

Inmate Reception Center Unit Orders

- **Chapter 1 - Inmate Reception Center Introduction**
 - • **1-01/000.00 Inmate Reception Center Unit Manual**
 - • **1-01/002.00 Validity of Manual Content**
 - • **1-02/000.00 Manual Organization and Numbering**
 - • **1-02/002.00 Manual Review and Updates**
 - • **1-02/003.00 Grammatical Construction**
 - • **1-05/000.00 Employee Manual Revisions**
 - • **1-06/000.00 Manual Archive**
- **Chapter 3 - Scheduling and Training**
 - • **3-02/003.00 Punctuality**
 - • **3-03/001.05 Mandatory Line Rotation for Custody Personnel**
- **Chapter 4 - Emergency Operations Procedures**
 - • **04-02/000.00 Facility Lockdown**
 - • **4-06/002.00 Evacuation of Security Areas**
 - • **4-08/001.00 Hostage Incidents**
 - • **4-09/000.00 Fire Procedures**
 - • **4-01/001.06 Field Booking Team**
 - • **4-01/001.04 Emergency Response Team**
- **Chapter 5 - Line Procedures**
 - • **5-01/011.00 Release of Inmates with Additional Needs or Mobility Impairment**
 - • **5-03/003.05 Administrative Paperwork- Timeless Submission**
 - • **5-03/009.05 Inmate Count Procedures on "Wayside Lines"**

- • **5-08/007.00 Taking “Stays” Into Custody**
- • **5-11/000.00 Inmate Body Scanner**
- • **5-11/002.00 Administrative Segregation of Special Handle Inmates**
- • **5-11/002.05 K-10 Inmates Special Handling Procedures**
- • **5-11/005.00 Communicable Diseases**
- • **5-11/017.00 Exchange of Inmate Clothing for Suicide Prevention Gowns**
- • **5-11/018.00 Inmates Infested with Parasites/Pest Control**
- • **5-12/002.00 Disputed Warrant Investigation**
- • **5-12/003.00 Inmate Telephone Procedures**
- • **5-16/001.00 Inmate Meals**
- • **5-19/002.00 Key and Radio Control**
- • **5-21/001.00 Inmate Workers**
- • **5-21/007.00 Trash Disposal and Probing**
- • **5-21/008.00 Soiled Inmate Clothing and Linen**
- • **5-22/001.05 Voluntary Delayed Release Process**
- • **5-22/002.00 Conditional Release Process**
- • **5-22/003.00 DNA Refusal Procedures**
- • **5-22/004.00 Release of Conserved Inmates**
- • **5-23/006.00 Security and Searches of Personal Property**
- • **5-24/004.00 United States Immigration and Customs Enforcement Judicial Warrants**
- • **5-24/001.05 Title 15 Security/Safety Checks**
- • **5-26/000.00 Extradition Orders Issued by the Courts**
- • **5-27/000.00 Inmate Personal Care Items and Hygiene**

- • **5-27/001.05 Inmate Clothing/Bedding Issuance and Exchange**
- • **5-27/002.00 Inspection and Sterilization of Waist Chains, Handcuff Restraints and Other Restraints**
- • **5-29/000.00 Inmate Visiting Plan**
- • **5-30/000.00 Suicide Prevention**
- • **5-35/000.00 - Security of Medical Supplies, Medication Disposal And Self-Medication**
- • • **5-35/000.02 Security of Maintenance Tools**
- • **5-35/000.02 Security of Maintenance Tools**
- • **5-36/000.00 - A Guide Through Custody Pamphlet**
- • **5-37/000.00 Inmate Grievances and Requests**
- • **5-38/000.00 - Inmate Absentee Voting/Registration**
- • **5-42/000.00 - Inmate Exercise and Recreation**
- • **5-43/000.00 - Inmate Library Services**
- • **5-44/000.00 - Inmate Correspondence**
- • **5-45/000.00 - 5150 Welfare and Institutions Code Releases**
- • **5-46/000.00 - Identification and Processing of Developmentally Disabled Inmates**
- • **5-47/000.00 - Body Camera Used by Law Enforcement Personnel Inside Processing Areas**
- • **5-48/000.00 - Identification of Medical Court Returnees**
- • **5-49/000.00 - Prison Rape Elimination Act (PREA)**
- • **5-47/005.00 Portable Video Camera Procedures**
- • **5-25/000.00 Utilizing Tray Slots for Handcuffing**
- **Chapter 6 - Inmate Services**

- • **6-01/008.00 - Re-Routed Inmate Mail**
- • **6-01/012.00 - Mail Room Tasks**
- • **6-02/007.20 - Acceptable Released Inmate Identification “ Cashier Section**
- • **6-04/007.30 Release of Property (Only) To Third Parties**
- • **Inmate Trust Fund Deposits by Approved Vendors *RESCINDED 09/19/25***
- **Chapter 7 - Records**
- • **7-18/000.00 - 180 Day Early Release**
- **Chapter 8 - Miscellaneous Line Procedures**
- • **8-14/000.00 - Facility, Inmate, and Perimeter Searches**
- • **8-16/000.00 - Facility Security and Inspection Plan**
- • **8-17/001.00 - Security Passes**
- • **8-19/001.00 - Armory Maintenance, Inspection and Inventory Schedule**
- • **8-19/002.00 - Inventory and Control of Chemical Agents**
- • **8-19/004.00 Rescue Tool/ Safety Cutter**
- • **8-20/002.00 - Firearm and Ammunition Storage for Non-Citizen Sworn Personnel**
- • **8-24/000.00 - Public Information Plan**
- • **8-29/000.00 - Vehicle Usage Log and Searches**
- • **8-36/000.00 - Contraband Confiscation and Disposal**
- • **8-40/000.00 - Monitoring and Documenting Temporary Inmate Isolation**
- • **8-40/002.00 - Fixed Restraints**
- • **8-40/003.00 - Escorting of High Observation Housing and Front Bench Inmates**
- • **8-42/000.00 - Facility Maintenance and Maintenance Request Procedures**

- • **8-42/001.00 - Cleaning and Sanitation of the Facility**
- • **8-42/002.00 - Communicable Disease Processing**
- • **8-54/000.00 - Unit Employee Fund**
- • **8-55/000.00 - Facility Tours**
- • **8-56/000.00 Rutherford Temporary Restraining Order**