

## Section 7 - Inmate Classification, Processing, and Screening

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### • 5-07-010 Outgoing Court Line - EM Shift

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for outgoing court lines at Pitchess Detention Center (PDC) South Facility.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility.

#### **ORDER:**

The early morning (EM) shift watch deputy shall be responsible for preparing and coordinating daily court lists. The watch deputy shall retrieve the facility court list by accessing the Defendant Inmate Movement Management System (DIMMS) report, which is made available at 0001hrs. A Justice Data Interface Controller (JDIC) teletype from Inmate Reception Center (IRC) will be received at 0100 hours, indicating which inmates will be going to court. The watch deputy shall compare the JDIC teletype with the DIMMS report to identify any discrepancies and/or changes in the court list.

After retrieving the DIMMS report at 0001hrs, the EM watch deputy shall check the housing location of all the inmates listed to ensure they are housed at South Facility.

After determining which inmates need to be on the court list, the watch deputy shall prepare a master court list. The master court list shall be distributed to the inmate processing area (IPA) personnel and the in/out shack. A copy of the master court list shall be faxed to Correctional Services Transportation (CST) North [REDACTED TEXT] as soon as possible to arrange transportation. After distribution of the master court list, the watch deputy shall prepare compound court lists and ask for a rover to deliver them to each individual compound.

Compound officers shall wake up the inmates whose names are on the court list for their compound. Personnel shall not wake or disturb inmates whose names do not appear on the court list. Once all inmates from each compound are awake and ready for court, they will be escorted to the IPA and prepared for transportation to court.

Once all inmates have arrived at the IPA and are ready for transportation to court, IPA personnel shall place them in the appropriate holding areas next to the CST sally port. If any inmates who have court appointments are not present at the IPA, IPA personnel shall notify the respective compound officer(s) to locate the missing inmate(s). Once located, any missing inmate(s) shall be immediately escorted to the IPA by compound personnel.

If an inmate's name is on the court list and they refuse to attend court, they shall be sent to disciplinary housing for delaying operations. Compound personnel shall read the court refusal admonition to the inmate and have them sign a court refusal form. These forms can be found in the following South Facility share folder:

[REDACTED TEXT]

The reading of the admonition and signing of the court refusal form shall be video recorded and a copy of the video shall be placed in the following South Facility share folder: [REDACTED TEXT]

A copy of the court refusal form shall be delivered to the IPA deputy so he can give it to CST personnel picking up the inmates with court appointments. The original court refusal form shall be delivered to PDC South main control [REDACTED TEXT] for filing. South [REDACTED TEXT] shall fax the court refusal form to the IRC sergeant's office at [REDACTED TEXT]

During the following day shift, South [REDACTED TEXT] shall contact the court requesting the inmate and notify them of the refusal. If the court advises the inmate is required to attend court, extraction procedures shall apply. See Custody Division Manual (CDM) 7-01/050.00, "Inmate Extractions" through 7-02/000.00, "Planned Use of Force for Inmates with Special Needs."

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**12/18/96 SOUF**

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## • 5-07-020 Processing Release Lines

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed, by each shift, in processing release lines.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

PDC South Facility houses inmate workers who work outside PDC South Facility boundaries. This creates constant movement of inmates into and out of the facility [REDACTED TEXT]. Due to this movement, [REDACTED TEXT], PDC South Facility shall not process outgoing lines on AM shift, without the approval of the watch sergeant.

[REDACTED TEXT]

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## OUTGOING LINE PROCEDURES

The EM, AM, and PM shift watch deputies shall be responsible for developing and distributing the daily outgoing/release line list. Throughout the day, various inmate transportation request teletypes are received via the Justice Data Interface Controller (JDIC). These teletypes can range from releases, state custody transfers, Immigration and Customs Enforcement (ICE), parole hearings, and programs like rehabilitation. All of these teletypes shall be collected and saved for the PM shift watch deputy. The PM shift watch deputy shall be responsible for reviewing these teletypes and creating an outgoing line list. Any emergency, bond, or time sensitive release teletype shall be handled on a case-by-case basis, in accordance with Department policy.

The outgoing line list shall be created using the outgoing entry form located in the following PDC South Facility share file:

[REDACTED TEXT]

The master file, if used correctly, will provide a breakdown of the total number of inmates leaving PDC South Facility by barrack, as well as give a total inmate count on the outgoing line.

The PM shift watch deputy shall verify that the inmates are housed at PDC South Facility and add the inmates' information to the outgoing line list form. [REDACTED TEXT]

In assigning disposition codes, the watch deputy should use the following guidelines:

[REDACTED TEXT]

## DISTRIBUTION OF THE OUTGOING LINE LIST

Once finalized, a copy of the outgoing line list shall be emailed to the IPA personnel, laundry personnel, range personnel, and PDC ranch kitchen personnel. IPA personnel will be responsible for printing the outgoing line list and distributing a breakdown of individual barrack lists to each respective compound. IPA personnel shall keep an official copy of the list in the IPA and give one copy to each of the transporting Court Services Transportation (CST) crews.

## PROCESSING OUTGOING LINES

When IPA personnel are ready to process the outgoing line, they shall make an announcement to the facility, instructing which compounds are to escort their outgoing inmates to the IPA. Line personnel shall call out inmates by their name and booking number and verify the inmates' identity by checking their wristband. Once the inmates arrive at the IPA, the IPA personnel shall be responsible for the following:

- Verifying and comparing each inmate's wristband information to the information on the outgoing paperwork
  - If there are any discrepancies, IPA personnel shall immediately notify the watch deputy
  - The watch deputy shall make the final determination as to the inmate's correct booking number
  - If the inmate needs a new wristband, IPA personnel shall replace the wristband before the inmate

leaves the facility

- Conducting a search of the outgoing inmates and their property and confiscating all jail issued linen, mattresses, jackets, beanies, thermals, boots, shoes, jackets, and books
- Escorting all outgoing inmates to the CST holding area and preparing them for the arrival of CST
  - All inmates shall be separated according to classification and security concerns
- Conducting a physical count of the inmates (this count should match the number of inmates on the outgoing paperwork)
- Ensuring all paperwork is in the possession of inmates being transferred for the following reasons:
  - Medical – inmates being transferred for medical reasons shall possess a transfer envelope, prepared by medical staff, containing all applicable paperwork and a signed, original copy of any medical or mental observation forms
  - Reclassification – reclass transfers, sent via CST, shall require a teletype issued by IRC classification (this is issued once IRC classification, or a supervisor, has approved the electronic Special Handle Request)
  - Discipline – disciplinary transfers, sent via CST, shall require all paperwork to be faxed to Central Housing Unit (CHU) North, who shall assist PDC South Facility with discipline housing at MCJ (CHU North will issue a transfer teletype for the inmate and coordinate with CHU South to ensure IRC properly routes the inmate(s) to MCJ discipline)
- Posting a copy of the outgoing paperwork on a clip board located in the IPA office (this copy will contain the transporting CST crew number, the number of inmates taken, and all inmates removed [scratched] from the outgoing line)

The watch deputy shall be notified of any changes made to the outgoing line, make the appropriate log entry and adjust the facility count sheet. All inmates on the outgoing line shall be updated to "SOIR" on the [REDACTED TEXT]

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## • 5-07-030 Inmate Inventory Audit

**REFERENCE:** CDM Section 3-07/000.00, Automated Justice Information System (AJIS) Inmate Inventory Audit

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for ensuring that inmates of high security levels are identified and transferred to an appropriate facility in a timely manner to reduce the likelihood of escapes.

**SCOPE OF ORDER:**

This order applies to the designated Prisoner Personnel Office (PPO) officer, A.M. shift watch deputy, and desk officers at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

The designated PPO Officer will be responsible for purging the recent Automated Justice Information System (AJIS) inmate bail and location inventory daily. The officer will check for security discrepancies such as:

- No Bails
- High Bails, \$500,000 or higher
- Security Level 7 or higher
- Keep-aways other than K-3

The PPO Officer shall prepare a list of inmates who are identified as security violations and give the list to the on-duty watch deputy. The watch deputy shall arrange for the transfer of all listed inmates to an appropriate facility based on their security and/or classification level.

The watch deputy shall check the AJIS System Information (SI01) and Movement Control (MC01) screen to verify the information.

The A.M. shift watch deputy will be responsible for compiling the purge list on weekends, holidays, and other days when the PPO Officer is not on duty.

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• **5-07-040 Inmate Demographics Procedures**

**REFERENCE:** CDM 3-08/000.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed by facility personnel to maintain a balanced demographics of inmates housed at the facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South

Facility.

**ORDER:**

It shall be the goal of this facility to maintain, as close as possible, the same demographic balance in the living areas of the general population inmates at South Facility.

Maintaining this demographic balance is essential for staff safety, inmate safety and welfare, as well as facility security.

RESPONSIBILITIES

EARLY MORNING SHIFT

The Watch Deputy and/or Desk Officer is shall be responsible for creating the demographic report. Once the report is completed, one copy shall be filed in the filing cabinet at the South Facility desk area and one copy is given to the EM Watch Commander.

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• **5-07-050 Reclassification Transfer Request**

**REFERENCE:** CDM Section 5-01/010.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for inmate reclassification transfers.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

The Population Management Bureau (PMB) is responsible for making decisions regarding inter-facility transfers of inmates. Each unit has the prerogative of moving inmates to other facilities for a variety of reasons, including but not limited to, discipline, medical treatment, security reason, etc.

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The authority to make these decisions rests with the unit commander and their designated representatives, usually the watch commander.

All personnel who have requested that an inmate be relocated from this facility to another facility for reclassification, will complete an electronic Special Handling Form, which is accessible on the intranet, accompanied with a Transfer Request form. The watch sergeant or watch commander's approval is required prior to any movement. These forms, along with the inmate's classification papers, will accompany the inmate to their new facility. These documents shall include a complete set of all reports relating to that transfer (e.g., discipline, medical, information reports, etc.) and shall in every instance accompany the inmate back to the Inmate Reception Center (IRC); Attention: Population Management Bureau.

Once the Reclassification paperwork has been approved by the PMB, the inmate's Automated Jail Information Screen (AJIS) will be updated. Main Control will then contact the Central Housing Unit (CHU) – North Office, to issue a teletype for transfer.

An Adam Unit or first available transport will then transfer the inmate to the facility that was designated by PMB.

#### RESPONSIBILITIES OF LINE PERSONNEL

- The reclassified inmate MUST be secured and separated from the General Population.
- Line Personnel must complete a Special Handling Form and an IRTS (Inmate Report Tracking System, if applicable).
- Watch Sergeant or Watch Commander approval is required.

#### RESPONSIBILITIES OF DESK PERSONNEL

- IRC and PMB must be notified of the requested reclassification.
- After ALL necessary paperwork has been approved and AJIS has been updated, CHU - North will be contacted for the issuance of a teletype and determine the new housing location.

The inmate will then be transferred to their new housing location via Adam Unit or first available transport. All required paperwork must accompany the inmate during their transfer to the next facility.

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## • 5-07-060 Inmate Lower Bunk Assignment Status

**REFERENCE:** CDM 5-03/045.00, "Inmate Lower Bunk and Lower Tier Assignments"

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for inmates being assigned to a lower bunk based on a medical need.

**SCOPE OF ORDER:**

This order applies to all deputy and custody assistant personnel assigned to or working at Pitchess Detention Center.

**ORDER:**

Any inmate claiming he needs to be assigned to a lower bunk due to a medical condition shall be referred to Correctional Health Services (CHS) personnel at the South Facility Clinic for verification of the medical need. Once CHS staff determines an inmate has a medical need to be assigned to a lower bunk, they will notify custody personnel. Custody personnel shall assign the inmate to a lower bunk and email the Population Management Bureau (PMB) Classification Unit at [REDACTED TEXT] PMB classification personnel will update the inmate's Automated Justice Information System (AJIS) Inmate Classification IC10 and IC12 screens for tracking the lower bunk assignment status. Only MSB personnel will determine and validate the status of an inmate that needs to be assigned to a lower bunk, not custody personnel. In the event an inmate claims they require a lower bunk, custody personnel assigned to the inmate's housing area shall verify the inmate's lower bunk status on the IC10 and IC12 screens in AJIS.

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• **5-07-070 Inmate Kitchen Worker Screening**

**Reference:** CCR Title 15 Section 1230

**PURPOSE OF ORDER:**

The purpose of this order is to establish protocols guidelines for the screening of inmates who ~~workers in the kitchen area~~ work in the Pitchess Detention Center (PDC) ranch kitchen/officers' dining room (ODR) and PDC South kitchen/inmates' dining room (IDR).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility, more specifically the classification officer, nursing staff, and all personnel assigned to work in the ODR and IDR.

**ORDER:**



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Section 1230 of Title 15 of the California Code of Regulations (CCR) requires the screening of food handlers.

ODR and IDR security personnel are responsible for hiring inmates on an as needed basis. Inmates identified as potentially being suitable for work in either the ODR or IDR will, prior to performing any work, be taken for examination and screening by the South Facility clinic nursing staff and classification officer.

This inspection consists of a visual inspection of all inmates for signs of scars, infections, or rashes and includes inspection for general cleanliness and hygiene. Secondly, the nursing staff will question the inmates on past and present medical illnesses including hepatitis. Any inmate who does not pass the culinary inspection will not be allowed to work in the kitchen area. There shall be no exceptions to this order, under any circumstances.

As part of the culinary inspection, the classification officer shall screen each inmate as outlined in South Facility unit order 5-08-090, Classification Guidelines for Outside Inmate Workers. Additionally a review of each inmate's medical screening information for any pre-disclosed condition which would prevent them from working in the kitchen shall be made.

An inmate will not be considered to have passed a culinary inspection until all of the above has been completed. If an inmate, currently working in either the ODR or IDR complains of illness, infection, injury or any other malady, they shall be immediately removed from the culinary line and not allowed to return to work until they are re-screened and cleared for return.

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## • **5-07-080 Inmate Classification and Job Placement**

**Reference:** CDM 5-01/020.00, CDM 5-01/025.00 Custody Services Division 13-004

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the placement of inmates to work positions at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

Inmates are screened and classified by Population Management Bureau (PMB) personnel. PMB determines which facility each inmate will be assigned to. Upon arrival at South Facility, inmates are screened by the watch deputy, as well as the South Facility classification officer to determine suitable housing. PMB and the inmate's housing facility shall maintain records pertaining to housing, discipline, and medical information.

South Facility utilizes inmate workers to assist with the maintenance and other functions necessary to facilitate the operations of a jail. Qualifications for these jobs vary based on each individual job. All inmates will be screened and before they are considered for each position. The assignment of inmate workers at South Facility is conducted by the South Facility classification officer. Following an extensive and thorough check of an inmate's criminal history, inmates who meet the screening criteria will receive job placement and a housing assignment respective to their jobs.

Assignment of inmates to specific jobs (e.g., kitchen, laundry, gardening, etc.) is at the discretion of the personnel in charge of those specific vocations.

Title 15 requires that all food handlers and kitchen workers be medically screened by Medical Services Bureau (MSB) staff (refer to South Unit Order 5-08-070).

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• **5-07-090 Classification Guidelines for Outside Inmate Workers**

**Reference:** CDM 5-01/010.00, 5-01/020.00; Custody Services Directive 13-004

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the classification of outside inmate workers.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

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South Facility classification shall follow the below listed guidelines when classifying outside inmate workers:

- Review daily incoming transfer lines in order to identify all inmates who are fully sentenced. Confirm sentencing and security status through the Automated Jail Information System (AJIS)
- Eliminate all inmates with bails or fines of \$35,000 or more, and any disqualifying arrest charge(s)
- Ensure that inmates charged with the following Penal Code offenses are excluded as outside inmate workers:

187, 203, 205, 208, 207, 211, 215, 243(b), 243(c), 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1(a), 311.2(a)(b)(c) 314, and 647.6(a-d) PC

- The following Penal Code sections shall be considered charges of concern:

191.5, 192, 243(e)(1), 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203 PC

NOTE: Inmates with charges of concern may still be considered for outside work if certain circumstances exist (i.e., length of time for the charge, circumstances surrounding the charge, etc.). The hiring of these inmates is at the discretion of classification personnel after their investigation has been completed.

#### CRIMINAL HISTORY AND INMATE INFORMATION CHECKS

- In AJIS, run each inmate worker candidate in the SI01 screen, and check their release date, court dates, sentence status, and holds.
- Run each candidate in the IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate. Also, obtain the inmate's Criminal Identification Information (CII), Federal Bureau of Investigations (FBI), Social Security, and California Driver License number from this screen.
- Run each inmate's CII number in the Regional Allocation of Police Services (RAPS) 1 class screen, FBI, Juvenile Automated Index (JAI) –for inmates who are ages 26 or less, and Consolidated Criminal History Reporting System (CCHRS). Review rap sheets and disqualify any candidates that do not meet the qualifying criteria (i.e., violence, escape, weapons or drugs in custody, etc.)
- Run final candidates for outstanding warrants prior to assignment in the IC01 screen for information and the JDS ISOP MENU for possible warrants. Inmates with warrants less than \$35,000 can be allowed to work on outside work crews.

Inmates who meet the hiring criteria and are cleared, will be placed on a list to be moved on the same day to an appropriate housing location.

The next morning, all work crew lists are to be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

- **5-07-110 Alleged Juveniles in Custody**

**Reference:** CCR Title 15 Section 1144, CDM 5-02/020.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the identification and temporary housing of alleged juvenile inmates, in accordance with state law.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur.

If an inmate housed at PDC South Facility claims to be a juvenile (a person under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates, and the watch commander shall be notified.

A teletype will be sent to the Inmate Reception Center (IRC) so the alleged juvenile inmate can be transferred. The IRC watch deputy shall be contacted by telephone and advised of the alleged juvenile inmate, who shall be transferred to their facility.

The alleged juvenile inmate shall be transported, via radio car, with extreme priority, to IRC. Under no circumstances shall the juvenile be left in the housing area or among adult inmates.

In accordance with Custody Division Manual (CDM) section 5-02/020.00, all alleged juvenile investigations shall be conducted by IRC.

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