

Section 8 - Inmate Programs, Services, and Rights

• 5-08-010 Inmate Services Functions

Reference: CDM 5-13/050.00, 5-13/080.00, 5-13/090.00, 5-13/140.05

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures for services provided to the inmate population housed 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 Inmate Services Office will answer questions regarding release dates, court appearances, sentence computations and/or holds, as well as provide various forms; i.e., Work Furlough, or Applications, Cop-out sheets, etc. The Inmate Services Officer has the responsibility of updating the Inmate Services bulletin board that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California. Inmate Services is also responsible for distribution of inmate mail.

Inmate Services will be responsible for determining inmates who are indigent and eligible for a free personal hygiene kit. A supply of personal hygiene kits are stored in Barrack 40 Inmate Services Office, and are distributed to inmates who qualify as indigent.

Personal hygiene kits consist of the following items:

- One (1) Small Comb
- One (1) Razor
- One (1) Small Toothbrush
- One (1) Small Tube of Toothpaste
- One (1) Small Bar of Soap
- Four (4) Packets of Shampoo
- Four (4) Packets of Conditioner

- Four (4) Packets of Deodorant

Inmates who are deemed indigent will also be issued:

- One (1) Mailing Envelope
- One (1) Sheet of Stationary
- One (1) Small Pencil

Postage stamps are available for indigent inmates through Keefe Corporation Commissary.

Inmate Services dispenses free haircuts to indigent inmates. If an inmate is indigent, he is eligible to receive these free items every two weeks. The Inmate Services Officer will verify the question of indigence by processing all requests for free items through the Department's Intranet site to examine the inmate's financial status. The request will be returned as soon as possible.

Inmate services are conducted Sunday through Friday on AM and PM shift. The following services are provided:

- Dispense free haircut tickets, and respond to all inmate requests regarding court dates, release dates, etc
- Distribute inmate mail
- Provide legal forms and instructions for processing same
- Provide voter registration information and forms
- Provide indigent inmates with personal hygiene kits

• 5-08-020 Inmate Television & Movie Procedures

Reference: CDM 3-17/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the television by the inmates at South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to South Facility.

ORDER:

The television at the Main Control Desk controls the televisions located in the inmate barracks throughout the facility. The operation of the television, video cassette recorder (VCR) and/or DVD-R shall be the responsibility of the Watch Deputy. The Watch Deputy shall ensure that the television in the inmate barracks shall be on at all times, daily from 0800-2300 hours, with the following exceptions:

- Inmate count
- Inmate feeding
- An inmate disturbance

The television may be turned off with the approval of the Watch Sergeant for the following reasons:

- Any significant incident as defined in the Custody Division Manual, Section 4-02/00
- Any unusual occurrence

The programming for televised entertainment will be scheduled weekly by Inmate Services and will be monitored by the respective shift sergeant and Inmate Services Sergeant to ensure the schedule is being adhered to. The Watch Deputy shall post the schedule at the Main Control Desk.

All programming shown shall comply with CDM 3-17/000.00, with strict adherence to the following:

Department members are prohibited from bringing in, viewing, or playing any of the following movies, while on-duty, within a County facility, bus, or vehicle:

- Any movie rated "X" or "NC-17"
- Any "R" rated movie, with the exception of those movies provided under contract, by Swank Motion Pictures Inc., which have been edited for viewing in a custodial environment
- Any movie that contains material of a sexually explicit nature
- Any movie that has not been rated by or approved for production by the Motion Picture Association of America (MPAA)
- Any unrated version of a movie that was formally rated by the MPAA
- Any unlicensed, "bootlegged", or otherwise illegally recorded copy of a movie
- Any television recordings, home-made videos, or movies not licensed for public viewing

The Watch Deputy shall be responsible for strictly adhering to the posted schedule. Any deviation in the scheduled programming requires the permission of the on-duty Watch Commander.

All Watch Sergeant and Watch Commander shall be responsible for monitoring the use of the inmate television on a continual basis.

• **5-08-030 Inmate Purchased Clothing**

Reference: CDM 5-06/010.05

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the use of inmate clothing purchased through the Keefe Corporation.

SCOPE OF ORDER:

This order applies to shorts inmates are permitted to independently purchase through the Keefe Corporation. Any future articles of clothing added to the Keefe Corporation inmate canteen list will be cause to further amend this order.

ORDER:

Inmates will be allowed to possess a maximum of two (2) pairs of shorts.

Any inmate who purchases Department approved shorts, through the Keefe Corporation, will be permitted to wear those shorts in the following areas:

- Inside all inmate housing areas (barracks)
- While walking from / to the housing areas to / from the outside recreation area
- While in the outside recreation area

Shorts shall be worn in an appropriate manner, secured at the waist area, and should not be in disrepair. Inmates who wear this attire in a manner contrary to this unit order will be subject to discipline. NOTE: These shorts are considered the inmate's personal property and will not be confiscated due to violations.

• **5-08-040 Inmate Movie Loan Program**

Reference: CDM 3-17/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the regulation of inmate video media.

SCOPE OF ORDER:

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

ORDER:

Upon request, PDC South Facility may receive 5 Video Home System (VHS) videotapes or 5 Digital Versatile Disc (DVD) movies per week. These movies are provided by the Inmate Services Bureau (ISB), located at the Sherman Block Building for inmate viewing.

The movies may be exchanged weekly and inventoried daily by the watch deputy.

The watch deputy shall be responsible for the security, control and inmate viewing of the movies.

These movies are the property of the ISB and shall not be loaned to anyone for personal use.

• **5-08-050 Inmate Recreation and Exercise Procedure**

Reference: CCR Title 15 Section 1065; CDM 5-13/120.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for providing inmates with access to recreation and exercise.

SCOPE OF ORDER:

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

ORDER:

Per Title 15, inmates are to receive a minimum of three (3) hours of exercise and recreation over a period of seven (7) days.

The inmate recreation yard is the only area at South Facility designated for general population (GP) and inmate worker exercise. It will be open for inmates to use on a pre-scheduled basis, and is subject to closure due to security concerns, inclement weather and operational needs.

Pull-up/dip bars have been installed in each designated MERIT, EBI, and BOT barrack for inmates to use.

The activities of the inmates in the recreation yard will be supervised by the assigned Title 15 yard deputy. The Title 15 yard deputies will refer to the posted, pre-determined inmate recreation yard schedule (see Attachment A), which will be revised on an as-needed basis by the Title 15 sergeant. Inmates scheduled to receive recreation for a particular day will be escorted by the Title 15 yard deputies to and from their respective compound.

In the event any pre-scheduled yard time is cancelled for any reason (e.g., inclement weather, major disturbances, escapes, etc.), and it creates a deficit in the required three (3) hour allotment, every effort shall be made to reschedule those inmates during the next available yard time. The on-duty watch commander shall immediately be notified as to the reason for the cancellation. The Title 15 yard deputy will then immediately document the reason for the cancellation and the name of the watch commander notified in the Uniform Daily Activity Log (UDAL).

Based upon the availability of staffing and security, the inmate recreation yard may be opened during non-scheduled days and/or hours to meet weekly Title 15 compliance requirements.

The PDC South Facility inmate recreation yard provides the following athletic activities:

- Volleyball
- Exercise bars
- Jogging
- Soccer
- Basketball

INMATE RECREATION YARD SECURITY

The AM shift supervising line deputy, in conjunction with the Title 15 deputies, shall inspect the interior fence line of the inmate recreation yard each day prior to its opening. The Title 15 deputies will identify, document and remedy any potential security problems before allowing inmates to access the inmate recreation yard.

The Title 15 yard deputies shall be responsible for providing security for inmates utilizing the inmate recreation yard. The Title 15 yard deputies shall conduct random security walks while inmates are in the yard. The Title 15 yard deputies shall request an available compound rover to provide visual security and monitor their activity during the walk.

The Title 15 yard deputies shall conduct and document random searches of inmates throughout their shift.

The Title 15 yard deputies will be responsible for enforcement of jail rules violations of inmates in the yard, including "red line" violations regarding inmates loitering on the yard's interior fence line.

All recreation yard activities and/or incidents, including Title 15 compliance, security checks, random inmate searches, inmate injuries, criminal activity, jail rule violations, disturbances, and use of force shall be documented on the Yard Compliance Tracker (see Attachment B).

ADDITIONAL SECURITY

The assigned Title 15 yard deputies will make a radio broadcast over his/her Department issued radio, announcing that the inmate recreation yard will be occupied by a particular compound of inmates.

When the eagle towers positions are staffed, deputies assigned to the towers shall pay particular attention to all fence lines while the inmate recreation yard is in operation.

Revision Date 04/02/19

Revision Date 03/01/17

01/24/95 SOUF

- **5-08-060 Barbershop Operation**

Reference: California Code of Regulations (CCR) Title 15 Section 1267

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the operation of the facility barbershop and the disbursement of free inmate haircut tickets.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility, with special attention to custody assistants assigned to Inmate Services.

ORDER:

Per California Code of Regulations (CCR) Title 15, inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. Inmates selected to perform barbering services will be trained and educated in basic hygiene and cleanliness by Inmate Services staff. Inmate Services staff will maintain a posted roster of inmates who have met these requirements. The requirements include how to properly sterilize barbering equipment and general cleanliness standards. Proper attire will be worn by inmate barbers. A daily inspection of the sink for hot water will be checked by Inmate Services staff.

Barbers are classified as inmate workers and do not earn income for inmate haircuts; however, they shall be

compensated for performing haircuts for department personnel. Personnel shall purchase a haircut “chip” from the watch commander or from Inmate Services for \$2.00 per chip. The funds will be collected by the Inmate Service Supervisor at the end of each work week. These funds will be placed on the inmate worker’s spending account, for subsequent deposit to the barber’s trust account.

Under no circumstances will staff “trade” food or other items for a haircut. All services will be compensated for in the manner described above, without exception. At the end of each work week, a report documenting the total number of paid haircuts and indigent haircuts performed will be given to the Inmate Services Supervisor.

The barbers will report to assigned Inmate Services personnel, who shall supervise them at all times while barbering. Haircuts will be offered by barrack, in a continuously rotating order. Inmate Services shall be responsible for logging which barracks have been offered haircuts to ensure no barrack is skipped, before beginning the rotation again.

Inmates who are eligible and want to go to the barbershop to receive a haircut will be escorted to the barbershop and supervised at all times by Inmate Services personnel.

Inmates deemed eligible to receive haircuts are those who possess a valid haircut ticket that has been purchased or issued due to being indigent.

The Inmate Services officer shall obtain haircut tickets from the warehouse for disbursement to indigent inmates. The Inmate Services officer will verify the question of indigence by accessing and reviewing the requesting inmate’s trust account through the “Inmate Balances” query on the intranet. If the requesting inmate is determined to be indigent, a haircut ticket will be issued.

Haircut tickets for non-indigent inmates will be sold by commissary services on a weekly basis.

• 5-08-070 Inmate Mail Correspondence

Reference: MPP 5-03/190.00, 5-03/190.25, 5-03/195.00, CDM 5-06/010.00, 5-06/070.00, 5-06/080.00; CCR TITLE 15 Sections 1063 and 1083(h)

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the handling of incoming and outgoing inmate mail.

SCOPE OF ORDER:

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

ORDER:

PM shift inmate services personnel shall be responsible for all incoming and outgoing inmate mail. When handling inmate mail, all rules and regulations set forth in Section 5-06/070.00 through 5-06/090.00 of the Custody Division Manual (CDM) shall be adhered to.

Outgoing Mail

Inmates shall place all outgoing mail in the inmate mailbox, located in front of Barrack_30. Envelopes shall be placed in the mailbox, unsealed, for security screening. Inmate services personnel shall collect mail on a daily basis, on PM shift.

All outgoing mail shall be checked for contraband, appropriate postage, proper addressing, and protocol. Inmate services personnel shall personally deliver the mail to the PDC main gate by 1700 hours for pick up.

Incoming Mail

Incoming mail shall be dropped off at the in/out shack by the PDC South Facility law enforcement technician (LET) at approximately 1400 hours. The LET shall log the date and time into the mail log kept at the in/out shack.

Inmate services personnel shall retrieve all incoming mail from the in/out shack, separate and inspect it. Inmate services personnel shall separate out all legal mail and check all routine correspondence for contraband. All magazines shall be checked for appropriateness of content.

Once the mail is separated and searched for contraband, inmate services personnel shall deliver all mail correspondence, minus legal mail, to the compounds. All mail delivered to the compounds shall be distributed during AM and PM shift by compound personnel. Mail which is determined undeliverable because the inmate is no longer housed at South Facility, at work, at court, or not responding to personnel (e.g., in shower/restroom etc.) shall be rerouted immediately back to inmate services for further processing. Mail shall not be placed in drawers, cabinets or left unattended at the officer staff stations.

Legal Mail

Legal mail shall be collected and distributed by inmate services personnel. All outgoing legal mail shall be searched, sealed, and initialed per CDM procedures. All incoming legal mail shall be processed per CDM procedures.

Confidential Correspondence

A confidential correspondence is defined as any inmate correspondence with State and Federal courts, an active member of any State Bar Association, holder of public office, the State Board of Corrections, the unit commander or any official of the Sheriff's Department.

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- Personnel shall not read confidential correspondence but shall have the inmate display the contents of the envelope to ensure that no money or contraband is enclosed.
- There shall be no limit to the number of pieces of confidential correspondence sent by an inmate.

Contraband Received In The Mail

Plastic cards, combs, and pornographic photos or images are considered contraband. Inmates shall respond to the inmate services office to mail home or destroy any contraband found in their mail.

Limitations On Mail

There is no limitation on the number of personal letters received or sent by an inmate. However, all inmate property, including mail and store items, must fit inside one (1) "new generation inmate property bag." Any amount of correspondence or photographs in excess shall be considered contraband and sent home, or disposed of without compensation, by the inmate.

Permission to write other incarcerated persons, in any institution (County, State, or Federal), is not required. Other institutions may return mail if not in compliance with their rules.

Any "suspicious mail" shall be brought to the attention of the watch commander and shall be processed at his/her direction.

Inmate mail shall not be read by personnel unless there is a valid security reason to justify such action and the unit commander approves.

Indigent Mail

Inmates who do not have money in their account shall be permitted to request indigent kits from commissary. Commissary shall check the validity of the inmate's request and check the inmate's account. An indigent kit shall be provided which will include writing material. If the inmate receives money on their account during their incarceration, the money shall be deducted appropriately.

Revision Date 06/26/20

09/25/95 SOUF

• 5-08-080 Newspapers, Books, and Periodicals

Reference: CDM 5-06/030.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the distribution of newspapers, books, and periodicals

to inmates housed 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:

NEWSPAPERS

The Daily News and La Opinion are delivered to PDC South Facility daily. The AM utility crew shall ensure each barrack receives enough newspapers.

BOOKS AND PERIODICALS

Inmates shall be permitted to purchase and receive through the U.S. Mail, any book, newspaper, or periodical accepted for distribution by the U.S. Postal Service provided that:

- The publication is not available through the regular Jail Library or vendor services
- The publication is mailed directly from the publisher, bookstore or originates from an approved vendor or distributor
- The publication does not have a hard cover
- The publication does not contain metal or plastic binding
- The publication does not contain any material which:
 - Is pornographic, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts
 - Depicts violent acts, violence, or cruelty to animals
 - Depicts or describes how to create weapons or defeat jail security
 - Depicts or describes how to commit crimes
 - Contains drug- or gang-related imagery or content
 - Contains any matter concerning illegal gambling or an unlawful lottery
 - The publication shall be opened and inspected for contraband according to established procedures which may include fluoroscope or x-ray type devices

Questionable publications shall be reviewed by the Unit Commander to determine their suitability.

05/18/95 SOUF

• 5-08-090 Inmate Telephone Procedure

Reference: CCR Title 15 Section 1067; CDM 5-13/020.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for use of the inmate telephones.

SCOPE OF ORDER:

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

ORDER:

Inmate telephones are installed throughout PDC South Facility, located in groups, halfway between the barracks and the south fence line in each compound. There are additional telephones located in the recreation yard.

These telephones are equipped for outgoing calls only and do not require any money to contact the operator. All calls must be made by utilizing the services provided by the telephone service provider.

Inmate telephones are available 24 hours a day, seven days per week. The telephones may be turned off during normal operational activities and emergent occurrences such as lockdown, inmate count, meals, investigations and disturbances. All inmate telephones will remain accessible to inmates at all times, unless there is warranted justification to restrict access or usage.

In the event inmate telephones need to be turned off, personnel making the request shall notify the watch deputy **at PDC South main control (David)**. The watch deputy shall then notify the watch sergeant or watch commander for approval. Approval to turn off the inmate telephones shall be noted by the assigned watch deputy in the **daily desk log**.

South David personnel shall enable/disable the inmate phones using the system control on the web application, which can be accessed with the following link: [REDACTED TEXT] In the event there are problems using the web application, ViaPath tech support can be reached at (800) 646-6283.

Inmate telephones shall not remain shut off for more than twenty four (24) hours without written approval from the unit commander.

This unit order exceeds the requirements set forth by the California Code of Regulations (CCR) Minimum Jail Standards, Title 15 Section 1067.

Revision Date 08/28/18

Revision Date 03/17/16

05/18/95 SOUF

- **5-08-100 Inmate Educational Opportunities**

Reference: CDM 5-13/130.00

PURPOSE OF ORDER:

The purpose of this order is to establish the hours, location, and curriculum offered by Five Keys Charter Schools, working within the security of Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel, including Five Keys staff, assigned to, and working at PDC South Facility.

ORDER:

Educational classes are conducted in Barracks 41, 42 and in the Eddie Compound classroom trailer, Monday through Friday during day shift hours. Vocational education in advanced building, maintenance and construction are conducted at several sites outside security, just south of the facility. Instructors are provided by Five Keys Charter Schools.

Educational programs are available to all eligible inmates, however, teachers will screen inmates for qualification into the programs. Classes consist of the following:

- English as a Second Language, for Spanish speaking inmates
- Required courses for a general education development (GED) certificate
- Review of educational skills
- High school diploma courses
- Vocational training in advanced building maintenance/construction and painting, pet grooming, carpentry, landscape maintenance, and bicycle repair
- Maximizing Education Reaching Individual Transformation (MERIT) programs with emphasis on substance abuse and domestic violence education

When an inmate obtains his GED certificate, forms are supplied by the Education Center to the State. The certificate is registered with the State and the inmate receives a State Certification of Achievement.

Security in the school trailer is provided by periodic checks by the George Compound Deputy. Two Deputies are assigned for security of the vocational school sites.

• 5-08-110 Inmate Library

Reference: CDM Sections 5-09/070.00, 5-13/150.00, 5-13/150.05, 5-13/160.05

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the use of the Inmate Library.

SCOPE OF ORDER:

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

ORDER:

The inmate library shall share the Eddie Compound trailer (next to the Eddie/George gate) with the medical pill call annex. The medical pill call annex shall occupy the north half of the trailer and the inmate library shall occupy the south half.

Operation of the inmate library shall be the responsibility of the Law Enforcement Technician (LET) assigned to the PDC South Facility's inmate services office. The inmate services LET shall coordinate all book checkout/returns and ensure the corresponding compound personnel document library services in the Uniform Daily Activity Log (UDAL) book.

CHECK OUT

Library books shall be offered to all inmates once per week as long as it does not interfere with normal facility operations. Every Tuesday, inmates housed in the Adam, Boy, and Eddie compounds shall have the opportunity to check out one book. Every Thursday, inmates housed in the Henry, King, and Mary compounds shall have the opportunity to check out one book. In the event of unforeseen circumstances (e.g., facility emergencies, lockdowns, etc.) the library schedule may be adjusted to facilitate inmate library access based on facility operations.

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Inmates shall only be allowed to check out one book at a time for a period of one week. If a book has been checked out by an inmate, the inmate shall return that book in order to check out another book. An inmate may check out the same book for another week on their weekly checkout day.

When an inmate checks out a book, the LET shall record the inmate's name, booking number, barrack, and bunk number in the library journal.

RETURN

Inmates do not have to wait for their weekly checkout day to return a book. If they are finished with the book, it may be returned at any time. The inmates shall be instructed to return their checked out book if they know they are scheduled to attend court or be released. If any inmates do not return their books within the allotted week, a list shall be generated by the librarian with the names, barracks, and bunk numbers of all late book holders. An inmate trustee shall collect all late books based on the generated lists.

Inmates caught stealing or damaging library books shall be disciplined according to Custody Division Manual (CDM) 5-09/070.00, "Inmate Discipline Schedule."

TYPES OF READING MATERIAL AVAILABLE

The following types of books shall be available in the inmate library:

- Non-fiction
- Fiction
- Legal reference
- Religious

LAW LIBRARY

For Inmates claiming pro-per status, Population Management Bureau (PMB) Custody Housing Unit (CHU) – North shall be contacted. Upon PMB CHU – North's confirmation, the pro-per inmate shall be transferred to and re-housed at Men's Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF), based on the inmate's classification.

Revision Date 05/14/20

01/24/95 SOUF

• **5-08-120 Inmate Vending and Vending Machines**

Reference: CDM 5-13/110.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for inmate use of facility vending machines.

SCOPE OF ORDER:

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

ORDER:

Snack and soda vending machines have been placed in various locations at PDC South Facility to ensure every compound has access to them. Each compound contains at least one (1) snack vending machine and one (1) soda vending machine.

The vending machines for the facility will be open throughout AM and PM shifts. The compound officer will close vending during inmate meals, count and as needed for security purposes. Inmates will be provided opportunities on a daily basis to utilize the vending machines with vending cards purchased from commissary.

The manner in which the inmates are called to use the vending machines is as follows:

- The inmates will be advised that vending is available by notifying the inmate dorm representative as well as a verbal announcement.
- Vending machines can only be operated by use of an "Inmate Vending Card." "Inmate Vending Cards" are available for purchase through commissary.
- The inmates will exit the barrack one at a time and advise the compound deputy of their desire to access the vending machines.
- Upon acknowledgment by a deputy or an officer, the inmate may utilize the vending machines. If the compound deputy or officer so chooses, facility personnel may escort inmates to a vending machine as a group. If inmates go to the vending machine as a group, they shall be instructed to line up in the barrack count box. After all of the inmates have lined up the compound deputy or officer will escort the inmates to a vending machine and supervise them until they are finished making their purchase.
- There shall be no limitations on the number of items purchased unless the inmate has excess property as outlined in Custody Division Manual (CDM) Section 5-06/010.00, "Allowable Inmate Property."

The machines are serviced weekly by an approved outside vending company. If there is a malfunction with the vending machine, compound personnel shall notify the Inmate Services staff so they can refer the problem to the Title 15 office or Title 15 Sergeant.

If inmates experience problems with their vending card they shall complete an Inmate Request Form (SH-J-437) outlining their issue. Inmates will then put the vending card in an envelope provided by Inmate Services, with their name, booking number, housing location and problem written on the envelope. The envelope will then be placed into an opening inside the vending machine for the vending company to collect and resolve the problem.

• 5-08-130 Commissary Procedures

Reference: CDM 5-13/110.00, 5-12/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the operation of commissary services.

SCOPE OF ORDER:

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

ORDER:

Commissary is available to all inmates on Wednesday evenings of each week. Every Monday morning, a sufficient number of commissary scantron order forms will be distributed to each barrack by Inmate Services personnel. The forms will be retrieved by Inmate Services personnel on Tuesday PM shift, prior to 1900 hours, and placed in the "In-and-Out Shack" for collection by the commissary employees.

DEPUTY RESPONSIBILITIES

Commissary employees shall enter and exit the facility through the Court Services Transportation Bureau (CST) sallyport. The assigned "In-and-Out Shack" deputy shall communicate, over their department issued radio, with compound staff and the Inmate Processing Area (IPA) deputy(s) when commissary employees are ready to enter the Facility. When entering/exiting the CST sallyport, commissary employees shall be met and supervised at all times by the IPA deputy(s). When exiting the facility, the commissary carts shall be searched by IPA Deputy(s), upon arrival in the CST sallyport. This search process shall be communicated with the "In-and-Out Shack" deputy, prior to commissary employees exiting the Facility.

DISTRIBUTION OF COMMISSARY ITEMS

Once inside security, compound staff shall meet and escort commissary employees to and from their compound for product distribution. Compound staff shall continuously provide security to commissary employees and shall not leave them alone with any inmate(s) at any time. During distribution of commissary items to the individual barracks, the following procedures shall be followed:

- All inmates will be instructed by compound staff to sit on their assigned bunks.
- Inmates will be called to the front of the barrack in an orderly fashion, and commissary items will be given

to the inmate by the commissary employee. Wristband verification shall be conducted for each inmate prior to receiving commissary items.

- All commissary operations (including which barrack(s) received commissary) shall be recorded, with the time each barrack received commissary, in each compound's respective Uniform Daily Activity Log (Title 15 Book).

INMATE SERVICES OFFICERS' RESPONSIBILITIES

An officer from Inmate Services will be assigned as a liaison to the commissary employees to address any complaints or immediate concerns.

Inmates who have concerns or general complaints regarding their commissary orders may address them on a commissary complaint form, which is provided by the commissary employee. These complaints will be directly handled by the corporation and not the Sheriff's Department. If there is an immediate complaint involving a Sheriff's Department employee related to commissary services, then the inmate will submit an Inmate Grievance Form (SH-J-420) or Inmate Request Form (SH-J-437), which will be handled in accordance with volume 8 of the Custody Division Manual (CDM).

• 5-08-140 Religious Services

Reference: Title 15, Section 1072; CDM 3-05/030.00 and 5-13/100.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the scheduling of religious services. Inmate attendance will satisfy the facility obligation to follow the regulations outlined in Title 15, Section 1072.

SCOPE OF ORDER:

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

ORDER:

Church services are conducted as scheduled by Religious and Volunteer Services (RVS). A schedule of services is posted to indicate the location, time, type of service, and barrack population allowed to attend. Services are conducted in the chapel. The types of services include Catholic, Christian Science, and Protestant in both English and Spanish. The occupancy for each service is restricted by fire code, and designated barracks are scheduled throughout the week to provide all inmates an opportunity to attend church

services.

To reduce the amount of contraband passed between inmates, the upper compounds (barracks 30-38) which houses general population (GP) inmates, and the lower compounds (barracks 43-51) which houses working inmates, shall not attend religious services at the same time.

All inmates attending religious services shall line up in the count box upon notification of the service. Inmates shall be escorted to and from the chapel by RVS or South Facility personnel.

During AM shift, Henry Compound personnel shall monitor inmate traffic going into and coming out of the chapel, at specific times. Henry Compound personnel shall periodically monitor inmates during church services. During PM shift, the personnel assigned to Eddie Compound and the Inmate Processing Area (IPA) shall monitor inmates during church services.

Jewish services for the holy days are conducted by special arrangement at North County Correctional Facility. The Rabbi will respond to South Facility for counseling upon request.

The chaplains at South Facility will schedule and conduct individual counseling upon request.

Death notifications and notifications of inmate family emergencies are conducted by the chaplains. Funeral visitation privileges, if authorized, are handled through the RVS Protestant Chaplains' office at Men's Central Jail.

• 5-08-150 Alcoholics, Cocaine, and Narcotics Anonymous

Reference: CDM 3-10/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the scheduling and conducting of Alcoholics Anonymous (AA), Cocaine Anonymous (CA), and Narcotics Anonymous (NA) meetings (Family Services).

SCOPE OF ORDER:

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

ORDER:

AA, NA and CA meetings will be held, as presented by the respective agencies. South Facility personnel shall make every possible effort to provide adequate meeting areas and personnel to accommodate any meeting request. All meetings will be held in the school trailer or recreation trailer.

AA, CA, and NA members consist of one (1) panel leader and one (1) to three (3) group members. All members of the panel must present a valid picture identification and are subject to search before and after their meeting. The members must be advised that there is absolutely no physical contact with the inmates.

A public address announcement will be made by the main control officer for all inmates wishing to attend an AA, CA, or NA meeting to report to the designated site. Inmate attendance will be allowed from either the upper or lower compound and both shall have equal opportunity to attend.

Inmates attending the meeting are allowed to receive books, brochures, and other reading material pertaining to AA, CA, or NA. No items other than program related reading material and forms will be allowed to be passed.

Security detail for the meetings will be provided by the assigned compound officer or an available compound officer.

• 5-08-160 Prison Rape Elimination Act (PREA) Prevention of Sexual Assault and Abuse

Reference: CDM 3-04/025.00, 4-07/015.00; MPP 4-01/020.60, 5-09/350.00, 5-09/350.05; PREA Public Law 108-79

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines to prevent sexual assaults on inmates and facilitate the treatment needs of inmates who have been sexually assaulted at Pitchess Detention Center (PDC) South Facility as mandated by the Prison Rape Elimination Act.

SCOPE OF ORDER:

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

ORDER:

It is policy of South Facility to establish effective procedures that enhance the ability to identify and prevent sexually assaultive behavior among inmates housed at this facility. South Facility's policy will be consistent

with the "Prison Rape Elimination Act" (PREA), for the purpose of minimizing the number of sexual assaults by inmates or staff on other inmates.

The PREA addresses physical assaults by force, threats or extortion. Sexual conduct between inmates and staff members, volunteers, contract personnel or other inmates, regardless of consensual status, is prohibited and subject to administrative and/or criminal actions.

DEFENITIONS

Inmate-on-Inmate Sexual Abuse/Assault:

One or more inmates engaging in, or attempting to engage in a sexual act with another inmate. One or more inmates using threats, intimidation, inappropriate touching or other actions to coerce another inmate to engage in a sexual act.

Staff-on-Inmate Sexual Abuse/Assault:

One or more staff members, volunteers or contract personnel engaging in, or attempting to engage in a sexual act with any inmate. One or more staff members, volunteers, or contract personnel inappropriately touching of an inmate with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person.

PROCEDURES

All staff members are responsible for being alert to signs of potential situations in which sexual assaults could occur and immediately referring cases of sexual abuse/assault to a supervisor.

Any sexual related crime involving inmates requires immediate verbal notification to Custody Investigative Services Unit (CISU). A supervisor shall then notify Custody Support Services (CSS) and the PREA Coordinator with a Memorandum (SH-AD-32A) via email to [REDACTED TEXT]. Due to confidentiality concerns, any other notifications shall be "on a need to know basis" only.

A victim of sexual abuse/assault will be evaluated by medical staff for potential referral to the appropriate county contracted medical facility. A supervisor will ensure the medical facility complies with the Sexual Assault Rape Treatment Protocol (SART), is equipped (in accordance with state Law), properly trained and certified to evaluate and treat sexual assault victims.

If a sexual assault occurred within 96 hours, the inmate shall be transported to the nearest county contracted hospital for treatment and/or a forensic examination. If the suspect is an inmate in a Custody Services Division facility, and the assault occurred within 96 hours, the suspect shall also be transported to the nearest county contracted hospital, separate from the victim for a forensic examination (refer to Manual of Policy and Procedures (MPP) 5-09/350.05 "Responsibilities of Station/Unit Personnel and Responding Deputies on Rape and Sexual Assault Cases").

If an inmate victim or suspect is being transported to a hospital for an examination, custody personnel should ensure that they do not bathe, brush their teeth, eat or drink anything, and should avoid, if possible, letting them

use the restroom.

Custody personnel shall ensure that any available evidence is collected and handled appropriately.

Program Coordination

The unit commander has assigned the health services administrator (Sergeant), and the training sergeant overall responsibility for ensuring all elements of the program are met in a coordinated fashion. Specific program elements include:

- Educating and training staff to access and identify inmates who are at high risk for sexual abuse/assault
- Counseling of inmates identified as high risk with a history of sexually assaultive behavior
- Investigating, disciplining, and/or prosecuting perpetrators of sexual assault

Prevention

All staff members are responsible for being alert to signs of potential situations in which sexual assaults might occur.

Staff Training

Training on the facility's Sexual Abuse/Assault Prevention and Intervention Program shall be included in training for employees, volunteers or contract personnel.

Training shall include:

- Definitions and examples of prohibited and illegal behavior
- Prohibitions on retaliation against inmates and staff who report sexual abuse
- An understanding that sexual abuse or assault is never an acceptable consequence of incarceration
- Recognition of situations where sexual abuse or assaults may occur
- Recognition of the physical, behavioral, and emotional signs of sexual abuse or assaults and ways to prevent such occurrences
- The investigation process and how to ensure evidence is not destroyed
- The documentation and referral procedures of all allegations or suspicions of sexual assault

Intervention

Staff members shall monitor inmate housing areas for signs of passive or aggressive sexual behavior. Staff members shall report any behavior they believe may be symptomatic of a sexual abuse/assault or extortion case to their immediate supervisor immediately upon being made aware of the situation. The supervisor shall ensure the crime is investigated and that the watch sergeant and the watch commander are notified.

Processing Requests

An investigation can be requested by anyone who has information or knowledge that an inmate may be in need of protection. The information can be reported by the victim inmate, other inmates, family members or

civilian workers/volunteers. When any allegation of sexual assault is received, the victim inmate will be offered immediate protection and taken to the clinic for a medical evaluation by medical staff. The watch sergeant and the watch commander will be notified of the incident.

When a staff member, civilian/contract worker, or volunteer is alleged to be the perpetrator of a sexual abuse/assault, the watch commander shall be notified immediately. The watch commander shall contact the South Facility unit commander and advise them of the situation. An investigation shall be conducted to determine the validity of a staff-on-inmate sexual abuse allegation. A comprehensive inquiry shall include, but not be limited to:

- The securing of the alleged crime scene. if appropriate
- The review of any available CCTV or handheld video footage
- Interviewing any available witnesses

Should the preliminary information gathered present any validity to the allegation, the unit commander shall be notified immediately. The unit commander shall then consult with the Internal Criminal Investigations Bureau (ICIB) and respective Custody Services Division Chief for further direction.

All staff-on-inmate sexual abuse or harassment allegations, whether conveyed verbally or in writing, shall be processed and handled administratively as an inmate grievance against staff per CDM section 8-03/040.00, "Grievances Against Staff." Grievances shall be entered into the Custody Automated Reporting and Tracking System (CARTS) as a "Grievance Against Staff" and a reference number assigned

Tracking Sexual Assaults

All inmate sexual abuse allegations/assaults shall be documented in an Incident Report (SH-R-49) and assigned to the Jail Investigations Unit (JIU). In instances of staff-on-inmate sexual abuse allegations a SH-R-49 shall only be written with the approval of the PDC South unit commander.

Investigative files will be maintained at the appropriate investigative unit and will include copies of:

- All reports and investigations
- Approved medical forms
- Supporting memos and videotapes
- All evidentiary materials pertaining to the allegation

Inmate Education

As part of the inmate orientation program, all inmates will receive information on sexual abuse/assault. Inmates will receive the below listed information:

- Prevention and intervention
- Definitions and examples of sexual abuse
- Staff involved inmate sexual abuse and coercive sexual activity
- Reporting sexual abuse or assault and the investigation process

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- Self-protection/prohibition against retaliation
- Treatment and counseling

NOTE: Consensual sexual acts amongst inmates are not considered PREA incidents, but shall be considered a violation of jail rules. Inmate-on-staff sexual abuse incidents are also not PREA incidents, but shall be criminally investigated and documented on an Incident Report (SH-R-49).
