

## 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
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