6-01/000.00 Purpose

The Station Jail Manual is a reference tool outlining the procedures governing the operation of Type I facilities. References noted in this manual derive from the Department's Manual of Policy and Procedures (MPP), Field Operations Directives (FOD), Custody Division Manual (CDM), and state law as described in Title 15 of the California Code of Regulations (CCR), Articles 1 through 14. **It is not a comprehensive guide to all Department procedures outlining the operation of station jails**.

The Station Jail Manual was prepared to meet four specific goals:

- Standardize policies, rules and procedures within the Department's station jails;
- Provide a comprehensive reference of rules, policies, and procedures governing the operations of station jails;
- Provide reference of operations to enable management personnel to ascertain the compliance or non-compliance with mandated statutory and judicial directives;
- Maintain compliance with the California Board of State and Community Corrections (BSCC) Minimum Jail Standards for Local Detention Facilities. (Refer: Title 15, Article 3, Section 1029 of the California Code of Regulations)

In an effort to keep the Station Jail Manual current, Custody Support Services Bureau (CSSB) shall review its contents annually. Proposed manual revisions, additions, and deletions are edited, processed, and published by CSSB. All proposed manual revisions shall be sent to CSSB via email to the Policy Review Team [REDACTED TEXT]. Proposed manual revisions shall be submitted on a SH-A-D-32A by the unit commander to the patrol division chief. In all cases where discrepancies between Sheriff's Department policy and legal provisions exist, state law as delineated in Title 15 shall supersede Department policy. Additionally, in some cases, unit orders may be more restrictive than Division or Department Policy; however, they shall not be less restrictive.

Each unit commander shall be responsible for the safekeeping and proper updating of all manual copies assigned to his/her unit.