#E-122 HOSTAGE SITUATIONS

- (C) The command post is a control point for incident command, deployment of resources, and potentially for negotiation to take place.
- (D) Ideally, the command post should have communication capabilities, sufficient room to operate, have proximity to the incident, and void of outside distractions.
- (E) Only those personnel authorized in the command post will be allowed access.

VIII. General Guidelines:

- (A) Command orders given by Officers, regardless of rank, who have been taken hostage shall not be obeyed as they may be the result of that person issuing them under duress.
- (B) Under no circumstances shall an inmate be released in a hostage situation unless authorized by the Sheriff, Undersheriff and/or Incident Commander.
- (C) Under no circumstances shall an inmate be allowed to move within the facility unless authorized by the Sheriff, Undersheriff and/or Incident Commander.
- (D) Inmates involved in the incident should be identified as soon as possible so staff can conduct research of their background as that information may be valuable to incident command.
- (E) The reasons for the hostage situation and the demands of hostage takers are valuable information. If possible, staff should collect this information if it is reasonably safe to do so and convey it to incident command.
- (F) Staff shall not take any action that is not authorized by command staff. This does not preclude an employee from self-protection, but is meant to ensure all policies and procedures are strictly followed and no one acts outside their scope of authority.
- (G) If the full or partial evacuation of the facility is deemed necessary, it requires authorization from the Sheriff, Undersheriff, Jail Commander or Jail Lieutenant.
- (H) All employees, and non-employees of the Sheriff's Department who enter the jail to work or provide services shall be advised that if they are taken hostage their release will not be used to bargain for the release of any inmate. This philosophy is strictly followed to ensure the safety of everyone.

IX. Weapons in Jail:

- (A) Firearms are prohibited in the jail at all times. If a situation arises that requires firearms to be brought into the jail it requires the authorization of the Sheriff, Undersheriff, Jail Commander, Jail Lieutenant or Incident Commander.

YUBA COUNTY JAIL MANUAL
#E-122 HOSTAGE SITUATIONS

- (B) Certain weapons other than firearms may be authorized in the jail pursuant to department policy.
- (C) If firearms are brought into the jail their deployment and use must be in compliance with all department policies specific to firearms.

X. Resolution:

- (A) The resolution of a hostage situation will be determined by the command decision of those responsible or command of the incident.
- (B) Incident command is responsible for all strategic and tactical decisions made during the incident.

XI. Release of Information:

- (A) All inquiries regarding the hostage situation shall be referred to Incident Command.
- (B) Command staff will designate someone to publicly release information to the media or other requesters. Anyone not authorized shall not release any information without approval.
- (C) Releasing information without authorization could potentially jeopardize the resolution of the incident. The mere fact a situation exists will not be confirmed without authorization.

XII. Medical and Mental Health Services:

- (A) A hostage situation may result in physical and/or emotional injury to staff and inmates.
- (B) Incident command shall coordinate medical and mental health resources to be available during and after a hostage situation.
- (C) Staff and inmates who require medical or mental health care shall receive it pursuant to department policy.

YUBA COUNTY JAIL MANUAL
#E-124 DISTURBANCE/RIOT CONTROL

I. Purpose:

The purpose of this operations order is to establish a procedure for handling minor and major disturbances in the jail, including riots.

II. Policy:

It is the policy of the jail to protect and preserve staff, inmates and detainees in the jail at all times. There is always the possibility of disturbances occurring in the facility and it is the responsibility of staff to react to such incidents in an effective and professional manner to de-escalate violence in order to prevent injuries to staff, inmates and property damage.

III. General Procedures:

- (A) In instances of riots or major disturbances in the jail, a quick and effective response by staff is critical to mitigate and resolve the situation before it escalates. Staff should monitor for developing patterns, such as:
 - (1) Significant changes in inmate behavior patterns, eating and recreation.
 - (2) A sharp increase in disciplinary infractions.
 - (3) A sudden reduction in inmate visitation.
 - (4) Challenging or testing of staff authority.
- (B) While any of these behaviors may be indicators of something other than an impending riot or major disturbance, they can be signs of institutional unrest and must be analyzed.

IV. Minor Disturbances:

- (A) In a case of a minor disturbance, the floor Officer assigned to the area where the disturbance is occurring will notify Central Control of the situation. The Officer assigned to Central Control will notify the shift supervisor. Central Control will monitor security cameras of the incident and provide updates to responding staff as necessary.
- (B) The shift supervisor and available personnel will respond to the incident. The supervisor will evaluate the situation and determine if a lockdown of some or all sections of the facility is necessary. The supervisor will instruct Central Control on what action to take.

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#E-124 DISTURBANCE/RIOT CONTROL

- (C) Staff will take measures to isolate the impacted area until the situation is resolved. If a lockdown is ordered, it will remain in effect until canceled by a supervisor.

V. Major Disturbances/Riots:

- (A) **Floor Officer Responsibilities:** Personnel learning of a major disturbance or riot shall immediately notify Central Control. Staff shall report as much information about the incident as possible.
 - (1) Location of the incident.
 - (2) Approximate number of inmates involved.
 - (3) Nature of the incident.
 - (4) Any known injuries.
 - (5) Any known weapons.
 - (6) Staff will isolate the involved inmates and ensure the impacted area is secure. Inmates not participating in the incident will be given the opportunity to withdraw from the impacted area as staff directs them.
- (B) **Central Control Room Officer Responsibilities:** Upon notification of a major disturbance or riot, The Officer assigned to Central Control has the following responsibilities:
 - (1) Notify all staff of any lockdown of the facility.
 - (2) Stop operation of elevators except when needed by staff to respond to the incident.
 - (3) Notify the shift supervisor and update them as necessary. Notify the Jail Commander and Jail Lieutenant.
 - (4) Monitor the impacted area using security cameras and provide staff with updated information as necessary.
- (C) **Supervisor Responsibilities:** The highest ranking Officer available is in charge and will assume incident command responsibilities until properly relieved by a higher authority.
 - (1) Establish an incident command post.

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#E-124 DISTURBANCE/RIOT CONTROL

- (2) Review security procedures taken to establish perimeter control and make adjustments if needed.
- (3) Request fire department and ambulance placed on stand-by if appropriate.
- (4) Order the evacuation of areas of the facility adjacent to the impacted area if it is reasonably safe to do so and if it is appropriate from a strategic and tactical standpoint.
- (5) Establish a staging area for personnel within easy access to the impacted area if it is reasonably safe to do so.
- (6) Assign personnel to locations strategically to the incident. Consider assignments for perimeter control, possible evacuations, and a reactionary team.
- (7) Ensure notifications of Sheriff's command staff.
- (8) Notify the on-duty Sheriff's patrol supervisor.
- (9) Identify and request additional resources as needed from law enforcement.
- (10) All personnel assigned to the incident, regardless of agency, is under the command of the Incident Commander. Consider a unified command if appropriate.
- (11) If necessary, consider if evacuation of the courthouse is necessary. Consider if traffic control points to divert traffic away from the facility is necessary.
- (12) Develop a tactical plan to respond to the incident and resolve it as peacefully as possible.
- (13) Develop a plan for use of force as necessary that is compliant with all department policies.

VI. Post-Incident Responsibilities:

- (A) Only upon the order of the Jail Commander or Jail Lieutenant will a lockdown initiated because of a major disturbance or riot will be released. The termination of a lockdown will be slow and deliberate to ensure against a recurrence of violence.
- (B) A complete head count of the facility will be conducted once the incident is over to account for all inmates.

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#E-124 DISTURBANCE/RIOT CONTROL

- (C) Inmates involved in the incident will be kept separated until they are interviewed.
- (D) Medical staff shall evaluate all involved parties for injuries and provide care and treatment as needed.
- (E) A supervisor will assign someone to prepare the incident report and also ensure that everyone appropriate will prepare the necessary supplemental reports.
- (F) The Jail Commander or Jail Lieutenant will determine if a criminal report is appropriate and if so assign someone to prepare it. The Jail Commander or Jail Lieutenant will review any criminal report before it is submitted to the District Attorney's Office.

YUBA COUNTY JAIL MANUAL
#E-126 TRANSPORTATION OF INMATES

I. Purpose:

The purpose of this operations order is to establish procedures for the transportation of inmates.

II. Policy:

It is the policy of the Jail to make the transportation of inmates and detainees a safe process for staff and inmates alike.

III. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 7.2, establishes standards for ICE detainee transfers. Those standards are incorporated into this policy.

IV. General Guidelines:

- (A) The transporting Officer shall possess a valid California driver's license.
- (B) The transporting Officer shall ensure inmates are transported in a safe and humane manner that accommodates anyone with disabilities.
- (C) The transporting Officer shall drive defensively, taking care to protect the vehicle and all occupants; obeying traffic laws; and reporting damage or accidents immediately.
- (D) The number of occupants in a vehicle shall not exceed the occupancy level for which the vehicle is rated.
- (E) Inmates shall not be allowed to sit directly behind the transporting Officer if possible. This may not be possible if there are multiple Officers in the vehicle or if transporting an inmate with certain disabilities.
- (F) All occupants of the vehicle shall use seatbelts in accordance with the law.
- (G) Transporting Officers should not allow an inmate out of their sight, but there are exceptions. One exception would be an examination by a Psychiatrist. In such cases, the Officer shall assess the location for exit/entrance points and the potential for weapons. If unable to keep the inmate in sight, the Officer should position himself/herself in a position of advantage to prevent an escape or to react if necessary. The inmate shall be searched for weapons and the restraints checked after leaving the room.
- (H) A sufficient number of transport Officers shall be used to ensure proper security precautions.

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#E-126 TRANSPORTATION OF INMATES

- (I) Inmate transports are not exempt from paying tolls. Unless ordered otherwise, transport Officers shall stop and pay tolls as legally required. The Officer shall be reimbursed.

V. Use of Restraints:

- (A) All inmates shall be secured with waist chains and leg restraints. This requirement does not apply to a female who is pregnant. Any other exceptions may be approved by the shift supervisor when justified or by court order.
- (B) Females known to be pregnant, or in post-delivery recuperation, are not to be restrained absent truly extraordinary circumstances that render restraints absolutely necessary. Restraints are never permitted on women who are in active labor or delivery. Restraints should not be considered as an option for pregnant women, except under the following circumstances:
 - (1) A medical officer has directed the use of restraints for medical reasons.
 - (2) Credible, reasonable grounds exist to believe the inmate presents an immediate and serious threat of hurting herself, staff, or others.
 - (3) Reasonable grounds exist to believe the inmate presents an immediate and credible risk of escape that cannot be reasonably minimized through any other method.
- (C) In the rare event a pregnant woman is restrained, medical staff shall determine the safest method and duration for the use of restraints and the least restrictive restraints necessary shall be used.
- (D) Handcuffing in the front should be used whenever possible to enable a pregnant woman to break her fall. No pregnant woman shall be restrained in a face-down position with four-point restraints, on her back, or in a restraint belt that constricts the area of the pregnancy. All attempts will be made to place a pregnant woman on her left side if she is immobilized.
- (E) The use of restraints on a pregnant woman requires documented approval from the on-site medical authority. The approval shall be documented in the inmate's custody and medical files.
- (F) To ensure safe and humane treatment, Officers will check the fit of restraining devices immediately after application, at every relay point, and at any time the inmate complains (if practical and safe). Properly fitting restraints do not restrict breathing or blood circulation.

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#E-126 TRANSPORTATION OF INMATES

- (G) Officers will double-lock restraining devices. Under no circumstances will an Officer attach a restraining device to an immovable object, including, but not limited to, security bars, seats, steering wheel, or any other part of the vehicle. All restraints should be sufficiently tight in order to prevent removal, but not to the extent they cause discomfort. Never assume restraints are escape proof.

VI. Transportation Security:

- (A) Staff shall ensure transportation plans are never discussed with any inmate. The first notification shall come immediately prior to departing the facility. The inmate/detainee shall not be permitted to make any contact with other inmates, or make any phone calls after receiving notification of the transport.
- (B) Water, meals and snacks shall be provided during any trip that exceeds (6) hours. Consideration shall be given as to when an inmate/detainee last ate before serving meals and snacks.
- (C) The transporting Officer shall have sufficient equipment to allow for continuous communication during transport.
- (D) Prison transports, or any other non-local transport, should be staffed by (2) Officers whenever there are (3) or more inmates transported. Authorization to proceed with (1) Officer requires approval of a supervisor.
- (E) Any transport in excess of (4) hours (one-way) should be staffed with (2) transport Officers unless a supervisor authorizes the use of (1) Officer.

VII. Medical Clearance:

- (A) When Jail medical or mental health staff makes the determination that an inmate's medical or psychiatric condition requires clearance prior to transfer or release, medical staff shall notify the Jail Commander in writing. The transportation shall be coordinated with medical staff. If a prisoner requires a medical escort during transportation, medical staff and the Jail Commander shall make those arrangements.

VIII. Female and Opposite Gender Transports:

- (A) Transportation Officers shall search an inmate of the opposite gender only in extraordinary circumstances, and only when a same-sex Officer is unavailable.
- (B) Except in emergency situations, a single transportation Officer may not transport a single ICE detainee of the opposite gender. In the case of individual transports, when transporting an inmate of the opposite gender, assigned transportation staff

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#E-126 TRANSPORTATION OF INMATES

shall call in their time of departure and odometer reading, and then do so again upon arrival. This requirement only applies to ICE detainees and not County inmates.

IX. Bus Loading/Unloading Procedures:

- (A) Buses are too large to fit completely into the Jail sally port. Loading of inmates on or off buses requires additional security precautions because this process occurs outside the security of the sally port.
- (B) A Jail supervisor is responsible for the secure movement of inmates on and off buses. When a bus arrives at the Jail, the on-duty supervisor shall be notified. Arrangements will be made to allow the bus to park adjacent to the front of the Jail, closest to the designated entrance.
- (C) The supervisor shall evaluate the risks and develop a security plan for the movement of inmates. The supervisor shall assign an adequate number of Officers to the detail. The supervisor shall also ensure that one or more of the Officers are in possession of a firearm while assigned outside the facility to this detail.

X. Intake of ICE Court Detainees:

- (A) When the transport vehicle returns from court with ICE detainees, Jail staff shall compare inmate wristbands with the names listed on the I-216 transfer form. The list of detainees on the form should then be compared with the ICE court list. The ICE court list is the final checklist to ensure that all detainees have returned from court.
- (B) The I-216 form and the ICE court list shall be stapled together and maintained in a binder in the booking area.

XI. ICE Detainee Transfers

- (A) The facility will send the detainee with full medical records or a detailed transfer summary. The detainee cannot be moved without the required information from the releasing institution. Any officer who reviews the transfer summary shall protect the privacy of the detainee's medical information. Such information shall not be shared with other detainees and shall not be shared with other officers unless appropriate to fulfill responsibilities.
- (B) Prior to transfer, medical personnel will provide the transporting officers with instructions and, if applicable, medication(s) for the detainee's care in transit.
- (C) Medications will be placed in a property envelope with the detainee's name and A-number on it. Medications will accompany the transfer and be turned over to

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an officer at the receiving field office.

- (D) When a health care practitioner determines that a detainee's medical or psychiatric condition requires either clearance by the medical staff prior to release or transfer to another facility, or requires medical escort during removal or transfer, the facility shall notify ICE/ERO in writing.
- (E) A properly executed I-203/I-203A and I-216 by ICE/ERO will accompany the transfer.
- (F) The following items shall always accompany a detainee to the receiving facility: cash, all legal material, and small valuables such as jewelry, address books, phone lists, correspondence, dentures, prescription glasses, small religious items, pictures, etc. Before the detainee is transferred, the sending facility shall return all funds and small valuables to the detainee. All items stored at the sending facility will accompany the transferee.

YUBA COUNTY JAIL MANUAL
#E-128 INMATE SECURITY IN COURTROOMS

I. Purpose:

The purpose of this operations order is to establish a procedure for the safe and secure movement of inmates in and out of the courtroom located in the Yuba County Courthouse.

II. Policy:

It is the policy of the jail to safely and securely move inmates in and out of the courtrooms located adjacent to the jail in the Courthouse.

III. General Procedures:

- (A) Designated Correctional Officers are assigned full time as Courtroom Bailiffs to provide courtroom security. Periodically, other Correctional Officers may be temporarily assigned to courtroom security as needed.
- (B) The Operations Sergeant assigned to the Civil Unit provides direct supervision to the Bailiffs and is responsible for overall courtroom security.
- (C) Bailiffs are responsible for maintaining order in the courtrooms, ensuring proper conduct by those in attendance, and for coordinating daily security within the courtrooms and associated functions.

IV. Specific Duties:

- (A) Bailiffs are responsible to conduct proper checks on all inmates scheduled to come to court in order to identify the inmate's classification. Their duties include the following:
 - (1) Ensure that only those inmates that are classified to be together are brought into the courtroom at the same time.
 - (2) Inmates that are in protective custody, or with special needs, will be brought into a courtroom separately from other inmates.
 - (3) The same care and consideration are applied to inmates in court holding cells.
 - (4) As a general rule, only (3) inmates are taken into court simultaneously unless there are more than (3) co-defendants in the same case.
 - (5) Each inmate brought into court will be fully restrained with waist chains and leg restraints, except for the following:

YUBA COUNTY JAIL MANUAL
#E-128 INMATE SECURITY IN COURTROOMS

- (a) Pregnant women may be brought into court without restraints. If there is any question staff shall refer to jail policy #E-134 – Use of Restraints.
- (b) Inmates in trial may be brought into court without restraints, or in modified restraints such as leg restraints only.
- (c) Inmates with an injury may be in modified restraints such as having both cuffs of the waist chains secured to the same arm.

V. Public Contact:

- (A) Inmates in a courtroom, in most circumstances, shall not have verbal or physical contact with the public.
- (B) Bailiffs shall remain alert to any attempts by inmates or the public to make contact while in the courtroom, especially while court is in session. If a Bailiff observes such a violation, they will notify the individuals of the prohibition of such contact and request immediate compliance. If necessary, Bailiffs can request members of the public to leave the courtroom to restore order.

VI. Jury Trials:

- (A) Inmates participating in jury trials are normally restrained, creating an additional security risk in the courtroom. Bailiffs shall take special precautions, to include:
 - (1) Extra care must be taken to identify possible escape plans.
 - (2) Additional Bailiffs should be assigned to the courtroom when escape attempts or other safety factors are identified.
 - (3) In an emergency situation, a Bailiff may place restraints on an inmate to ensure safety and security.

YUBA COUNTY JAIL MANUAL
#E-130 LOCKDOWNS, HEADCOUNTS, SAFETY CHECKS, INSPECTIONS

I. Purpose:

The purpose of this operations order is to establish procedures for conducting lockdowns, head checks, safety checks and security inspections.

II. Policy:

It is the policy of the jail to follow strict guidelines to ensure the safety and security of inmates/detainees and staff within the facility. In order to meet this mandate, lockdowns, head counts, safety checks and security inspections shall be conducted regularly and responsibly.

III. Title 15:

- (A) Title 15 §1027.5 requires facilities to conduct at least hourly safety checks through direct visual observation of all inmates. There shall be no more than a (60) minute lapse between safety checks.
- (B) Title 15 §1029 requires facilities to have policies and procedures for the security and control of the facility that includes physical counts of inmates.
- (C) Title 15 §1280 requires facilities to conduct regular inspections to identify and correct unsanitary and unsafe conditions.

IV. Definitions:

- (A) **Lockdown:** It is a process in which inmates/detainees are secured in their individual cells or housing units.
- (B) **Head Count:** It is a process in which all inmates/detainees are accounted for to ensure their security of the facility.
- (C) **Safety Check:** It is a direct visual observation of all inmates/detainees to ensure their safety and well-being.
- (D) **Security Inspection:** It is a process to ensure the physical environment of the facility is safe and secure for inmates/detainees and staff.

V. Responsibilities:

- (A) Each shift supervisor is responsible to ensure (1) head count is completed each shift. Supervisors have the discretion to have additional head counts completed.
- (B) Per PREA standards, intermediate-level or higher-level supervisors shall conduct and document unannounced rounds on each shift to identify and deter staff sexual

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#E-130 LOCKDOWNS, HEADCOUNTS, SAFETY CHECKS, INSPECTIONS

abuse and sexual harassment. Staff are prohibited from being alerted that such unannounced rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

- (C) The shift supervisor will ensure the jail is locked down each night at the designated times. The shift supervisor must approve any unscheduled lockdown.
- (D) Pursuant to Title 15 §1027.5, the shift supervisor will ensure safety checks are completed at least hourly and no more than (60) minutes will lapse between checks. Safety checks are the direct visual observation of all inmates.
- (E) The graveyard shift supervisor is responsible for ensuring a complete security inspection of the facility is completed and documented on the jail activity log each day.

VI. Lockdown Procedures:

- (A) In those areas of the jail monitored by control rooms, Officers assigned to the control rooms shall instruct all inmates/detainees to return to their cells for lockdown.
- (B) Officers assigned to control rooms will request Floor Officers to respond and make certain all inmates/detainees are secured in their cells.
- (C) After an area is checked and secured, the Officers assigned to control rooms will contact Central Control and advise the housing unit is locked down. Central Control will document this on the Jail Activity Log.
- (D) The passing of medication or sick call will not be interrupted due to a scheduled or unscheduled lockdown or search of a housing unit(s).
- (E) Scheduled lockdown times are based on the current time schedule as determined by the Jail Commander.

VII. Head Count Procedures:

- (A) Staff shall complete head counts of all inmates/detainees a minimum of once per shift.
- (B) Staff shall complete head counts at or near the beginning of each shift.
- (C) Officers assigned to conduct head counts will acquire a current listing of all inmates/detainees and their housing locations.
- (D) Officers shall notify Central Control that they are conducting a head count.

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#E-130 LOCKDOWNS, HEADCOUNTS, SAFETY CHECKS, INSPECTIONS

- (E) Staff will instruct all inmates/detainees to return to their cells of beds during a head count.
- (F) Staff shall compare the name of each inmates/detainee on the list with the name on each individual's armband. Officers must physically see each inmate/detainee to confirm their identity.
- (G) When the head count is completed in a housing unit, the identify of each inmate/detainee should match the computer list of names.
- (H) If an Officer is advised one of the inmates/detainees is located somewhere other than in the housing unit the head count is not complete. All inmates/detainees must be located to complete the head count. If the inmate/detainee is within the facility the Officer shall physically locate them and mark them as counted on the list. If the inmate/detainee is not within the facility (i.e.; court, hospital, etc.) the Officer will confirm this through the control room or shift supervisor.
- (I) An Officer cannot complete a head count until all inmates/detainees have been seen and/or accounted for.
- (J) If an inmate/detainee is not located the Officer shall immediately notify the shift supervisor.
- (K) The shift supervisor will have the jail locked down until the inmate/detainee is located.
 - (1) The shift supervisor will provide booking photographs of all inmates/detainees in each housing unit to staff so they can verify the identity of each individual.
 - (2) Staff will conduct another head count to locate the inmate/detainee. If the person remains unaccounted for after a face-to-face check of each inmate and detainee is made using the photographs, the Jail Commander and Jail Lieutenant shall be immediately notified.
- (L) If an inmate/detainee fails to comply with head count procedures, or causes any disturbance during a head count, a minor/major violation will be issued to that inmate/detainee.
- (M) After completion of a head count, the Officer will place their name and date/time in the upper right-hand corner of the list. They will then file the paperwork.

VIII. Safety Check Procedures:

- (A) Safety checks are mandated pursuant to Title 15 §1027.5.

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#E-130 LOCKDOWNS, HEADCOUNTS, SAFETY CHECKS, INSPECTIONS

- (B) Safety checks shall be completed at least hourly through direct visual observation of all inmates/detainees to ensure their safety and well-being.
- (C) Audio or visual monitoring **cannot** be used as a substitute for direct visual observation.
- (D) Officers assigned to complete safety checks will acquire a current listing of all inmates/detainees and their housing locations.
- (E) All inmates/detainees will return to their cells or beds during a safety check.
- (F) Officers will count the occupants of the cell or housing unit and ensure the number of inmates/detainees present corresponds with the number on the list.
 - (1) If there is a discrepancy the Officer will contact the control room or shift supervisor immediately to determine the reason for the discrepancy.
 - (2) If the discrepancy cannot be resolved the shift supervisor will be notified and the jail will be locked down according to procedure and the same process described in the head count procedures will be followed.
- (G) Safety checks are not the same as head counts. Inmate/detainee identities are not confirmed during a safety check unless an individual is unaccounted for. A safety check is to determine that all inmates/detainees are safe and secure.
- (H) All inmates/detainees must be physically checked. During the night when inmates and detainees are asleep, it is not necessary to awaken them. During those checks, Officers will visually observe each inmate/detainee and take every reasonable precaution to determine if the individual is safe and secure. The use of flashlights after lights are off is recommended.
- (I) If an inmate/detainee is in the restroom or shower at the time of a safety check, it is the inmate/detainee's responsibility to notify the Officer why they cannot return to their cell or bed for the safety check.
- (J) Officers will document the time the safety check is completed on the INMATE HOURLY SAFETY CHECK SHEET. Comments may be added if needed. Prior to the completion of the shift, both the Officer(s) completing the safety check and the shift supervisor will sign the sheet and then file it.

IX. Security Inspection Procedures:

- (A) Pursuant to Title 15 §1280, regular inspections of the jail will be completed to identify and correct unsanitary and unsafe conditions.

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#E-130 LOCKDOWNS, HEADCOUNTS, SAFETY CHECKS, INSPECTIONS

- (B) To meet this requirement, the graveyard shift supervisor will ensure a security inspection is completed a minimum of once each shift.
- (C) Officers assigned to conduct security inspections shall physically inspect the following areas:
 - (1) Individual cells
 - (2) Holding cells
 - (3) Visiting areas
 - (4) Exercise areas
 - (5) Program rooms
 - (6) Windows
 - (7) Cameras
 - (8) Doors
 - (9) Sallyport
 - (10) Courthouse basement
 - (11) Lobbies
 - (12) Maintenance chases
 - (13) Fire stairwells
- (D) Periodic checks of fixtures and other equipment should be made. This includes items such as metal screening over the duress alarm system, intercom covers, light switch covers, air vent covers, maintenance covers, telephone equipment, drain covers, shower rods, bunks, etc.
- (E) Officers shall report anything not working properly to maintenance staff via a work order. If the damage or malfunction creates an immediate safety hazard, the shift supervisor will be notified and appropriate measures taken to ensure the safety of the facility.
- (F) Officers and supervisors assigned to conduct security inspections shall make sure sightlines into housing areas and individual cells are not restricted. This includes covering or blocking individual bunks using clothing, towels, linen or any other material to restrict sightlines into bunk areas.
- (G) Supervisors and officers assigned to conduct security inspections shall make sure that inmates/detainees do not cover any lighting inside housing areas and individual cells. If lights are covered, the officer shall be required to require the inmate/detainee to uncover the light immediately.

YUBA COUNTY JAIL MANUAL
#E-132 USE OF FORCE

I. Purpose:

The purpose of this operations order is to establish standards and protocols for the use of force by jail personnel.

II. Policy:

It is the policy of the Jail to comply with Sheriff Department Manual Policy §300 – Use of Force regarding the reasonable use for force.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.8, establishes standards and procedures for the use of force specific to ICE Detainees. Those standards have been incorporated into this policy.

IV. Use of Force:

- (A) While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, all personnel are expected to use department guidelines in the use of force to make such decisions in a professional, impartial and reasonable manner.
- (B) Sheriff's Department Policy §300.3 addresses reasonable use of force that all department personnel shall comply.
- (C) The reasonableness of force will be judged from the perspective of a reasonable Officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that Officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.
- (D) Under no circumstances shall force be used to punish someone. Personnel shall only use that amount of force necessary to overcome resistance.
- (E) Staff shall attempt to gain the detainee's willing cooperation, in a language or manner that the detainee understands, before using force.
- (F) Staff shall immediately obtain and record with a video camera any use-of-force incident, unless such a delay in bringing the situation under control would constitute a serious hazard to the detainee, staff, or others, or would result in a major disturbance or serious property damage. Calculated use of force shall be video recorded as specified in section VIII(E)(2) of this policy.

V. Immediate vs. Calculated Use of Force:

- (A) The NDS defines an “immediate use of force” situation as a situation when a detainee’s behavior constitutes a serious and immediate threat to self, staff, another detainee, property, or the security and orderly operation of the facility. In that situation, staff may respond without a supervisor’s direction or presence.
- (B) The NDS identifies a “calculated use for force” as a situation where there is no immediate threat to the individual or others, and Officers have the time to assess the possibility of resolving the situation without resorting to force. The calculated use of force is feasible in most cases.

VI. Factors to Determine Reasonable Use of Force:

- (A) Sheriff’s Department Policy §300.3.2 lists numerous factors that Officers should take into consideration when determining whether to apply force. All jail personnel are required to have knowledge and understanding of these factors.

VII. Use of Force Techniques:

- (A) Sheriff’s Department Policy §300.3.3 provides guidelines for the use of pain compliance techniques. All jail personnel are required to have knowledge and understanding of this policy.
- (B) Sheriff’s Department Policy §300.3.4 provides guidelines for the use of the carotid control hold. All jail personnel are required to have knowledge and understanding of this policy.
- (C) Sheriff’s Department Policy §300.4 provides guidelines for the use of deadly force. All jail personnel are required to have knowledge and understanding of this policy.

VIII. Calculated Use of Force – ICE Detainees:

- (A) The NDS establishes specific guidelines for the calculated use of force against ICE detainees. Jail personnel are required to understand and adhere to these guidelines.
- (B) The calculated use of force is defined in the NDS as a situation where there is no immediate threat and staff has the ability to take the time to assess whether or not force is needed to resolve the issue.
- (C) **Confrontation Avoidance:** Before authorizing the calculated use of force, a supervisor shall assess the situation. That assessment shall take into account the detainee’s history and the circumstances of the immediate situation.

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- (1) If it is impracticable to avoid using force, staff must make a judgment call. If the incident involves a detainee at high risk for injury to self or others, staff shall consult with on-site medical personnel before deciding the situation is grave enough to warrant the use of physical force.
 - (2) The conferring officials may consider, in their assessment, the detainee's medical/mental history; recent incident reports involving the detainee, if any; and shocks or traumas that may be contributing to the detainee's state of mind (e.g., a pending criminal prosecution or sentencing, a recent removal order, divorce, illness, death, etc.). Interviews with staff members familiar with the detainee might yield insight into the detainee's current agitation, even pinpointing the immediate cause.
- (D) **Special Circumstances:** If it is necessary to use calculated use of force against a detainee with special needs, the appropriate medical or mental health staff shall be consulted prior to the use of calculated force.
- (1) A detainee with special needs includes those with mental and/or physical conditions that requires different accommodations or arrangements than those who do not have special needs.
 - (2) Special needs can include detainees who are chronically ill or infirm, those with disabilities, and those who are addicted to or in withdrawal from drugs or alcohol.
- (E) **Use of Force Team Technique:** When a detainee must be forcibly moved and/or restrained during a calculated use of force, the use of force team technique shall apply.
- (1) Use-of Force Team members and others participating in a calculated use of force shall wear appropriate protective gear.
 - (2) The use of force shall be video recorded. That recording shall include:
 - (a) Introduction of the team leader
 - (b) Stating the name of the facility, location, date, time, etc.
 - (c) Describing the incident that led to the calculated use of force
 - (d) Naming each team member and showing their faces while uncovered by a helmet or mask
 - (e) Naming the video camera operator, and other staff present
 - (f) The team leader offering the detainee a last chance to cooperate in a language or manner the detainee understands
 - (g) Outlining the use of force procedures, engaging in confrontation avoidance, and issuing a use of force order

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- (h) The entire use of force team operation, unedited, until the situation has ended
 - (i) Close-ups of the detainee's body during medical exam, focusing on the presence/absence of injuries
 - (j) Any staff injuries, if any, described but not shown
- (3) The use of force recordings shall be available for ICE/ERO incident reviews.

IX. Prohibited Use of Force Acts and Techniques – ICE Detainees:

- (A) The NDS establishes guidelines regarding specific use of force techniques prohibited against ICE detainees. Jail personnel are required to understand and adhere to these guidelines.
- (B) Jail personnel shall only use force, restraints, and non-lethal weapons that are approved by jail policy in a manner consistent with policy, procedures and training requirements.
- (C) The following acts and techniques are prohibited when using non-deadly force:
 - (1) Canines shall not be used for force, control, or intimidation of detainees;
 - (2) Choke holds, using a baton to apply choke or “come-along” holds to the neck area, and other neck restraints;
 - (3) Intentional baton strikes to the head, face, groin, solar plexus, neck, kidneys, or spinal column;
 - (4) Striking a detainee for failing to obey an order;
 - (5) Striking a detainee, when grasping or pushing him or her would achieve the desired result; and
 - (6) Using force against a detainee offering no resistance.
 - (7) Medication shall not be used to subdue an uncooperative detainee for staff convenience. Medication must be prescribed and administered by licensed medical personnel, for medical purposes only.

X. Use of Non-Lethal Weapons – ICE Detainees:

- (A) The NDS establishes guidelines regarding the use of non-lethal weapons against ICE detainees. Jail personnel are required to understand and adhere to these guidelines.

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- (1) Jail personnel may use a non-lethal weapon if a detainee:
 - (a) Is armed and/or barricaded;
 - (b) Cannot be approached without danger to self or others; and
 - (c) A delay in controlling the situation would seriously endanger the detainee or others, or would result in a major disturbance or serious property damage.
- (B) Personnel should consult medical staff before using OC spray or other non-lethal weapons unless escalating tension make such action unavoidable.

XI. Less Lethal Projectiles:

- (A) Custody staff do not normally have possession or training in less lethal projectiles, but given certain circumstances the use of less lethal projectiles could be utilized in the jail.
- (B) Only those personnel who have received training in the use of less lethal projectiles pursuant to Sheriff's Department Manual Policy #303 – Less Lethal Projectiles are approved to use them in the jail facility.
- (C) Any use of less lethal projectiles shall be in compliance with Sheriff's Department Manual Policy #303.

XII. Control Devices and Techniques:

- (A) The possession, training and use of OC Spray (commonly referred to as Pepper Spray) is regulated by Sheriff's Department Manual Policy #304 – Control Devices and Techniques.
- (B) Custody staff are permitted to possess and use OC spray in the jail so long as they have been properly trained and use it in compliance with policy #304.
- (C) The possession, training and use of batons is regulated by Sheriff's Department Manual Policy #304. Custody staff are permitted to possess and use batons in the jail so long as they have been properly trained and use it in compliance with policy #304.

XIII. Tasers:

- (A) The possession, training and use of a Taser is regulated by Sheriff's Department Manual Policy #305 – Conducted Energy Devices.

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- (B) Custody staff are permitted to possess and use a Taser in the jail so long as they have been properly trained and use it in compliance with policy #305.

XIV. Use of Force Safeguards:

- (a) Compliance with Use-of-Force procedures can prevent injury and exposure to communicable disease.
- (b) Whenever possible, staff shall use protective devices when entering a cell or area where blood or other body fluids could be present.
- (c) The shift supervisor shall inspect areas of blood or other body-fluid spillage after an incident. Unless he or she determines that the spillage must be preserved as evidence, staff shall immediately sanitize those areas. Articles of clothing and use-of-force equipment contaminated with body fluids will be immediately disinfected or destroyed, as appropriate. The medical department shall provide guidance on appropriate cleaning solutions and usage.

XV. Reporting Use of Force:

- (A) Any use of force by jail personnel shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The factors why it was believed the use of force was reasonable under the circumstances shall be articulated. The report shall be forwarded to the Jail Commander or his designee. ICE requires that all of use of force incidents involving an ICE detainee be documented and the documentation forwarded to ICE/ERO for review.
- (B) Each Officer who was involved in the application of force, or who witnessed it, shall document their actions and observations in a written report before leaving at the end of their shift.
- (C) The Jail Commander shall review all use of force reports and schedule an after action review. This review shall be completed as soon as practicable and will consider the reasonableness of the force application, policy compliance, tactics and training sufficiency. A written record of the review shall be maintained.
 - (1) For ICE detainees the facility review team shall complete and submit its report to the Jail Commander within five (5) working days of the incident of the detainee's release from restraints. The Jail Commander shall review and sign the report, acknowledging its findings that the use of force was appropriate or inappropriate.
 - (2) The review team shall determine whether the incident requires further investigation or referral to law enforcement. The facility shall forward a copy

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of the after-action report to the local ICE/ERO Field Office Director (FOD) within seven (7) days of completion.

- (3) No officer involved in the use of force shall be part of the review team.
- (D) Personnel shall notify the shift supervisor as soon as practicable following the application of force pursuant to Sheriff's Department Policy §300.5.1.
- (E) All use for force documentation must be maintained for a minimum of (6) years.
 - (1) Video, audio and other recordings shall be catalogued and preserved until no longer needed, but for no less than (30) months after their last documented use. In the event of litigation, recordings shall be maintained for a minimum of (6) months after the resolution of the litigation.
 - (2) Release of use-of-force audiovisual recordings to the news media, which involve ICE detainees, may occur only if authorized by the Director of Enforcement and Removal Operations, in accordance with ICE/ERO procedures and rules of accountability.

XVI. Medical Evaluation:

- (A) Medical assistance shall be provided for any person, who after a use of force incident, exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious.
- (B) Medical Attention in Use-of-force and Application-of Restraints Incidents for ICE detainees per the NDS:
 - a. In immediate use-of-force situations, staff shall seek the assistance of mental health or other medical personnel immediately upon gaining physical control of the detainee.
 - b. In all calculated uses of force, the use-of force team leader shall seek the guidance of qualified health personnel (based on a review of the detainee's medical record) to identify physical or mental health concerns. If the medical or mental health professional determines that the detainee requires continuing care, he or she shall make the necessary arrangements. Continuing care may involve such measures as admission to a hospital.
 - c. After any use of force application or restraints, medical personnel shall examine the detainee, immediately treating any injuries. The medical services provided shall be documented.

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I. Purpose:

The purpose of this operations order is to establish standards and protocols for the use of restraints by jail personnel.

II. Policy:

It is the policy of the Jail to comply with Sheriff Department Manual Policy §302 regarding the use for restraints. Restraint devices shall not be used for punishment, to display authority, as a show of force, or to cause physical pain or extreme discomfort.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.8, establishes standards and procedures for the use of restraints specific to ICE Detainees. Those standards are incorporated into this policy.

IV. Title 15:

- (A) Title 15 §1058 establishes guidelines for the use of restraints. It requires the facility to develop written policies and procedures for the use of restraint devices. The policy shall address the following: acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.
- (B) The remaining Title 15 requirements are incorporated into this policy.

V. Use of Restraints:

- (A) Only personnel who have successfully completed department approved training on the use of restraint devices are authorized to use them.
- (B) The following restraints are authorized for use in the jail: handcuffs, leg restraints, waist chains, hospital chain, leather wrist cuffs, leather ankle cuffs and plastic flex cuffs.
- (C) Restraints may be used on persons who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others. The shift supervisor shall authorize the use of restraints in these circumstances. Restraints shall be used only when it appears less restrictive alternatives would be ineffective in controlling the person.
- (D) Restraints shall not be used in any manner that restricts blood circulation or obstructs the person's airway.

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- (E) In most situations, handcuffs should be applied with the hands behind the person's back. Handcuffs should be double locked and checked for proper fit in order to avoid injury.
- (F) If one pair of handcuffs is insufficient to restrain a person, or may cause unreasonable discomfort due to the person's size, Officers should consider alternatives, such as using an additional set of handcuffs or multiple flex cuffs.
- (G) Restraints should be removed as soon as it is reasonable or after the person has been searched and is safely confined.
- (H) Additional restraints may be applied to a detainee who continues to resist after staff achieves physical control.
- (I) Staff shall wear protective gear when restraining aggressive detainees with open cuts or wounds.

VI. Supervisor Review:

- (A) Continued retention in restraints shall be reviewed by the shift supervisor every (2) hours or sooner. The review shall consider the inmate's mental and medical condition, the likelihood of the inmate functioning safely without restraints, and whether the inmate needs to exercise his/her arms and legs. The supervisor shall also ensure the inmate has adequate hydration and sanitation.
- (B) No inmate shall be left in restraints in excess of (24) hours without the authorization of the Jail Commander or his designee.

VII. Medical and Mental Health Considerations:

- (A) A medical opinion on the use of restraints shall be obtained within (1) hour. A medical assessment shall be completed within (4) hours. If the shift supervisor, in consultation with medical staff, determines the inmate cannot be safely removed from restraints after (8) hours, the inmate shall be taken to a medical facility for further evaluation.
- (B) Mental health personnel shall evaluate any person placed in restraints within (8) hours. They will evaluate the need for any mental health treatment.

VIII. Observation and Documentation:

- (A) Staff will monitor all detainees placed in restraints. The shift supervisor shall ensure that anyone in restraints is visually checked at least twice every (30) minutes to ensure the restraints are properly employed and to evaluate the safety and well-being of the inmate. These checks shall be documented on an inmate check sheet.

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- (B) While in restraints, the inmate shall be housed alone or in a specific area for restrained inmates which makes provision to protect the inmate from abuse.
- (C) An incident report shall be prepared whenever a restraint device is applied to an inmate. The report shall articulate the behavior that justified the use of the restraints. A copy of the check sheet will be attached.
 - (1) A report is not necessary for the general un-resisted use of restraints (for example, the routine movement or transfer of detainees). All personnel who either use force or observe the use of force shall document their actions and observations in a written report before leaving shift. Supervisors who are present during a force incident shall document in a written report their observations and any orders given directing the use of force.
- (D) The provisions for direct visual checks, being housed alone, and preparing an incident report do not apply to the use of handcuffs, shackles or other restraints when used to restrain inmates for security reasons.

IX. Positional Asphyxia:

- (A) Hog tying and gagging are not permitted.
- (B) Individuals who are intoxicated, under the influence of drugs, handcuffed behind their back, overweight, or who have been exposed to a chemical agent, appear to be more vulnerable to death by positional asphyxia.
- (C) It is extremely important to closely monitor inmates who are in restraints. If an inmate becomes non-responsive or stuporous, immediate medical care shall be provided.

X. Security Restraints:

- (A) Officers may apply restraints for short durations when it is necessary to control potentially violent inmates. The use of security restraints is authorized until the threat no longer exists.
- (B) The Jail Commander, or his designee, may require the use of restraints whenever an inmate is moved out of their cell based on articulated facts the inmate poses a threat to staff or other persons. Such a directive shall include the reasons for using the restraints, the type of restraints, the allowable duration of the restraints and any other security precautions. The Jail Commander, or his designee, shall review such a directive every (7) days. The inmate has the right to appeal this directive through the grievance process.

XI. Transportation of Restrained Persons:

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- (A) Restrained persons may be transported in a department vehicle. They should be seated in an upright position and secured by a seat belt.
- (B) If a restrained detainee refuses to move or cannot move because of the restraints, staff may lift and carry the detainee to the appropriate destination. Restraints shall not be used for lifting or carrying a detainee

XII. Hospitalized Inmates:

- (A) With the exception of pregnant women, all inmates who are hospitalized or on a medical appointment are to remain in restraints. Officers are permitted to use a chain to tether an inmate to a hospital bed. The chain should be secured with only enough slack to allow the inmate to rest comfortably in the bed.
- (B) If the inmate needs to use the restroom, additional slack may be added to the chain to accommodate the movement.

XIII. Court Proceedings:

- (A) Inmates who attend court proceedings outside of the jail shall be restrained with both leg restraints and properly fitted waist chains. The exception is when a court order exists ordering no restraints to be used or with a pregnant women.

XIV. Pregnant and Post-Delivery Women:

- (A) Pursuant to California Penal Code §3407 and Title 15 §1058.5, the facility shall develop written policies and procedures for the use of restraints on pregnant women. The policy shall include the following:
 - (1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains or handcuffs behind the body.
 - (2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, staff or the public.
 - (3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery after delivery determines that the removal of restraints is medically necessary.
 - (4) Upon confirmation of an inmate's pregnancy, she shall be advised of the standards and policies governing pregnant inmates.

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- (B) Pursuant to the 2019 NDS, a pregnant or post-delivery detainee shall not be restrained absent truly extraordinary circumstances that render restraints absolutely necessary, as documented by a supervisor and medical personnel. Restraints are never permitted on women who are in active labor or delivery.
 - (1) Restraints should not be considered an option except under extraordinary circumstances:
 - (a) At the direction of medical personnel for medical reasons.
 - (b) Credible, reasonable grounds exist to believe the detainee presents an immediate and serious threat of hurting herself or others.
 - (c) A delay in controlling the situation would seriously endanger the detainee or others, or would result in a major disturbance or serious property damage.
 - (d) Reasonable grounds exist to believe the detainee presents an immediate and credible risk of escape that cannot be reasonably minimized through any other method.
 - (2) In the rare event that one of the above situations applies, medical staff shall determine the safest method and duration for the use of restraints and the least restrictive restraints necessary shall be used.
 - (3) Even in the extraordinary circumstance when restraints are deemed necessary, handcuffing in front should be used whenever possible to enable a pregnant detainee to break her fall, and no detainee known to be pregnant shall be restrained in a face-down position with four-point restraints, on her back, or in a restraint belt that constricts the area of the pregnancy. All attempts will be made to ensure that the detainee is placed on her left side if she is immobilized.
 - (4) The use of restraints requires documented approval and guidance from the on-site medical authority. Record-keeping and reporting requirements regarding the medical approval to use restraints shall be consistent with other provisions within these standards, including documentation in the detainee's detention and medical file.

XV. Application of Spit Hoods:

- (A) Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring fluids to others.
- (B) Spit hoods may be placed on a person in custody when it is reasonable to believe the person will bite or spit, either on or in an inappropriate place.

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- (C) Personnel utilizing spit hoods should ensure the hood is fastened properly to allow for adequate ventilation so that the restrained person can breathe normally.
- (D) Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications the person has a medical condition, such as difficulty breathing or vomiting.
- (E) Persons who have been exposed to OC spray should be thoroughly decontaminated prior to the application of a spit hood.
- (F) Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods should be discarded after each use.

YUBA COUNTY JAIL MANUAL
#E-136 SEARCH PROCEDURES

I. Purpose:

The purpose of this operations order is to establish procedures for jail to conduct searches of inmates.

II. Policy:

It is the policy of the Jail to recognize that inmate searches are essential to the detection of contraband in the facility. The jail has established the following procedures for staff to follow when performing various types of inmate searches.

III. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 2.7, establishes standards and procedures for conducting searches on ICE Detainees. Those procedures are included in the appropriate sections of this policy.
- (B) The NDS requires written policies and procedures for the following as they relate to ICE detainees:
 - (1) Body searches, including pat searches, strip searches, body cavity searches and x-rays;
 - (2) Close observation in “dry cells” to detect contraband;
 - (3) Employing the least intrusive method of search practicable, as indicated by the type of contraband and the method of suspected introduction and concealment;
 - (4) Avoiding unnecessary force during searches and preserving the dignity of the detainee being searched;
 - (5) Handling of contraband; and
 - (6) Preservation of evidence.
- (C) All staff who conduct searches shall receive initial training regarding search procedures prior to entering on duty and shall receive annual, updated training in authorized and effective techniques thereafter. Staff shall be training in proper procedures for conducting pat searches, including cross-gender pat searches and searches of transgender and intersex detainees.
- (D) Staff shall document all body cavity, digital, and simple instrument searches, the authorizations, and the reasons for the searches, in any logs used to record searches and in the detainees detention file or retrievable electronic format.

IV. Pat Searches:

- (A) A pat search (or pat down search) is a search of an inmate performed by sliding or patting of the hands over the clothed body to determine if the person possesses contraband.
- (B) All pat searches shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs including consideration of Officer safety.
- (C) Officers may conduct a pat down search of an inmate incarcerated in the jail at any time they deem it necessary.
- (D) Opposite gender pat-down searches of male ICE detainees shall not be conducted unless, after reasonable diligence, male staff is not available at the time the pat down search is required, or in exigent circumstances. Opposite gender pat down searches of female detainees shall not be conducted unless in exigent circumstances. All opposite gender pat down searches shall be documented.

V. Strip Searches:

- (A) A strip search is a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia. A visual body cavity search is a strip search which includes the visual inspection of the anus and/or genital area. For the purpose of this policy a strip search and a visual body cavity search are held to the same guidelines.
- (B) Staff shall not routinely require an ICE detainee to remove clothing or require a detainee to expose private parts of his/her body to search for contraband. To the extent reasonably possible, the person conducting the search shall refrain from touching the skin surface of the detainee; however, the person conducting the search may request the detainee move parts of the body to permit visual inspection. A strip search is more intrusive than a pat search and shall be conducted in a manner designed to ensure as much privacy to the detainee as practicable.
- (C) Persons conducting a strip search shall not touch the breasts, buttocks or genitalia of the person searched.
- (D) All persons conducting or otherwise present during a strip search, except for physicians or licensed medical personnel, shall be the same gender as the inmate being searched.

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- (E) All strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. Persons are considered to be participating in the search if their official duties relative to the search procedure require their presence.
- (F) All strip searches will be conducted in a professional manner.
- (G) If items are discovered that protrude from a body-cavity, the removal of those items is governed by the procedures applicable to body-cavity searches. (refer to jail policy #E-138).
- (H) Staff shall not search or physically examine an inmate or detainee for the sole purpose of determining the individual's genital characteristics. If the individual's gender is unknown, it may be determined during conversations with the individual, by reviewing medical records, or, if necessary, learning that information as part of the standard medical examination all inmates or detainees undergo as part of the intake procedure conducted by medical staff.

Gender of Officer: An officer of the same gender as the detainee shall perform the search. Special care should be taken to ensure that transgender detainees are searched in private.

Guidelines: Facilities may perform a strip search when an articulable and reasonable suspicion exists that contraband is concealed on the detainee's person. Facilities may also conduct strip searches as a matter of course when a detainee is entering or re-entering the facility. All strip searches will be documented. Where a strip search is based on reasonable suspicion, the articulable facts supporting that conclusion will also be documented.

VI. Strip Search Authorization:

- (A) California Penal Code §4030 places restrictions on searching persons arrested and held for minor offenses and on transferring such persons into the general jail population.
 - (1) §4030 applies only to adults arrested and held for infraction or misdemeanor offenses.
 - (2) Persons arrested and held for infractions or misdemeanor offenses are subject to pat down searches, metal detector searches, body scanner searches, and through-clothing searches for concealed weapons and contraband before transferring to a booking cell. They are not subject to a **physical** body cavity search without a search warrant.

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- (3) §4030 specifically permits a strip search or visual body cavity search if the misdemeanor or infraction involved weapons, controlled substances, or violence.
- (4) If the misdemeanor or infraction did not involve weapons, controlled substances, or violence you may not conduct a strip search or body cavity search unless:
 - (a) You have reasonable suspicion the person is concealing a weapon or contraband and that the search will reveal it; *and*
 - (b) The supervisor on duty gives written authorization for the search that includes the specific facts on which the reasonable suspicion is based. All completed written authorizations will be forwarded to the Jail Commander, who will maintain them in chronological order.

“Reasonable suspicion” is based on the existence of specific and articulable facts that would lead a reasonable officer to believe that a specific detainee is in possession of contraband. It must be based on specific and articulable facts, along with reasonable inferences that may be drawn from those facts. The lack of identity documents alone does not ordinarily constitute reasonable suspicion.

VII. Inmates Placed in Housing Units:

- (A) It is desirable to search inmates prior to placing them in housing areas in order to prevent the introduction of weapons and contraband into the jail.
- (B) The Officer responsible for having an inmate change into jail clothing shall make a preliminary determination whether the inmate is eligible for a strip search pursuant to this policy. The Officer shall review their findings with the shift supervisor, who will either authorize or deny the strip search.
- (C) Authorized strip searches shall be conducted pursuant to the procedures established by this policy. Those inmates not meeting the criteria for a strip search shall be dressed into jail clothing by means of supervised clothing exchange.
- (D) An inmate is eligible for a strip search prior to housing if one or more of the following criteria apply:
 - (1) The person is arrested on a felony offense
 - (2) The person is sentenced to jail

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- (3) The person is currently on parole
- (4) The person is arrested for an infraction or misdemeanor involving weapons, controlled substances or violence
- (5) There is reasonable suspicion to believe the person is concealing a weapon or contraband and the search will reveal it

VIII. Strip Search Procedures:

- (A) The shift supervisor shall pre-authorize the strip search and ensure it is properly documented.
- (B) The search shall be conducted in area of privacy. This is usually done in the shower room adjacent to the booking area. Staff will remain alert for any attempts to conceal items in the clothing, on the inmate's person, or in the room.
- (C) When searching clothing, the Officer should:
 - (1) Examine all pockets
 - (2) Run fingers over all linings and seams
 - (3) Check fly, cuffs, waistband, collar and hatbands
 - (4) Whenever possible, turn clothing inside and out to examine
 - (5) Examine inside, heels and soles of all shoes
 - (6) Examine socks, undergarments, etc.
 - (7) Clothing will be secured and inventoried pursuant to jail policy #B-106
- (D) Staff should determine if the inmate is wearing any devices such as false teeth, artificial limbs, eyeglasses, hearing aids, wigs or plaster casts. Contraband can be easily concealed in such items and unless a careful search is made, they will not be discovered. A search of casts, bandaged or dressed wounds are to be conducted under the direction of medical staff.
- (E) Begin the strip search by instructing the inmate to run their fingers or a comb through their hair. Check their ears, nose and mouth. Carefully examine the armpits and have the inmate open both hands and spread their fingers apart. View the inmate's groin and buttocks areas. Use a flashlight if desired. Require the inmate to lift their feet and inspect the soles of the feet and between their toes.
- (F) Whenever possible, at least two Officers should be present during strip searches.
- (G) Many aspects of search procedures may prove to be distasteful or embarrassing, but it is essential to jail security and must be performed carefully and thoroughly.

IX. Clothing Exchange:

- (A) Jail staff shall adhere to the following procedures when having an inmate exchange their personal clothing for jail clothing prior to placement in a housing unit.
 - (1) The exchange of clothing shall be conducted in an area of privacy such as the shower room adjacent to the booking area.
 - (2) The inmate may change clothes behind the privacy screen located in this room.
 - (3) Staff shall preserve the inmate's right to privacy and not view the inmate in their undergarments or view their breasts, buttocks or genitalia.
 - (4) Staff shall provide the inmate with a towel and instruct them to shower and dress in jail issued clothing. Staff shall not be present when the inmate is showering.
 - (5) The inmate shall give their personal clothing to staff, who will process the personal property pursuant to jail policy.
 - (6) Staff shall remain alert for any attempts to conceal or dispose of contraband.

X. Physical Body Cavity Searches:

- (A) A physical body cavity search is an inspection for contraband, or any other foreign item, in a body cavity of an incarcerated person, by use of fingers or simple instruments, such as an otoscope, tongue blade, short nasal speculum, and simple forceps. It is the most intrusive type of search, and must be performed by licensed medical personnel and take place in an area that affords privacy from other incarcerated persons, detainees, and from facility staff who are not involved in the search.
- (B) The incarcerated person's or detainee's health and welfare shall be considered prior to performance of any digital or simple instrument search.
- (C) Although a detainee's written consent should be obtained prior to conducting a digital or simple instrument search, such written consent is not required.
- (D) A body cavity search may only be conducted by authorized medical personnel, upon approval of the facility administrator or acting administrator, and only if there is reasonable suspicion that contraband may be concealed in or on the detainee's

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person. Whenever possible, transgender detainees shall be permitted to choose the gender of the person conducting a body-cavity search.

- (E) A body cavity search shall be conducted under sanitary conditions that also affords privacy from others who are not involved in the search.
- (F) Except for medical personnel, all other persons present during a body cavity search shall be the same gender as the person searched.
- (G) Persons are considered to be participating in the search if their official duties relative to the search require them to be present at the time the search is conducted.
- (H) California Penal Code §4030
 - (1) Defines a physical body cavity search as a search that involves the physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity. For purposes of this section, a body cavity only means the stomach or rectal cavity of a person, and vagina of a female.
 - (2) A person arrested on a misdemeanor or infraction offense shall not be subjected to a physical body cavity search except under the authority of a search warrant signed by a magistrate authorizing such a search.
 - (3) If a physical body cavity search is conducted pursuant to a search warrant, a copy of the search warrant shall be forwarded to the Jail Commander.
- (I) A physical body cavity search conducted absent a search warrant must be authorized by the Jail Commander, Corrections Lieutenant or Corrections Sergeant.
 - (1) Such a physical body cavity search must be based on reasonable suspicion that contraband may be secreted in the person's body cavities. The articulable facts supporting the conclusion that reasonable suspicion exists shall be documented.
 - (2) A thorough search of the inmate's housing unit or cell with negative results will add weight to the reasonable suspicion.
 - (3) A physical body cavity search shall be documented in a jail incident report and a copy forwarded to the Jail Commander. This report shall include the authorizations and the reasons for the search.
- (J) Jail staff are responsible for identifying medical professionals to conduct a physical body cavity search and then arrange for the search to take place under the legal authority to perform the search.

XI. Evidence/Contraband:

- (A) If located, the contraband or foreign item may be removed immediately by medical staff, if such removal can easily be affected by use of fingers or simple medical instruments.
- (B) Staff shall notify the shift supervisor when contraband is found, secure the contraband in a properly documented evidence bag, and maintain the chain of custody for evidence.
- (C) Those completing the body cavity search are not authorized to collect or participate in the collection of specimens or other information that will be used for forensic purposes, including toxicology studies, rape kits, and DNA testing.

XII. X-ray of ICE detainees:

- (A) The facility physician may authorize use of an x-ray for medical reasons and only with the consent of the detainee.
 - (1) Only the facility administrator, upon approval by ICE/ERO, may authorize the facility physician to order a non-repetitive x-ray examination for the purpose of determining whether contraband is concealed in or on the detainee (e.g., in a cast or body cavity).
 - (2) Such approval and authorization shall be based on the facility administrator and physicians determination that:
 - a. An X-ray examination is necessary for security, safety, good order, or health of the detainee
 - b. No reasonable alternative exists; and
 - c. The examination is not likely to result in serious or lasting medical injury of harm to the detainee, based on the determination of qualified medical staff.
- (B) Staff shall generate an incident report, including documentation of the exam, the authorizations, and the reasons for the examination.
- (C) An x-ray examination may not be performed on a detainee without the detainee's consent. Staff shall solicit the detainee's consent and cooperation prior to the x-ray

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#E-136 SEARCH PROCEDURES

examination. Force may not be used to gain consent and cooperation. If the detainee does not provide consent and fails to cooperate, an x-ray examination shall not be performed.

(D) Only a physician may authorize the use of a fluoroscope, major instrument (including an anoscope or vaginal speculum), or surgical intrusion. Such use must be for medical reasons only, and only with the detainee's consent.

YUBA COUNTY JAIL MANUAL
#E-138 FACILITY SEARCH PROCEDURES

I. Purpose:

The purpose of this operations order is to establish procedures for conducting jail searches.

II. Policy:

It is the policy of the jail to search the facility on a routine basis to ensure security and to remove or seize excess bedding, clothing, hoarded medications, potential weapons and other forms of contraband.

III. Title 15:

- (A) Title 15 §1029 requires facilities to have policies and procedures for the security and control of the facility that includes physical counts of inmates.

IV. General Procedures:

- (A) All Officers participating in a facility search, commonly referred to as a “shakedown”, will meet in a designated area assigned by the shift supervisor. The supervisor will brief Officers of the area(s) to be searched and provide any relevant information related to the search.
- (B) Officers should obtain necessary equipment needed for the search, such as flashlights, mirrors, gloves, clothing carts, extra trash bins and containers for contraband.
- (C) Staff may decide to turn off the water supply to the area prior to the search.
- (D) Staff should remove inmates from their housing location to a secure area that is suitable for searching them.
- (E) Staff should instruct inmates to leave all personal items in their cell or housing area and not take it with them when removed from their housing location.
- (F) Staff should issue inmates a complete change of clothing and a towel. Inmates are to remain in a secure area until the search is completed.
- (G) Staff should begin cell searches at the back of the cell and move to the front. It is important to use a systematic approach to searching to ensure the search is completed thoroughly. They will pay close attention to all cracks, lighting fixtures, tears in mattresses and clothing, heating and air conditioning ducting, and similar areas where contraband can be concealed.

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#E-138 FACILITY SEARCH PROCEDURES

- (H) Staff must remain alert to any item that can injure them during the search. Pay close attention to anything sharp and to suspicious materials.
- (I) All extra bedding, clothing and the towel are to be removed from the cell and sent to the laundry.
- (J) All contraband shall be removed and an attempt made to determine which inmate the contraband belongs to. It is important to note the specific location contraband is located as it may help identify who possessed it. Staff should photograph in place, before seizing, contraband such as suspected narcotics, weapons or illegal items. The proper chain of evidence will be followed.
- (K) Officers shall be alert to any evidence of escape attempts.
- (L) All inmate property shall be checked thoroughly and placed back on the person's bunk. In all cases, Officers shall leave the cell and the person's property in a neat and orderly condition. If an Officer accidentally breaks or damages something during the search, they shall notify a supervisor.
- (M) All facility searches shall be documented on the Jail Activity Log and the Jail Officer's Log.
- (N) Staff shall prepare a jail incident report documenting the search. Staff shall also prepare a criminal report if appropriate to do so.
- (O) The jail has a canine unit assigned to the facility and they may be used for facility searches in compliance with jail policy #E-142 – Canine Policy.

YUBA COUNTY JAIL MANUAL
#E-140 RESIDENT RULES AND REGULATIONS

I. Purpose:

The purpose of this operations order is to establish rules and regulations for inmates to follow while in the Yuba County Jail

II. Policy:

It is the policy of the jail to establish rules and regulations to assist staff in maintaining a safe and secure environment for everyone. Staff has a responsibility to maintain order, and to protect the rights of inmates, detainees and employees. Inmates have a responsibility to comply with the rules and regulations, and a failure to do so may result in disciplinary action or criminal prosecution.

III. General Conduct:

- (A) Inmates/detainees are expected to conduct themselves in an orderly manner and to respect the rights of fellow inmates. A copy of facility rules and orientation information is provided to each inmate at the time they are placed in housing.
- (B) The following are prohibited activities for inmates. A failure to comply may result in disciplinary or administrative action, including the loss of privileges, transfer to another housing unit and/or criminal prosecution.
 - (1) Arguing or shouting – except to attract staff’s attention in an emergency.
 - (2) Failure to clean off trays after meals or to neatly stack trays and cups.
 - (3) Making obscene or derogatory remarks to jail staff.
 - (4) Unnecessary noise or pounding.
 - (5) Unauthorized communication with inmates from other housing units or with persons visiting the jail.
 - (6) Any tampering with fixtures or other parts of the facility.
 - (7) Removal, destruction or alteration of armbands.
 - (8) Assault or battery of another inmate or staff.
 - (9) Any threat of violence to an inmate or staff.
 - (10) Possession of contraband such as drugs, tobacco, extra clothing/bedding, matches, lighters, pruno or stingers.

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#E-140 RESIDENT RULES AND REGULATIONS

- (11) Possession of weapons or objects that can be used as a weapon.
- (12) Damaging facility property or the property of another inmate.
- (13) Creating a disturbance which interferes with the operation of the facility or the welfare of others.
- (14) Making a false report of an emergency.
- (15) Smoking or starting a fire.
- (16) Being in an unauthorized area of the jail.
- (17) Engaging in sexual activities or inappropriate behaviors.
- (18) Answering head counts or meal counts for another inmate.
- (19) Violation of any criminal statute.
- (20) Failure to make their bed. Beds are to be made each morning prior to 8:00 a.m. and are to remain made throughout the day. Blankets are to be tucked in under the mattress.
- (21) Possession of more than (1) mattress without written authorization.
- (22) Writing or marking on any jail property, fixture or equipment.
- (23) Storage of any personal property or clothing outside of the assigned drawer with the exception of (1) towel and shoes.
- (24) Hanging blankets from bunks or using bedding to make hammocks.
- (25) Collecting or possession of excess food not consumed at mealtime. This does not apply to possession of commissary items.
- (26) Failure to remain dressed. All inmates are to remain properly dressed throughout the day between 7:00 a.m. ad 9:00 p.m.
 - (a) Minimum dress shall consist of pants and a shirt. Inmates are not permitted to move about the day room, exercise yard, or facility without being properly dressed.
 - (b) Dressing and undressing shall be done within the confines of the cell or shower area.

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- (27) Unauthorized use of intercoms. Inmates should attempt to handle routine requests with their floor Officer and not on the intercom.
- (28) Failure to follow the lawful order of an Officer.
- (29) Refusal to work an assigned work detail.
- (30) Tattooing or possession of tattooing equipment.
- (31) Failure to immediately report for sick call, medication, court, work or any detail when ordered to do so by staff, or failure to sign for medication received.
- (32) Covering any light fixture or window.
- (33) Entering another person's cell or changing cells with another person.
- (34) Sitting on trash containers.
- (35) Using mirrors to look down hallways or into other cells or housing areas.
- (36) Being in an "out-of-bound" area.
- (37) Loitering and programming on the top tier of the housing unit.
- (38) Interference or delaying headcount, safety checks, or lockdowns. Lockdown orders may be given either verbally or by flashing lights.

IV. Housing Areas:

- (A) Inmates are responsible for cleaning bars, walls and floors of the areas they are housed.
- (B) No clothing, pictures, etc., may be hung on or attached in any way to walls or bars.
- (C) **Beds** must be made each morning prior to 8:00 a.m. and kept neat throughout the day. Blankets are to be tucked in under the mattress.
- (D) **Refuse** shall not accumulate in living areas. Inmate workers shall ensure that excessive papers, books, food, etc. are disposed in order to maintain sanitary conditions. Throwing food or refuse into the hallways is prohibited.
- (E) **Toilets** are for human wastes only. Refuse, food, etc. shall not be put in toilets or basins. Deliberate stoppage of plumbing in any manner shall be cause for loss of privileges for the individual, cell or entire housing unit.

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- (F) **Doors** – Inmates must remain away from doors when they are to be opened or closed. Holding or jamming gates or doors to prevent closing or opening will result in disciplinary action for all involved.
- (G) **Fires** are prohibited for any reason and individuals involved are subject to disciplinary action.
- (H) **Destruction of damage** of the facility or equipment will result in prosecution. Willful destruction of bedding, etc., shall be cause for loss of privileges or transfer to another housing unit.
- (I) **Periodic counts** of all inmates will be conducted throughout the day and night. During counts, inmates in cells will stand at the door to the cell and answer when their name is called. Those in dorms will return to their bunks during counts and answer when their name is called. Interfering with counts may result in disciplinary action.
- (J) **Nightly Lock-Up** – Inmates, including inmate workers, must go to their respective cells for nightly lock-up and remain there for the night unless removed by an Officer. Loud talking, showering or unnecessary noise after lights out at 11:00 p.m. is prohibited.

V. Money:

- (A) The transfer of money from one inmate account to another is NOT permitted. Money or personal property should never be given to other inmates or staff for any favor, service or fund whatsoever. Demands for contributions or payment should be reported to staff.

VI. Inmate Workers:

- (A) The Inmate Worker Coordinator shall brief newly assigned inmate workers of what is expected of them and shall assist in familiarizing with their work assignments.
- (B) It is the duty of all inmate workers to maintain harmony with the other inmate workers and inmates in the jail.
- (C) Inmate workers shall comply with the reasonable orders of staff. Any order that conflicts with policy or procedure shall be reported to the Inmate Worker Coordinator.
- (D) All inmate workers shall be searched when entering the facility from an outside work assignment. The inmate worker will cooperate with a search of their person.

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- (E) Any attempts to bring contraband into the jail shall result in removal from an inmate worker assignment and could result in criminal prosecution.
- (F) Inmate workers shall maintain a neat and clean appearance. No beards are allowed for those assigned to work in the jail kitchen if they are working with food.
- (G) Loitering, unauthorized communication with other inmates or other persons, presence in unauthorized areas and passing items from one area to another, are prohibited. If any inmate has a problem or request, the inmate worker shall refer them to the floor Officer.
- (H) No inmate worker shall approach the booking area without permission.
- (I) Refusal or inability to satisfactorily perform assigned duties may result in removal from an inmate worker assignment.

YUBA COUNTY JAIL MANUAL
#E-142 CANINE POLICY

I. Purpose:

The purpose of this operations order is to outline the duties and responsibilities of the Correctional Canine Officer. The Canine position is established to maintain jail safety and security by using a narcotic detection canine to proactively search for narcotics within the jail facility.

II. Policy:

It is the policy of the Jail that the Correctional Canine team (canine and handler) meet and maintain the appropriate proficiency to effectively and reasonably detect and locate narcotics in the jail. The canine team has the primary responsibility to search for narcotics and narcotic odor that pose a threat to the safety and security of the jail facility.

In order to minimize the amount of narcotics in the jail, the canine team may be used to search all areas of the department where inmates are allowed access. The canine team may also be used to conduct narcotics searches of the facility perimeter, public visiting area, public lobbies, transportation vehicles, and inmate mail. The canine team may only be used to search public areas if they are clear of the public. The canine team may be used for other reasons as deemed appropriate and authorized by the Canine Coordinator and Jail Commander.

The canine team must conduct quarterly drug educational presentations at the local schools and community events. This shall be documented in the canine training log.

III. Selection and Assignment:

- (A) The Correctional Canine Handler position is a (3)-year assignment with the option of extending. The canine team may be assigned to any shift as needed. The team will be expected to attend weekly scheduled trainings, in addition to working their scheduled shift.
- (B) The minimum qualifications for this assignment includes:
 - (1) Successful completion of probation
 - (2) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates)
 - (3) Agreeing to be assigned to the position for a minimum of (3) years

IV. Handler Responsibilities:

- (A) The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

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- (B) The canine handler is responsible for the following:
- (1) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
 - (2) The handler shall maintain all department equipment under their control in a clean and serviceable condition.
 - (3) The handler shall permit the Canine Coordinator to conduct spontaneous on-site inspections of affected areas of their home to verify that conditions and equipment conform to this policy.
 - (4) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Canine Coordinator as soon as possible.
 - (5) Under no circumstances will the canine be lodged at another location unless approved by the Canine Coordinator or shift supervisor.
 - (6) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the Canine Coordinator or a supervisor.
 - (7) Whenever the handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the Canine Coordinator so that appropriate arrangements can be made.

V. Utilization:

- (A) The Correctional Canine shall only be used for the detection of narcotics. The canine will conduct narcotic searches throughout their assigned shift to include:
- (1) Self-initiated narcotic searches that involve random sweeps of areas and items.
 - (2) Requests to conduct a narcotics search of a specific area or item in response to suspicious activity or received intelligence.
 - (3) The canine may be used outside of the jail facility with permission from the Canine Coordinator and Jail Commander.
 - (4) The canine shall be used for presentations for educational purposes at local schools and community events.

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VI. Deployment Guidelines:

- (A) Searches of inmate housing units and facility searches with the assistance of the correctional canine will be done both on a pre-scheduled and random basis.
- (B) Prior to the canine entering the jail facility, inmate movement shall be restricted in the affected areas. Inmates in areas directly affected by a canine search shall be removed. Inmate movement shall remain restricted until the canine exits the facility or affected area.
- (C) At no time shall a canine come into contact with an inmate or be used to search citizens in public areas of the facility. The canine shall not be used for any other enforcement action.
- (D) The canine shall remain on leash at all times while moving through the facility. The leash may be removed by the handler whenever the canine conducts a narcotics search of a specific cell or area, and there is no possibility of inmate or public contact.
- (E) All inmates shall be removed from any housing cell or area to be searched by a canine. All citizens are to be cleared from any public area to be searched.
- (F) The canine handler is responsible for the processing of any contraband, complete any disciplinary write-ups, and complete any necessary criminal reports which are required as a result of the canine search.
- (G) The canine handler is responsible for completing all necessary training and deployment logs which are required as a result of a canine search.

VII. Reporting Bites and Injuries:

- (A) If the canine bites or otherwise injures a person, whether on or off duty, the handler shall immediately notify the Canine Coordinator and the shift supervisor. It is the responsibility of the shift supervisor to notify the Jail Commander. The incident shall be documented in an administrative report. Photographs of the injury, or alleged injury, shall be taken as soon as practical. The photographs shall be retained until the time for any civil proceedings has expired.

VIII. Documentation of Canine Use:

- (A) The canine handler shall document the use of the canine on the appropriate form, to include the area searched and what, if anything, was located. Any canine search resulting in the seizure of narcotics shall be memorialized in a crime report.

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IX. Canine in Public Areas:

- (A) The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule include specific law enforcement operations for which the canine is trained. A canine shall not be left unattended in any area to which the public may have access.

X. ICE Detainees:

- (A) Federal National Detention Standards prohibit the use of a canine for force, control, or intimidation of ICE detainees. A canine may be used for contraband detection.
- (B) Canines shall not be used in the presence of ICE detainees.

XI. Handler Compensation:

- (A) Canine handlers shall be available for callout under conditions specified by the Canine Coordinator.
- (B) The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and pursuant to the terms of the collective bargaining agreement (29 USC §207).

XII. Canine Injury and Medical Care:

- (A) In the event a canine is injured, or there is an indication the canine is not in good physical condition, the injury or condition will be reported to the Canine Coordinator or the shift supervisor as soon as practicable and appropriately documented.
- (B) All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

XIII. Training:

- (A) Prior to assignment in the field, the Correctional Canine Team shall be trained and certified to meet current POST guidelines or other recognized and approved certification standards. The Correctional Canine shall be trained and certified by the California Narcotic Canine Association (CNCA) or other recognized and approved certification standards.

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#E-142 CANINE POLICY

- (B) The canine team shall be recertified to a current POST, CNCA or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:
 - (1) Canine teams should receive training as defined in the current contract with the Yuba County Sheriff's Department canine training provider. These training sessions are conducted on a weekly basis. Training will consist of a minimum of (4) hours per week, pursuant to POST recommendations.
 - (2) Canine handlers are encouraged to engage in additional training with approval of the Canine Coordinator.
 - (3) To ensure that all training is consistent, no handler or outside vendor is authorized to train to a standard that is not reviewed and approved by the department.
- (C) Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved.
- (D) All canine training records shall be maintained in the canine handler's and the canine's training file.

XIV. Training Aid:

- (A) Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances for canine training purposes must comply with federal and state requirements regarding the same. Alternatively, the Sheriff's Department may work with outside trainers with the applicable licenses or permits.
- (B) Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws [California Health & Safety Code §11367.5 and 21 USC §823(f)].
- (C) The Sheriff or authorized designee may authorize a member to seek controlled substances seized by the Sheriff's Department to be possessed by the handler or a narcotics detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence. A memo drafted on department letterhead will be submitted as a means for this request.
- (D) As an alternative, the Sheriff or authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

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- (E) These procedures are not required if the handler uses commercially available synthetic substances that are not controlled substances.

XV. Controlled Substance Procedure:

- (A) Due to the responsibilities and liabilities involved with processing readily useable amounts of controlled substances, and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:
- (1) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
 - (2) The weight and test results shall be recorded and maintained by the department.
 - (3) Any person possessing controlled substance training samples pursuant to court order or DEA registration, shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
 - (4) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the Canine Coordinator with a copy forwarded to the dispensing agency.
 - (5) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the handler's vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
 - (6) The Canine Coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
 - (7) Any unusable controlled substance training samples shall be returned to the department's Evidence System or to the dispensing agency.
 - (8) All controlled substance training samples shall be returned to the dispensing agency upon conclusion of the training or upon demand by the dispensing agency.

YUBA COUNTY JAIL MANUAL
#E-144 INMATE MOVEMENT WITHIN THE FACILITY

I. Purpose:

The purpose of this operations order is to establish procedures for moving inmates within the facility.

II. Policy:

It is the policy of the Jail to ensure that inmate movement throughout the jail is done safely and securely at all times.

III. Prisoner Movement:

- (A) During the dress-in process and upon assignment to a housing unit, inmates shall be informed of the procedures for moving throughout the secured areas of the facility for the protection of staff and inmates, and for the security of the facility.
- (B) The movement of inmates within the facility may be accomplished both with and without the escort of custody staff depending on the nature and location of the movement.
- (C) It is the responsibility of staff who are physically escorting inmates within the facility to ensure the inmate arrives at the predetermined destination.
- (D) Inmates who are moved without a physical escort are remotely monitored by staff using security cameras. It then becomes the responsibility of the staff doing the monitoring to ensure the inmate/detainee arrives at the predetermined destination.
- (E) It is the responsibility of all jail staff to properly assess whether it is safe to move an inmate using a physical escort or by remote monitoring.
- (F) Where order must be maintained, such as during the housing location process, other routine operations involving mass movement, or when applying restraint devices, inmates may be directed to stand, sit, lay face down, or kneel facing a wall.

IV. Physical Escorts:

- (A) Anytime an inmate is moved within the facility by a physical escort by custody staff there are specific protocols to be followed:
 - (1) Officers shall always have the inmate walk in front of them and with proper spacing between them so they can keep the inmate in constant observation and allow for reactionary time if the individual becomes a threat.
 - (2) Inmates will be instructed to place and keep their hands behind their back whenever:

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- (a) Moving outside of his or her assigned housing unit.
- (b) In the presence of any other person other than the inmate.
- (c) This requirement maybe waived due to medical conditions, necessity of carrying property, status as an inmate worker, etc. Custody staff will make the determination to wave this requirement.

V. Jail Elevator Procedures:

- (A) It is common for inmates to be moved within the facility with the use of elevators. Sometimes that movement is with a physical escort and sometimes without depending on the circumstances.
- (B) In all cases of inmate movement using elevators, the officer assigned to the control room responsible for operation of the elevator shall maintain observation of the occupants of the elevator until they are safety off as a security measure.
- (C) Inmates who are in an elevator escorted by staff shall keep their hands behind their back at all times unless staff waives this requirement as described above.
- (D) Staff have the option of requiring an inmate/detainee to stand facing a wall while in an elevator as an added security precaution.

VI. Two Officer Escort:

- (A) Jail supervisors have the discretion to designate an inmate as a two-officer escort due to the high-risk nature of the individual.
- (B) When an inmate is designated as a two-officer escort, the following protocol shall be followed:
 - (1) Any time there is physical contact with the inmate two officers shall be present.
 - (2) Any time the inmate is to leave their housing area they shall have their hands restrained behind their back with handcuffs and their legs restrained with leg restraints.
 - (3) Prior to moving the inmate out of their cell, officers shall handcuff the individual with their hands behind their back. This shall be accomplished with the cell door closed and using the feed slot if available.
 - (4) Leg restraints can be applied after the inmate is removed from their cell, but before moving the individual out of their housing area.

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- (5) Staff shall apply both the handcuffs and leg restraints in a safe manner using good officer safety techniques. If the inmate's cell is on the second tier of a housing unit and it is necessary to escort the inmate down a stairwell, it is permissible to apply the leg restraints after escorting the individual down the stairs to minimize the potential for tripping on the stairs. The same principle applies before ascending stairs with leg restraints on.
 - (6) All restraints shall be double-locked and checked for proper fit.
- (C) Only one two-officer escort shall be moved at a time.

YUBA COUNTY JAIL MANUAL
#F-100 INMATE MEDICAL SCREENING

I. Purpose:

The purpose of this operations order is to establish a procedure for the medical screening of each new inmate at the time of intake into the jail.

II. Policy:

It is the policy of the Jail to complete a medical screening of all new inmates at the time of intake pursuant to Title 15, the Consent Decree and the National Detention Standards.

III. Title 15:

- (A) Title 15 §1207 requires a screening on all inmates at the time of intake. The screening shall be in accordance with written procedures and shall include, but not be limited to medical and mental health problems, developmental disabilities, tuberculosis and other communicable diseases.
- (B) Title 15 allows for the screening to be performed by either licensed health personnel or trained facility staff; however, it is the policy of the Yuba County Jail that the intake screening is performed by a Physician's Assistant (PA), Nurse Practitioner (NP), or Registered Nurse (RN).
 - (1) There may be circumstances where the screening must be performed by a Licensed Vocational Nurse (LVN) because a PA/NP/RN is not available to timely conduct the screening. If an LVN conducts the screening, the LVN must consult with a Physician, PA, NP, or RN within (4) hours to review the intake information. LVN's shall not conduct more than 5% of all intake screenings.
- (C) Title 15 §1207.5 requires an additional mental health screening will be performed, according to written procedures, on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, establishes standards for medical screening of all ICE detainees. Those standards are incorporated into this policy.
- (B) As soon as possible, but no later than 12 hours after the arrival, all detainees shall receive, by a health care practitioner, an initial medical dental and mental health screening and be asked for information regarding any known acute, emergent, or

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#F-100 INMATE MEDICAL SCREENING

pertinent past or chronic medical conditions, including history of mental illness, particularly prior suicide attempts or current suicidal/homicidal ideation or intent, and any disabilities or impairments affecting major life activities.

- 1) Any detainee responding in the affirmative shall be sent for evaluation to a qualified, licensed health care practitioner as quickly as possible, but no later than two working days.
 - 2) Detainees who appear upon arrival to raise urgent medical or mental health concerns shall receive priority in the intake screening process.
 - 3) For transfers, a health care practitioner will review each incoming detainee's health record or health summary within 12 hours of arrival, to insure continuity of care.
- (C) The facility health care practitioner will obtain specific signed and dated consent forms from all detainees before any medical examination or treatment, except in emergency circumstances.
- 1) Prior to the administration of psychotropic medications, a separate documented informed consent, that includes a description of the medications side effects, shall be obtained.
 - 2) Medical treatment shall not be administered against the detainee's will.
 - 3) If a detainee refuses treatment, ICE/ERO will be consulted in determining whether forced treatment will be administered, unless the situation is an emergency.
 - 4) In emergency situations or those that place other detainees or staff at risk of exposure to infectious agents, the facility shall take appropriate emergency measures and notify ICE/ERO as soon as possible.
- (D) If the detainee refuses to consent to treatment, medical staff will explain the medical risks to the detainee of declining treatment and make reasonable efforts to convince the detainee to voluntarily accept treatment in a language or manner that the detainee understands.
- 1) Medical staff will document their treatment efforts and the refusal of treatment in the detainees medical record.
 - 2) A detainee refusing an examination or treatment may be segregated from the general population when recommended by the medical staff.
 - 3) Forced treatment is prohibited unless there is a valid court order authorizing involuntary medical treatment.
- (E) The facility will notify ICE/ERO of any self-identified transgender detainees and coordinate care with ICE/ERO based on medical needs.

V. Consent Decree:

- (A) The Consent Decree, Section V, establishes requirements for medical and mental health procedures for new inmates. Those requirements are incorporated into this policy.

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VI. Intake Procedures:

- (A) Jail medical staff shall use an intake screening form to evaluate and assess new inmates during the intake process.
- (B) Medical staff shall assess whether a new inmate must be excluded from the jail and sent for medical evaluation and treatment to Rideout Hospital or a comparable facility, or for mental health evaluation and treatment to Rideout Hospital, Sutter-Yuba Behavioral Health or comparable facility.
- (C) Medical staff shall assess if a new inmate is intoxicated and/or suffering from withdrawal or at high risk for withdrawal from alcohol or other drugs. If the inmate displays signs of acute alcohol or drug withdrawal, the arresting Officer must transport the inmate to Rideout Hospital, Sutter-Yuba Behavioral Health, or comparable facility. Only after a physician certifies the inmate is fit for incarceration may the inmate be incarcerated.
- (D) Inmates who display signs of non-acute alcohol or drug intoxication or withdrawal will be accepted to the jail and will be treated in accordance to medical staff's standards and protocols.
- (E) If a new inmate is taken to an emergency treatment center or mental health facility for a medical or mental health evaluation and clearance prior to booking, documented evidence of the evaluation/treatment and the clearance must be provided to jail staff and become part of the inmate's medical record.
 - (1) The inmate shall be seen at the next sick call to determine the future course of treatment, if any.
- (F) Any new inmate with a communicable disease or condition, as determined by medical staff, must be located in appropriate housing to prevent the spread of the disease. This person must be seen at the next sick call.
 - (1) All new inmates shall receive TB screening in accordance with the most current guidelines prior to placement in general housing.
 - (2) Persons who have been in continuous law enforcement custody, symptom screening plus documented TB screening within (1) year may be accepted.
- (G) Any woman who indicates that she is or may be pregnant must be seen at the next sick call.
- (H) Any new inmate who states they require a special diet must be seen at the next sick call.

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- (I) Medical staff must assess whether a new inmate requires an assistive device due to a physical or mental disability. Upon intake, medical staff, in consultation with a jail supervisor, may issue such equipment as needed to accommodate the inmate's needs.
- (J) Any prohibition or restriction of assistive devices for safety and security reasons shall be made in consultation between medical and custody staff, and a least restrictive method of accommodation shall be made. Any prohibition of an assistive device shall be documented in an incident report.

VII. Injuries:

- (A) A jail supervisor will be contacted before a new inmate with an injury is accepted into the jail.
- (B) If the inmate is unacceptable for incarceration, the arresting Officer will be required to have the inmate medically cleared at Rideout Hospital or comparable facility. All requirements for documentation previously established in this policy apply.

VIII. Mental Illness:

- (A) Any new inmate who states they have a mental illness, is taking psychiatric medications, or who medical staff identifies as having a mental illness must be seen by a Qualified Mental Health Professional within (24) hours.

IX. Suicidality:

- (A) Any new inmate accepted into the jail, who staff identifies as having a current suicidality, shall have a suicide risk assessment completed as soon as possible, but no later than (4) hours of the identification of current suicidality.
- (B) Such assessments shall only be conducted by Qualified Mental Health Professionals, PAs, NPs, or RNs who have been trained regarding how to conduct a suicide risk assessment.
- (C) A suicide risk assessment shall be conducted by a Qualified Mental Health Professional if one is on-site at the jail. The assessment may be conducted by the trained PA/NP/RN if no Qualified Mental Health Professional is on-site or unavailable to timely complete the assessment due to servicing the urgent needs of other inmates.
- (D) If a PA/NP/RN conducts the risk assessment, within (2) hours after conducting the assessment they must consult with a Qualified Mental Health Professional either in-person or by phone to determine an appropriate plan of treatment.

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- (E) If the person is placed on suicide watch, safety cell protocol will be followed.
- (F) If the suicide risk assessment establishes an inmate is at risk of suicide, the inmate will, at a minimum, be placed on the next psychiatrist sick call.
- (G) The person who conducted the suicide risk assessment can, if necessary, consult with the on-site or on-call psychiatrist at any time, refer the inmate to be seen by a psychiatrist before the next sick call, or cause the inmate to be transferred to a hospital for evaluation.

YUBA COUNTY JAIL MANUAL
#F-102 INMATE HEALTH ASSESSMENTS

I. Purpose:

The purpose of this operations order is to provide guidelines for routine health assessments of all inmates.

II. Policy:

It is the policy of the Jail to complete a prisoner health assessment of all inmates pursuant to the Consent Decree and the National Detention Standards.

III. Consent Decree:

- (A) Every inmate must be provided with a routine health assessment by a Physician, Physician Assistant (PA), Nurse Practitioner (NP), or Registered Nurse (RN) within (14) days after booking, unless an inmate presents with urgent medical needs, in which case the assessment must be conducted sooner.
- (B) Situations may require an earlier health assessment if an inmate:
 - (1) Requires medical clearance prior to acceptance into the jail.
 - (2) Is suspected or has a communicable disease.
 - (3) Has a chronic condition that requires active management.
 - (4) Regularly ingests prescription medication.
 - (5) Is pregnant or possibly pregnant.
 - (6) Needs a special diet.
 - (7) Any other circumstances which a Qualified Medical or Mental Health Professional determines an earlier assessment is warranted.
- (C) A medical file must be opened for each inmate at the time of assessment.
- (D) Inmates must be advised at the time of the health assessment that they have the right to such an assessment, but they also have the right to refuse all or any portion of it.
- (E) The health assessment must also include an oral explanation of the health services available, and also provided the information in writing if they wish. Provisions shall be made to communicate this information to non-English speaking individuals and to those with disabilities.

IV. Health Assessment:

- (A) Health assessments must include the following:
 - (1) Review of the screening form
 - (2) Medical history review

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#F-102 INMATE HEALTH ASSESSMENTS

- (3) Physical examination
- (4) Medical screening
- (5) Tuberculosis test
- (6) Dental assessment
- (7) Follow-up care for any positive findings and conditions requiring further evaluation or treatment

V. 12-Month Health Care Evaluation:

- (A) Inmates who remain in custody for (12) months will receive a comprehensive health care evaluation. For female inmates, the evaluation will include a pelvic and breast examination and a Pap smear. Following the initial evaluation, inmates shall receive a yearly physical evaluation.

VI. PHQ-9 Form:

- (A) In order to assess mental health issues, as part of the (14)-day assessment, a Qualified Medical Professional will meet and complete the PHQ-9 form for each inmate. Depending on the results, the inmate will be referred for further mental health evaluation and treatment.

VII. Continuity of Care:

- (A) The jail shall maintain a system of care to provide services that resemble what is provided in the community, including developing treatment plans and providing therapy in confidential settings as clinically indicated, and with the intent of coordinating care beyond incarceration and into the community upon release from custody.

VIII. Infectious Diseases and Chronic Conditions:

- (A) Any inmate found to have an infectious disease shall be immediately treated. Medical staff shall develop and maintain current policies and procedures for identification, treatment, isolation, surveillance, immunization (when applicable), prevention, education and follow-up related to infectious diseases.
- (B) Medical staff shall maintain a system for managing inmates with chronic health conditions through screening, identifying, monitoring, and providing treatment. Any inmate whose chronic condition cannot be managed at the jail will be transferred offsite for treatment and care.
- (C) The facility will notify ICE/ERO of any detainee who requires close medical supervision, including chronic and convalescent care.

IX. Translation, Interpretation, and Language Access for Limited English Proficiency:

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- (A) Appropriate interpretation and language services for LEP inmates/detainees related to medical and mental health care shall be provided.
- (B) When appropriate staff interpretation is not available, facilities will make use of professional interpretation services.
- (C) Detainees shall not be used for interpretation services during any medical or mental health service. Interpretation and translation services by other inmates/detainees shall only be used in an emergency medical situation.

YUBA COUNTY JAIL MANUAL
#F-104 PHYSICALLY IMPAIRED INMATES

I. Purpose:

The purpose of this operations order is to establish guidelines and procedures for housing and caring of physically impaired inmates in the jail.

II. Policy:

It is the policy of the Jail to establish such guidelines and procedures that are in compliance with Title 15, the Consent Decree and National Detention Standards.

III. Title 15:

- (A) Title 15 §1200 requires each facility to provide for the emergency and basic health care services of all inmates.

IV. Consent Decree:

- (A) The Consent Decree, Section V, Sub-section (D), requires the jail have an ADA compliance plan and appoint an ADA coordinator.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.7, establishes standards and procedures for those with disabilities. Those standards are incorporated, where applicable, in this policy.

VI. Rehabilitation Act and American with Disabilities Act:

- (A) Facilities are required by federal law, including section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794 (section 504), to ensure that detainees with a disability have equal opportunity to participate in, access, and enjoy the benefits of the facility's programs, services, and activities. Such participation will be accomplished in the least restrictive and most integrated setting possible, through the provision of reasonable accommodations, modifications, and/or auxiliary aids and services, as necessary and in a location that is physically accessible.
- (B) The jail prohibits discrimination against those persons with disabilities and adheres to the American with Disabilities Act (ADA), and all other applicable federal and state laws, regulations and guidelines.
- (C) It is the Jail Commander's responsibility to appoint someone to serve as the ADA Coordinator for the jail. The ADA Coordinator is responsible to ensure the facility is in compliance with ADA requirements. The ADA Coordinator will help to

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develop and deliver annual training to staff regarding issues specifically related, but not limited to: (a) the requirements of the ADA and Section 504 of the Rehabilitation Act, 29 U.S.C. §794, and; (b) the jail's policies and procedures relating to compliance with the ADA and Rehabilitation Act.

VII. Identification:

- (A) An inmate may identify themselves as having a disability and/or request a reasonable accommodation at any point during detention.
- (B) The inmate may ~~must~~ submit a formal or informal (i.e., verbal or written) request for accommodations or assistance. Request should be reviewed for context, and do not need to include the words “disability” or “accommodation” to be considered a request for accommodations.
- (C) Staff shall also consider information submitted by a third party, such as an attorney, family member, or other detainee, identifying an inmate with a disability or need for accommodation.
- (C) It is also incumbent upon staff to identify an inmate with impairments that are open, obvious and apparent. Staff should be particularly vigilant for impairments that affect the individual's mobility or ability to communicate. Upon identifying an individual with a potential disability, staff shall review the need for any necessary accommodations.
- (D) For the purpose of this policy, the term “disability” means either of the below:
 - a. A physical or mental impairment that substantially limits one or more of an individual's major life activities; or
 - b. A record of such a physical or mental impairment.
 - i. “Major life activities” are basic activities that a detainee without a disability in the general population can perform with little or no difficulty, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity can also include the operation of major bodily functions, like the immune, endocrine, and neurological systems; normal cell growth; digestion, respiration, and circulation; and the operations of the bowel, bladder, and brain.
 - c. Detainees with “Communication impairments” include detainees with physical, hearing, vision, and speech impairments (e.g. detainees who have hearing loss or are deaf or blind, who have visual impairments, or who are nonverbal).
 - d. Detainees with “mobility impairments” include detainees with physical impairments who require a wheelchair, crutches, prosthesis, cane, or other mobility device, or other assistance.

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VIII. Tracking Inmates with Disabilities:

- (A) The jail shall have a system for identifying and tracking all inmates who have a disability and the accommodations they require.
- (B) The system shall also track the reasonable accommodations necessary for qualified inmates with disabilities to participate in programs, services and activities offered at the jail.
- (C) The tracking system must be accessible by all staff and updated at least twice per week. Custody and medical staff shall check the system before all due process proceedings, including adjudicating grievances and disciplinary violations, and medical and mental health encounters. Staff shall also check the system before assigning housing and making program assignments.

IX. Reasonable Accommodations:

- (A) For the purpose of this policy, “reasonable accommodation” means any change or adjustment in facility operations, any modifications to facility policy, practice, or procedure, or any provision of an aid or service that permits an individual with a disability to participate in the facility’s programs, services, activities, or requirements, or to enjoy the benefits or privileges of detention programs equal to those enjoyed by persons without disabilities.
- (B) A request from an inmate for a particular type of accommodation shall be given primary consideration and shall be granted unless the request is unreasonable for specific articulated reasons allowable under Title II of the ADA, or poses a significant safety or security threat.
- (C) Every detainee with a disability will be housed in a space that affords him or her safe, appropriate living conditions.
- (C) Reasonable accommodations necessary to provide access to all programs, services and activities offered to other inmates (including work assignments, Milestone Program, and SWAP Program) shall be provided in the least restrictive setting possible and the most integrated setting appropriate to the needs of the individual with a disability. If there is a question regarding the ability to provide an accommodation, staff shall conduct an interactive process to determine whether a reasonable accommodation can afford an inmate with a disability the ability to participate in a program, service or activity.
- (D) All programs, services and activities shall be offered in accessible locations.
- (E) Reasonable accommodations, if requested, shall include qualified sign language interpreters (in-person or through a service) to any inmate for whom sign language

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is their only or primary method of communication. This accommodation shall be documented.

X. Reasonable Accommodation Process:

- (A) Staff shall provide necessary accommodations in an expeditious manner.
- (B) When considering requests for reasonable accommodations or modifications, staff shall engage in an interactive and individualized process with the inmate. The interactive process may include medical staff if appropriate.
 - a. Requests or referrals that require an interactive process include:
 - i. detainees with mobility impairments;
 - ii. detainees with communication impairments;
 - iii. detainees whose initial requests for accommodations or assistance have been denied;
 - iv. detainees who have filed grievances about the accommodation of their disabilities or impairments;
 - v. detainees whose requests are complex or best addressed by staff from more than one discipline (e.g., programming, medical, or mental health, etc.); and
 - vi. detainees whose cases are otherwise determined by facility staff to be appropriate for review.
 - b. The interactive process will likely include participation from a healthcare professional and any additional jail staff with requisite knowledge of and/or responsibility for compliance with the jails obligation to accommodate individuals with disabilities. When appropriate, the jail shall consult with ICE/ERO to obtain guidance, information, and/or resources for providing accommodations.
 - c. Interaction with the Detainee
 - i. Given the importance of considering information from the detainee, the interactive process shall include a good faith attempt to interview the detainee and determine the nature of their disability, any difficulties the detainee experiences in accessing the jail facility or its programs or services, and the detainee's specific requests or needs for accommodation, if any. The jail will respect any detainee's decision to decline to participate in the accommodation process. If a detainee declines such an invitation, staff will document this declination.
- (C) Staff will determine if an inmate has a disability, whether they require an accommodation to meaningfully access the jails programs and activities, and

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whether to grant the accommodation or propose an alternate, equally effective accommodation. Staff will issue a written decision within a reasonable time of the request or referral.

- (D) When a request for accommodations is approved, and staff can immediately provide the necessary accommodation, staff will follow the notification procedures outlined below and implement the approved accommodations as quickly as possible.
 - a. Staff will provide the inmate/detainee with written notification of the final decision on his or her request for accommodation, regardless of whether an accommodation was granted or denied, and regardless of whether the accommodation requires further approval by ICE/ERO. Notification of a denied accommodation or provision of an alternate, unrequested accommodation will include a justification for the denial. Notification shall be provided in a language or manner the detainee can understand.
 - b. Where an accommodation is granted, all relevant facility staff, including correctional staff, receive timely notification and, as needed, instructions for successful implementation of the accommodation. The provision of this information will also account for any applicable privacy and confidentiality considerations.
- (E) If there is a delay in determining to approve an accommodation, staff shall consider whether there are any interim accommodations that can be implemented until final disposition is reached.
 - a. Many detainees with disabilities will receive medical and/or mental health treatment. Where a detainee with a disability is fully able to access the programs and activities through the provision of appropriate medical or mental health treatment, further interactive process may not be necessary. However, where the provision of accommodations depends on medical expenditures requiring ICE/ERO authorization, staff shall consider whether there are any interim accommodations that would afford the detainee access to its programs and activities pending ICE/ERO authorization (for example, providing a wheelchair as an interim accommodation to allow for mobility while a prosthesis is repaired), and shall provide to the detainee any such interim accommodations it identifies.
 - b. Where the jail approves a request for an accommodation, but the recommended accommodation requires approval from ICE/ERO (i.e., expenditures on medical treatment, medication, and durable medical equipment that require IHSC authorization), the jail will inform the detainee of the decision and the status of the request with ICE/ERO and shall consider whether to provide an

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interim accommodation. The jail shall provide to the detainee any such interim accommodations it identifies.

XI. Prosthesis:

- (A) Staff shall not remove health care appliances, such as canes, wheelchairs, eyeglasses, artificial eyes, dental prosthesis, artificial limbs, orthopedic braces and shoes, or hearing aids from an inmate/detainee unless necessary to ensure the safety of persons, the security of the facility, or to assist in an investigation, and only when supported by documented evidence. No inmate will be deprived of an appliance because of the acts of another inmate.
- (E) Custody and medical staff shall consult and coordinate on issues of prosthetics to ensure they meet the needs of the individual, as well as the safety and security issues of the jail and others. If the use of a specific aid is contraindicated for security reasons, alternatives are to be considered so the health of the individual is met.
- (F) Individuals with disabilities shall generally be permitted to keep assistive devices (including such aids as canes and crutches) with them at all times, including in general population. Placement apart from the general population due to security concerns related to the use of any such item must be based on individualized review, and the justification for the placement must be documented. The justification shall set forth the individualized assessment of the safety or security concern created by the assistive device that could not be eliminated or mitigated by modification of policies or procedures.
 - a. An individual's disability or need for accommodations may not provide the sole basis for a decision to place the individual in segregated housing. An individualized assessment must be made in each case, and the justification for the placement documented.

XII. Effective Communication:

- (A) Staff must take appropriate steps to allow for effective communication with detainees with disabilities to afford them an equal opportunity to participate in, and enjoy the benefits of, the programs and activities. Steps to ensure effective communication may include the provision and use of auxiliary aids or services for detainees with vision, hearing, sensory, speech, and manual impairments, as needed. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual detainee, the nature, length, and complexity of the communication involved, and the context in which the communication is taking place. In determining what types of auxiliary aids or services are necessary, staff shall give primary consideration to the request of the detainee with a disability.

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#F-104 PHYSICALLY IMPAIRED INMATES

- (B) Use of other detainees to interpret or facilitate communication with a detainee with a disability may only occur in emergencies.

XIII. Denial of Accommodation:

- (A) Any denial of a request for accommodation related to a disability must be approved by the facility administrator or assistant facility administrator. Such denials include all cases in which the facility determines that accommodations, including all requested accommodations, should be denied; or that alternate, unrequested accommodations(s) should be provided.
- (B) Permissible reasons for the facility to deny an accommodation to an ICE detainee who has been determined to have a disability include:
- a. the detainee is not denied access to the facility's programs or activities because of a disability;
 - b. there is not a nexus between the disability and the requested accommodation;
 - c. the requested accommodation would fundamentally alter the nature of the program, service, or activity;
 - d. the requested accommodation would result in an undue financial and administrative burden;
 - e. the detainee poses a direct threat to staff or other detainees.
 - i. Both "fundamental alteration" and "undue financial and administrative burden" are generally high standards that are difficult to meet. Further, if a particular accommodation would result in an undue financial and administrative burden or fundamental alteration, the facility must take any other action that would not result in such an undue burden or fundamental alteration but would nevertheless ensure that, to the maximum extent possible, detainees with a disability receive the benefits and services of the program or activity. Similarly, determinations that individuals pose a "direct threat" are generally very rare, and require a careful, individualized assessment as described below.
- (B) If the denial involves an ICE detainee, the facility shall notify ICE/ERO as soon as practicable, but no later than 72 hours, after the facility has completed its enhanced interactive process to assess the needs of any detainee with a communication or mobility impairment. This notification must include, at a minimum,
- a. The nature of the detainee's disability or impairment;
 - b. The accommodation requested by the detainee; and

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c. The facility's plan to accommodate the detainee.

The facility shall notify ICE/ERO in writing within 72 hours of any denial of any accommodations request. This notification must include, at a minimum,

- a. The nature of the detainee's disability;
- b. The accommodation requested by the detainee;
- c. The reason for denial; and
- d. Any steps the facility has taken to address the detainee's needs.

ICE/ERO may review the facility's denial of a request for an accommodation. The facility shall provide additional information as needed to further ICE/ERO's review and shall cooperate with ICE/ERO on any additional steps that may be necessary.

YUBA COUNTY JAIL MANUAL
#F-106 TREATMENT OF ILL OR INJURED INMATES

I. Purpose:

The purpose of this operations order is to establish procedures for providing treatment for injured or ill inmates.

II. Policy:

It is the policy of the Jail to establish procedures for identifying and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during their incarceration.

III. Title 15:

- (A) Title 15 §1208 requires jail facilities to develop a written plan for the access of treatment or all inmates.
- (B) Title 15 §1209 requires policies and procedures to provide mental health services, to minimally include:
 - (1) Identification and referral of inmates with mental health needs;
 - (2) Mental health treatment programs provided by qualified staff;
 - (3) Crisis intervention services;
 - (4) Basic mental health services to inmates as clinically indicated;
 - (5) Medication support services;
 - (6) The provision of health services sufficiently coordinated such that care is appropriately integrated, medical and mental health needs are met, and the impact of any of these conditions on each other is adequately addressed.

IV. 2019 National Detention Standards:

- (A) Every facility shall directly or contractually provide its detainee population with the following:
 - 1) Initial medical, mental health, and dental screening;
 - 2) Medically necessary and appropriate medical, dental and mental health care and pharmaceutical services at no cost to the detainee;
 - 3) Comprehensive, routine and preventive health care, as medically indicated;
 - 4) Emergency care;
 - 5) Specialty health care ;
 - 6) Timely responses to medical complaints;
 - 7) Hospitalization as needed within the local community; and
 - 8) Staff or professional language services as necessary to allow for meaningful access for detainees with limited English proficiency (LEP), and effective communication for detainees with disabilities, during any medical or mental health appointment, sick call, treatment, or consultation.

V. Health Care:

- (A) The Yuba County Jail has contracted with a third-party provider to establish and provide comprehensive medical and mental health care for all inmates. The provider has their own written policies and procedures to address all areas of care.
- (B) The health care program and the medical facilities will be under the direction of a Health Service Administrator (HAS). The HSA will negotiate and keep current arrangements with nearby medical facilities or health care providers to provide required health care not available within the facility. These arrangements will include appropriate custodial officers to transport and remain with the detainee for the duration of any off-site treatment or hospital admission.
- (C) Health care staff shall have a valid professional licensure and/or certification for the jurisdiction in which they practice and will perform duties within the scope of their clinical license.

VI. Continuity of Care:

- (A) Pursuant to the Consent Decree, the jail's health care system is designed to provide services that resemble what is provided in the community, including treatment plans and providing therapy in confidential settings as clinically indicated, with the intent of coordinating care after incarceration and release into the community.

VII. Access to Treatment:

- (A) Information regarding access to healthcare services shall be communicated to inmates by medical staff as part of the intake process. This includes procedures for using sick call.
- (B) All clinical matters or medical judgments regarding healthcare are the sole province of the responsible qualified healthcare professionals; however, security regulations applicable to custody staff also apply to medical staff.

VIII. Medical Autonomy:

- (A) All clinical decisions are to be made by healthcare professionals at the jail. Implementation of care shall be completed in an effective and safe manner. Administrative functions surrounding inmate care shall not compromise the care provided.

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#F-106 TREATMENT OF ILL OR INJURED INMATES

- (B) Healthcare staff shall work closely with custody staff to ensure a cohesive working environment to implement policies and procedures are delivered in a safe environment.

IX. Non-Emergency Healthcare Requests and Services:

- (A) Daily sick call must be provided to all inmates requesting medical attention by an RN/PA/NP. Inmates/detainees wishing to receive medical attention shall submit a sick call request form. Sick call requests will be collected daily by medical staff and triaged within (24) hours. Sick call forms shall be readily available.
- (B) Inmates with emergent issues shall be seen immediately.
- (C) Routine requests shall be scheduled within (72) hours, unless in the opinion of medical staff that is not medically necessary. All interactions are documented in the individual's medical record.
- (D) If an inmate needs medical attention at the time of booking, has a communicable disease or chronic condition that requires active management, regularly takes prescription drugs, needs a special diet, or if a woman indicates she is or may be pregnant, medical staff shall prioritize seeing the individual.
- (E) Referrals to a physician, dentist, specialist, or qualified mental health professional shall be made as clinically indicated. This referral shall indicate the maximum time which can elapse before the inmate is either transported to the proper person or facility or the proper person attends to the individual at the jail.
- (F) In general, a follow-up evaluation shall take place immediately for emergent concerns, within (24) hours for urgent concerns, and within (14) days for non-emergent or non-urgent concerns.
- (G) Medical staff shall have a process to track and assess the timeliness of providing sick call services.

X. Emergency Care and Hospitalization:

- (A) Emergency dental, medical, and psychiatric care must be available (24) hours per day, (7) days a week. In an emergency situation, or at the request of healthcare staff, an inmate must be transported to the appropriate hospital for treatment and evaluation. Security requirements and concerns cannot unreasonably delay the individual's transportation.
- (B) All inmates returning from emergency medical treatment at an outside facility will be:

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#F-106 TREATMENT OF ILL OR INJURED INMATES

- (1) Screened at intake for continuity of care and to ensure that the jail has all relevant medical records, labs, and orders from the individual's treatment at an outside facility.
- (2) The individual is seen at the next sick call by a mid-level provider.
- (3) The individual is seen at the next available sick call conducted by a physician.

XI. Medical Experimentation and Research:

- (A) Inmates/Detainees shall not be used in any medical, pharmaceutical, or cosmetic experiments or research.
 - 1) This will not preclude an individual from receiving a medical treatment or procedure not generally available, but determined medically necessary by the CMA, such as medications and clinical trials. The administration of such investigational therapies shall follow relevant FDA or other national protocols and will be administered only with written consent from the inmate/detainee, which should be retained in the inmate's medical record.
 - 2) The facility shall notify ICE/ERO of all such situations.

XII. First Aid:

- (A) Correctional Officers must be familiar with jail policies and be able to provide first-aid care and CPR. Officers shall carry emergency response equipment on themselves at all time, shall make emergency response equipment sufficiently accessible, and shall respond to potential and actual emergencies with urgency.
- (B) If an inmate requests emergency medical attention and an Officer does not believe such attention is necessary, the Officer must contact medical staff to receive an expert opinion on treatment, or transport the individual to an appropriate medical facility.

YUBA COUNTY JAIL MANUAL
#F-108 MEDICAL ISOLATION

I. Purpose:

The purpose of this operations order is to establish standards for the medical isolation of inmates.

II. Policy:

It is the policy of the jail to establish procedures for staff to determine if an inmate requires medical isolation due to a confirmed or suspected communicable disease.

III. Title 15:

- (A) Title 15 §1051 requires facilities to have written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation is completed. Jail policy #F-120 – Communicable Diseases/Exposure meets this requirement.
- (B) Title 15 §1206.5 requires facilities to develop a written plan to address the identification, treatment, control and follow-up management of communicable diseases.

V. Consent Decree:

- (A) The Consent Decree states the jail shall maintain current policies and procedures for identification, treatment, isolation, surveillance, immunization, prevention, education, and follow-up related to infectious diseases. Individuals found to have an infectious disease shall be immediately treated.

VI. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, establishes standards for ICE detainees related to infectious diseases. Jail policy #F-120 – Communicable Diseases/Exposure meets those requirements.

VII. Isolation Procedures:

(A) Hepatitis

- (1) Any inmate with suspected or known hepatitis who must be held in custody, will be placed in a medical or single cell, isolated whenever possible, from direct contact with other inmates.
- (2) The person shall be restricted to their cell except as required for court appearances, sick call, professional visits and other necessary procedures.

YUBA COUNTY JAIL MANUAL
#F-108 MEDICAL ISOLATION

- (3) Such inmates will be served meals in their cells. Disposable trays and utensils will be used.
- (4) The person's clothes, bedding and other washable materials may be handled in the jail laundry in the usual manner.
- (5) After transfer from their cell, non-washable bedding will be aired in sunlight for least (1) full day. The floors, walls and permanent fixtures in the cell will be washed thoroughly with soap, water and disinfectant.
- (6) The cell may be reused as soon as the cleaning and disinfectant process is completed.
- (7) Medical isolation is the decision of jail medical staff in consultation with custody staff.
- (8) Jail medical staff have protocols for communicable diseases and will comply with their policies for care and treatment.

(B) Skin Infections

- (1) When in the opinion of jail medical staff, infection of the skin is serious enough to require medical isolation, the isolation procedures established for hepatitis will be followed.

(C) COVID-19

- (1) The CDC guidelines specific to COVID-19 are fluid. It is the responsibility for jail medical and custody staff to remain current on recommended guidelines for care, treatment, quarantine and isolation, and to implement those recommendations as they are updated.

(D) Measles, Mumps, Chicken Pox

- (1) No isolation procedure is entirely satisfactory for these illnesses. Isolation procedures for these illnesses will be the same as for hepatitis.

(E) Venereal Disease

- (1) Medical isolation is not ordinarily required for venereal diseases. If isolation is requested by jail medical staff, the same protocols established for hepatitis will be followed.

(F) Streptococcus Infections, Pneumonia, Bronchitis

- (1) Medical isolation is not usually required.

(G) Acute Diarrhea States

- (1) No medical isolation is required unless specifically requested by jail medical staff.

(H) Bacteriological Isolation

- (1) Medical isolation sometimes requires the complete removal of the inmate from all possible sources of bacteriological contamination. Hospitalization may be required as recommended by jail medical staff.

(I) Tuberculosis

- (1) Inmates receiving medication for tuberculosis do not need to be separated from others. However, in the event an inmate is known to have active tuberculosis, that person shall be medically isolated pursuant to jail medical staff's protocols.

YUBA COUNTY JAIL MANUAL
#F-110 HEARING IMPAIRED INMATES

I. Purpose:

The purpose of this operations order is to establish procedures for assisting inmates who are hearing impaired.

II. Policy:

It is the policy of the Jail to provide reasonable accommodations for individuals who are hearing impaired.

III. Consent Decree:

- (A) The Consent Decree establishes standards specific to those who are hearing impaired. Those standards are incorporated in this policy.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.7, establishes standards for ICE detainees with disabilities, including those with communication impairments. Those standards are incorporated in this policy.

V. Reasonable Accommodations:

- (A) Jail staff shall ensure effective communication is achieved and documented when there is an exchange of health care information involving an inmate who is hearing impaired.
- (B) The individual's primary method of communication shall be used. If necessary under the circumstances, the individual's secondary method of communication shall be used.
- (C) Accommodations may be facilitated by sign language interpretation, assistive devices, or other means of accommodation, including remote video interpreting.
- (D) Inmates with disabilities, including hearing impaired, shall be offered reasonable accommodations necessary to provide access to all programs, services and activities offered to other inmates. If there is a question

VI. ADA Coordinator:

- (A) The Jail Commander shall designate the ADA Coordinator to ensure interpretation and translation services are available, current and operational.

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#F-110 HEARING IMPAIRED INMATES

VII. Language Line:

- (A) If requested, reasonable accommodations shall include furnishing qualified sign language interpreters (in person or through Language Line services or video remote interpreting) to any inmate for whom sign language is their only or primary method of communication, in all circumstances where a qualified sign language interpreter is necessary to ensure an inmate has an equal opportunity to participate in, and enjoy the benefits of, programs, services and activities offered at the jail.
- (B) There shall be a system to document that staff has provided qualified sign language interpreters or reasonable alternatives to individuals who need them and the individual has understood the information conveyed by the qualified sign language interpreter or alternative form of communication.

VIII. Procedure:

- (A) If custody or medical staff, at any time, identifies an inmate as hearing impaired they shall ensure the individual is documented in the appropriate tracking system so that information is available to all staff. The inmate will also be provided with a copy of the “Notice to Hearing Impaired Persons.”
- (B) In addition to the Language Line services, or any other identified services for the hearing impaired, The jail has a TDD/TTY telecommunications device that can be made available.

IX. Notice to Hearing Impaired Persons:

- (A) The following is the notice in exact language:
 - (1) “If you want a qualified sign language interpreter during booking, one will be provided at no cost to you.”
 - (2) “You have the right to post bail.”
 - (3) “Immediately upon being booked you have the right to make three telephone calls free within the local dialing area.”
 - (a) “A call can be made to an attorney of your choice, or the Public Defender at 743-7166.”
 - (b) “To a bail bondsman.”
 - (c) “A relative or other person.”

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#F-110 HEARING IMPAIRED INMATES

- (4) “A TDD/TTY telecommunications device is available if you desire one to make your telephone calls.”
- (5) “Upon being booked, you have the right to post bail or you may qualify for an O.R. release (own recognizance). This will depend on the type of ties you have to the community such as family or a job.”

YUBA COUNTY JAIL MANUAL
#F-112 DIABETIC INMATES

I. Purpose:

The purpose of this operations order is to establish guidelines for providing care for inmates with diabetes.

II. Policy:

It is the policy of the Jail to address the special needs of inmates who have diabetes. Medical care should be consistent with contemporary protocols.

III. General Care:

- (A) A diabetic inmate presents special issues while incarcerated. The nature of this illness may require the individual to eat a special diet and/or take medication, including insulin. Most diabetics are aware of their illness and when questioned will inform staff when first admitted into the jail.
- (B) All reasonable efforts to identify diabetic issues will be handled by medical staff at the point of intake in compliance with their protocols.
- (C) If custody staff becomes aware that an inmate is diabetic, and medical staff is unaware, custody staff shall ensure that medical staff is informed so they can take appropriate action.

IV. Procedure:

- (A) Diabetic coma or insulin shock are two of the more common complications that can occur with a diabetic individual. Staff must remain vigilant to signs and symptoms that a diabetic inmate is having a diabetic emergency.
- (B) Custody staff shall immediately alert medical staff of any inmate having, or appearing to be having, a diabetic emergency. Basic first aid procedures should be implemented in a manner consistent with training.
- (C) Diabetic inmates will be listed in the Special Attention Log on the Intranet under the category of "Medical."

V. Precautions:

- (A) Most diabetic persons are capable of giving themselves insulin injections without supervision. However, in the jail it is essential that staff carefully observe and supervise the self-administration of insulin.
- (B) Medical staff is responsible for the management of supervising and documenting the administration of insulin or other medications consistent with their protocol.

YUBA COUNTY JAIL MANUAL
#F-112 DIABETIC INMATES

- (C) Staff shall ensure all items used, including the needle and syringe, is properly handled throughout the process.

YUBA COUNTY JAIL MANUAL
#F-114 DEVELOPMENTALLY DISABLED AND MENTALLY ILL/DISORDERED

I. Purpose:

The purpose of this operations order is to establish procedures for recognizing, processing, and housing inmates who are mentally disordered, mentally ill or developmentally disabled.

II. Policy:

It is the policy of the jail to identify any inmate who is suspected to be mentally disordered, mentally ill or developmentally disabled so they may receive the special attention and care needed.

III. Title 15:

- (A) Title 15 §1050 requires facilities to establish a classification plan designed to properly assign inmates to housing units using several categories including mental health needs.
- (B) Title 15 §1052 requires facilities to develop written policies and procedures to identify and evaluate all mentally disordered inmates.
- (C) Title 15 §1057 requires facilities to develop written policies and procedures for the identification and evaluation, appropriate housing and classification, and non-discrimination of all developmentally disabled inmates.
- (D) Title 15 §1207.5 requires a special mental health screening on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

V. Consent Decree:

- (A) The Consent Decree established requirements for persons who require mental health care. Those requirements are incorporated into this and other jail policies as appropriate.

VI. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, requires facilities to have a mental health program including protocols for those identified as having a serious mental illness.
- (B) If a detainee's mental illness or developmental or intellectual disability needs exceed the treatment capability of the facility, a referral for an outside mental health facility shall be initiated and the facility shall notify ICE/ERO in a timely manner.

YUBA COUNTY JAIL MANUAL
#F-114 DEVELOPMENTALLY DISABLED AND MENTALLY ILL/DISORDERED

- (C) Any detainee prescribed psychiatric medications must be regularly evaluated by a duly licensed and appropriate medical professional to ensure proper treatment and dosage.
- (D) Involuntary administration of psychotropic medication to detainees shall comply with established guidelines and applicable laws, and shall be performed only pursuant to the specific, written, and detailed authorization of a physician. Absent a declared medical emergency, before psychotropic medication is involuntarily administered, the HSA shall contact ICE/ERO to facilitate a request for a court order.

VII. Identification:

- (A) For purposes of this policy, an inmate will be considered developmentally disabled, mentally disordered or mentally ill if custody staff receives an opinion from jail medical or mental health staff identifying the person as having such a condition.
- (B) **Developmental Disability:** A developmental disability may be due to a mental disorder, cerebral palsy, epilepsy, or autism. A developmentally disabled person may suffer from illiteracy, have difficulty identifying themselves, read, write, identify money by denomination, tell time, or make verbal or physical responses. They may also have a speech defect.
- (C) **Mentally Disordered/Mentally Ill:** An individual with a mental disorder or mental illness may exhibit some of the following signs:
 - (1) Severe prolonged anxiety or state of panic
 - (2) Abrupt changes in mood or behavior
 - (3) Visual or auditory hallucinations
 - (4) Severe paranoia
 - (5) Delusions
 - (6) Ideas of grandeur
 - (7) Bodily ailments
 - (8) Disorientation
 - (9) Prolonged or severe depression
- (D) **Serious Mental Illness:** The following categories of conditions should be considered to constitute a serious mental illness:
 - (1) A mental disorder that is causing serious limitations in communication, memory, or general mental and/or intellectual functioning, or a severe medical condition that is significantly impairing mental function; or
 - (2) One or more of the following active psychiatric symptoms and/or behaviors:
 - (a) Severe disorganization

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- (b) Active hallucinations, delusions, mania or catatonia
 - (c) Severe depressive symptoms
 - (d) Suicidal ideation and/or behavior
 - (e) Marked anxiety or impulsivity; or
- (3) Significant symptoms of one of the following:
 - (a) Psychosis or Psychotic Disorder
 - (b) Bipolar disorder
 - (c) Schizophrenia or Schizoaffective Disorder
 - (d) Major Depressive Disorder with Psychotic Features
 - (e) Dementia and/or Neurocognitive Disorder
 - (f) Intellectual Development Disorder (moderate, severe or profound)
- (4) Any ongoing or recurrent conditions that have required a recent or prolonged hospitalization, typically greater than (14) days, or a recent and prolonged stay in the medical clinic of a detention or correctional facility, typically for greater than (30) days.
- (5) Any condition that would preclude the person from being housed, typically for greater than (30) days, in a non-restrictive setting.
- (E) **Incompetent to Stand Trial:** Inmates who are found incompetent to stand trial shall be placed on the Special Attention Log. A copy of the Court's Order declaring incompetency shall be forwarded to the Jail Lieutenant for tracking purposes.

IX. New to the Facility:

- (A) Any new inmate to the facility who states they have a mental illness, is taking psychiatric medications, or who medical staff has identified as having a mental illness must be seen by a Qualified Mental Health Professional within (24) hours.
- (B) Any new inmate to the facility who medical staff identifies as having a current suicidal ideation shall have a risk assessment done in compliance with jail policy #C-114 – Suicide Prevention Program.
- (C) As part of the intake screening, medical staff must also assess whether an inmate requires an assistive device due to a physical or mental disability.
- (D) Every inmate must be provided with a routine reception health assessment by a Physician, PA, NP or RN within (14) days after booking, unless the inmate presents with urgent needs, in which case the health assessment must be conducted sooner.
 - (1) Situations that may require an earlier health assessment include a determination by a Qualified Medical or Mental Health Professional that an earlier health assessment is warranted.

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- (2) Part of the health assessment includes a Qualified Medical Professional using the PHQ-9 form to determine any mental health issues. Depending on the results, the inmate will be referred for further mental health evaluation and treatment.

(E) Developmentally Disabled/Mentally Disordered

- (1) When staff identifies an individual as Developmentally Disabled or Mentally Disordered, staff shall notify the Alta Regional Center for Developmentally Disabled and inform them of the arrest within (24) hours, excluding holidays and weekends.
- (2) If the arrest occurs during non-business hours, a note shall be left on the booking file indicating that notification was not made and needs to be made during business hours.
- (3) The Regional Center serves as an advocate for Developmentally Disabled persons and ensures they receive services appropriate to their needs. The center also provides court liaisons for the Developmentally Disabled.

X. Mental Health Services:

- (A) Jail staff will ensure that inmates are provided timely access to inpatient and outpatient mental health care as needed.
- (B) Mental health services at the jail shall minimally include the following:
 - (1) Mental health screenings and evaluations
 - (2) Suicide risk assessments
 - (3) Diagnosis and treatment, including psychosocial therapy, and psychotropic medication as needed
 - (4) Referral services
- (C) Inmates are entitled to assessment and treatment, but they must be informed that they are also entitled to refuse such treatment.
- (D) Any inmate who was receiving outpatient care from Sutter Yuba Behavioral Health (SYBH), or other similar provider, at the time of incarceration will be evaluated by a Qualified Mental Health Professional within (24) hours of acceptance in the jail.
- (E) On a weekly basis a Qualified Mental Health Professional shall consult with custody staff and Qualified Medical Professionals to exchange information with respect to the mental health of inmates.

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- (F) Inmates released to the community will be provided with written instructions for the continuity of essential care, including, but not limited to, name and contact information for community providers for follow-up appointments, prescriptions, and/or adequate supply of medication for psychiatric patients.

XI. Suicide Risk:

- (A) Staff who become aware of any inmate who has committed or attempted to commit suicide will follow the procedures established by jail policy #C-112 – Attempted Suicide/Suicide.
- (B) Staff shall be knowledgeable of the jail's protocols for suicide prevention as established by jail policy #C-114 – Suicide Prevention Program.
- (C) Staff have the responsibility to determine if a person is a danger to themselves or others due to mental illness or mental disorder, or is gravely disabled. If staff identifies an inmate as such, they will immediately notify the shift supervisor who will decide whether to place a (72)-hour hold on the person pursuant to California Welfare & Institutions Code §5150.
 - (1) If a §5150 placement is made the shift supervisor will ensure the proper paperwork is completed to place the hold.
 - (2) Staff will transfer the inmate to Rideout Hospital to be evaluated by SYBH. The placement paperwork will be provided to their staff.

XII. Mental Health Instructions:

- (A) Custody staff shall follow all instructions from Mental Health staff as they pertain to safety and welfare of an inmate.
- (B) A Qualified Mental Health Professional shall issue all suicide precaution orders, including placement in or removal from housing for inmates at risk of suicide, and confidential follow-up assessments at clinically appropriate intervals.

XIII. Mental Health Referrals:

- (A) Inmates requiring services beyond the on-site capability of the jail shall be referred to appropriate off-site providers. Qualified Mental Health Professionals shall evaluate whether an inmate's mental illness or risk of suicide requires that he or she be sent to SYBH Services inpatient setting for evaluation and treatment.
- (B) If an inmate is in acute psychiatric distress and in need of urgent inpatient psychiatric care that cannot be provided at the jail, they shall be taken to Rideout Hospital and evaluated by SYBH staff. If it is determined the inmate requires

YUBA COUNTY JAIL MANUAL
#F-114 DEVELOPMENTALLY DISABLED AND MENTALLY ILL/DISORDERED

psychiatric care that cannot be provided at the jail, SYBH will care for that individual either at Rideout Hospital, SYBH's facility, or locate bed space. Jail staff will work cooperatively with SYBH to locate bed space.

- (C) If SYBH determines an inmate does not require psychiatric care that cannot be provided at the jail, SYBH will provide that determination in writing and that individual will be returned to the jail with written instructions for further evaluation and care.
- (D) All inmates returning from psychiatric treatment at an outside facility will be screened at intake for continuity of care, and will be seen at the next sick call by a Qualified Mental Health Professional and by a Psychiatrist.

XIV. Crisis Services:

- (A) Crisis intervention and management of acute psychiatric episodes shall be handled by on-duty medical staff with referral to mental health on a (24)-hour per day basis.
- (B) Inmates frequently experience stress or other problems associated with being in custody. Staff may encourage these inmates who are having difficulty coping with the custody environment to speak to Mental Health staff.

XV. Housing Placement:

- (A) Inmates identified as special needs, especially those with suspected developmental disabilities, are subject to possible exploitation when housed with the general population. This factor should be considered when determining housing placement and other safety and security concerns.
- (B) Inmates with a serious mental illness shall not be housed in Administrative Segregation or the medical cells unless they demonstrate a current threat to jail security, inmate safety, or safety of staff.
- (C) Inmates shall not be housed in Administrative Segregation solely because they have a mental illness. Segregation may be used if necessary to protect the safety of inmates or others. The reason for placement in any segregated cell shall be documented and continued housing in segregation shall be monitored in compliance with jail policy #D-106 – Administrative Segregation.

XVI. Disciplinary Actions:

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#F-114 DEVELOPMENTALLY DISABLED AND MENTALLY ILL/DISORDERED

- (A) If a supervisor believes that an inmate's mental illness was a significant factor in causing the minor or major rule violation, the inmate shall be referred for a mental health evaluation and possible treatment.
- (B) Should the supervisor charge a person determined to have a mental illness which caused or contributed to the violation, the supervisor must consult with a Qualified Mental Health Professional prior to imposing any sanction in order to determine whether the proposed sanction is likely to exacerbate the inmate's mental health symptoms and expose the inmate to an increased risk of danger.
- (C) If there is a danger that a proposed sanction will exacerbate an inmate's mental illness or expose them to increased risk of danger, an alternate sanction shall be imposed, if at all, unless safety security reasons dictate otherwise.

YUBA COUNTY JAIL MANUAL
#F-116 WOMEN'S CARE

I. Purpose:

The purpose of this operations order is to establish standards for any unique health care needs for women who are incarcerated.

II. Policy:

It is the policy of the Jail to provide for health care needs for women incarcerated in the jail pursuant to the Consent Decree, National Detentions Standards, California Penal Code, and recognized and applicable medical standards of care.

III. California Penal Code:

- (A) California Penal Code §4023.6 requires that any female in a local detention facility has the right to summon and receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. The facility may adopt regulations with regard to the conduct of the examinations.
 - (1) If the inmate is pregnant, she is entitled to a determination of the extent of the medical services needed by her and to receive those services from the physician or surgeon of her choice. Any expenses generated as a result of services not provided by the facility are the responsibility of the inmate.
- (A) California Penal Code §6030(e) requires that any inmate received by a detention facility while they are pregnant shall be provided all of the following:
 - (1) A balanced, nutritious diet approved by a doctor.
 - (2) Prenatal and postpartum information and health care, including, but not limited to, access to necessary vitamins as recommended by a doctor.
 - (3) Information pertaining to childbirth education and infant care.

IV. Consent Decree:

- (A) The Consent Decree requires specific standards pertaining to women's health care and those standards are incorporated in this policy.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3(U), establishes specific standards pertaining to women's health care and those standards are incorporated in this policy.
- (B) **Abortion Access:**

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#F-116 WOMEN'S CARE

- (1) In the event continued detention is necessary and appropriate, and consistent with the practice of ICE/ERO's federal partners, if the life of the mother would be endangered by carrying a fetus to term, or in the case of rape or incest, ICE/ERO will assume the costs associated with a female detainee's decision to terminate a pregnancy.
 - a. In this instance, or in a situation where a female detainee opts to fund the termination of her pregnancy, ICE/ERO will arrange for transportation at no cost to the detainee for the medical appointment, and, if requested by the detainee, for access to religious counseling, and non-directive (impartial) medical resources and social counseling, to include outside social services or women's community resource groups.
 - b. If a detainee requests to terminate her pregnancy, it will be documented in the detainee's medical records. The detainee's statement should be signed personally by the detainee to include clear language of the detainee's intent.

VI. Intake Screening:

- (A) Medical staff will query all newly arriving female inmates regarding pregnancy, recent delivery, miscarriage, abortion, and if they are currently prescribed oral or injectable contraceptives as part of the intake health screening process.

VII. Initial Health Assessment:

- (A) The NDS requires that all initial health assessments of female detainees shall be conducted by a qualified medical health professional. The assessment shall inquire and perform the following:
 - (1) Pregnancy test for women aged 18-56 and deliver to the inmate/detainee and document the results.
 - (2) If the detainee is currently nursing
 - (3) Use of contraception
 - (4) Reproductive history
 - (5) Menstrual cycle
 - (6) History of breast and gynecological problems
 - (7) Family history of breast and gynecological problems
 - (8) History of physical or sexual victimization and when it occurred

VIII. Preventive Services:

- (A) Any woman taking birth control must be permitted to continue taking it on a regular basis as prescribed. An I.U.D. in place may not be removed without the woman's consent.
- (B) Sanitary napkins and tampons must be available for every female inmate.

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#F-116 WOMEN'S CARE

- (C) Upon request, appropriately trained medical personnel within their scope of practice shall provide inmates with non-directive advice and consultation about family planning and contraception, and where appropriate, prescribe and dispense medical contraception.
- (D) Female detainees shall receive routine, age appropriate gynecological and obstetrical health care, consistent with recognized community and clinical guidelines for women's health services.
 - (1) A pelvic and breast examination, pap test, baseline mammography, and sexually transmitted disease (STD) testing shall be offered and provided as deemed necessary by a health care practitioner.
 - (2) A health care practitioner will identify any special needs (e.g., diet, housing, and other accommodations) and inform all necessary staff and facility authorities.

IX. Pregnancy:

- (A) If a woman believes she is or may be pregnant, she is entitled to a pregnancy test.
- (B) If a woman is pregnant, she is entitled to prenatal and postnatal care, a special diet, supplementary vitamins, and other care as prescribed by a physician.
- (C) Special needs of lactating mothers must be accommodated.
- (D) Pregnant women have the right to be treated by their own physician at their own expense. An indigent woman is entitled to receive medical service in connection to pregnancy on the same basis as an indigent woman would be entitled to under the Medi-Cal Program.
- (E) Any confirmed pregnant woman shall be provided close medical supervision. They shall have access to comprehensive counselling on topics including, but not limited to, nutrition, exercise, complications of pregnancy, prenatal vitamins, labor and delivery, postpartum care, lactation, family planning, abortion services, and parenting skills.
- (F) All chemically dependent pregnant women are considered high risk and medical staff shall address their needs immediately.
- (G) If a pregnant detainee has been identified as high risk, the detainee shall be referred to a physician specializing in high risk pregnancies.

X. Posting and Notices:

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#F-116 WOMEN'S CARE

- (A) Jail staff shall notify ICE/ERO as soon as practicable (no later than 72 hours) of any pregnant ICE detainee, if they do not already have that information.
- (B) A copy of services for pregnant women shall be included in the Inmate Handbook.
- (C) Copies of this policy shall be made available upon request and posted in the female housing units.
- (D) Provisions shall be made to effectively communicate all information to non-English speaking women and those with disabilities.

XI. Breast Feeding Procedures:

- (A) In compliance with AB 2507 and PC 4002.5, the Yuba County Jail shall provide infant and toddler breast milk feeding program for inmates housed in the facility.
- (B) Any inmate who is either breast feeding or actively lactating will be referred to Health Care Services.
- (C) Lactating inmates desiring to breast feed their infants will be provided a manual breast pump with instructions on use or a family member may provide the inmate a manual or electric pump for use. (Anything provided by the family will be approved by the Shift Supervisor prior to being given to the inmate.)
- (D) The inmate will be provided a private location to utilize the breast pump.
- (E) The breast milk will be pumped into clean breast milk bags or bottles and retrieved by medical staff who will label with the date and time of pumping. After each pumping the pump will be cleaned with soap and hot water.
- (F) The breast milk will be placed in a freezer in the Medical unit and it will be the responsibility of the infant's guardian to pick up the milk within seven (7) days. Milk not retrieved within the seven days will be disposed of. The infant's guardian will be responsible for signing the Wellpath Breast Milk Pick-Up Log form to acknowledge their responsibility to pick up the breast milk.
- (G) The inmate will be responsible to identify the guardian picking up the breast milk and said guardian will be prepared to show proper ID in order to obtain the breast milk at time of pick up.
- (H) Health Care Services staff will provide the inmate with the necessary education to support them in the infant and toddler breast feeding program. This education may include but is not limited to the following:

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#F-116 WOMEN'S CARE

- a. Washing their hands with soap and water prior to pumping.
 - b. Cleaning the pump with soap and hot water after each use.
 - c. Notify staff upon completion of pumping to ensure milk can be collected and stored appropriately.
 - d. Maintain a healthy diet to ensure adequate milk supply.
-
- (I) Health Care Services staff shall provide medically appropriate support and care related to the cessation of lactation and weaning.

 - (J) Health Care Services staff shall have procedures in place for conditioning an inmate's participation in the program upon the inmate undergoing drug screening.

 - (K) Treatment and supportive measures shall be provided to permit withdrawal with minimal discomfort

**YUBA COUNTY JAIL MANUAL
#F-118 SUBSTANCE DEPENDENCY**

I. Purpose:

The purpose of this operations order is to establish the procedure for the treatment of individuals with substance dependency.

II. Policy:

It is the policy of the Jail to establish protocols to assist those incarcerated who are dependent on alcohol and/or drugs.

III. California Health & Safety Code:

- (A) California Health and Safety Code §11222 states that whenever a person is taken into custody and is lodged in a jail or other place of confinement, and there is reasonable cause to believe the person is addicted to a controlled substance, it is the duty of those responsible for the place of confinement to provide the person with medical aid as necessary to ease any symptoms of withdrawal from the use of the controlled substance.
- (B) In any case in which a person, who is participating in a narcotic treatment program, is incarcerated in a jail or other place of confinement, that person, in the discretion of the director of the program, be entitled to continue in the program until conviction.

IV. Title 15:

- (A) Title 15 §1213 states a jail facility shall develop written medical policies on detoxification. The detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.
- (B) The Yuba County Jail has a third-party medical provider and they have protocols in place to medically handle those addicted to alcohol or drugs, as well as those experiencing withdrawal symptoms.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3(F), requires that all ICE detainees will be screened when they arrive at the facility for use of or dependence on mood and mind altering substances, including alcohol, opiates, hypnotics, and sedatives.
- (B) Detainees reporting the use of such substances shall be evaluated for their degree of reliance and potential for withdrawal. Medical staff will provide treatment and supportive measures to permit withdrawal with minimal discomfort.

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- (C) Detainees experiencing severe or life-threatening alcohol or drug withdrawal shall be immediately transferred to an emergency medical facility. ICE/ERO will be notified of any detainee requiring hospitalization.

VI. Consent Decree:

- (A) The Consent Decree, Section 5, requires medical assistance for intoxicated individuals and/or those in withdrawal. Those requirements are incorporated into this policy.

VII. Medical Assistance:

- (A) If there is reasonable cause to believe that a person is addicted to a controlled substance or alcohol, or is potentially undergoing withdrawal, the inmate must either be timely assessed and treated by a Qualified Medical Professional at the jail or transported to an appropriate hospital facility.
- (B) Detoxification from alcohol, opiates, hypnotics, other stimulants, and sedative hypnotic drugs, when performed in the jail, will be done under medical supervision in accordance with the medical provider's policies and protocols.

VIII. Sobering Cells:

- (A) Inmates placed in a sobering cell shall be assessed, evaluated, treated and monitored pursuant to jail policy #D-110 and applicable policies and procedures of medical staff.

YUBA COUNTY JAIL MANUAL
#F-120 COMMUNICABLE DISEASES/EXPOSURE

I. Purpose:

The purpose of this operations order is to establish protocols for identifying and addressing infectious diseases within the jail facility.

II. Policy:

It is the policy of the Jail to comply with standards established by the Center for Disease Control, California Health and Safety Code (§199.97 and §199.99), California Penal Code (§§7500-7553), Title 8 of the California Code of Regulations, Title 15, Consent Decree and National Detention Standards.

III. Title 15:

- (A) Title 15 §1051 requires facilities to have written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation is completed.
- (B) At the time of intake into the facility, an inquiry shall be made of the new prisoner as to whether or not they have, or have had, any communicable disease. The response shall be documented on the screening form.

IV. Consent Decree:

- (A) The Consent Decree states the jail shall maintain current policies and procedures for identification, treatment, isolation, surveillance, immunization, prevention, education, and follow-up related to infectious diseases. Individuals found to have an infectious disease shall be immediately treated.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, establishes standards for ICE detainees related to infectious diseases. Those standards are incorporated in this policy.

VI. Definitions:

- (A) **Communicable Disease:** Any disease which can be transmitted from person or animal to another via the air, body fluid, or other means, including reportable conditions listed in California law.
- (B) **Body Fluids:** Any fluid secreted by the body.

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- (C) **Body Fluid Capable of Transmitting HIV:** As defined by the State Department of Health Services, blood, semen, vaginal secretion and any body fluid visibly contaminated with blood.
- (D) **Exposure:** Anytime a fluid or substance capable of transmitting a communicable disease has direct contact with open cuts, breaks in the skin, or with mucous membranes, such as the mouth, nose or eyes.
- (E) **Infectious Agent:** Any virus, bacteria, or other organism identified as the causative agent of any communicable disease.
- (F) **HIV:** The causative agent of the Acquired Immunodeficiency Syndrome (AIDS).

VII. Precautionary Measures:

- (A) Precautionary measures will be taken with all persons. All persons, sharp objects, and body fluids will be considered capable of transmitting a communicable disease.
- (B) Precautionary measures should include the following:
 - (1) Disposable gloves should be worn whenever staff anticipate coming into contact with body fluids.
 - (2) Pocket masks should be used when administering CPR.
 - (3) Any material contaminated by body fluids, except for sharp objects, should be put in bags marked for contaminated material.
 - (4) Sharp objects should be properly secured to prevent punctures or sticks.
 - (5) Staff shall conduct searches as prescribed by department policy and in such a manner as to minimize contact with body fluids or sharp objects.
 - (6) Staff should keep all cuts or other openings in the skin appropriately covered.
 - (7) Staff who come into contact with body fluids should wash the affected area as soon as possible with soap and water. Mucous membranes should be rinsed with lukewarm water.
 - (8) Staff are required to provide emergency medical care, including CPR, whenever necessary. Proper protective equipment should be utilized when providing emergency medical care.

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#F-120 COMMUNICABLE DISEASES/EXPOSURE

- (C) All inmates/detainees shall be assumed to be infectious for bloodborne pathogens, and standard precautions are to be used at all times when caring for inmates/detainees.
- (D) Information regarding infectious diseases shall be communicated on a regular basis to non-medical and medical staff, as well as inmates/detainees.

VIII. Reporting Procedures:

- (A) Communicable disease control in the jail is the responsibility of all employees. It begins at the intake process; however, staff must continue to monitor inmates throughout their incarceration. Any potential issues pertaining to communicable diseases will be immediately reported to the shift supervisor and medical staff.
- (B) Jail staff should monitor and report potential issues based on their own observations or information provided by other sources. The most common signs or symptoms of communicable diseases include:
 - (1) Any fevers or fevers with chills
 - (2) Weight loss
 - (3) Cough with phlegm and/or blood
 - (4) Diarrhea with or without blood
 - (5) Vomiting
 - (6) Skin rash
 - (7) Boils
 - (8) Genital lesions
 - (9) Anal or genital warts
 - (10) Vaginal or penile discharge

IX. Protective Equipment:

- (A) Personal Protective Equipment (PPE) to minimize body fluid contact will be made available to all personnel. Staff will use PPE when necessary and/or as directed by a supervisor.
- (B) Common PPE used in the jail includes:
 - (1) **Pocket CPR Mask:** Pocket CPR masks with one-way valves and carrying cases shall be issued to all Officers. They will receive training in their use and carry them at all times while on duty. Pocket masks shall be thoroughly cleaned after use with soap and water and/or alcohol wipes.
 - (2) **Face Masks/Coverings:** At the direction of the department, staff may be issued face masks/coverings for use against communicable diseases. There are various types of face masks/coverings, ranging from N95 fit-tested face

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#F-120 COMMUNICABLE DISEASES/EXPOSURE

masks to surgical masks to cloth face coverings. N95 and surgical masks are disposable and meant to be discarded after use. Cloth face coverings can be properly cleaned through machine washing.

- (3) **Gloves:** Disposable latex or vinyl gloves are made available to staff at all times. They should be worn once and disposed. If there has been any body fluid contact, the gloves should be disposed of in a bag marked for contaminated material.

Staff may choose to wear non-disposable gloves made of leather, rubber, cloth or similar materials. However, staff should take caution that such gloves can easily become contaminated and proper precautions, such as using disposable gloves in addition to them.

- (4) **Gowns:** Disposable paper gowns are another form of PPE that staff can wear over their uniforms as protection against body fluids. Gowns should be disposed of after use, and any gowns contaminated with body fluids should be placed in a bag marked for contaminated material.
- (5) **Eye Protection:** Plastic goggles are another form of PPE staff can use to protect their eyes from exposure. Most goggles can be re-used after thoroughly cleaning them.
- (6) **Sharp Objects:** Sharp objects, such as hypodermic syringes, shall be placed in puncture resistant containers. Needles should never be broken, bent or otherwise tampered with. If a puncture resistant container is unavailable, or the object is too large, placing the item into another container and properly marking it is an alternative.

X. Searches:

- (A) Searches should be conducted in a manner that minimizes punctures or exposures.
- (B) Personnel should exercise great care when conducting searches of any kind.
 - (1) Personnel should use discretion when conducting a search and evaluate each situation to ensure personal safety.
 - (2) Whenever possible, ask the person to be searched if they have any sharp or contaminated items on their person or possessions.
 - (3) If possible or safe to do so, have the person remove the object from their person or possessions to more safely handle.

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- (4) The contents of purses and other containers should be emptied out prior to a search.
- (5) Personnel should not put their hands into places they cannot see.

XI. Sharp Objects:

- (A) “Sharps” are all disposable or discarded items derived from inmate/detainee care that could potentially transmit diseases via direct subdermal inoculation. The following procedures will be observed when handling and disposing of needles and other hazardous sharp items:
- a. Inventory – A perpetual/running inventory will be kept of those items that pose a security risk, such as sharp instruments, syringes, needles, and scissors. This inventory will be reconciled weekly by an individual designated by the HSA or equivalent.
 - b. Handling – Without removing the needles or replacing the needle covers, staff will place used (disposable) syringes in commercially available, biohazardous-waste sharps containers approved by the National Institute for Occupational Safety and Health.
 - c. Disposal – The container will be labeled with the words “infectious waste,” or with the universal biohazard symbol, and placed in the proper area for removal and disposal. Sharps will be considered infectious waste and final disposal of the container and contents will be through a commercial contractor that handles disposal of infectious waste in accordance with all local and federal regulations. The contractor’s disposal methods shall comply with all infectious and hazardous waste disposal laws and regulations

XII. Cleaning and Decontamination:

- (A) Precautions should be taken when cleaning items and areas contaminated with body fluids. PPE should be provided to anyone responsible for clean-up.
- (B) Any clothing item that is contaminated with body fluids should be changed as soon as possible to minimize exposure. Clothing should be laundered in the manner prescribed by the manufacturer. Normal machine washing and dry cleaning is normally sufficient to decontaminate clothing items.
- (C) Equipment items that become contaminated with body fluids should be cleaned in a manner prescribed by the manufacturer. A solution of 1 part household bleach to 10 parts water is sufficient to decontaminate body fluids. This solution will not damage equipment such as handcuffs, keys, car seats, etc.

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- (D) Body fluid spills should be cleaned up as soon as possible. Persons responsible for any clean-up should wear appropriate PPE.
 - (1) Undiluted bleach should never be poured on blood, urine or other body fluid as a toxic reaction may result.
 - (2) Any cleaning agent used in the jail is sufficient to decontaminate spills of body fluids.
 - (3) Disposable towels used to clean spills of body fluids should be disposed of in bags marked for contaminated materials.
 - (4) Mops used to clean-up spills of body fluids should be soaked in a cleaning solution after use to ensure decontamination.

XIII. Exposure Reporting and Management:

- (A) Inmates/Detainees exposed to potentially infectious bodily fluids (e.g., through needle sticks or bites) shall be afforded immediate medical assistance, and the incident shall be reported as soon as possible to the clinical director or designee and documented in the inmate's medical file.
- (B) California State law requires law enforcement personnel to file specific report forms whenever they have been exposed to a body fluid capable of transmitting HIV. State law further requires the Chief Medical Officer of a correctional facility to complete a process of investigation and determination about HIV testing the source of the exposure. Specific appeal rights are provided by law. Whenever an exposure has occurred, the exposure should be assessed and personnel should be referred for appropriate medical follow-up.
- (C) Personnel are required by law to file a report whenever they have been exposed to body fluids capable of transmitting HIV of a detainee, arrestee, prisoner, parolee or probationer.
- (D) Personnel shall complete the CDPH 8459 report form, "Report of Request and Decision for HIV Testing," whenever they have been exposed to body fluids capable of transmitting HIV. Personnel may request HIV testing of the source of the exposure on the form.
- (E) The CDPH 8459 form shall be submitted to the Chief Medical Officer of the jail as soon as possible after the incident, but no later than (2) days. A copy of the report shall also be submitted to the Jail Commander.
- (F) Pursuant to California Penal Code §7511, the Chief Medical Officer is required to decide if HIV testing of the source is appropriate and indicate the decision on the CDPH 8459 form. The Chief Medical Officer is required to return the form to the

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employee within (5) calendar days after submission. If the employee has not received the form within the (5) days they should contact the Jail Commander, who is responsible for determining why the timeline was not met.

- (G) State law provides for an appeals process if either party disagrees with the decision of the Chief Medical Officer regarding the HIV testing of the subject of the report.
 - (1) The employee must file their appeal within (3) calendar days of the receipt of the decision of the Chief Medical Officer.
 - (2) The Appeals Panel is comprised of the Chief Medical Officer, a supervisory representative of the Sheriff, and an independent physician selected from a list developed by the State Department of Health Services.
 - (3) The appeals hearing is a closed hearing. Both parties can be represented and present evidence.
 - (4) The decision of the Appeals Panel must be rendered within (10) days of the appeals request. The decision must be unanimous to overturn the initial decision.
- (H) The HSA will consult with the local or state TB program on all aspects of health and public health care for inmates/detainees with suspected or confirmed TB diseases, including testing, treatment, release from isolation, placement in general population, and public health actions. This also includes reporting and collaboration with local and state health departments in accordance with state and local laws and recommendations.

XIV. Exposure Follow-up:

- (A) Anytime an exposure has occurred, the exposure should be assessed and the proper medial follow-up should be recommended.
- (B) **First Aid:** Immediate first aid should be provided after an exposure and proper follow-up determined.
 - (1) Immediate first aid includes washing the affected area and covering it if appropriate.
 - (2) If exposure is to the mucous membranes, the area should be flushed with lukewarm water.

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- (3) It should be determined if the fluid or substance was capable of transmitting a communicable disease and was there a portal of entry, such as a skin break or contact with a mucous membrane.
 - (4) After the assessment, the employee exposed should be referred to the Yuba County Health Department for medical follow-up and treatment.
- (C) **Medical Care:** When an employee reports to the Yuba County Health Department for follow-up medical care, appropriate medical care should be provided.
 - (1) If the employee was exposed to droplets of sputum, the primary concern is with the transmission of an airborne disease.
 - (2) If the employee was bitten and/or their skin was broken, the minimum treatment should include treatment for Hepatitis B.
 - (3) If the employee was exposed to blood or body fluid contaminated with blood, the employee may request HIV testing.
 - (4) Employees are encouraged to request HIV testing for themselves to establish a baseline status. Follow-up testing is also recommended.
 - (5) Anytime an employee requests HIV testing, proper pre-test and post-test counseling should be provided.
- (D) **Worker's Compensation Reporting Procedures:** When an employee is injured, they shall follow the Worker's Compensation Reporting Procedure outlined by the County in addition to any reporting procedures set forth in this policy.

XV. Medical Information:

- (A) General information identifying the precautions necessary for housing and transporting inmates who have or are suspected of having a communicable disease should be provided by jail medical staff.
- (B) Jail medical staff should advise custody staff anytime an inmate needs special housing for medical problems. Housing arrangements should be made in accordance with recommendations from medical staff.
- (C) Anytime an inmate is transported for medical care, jail medical staff should inform the transporting Officer of any medical precautions necessary for the Officer's safety.
 - (1) Whenever medical staff request transportation for an inmate for medical purposes, custody staff shall ask jail medical staff what medical precautions are necessary for the transport.

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- (2) If medical precautions are necessary, jail medical staff should explain why any such precautions are necessary and what the transporting Officer should do if he/she has contact with body fluids of the person transported.
- (3) If an inmate being transported has or is suspected of having a respiratory condition, jail medical staff should provide a mask for the inmate.
- (4) Transporting Officers should always wash their hands after contact with any inmate being transported before touching their face or eyes or any personal objects.

XVI. NDS Requirements:

- (A) NDS requirements for ICE detainees include the following specific standards:
 - (1) The jail facility shall establish a written plan to address exposure to bloodborne pathogens and post-exposure intervention.
 - (2) A detainee may request Hepatitis testing at any time.
 - (3) A detainee may request HIV testing at any time. Facilities shall have a written plan to ensure the highest degree of confidentiality regarding HIV status.
 - (4) All detainees diagnosed with HIV or AIDS shall be provided the appropriate medical care consistent with national recommendations and guidelines. All FDA approved medications currently approved for the treatment of HIV/AIDS must be accessible.
 - (a) Medical personnel shall ensure the facility maintains access to adequate supplies of FDA approved medications for the treatment of HIV/AIDS to ensure that newly admitted detainees are able to continue with their treatment without interruption.
 - (5) Any detainee with confirmed or suspected TB shall also be evaluated for possible HIV infection and vice versa.
 - (6) When current symptoms suggest HIV infection, the following procedures shall be implemented.
 - (a) Segregation of HIV-positive detainees is not necessary for public health purposes. Detainees with HIV shall not be separated from the general population, either pending a test result or after a test report, unless clinical evaluation reveals a medical need for isolation.

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- (b) New HIV-positive diagnosis must be reported to government bodies according to state and local laws and requirements; the HSA is responsible for ensuring that all applicable state requirements are met.
- (c) If the detainee manifests symptoms requiring treatment beyond the capability of the facility, a qualified medical professional shall recommend a transfer to a local hospital or other appropriate facility.

YUBA COUNTY JAIL MANUAL
#F-122 THERAPEUTIC DIETS

I. Purpose:

The purpose of this operations order is to establish procedures for the handling of therapeutic or special diet needs.

II. Policy:

It is the policy of the jail to identify any inmate who requires a therapeutic or special diet due to medical reasons.

III. Title 15:

- (A) Title 15 §1248 requires facilities, in consultation between custody and medical staff, to develop written policies and procedures that identify individuals who are authorized to prescribe a medical diet.
- (B) Medical diets utilized by the facility shall be planned, prepared and served with consultation from a registered dietitian. Staff shall comply with any medical diet prescribed.
- (C) The facility shall ensure that the medical diet manual, which includes sample menus of medical diets, shall be available in both the medical unit and the food services office for reference and information. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.
- (D) Pregnant women shall be provided a balanced, nutritious diet approved by a doctor.

V. Consent Decree:

- (A) The Consent Decree requires staff to immediately comply with any special diet prescribed for an inmate by health care personnel.
- (B) A licensed or registered dietitian shall plan the following special diets:
 - (1) Low carbohydrate diet
 - (2) Low salt diet
 - (3) Pre-natal diet
 - (4) Low fat diet

VI. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.1, requires facilities to prescribe detainees with certain conditions – chronic or temporary – medical, dental or psychological therapeutic diets, supplemental meals, or snacks as appropriate as authorized by medical staff.

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#F-122 THERAPEUTIC DIETS

VII. General Procedures:

- (A) Therapeutic diets shall be ordered on an individual basis by medical staff. Medical staff shall provide kitchen staff with a written order when such a diet is required.
- (B) A list of inmate receiving prescribed therapeutic diets shall be maintained in the jail kitchen. At mealtime, kitchen staff will identify therapeutic diets with the individual's name and housing area on the meal tray. Officers conducting feeding will ensure the individual receives the proper meal.
- (C) The Food Services Manager shall maintain a list of therapeutic diets on file at all times.
- (D) In certain cases, it may prove desirable to place an inmate receiving a therapeutic diet in a single cell. If this becomes necessary a shift supervisor shall be notified.

YUBA COUNTY JAIL MANUAL
#F-124 TERMINAL ILLNESS/ADVANCED DIRECTIVES AND DEATH

I. Purpose:

The purpose of this operations order is to establish procedures for addressing inmates with a terminal illness, fatal injury, advanced directives or a death while in custody.

II. Policy:

It is the policy of the jail to provide a safe environment for all inmates. Should an inmate become terminally ill, the Jail Commander shall consult with medical staff, Courts, and/or ICE officials as applicable and take action to cause the individual to be removed from the facility to a suitable medical facility.

III. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 4.6, requires facilities to establish policies and procedures addressing the issues of terminal illness, serious injury, advance directives, and detainee death. Those requirements are incorporated into this policy.

IV. Terminal Illness:

(A) The Health Services Administrator (HSA) shall arrange the transfer of chronically, critically, or terminally ill ICE detainees to appropriate off-site medical facilities. ICE/ERO shall be notified as soon as practicable of the need for such transfer, ideally before the detainee leaves the facility.

(B) If a County inmate becomes chronically, critically or terminally ill the Jail Commander shall coordinate with the District Attorney, Courts and/or any other entity necessary to arrange the transfer of the inmate to an appropriate off-site medical facility.

(C) A seriously ill or dying inmate shall receive necessary and appropriate medical care as determined by medical personnel.

(D) An inmate in a community hospital remains in custody unless removed from custody by the proper authority. While the individual remains in custody, the jail and/or ICE officials retain authority to make administrative decisions. Hospital staff assume decision-making authority over medical decisions.

V. Advanced Directives:

(A) Persons held in custody have the right to execute advanced directives and living wills. They may use the services of a private attorney to prepare documents.

YUBA COUNTY JAIL MANUAL
#F-124 TERMINAL ILLNESS/ADVANCED DIRECTIVES AND DEATH

- (A) Whenever staff becomes aware that an inmate has a living will or advanced directive, they will notify the Jail Commander who will then notify jail medical staff. The Jail Commander and jail medical staff will consult with County Counsel and/or ICE officials for legal review.
- (B) The Jail Commander and jail medical staff will provide jail staff with direction in complying with living wills and advanced directives.
- (C) “Do Not Resuscitate Orders”, or DNR, are to be forwarded to the Jail Commander and jail medical staff. A copy of the order will be placed in the inmate’s jail record and jail medical file. Should the individual have a serious or critical medical condition they should be removed from custody as described in this policy.

VI. Deaths in Custody:

- (A) The Jail Commander shall be immediately notified anytime there is an in-custody death. The Jail Commander is then responsible for notifying his chain-of-command.
 - (1) If the Jail Commander is unavailable to notify his chain-of-command, the Jail Lieutenant and/or on-duty jail supervisor shall ensure the Operations Division Captain, Undersheriff and Sheriff are notified.
- (B) The Operations and/or Jail Commander shall assign personnel to investigate the in-custody death. Depending on the circumstances, there may be multiple types of investigations as determined by the command staff.
- (C) California Government Code §12525 requires that in any case in which a person dies while in the custody of a law enforcement agency, the agency shall report facts concerning the death to the California Attorney General within (10) days after the death.
- (D) The Jail Commander shall immediately notify ICE/ERO of any detainee death.
- (E) **Organ Donation:** Any special requests for organ donation shall be directed to the Jail Commander, medical staff, and the County Coroner.
- (F) **Disposition of Property:** Staff shall collect the property of the deceased and dispose of it consistent department protocol.
- (G) **Disposition of Remains:** If the death occurred in Yuba County, the Coroner’s Unit of the Sheriff’s Department will assume responsibility and handle the death consistent with all applicable protocols for deaths in the County.

VII. 2019 National Detention Standards Terminal Illness, Advance Directives and Death

- A. The facility and ICE/ERO will defer to the hospital's standard rules and procedures concerning the seriously ill, injured, and dying, including the hospital's procedures for determining and contacting next-of-kin.
- B. The facility shall immediately notify ICE/ERO of any detainee death, and where appropriate, the Chaplain may provide advise about religious considerations that could influence the decision about the disposition of remains.
- C. The facility shall collect and return a deceased detainee's property and funds to ICE/ERO for processing and disposition.
- D. The facility shall coordinate with ICE/ERO on proper distribution of the death certificate.
- E. The facility will coordinate with ICE/ERO in communicating news of the serious illness or death of a detainee. The chaplain or designee may coordinate requested religious rituals at the time of a detainee's serious illness, injury, or death.
- F. The detainee's family shall have the opportunity to claim the remains within seven calendar days of the date they received notification (in writing or in person) of the death. ICE/ERO will coordinate the logistical details involved in returning the detainee's remains to the family.
- G. If a family member cannot be located or decline, orally or in writing, to claim the remains, ICE/ERO will notify the consulate of the detainee's country of nationality in writing. The consulate shall have seven calendar days in which to claim the remains.
- H. In the event that neither family nor consulate claims the remains, the facility shall coordinate with ICE/ERO. The facility shall not independently authorize cremation or donation of the remains for medical research.
- I. The facility shall make autopsy arrangements in coordination with ICE/ERO.

YUBA COUNTY JAIL MANUAL
#F-126 MEDICAL SCREENING OF FOOD HANDLERS

I. Purpose:

The purpose of this operations order is to establish procedures for the medical screening of inmate workers assigned to the jail kitchen.

II. Policy:

It is the policy of the jail to ensure that all inmate workers assigned to work in food services shall be medically cleared in order to prevent the spread of infectious disease.

III. Title 15:

- (A) Title 15 §1230 requires facilities to develop written procedures for the medical screening of inmate food service workers prior to working in the jail kitchen. There shall also be procedures for education and ongoing monitoring and cleanliness of these workers in accordance with standards set forth in the Health and Safety Code and California Retail Food Code.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.1, requires facilities to establish policies and procedures for detainees who work in facility food services. The Yuba County Jail does not assign ICE detainees to work in the jail kitchen.

V. Medical Questionnaire:

- (A) Prospective inmate kitchen workers shall read and complete the kitchen worker medical questionnaire in order to screen for pertinent infectious disease symptoms and to inform them of rules applicable to the assignment.
- (B) In the event the inmate cannot read or cannot read English, staff will read the questionnaire to them and make certain they understand all aspects of the questionnaire before signing it.
- (C) A medical examination should be appropriate to any stated complaints.

VI. Food Services Manager:

- (A) The Food Services Manager will review the questionnaire and sign it after approval. He will then route the questionnaire to jail medical staff and schedule the prospective kitchen worker for a health assessment that same day or at the next sick call.
- (B) The Food Services Manager will regularly monitor the cleanliness of the kitchen facilities. Yuba County Environmental Health will serve as a consultant.

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#F-126 MEDICAL SCREENING OF FOOD HANDLERS

- (C) Inmate kitchen workers must view the Food Handler's Safety Video provided by Yuba County Environmental Health prior to working in the kitchen. The date viewed will be entered on the kitchen worker's medical questionnaire by the Food Services Manager.
- (D) The kitchen worker shall sign the form indicating they are aware of the rules and regulations of the assignment.
- (E) It is the responsibility of the Food Services Manager to ensure that all inmate workers assigned to the kitchen have received the medical clearance and orientation prior to beginning work in the kitchen. The Food Services Manager will maintain all completed questionnaires.

VIII. Medical Staff:

- (A) Jail medical staff will review the questionnaire and conduct a health assessment of the inmate. Medical staff will determine if the inmate is of sufficient good health for a kitchen assignment.
- (B) After medical staff makes their determination, they will sign the questionnaire on the appropriate signature line and initial the inmate as either approved or not approved for the assignment. Medical staff will route the questionnaire back to the Food Services Manager. Medical staff will maintain a copy in the inmate's medical records.

YUBA COUNTY JAIL MANUAL
#F-128 PRIVATE MEDICAL AND DENTAL CARE

I. Purpose:

The purpose of this operations order is to establish procedures for private medical and dental care for inmates.

II. Policy:

It is the policy of the jail to establish procedures to allow inmates to receive medical and dental treatment from private physicians, dentists and mental health professionals at the expense of the inmate.

III. Consent Decree:

- (A) The Consent Decree requires staff to advise all inmates that he or she may retain any physician, dentist, or mental health professional at their own expense. The inmate shall reimburse the County for actual additional costs in the event the inmate must be transported to medical treatment out of the Yuba-Sutter area. Private health care professionals may, in coordination with jail staff, enter the jail to provide services.
- (B) Specialists and consultants from the private sector shall be employed as needed. Inmates may also employ, at their own expense, private physicians, dentists, and mental health personnel.

IV. General Procedures:

- (A) Jail medical staff has the responsibility to coordinate with private sector medical, dental and mental health professionals who are to provide care and treatment to inmates.
- (B) Jail medical staff also has the responsibility to coordinate with jail custody staff for any transports related to private care or for private health care professionals to enter the jail to provide care.

YUBA COUNTY JAIL MANUAL
#F-130 PRESCRIPTION DRUGS AT INTAKE

I. Purpose:

The purpose of this operations order is to establish procedures for inmates entering the facility in the possession of prescription medication.

II. Policy:

It is the policy of the jail to establish procedures for the secure storage, controlled administration, and disposal of all legally obtained drugs. This pharmaceutical management plan is the responsibility of the facility's health care provider.

III. Consent Decree:

(A) The Consent Decree establishes requirements for the continuity of community-prescribed medications. Those requirements are incorporated into this policy.

IV. Continuity of Medications:

(A) Continuation and bridging of all medications begun prior to an individual's incarceration is essential to the health and well-being of the person. Jail staff shall make its best effort to ensure that inmates will not miss any medications.

(B) It is the responsibility of the facility's medical provider to ensure that all policies and procedures related to prescription medications are followed.

V. Intake Procedures:

(A) All inmates who, at the time of booking, are prescribed medications in the community, and it is verified those medications are currently being taken, shall be timely continued on those medications, or prescribed comparable appropriate medication, unless a physician, PA, NP or psychiatrist makes a clinical determination that the medications are not necessary for treatment.

(1) This clinical justification for discontinuing a community-prescribed medication shall be documented.

(2) The clinical determination must be made after a face-to-face assessment, which includes the use of tele-psychiatry under appropriate standards and policies.

(B) Any inmate who, at the time of booking, reports that they are taking medications in the community, but their medications cannot be verified, shall be timely assessed by a physician, PA, NP or psychiatrist and timely prescribed medications necessary to treat their medical or mental health needs to ensure continuity of care.

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#F-130 PRESCRIPTION DRUGS AT INTAKE

- (C) If there is a question regarding the propriety of a medication, a physician, PA, NP or psychiatrist must be contacted before the prescription medication is denied.
- (D) If at the time of booking, an inmate reports they need certain medications, that person shall be seen at the next sick call, unless it is determined that the person cannot wait until then. In such cases, the individual shall be sent to the hospital.
- (E) Any new inmate entering the jail, who regularly takes medication, must be seen at the next sick call.

VI. Psychiatric Medications:

- (A) Inmates who are prescribed medication by a physician, PA, NP or psychiatrist, or who are continued on community-prescribed psychiatric medication, will be re-evaluated by a psychiatrist every (30) days until the condition is stable, then every (30) to (90) days at the clinical discretion of the psychiatrist. The inmate's health care provider will determine if more frequent evaluations are necessary.

YUBA COUNTY JAIL MANUAL
#F-132 DISTRIBUTION AND STORAGE OF MEDICATION

I. Purpose:

The purpose of this operations order is to establish procedures for the administration and storage of medications.

II. Policy:

It is the policy of the jail to establish procedures for a pharmaceutical management plan that includes the distribution and storage of medications.

III. Title 15:

- (A) Title 15 §1216 requires facilities to develop written plans, establish procedures, and provide space and accessories for the secure storage, the controlled administration, and disposal of all legally obtained drugs. Those requirements are incorporated into this policy.
- (B) Title 15 §1217 requires facilities to develop written policies and procedures governing the use of psychotropic medications. Those requirements are incorporated into this policy.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, establishes requirements specific to ICE detainees regarding the distribution of medications. Those requirements are incorporated into this policy.

V. Storage of Medications:

- (A) The jail's medical provider has a dedicated room for the secure storage of medications. Access is limited to jail medical staff.
- (B) Internal use drugs in liquid, tablet, capsule or powder form shall be stored separately from drugs for external use. Drugs are stored at appropriate temperatures.
- (C) Drugs shall not be kept in stock after the expiration date, and no contaminated or deteriorated drugs shall be available for use.
- (D) Containers that are cracked, soiled, or without secure closures shall not be used. Drug labels shall be legible.
- (E) All controlled substances will be kept secured behind at least (2) locks when authorized medical staff are not present. Management of controlled substances shall be followed pursuant to the jail medical provider's policies and procedures.

YUBA COUNTY JAIL MANUAL
#F-132 DISTRIBUTION AND STORAGE OF MEDICATION

VI. Administration of Medication:

- (A) The administration of medication shall only be done by licensed medical professionals and never by custody staff or anyone else.
- (B) Medical staff shall verify an inmate's identification by their identification armband before administering medication. If there is any doubt about identification, medical staff shall confer with custody staff to confirm identification before administering medication.
- (C) Medical staff will ensure that medication is administered at the proper times and prescribed dosage. They shall also confirm they are administering the appropriate medication as prescribed.
- (D) Medical staff shall confirm the inmate has ingested the medication as prescribed. Staff shall take every reasonable precaution.
 - (1) The inmate will ingest the medication in the presence of medical staff.
 - (2) Staff shall check to confirm the inmate did not conceal the medication in their hand, mouth or other location instead of ingesting it.
 - (3) Staff shall have the inmate speak after taking medication and/or drink water as a means of confirming ingestion.
- (E) Medical staff shall keep medications well out of reach of inmates at all times. Medical staff will never reach into a cell or put their face near a door or tray slot opening.
- (F) Jail medical staff has a protocol for documenting the administration of medication. They shall not deviate from that protocol.
- (G) Medical staff are not authorized to repackage or re-label medications. This function is only performed by a licensed pharmacist, physician, dentist or other persons authorized by law.

VII. Disposal of Medications:

- (A) Disposal of medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with the DEA's disposal procedures.

YUBA COUNTY JAIL MANUAL
#F-132 DISTRIBUTION AND STORAGE OF MEDICATION

VIII. Psychotropic Medications:

- (A) Psychotropic medication is any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.
- (B) At intake, if an inmate states they are currently taking, or have a history of taking, psychotropic medication then medical staff will document that and refer the person to mental health staff for an evaluation.
- (C) Medical staff will follow the proper protocol to verify the use of the medication and for the continuity of use.
- (D) Psychotropic medication are prescribed only when clinically indicated, and are never given for disciplinary reasons. Absent an emergency or court order for treatment, an inmate/detainee shall give their informed consent or refusal.

IX. Non-Prescription Medication:

- (A) Jail medical staff, in consultation with custody staff, will determine which non-prescription medications and medical supplies are sold over-the-counter through commissary. Staff has the right to establish limits on the amount of non-prescription medications and medical supplies an individual may purchase or possess.
- (B) Indigent inmates, and those who are not eligible for non-prescription medications from the commissary, are provided medications as prescribed on regularly scheduled medication pass after seen on sick call.

YUBA COUNTY JAIL MANUAL
#F-134 RELEASE OF PRESCRIPTION DRUGS

I. Purpose:

The purpose of this operations order is to provide continuity of health care to inmates released from custody or transferred to another facility.

II. Policy:

It is the policy of the jail to establish procedures for a pharmaceutical management that includes proper discharge planning for those with health issues whose release or transfer from the jail is imminent.

III. General Procedure:

- (A) When an inmate is transferred to another facility, jail medical staff shall share appropriate health information with new providers in accordance to the law and to the policies of the jail medical provider.
- (B) Jail medical staff will complete any necessary paperwork and compile appropriate medical records to accompany an inmate that is transferred to another facility to maintain a continuity of care for the individual. The transfer of this information will be in compliance with the policies of the jail medical provider.
- (C) Jail medical staff, pursuant to their policies, may arrange for an inmate who is released from custody to be provided with a limited supply of prescription medication the person was taking while in custody.
- (D) Jail medical staff may make referrals to public health and/or community clinics for follow-up care and treatment upon release from custody, if appropriate.
- (E) Inmates released into the community will be provided with written instructions for the continuity of essential care, including but not limited to, the name and contact information for community providers for follow-up appointments, prescriptions and/or adequate supply of medication as necessary.
- (F) Jail medical staff ensure that when an ICE detainee is transferred from this facility, the detainee, at a minimum, will be provided with a 7-day supply of medication (or, in the case of TB medications, 15-days; and in the case of HIV/AIDS medications, 30-days) to accompany the detainee, as ordered by the prescribing authority.
- (G) Upon removal or release from ICE custody, a detainee shall receive up to a 30-day supply of medication as ordered by the prescribing authority and a medical care summary. If a detainee is on prescribed narcotics, the clinical health authority shall make a determination regarding continuation, based on assessment of the detainee.

YUBA COUNTY JAIL MANUAL
#F-136 OVER-THE-COUNTER MEDICATION

I. Purpose:

The purpose of this operations order is to provide proper guidelines for the administration of over-the-counter medications.

II. Policy:

It is the policy of the jail to establish procedures for a pharmaceutical management that includes proper administration of over-the-counter medications.

III. Title 15:

- (A) Title 15 §1216 requires facilities to develop a pharmaceutical plan that includes over-the-counter medications.

IV. General Procedures:

- (A) Over-the-counter medications (OTC) may be administered to inmates during medication distribution by jail medical staff.
- (B) Medical staff will use the same protocol to administer OTC medications as they use for prescription medications as outlined in jail policy #F-132 – Distribution and Storage of Medication.
 - (1) Administration of medication shall only be done by licensed medical professionals and never by custody staff or anyone else.
 - (2) Medical staff shall verify an inmate's identification by their identification armband before administering OTC medication. If there is any doubt about identification, medical staff shall confer with custody staff to confirm identification before administering medication.
 - (3) Medical staff shall confirm they administer OTC medications as prescribed.
- (C) Medical staff shall confirm the inmate has ingested the OTC medication as prescribed. Staff shall take every reasonable precaution.
 - (1) The inmate will ingest the OTC medication in the presence of medical staff.
 - (2) Staff shall check to confirm the inmate did not conceal the medication in their hand, mouth or other location instead of ingesting it.
 - (3) Staff shall have the inmate speak after taking medication and/or drink water as a means of confirming ingestion.

YUBA COUNTY JAIL MANUAL
#F-136 OVER-THE-COUNTER MEDICATION

- (D) Medical staff shall keep OTC medications well out of reach of inmates at all times. Medical staff will never reach into a cell or put their face near a door or tray slot opening.
- (E) Medical staff has a protocol for documenting the administration of medication. They shall not deviate from that protocol.

V. Medications:

- (A) Not everyone is entitled to receive OTC medications at any time. Some OTC medications are contraindicated due to other medications the inmate is receiving, allergies to the medication, contraindications related to similar medications being given and other issues.
- (B) Jail medical staff shall consider the medical risks that may be associated with administering OTC medications and take the proper precautions based on their professional determination.

YUBA COUNTY JAIL MANUAL
#F-138 MEDICAL AREA SECURITY

I. Purpose:

The purpose of this operations order is to establish security procedures for the jail medical unit.

II. Policy:

It is the policy of the jail to provide quality medical care to inmates in a safe and secure environment. Safety and security is the responsibility of every employee.

III. Medical Staff and Prisoner Security:

- (A) Jail medical staff shall remain alert when inmates are present in the medical unit. Staff shall always keep inmates in view.
- (B) Counters and desktops are to be kept clear of clutter and unnecessary objects. Items such as staplers, hole punches, medical instruments, or other objects which could easily be used as weapons or contraband shall be kept out of reach.

IV. Medical Instrument Control:

- (A) Medical instruments shall be maintained in locked storage at all times unless in use. Reasonable precautions are to be taken to prevent inmates from gaining access to them.
- (B) A written inventory record of medical equipment and designated instruments shall be maintained. A physical count will be conducted each day. An immediate report shall be made to the shift supervisor, Jail Commander and Jail Lieutenant whenever any medical instruments or equipment are discovered missing. Supervisors will then determine if a partial or full search of the facility is necessary.

V. Medical Officer:

- (A) Certain Officer or Officers are assigned specifically to the medical unit to assist jail medical staff. These Officers are responsible to coordinate the safe and efficient movement of inmates to and from the medical unit. They are also responsible for the safety and security of staff, as well as inmates, in the medical unit.
- (B) Officers assigned to the medical unit will inform medical staff of any safety or security concerns with any particular inmate, and take any necessary precautions to ensure those concerns are addressed.

YUBA COUNTY JAIL MANUAL
#F-138 MEDICAL AREA SECURITY

VI. Panic Alarm:

- (A) A panic alarm is installed in the jail medical unit. This alarm activates in Central Control. Medical staff are authorized to activate the alarm in an emergency. If the alarm activates, the Officer assigned to Central Control will immediately dispatch Officers to respond to the medical unit. The shift supervisor will also be notified.

YUBA COUNTY JAIL MANUAL
#F-140 DENTAL SERVICES

I. Purpose:

The purpose of this operations order is to establish standards for dental care for those incarcerated.

II. Policy:

It is the policy of the Jail to ensure emergency and medically required dental care is provided to each inmate/detainee, upon request, under the direction and supervision of a licensed dentist (Title 15 §115).

III. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 4.3(H), establishes standards for providing dental care to ICE detainees. Those standards are incorporated in this policy.

IV. Dental Unit:

(A) A dental treatment room is established within the medical unit of the jail. The jail contracts with a third-party dentist to provide a minimum of (8) hours of on-site dental care each week.

V. Inmate Health Assessment:

(A) Medical staff will conduct an inmate health assessment of every inmate within the first (14) days of incarceration. That health assessment must include a dental assessment.

(B) The assessment shall include an evaluation for untreated cavities, broken teeth, dentures, color and condition of tissues, tumors or lesions of the soft and hard tissues, and state of oral hygiene.

VI. Dental Services:

(A) An inmate may request an appointment with the dentist by submitting a sick call form. Medical staff collect sick call forms daily.

(B) Medical staff is responsible for scheduling dental appointments, giving priority to the most serious cases.

(C) Those who need emergency dental procedures, or procedures that cannot be performed by the on-site dentist because the scope of care is beyond the care that can be provided at the jail, or because the dentist is not on-site, will be referred to an outside provider.

YUBA COUNTY JAIL MANUAL
#F-140 DENTAL SERVICES

VII. Dentures:

- (A) Minor repair and adjustments of dentures can be performed on-site. Construction of new dentures must be authorized in advance by the jail physician and the Jail Commander. ICE/ERO must approve any such treatment involving an ICE detainee.

IX. Dental Unit Security:

- (A) Custody staff are responsible to ensure that inmates who enter the dental unit are restrained with handcuffs or waist-chain restraints. Inmates are to be under the direct supervision of custody staff or medical staff at all times while in the dental unit.
- (B) Dental instruments shall be maintained in locked storage at all times unless in use. Reasonable precautions are to be taken to prevent inmates from obtaining dental instruments.
- (C) A written inventory record of dental instruments shall be maintained. A physical count will be conducted each day the dental unit is in operation. An immediate report shall be made to a jail supervisor whenever any dental instrument is discovered missing.

X. Long Term Inmates:

- (A) Routine dental treatment may be provided to inmates for whom dental treatment is inaccessible for prolonged periods because of detention of over (6) months.
- (B) Routine dental treatment includes amalgam and composite restorations, prophylaxis, root canals, extractions, x-rays, the repair and adjustment of prosthetic appliances, and other procedures required to maintain the individual's health.

YUBA COUNTY JAIL MANUAL
#F-142 MEDICAL AND DENTAL SUPPLIES

I. Purpose:

The purpose of this operations order is to establish security procedures to ensure the sufficient and suitable space, supplies and equipment are available for the facility's medical providers and health care services.

II. Policy:

It is the policy of the jail to provide a secure location for medical supplies.

III. General Procedures:

- (A) Custody staff is prohibited from utilizing medical supplies for any use other than what they are designated for by policy.
- (B) The jail medical provider is responsible for the following:
 - (1) Ensuring there is adequate medical and administrative supplies available for the provision of services.
 - (2) Conduct an inventory of supplies and drugs in compliance with the medical provider's policies and protocols.
 - (3) Comply with all policies and protocols for handling of medical equipment, drugs and supplies.
 - (4) Ensure all medical equipment is available and in proper working order. Staff shall replace and/or replenish equipment and supplies as necessary.

YUBA COUNTY JAIL MANUAL
#F-144 MEDICAL RECORDS

I. Purpose:

The purpose of this operations order is to establish procedures for maintaining medical records for inmates.

II. Policy:

It is the policy of the jail to establish procedures for maintaining complete, current and accurate medical records on the health care treatment of all inmates.

III. Title 15:

- (A) Title 15 §1205 requires facilities to maintain individual, complete and dated health records in compliance with state law. These requirements are incorporated into this policy.

IV. Consent Decree:

- (A) The Consent Decree requires the facility to maintain complete, current, and accurate records regarding an inmate's health care treatment and prescription drug use. An individual record must be kept for each inmate, and a copy must be kept in a separate file or electronic database.
- (B) These records must be standardized so as to facilitate communication between staff.
- (C) Records must be conducive to allow the entry of the following information: history, complaints, treatment plan and progress notes. All entries must be dated and the time noted.
- (D) Records must include the fact that a drug or other prescribed treatment was administered, at what time, in what dosage, by whom, and for what purpose.
- (E) All clinical contact, diagnoses, and treatments by Qualified Medical and Mental Health Professionals must be documented.
- (F) Upon release from the jail, an inmate's doctor must be provided, upon request, with a copy of all of the inmate's jail medical records.
- (G) Jail medical records are confidential and, except for the drug dosage record, custody staff shall not review the records.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 4.3, establishes certain requirements for medical records as they relate to ICE detainees.

YUBA COUNTY JAIL MANUAL
#F-144 MEDICAL RECORDS

- (B) All medical personnel shall protect the privacy of detainee's medical information to the maximum extent possible while permitting the exchange of health information required to fulfill program responsibilities and to provide for the well-being of detainees.
- (C) Detainees and their representatives shall be allowed to request and receive medical records pursuant to facility policy. Medical records can also be requested through the detainee's designated ICE Officer or the ICE Freedom of Information Act (FOIA).
 - (1) Detainees who indicate that they wish to obtain copies of their medical records shall be provided with any appropriate forms.
 - (2) The facility will provide the detainee with assistance in making the written request (if needed) and will assist in transmitting the request to the appropriate office or person.
 - (3) Following the release of health information, the written authorization shall be retained in the health record, and a copy placed in the detainee's detention file or maintained in a retrievable electronic format.
- (D) When a detainee is transferred to another detention facility, jail medical staff shall ensure a medical transfer summary accompanies the detainee. Upon request, medical staff shall transmit a copy of the full medical records within (5) business days or sooner if determined to be medically urgent.

YUBA COUNTY JAIL MANUAL
#F-146 TRANSFER OF MEDICAL RECORDS

I. Purpose:

The purpose of this operations order is to establish procedures for the transfer of medical records.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, the Consent Decree, and the National Detention Standards.

III. Title 15

- (A) Title 15 §1205 requires jail facilities to maintain individual, complete and dated health records for all inmates. It further requires written authorization by the inmate in order to transfer health care information unless otherwise provided by law or administrative regulations having the force and effect of law.
- (B) Title 15 §1206 requires all jail facilities to have written policies and procedures for health care. One requirement addresses the transfer of pertinent individualized health care information as follows:
 - (1) The facility will transfer pertinent individualized health care information, or documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time the inmate is transferred.
 - (2) The information shall identify the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to provide for continuity of health care.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 7.2, establishes standards and procedures for transferring of medical records involving ICE detainees. Those standards are incorporated into this policy.

V. Consent Decree:

- (A) The Consent Decree establishes standards related medical record keeping. Those standards are incorporated into this policy.

YUBA COUNTY JAIL MANUAL
#F-146 TRANSFER OF MEDICAL RECORDS

VI. Transfer of Medical Records:

- (A) Upon release from jail, an inmate's doctor must be provided, upon request, a copy of the person's jail medical records.
- (B) Jail medical records are confidential and, except for the drug dosage record, custody staff shall not review the records.
- (C) The jail's medical provider maintains individualized medical records and is responsible for the transfer of records or medical information when an inmate is transferred from the jail to another correction system, or medical/mental health facility. The transfer of information will be conducted in compliance with the provider's policies and procedures.
- (D) It is the responsibility of custody staff to ensure that medical staff is aware of the release and/or transfer of an inmate so medical staff can coordinate any discharge planning and/or transfer of medical records, if appropriate.
- (E) Medical records shall be transferred sealed in a confidential envelope addressed to the receiving facility. Custody staff shall not break the seal and will deliver the records intact.
- (F) The jail's medical provider shall send full medical records or a detailed medical transfer summary.
- (G) The transfer of medical records or summary is essential for inmate safety while in transit and must be in the transporting Officer's possession. The inmate cannot be moved without the required information.

YUBA COUNTY JAIL MANUAL
#G-100 INMATE EDUCATION

I. Purpose:

The purpose of this operations order is to establish guidelines for providing educational programs to inmates.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, and the Consent Decree.

III. Title 15

- (A) Title 15 §1061 requires jail facilities to develop written policies and procedures for an inmate education program. Such a plan shall provide for the voluntary academic and/or vocational education of inmates. Reasonable criteria for program eligibility shall be established and an inmate may be excluded or removed based on sound security practices or a failure to abide by facility rules and regulations.

IV. Consent Decree:

- (A) The Consent Decree requires the jail facility to maintain an education and vocational training plan.
- (B) The education plan must provide for a basic education and vocational training program. The program shall be based on the education needs of inmates and shall include, at a minimum, the following.
 - (1) High school courses leading to a high school degree or its equivalent (providing that there are a sufficient number of participants).
- (C) On a yearly basis, the Jail Commander shall consult with appropriate personnel from the Yuba Community College District, the Marysville Joint Unified School District, Gateways Projects, Inc., and BSCC about the availability of their resources and expertise for use in the jail education program. The Jail Commander shall make a good faith attempt to incorporate their suggestions and resources, as well as other available community resources, into the education program.

V. Academic Education:

- (A) Whenever possible, outside instructors and County personnel will be used as instructors.

YUBA COUNTY JAIL MANUAL
#G-102 LAW LIBRARY/LEGAL RESOURCES

I. Purpose:

The purpose of this operations order is to establish procedures for the access and use of the law library and legal materials.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, the Consent Decree, and the National Detention Standards.

III. Title 15

- (A) Title 15 §1064 requires jail facilities to have written policies and procedures for library services that includes access to legal reference materials.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 6.5, establishes standards and procedures for access to the law library and legal resources for ICE detainees. Those standards are incorporated into this policy.

V. Consent Decree:

- (A) The Consent Decree establishes certain requirements regarding access to legal materials, and those requirements are incorporated into this policy.
- (B) The Consent Decree requires the facility to maintain adequate materials to support inmates to prepare documents for legal proceedings, special correspondence or legal mail. These materials shall include writing implements, office supplies, paper, and access to a photocopier.
- (C) The Consent Decree includes a detailed list of legal books and materials the facility must maintain in either hard copy or electronic format (refer to Consent Decree for details).

VI. Law Library Management:

- (A) The Jail Commander shall designate a law library coordinator who is responsible for inspecting materials, updating them, maintaining them in good condition, and replacing them promptly as needed. All book orders will be approved by the Jail Commander. The facility shall designate an employee with responsibility to inspect the equipment at least weekly and ensure that it is in good working order, and to stock sufficient supplies.

YUBA COUNTY JAIL MANUAL
#G-102 LAW LIBRARY/LEGAL RESOURCES

- (B) The facility shall designate an employee with responsibility for updating legal materials, inspecting them weekly, maintaining them in good condition, and replacing them promptly as needed. The facility shall notify the designated contact person at ICE/ERO if anticipated updates are not received.
- (C) Damaged materials shall be promptly replaced. The facility may obtain replacements by contacting the designated coordinator at ICE/ERO. If materials submitted by outside organizations need to be replaced, the facility will contact ICE/ERO to obtain replacements from the submitting organization.

VII. Request for Legal Materials:

- (A) Any inmate who wishes to use the law library must submit a written inmate request. Any Officer who receives the request shall either handle it themselves or forward it to the law library coordinator.
- (B) All requests shall be handled within (24) hours of the request.
- (C) If the legal material requested is unavailable staff shall inform the inmate. If the inmate still requests the material, that request shall be forwarded to the law library coordinator. The coordinator shall first attempt to locate the material at the County Law Library. If it is not available at the County Law Library, the coordinator shall inform the Jail Lieutenant and an effort will be made to locate a source or an alternate legal material. Staff shall process such requests within (24) hours.
- (D) Inmates may be given access to legal material either by an Officer escorting the person to the law library and securing them in the room until they are finished, or an inmate may request a specific book and an Officer can bring it to them in a secured holding room. Law books are prohibited in housing units.
- (E) Anytime an inmate is escorted to the law library, the Officer escorting them shall log the visit on the paper log located adjacent to the law library. The Officer will also document the visit in the inmate's event screen in the computer system. The completed legal material request form the inmate submitted shall be maintained in the person's custody file.
- (F) Only (1) inmate is allowed in the Law Library at a time, unless a shift supervisor authorizes otherwise. Inmates are restricted to one (1)-hour visit to the Law Library each day, but staff may allow for longer visits at their discretion if the schedule permits and the need is necessary.
- (G) In the event there are numerous Law Library requests and it appears it will be difficult or impossible to comply with all requests within (24) hours, priority will be given to those who are facing court deadlines or who are representing themselves in local courts.

YUBA COUNTY JAIL MANUAL
#G-102 LAW LIBRARY/LEGAL RESOURCES

- (H) Inmates with disabilities, who have Limited English Proficiency (LEP) or are illiterate, shall be provided assistance upon request. This assistance may include:
- (1) Assistance with legal research from the Law Library Coordinator;
 - (2) Permitting other inmates to assist;
 - (3) Contact pro-bono legal assistance organizations from the ICE/ERO list;
 - (4) Providing reasonable accommodations as outlined by jail policy
- In securing interpretation or translation services for an LEP; if such attempts are unsuccessful in providing the detainee sufficient assistance, the facility shall contact ICE/ERO to determine appropriate further action.
- (I) All inmates shall be thoroughly searched prior to and after using the Law Library. This will prevent the removal of legal materials and deter smuggling of contraband. The library shall be inspected before and after each use, and maintained in a neat and orderly manner.
- (J) Any request for copies of legal documents or legal resource materials shall be forwarded to a supervisor for review. A supervisor may authorize free legal copies.

VIII. ICE Detainees:

- (A) The 2019 NDS establishes certain requirements specific to ICE Detainees.
- (B) The facility shall provide an adequate number of computers to allow detainees to conduct electronic research. A printer, or the ability to print materials, shall be provided. The facility shall provide writing implements, paper, and the ability to make copies.
- (C) ICE/ERO shall provide an electronic version of required law library reference materials. The facility shall post a list of these reference materials and/or make them available electronically. Staff shall notify ICE/ERO if a detainee requests additional information.
- (D) Outside persons and organizations may submit published or unpublished legal material for including in the law library. If the material is in a language other than English, an English translation must be provided. ICE/ERO must review and approve such materials within (45) days.
- (E) If the facility receives published and/or unpublished immigration-related material for inclusion in the law library, it must immediately forward the material to ICE/ERO for review and approval.

YUBA COUNTY JAIL MANUAL
#G-102 LAW LIBRARY/LEGAL RESOURCES

- (F) Detainees who require additional legal material not available in the law library may request additional information. The facility shall inform ICE/ERO of the request as quickly as possible. Requests from detainees who are facing imminent deadlines will receive priority. Requests for copies of court decisions will normally be met within three business days, with reasonable time-frames for other requests.
- (G) The facility shall ensure that detainees can obtain copies of legal material when such copies are reasonable and necessary for a legal proceeding involving the detainee. This may be accomplished by providing detainees with access to a copier or printer, or by making copies upon request. Detainees may not be charged for copying or printing a reasonable amount of legal material. The number of copies of documents to be filed with a particular court, combined with the number required for ICE/ERO records and at least one copy for the detainee's personal use will determine the number of photocopies required. Requests for photocopies of legal material may be denied only if:
1. The document(s) might pose a risk to the security and orderly operation of the detention facility;
 2. There are other legitimate security reasons;
 3. Copying would constitute a violation of any law or regulation; or
 4. The request is clearly abusive or excessive.
- (H) Staff may not read a document that on its face is clearly related to a legal proceeding involving the detainee.
- (I) Facility staff shall provide assistance to detainees in accessing legal materials where needed (e.g., orientation to written or electronic media and materials; assistance in accessing related programs, forms and materials).
- (J) The facility shall permit detainees to assist other detainees in researching and preparing legal documents upon request, except when such assistance poses a security risk. Such assistance is voluntary, and no detainee shall be allowed to charge a fee or accept anything of value for assistance.
- (K) Facilities may allow outside volunteers and programs to assist or help detainees access legal materials.
- (L) Detainees are permitted to retain all personal legal material unless such material creates a safety, security, and/or sanitation hazard. Staff may require a detainee with a large amount of personal legal material to place some of the material in their personal property storage, with access permitted during designated hours (no later than 24-hours upon request).

YUBA COUNTY JAIL MANUAL
#G-102 LAW LIBRARY/LEGAL RESOURCES

- (M) The facility shall provide assistance to any detainee who requests a notary public, certified mail, or other such services to pursue a legal matter, and if the detainee is unable to meet the need through family, friend or community organization.
- (N) Detainees housed in Administrative Segregation shall have the same law library access as the general population, unless compelling security concerns require limitations.
- (O) Facilities may supervise the library use by a detainee housed in a special management unit as warranted by the individual's behavior and attitude. Detainees segregated for protection may be required to use the law library separately or, if feasible, have legal material brought to them. Violent or uncooperative detainees may be temporarily denied access to the law library if necessary to maintain security, until such time as their behavior and attitude warrants resumed access. In some circumstances, legal material may be brought to individuals in disciplinary segregation.
- (P) The facility will provide indigent detainees with free envelopes and stamps for mail related to a legal matter, including correspondence to a legal representative, potential legal representative, or any court. Indigent detainees will be permitted to mail a reasonable amount of mail each week, including at least five pieces of special correspondence and three pieces of general correspondence
- (Q) Denial of access to the law library must be supported by compelling security concerns, must be for the shortest period required by security, and must be fully documented. A detainee shall not be denied access to law libraries and legal materials as a disciplinary measure, reprisal, retaliation, or penalty. ICE/ERO must be notified every time access is denied.
- (R) Detainees may not be subjected to reprisals, retaliation, or penalties because of a decision to seek judicial relief on any matter, including:
 - 1. The legality of their confinement;
 - 2. The legality of conditions or treatment while under detention;
 - 3. An issue relating to their immigration proceedings; or
 - 4. Any allegation that the Government is denying rights protected by law

YUBA COUNTY JAIL MANUAL
#G-104 EXERCISE AND RECREATION

I. Purpose:

The purpose of this operations order is to establish guidelines for access to recreation and exercise programs.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, Consent Decree and the National Detention Standards.

III. Title 15:

- (A) Title 15 §1065 requires a jail facility to develop written policies and procedures for an exercise and recreation program. Those standards are incorporated into this policy.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 5.2, establishes standards for access to recreation pertaining to ICE detainees. Those standards are incorporated into this policy.

V. Consent Decree:

- (A) The Consent Decree establishes requirements for exercise and recreation. Those requirements are incorporated into this policy.

VI. Recreation Officer:

- (A) Recreation Officer is a specialty assignment within the Jail Division. The duties of the Recreation Officer include:
 - (1) Facilitate outdoor exercise and other recreational programs
 - (2) Coordinate recreational library services
 - (3) Maintain exercise equipment and facilities
 - (4) Respond to inmate questions and complaints regarding recreation
 - (5) Monitor recreation and exercise records
 - (6) Make recommendations regarding the recreation program to the Jail Commander

VII. Outdoor Recreation:

- (A) **Exercise Roof:** This is the enclosed fenced area on the roof of the older side of the jail.

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- (B) **Exercise Yard:** This is the enclosed area on the roof adjacent to D, E and F Pods.
- (C) The monitoring of inmates using the Exercise Roof is either from direct observation from an Officer's observation tower or remotely using security cameras.
- (D) The monitoring of inmates using the Exercise Yard can be through direct observation from Control Room B or remotely using security cameras.
- (E) Officers assigned to Control Room B are responsible for remotely monitoring inmates using the Exercise Yard or Roof when direct observation is not possible or unavailable.
- (F) Officers assigned to Control Room B are responsible for maintaining the exercise log to document usage of the Exercise Yard and Roof.
- (G) Officers assigned to floor duty are responsible for conducting hourly safety checks on the Exercise Roof and Yard.
- (H) Staff should periodically search inmates prior to and after using the Exercise Roof and Yard for safety and security purposes.

VIII. Maintenance and Schedule:

- (A) Staff shall conduct periodic security inspections of both the Exercise Roof and Yard.
- (B) Staff is responsible for maintaining exercise equipment in safe and proper working condition. Equipment shall be replaced as needed. Staff shall evaluate the exercise equipment on an annual basis.
- (C) The jail shall have an adequate amount of exercise and recreation equipment available for use by inmates, including those with disabilities. At a minimum, this shall include:
 - (1) (2) basketball backboards with rims and nets, and basketballs
 - (2) (1) volleyball net and balls
 - (3) (2) body-weight resistance exercise stations
 - (4) A ping pong table with an appropriate number of paddles and balls
 - (5) Playing cards, and board or parlor games
 - (6) A stationary bicycle
- (D) Access to the Exercise Yard and Roof shall be made available (7) days per week, continuously from 5:00 AM to 11:00 PM. Access to the Exercise Yard and Roof shall be offered at a reasonable time of day, and weather permitting. The jail shall maintain an exercise schedule to ensure all inmates have the appropriate access to

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outdoor recreation. The schedule shall be posted in the booking area and in all housing units.

- (E) At a minimum, all inmates shall be offered the use of the Exercise Yard or Roof at least (1) hour a day, (5) days a week exclusive of time spent in transit to and from the Yard or Roof. Inmates assigned to segregated housing shall be offered at least (2) additional hours per week.
- (F) Access to the Exercise Roof and Yard is offered consistent with the schedule. No inmate/detainee may be forced to access outdoor recreation. No inmate may decline an offer to exercise on behalf of another.
- (G) When weather conditions preclude the use of the Exercise Roof or Yard, staff shall provide additional out-of-cell time, to the extent possible, for inmates in segregated housing.
- (H) The facility shall provide equal access to recreational opportunities for inmates/detainees with disabilities.
- (I) Programs and activities are subject to the facility's security and operational guidelines and may be restricted.

IX. Division of Exercise Yard:

- (A) The Exercise Yard is constructed with an interior fencing that allows the yard to be divided if required to do so for the separation of inmates due to safety and security concerns and/or classification reasons. This divided yard is mandated by the Consent Decree.
- (B) The fencing has a gate that can either be left open or closed depending on the need to separate inmates. When the gate is closed the yard is divided with one side larger than the other.
- (C) Pursuant to the Consent Decree, when the gate is closed no more than (6) inmates or detainees may occupy the smaller side of the yard.

X. Documentation:

- (A) Jail supervisors are responsible for ensuring the exercise log is properly completed and maintained.
- (B) The log shall reflect the time recreation started and ended for each group.
- (C) If any group declined or was restricted due to disciplinary action the log must reflect that.

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- (D) If outdoor recreation is not offered as scheduled, for any reason, that shall be reflected on the log with an explanation.
- (E) The Jail Commander shall assign someone to conduct weekly audits of the exercise log for compliance. The audit results will be provided to the Jail Commander and shift supervisors.

XI. Disciplinary Restriction:

- (A) Prior to bringing inmates to the Exercise Roof or Yard, the floor Officer will do the following:
 - (1) Make a visual inspection of their housing area to determine if it is clean and in proper order.
 - (2) Run a disciplinary action report to establish if any inmates have exercise restrictions.
 - (3) Ensure inmates with exercise restriction are not allowed access to outdoor recreation.
 - (4) ICE detainees shall not be prohibited from accessing outdoor recreation for disciplinary reasons.

XII. Recreational Library:

- (A) Title 15 §1064 requires jail facilities to have written policies and procedures for library service. Library service shall include access to legal reference materials, current information on community services and resources, and religious, educational and recreational reading material.
- (B) The Consent Decree requires the jail library maintain at least (300) volumes, at least (50) of which shall be in Spanish.
- (C) Inmates shall be allowed to borrow books at least twice weekly.
- (D) On an annual basis, staff shall determine if there are a sufficient number of books in the library, and whether the books are appropriate for the educational and recreational needs of the inmates.
- (E) Staff may reasonably exclude books that are deemed to interfere with the safety, security, order, and discipline of the facility.

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- (F) Under no circumstances will the facility require detainees to forgo basic law library privileges for recreational privileges.

**YUBA COUNTY JAIL MANUAL
#G-106 SERVICE PROGRAMS**

I. Purpose:

The purpose of this operations order is to establish guidelines for providing social service programs to inmates.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, Consent Decree and the National Detention Standards.

III. Title 15

- (A) Title 15 §1070 requires jail facilities to develop written policies and procedures for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery. The range of services shall be at the discretion of the Jail Commander.
- (B) Title 15 §1072 requires jail facilities to develop written policies and procedures to provide opportunities for inmates to participate in religious services, practices and counseling on a voluntary basis.

IV. Consent Decree:

- (A) The Consent Decree requires the jail facility to maintain an education and vocational training plan.
- (B) Inmate education is addressed in jail policy #G-100.
- (C) On an annual basis, the Jail Commander shall assess all vocational and educational programs.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 5.3, establishes requirements for religious practices available to ICE detainees. Those requirements are incorporated in this policy.

VI. Service Programs:

- (A) In order to maintain the physical, social and emotional health of inmates, the jail will provide social service programs.
- (B) Programs will emphasize the use of community resources and, if possible, will include the following at a minimum:

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- (1) Keyboarding
 - (2) Addiction Counseling
 - (3) Celebrate Recovery
 - (4) Sewing
 - (5) Anger Management/Domestic Violence
 - (6) Bible Study
 - (7) GED
 - (8) Father's First
 - (9) Church Services
- (C) The Jail Commander shall assign someone to manage social service programs in the jail. Staff will prepare an annual report on the availability and extent of programs offered during the year.
- (D) Staff shall limit, suspend or discontinue any program which threatens the safety and security of the facility. The Jail Commander has the authority to limit, suspend or terminate any program at his discretion.

VII. Inmate/Detainee Participation:

- (A) The facility shall record any or no religious preference during the booking process. By notifying a staff member, Chaplin or Religious Service Coordinator, in writing, a detainee may request to change this designation at any time, and the change will be affected in a timely fashion.
- (B) The availability of social service programs is included in the Inmate Handbook or through postings in the housing areas.
- (C) Inmates who are interested in participating in a program shall submit a request form and submit it to a jail supervisor.
- (D) Upon request, staff shall offer reasonable accommodations to inmates with disabilities that are necessary to provide access to all programs, services and activities offered to those without disabilities. Reasonable accommodations shall include furnishing qualified sign language interpreters for those whom sign language is their only or primary method of communication.
- (E) An inmate may be excluded or removed from any program based on sound security practices or failure to abide to facility rules and regulations. Facility records shall reflect the limitation or discontinuance of a religious practice, as well as the reason for such limitation or discontinuance.
- (F) Religious activities shall be open to the entire detainee population, without discrimination based on a detainee's race, ethnicity, religion, national origin, gender, sex, sexual orientation, age, or disability.

- (G) No one may disparage the religious beliefs of a detainee, nor coerce or harass a detainee to change religious affiliation.

VIII. Religious Activities:

- (A) The chaplain or individual designated as the facility religious services coordinator is responsible for managing religious activities in the facility and providing information to detainees about how to request a religious practice accommodation.
- (B) Inmates shall have the opportunity to engage in practices of their religious faith, limited only by a documented threat to safety, security and the orderly operation of the jail. Attendance or participation in any religious activity is voluntary. Detainees will have the opportunity to engage in group religious activities, limited only by a documented threat to the safety, security, and orderly operation of the facility.
- (C) The jail shall facilitate the observance of important religious holy days that involve special fasts, dietary regulations, worship, or work proscription. The chaplain, or religious service coordinator will work with requesting detainees to accommodate a proper observance of the holy day.
- (D) All facilities shall designate adequate space for religious activities that can equitably meet the needs of the detainee population. Religious service areas shall be maintained in a neutral fashion suitable for use by various faith groups. The chaplain or religious services coordinator shall schedule and direct the facility's religious activities. Current program schedules shall be posted in living units, or otherwise made available to detainees.
- (E) Inmates shall have access to personal religious property, consistent with facility security. Any denial of access to personal religious property, and the reason for the denial, shall be documented and placed in the individual's file.
- (F) Limited only by a documented threat to safety, security, and orderly operation of the facility, the facility administrator shall ordinarily allow a detainee to wear or use personal religious items during religious services, ceremonies, and meetings, and may, upon request of a detainee, allow a detainee to wear or use certain religious items throughout the facility. Religious literature should be permitted in accordance with the procedures governing incoming publications.
- (G) When necessary for the security or good order of the facility, the facility administrator may discontinue a religious activity or practice or limit participation to a reasonable number of detainees or to members of a particular religious group after consulting with the chaplain or religious services coordinator.

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#G-106 SERVICE PROGRAMS

- (H) Staff shall provide inmates a reasonable and equitable opportunity to observe their religious dietary practice within the constraints of the secure and orderly operation of the jail.
- (I) Detainees in the Special Management Units (administrative, protective custody, or medical housing) shall be permitted to participate in religious practices, limited only by a documented threat to safety, security, and orderly operation of the facility. The chaplain or religious service coordinator shall have physical access to all areas of the facility to serve detainees.
- (J) Language services shall be provided to detainees who have limited English proficiency to provide them with meaningful access to religious activities.

IX. Citizen Volunteers:

- (A) Citizen volunteers are often used to facilitate social service programs. Anyone interested in becoming a volunteer shall complete a form providing their name, group representation/affiliation, any personal criminal history, and the program they wish to participate in.
- (B) A person may be refused if they have a prior conviction related to illegal narcotics or if they are required to register pursuant to California Penal Code §290 or California Health and Safety Code §11590.
- (C) No volunteer will be allowed entry into the jail facility if they have been arrested and convicted of a felony crime within the previous (3) years. The Jail Commander has the authority to waive this prohibition if he determines it is in the best interest of the program.
- (D) A list of volunteers who are cleared to enter the jail will be maintained in Central Control. Volunteers seeking admission to the jail who are not on the list shall be referred to the shift supervisor or Jail Commander.
- (E) All facilities shall have resources available for community groups that provide religious services not provided by the chaplain or facility.
- (F) Detainees who belong to a religious faith different from the chaplain's will, if they prefer, have access to pastoral care and counseling from external clergy and religious service providers. The facility may request documentation of the person's religious credentials, as well as a criminal background check.
- (G) Detainees may request the introduction of new or unfamiliar religious components to the facility's religious services program. In those instances when information is required regarding a specific practice, the chaplain may ask the detainee or local or national offices of the relevant religion to provide additional information to

YUBA COUNTY JAIL MANUAL
#G-106 SERVICE PROGRAMS

inform the decision to include or exclude the practice from the religious services program.

YUBA COUNTY JAIL MANUAL
#G-108 MOVIES

I. Purpose:

The purpose of this operations order is to establish procedures for access to television and movie in the jail.

II. Policy:

It is the policy of the Jail to provide inmates access to television and movies as part of the facility's recreation program.

III. Title 15:

- (A) Title 15 §1065 requires facilities to develop written policies and procedures for an exercise and recreation program. Part of that requirement is to make table games and/or television available to inmates.

IV. General Procedures:

- (A) It is the facility's general policy to make television available to inmates on a regular basis. Staff may turn off or remove televisions for security or disciplinary reasons.
- (B) The Jail Commander, or his designee, will assign someone to coordinate and select movies for inmates through the facility's CCTV system.
- (C) Custody staff has full discretion to select movies and may reject a movie if it contains nudity, violence, gang or prison activity, or anything else that staff deems inappropriate.
- (D) The frequency in which movies are shown is at the discretion of custody staff.

YUBA COUNTY JAIL MANUAL
#G-110 INMATE CORRESPONDENCE

I. Purpose:

The purpose of this operations order is to establish guidelines for the processing of inmate correspondence.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15 and the National Detention Standards.

III. Title 15:

(A) Title 15 § 1063 requires facilities to have a written policy for inmate correspondence. Those requirements are incorporated into this policy.

IV. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 5.1, establishes standards for inmate correspondence and other mail pertaining to ICE detainees. Those standards are incorporated into this policy.

V. Outgoing Mail:

(A) There is no limitation on the volume of mail an inmate may send or receive.

(B) All inmates shall be permitted to correspond with private attorneys and other legal representatives, government attorneys, judges, the President or Vice President of the United States, embassies and consulates, the Department of Justice (including immigration courts), the Department of Homeland Security, media, members of the State Bar of California, State and Federal Courts, members of congress, elected officials, Grand Jury, the Sheriff, the Jail Commander, and jail supervisors, without restrictions.

(1) Official correspondence, as described above, may be sealed by the inmate/detainee, and mailed without inspection by custody staff. The custody staff or inmate/detainee will mark "Legal Mail" on the envelope. The Officer processing mail to attorneys shall ensure that the address listed on the envelope is the attorney's correct mailing address.

(2) Staff shall neither read nor copy incoming or outgoing official correspondence. If a need exists, any inspection shall be undertaken in the presence of the detainee. The inspection shall be limited to the purposes of detecting physical contraband and confirming that any enclosures qualify as special correspondence.

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- (C) All outgoing non-official mail must have the inmate's name and the jail's return address on the envelope.
- (D) Outgoing mail will be picked up, unsealed, by the floor Officer. Custody staff will inspect contents for contraband, security reasons, and other legitimate law enforcement purposes prior to sealing and mailing.
- (E) Letters shall not contain contraband, threats, intimidation, escape plans, possible criminal information or any violation of State or Federal law.
- (F) There shall be no writing on outgoing envelopes except for the name and address of the person receiving the mail, and the name, return address and inmate's identification number. There are no exceptions.
- (G) The inmate's return address shall appear on the envelope as follows:

Inmate Name
Yuba County Jail ID#
P.O. Box 1031
Marysville, CA 95901

- (H) Outgoing correspondence shall be delivered to the postal service within (24) hours of when it was received by staff, excluding weekends and holidays. An exception may be made for correspondence that requires special handling for security purposes, in which case it may be held for up to (48) hours.

VI. Personal Correspondence:

- (A) Inmates are prohibited from corresponding with other inmates in this facility. This prohibition is to ensure the safety and security interests of the facility.
- (B) Inmates may not send or receive mail from inmates at another correctional facility or from another inmate at the Yuba County Jail.
- (C) If an inmate without legal representation requests certain services in connection with a legal matter (notary public, certified mail, etc.) and has no family member, friend, or community organization to provide assistance, staff shall assist.

VII. Writing Materials:

- (A) **County Inmates:** Upon request, staff shall provide indigent inmates with the following materials:
 - (1) (2) postage-free letters each week to correspond with family or friends.
 - (2) The postage-free letters are funded through the inmate welfare fund and processed through the jail commissary staff.

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- (3) The number of postage-free letters are logged through central control to ensure no more than (2) such letters are sent each week.
- (B) **ICE Detainees:** Upon request, staff shall provide indigent ICE detainees with the ability to mail a reasonable amount of mail each week at government expense, to include:
 - (1) At least (3) pieces of general correspondence;
 - (2) At least (5) pieces of special correspondence or legal mail; and
 - (3) Packages containing personal property, when the facility determines that storage space is limited and that mailing the property is in ICE/ERO's best interest.
 - (4) Free postage is generally limited to letters weighing (1) ounce or less, with exceptions allowed for special correspondence.
 - (5) The facility shall provide writing paper, writing implements and envelopes at no cost to ICE detainees.

VIII. Incoming Mail:

- (A) **Official Correspondence:** Incoming mail from an attorney, judicial officer, elected representative, or government entity shall be opened for inspection for contraband only in the presence of the inmate. Staff shall not read the contents.
- (B) **Personal Correspondence:** The following protocol shall be followed for all incoming personal correspondence.
 - (1) It shall be delivered to the inmate within (24) hours of receipt.
 - (2) For reasons of safety and security, custody staff will open and search incoming personal mail to search for contraband, checks, currency and money orders.
 - (3) Currency and money orders will be receipted and credited to the inmate's fund. Personal checks will not be receipted and will be placed in the inmate/detainee's personal property pursuant to policy.
 - (4) Personal correspondence shall not be read by staff except where there is a valid reason to justify such action and the facility manager approves.
- (C) **Inspections:** Incoming personal mail shall be examined by designated staff to prevent the introduction of contraband into the jail. Correspondence will be returned to the sender if:

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#G-110 INMATE CORRESPONDENCE

- (1) The inmate has been released from custody.
 - (2) The address or name is insufficient to locate the inmate.
 - (3) A jail supervisor determines it contains information or material which is a direct threat to jail security, and the Jail Commander approves.
- (D) **Prohibited Items:** The following is prohibited for all incoming mail and inmates are not allowed to receive it to maintain the safety and security of the jail due to the prevention of contraband. Staff will either return the mail to the sender or place it in the inmate's personal property. In either case, staff will notify the inmate/detainee in writing of the disposition of the mail.
- (1) Loose postage stamps or postage books contained inside the envelope.
 - (2) Stickers on or inside the envelope.
 - (3) Envelopes will be plain white and contain only the return address, information regarding the inmate (name, ID #, and facility address), and postage.
 - (4) Envelopes cannot be stained with lipstick, chocolate, oils, perfumes, or other materials or foreign substances.
 - (a) This is to prevent the inherent dangers of substances such as fentanyl or other controlled substances known to be concealed within mail and that pose a risk to the safety and security of the facility.
 - (5) Embossed cards or cards with raised areas. Such cards include enclosed spaces, musical devices, attached items, or flocked designs that enable the concealment of contraband.
 - (6) Any type of item normally denied to inmates/.
 - (7) Any type of item normally available through the jail commissary.
 - (8) Photographs with enclosed spaces capable of concealing contraband.
 - (9) Obscene material, such as depictions of sexual acts (actual or simulated), or the exposure of male or female genitalia or bare breasts.
 - (10) Any material deemed inappropriate based on a valid interest of the facility.
- (E) **Photographs:** Inmates may receive photographs under the following guidelines:

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- (1) Photographs shall not be decorated and shall not exceed 4" x 7" in size.
- (2) If photographs are not considered prohibited by this policy.
- (3) Staff may prohibit photographs which they deem capable of compromising the security of the jail.

IX. Packages and Undelivered Mail:

Incoming and outgoing general correspondence and other mail may be rejected by the facility to protect the security, good order, or discipline of the institution; to protect the public; or to deter criminal activity.

- (A) No packages will be accepted and will be returned to the sender.
- (B) Packages are prohibited due to the inordinate amount of valuable staff time it would require to inspect them to ensure jail security.
- (C) The introduction of personal property into the facility would increase the risk of thefts, gambling and inmate conflicts.
- (D) Newspapers, books or magazines mailed or delivered by publishers are authorized and treated as personal mail.
- (E) Inmates are allowed to possess wallet sized photographs. Any photograph larger than 4" x 7" shall be placed in the person's property.
- (F) Any questionable item shall be brought to the attention of a jail supervisor or Jail Commander prior to distribution.
- (G) Any paper, envelopes, stamps, pens, pencils, etc., that can be purchased from the jail commissary is a prohibited. If received, they will be placed in the inmate's personal property pursuant to policy.
 - (1) **Exception:** The 2019 NDS requires the jail to provide writing paper, writing implements and envelopes to ICE detainees at no cost to them.
- (H) Anytime mail is withheld from an inmate, staff shall notify the person in writing using department forms. The forms reflect the reason the mail was withheld and whether it was returned to the sender or placed in the person's personal property.
- (I) Mail received for an inmate that is no longer in custody will be stamped "Return to Sender" and returned by outgoing mail. To prevent the returned mail from coming back to the jail, the bar code on the front and back of the envelope as well as the jail's address must be completely marked out with a permanent marker.

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#G-110 INMATE CORRESPONDENCE

X. Release of Inmate Mail and Property to Law Enforcement:

- (A) Inmate property and copies of inmate mail may be released to authorized law enforcement officials pursuant to an official investigation after receipt of an official request. Law enforcement officials shall articulate a specific need for the contents of the requested information.
- (B) Mail addressed to certain inmates may be scanned or read with approval of a jail supervisor. If information that may be pertinent to an agency outside of the Jail Division, the agency will be notified. The agency must submit a written request pursuant to the following guidelines in order to receive a copy of the letter.
- (C) **Release of Inmate Property:**
 - (1) When a law enforcement agency requests inmate property from the jail property room in relation to an official law enforcement investigation, the request must be in writing.
 - (2) A copy of the request will be placed in the inmate's custody file. A property update will be made in JLAN indicating what item(s) was removed. The inmate/detainee will be provided a copy of the property update.
 - (3) Investigators may view inmate property without a search warrant or other court order. Any prosecuting or criminal defense attorney, if verified to be an attorney of record for that inmate, may also view the property with a court order.
- (D) **Release of Inmate Mail:**
 - (1) When a law enforcement agency from outside the Yuba County Sheriff's Department requests photocopies of inmate mail, the request must be in writing by management level staff using official agency letterhead. Sheriff's Office investigators requiring the same information may submit the written request through interoffice email. The Jail Commander or his designee shall authorize such releases.
 - (2) If an investigator requests the seizure of original mail **after** it is delivered to an inmate in custody at the jail, a search warrant is required. The investigator serving the search warrant will be the person(s) required to seize the item(s) pursuant to search warrant protocols.
 - (3) If an investigator requests the seizure of original mail **before** it is delivered to an inmate/detainee in custody at the jail, a search warrant is not required. Custody staff shall complete a "Seized Property Report" form to document

YUBA COUNTY JAIL MANUAL
#G-110 INMATE CORRESPONDENCE

the release of property. The inmate will be provided a copy of the form and notified of the seizure.

- (4) The Jail Commander or his designee shall retain copies of completed “Seized Property Report” forms within the inmate’s files, as well as all letterhead requests for copies of inmate mail.

XI. Contraband Recording and Handling:

- (A) When an officer finds an item that must be removed from a detainee’s mail, he or she shall make a written record.
- (B) Prohibited items discovered in the mail will be handled in accordance with this policy. At the discretion of the staff, soft contraband may be returned to the sender.
- (C) Newspaper articles that depict or describe violence in a detainee’s country of origin may be relevant to a detainee’s legal case and should not automatically be considered contraband.
- (D) Identity documents (passports, birth certificates, etc.) shall be turned over to ICE/ERO. A copy shall be provided to the detainee and a copy shall be placed in the detainee’s file.

XII. Special Management Units:

Inmates/detainees in administrative segregation shall have the same correspondence privileges as inmates/detainees in general population.

XII. Notaries, Certified Mail, and Miscellaneous Needs Associated with Legal Matters

- (A) If a detainee without legal representation requests certain services in connection with a legal matter (notary public, certified mail, etc.) and has no family member, friend, or community organization to provide assistance, the facility shall assist the detainee.
- (B) If it is unclear whether the requested service is necessary in pursuit of a legal matter, the facility should consult with ICE/ERO.

YUBA COUNTY JAIL MANUAL
#G-112 TELEPHONE ACCESS

I. Purpose:

The purpose of this operations order is to establish procedures for telephone access to inmates.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15 and the National Detention Standards.

III. Title 15

- (A) Title 15 §1067 requires jail facilities to develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required during the time of intake and booking.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 5.4, establishes standards and procedures for the reasonable and equitable access to telephones for ICE detainees. Those standards are incorporated into this policy.

V. Telephone Access:

- (A) During the intake and booking process, all newly arriving inmates are given the opportunity to complete at least (3) free local telephone calls. If calling outside the local area the calls are at their own expense (refer to jail policy #B-104 – Booking Procedures).
- (B) Inmates housed in dormitory style housing will have full access to telephones (24) hours a day provided the telephones are not turned off for security reasons.
- (C) Inmates housed in non-dormitory style housing do not have (24) hour access to telephones; however, they are provided telephone access every day during times they are outside of their individual cells.
- (D) Telephones in the jail meet all mandatory ADA requirements, including volume control for the hearing impaired.
- (E) A TDD/TTY device is maintained in the booking area for inmate use. Any hearing impaired person may request to use this telecommunication device by submitting an inmate request (refer to jail policy #F-110 – Hearing Impaired Inmates).

VI. Monitoring and Recording of Telephone Calls:

- (A) Generally, inmate telephone calls may be monitored or recorded with the exception of calls to the Court or legal representatives.
- (B) The jail telephone system will provide a notice to the parties of the call that the call may be monitored or recorded. Notices are also placed in housing units and in the Inmate Handbook.
- (C) Telephone calls to Courts and legal representatives shall not be monitored or recorded. The telephone system blocks such calls from being recorded by identifying those telephone numbers in the system. Any legal representative may submit a request to have their telephone number blocked.

VII. Emergency Telephone Calls:

- (A) An inmate may request to make an emergency telephone call. The shift supervisor may authorize free local or long distance calls in emergency situations.

VIII. ICE Detainee Telephone Access:

- (A) The NDS establishes specific standards and procedures for telephone access for ICE detainees.
- (B) Detainees have the right to direct and free telephone calls under certain circumstances. Those standards are established in jail policy #C-120.
- (C) The jail has designated specific locations in the facility where detainees can make direct and free legal telephone calls. Detainees shall submit a written request if they wish to use these designated telephones.
- (D) The jail has established a protocol for responding to and approving such requests pursuant to jail policy #C-120.

YUBA COUNTY JAIL MANUAL
#G-114 INMATE VISITING

I. Purpose:

The purpose of this operations order is to establish procedures for inmate visiting.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, the Consent Decree, and the National Detention Standards.

III. Title 15

(A) Title 15 §1062 requires jail facilities to develop written policies and procedures for inmate visiting. Those procedures are incorporated into this policy.

IV. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 5.5, establishes standards and procedures for the reasonable and equitable access to telephones for ICE detainees. Those standards are incorporated into this policy.

V. Consent Decree:

(A) The Consent Decree establishes certain requirements regarding inmate visitation and those requirements are incorporated into this policy.

VI. Minimum Standards:

(A) Title 15 and the Consent Decree require at least (2) visitations per week totaling at least (1) hour per inmate per week.

(B) A (30) minute time limit may be imposed on visits if there are other visitors waiting to visit. A visitor who is asked to leave after (30) minutes may wait their turn for additional visits as time permits. The maximum amount of time allowed for any one inmate/detainee to visit in a day is (2) hours.

(C) Inmates may have more than (1) visitor at one time if space permits and no others are waiting to visit. There is no age restriction on visitors except staff may require that visitors under the age of (18) years be accompanied by a parent, responsible relative, or guardian.

VII. Schedule:

(A) A visiting schedule and visitation rules shall be posted in the main jail lobby, the visitation lobby, the Inmate Handbook, and each jail housing area. It is also posted on the department website for public viewing.

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- (B) The visiting schedule shall not be modified without approval of the Jail Commander. In unforeseen circumstances, such as the number of visitors exceeding visiting room capacity, the facility may modify visiting periods.
- (C) All housing units in the jail are scheduled for (1) hour of visitation on a weekday and (1) hour of visitation on the weekend.
- (D) The facility may temporarily restrict visiting when necessary to ensure the security and good order of the facility.

VIII. Visiting Staff:

- (A) The jail shall assign staff to manage visitation. Each shift supervisor is responsible to assign someone to this duty.
- (B) Staff assigned to visitation is responsible to manage visiting, enforce visitation rules and maintain security of the visiting area.
- (C) Staff will allow a visitor to leave money for deposit in an inmate's account. The visitor will receive a receipt for all money or property left at the facility unless it is allowed to be given directly to the detainee. Visitors may bring inmates items such as wedding rings, legal documents and papers, prescription glasses, religious items and reading materials so long as they are consistent with items allowed in the facility.
- (D) All visitors are required to check in for visitation no later than (15) minutes before the scheduled visiting time. Anyone who arrives late is not allowed to visit.

IX. Disciplinary Loss of Visitation:

- (A) Inmates who have violated jail rules may be subject to temporary loss of visiting privileges, excluding professional visits.
- (B) The Officer responsible for disciplining an inmate and takes away visiting privileges shall enter the disciplinary action in the computer system under the Event Screen. The event code VR (Visiting Restriction) is used. Entering this code will automatically print an event on the visitor's log and will alert visiting staff about the disciplinary restrictions. The ending date of the restriction must be included.

X. Visiting Procedure:

- (A) Staff shall be assigned to the visiting control room during scheduled visiting. Often this is a civilian employee, but it may also be a Correctional Officer. They shall monitor the visiting lobby and the inmates. Staff is required to leave this post

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periodically to inspect the public visiting area. The door to the visiting control room shall be locked whenever staff leaves the post.

- (B) Visitors will check in with staff and show valid photo identification, such as a driver's license or valid government-issued identification. Persons without proper identification are not permitted to visit without a jail supervisor's authorization.
- (C) Staff shall use the computer visiting module and determine if the inmate is in custody and is scheduled for visitation. If it is not the scheduled visiting time, staff shall refer the visitor to the proper visiting time.
- (D) If an inmate's visiting privilege has been restricted due to disciplinary action, staff shall notify the visitor so they can make future arrangements when the discipline has ended.
- (E) Visitor's information will be logged into the computer system. Visitors will wait in the lobby until space is available in the visiting room.
- (F) Staff assigned to visiting shall compile a list of inmates/detainees who have visitors. The visiting Officer shall coordinate with the floor Officer to coordinate the movement of inmates to the visiting room.
- (G) Staff shall assign individual visitors to a numbered visiting space. The inmate/detainee will be assigned to the corresponding space.
- (H) Staff is responsible for monitoring visits to ensure each inmate receives the (30) minute minimum visit. If other visitors are waiting to visit, visitations will be limited to the (30) minute time limit.
- (I) If staff observes a violation of law, he/she will request custody staff respond to investigate the situation and take appropriate action.
- (J) Any searches of a member of the public should be conducted under the supervision of a jail supervisor unless it is an emergency. All searches shall be conducted in compliance with the law.
- (K) There are (5) professional visiting rooms. Their primary use is for professional visits. Staff have the discretion to use the (4) glassed professional visiting rooms for non-professional visitation if necessary and the rooms are available. The doors to the visiting rooms shall remain locked at all times when not in use.
- (L) Visiting rules are implemented in order to maintain security, efficiency and civility during visiting. Visitors or inmates who violate rules are subject to termination of their visit and the loss of future visiting privileges.

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- (M) Pursuant to NDS standards, under no circumstances are ICE detainees to participate in general visitation while in restraints. If the detainee's behavior warrant restraints, the visit will not be granted. A detainee shall ordinarily retain visiting privileges while in administrative segregation.

XI. Professional Visits:

- (A) Professional visits are those by attorneys, probation officers, or other law enforcement officers. The facility shall permit translators and interpreters to accompany legal representatives and legal assistants on legal visits. Translators and interpreters shall undergo the regular security clearance process. These visits may be conducted at anytime.
- (B) Professional visits are discouraged during mealtimes, but are not refused or terminated. If an inmate chooses to attend a professional visit during feeding, staff will provide them a meal tray immediately following the visit.
- (C) Professional visits shall be held at either inmate visiting or the court holding visiting area. Doors to visiting rooms shall remain locked at times when not in use.
- (D) All professional visits shall be logged in the computer visiting module. Staff assigned to Control Room B is responsible for logging professional visits conducted in the court holding rooms.
- (E) Staff assigned to visitation is responsible for logging professional visits conducted in inmate visiting.
- (F) Staff assigned to Central Control shall log all other professional visits.
- (G) Staff is responsible for confirming the professional credentials if the individual is not personally known to them.
- (H) Staff shall assign professional visitors to a specific visiting room, and then notify the floor Officer to arrange for the inmate to be placed in the corresponding room.
- (I) Professional visits are confidential and not subject to monitoring or recording. Facility staff shall not be present unless the attorney requests the presence of custody staff. Such requests shall be approved by a jail supervisor in advance. Staff may observe professional visits through a window or camera to the extent necessary to main security, as long as staff cannot overhear the conversation. Facility staff may terminate attorney visits to maintain security. Routine official counts shall not terminate attorney visits.
- (J) The exchange of written legal materials during professional visits is allowed. Legal materials may be inspected, but not read.

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- (K) Upon request of a legal representative, jail supervisors may permit a confidential meeting (with no custody staff present) involving the legal representative and (2) or more inmates. Staff shall not permit such a visit if it interferes with the safety and security of the facility.
- (L) Legal service providers and legal assistants may telephone the facility in advance of a visit to determine whether a particular inmate is in the facility. This information is also available on the facility's website. Messengers: The facility shall permit messengers (who are not legal representatives or legal assistants) to deliver documents to and from the facility, but not to visit detainees. Detainees in either administrative segregation shall be allowed legal visitation. If the facility administrator considers special security measures necessary, he or she will notify legal service providers of the security concerns prior to the meeting.

XII. Special Visits:

- (A) Special visits may be approved by the Jail Commander or Jail Lieutenant. Special visits include the following:
 - (1) **Spousal Visit:** In the event spouses are both in custody in the jail simultaneously, a non-contact special visit may be approved.
 - (2) **Immediate Family:** Immediate family members of ICE detainees housed at the same facility may visit each other during normal visiting hours regardless of gender when practicable.
 - (3) **Contact Visits by Minors:** The Yuba County Jail prohibits contact visits. However, pursuant to the NDS, contact visits by minors, upon request, shall be arranged by ICE/ERO of an ICE detainee by the detainee's child, stepchild, or foster child within the first (30) days of incarceration.
 - (4) **Clergy Visit:** A special visit from clergy may be approved with a minimum (24) hour notice. Clergy are required to provide identification and the visit will be logged in the computer visiting module.
 - (5) **Law Enforcement:** Law enforcement may interview inmates upon request. Jail supervisors may authorize law enforcement to remove the inmate from the jail to conduct an interview.
 - (a) If the inmate is removed from the facility they will be placed in waist chain restraints and leg restraints in compliance with policy. Policy will be followed for the restraining of pregnant women.

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- (b) Law enforcement personnel taking possession of the inmate is responsible for the custody of that person until they are transferred back into the custody of jail staff.
 - (c) Jail staff shall inquire if any special precautions are required in transferring the inmate to the custody of law enforcement. There are times when such a transfer of custody must be kept confidential, and jail staff will do whatever is necessary to ensure that confidentiality.
- (6) **Consular Visits:** ICE detainees have a right to consular access that includes visitation from consular officers.
- (7) **Expedited Visits:** The NDS mandate that a detainee who is subject to expedited removal who has been referred to an Asylum Officer is entitled by statute and regulation to consult with any persons of the detainee's choosing, both prior to the interview and while the Asylum Officer's decision is under review.
 - (a) Consultations may be by both telephone and in-person.
 - (b) Consultations may occur at any time during the first (48) hours at the facility.
 - (c) Consultants may include, but are not limited to, attorneys and other legal representatives, prospective legal representatives, legal assistants, staff members of non-governmental organizations, and family and friends.
 - (d) Consultation visits, in person or by telephone, shall receive the same privacy as other professional visits. All consultation visitors are subject to the same identification and security screening procedures as general visitors. If documented security concerns preclude an in-person visit with a particular individual, the facility shall arrange for consultation by telephone. If security reasons also preclude consultation by telephone, the facility shall immediately inform ICE/ERO. Consultation visitation shall be allowed at any time.
- (B) **Non-Government Visitations:** All requests by non-government organizations for tours and/or visits must be submitted in writing to the Jail Commander. If it is related to ICE detainees the request must also be submitted to ICE/ERO. If approved by ICE/ERO, the facility should accommodate requests in a timely manner. Tours will be scheduled at the convenience of the facility so as not to disrupt normal operations and will comply with facility security requirements.

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Approving such requests will take into consideration facility safety and security. All participants in tours or detainee visitation must provide personal information to facilitate a mandatory background check, allowing sufficient time for completion prior to entry to the facility.

- (C) **Community Service Organizations:** The facility, in coordination with ICE/ERO when applicable, may approve visits to one or more detainees by representatives of community service organizations, including civic, religious, cultural, therapeutic, and other groups. Visiting procedures shall conform with the facility's visitor policy.
- (D) **News Media:** Pursuant to the NDS, media representatives may tour facilities that house ICE detainees for the purpose of preparing reports about the facility. Tours shall be approved by ICE/ERO and the Jail Commander. The safety and security of the facility will be taken into consideration when determining whether to approve or deny a request.
 - (1) Any request to interview an ICE detainee must be conducted pursuant to the standards outlined in the 2019 NDS.
- (E) **Business Visitors:** A detainee shall not actively engage in business or professional interests or activities. A detainee engaged in a business or profession prior to detention should assign authority for its daily operation to a person in the community. However, in the event that a detainee must make a decision that will substantially affect the assets or prospects of a business, the facility may permit a special visit.

YUBA COUNTY JAIL MANUAL
#G-116 INMATE/DETAINEE ISSUED TABLETS

I. Purpose:

The purpose of this operations order is to establish procedures for the use, management, and security of tablets issued for use by Yuba County Jail Inmates and Detainees.

II. Policy:

It is the policy of the Yuba County Jail to provide eligible inmates and detainees with the use of electronic tablets/kiosks for educational, recreational, and rehabilitative programs, activities, and services.

III. Staff Responsibility:

- A. Floor officers are responsible to ensure that program tablets and kiosks are properly maintained and accounted for. This includes but is not limited to; the charging of tablets, inspection of tablets for damage and tampering, monitoring inappropriate use of the tablets by inmates/detainees, ensuring that tablets are in good working order and that the tablets turn on and the screen functions properly, and completion of an accurate count of tablets before and after their distribution to a housing unit.
- B. Jail staff shall immediately report to their shift supervisor any issues with the tablets. Any damaged or missing tablet(s) shall be reported to the shift supervisor and an incident report will be completed detailing the issue. Staff shall make every effort to identify inmate(s) responsible for damage or destruction of any tablet.
- C. When not in use, jail staff shall ensure that tablets are stored and secured in their respective charging stations on the cell or dormitory wall. They are to be left in the on position while stored to ensure the software updates are downloaded successfully.
- D. Floor officers will ensure tablets are assigned correctly to each cell or dormitory and verified against the tablet location print out sheet.
- E. The Program Officer will provide a Certificate(s) of completion for those inmates who have successfully completed a course with a passing score of 80% or higher. Transcripts will only be available upon inmate requests ONE time per month.

IV. Distribution:

- A. Day shift floor officers are responsible to distribute inmate/detainee tablets to their respective areas. The Program Officer(s) may also assist with this task. An inventory of the tablets will be taken to ensure that the tablets are accounted for prior to being distributed, and that they are in good working order. Tablets will be distributed on a first come first serve basis.

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#G-116 INMATE/DETAINEE ISSUED TABLETS

- B. Night shift floor officers will verify at lockdown to make sure all tablets are accounted for, placed in their charging station, and are secured properly.

V. Inmate/Detainee use:

- A. All access to any inmate/detainee tablet is strictly monitored. Neither inmate/detainee nor visitor has any expectation of privacy while communicating via a tablet.
- B. Use of jail tablets is a privilege. Jail staff may limit an inmate/detainees or visitors' access and use of a tablet with or without cause.
- C. Prior to tablet use, inmates/detainees will read and initial the "Phone/Tablet/Video Visitation User Agreement" agreeing to the terms listed on the document. The document will be placed in the inmates/detainees file located in booking.
- D. Inmates/Detainees may use the tablets located in their assigned housing unit. Each housing unit has specific rules concerning the types of use, hours of use and the length of calls allowed. These general rules apply to the inmate/detainees and visitor and include the following but are not limited to:
1. Shouting, talking above a normal conversational level, or use of profanity while on the tablet.
 2. Tampering with, marking on, or damaging a tablet.
 3. Pulling on the cord or slamming the tablet down on any surface, item, etc.
 4. Attempting to contact any victim, complainant, or individual prevented by court order from contacting.
 5. Using a third party to relay any message to any individual, including another inmate/detainee, jail staff, or any individual the inmate/detainee is prohibited from contacting due to a court order.
 6. Sharing an inmate's PIN with any other inmate/detainee. Inmates and Detainees are responsible for all charges to their PIN.
 7. Use of another inmate's PIN.
 8. Immediately report a stolen PIN to the nearest Correctional Officer.
 9. Inmates/Detainees shall notify the nearest Correctional Officer if a tablet or telephone is damaged or not working properly. If a PIN is not working properly, submit a work order on the phone or tablet, if possible. Inmates/Detainees may also report issues with their PIN to the Correctional Officer in their housing area.
 10. Messaging is allowed on the tablet. There is a fee for each message determined by GTL.
 11. Prohibited messages include but are not limited to the following;

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#G-116 INMATE/DETAINEE ISSUED TABLETS

- a. Threats of physical harm, blackmail, extortion or other criminal activity.
- b. Plans for escape, criminal activity, or activity that violates jail rules.
- c. Plans for sending or receiving contraband into the facility.
- d. Encourages or instructs others how to commit a crime.
- e. Contains material that is related to any gang(s) or security threat groups.
- f. Contains information that, if communicated, would create a danger of violence or physical harm to any person.
- g. Is written in code or suspected code.
- h. Contains sexually explicit content.
- i. Communication with any other inmate/detainee in any correctional facility, home detention, active probation or parole client, active member of any criminal organization, or in any treatment facility.
- j. Is to or from (either directly OR via third party) a victim of a crime that you are in custody for (either in pretrial or sentenced status). Note: the term “victim” includes the guardian or custodial parent of any minor child victim.
- k. Third party communication by any means.
- l. Or any other act which is deemed nefarious by Yuba County Jail Staff and could jeopardize the safety and security of the facility.

VI. Disciplinary/Administrative Sanctions:

- A. **(Administrative Sanctions)** Inmate/Detainee access to tablets is a privilege and therefore they may be suspended, limited, or revoked without prior warning and without reasons unrelated to disciplinary actions. Reasons for the administrative suspension do not have to be related to tablet use. If such action is taken, the incident surrounding the decision must be approved by the Jail Supervisor or their designee. A Jail Incident Report will be completed detailing the reasons for the suspension.
- B. **(Disciplinary Sanctions)** Inmates may face Minor or Major disciplinary sanctions and/or loss of use of the tablet for any violations of the items mentions in section V of this policy. Inmates may face criminal charges and/or will be charged a fee for any damages they caused while using a tablet. Any violation or damage caused by an inmate/detainee will be documented in an incident report and forwarded to the Shift Supervisor.
 1. Inmates/Detainees who have lost their privilege to use the tablet will have this documented in their events screen. The code “TAB” will be used and a brief description detailing the reason will be entered in the comment sections.
 2. An “Events by date inquiry” can be generated to determine which inmates/detainees have lost the privilege to use the tablet.

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VII. Troubleshooting:

- A. In the event a tablet does not function properly, restart the tablet. If the tablet fails to function correctly again, turn the tablet over to Jail Administration.
- B. Any damaged tablet not in good working order will be given to Jail Administration for replacement. The Admin Sergeant or Jail Supervisor will contact GTL for a replacement tablet.

Jail Commander:_____

YUBA COUNTY JAIL MANUAL
#G-118 INMATE REQUESTS

I. Purpose:

The purpose of this operations order is to establish procedures for inmates to make requests to staff.

II. Policy:

It is the policy of the Jail to provide inmate a formal process for the submission and response of requests between inmates and staff.

III. General Procedures:

- (A) Any inmate may submit an inmate request form at any time to a floor Officer or supervisor. If requested, staff shall provide inmates with a request form in a timely, efficient and responsive manner.
- (B) Any Officer receiving an inmate request form will accept it. The Officer will sign the form and include the date and time to document receiving the request. Officers will then provide the inmate with the yellow copy of the form for their use.
- (C) Officers will make every reasonable effort to respond to the request prior to the end of their shift, if possible.
- (D) Officers shall document their response to the request on the white copy of the request form. If an Officer is unable to process the request, they shall forward it to the shift supervisor.
- (E) A completed copy of the request form will be placed in the inmate's booking jacket. The completed original will be returned to the inmate.
- (F) Request forms submitted for ICE officials shall be delivered to ICE staff by custody staff without reading, altering or delaying them.
- (G) An inmate placed in Administrative Segregation may submit a request form requesting a review of their classification status or placement in segregated housing at any time.
- (H) An inmate does not need to submit a request form to request a grievance form. Any inmate requesting a grievance form from custody staff shall be provided one in a timely, efficient and responsive manner.

YUBA COUNTY JAIL MANUAL
#G-120 IN-CUSTODY MARRIAGES

I. Purpose:

The purpose of this operations order is to establish procedures for inmates to request permission to marry while in custody.

II. Policy:

It is the policy of the Jail to provide inmate a formal process to request permission to marry while in custody.

III. General Procedures:

- (A) Marriages inside the facility are prohibited.
- (B) Inmates may request permission to marry while in custody, but they will only take placed during regular visitation hours and comply with all visitation rules.
- (C) It is the responsibility of the inmate to have someone arrange for a marriage license and a person with the legal authority to perform marriages. Facility staff will not assist with arranging marriages.
- (D) Marriages performed in jail visitation shall:
 - (1) Have the prior approval of the Jail Commander or his designee.
 - (2) Ensure all required legal paperwork and a person to legally perform the marriage is arranged.
 - (3) A jail supervisor must provide prior approval for the attendance of anyone over the maximum limit of (2) visitors.
 - (4) Those in attendance will have limited access to the visitation room and should be made aware of such restrictions.
 - (5) No flowers, cakes, or other items shall be brought into the visiting room except for approved items needed for the service. Any such items are subject to inspection by jail staff.
 - (6) The Jail Commander, or his designee, will confer with ICE officials in advance of any request by a detainee to marry while in custody. The detainee will be notified in writing of the final decision.

YUBA COUNTY JAIL MANUAL
#G-122 INMATE VOTING PROCEDURES

I. Purpose:

The purpose of this operations order is to establish procedures to allow qualified inmates to vote in local, state and federal elections.

II. Policy:

It is the policy of the Jail to provide inmates a formal process to vote while in custody.

III. Title 15:

- (A) Title 15 §1071 requires facilities to develop written policies and procedures whereby the County Registrar of Voters allows qualified voters who are in custody to vote in local, state and federal elections.

IV. General Procedures:

- (A) Inmates in custody are allowed to correspond with the Yuba County Clerk to register to vote and make application for an absentee ballot.
- (B) Voter registration applications have to be in the County Clerk's Office no later than (15) days before an election.
- (C) Inmates are eligible to vote even though they may be on felony probation, awaiting sentencing on felony charges, or have a past felony conviction. They may not vote while sentenced on a felony conviction or on parole.
- (D) If an inmate requests information or assistance about the voting process, they should submit an inmate request form. Staff shall forward such requests to the Jail Lieutenant.
 - (1) If the inmate is a Yuba County resident:
 - (a) Staff will ensure the inmate receives a voter registration form if the person is not currently registered to vote.
 - (b) The inmate will be instructed to mail the voter registration form in the same manner as any other personal mail.
 - (c) Inmates will not use the Sheriff's Department or Jail address as their own.
 - (d) Postage for indigent inmate's voter registration and/or absentee ballots will be paid by the Inmate Welfare Fund. This

YUBA COUNTY JAIL MANUAL
#G-122 INMATE VOTING PROCEDURES

correspondence will not affect the limit of free items mailed by indigent inmates.

- (e) If an inmate requests an absentee ballot, staff will direct the inmate to write the County Clerk's Office.
- (2) If the inmate is a resident of another County:
 - (a) Staff should advise the inmate to write the County Clerk's Office in their County of residence requesting a voter registration form be mailed.
- (3) The Jail Commander, on an annual basis, will notify the Yuba County Clerk's Office advising that registrars will be provided access to eligible inmates for the purposes of registering them to vote and/or supplying absentee ballots.

YUBA COUNTY JAIL MANUAL
#G-124 INMATE WORK PROGRAMS

I. Purpose:

The purpose of this operations order is to establish procedures to identify and select inmates for assignment to work details.

II. Policy:

It is the policy of the Jail to provide inmates with work assignments if applicable and necessary.

III. Sheriff's Work Alternative Program:

- (A) Qualified inmates may apply for the Sheriff's Work Alternative Program (SWAP). This program is an alternative to incarceration and those assigned to SWAP are not confined to jail while participating in the program.
- (B) Inmates must apply for the SWAP Program. The Program Coordinator will review applications for the following:
 - (1) Applicant's criminal history
 - (2) Applicant's behavioral history while incarcerated
 - (3) Applicant's current criminal charges
 - (4) Applicant's current sentence (applicant must not have any pending charges)
 - (5) Any outstanding warrants or known pending criminal investigations
- (C) After reviewing the application, the Program Coordinator will make a recommendation to the Jail Commander, or designee, on approval or rejection of the application.
- (D) The Jail Commander, or designee, will make the final decision on approving applicants.

IV. Inmate Workers:

- (A) Inmates may also be assigned to work assignments within the facility. These assignments are typically in the jail kitchen, jail laundry or janitorial-type services.
- (B) Inmates that are interested in applying for an inmate worker assignment shall submit a request. The Inmate Worker Program Coordinator and/or the Food Services Manager will select applicants and assign them.
- (C) Inmate worker assignments are not monetarily compensated.

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#G-124 INMATE WORK PROGRAMS

- (D) The 2019 National Detention Standards (NDS), Section 5.6, authorizes ICE detainees for voluntary work assignments, but requires detainees to be monetarily compensated. The Yuba County Jail does not assign detainees to the Inmate Worker Program.
- (E) Assignment and removal to the Inmate Worker Program is at the full discretion of staff. If an inmate is removed from the program, an incident report will be generated documenting the reason.

YUBA COUNTY JAIL MANUAL
#G-126 SELECTION OF INMATE WORKERS

I. Purpose:

The purpose of this operations order is to establish procedures for screening, selecting and assigning inmate workers.

II. Policy:

It is the policy of the Jail to provide inmates with the opportunity for assignment in the Inmate Worker Program.

III. Screening and Selection Procedures:

- (A) The Jail Commander, or designee, will assign someone as the Inmate Worker Program Coordinator. The Program Coordinator is responsible for screening, selecting and assigning inmates for the Inmate Worker Program.
- (B) Both sentenced and pre-sentenced inmates who are in custody in excess of (29) days are eligible to apply for an inmate worker assignment. Inmate workers are not monetarily compensated.
- (C) ICE detainees are not eligible for an inmate worker assignment due to the requirement of the 2019 National Detention Standards (NDS), Section 5.6, that voluntary work assignments are monetarily compensated.
- (D) Inmates who have a history of escape or violent behavior are not considered for inmate worker assignments.
- (E) Inmates who wish a work assignment begin the process by submitting an inmate request form to the Inmate Worker Program Coordinator.
- (F) Inmate worker applicants are required to complete, sign, and date a background questionnaire. The questionnaire is used as part of the selection process. The questionnaire will be maintained in the inmate's ID jacket.
- (G) The Program Coordinator and/or the Food Services Manager (if the inmate is potentially going to be assigned to the Jail kitchen) will review the inmate's background, including their criminal history, current charges, pending criminal cases, outstanding arrest warrants and behavior.
- (H) The inmate will be interviewed and assessed as a desirable applicant.
- (I) If the inmate has applied as a food handler in the Jail kitchen they will be medically assessed pursuant to jail policy #F-126 – Medical Screening of Food Handlers.

YUBA COUNTY JAIL MANUAL
#G-126 SELECTION OF INMATE WORKERS

IV. Assignments:

- (A) The Program Coordinator, or jail supervisor, has discretion for assignments of inmate workers.
- (B) **Outside Assignments:** Inmate workers can potentially be assigned to an outside work assignment. Careful scrutiny must be taken with such assignments due to inmates working outside the confines of the facility. Public safety is of paramount concern. The safety and security of the facility is also of great concern since the potential of introducing contraband into the facility is high with such an assignment.
- (C) **Jail Kitchen:** Inmate workers are assigned to the kitchen. The Food Services Manager will have the opportunity to be part of the selection process.
- (D) **Jail Laundry:** While the jail laundry is located inside the facility, inmate workers are usually unsupervised so selection of inmates for this assignment must take that into account.
- (E) Various assignments will require inmate workers to strictly follow a set of written rules and protocols. They may be required to read, sign, understand, and adhere to the rules. A failure to comply may result in the removal of worker status, possible disciplinary action or criminal prosecution.

YUBA COUNTY JAIL MANUAL
#G-128 WORK FURLOUGH

I. Purpose:

The purpose of this operations order is to establish procedures for the department's work furlough program pursuant to California Penal Code §4024.2.

II. Policy:

It is the policy of the Jail to provide an opportunity for a sentenced inmate to continue personal employment while incarcerated in the jail.

III. General Procedures:

- (A) The Jail Commander will designate someone as the Work Furlough Program Coordinator.
- (B) An inmate may submit an inmate request form seeking an opportunity to apply for the program.
- (C) The Program Coordinator will review all applications and take into consideration the following:
 - (1) Applicant's criminal history and current charges
 - (2) Length of current jail sentence
 - (3) Any current outstanding warrants or known criminal investigations
- (D) Inmates who apply for the work furlough program must have proof of permanent and legitimate employment. They must also provide their own transportation to and from their place of employment.
- (E) All wages earned by the inmate may be attached by the County of Yuba.
 - (1) All inmates in the work furlough program shall have deducted from their wages a daily fee for each day worked while incarcerated.
 - (2) All remaining wages are distributed at the discretion of the inmate, or held in trust until their release. Wages held in trust are released to the inmate upon their release from custody.
 - (3) Inmates in the work furlough program may be allowed to control their own funds through direct deposit and make payments for the work furlough fee as directed by the Program Coordinator.
- (F) Upon acceptance into the work furlough program, inmates shall be required to sign an agreement which clearly defines the rules and expectations of the program. Failure to comply shall result in the inmate's removal from the program.

YUBA COUNTY JAIL MANUAL
#G-130 PROGRAMS/RELIGIOUS/REHABILITATION CREDIT PROGRAM

I. Purpose:

Pursuant to California Penal Code §4019.4, Title 15, and the Consent Decree, the purpose of this operations order is to establish guidelines for inmates to earn credit reductions for approved rehabilitative programming, and for providing social and religious service programs to inmates and detainees.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, the Consent Decree and the National Detention Standards.

III. Title 15

- (A) Title 15 §1061 requires jail facilities to develop written policies and procedures for an inmate education program. Such a plan shall provide for the voluntary academic and/or vocational education of inmates. Reasonable criteria for program eligibility shall be established and an inmate may be excluded or removed based on sound security practices or a failure to abide by facility rules and regulations.
- (B) Title 15 §1070 requires jail facilities to develop written policies and procedures for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery. The range of services shall be at the discretion of the Jail Commander.
- (C) Title 15 §1072 requires jail facilities to develop written policies and procedures to provide opportunities for inmates to participate in religious services, practices and counseling on a voluntary basis.

IV. Consent Decree:

- (A) The Consent Decree requires the jail facility to maintain an education and vocational training plan.
- (B) The education plan must provide for a basic education and vocational training program. The program shall be based on the education needs of inmates and shall include, at a minimum, the following.
 - (1) High school courses leading to a high school degree or its equivalent (providing that there are a sufficient number of participants).
- (C) On a yearly basis, the Jail Commander shall consult with appropriate personnel from the Yuba Community College District, the Marysville Joint Unified School District, Gateways Projects, Inc., and BSCC about the availability of their resources

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and expertise for use in the jail education program. The Jail Commander shall make a good faith attempt to incorporate their suggestions and resources, as well as other available community resources, into the education program.

- (D) On an annual basis, the Jail Commander shall assess all vocational and educational programs.

V. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 5.3, establishes requirements for religious practices available to ICE detainees. Those requirements are incorporated in this policy.

VI. Programs:

- (A) Inmates will qualify for participation in service programs consistent with facility security, available resources, and facility guidelines. Reasonable accommodations shall be offered to inmates to provide equal access to all programs, services, and activities.
- (B) In order to maintain the physical, social and emotional health of inmates, the jail will provide social service programs.
- (C) Programs will emphasize the use of community resources and, if possible, will include the following at a minimum:
 - (1) Keyboarding
 - (2) Addiction Counseling
 - (3) Celebrate Recovery
 - (4) Sewing
 - (5) Anger Management/Domestic Violence
 - (6) Bible Study
 - (7) GED
 - (8) Father's First
 - (9) Church Services
- (D) The Jail Commander shall assign someone to manage social service programs in the jail. Staff will prepare an annual report on the availability and extent of programs offered during the year.
- (E) Staff shall limit, suspend or discontinue any program which threatens the safety and security of the facility. The Jail Commander has the authority to limit, suspend or terminate any program at his discretion.

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VII. Inmate/Detainee Participation:

- (A) The availability of social service programs is included in the Inmate Handbook or through postings in the housing areas.
- (B) Inmates who are interested in participating in a program shall submit a request form and submit it to a jail supervisor.
- (C) Upon request, staff shall offer reasonable accommodations to inmates with disabilities that are necessary to provide access to all programs, services and activities offered to those without disabilities. Reasonable accommodations shall include furnishing qualified sign language interpreters for those whom sign language is their only or primary method of communication.
- (D) An inmate may be excluded or removed from any program based on sound security practices or failure to abide to facility rules and regulations.

VIII. Citizen Volunteers:

- (A) Citizen volunteers are often used to facilitate social service programs. Anyone interested in becoming a volunteer shall complete a form providing their name, group representation/affiliation, any personal criminal history, and the program they wish to participate in.
- (B) A person may be refused if they have a prior conviction related to illegal narcotics or if they are required to register pursuant to California Penal Code §290 or California Health and Safety Code §11590.
- (C) No volunteer will be allowed entry into the jail facility if they have been arrested and convicted of a felony crime within the previous (3) years. The Jail Commander has the authority to waive this prohibition if he determines it is in the best interest of the program.
- (D) A list of volunteers who are cleared to enter the jail will be maintained in Central Control. Volunteers seeking admission to the jail who are not on the list shall be referred to the shift supervisor or Jail Commander.

IX. Guidelines:

- (A) The jail has approved the following **in person training** programs for potential awarding of credit reduction. An inmate may earn no less than (1) week of credit and no more than (6) weeks of credit for any (12)-month period of continuous confinement.
- (B) Educational credits may not be lost due to rule violations. Milestone credits may be removed or lost due to rule violations.

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(C) Performance milestones are achieved to earn credits.

X. High School Diploma Program:

(A) Inmates must earn a minimum of 50% of the degree or diploma during their current term to receive education merit credits. Inmates who earn a complete diploma will receive (42) days of credit.

(B) 50% of diploma = (65 credits) Milestone #1 Credit = (21) days

(C) 100% of diploma = (130 credits) Milestone #2 Credit = (42) days

(D) Inmates cannot earn more than (42) days of total credits.

XI. Narcotics Anonymous (N.A.) – 12 Step Program:

(A) Milestone #1 Completion of Steps 1-4 Credit = (7) days

(B) Milestone #2 Completion of Steps 5-8 Credit = (7) days

(C) Milestone #3 Completion of Steps 9-12 Credit = (7) days

XII. Treatment Readiness Program – 12 Weeks:

(A) Milestone #1 Completion of Modules 1-4 Credit = (7) days

(B) Milestone #2 Completion of Modules 5-8 Credit = (7) days

(C) Milestone #3 Completion of Modules 9-12 Credit = (7) days

XIII. Alcohol Chemical Treatment Series (ACTS) – 13 Weeks:

(A) Milestone #1 Completion of first 7 weeks Credit = (7) days

(B) Milestone #2 Completion of final 6 weeks Credit = (7) days

XIV. Jail Typing Class – 5 Weeks:

(A) Milestone #1 Successful completion of course Credit = (7) days

XV. Celebrate Recovery – 13 Weeks:

(A) Milestone #1 Completion of weeks 1-5 Credit = (7) days

(B) Milestone #2 Completion of weeks 6-10 Credit = (7) days

(C) Milestone #3 Completion of total program Credit = (7) days

XVI. Parenting Class – 12 Weeks:

(A) Milestone #1 Completion of weeks 1-6 Credit = (7) days

(B) Milestone #2 Completion of total program Credit = (7) days

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XVII. Sexual Abuse Course – 9 Weeks:

- (A) Milestone #1 Completion of entire course Credit = (9) days

XVIII. Janitorial/Kitchen Workers – Ongoing:

- (A) Milestone #1 Completion of (3) months of
continuous service with certificate Credit = (7) days

XIX: Fathers First Program – 48 Hours:

- (A) Milestone #1 Completion of first 16 hours Credit = (7) days
(B) Milestone #2 Completion of second 16 hours Credit = (7) days
(C) Milestone #3 Completion of third 16 hours Credit = (7) days

XX. Spiritual Awareness & Self Improvement – SASI:

- (A) Milestone #1 Completion of 14 hours Credit = (7) days

XXI. Anger Management - Classroom:

- (A) Milestone #1 Completion of sessions 1-8 Credit = (7) days

XXII. Addictions Workbook 149 Pages:

- (A) Milestone #1 Completion of chapters 1-6 Credit = (7) days
(B) Milestone #2 Completion of chapters 7-12 Credit = (7) days

XXIII. Credit Application:

- (A) Credits are earned as the facilitators of the programs provide information to jail administrative staff showing completion of milestones. Upon proof of completion, the credit will be awarded and the Jail Lieutenant, or designee, shall apply the credit to the inmate's events file in JLAN.
- (B) Pursuant to California Penal Code §4019.4(b), program credit is a privilege and not a right. Inmates shall have a reasonable opportunity to participate in program credit qualifying assignments in a manner consistent with facility security, available resources, and facility guidelines set forth by the Sheriff or Jail Commander.

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XXIV. Inmate Tablet Guidelines:

- (A) The jail has approved the following programs provided on *inmate tablets* for potential awarding of credit reduction. An inmate may earn no less than (7) days of credit and no more than (6) weeks of credit for any (12)-month period of continuous confinement.

XXV. Inmate Tablet Educational Courses:

- (A) Milestone #1 Completion of the following combined courses;

1. Introduction to the GED:	1 hour
2. Completion of Math: units 1 – 9	5 hours
3. Reasoning through language arts: unit 1 – 8	1 hour
4. Science/Science Practices: unit 1	1 hour
5. Life Science: unit 2	1 hour
6. Physical Science: unit 3	1 hour
7. Earth and Space Science: unit 4	1 hour
8. Social Studies/Civics and Government: unit 1	1 hour
9. Social Studies/United States History: unit 2	1 hour
10. Economics: unit 3	1 hour
11. Geography and the World: Unit 4	1 hour

15 total hours = Credit for (7) days

- (B) Milestone #2 Completion of the following combined courses;

1. Anger Management:	2.5 hours
2. Contentious Relationships:	1 hour
3. Domestic Violence:	1.75 hours
4. Substance Abuse:	2.75 hours
5. Offender Corrections:	1 hour
6. Offender Responsibility:	1.75 hours
7. Cognitive Awareness:	2.5 hours

13.25 total hours = Credit for (7) days

- (C) Milestone #3 Completion of the following combined courses;

1. Blood borne Pathogens:	.75 hours
2. Compressed Gas safety:	.55 hours
3. Customer Communication:	1 hour
4. Customer Management:	1 hour
5. Customer Service Fundamentals:	1 hour
6. Driving Safety/off-road vehicles:	.75 hours
7. Electrical safety:	1 hour
8. American Heart Association/First Aid	1 hour

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9. Outdoor PPE's	.5 hours
10. Restrictions and Chemical Safety	.20 hours
11. Respiratory Protection Awareness:	.5 hours
12. Slips, trips and falls	.75 hours

13.5 total hours = Credit for (7) days

XXVI. Inmate Tablet Credit Application:

- (A) Credits are earned by providing the Programs officer certificates of completion for each combined course Milestone. Upon proof of completion, the credit will be awarded and the Jail Lieutenant, or designee, shall apply the credit to the inmate's events file in JLAN.

XXVII. Religious Activities:

- (A) Inmates shall have the opportunity to engage in practices of their religious faith, limited only by a documented threat to safety, security and the orderly operation of the jail. Attendance or participation in any religious activity is voluntary.
- (B) The jail shall facilitate the observance of important religious holy days that involve fasts, dietary regulations, or worship.
- (C) Inmates shall have access to personal religious property, consistent with facility security. Any denial of access to personal religious property, and the reason for the denial, shall be documented and placed in the individual's file.
- (D) Staff shall provide inmates a reasonable and equitable opportunity to observe their religious dietary practice within the constraints of the secure and orderly operation of the jail.

Jail Commander : _____

YUBA COUNTY JAIL MANUAL
#G-132 ACCESS TO COURTS AND LEGAL COUNSEL

I. Purpose:

The purpose of this operations order is to establish procedures for access to courts and legal counsel.

II. Policy:

It is the policy of the Jail to establish standards in compliance with Title 15, the Consent Decree, and the National Detention Standards.

III. Title 15

- (A) Title 15 §1068 requires jail facilities to have written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of access to unlimited legal mail and confidential consultation with attorneys.

IV. National Detention Standards:

- (A) The 2019 National Detention Standards (NDS), Section 6.4, establishes standards and procedures for access to Legal Rights Groups for ICE detainees. Those standards are incorporated into this policy.

V. Consent Decree:

- (A) The Consent Decree establishes standards to access to courts. Those standards are incorporated into this policy.

VI. Access to Courts:

- (A) Inmates will be allowed confidential professional visits pursuant to jail policy #G-114.
- (B) Inmates shall be permitted to shave, bathe, and comb their hair prior to all court appearances, provided that custody staff was informed of the court appearance at least (24) hours in advance.
- (C) Inmates shall be allowed to wear street clothes for court appearances, except arraignments and pre-trial motions. The clothing must be provide by the inmate. An inmate's family or friends shall be permitted to bring street clothes to the jail for use by the inmate. Inmates shall be verbally informed of these procedures at the time of booking.
 - (1) Sub-section (C) does not apply to ICE detainees.

VII. Access to Legal Counsel:

- (A) Inmates shall be allowed to receive incoming telephone calls from out-of-town attorneys subject to reasonable verification that the attorney represents the inmate. This is permitted only if it is not practical for the inmate to immediately call the attorney back on an inmate telephone.
- (B) Inmates are permitted to send and receive legal correspondence with legal representatives pursuant to jail policy #G-110.

VIII. Legal Rights Groups:

- (A) Pursuant to the 2019 NDS, jail facilities shall permit authorized persons to make presentations to groups of ICE detainees for the purpose of informing them of U.S. Immigration law and procedures, consistent with the security and orderly operation of the facility.
- (B) Attorneys and legal representatives (including EOIR accredited representatives) interested in making a group presentation on legal rights must submit a written request to ICE/ERO.
- (C) Legal assistants/paralegals may conduct a group presentation on legal rights, if the supervising attorney is present or has prepared a letter identifying the presenter that is approved in advance by ICE/ERO.
- (D) ICE/ERO will notify the facility upon approving a group presentation. The facility will contact the designated party to arrange a mutually acceptable date and time for the presentation. Presentations will be scheduled during normal legal visiting hours, excluding weekends and holidays.
- (E) At least (48) hours before a scheduled presentation, staff shall prominently display informational posters in detainee housing units. Detainees planning on attending shall register on a sign-up sheet provided by custody staff.
- (F) Presentations are open to all detainees, except when a particular detainee's attendance would pose a security risk. If a detainee in segregation cannot attend for this reason, either the detainee or the presenter(s) may request alternative arrangements.
- (G) Staff may limit the number of detainees at a single session based on the number that wish to attend or the need to separate groups for safety and security reasons. This may require multiple sessions by the presenter.
- (H) **Entering the facility:**

YUBA COUNTY JAIL MANUAL
#G-132 ACCESS TO COURTS AND LEGAL COUNSEL

1. The facility shall require all persons seeking entry to present identification in accordance with policy.
 2. The facility shall admit interpreters to assist attorneys and other legal representatives. ICE/ERO will not be responsible for providing interpreters for presenters.
-
- (I) The facility shall select and provide an environment conducive to the presentation, consistent with security. Once detainees have assembled, the presenters will have a minimum of (1) hour to make the presentation and to conduct a question-and-answer session. Presentations will be conducted in a manner consistent with the security and orderly operation of the facility. Presenters shall not charge a fee nor solicit business during any presentation.
 - (I) Presenters may distribute brief written materials to detainees. The materials must be approved in advance by ICE/ERO. Distribution of unapproved materials will constitute grounds for discontinuation of presentation privileges. If materials are to voluminous, the materials shall be made available in the Law Library.
 - (J) Presenters may meet with small groups of detainees to discuss their cases following a group presentation, consistent with the security and operations of the facility.
 - (K) Custody staff may discontinue or temporarily suspend group presentations by and all presenters, if:
 - (1) They pose an unreasonable security risk;
 - (2) They interfere substantially with the jail's operation;
 - (3) They deviate from approved material, procedures or presenters; or
 - (4) The facility is operating under emergency conditions.

The facility shall notify the affected presenters, in writing, of the reasons for termination or suspension, and send a copy of the notice to ICE/ERO. The presenters may appeal this decision.

IX. Video Presentations:

- (A) The facility shall play ICE/ERO approved video presentations on legal rights at the request of ICE/ERO.
- (B) The facility shall provide regular opportunities for detainees in the general population to view such videos. The facility shall provide at least (1) opportunity to view the video for detainees in segregated housing, unless precluded by security concerns regarding a particular detainee.

YUBA COUNTY JAIL MANUAL
#H-100 INMATE GRIEVANCES

I. Purpose:

The purpose of this operations order is to establish a formal procedures to allow inmates the opportunity to have their grievances heard and resolved in a lawful and impartial manner.

II. Policy:

It is the policy of the Jail to establish grievance procedures that are consistent with Title 15, the Consent Decree and the 2019 National Detention Standards.

III. Title 15:

(A) Title 15 §1073 requires all facilities to develop written policies and procedures whereby any inmate may appeal and have resolved grievances relating to any condition of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding.

(B) Title 15 requirements are incorporated into this policy.

IV. Consent Decree:

(A) The Consent Decree, Section X, address the grievance process and those requirements are incorporated into this policy.

V. National Detention Standards:

(A) The 2019 National Detention Standards (NDS), Section 6.2, establishes standards and procedures for a grievance procedures specific to ICE detainees. Those standards are incorporated into this policy.

(B) The facility must forward all detainee grievances containing allegations of staff misconduct to ICE/ERO.

VI. Grievance Defined:

(A) A grievance can be any complaint regarding jail conditions, procedures, food, failure to accommodate disabilities, or compliance with any portion of the Consent Decree. Any complaint about an alleged failure to comply with the inmate disciplinary procedures are handled through the grievance process.

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#H-100 INMATE GRIEVANCES

- (B) If a grievance concerns an allegation of a violation of Sheriff's Department policy or state or federal law by a jail employee which could result in formal discipline (i.e., reprimand, suspension, termination), it shall be referred to the Sheriff's Department's Professional Standards Unit. The matter will be investigated in accordance to those procedures and a written report submitted to the Undersheriff.

The Undersheriff shall decide on a course of action, and a copy provided to the inmate. If the grievant is not satisfied with the disposition by the Undersheriff, they can proceed with the normal grievance procedure.

VII. Grievance Procedures

- (A) The grievance procedure is explained in detail in the Inmate Handbook. This handbook is provided to all inmates at the time of housing. The grievance procedures shall be posted in as many locations as is necessary for all inmates to be aware of the procedures.
- (B) If an inmate/detainee has a complaint, they should attempt to resolve it informally with a floor officer. If that is unsuccessful, the inmate/detainee may submit a written formal grievance to any officer who will forward it to a supervisor. An inmate/detainee is always free to bypass or terminate the informal grievance process and proceed directly to the formal grievance stage. Jail Staff shall make every effort to resolve an inmate/detainees complaint or grievance at the lowest level possible, in an orderly and timely manner.
- (C) Any inmates may file a grievance by submitting a request to any Officer or supervisor on the proper grievance form. Grievance forms shall be made readily available to all inmates. An inmate/detainee may take this step because they are not satisfied with the informal process, or because they decide to forgo the informal procedures. The inmate/detainee has the responsibility to use this process in good faith and in an honest and straightforward manner.
- (D) An inmate/detainee shall be given the opportunity to obtain assistance from another inmate/detainee, facility staff, family members, or legal representatives in preparing a grievance. Staff shall take reasonable steps to expedite requests for assistance from these other parties.
- (E) No inmate will be harassed, disciplined, punished or lose privileges because they have submitted a grievance. Staff will not disclose sensitive information about, or otherwise retaliate against an inmate lodging a complaint. Inmates shall be informed of this policy prohibiting such reprisals.
- (F) Inmates/Detainees with disabilities shall have equal opportunity to access and participate in the grievance system, including by allowing for effective communication, which can include the provision of auxiliary aids and services,

YUBA COUNTY JAIL MANUAL
#H-100 INMATE GRIEVANCES

throughout the process. Staff shall ensure meaningful access to the oral grievance process for LEP inmates/detainees who are filing oral grievances, including through the provision of interpretation and translation services. The facility shall provide accommodations and/or assistance with filling out a grievance for an inmate/detainee with a disability, who are illiterate, or who are limited English proficient.

- (G) No one against whom the grievance is made shall be responsible for adjudicating the grievance.
- (H) A supervisor shall obtain as much information as possible regarding the grievance and shall attempt to resolve it to the satisfaction of the grievant within (48) hours. If the grievant is satisfied with the proposed resolution, the grievant may sign a statement acknowledging the grievance was satisfactorily resolved and the grievance shall proceed no further.
- (I) If the grievance was not resolved within (48) hours of receipt of the grievance, the Jail Commander shall conduct a grievance hearing within (72) hours of receipt of the grievance.
 - (1) The Jail Commander shall conduct the grievance hearing unless he or she is the subject of the grievance. In that case, the Sheriff will appoint a replacement who has the rank of Captain or higher.
 - (2) During the hearing, the inmate and witnesses will be heard and all pertinent information reviewed. The inmate may be assisted by another inmate or a member of the Sheriff's Department willing to act as an inmate's representative. The representative is entitled to attend and participate in the hearing as well as any informal conferences or reviews in which the grievant participates.
 - (3) To provide a full opportunity for expression, the hearing must bring together the inmate and the person about whom they are complaining, or someone to speak for the policy or condition that is the subject of the grievance.
 - (4) An inmate with an emergency grievance (i.e. one which requires immediate action to avoid injury or continued problems) shall be responded to on an expedited basis.
- (J) The Jail Commander shall resolve the grievance, and prepare a written disposition within (72) hours. A copy shall be provided to the grievant. Any ICE detainee dissatisfied with the facility's response to his or her grievance shall be allowed to communicate directly with ICE/ERO.

**YUBA COUNTY JAIL MANUAL
#H-100 INMATE GRIEVANCES**

(K) **Medical Grievances:** If the grievance is of a medical nature the grievance will be forwarded to medical staff. Medical staff are responsible for attempting to resolve the complaint and will prepare a written disposition on the grievance form. The form will be returned to a supervisor to be discussed with the grievant.

(1) If the inmate is satisfied, the form will be signed and dated by both parties and filed pursuant to policy.

VIII. Grievance Appeals:

(A) If the inmate is not satisfied with the disposition of the Jail Commander, he or she may appeal to a Grievance Panel consisting of an Undersheriff and an Officer within the Sheriff's Department of the rank of Sergeant or higher.

(B) The request for an appeal shall be submitted by the inmate on a form provided by staff within (7) days of receiving the written disposition from the Jail Commander.

(C) The Grievance Panel shall conduct an appeal hearing within (7) days of receiving the written request for the appeal.

(D) The grievant and/or their representative shall be given the opportunity to explain the grievance and request appropriate action be taken. The Grievance Panel may request additional evidence or testimony from anyone it deems appropriate.

(E) The Grievance Panel will prepare a written disposition to the inmate within (72) hours after the hearing.

IX. Records:

(A) Copies of all grievances, appeals and dispositions shall be retained for at least (3) years.

(B) The NDS requires that a copy of the grievance remain in the detainee's detention file, or in a retrievable electronic archive, where appropriate, for at least three years.

X. Grievances Regarding Allegations of Sexual Abuse:

(A) No time limits shall be imposed on time-sensitive grievances that involve an immediate threat to an inmate's health, safety, or welfare related to sexual abuse.

(B) An inmate who alleges sexual abuse may submit a grievance without submitting it to an employee who is the subject of the complaint, and such grievance is not referred to an employee who is the subject of the complaint.

YUBA COUNTY JAIL MANUAL
#H-100 INMATE GRIEVANCES

- (C) The department shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within (5) days of the initial filing of the grievance.
- (D) Staff shall respond to any appeal of the decision within (30) days of the appeal. Computation of the (30) day time period shall not include time consumed by inmates in preparing any administrative appeal.
- (E) For ICE detainees ICE/ERO/FOD will be notified.

**YUBA COUNTY JAIL MANUAL
#H-102 INMATE DISCIPLINE**

I. Purpose:

The purpose of this operations order is to establish written rules and disciplinary penalties to guide inmate conduct.

II. Policy:

It is the policy of the Jail to establish rules and penalties in the simplest of terms so all inmates understand them and adhere to them. The Yuba County Jail will maintain inmate discipline by communication of standards and expectations and through rule enforcement. Discipline will be imposed in a fair and consistent manner.

III. Title 15:

Title 15 §1080 through §1084 establishes guidelines for jail facilities to develop and implement rules and procedures for inmate discipline. Those guidelines are incorporated within this policy.

IV. National Detention Standards:

The 2019 National Detention Standards (NDS), Section 3.1, establishes standards and procedures for the discipline of ICE detainees. Those standards are incorporated within this policy.

- (A) ICE Detainees will be advised they have the right to remain silent at any stage of the disciplinary process in a language or manner the detainee understands before any disciplinary hearing.

V. Consent Decree:

The Consent Decree, Section VIII, establishes standards and procedures for the due process of inmate discipline. Those standards are incorporated within this policy.

VI. Classification of Rule Violations:

- (A) The Consent Decree defines a major rule violation as an inmate's behavior that is likely to cause a direct danger to the health and safety of other inmates, staff, of the facility. All other rule violations are defined as minor.
- (B) Pursuant to the Consent Decree, violations involving the following may be charged as either a major or minor violation:
 - (1) Possession of contraband
 - (2) Damaging County property
 - (3) Escape attempts

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#H-102 INMATE DISCIPLINE**

- (4) Incidents of physical violence
 - (5) Persistent creation of disturbances which interfere with jail functions or the welfare of other inmates
 - (6) Starting fires
 - (7) Assaults
 - (8) Making a false report of an emergency
 - (9) Presence in an unauthorized area of the jail
 - (10) Any violation of a criminal statute
- (C) Repeated minor violations or minor violations coupled with conduct or words reasonably indicating a risk to the safety or security of the jail may be charged as a major violation.
- (D) All other violations of jail rules are minor violations. Repeated major violations shall be reported as new and separate violations.

VII. Prohibited Activities:

- (A) The following are prohibited activities and subject to disciplinary action.
- (1) Arguing or shouting (except to attract the attention of staff in an emergency)
 - (2) Failure to clean off trays after meals or to neatly stack trays and cups
 - (3) Making obscene or derogatory remarks to staff
 - (4) Unnecessary noise or pounding
 - (5) Unauthorized communication with inmates in another housing area or with jail visitors
 - (6) Any tampering with fixtures or facility
 - (7) Removal, destruction or alteration of armbands
 - (8) Assault or battery on another inmate or staff
 - (9) Any threat of violence to an inmate or staff
 - (10) Possession of contraband
 - (11) Possession of weapons or objects which could be used as a weapon
 - (12) Damaging facility property or another inmate's property
 - (13) Creating a disturbance which interferes with jail operations or the welfare of others
 - (14) Making a false report of an emergency
 - (15) Smoking or starting a fire
 - (16) Being in an unauthorized area of the jail
 - (17) Engaging in sexual activities or inappropriate behaviors
 - (18) Answering head count or meal count for another inmate
 - (19) Violating any criminal statute
 - (20) Failure to make their bed by 8:00 AM each day and remain made throughout the day. Blankets are to be tucked under the mattress.
 - (21) Possession of more than one mattress without authorization
 - (22) Writing or marking on any jail property

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#H-102 INMATE DISCIPLINE

- (23) Storage of any personal property or clothing outside of the assigned property drawer with the exception of one towel and shoes
- (24) Posting or hanging any written material, pictures, cards, etc. in the cells, on bunks, walls, fixtures and ceiling
- (25) Hanging blankets from bunks or using bedding to make hammocks
- (26) Possession of excess food not consumed at mealtime. This does not apply to commissary items
- (27) Failure to remain dressed between the hours of 7:00 AM and 9:00 PM. This minimally includes pants and shirts. Coveralls will be fully worn so that the top half is not rolled down. Dressing and undressing are only permitted within the confines of a cell or shower area.
- (28) Unauthorized use of intercoms. Inmates should attempt to handle routine requests through floor Officers and not by intercom
- (29) Failure to follow the lawful order of staff
- (30) Refusal to work on an assigned work detail
- (31) Tattooing or possession of tattooing equipment
- (32) Failure to immediately report for sick call, medication count, work or any detail when ordered to do so by staff
- (33) Failure to sign for medication received
- (34) Failure to follow procedures and direction of staff during distribution of meals, clothing exchange and distribution of medication
- (35) Covering any light fixture or window
- (36) Entering another person's cell or changing cells with another inmate
- (37) Sitting on trash containers
- (38) Using mirrors to look down hallways or into other cells/housing areas
- (39) Being in an "out-of-bound" area
- (40) Loitering and programming on the top tier of the housing unit, or stairs
- (41) Interference or delaying headcount, safety checks, or lockdowns

VIII. Disciplinary Sanctions for Sexual Abuse:

- (A) Inmates are subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.
- (B) Sanctions shall commensurate with the nature and circumstances of the abuse committed, the inmate's disciplinary history, and the sanctions imposed for comparable offenses by other inmates with similar histories.
- (C) The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to their behavior when determining what type of sanction, if any, should be imposed.

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- (D) If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, the facility shall consider whether to require the offending inmate to participate in such interventions as a condition of access to programming or other benefits.
- (E) The agency may discipline an inmate for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
- (F) For the purpose of disciplinary action, a report of sexual abuse made in good faith based on a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

IX. Disciplinary Measures:

- (A) **Minor Violations:** Pursuant to the Consent Decree, minor violations may be punished by one of the following:
 - (1) Verbal reprimand
 - (2) Written reprimand
 - (3) Relocation to another cell of the same or similar classification
 - (4) Revocation of one or two of the following privileges for up to (7) days:
 - (a) Commissary
 - (b) Visitation
 - (c) Exercise yard access
 - (d) Movies and/or television
 - (e) Library access
 - (f) Educational programs
 - (g) Minor violations shall not affect an inmate's release date
- (B) **Major Violations:** Pursuant to the Consent Decree, major violations may be punished by one or more of the following, in addition to any counseling deemed necessary:
 - (1) Any of the sanctions listed under minor violations
 - (2) Loss of access to the exercise yard, movies, store call, recreation library, or visitation for up to (30) days
 - (3) Loss of good-time credits if the inmate is sentenced. This loss shall not apply to accrued pre-sentence good-time
 - (4) Prosecution of the appropriate criminal statute
 - (5) Loss of inmate worker status

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- (C) No inmate shall be subjected to cruel, corporal, or unusual punishment or lack of care which injures or impairs the health of the inmate. Staff may not impose or allow imposition of the following sanctions: corporal punishment; deviations from food services or availability of water; deprivation of clothing, bedding, or items of personal hygiene; deprivation of correspondence privileges; deprivation of legal visitation, legal mail, access to the law library, and the removal of legal papers. Disciplinary action may not be capricious or retaliatory.
- (D) **Commissary Restrictions:** An inmate who has had their commissary privilege suspended due to disciplinary action may, at the discretion of a supervisor, have all commissary food items already in their possession taken away during the duration of the punishment. The items will be placed in the inmate's personal property and returned when the disciplinary period is completed.
- (E) **Physical Exercise:** Staff shall not deprive an ICE detainee of physical exercise unless such activity creates an unsafe condition.
- (F) At all steps in the disciplinary process, any sanctions imposed shall be commensurate with the severity of the committed prohibited act and intended to encourage the detainee to conform with rules and regulations in the future.

X. Limitations on Disciplinary Actions:

- (A) Pursuant to Title 15 §1083, the California Penal Code and State Constitution expressly prohibit all cruel and unusual punishment.
 - (1) If an inmate is on disciplinary separation status for (30) consecutive days there shall be a review by the Jail Commander before the separation status is continued. This review shall include a consultation with medical staff. Such reviews shall continue at least every (15) days thereafter until the disciplinary status has ended. Reviews shall be documented.
 - (2) Disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding and clothing may be deprived of such articles. The decision to deprive inmates of clothing and bedding shall be reviewed by the Jail Commander or designee during each (24) hour period.
 - (3) California Penal Code §4019.5 prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate.

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- (4) In no case shall a safety cell, or any restraint device be used for disciplinary reasons.
- (5) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specific in Title 15 §1265.
- (6) Food shall not be withheld as a disciplinary measure.
- (7) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than (72) hours, without the review and approval of the Jail Commander.
 - 1. No ICE detainee may be deprived correspondence privileges.
- (8) In no case, shall access to courts and legal counsel be suspended as a disciplinary measure.
- (9) Although disciplinary diets are permissible with certain restrictions, it is the policy of our facility to not use this form of sanction.

XI. Reporting Procedures:

- (A) In the event an Officer witnesses or becomes aware of a rule violation, they may report it in writing on a Jail Incident Report. Confidential informant information may be included, but the informant should not be referenced by name. When a decision relies on information from a confidential informant, the Jail Commander, or designee, shall include in the hearing record the factual basis for finding the information reliable.
- (B) Officers who witness a prohibited act, or have reason to suspect one has been committed, shall promptly report the incident and identify the officer(s), the detainee(s), and all witness(es) to the incident. Minor transgressions involving detainees may be settled informally and by mutual consent whenever possible.
- (C) The Officer may make a recommendation for discipline. In cases of minor violations, the Officer has the discretion to issue a verbal reprimand to the inmate. If a verbal reprimand is issued, there is no requirement for a report.
- (D) Incident Reports for violations shall be completed by the end of shift unless otherwise approved by a supervisor. Reports shall conform to guidelines set forth in policy #A-114. If discipline is to be imposed other than a reprimand, the Incident Report must be in writing and submitted to a supervisor no later than (48) hours, exclusive of Saturdays, Sundays, or holidays.

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- (E) All disciplinary Incident Reports involving ICE detainees shall be investigated, if necessary, within (24) hours of the incident.
- (F) Officers shall not impose punishment, except in the form of a verbal reprimand or warning. Officers are authorized to relocate an inmate to the booking area if necessary to maintain security.
- (G) Disciplinary reports shall be maintained pursuant to California Penal Code §4019.5.

XII. Disciplinary Procedures:

Pursuant to the Consent Decree, staff shall follow these disciplinary procedures:

- (A) A supervisor may take action to evaluate a minor violation. If the supervisor chooses to evaluate the violation for possible imposition of punishment, the supervisor must give the inmate an opportunity to explain themselves.
 - (1) If the supervisor determines the violation did occur, the supervisor may institute punishment as authorized for minor violations. Such action must be taken within (72) hours of the report of violation.
- (B) If a major violation is charged, a supervisor shall review the incident within (72) hours of receipt of the initial report, exclusive of Saturdays, Sundays, and holidays, to determine whether:
 - (1) The matter should be treated as a major violation;
 - (2) The matter should be treated as a minor violation;
 - (3) The matter should not be considered a violation.
- (C) **Inmate Hearing:** If a supervisor determines an inmate's behavior should be treated as a major violation, the inmate is entitled to request a hearing with the Jail Commander.
 - (1) The inmate shall be provided a copy of the initial report charging the alleged major violation and a copy of the disciplinary procedures at least (24) hours prior to the hearing.
 - (2) The hearing with the Jail Commander shall be scheduled within (72) hours (excluding weekends and holidays) of the request, unless time is waived by both the Sheriff's Department and the inmate.
 - (3) The inmate has a right to be present and speak, submit signed statement or declarations, evidence, and witnesses, if available (not to exceed 3 witnesses), consisting of all relevant information about the alleged offense, as determined by the Jail Commander.

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- (4) The inmate may select another inmate or staff member as a counsel substitute to represent them at the hearing.
 - (5) The Jail Commander shall make his determination within (24) hours of the hearing. This determination shall be made within (96) hours of the request for the hearing.
 - (6) The inmate may appeal the Jail Commander's decision for a major violation if the punishment applied is:
 - (a) Loss of more than (5) days of good-time credit
 - (b) Loss of commissary, recreation library, outdoor recreation, personal visitation, or inmate work status for a time exceeding (1) week.
 - (7) The Jail shall permit hearing postponements or continuances.
- (D) **Appeal Hearing:** The inmate must submit a written request for an appeal hearing within (24) hours of the report of the Jail Commander's decision being provide to the inmate.
- (1) The inmate, with the aid of counsel substitute, shall prepare a written statement of the grounds for appeal.
 - (2) The inmate may appear at the hearing with counsel substitute to make a statement not to exceed (15) minutes, but no other evidence may be presented at the hearing.
 - (3) The Jail Commander's report, and all other evidence introduced at the hearing, shall be before the appeal panel.
 - (4) The appeal shall be heard by a panel consisting of an Undersheriff and a Sheriff's Department employee with the rank of Sergeant or higher.
 - (5) The appeal shall be conducted within (3) days of the notice of appeal. The decision of the appeal panel shall be final and rendered within (48) hours of the conclusion of the appeal.
- (E) Pursuant to the 2019 ICE Detention Standard, the supervisor shall follow these disciplinary procedures when involving an ICE detainee:
- (1) Before hearing a case, the supervisor shall ensure the detainee is afforded all the rights listed below under "Notice of Rights" below.
 - (2) The supervisor will have authority to consider written reports, statements, and physical evidence, hear pleadings on the part of the detainee, make

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findings that a detainee did or did not commit the rule violation(s) or prohibited act(s) as charged, based on the preponderance of evidence, and impose minor sanctions.

- (3) The supervisor shall not include the reporting officer, the investigating officer, or an officer who witnessed or was directly involved in the incident, except in the unlikely event that every available officer witnessed or was directly involved in the incident. (NOTE: The investigating officer and the official performing the hearing should not be the same person.)
- (4) Serve the detainee with:
 - a. A copy of the supervisor's decision and sanctions imposed; or
 - b. Written notification of charges and hearing before the supervisor
- (5) The Supervisor or Jail Commander will advise the detainee in a language or manner the detainee understands before the hearing of his or her right to ("Notice of Rights"):
 - a. Remain silent at any stage of the disciplinary process
 - b. Due process, including a supervisor hearing within 24 hours of the end of the investigation. If there is a commanders hearing/appeal, then that hearing must be held within 48 hours after the conclusion of the supervisors hearing
 - c. Attend the entire hearing (excluding deliberations)
 - d. Present statements and evidence in his or her own behalf
 - e. Have language services to be able to participate meaningfully in the hearing
 - f. Appeal the hearing determination through the detainee appeal process, or waive the right to appeal
- (6) If the detainee's case is being referred to the Jail Commander or designee, advise the detainee, in writing, of the right to:
 - a. Call witnesses and present evidence; and
 - b. Call a staff representative
- (7) The Jail Commander, or designee, shall have authority to:
 - a. Conduct hearings on all charges and allegations
 - b. Call witnesses to testify
 - c. Consider written reports, statements, physical evidence, and oral testimony
 - d. Hear pleadings by detainee and staff representatives
 - e. Make findings that the detainee did or did not commit the rule violation(s) or prohibited act(s) as charged, based on the preponderance of evidence
 - f. Impose sanctions as listed and authorized in each category

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#H-102 INMATE DISCIPLINE

- (8) The disciplinary report and accompanying documents shall not be placed in the file of a detainee who is found not guilty. However, the jail may retain the material in its own files for institutional uses such as statistical or historical recordkeeping.

XIII. Reporting of Disciplinary Actions:

- (A) Action taken on minor violations other than verbal reprimands shall be reported on a form that includes the date of the offense, a factual description of the offense, the rule violated, and the nature of the punishment administered.
- (B) At the conclusion of any hearing or appeal on a major violation, a report shall be filed that includes the date of the offense, a factual description of the offense, the rule violated, a summary of the evidence relied upon by the Jail Commander and/or appeal panel, a list of witnesses who presented evidence at the hearing, a list of any other evidence presented at the hearing, and the punishment administered.
- (C) A copy of these reports shall be filed and a copy provided to the inmate within (24) hours of the decision.
- (D) A supervisor shall ensure any discipline or any hearings are appropriately logged into the computer system.

XIV. Special Considerations:

- (A) If a supervisor believes that an inmate's mental illness was a significant factor in causing a minor or major violation, the inmate shall be referred for a mental health evaluation and possible treatment.
- (B) If a supervisor determines that an inmate charged with a violation has a mental illness that caused or contributed to the violation, the supervisor must consult with a Qualified Mental Health Professional prior to imposing any sanction to determine if the proposed sanction is likely to exacerbate the inmate's mental health symptoms and expose the inmate to an increased risk of danger. If there is a danger that a proposed sanction will exacerbate an inmate's mental illness or expose him to increased risk of danger, an alternate sanction shall be imposed, if at all, unless safety security reasons dictate otherwise.

XV. Criminal Prosecution:

- (A) In the event that any incident could also be subject to criminal prosecution and the matter referred to the District Attorney's Office, disciplinary proceedings shall be suspended until a determination is made that the District Attorney will not prosecute the matter.

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#H-102 INMATE DISCIPLINE

- (B) No punishment shall be imposed during any such suspension.
- (C) If it is necessary due to jail security or the safety of others to relocate any inmate charged with an offense to a less desirable location within the jail, the hearing on the offense must be held within (36) hours exclusive of Saturdays, Sundays, and holidays, unless both staff and the inmate waive the time limit.
- (D) Inmates may be charged with criminal violations, but a jail supervisor shall approve a decision to pursue criminal prosecution. If criminal prosecution is sought, a crime report shall be prepared and submitted to the District Attorney's Office. A separate jail incident report is also complete for internal purposes.

XVI. Major Emergencies:

- (A) Major emergencies or disturbances may require disciplinary action be administered without prior compliance with the disciplinary procedures. In such instances, immediate action may be required to protect the safety of others. The procedures for the administration of disciplinary action shall be followed and applied within a reasonable time after the end of the emergency.

XVII. Inmates with Disabilities and Limited English Proficiency:

- (A) Staff shall ensure effective communication is achieved and documented when there are disciplinary or due process procedures involving an inmate with a hearing, vision, and/or speech impairment; developmentally disabled and/or learning disability; and/or Limited English Proficiency (LEP).
- (B) In such interactions, the inmate's primary method of communication shall be used. If necessary, the inmate's secondary method of communication shall be used with the exception of inmates needing a Sign Language Interpreter.
- (C) Accommodations can be made using sign language interpreters, certified bi-lingual jail staff, other certified language interpreters, assistive devices, or other methods of assistance, including Language Line or video remote interpreting.
- (D) Staff shall notify inmates of what assistance is available.

YUBA COUNTY JAIL MANUAL
#I-100 FRANCO GONZALES INJUNCTION

I. Purpose:

The purpose of this operations order is to establish guidelines for identifying and processing ICE detainees who are members of the plaintiff class reference the case of Franco-Gonzales, et al. v. Holder.

II. Policy:

On October 29, 2014, the United States District Court for the Central District of California issued an order further implementing an April, 2013 permanent injunction in regard to identifying and processing information on ICE detainees with mental disorders or mental incompetency. This policy sets procedures to be followed by jail staff to meet the standards of the injunction.

III. Overview of Franco-Gonzales Provisions:

(A) Plaintiff

- (1) Individuals who are or will be in DHS custody for immigration proceedings in California, Arizona and Washington who have been identified by or to medical personnel, DHS, or an Immigration Judge, as having a serious mental disorder or defect that may render them incompetent to represent themselves in immigration proceedings, and who presently lack counsel in their immigration proceedings.

(B) Sub-Class One

- (1) Members of the plaintiff class who are incompetent to represent themselves in immigration proceedings.

(C) Sub-Class Two

- (1) Members of the plaintiff class who have been detained for more than six months.

(D) The injunction requires the federal government to:

- (1) Provide custody hearings to mentally disabled immigration detainees who lack legal representation and who have been detained for (180) days or more, and;
- (2) Provide legal representation to those unrepresented detainees who are determined to be mentally incompetent by the immigration court.

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#I-100 FRANCO GONZALES INJUNCTION

IV. Procedures:

- (A) The following procedures set the guidelines for the screening process at the Yuba County Jail, and the follow-up process when information comes to light of a mental disorder or defect.
- (B) **Initial Screening:**
 - (1) Absent emergency circumstances related to facility security or the health and safety of staff or detainees, all detainees shall be initially screened for evidence of a serious mental disorder or condition upon their admission for ICE custody at our facility. The intake questionnaire includes the questions necessary to meet the criteria of this requirement.
- (C) **Second Screening:**
 - (1) Detainees shall be further screened (or assessed) by a currently and appropriately licensed psychiatrist, physician, physician assistant, psychologist, clinical social worker, licensed nurse practitioner, or registered nurse within (14) days of their admission into ICE custody at the jail.
 - (2) The second screening will be conducted using a written screening questionnaire.
- (D) **Mental Health Assessment:**
 - (1) A detainee identified through the first and/or second screening process as exhibiting evidence of a serious mental disorder or condition must be given a mental health assessment.
 - (2) Such a mental health assessment is also required if a person exhibits evidence of a serious mental disorder or condition at a hearing before an Immigration Judge or upon receipt of information provided by a third party.
 - (3) A mental health assessment must be conducted by a Qualified Mental Health Provider within (14) days of the second screening.
 - (4) The mental health provider must determine if the detainee meets one or both of the following:

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#I-100 FRANCO GONZALES INJUNCTION

- (a) The detainee has a mental disorder that is causing serious limitations in communication, memory or general mental and/or intellectual functioning (e.g., communicating, reasoning, conducting activities of daily living, social skills); or a severe medical condition(s) (e.g., traumatic brain injury or dementia) that is significantly impairing mental function; or
- (b) Is exhibiting one or more of the following active psychiatric symptoms or behavior: severe disorganization, active hallucinations or delusions, mania, catatonia, severe depressive symptoms, suicidal ideation and/or behavior, marked anxiety or impulsivity.

OR:

- (c) The detainee is diagnosed by the Qualified Mental Health Provider as demonstrating significant symptoms of one of the following:
 - (1) Psychosis or Psychotic Disorder
 - (2) Bipolar Disorder
 - (3) Schizophrenia or Schizoaffective Disorder
 - (4) Major Depressive Disorder with Psychotic Features
 - (5) Dementia and/or a Neurocognitive Disorder
 - (6) Intellectual Development Disorder (moderate, severe, profound)

V. Additional Requirements:

- (A) When new information comes to light
 - (1) If ICE or jail personnel become aware that a detainee was previously found incompetent in any court proceedings; or
 - (2) Personnel become aware that any detainee was hospitalized due to a mental disorder or condition; or
 - (3) ICE or jail personnel receive relevant information or documents from family members, social workers, or other treatment providers reference a detainee's mental disorder, condition or competence.
- (B) Any such relevant information or documentation must be accepted by ICE and jail staff and given to the mental health provider conducting the assessment.
- (C) If the assessment has already been completed, then the Qualified Mental Health Provider must determine whether the new information affects the results of the assessment.

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#I-100 FRANCO GONZALES INJUNCTION

- (D) ICE or jail personnel who discover any of the following must notify the ICE Office of Chief Counsel.

YUBA COUNTY JAIL MANUAL
#I-102 TRUTH ACT

I. Purpose:

The purpose of this operations order is to establish guidelines to ensure compliance with California Government Code §7283.

II. Policy:

It is the policy of the Yuba County Jail to identify inmate who have been criminally arrested and foreign-born. This information may be forwarded to ICE officials. The Sheriff's Department does not honor ICE detainers for foreign-born arrestees. Inmates later identified by ICE as being a person of interest shall trigger implementation of the Truth Act. This activation shall be documented into the inmate's electronic event/activity screen using the code "ICE."

III. ICE Request for Access:

- (A) Pursuant to California Government Code §7283 (commonly referred to as the Truth Act), ICE officials may seek access to a person in local custody on local charges.
- (B) **Interview:** ICE officials may request to enter the facility to interview an inmate. The interview is strictly voluntary and the inmate may have an attorney present. Jail staff must inform the inmate in writing of the interview request, their right to refuse the interview, and their right to legal counsel. If the inmate already has an attorney jail staff must also provide written notification to the attorney.
- (C) **Release Date:** ICE officials may request the date a person in local custody is scheduled to be released from local custody. Again, this must be in writing and the inmate informed of the request. Jail staff may only provide a release date to ICE officials if the person has a certain criminal history. Staff shall refer to California Government Code §7282.5 and §784.6(a)(C) to ascertain that criteria.
- (D) **Hold:** ICE officials may request to place a hold on a local inmate requesting that jail staff maintain custody of the person beyond their local release date to give ICE officials the opportunity to arrange taking the person into ICE custody. ICE routinely makes hold requests using a "detainer", but pursuant to California Law (SB 54) we are prohibited from honoring ICE detainers. Jail staff will only comply with a hold from ICE pursuant to a judicial warrant, based on probable cause, and signed by a magistrate.
- (E) **Transfer of Custody:** ICE officials may request jail staff facilitate the transfer of custody of a person from local custody to the custody of ICE. SB 54 requires we can only help facilitate a transfer of custody if the person has the same criminal history as referenced in the "Release Date" section AND there is a judicial warrant (same as required for a hold request).

YUBA COUNTY JAIL MANUAL
#I-102 TRUTH ACT

IV. Notifications:

- (A) All ICE requests for access to an inmate (as referenced in Section III) must be submitted to the jail facility in writing.
- (B) Jail staff must inform the inmate of the request in writing. If the inmate has an attorney, jail staff will also notify the attorney in writing.
- (C) Part of our notification to the inmate and/or their attorney shall include our intent to either comply or not comply with the request.
- (D) If ICE officials have requested to interview an inmate, jail staff will provide the inmate with a consent form that advises them of their right to agree to the interview, decline the interview, and have their attorney present.
 - (1) Consent forms are provided in the following languages:
 - (a) English
 - (b) Spanish
 - (c) Korean
 - (d) Vietnamese
 - (e) Tagalog
 - (f) Chinese Traditional
 - (g) Chinese Simplified
 - (h) Chinese Cantonese

V. Records:

- (A) All records related to ICE officials requesting access, and all communications with ICE, are public records under the California Public Records Act.
- (B) The Jail Lieutenant, or designee, shall maintain copies of all ICE requests for access and our responses and notifications.