## Volume 3 - Administrative Policy and Procedures

- 3-01/000.00 Personnel
- 3-01/010.00 Conformance with Division and Unit Policies and Procedures
- 3-01/020.00 Assignment of Personnel
- 3-01/020.05 Mandatory Rotation of Line Personnel in Custody
- 3-01/020.15 Probationary Period for Deputy Sheriff Generalists and Custody Assistants
- 3-01/025.00 Escorting and Providing Security for Female Inmates
- 3-01/030.00 Assignment of Custody Assistant Personnel
- 3-01/040.00 Employee Absences
- 3-01/050.00 Swapping of RDO/Shifts
- 3-01/060.00 Outside Employee Overtime
- 3-01/070.00 Parking
- 3-01/080.00 Transportation and Handling of Personal Handguns
- 3-01/090.00 Security of Personal Property
- 3-01/090.05 Wireless Communication Devices
- 3-01/090.10 Social Media Use
- 3-01/090.15 Personal Bags
- 3-01/095.00 Custody Technology Projects
- 3-01/100.00 Commendation for Quality Service
- 3-01/110.00 Transfers
- 3-01/110.05 Transfers Deputy Personnel

- 3-01/110.10 Hardship and Significant Burden Transfer
- 3-01/110.15 Transfer Request Guidelines Custody Assistant
- 3-01/110.20 Filing Assignment Preference Request Custody Assistants
- 3-01/110.25 Notice of Personnel Transfers Custody Assistant
- 3-01/110.30 Transfer Request Cancellations
- 3-01/110.35 Extensions Custody Operations
- 3-01/110.40 Ambassador Program
- 3-02/000.00 Training
- 3-02/010.00 Standardized Orientation and Training Program
- 3-02/020.00 In-Service Training
- 3-02/040.00 Custody Incident Command School
- 3-02/045.00 Supervising Line Deputy Course
- 3-02/045.05 Supervising Line Deputy Training Program
- 3-02/050.00 Standards and Training for Corrections
- 3-04/000.00 Conduct Toward Inmates
- 3-04/020.00 Fraternization and Prohibited Associations with Inmates
- 3-04/025.00 Prison Rape Elimination Act of 2003 (PREA)-Background and Definitions
- 3-04/025.05 PREA Sexual Abuse and Sexual Harassment
- 3-04/025.10 PREA First Responder Duties and Coordinated Response Protocol
- 3-04/025.15 PREA Criminal and Administrative Investigations

- 3-04/025.20 PREA Support Services for Inmate Victims of Sexual Abuse
- 3-04/025.25 PREA Sexual Abuse Incident Review
- 3-04/025.30 PREA Supervision and Monitoring
- 3-04/025.40 PREA Inmate Education
- 3-04/025.45 Disciplinary Measures for Violating PREA Standards
- 3-04/025.50 PREA Employee Training
- 3-04/025.55 PREA Protection Against Retaliation
- 3-04/030.00 Inmate Worker Remuneration
- 3-04/040.00 Release of Inmate Information
- 3-05/000.00 Inmate Welfare
- 3-05/010.00 Inmate Welfare Commission
- 3-05/020.00 Inmate Welfare Fund
- 3-05/030.00 Chaplain Services
- 3-06/000.00 Security and Inspections
- 3-06/010.00 Specialized Inspections
- 3-06/020.00 Facility Inspections
- 3-06/030.00 Facility Modifications
- 3-06/035.00 Heating, Cooling, and Ventilation of Facilities
- 3-06/040.00 Inmate Food Inspections
- 3-06/050.00 Equipment Inspection
- 3-06/055.00 Mandated Equipment

- 3-06/055.10 Department Radios
- 3-06/055.20 Flashlights
- 3-06/060.00 Security
- 3-06/070.00 Security of Housekeeping Equipment and Supplies
- 3-06/080.00 Security of Medication
- 3-06/090.00 Security of Tools
- 3-06/100.00 Security Check After Repairs
- 3-06/110.00 Security of Weapons
- 3-06/120.00 Security of Keys and Equipment
- 3-06/130.00 Key Inventory and Control
- 3-06/140.00 Edged Weapons Within Security
- 3-06/140.05 Rescue Tool/Safety Cutter

• 3-07/000.00 Automated Justice Information System (AJIS) Inmate Inventory Audit

- 3-08/000.00 Facility Capacities
- 3-09/000.00 Inmate Identification
- 3-10/000.00 Security Passes
- 3-10/010.00 Custody Entry Criteria for Non-Department Persons
- 3-10/015.00 Custody Division Entry and Exit Procedures
- 3-11/000.00 Tours of Custody Services Division Facilities
- 3-12/000.00 Movie Contracts
- 3-13/000.00 Facilities/Reception Centers Routine Responsibilities

- 3-14/000.00 Emergency Procedures
- 3-14/010.00 Inmate Transfers
- 3-14/020.00 Inmate Movement During Facility Emergencies
- 3-14/030.00 Inmate Reception Center Emergency Transfer Responsibilities
- 3-14/040.00 Unit Level Emergency Plans
- 3-14/040.05 Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team Activations
- 3-14/050.00 Emergency Preparedness Drills
- 3-14/060.00 Emergency Suspension of Minimum Jail Standards or Requirements
- 3-14/070.00 Fire Prevention and Suppression
- 3-14/080.00 Self Contained Breathing Apparatus
- 3-14/090.00 First Aid and Emergency Response Kits
- 3-14/090.05 Mandatory Inspection of Automated External Defibrillators (AED)
- 3-14/100.00 Emergency Preparedness, Response and Command Policy
- 3-14/110.00 Facility Preparedness Responsibilities
- 3-14/120.00 Mobilization Criteria and Procedures
- 3-14/130.00 Emergency Preparedness Coordinators
- 3-15/000.00 Handling of Hazardous Substances
- 3-15/010.00 Handling of Hazardous Materials Unit/Employee Responsibilities
- 3-15/020.00 Communicable Disease Protective Equipment

- 3-16/000.00 Officers Dining Room
- 3-16/000.25 Disposable Trays
- 3-16/040.05 Use of Milk Crates
- 3-17/000.00 Viewing of Movies by Inmates and Department Personnel
- 3-18/000.00 Terrorism Liaison Officer (TLO)
- 3-19/000.00 Complex Case Committee
- 3-20/000.00 Restrictive Housing Panel
- 3-21/000.00 On-Duty Wellness Program