

Pre-Trial Detention Facility Standard Operating Procedures

Welcome to the
Ventura County Sheriff's
Pre-Trial Detention Facility



Standard Operating Procedures Manual

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Section 1 Chapter 1

Facility Stores

Drafted: August 6, 2003

Reviewed: March 2026

Revised: April 13, 2018

PURPOSE:

To establish procedures for the distribution and maintenance of supplies from Facility Stores.

GENERAL PROVISIONS:

The Stores SST reports directly to the Facility Administrative Sergeant. The activities inherent to the job requires coordination with division Administrative personnel, Facility Stores Technician, and the Level Supervisors concerning availability and distribution of supplies and materials, local merchants, GSA Purchasing and is familiar with the VCFMS purchasing procedure.

I. JOB DESCRIPTION

- A. Directly responsible for the operation of the Facility Stores.

II. TASKS AND DUTIES:

- A. Prepares orders and attends to the procurement, receipt and storage of facility supplies and materials.
- A. Conducts inventories of stores stock.
- B. Maintains the orderly rotation of stock and attends to the internal distribution thereof.
- C. Ensures that pertinent inventory records and other logs and records pertaining to his/her activities are updated and properly maintained.
- D. Ensures that office, communications and other equipment under his/her control are properly utilized and maintained in good working order.
- E. Ensures that his/her assigned area is clean and free of hazards.

PROCEDURES:

I. ORDERING OF SUPPLIES:

- A. The Facility Stores Technician shall monitor stock in the facility stores room each day and note any items requiring a reorder.
- B. Open Account Orders
 - 1. Items not available through [REDACTED] shall be purchased through open account outlets or with the Procurement Card.
 - a. A current list of open accounts, and what types of items can and may be purchased there, is kept by the Divisional Administrative Sergeant.
 - 2. Purchases through the VCFMS system will be entered on the computer. The BDO number will be given to the vendor when the order is placed.
 - 3. The Facility Stores Technician shall maintain copies of billings and invoices. After attaching Budget and Account numbers, the billings and or invoices shall be forwarded to both Detention Administration and the Business Office via the brown mail system or may be hand delivered.

II. JANITORIAL AND STATIONERY SUPPLIES:

- A. Cleaning Crew SST will collect the chemical jugs from each quad and take them to [REDACTED]. The [REDACTED] inmate worker will refill the jugs [REDACTED] quad.
- B. Staff can make arrangements for pick up of special need items from Facility Stores after contacting the Facility Stores Technician.
- C. [REDACTED]

III. CLEANING CARTS:

A. A list of the following supplies have been provided to each housing unit for consistency on what supplies shall be maintained and accounted for on every cleaning cart:

1. Toilet brush
2. Scrub brush
3. Hand broom and dust pan
4. Push broom
5. Green scrub sponge
6. Spray bottle Glass Cleaner
7. Spray bottle Disinfectant
8. Extra plastic trash bag for dayroom trashcan
9. Mop
10. Mop bucket

B. Procedure for inspecting cleaning carts:

1. Each cleaning cart will be inspected by the Housing SST or Security Deputy before it is placed in an individual cell such as segregated housing, special housing, disciplinary segregation, or in a dayroom. The cleaning cart will be inspected again when it is removed from either the dayroom or individual cell. Any missing equipment will be searched for and recovered. Appropriate disciplinary actions will occur when inmates are found to have equipment after the cleaning cart has been removed.
2. The SST or Security Deputy will make an entry in the redbook that the cart was inspected before being placed in with the inmate(s) and again after the cleaning cart was removed. Any issues pertaining to missing equipment will be noted in the redbook.

C. Restocking Supplies:

1. [REDACTED] every Quad will receive janitorial cleaning supplies. Dawn shift Deputies for medical and segregated housing will restock all janitorial supplies.
2. Office supplies on all levels will be stored at all level controls. Dawn shift Deputies working medical and segregated and level SST's will restock supplies.

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Section 1 Chapter 2

Food Services

Drafted: August 10, 2012

Reviewed: February 2026

Revised: February 3, 2026

PURPOSE:

To describe the procedures for operating the kitchen at the Pre-Trial Detention Facility.

POLICY:

It shall be the policy of the PTDF to maintain a secure, clean, and efficient food service operation. Incarcerated persons shall receive three hot meals a day under normal operations, which meet or exceed Title 15 regulations.

GENERAL PROVISIONS:

Members of the PTDF Cooking Staff will prepare all meals. Incarcerated person workers will be used to move bulk food to and from storage, clean food preparation and storage areas, clean food trays and kitchen carts, and transport food carts to and from the kitchen.

PROCEDURES:

I. INCARCERATED PERSONS WORKER SUPERVISION

- A. Incarcerated person workers shall be supervised at all times by Cooks or Deputies.
- B. Civilian cooks are generally responsible for food preparation, food service and clean up of the kitchen area.
- C. Deputies are responsible for security and making sure that the incarcerated persons carry out the instructions given by the Kitchen staff.

- D. Nothing in this section is intended to prevent a member of the cooking staff from giving instructions to Incarcerated person workers during the course of his/her duties.

II. FACILITY RULES AND REGULATIONS

- A. All members of the staff are responsible for ensuring that incarcerated persons comply with all facility rules.
- B. All members of the cooking staff shall report any observed violations of jail rules to the Kitchen Deputy.
- C. All violations of the facility rules will be handled by the Kitchen Deputy.
- D. To the extent practical, the cooking staff will be excluded from the incarcerated persons discipline process to prevent conflicts between incarcerated persons and Cooks and to promote efficient kitchen operations.
- E. Incarcerated persons who display assaultive or threatening behavior will be handled by Sworn Staff only.
- F. Civilian employees are not authorized to use physical force to gain compliance.
- G. Nothing in this section is meant to deprive any civilian employee of the right to self-defense.

III. FOOD TRAYS

- A. Jail population reports generated from [REDACTED] will be made available to the kitchen staff for the purpose of planning the number and types of meals needed.
- B. Kitchen staff will stock the food carts based upon the population report including special diets.
- C. Special diets must be cleared by Medical or the Chaplain.

IV. FOOD CONTAMINATION

- A. Should any member of the kitchen staff, (security personnel, cooks, Incarcerated persons s, etc.) cut or scrape himself so that blood or any body fluids are exposed to food, the food will be immediately disposed of.
- B. The Cooks will immediately disinfect the entire area and related equipment with a bleach disinfectant.
- C. All appropriate reports will be completed by uniformed staff as soon as possible.

V. CHEMICALS

- A. A storage room must be designated to accommodate all chemicals at all times.
- B. The only persons permitted to issue chemicals are the Kitchen Deputy and the Cook Shift Leader.
- C. The Kitchen Deputy and the cooks will take responsibility for the use and application of all chemicals.
- D. Incarcerated persons required to work with chemicals will wear complete applicable safety equipment (goggles, aprons, plastic gloves, hairnets, etc.) and will work under the direct supervision of the Kitchen Deputy or Cook.

VI. TRAY LINE

- A. The Kitchen Deputy and a Cook will be present to supervise the tray line and control portions, ensuring that all trays receive equal portions.
- B. Kitchen workers will wear hairnets at all times and disposable gloves (on both hands) shall be worn when working with food.
 - 1. All exposed facial hair shall be covered.
- C. The Kitchen Deputy and Cooks will issue gloves on an as needed basis.
- D. The Shift Leader is in charge of the kitchen at all times.
 - 1. The Cooks will direct the work activities of the Incarcerated persons s.

2. The Kitchen Deputy will be in charge of security in the kitchen at all time when Incarcerated persons s are present.
 3. The Cooks and the Kitchen Deputy will work together to ensure a smooth and harmonious operation.
- E. The Kitchen Deputy/Cook office door will be closed and locked at all times.
- F. Except when receiving or delivering supplies, all storage areas in the kitchen are to remain locked.
1. Incarcerated persons must be monitored by a Cook or the Kitchen Deputy while they work in any storage area.

VII. KITCHEN RESTROOMS

- A. There are three restrooms in the kitchen:
1. The female staff restroom
 2. The male staff restroom
 3. One incarcerated persons restroom
- NOTE:** These designations are to be followed under all circumstances. There are no exceptions.
- B. Restroom Cleaning:
1. The restrooms will be cleaned every evening, or as needed.
 2. The Kitchen Deputy or Shift Leader will supervise the Incarcerated persons s cleaning the restrooms.
 3. The incarcerated persons will use the proper equipment located in the utility closet.

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Section 1 Chapter 3

Kitchen Access/Kitchen Deputy Responsibilities

Drafted: August 10, 2012

Reviewed: March 2026

Revised: March 2026

PURPOSE:

To establish a procedure for maintaining facility security while allowing authorized access to the kitchen and food service areas and to establish policy regarding the job responsibilities of the Kitchen Deputy.

POLICY:

The Kitchen Deputy is tasked with multiple responsibilities, foremost among them the oversight of incarcerated individuals assigned to kitchen duties. Civilian cooks assign work tasks to these individuals, and the deputy monitors performance to ensure all assignments are completed appropriately and in accordance with established procedures. The civilian cooks, along with the Kitchen Deputy are collectively responsible for upholding facility policies, rules, and regulations.

The kitchen is one of the most operationally challenging areas within the facility. For this reason, frequent inspections and thorough searches are required to reduce the risk of contraband being manufactured or transported. These security measures must take place both during kitchen operations and after incarcerated persons have been escorted back to their housing units. Because visibility from the kitchen office is limited, maintaining an active and observable presence throughout the kitchen is essential.

Access to the Facility Kitchen shall be limited to personnel and incarcerated person workers on Food Service assignments. At no time will other staff members be permitted in the kitchen area to use cooking appliances.

PROCEDURES:

I. KITCHEN ACCESS [REDACTED]

A. [REDACTED]

[REDACTED]

B. [REDACTED] The staff door is to remain locked at all times, except when the Kitchen Deputy or a Food Services employee is present.

C. The following guidelines shall be followed in the [REDACTED]

1. This service corridor staff dining room door is to be used by staff only when performing assigned duties. [REDACTED]

2. [REDACTED]

II. DIRECT KITCHEN ACCESS [REDACTED]

A. [REDACTED]

III. INCARCERATED PERSON WORKERS ASSIGNED TO FOOD SERVICE

A. No incarcerated worker assigned to the kitchen or Food Service duties shall be allowed to go to the loading dock without an escort who shall be either a Deputy or a designated full-time Food Service employee.

1. [REDACTED]

2.



B. Food Service employees are authorized to escort food service incarcerated person workers on loading dock operations are limited to the following personnel:

1. Food Service Manager
2. Food Service Supervisor
3. Warehouse person/driver
4. Cook Shift Leader

C. When it is necessary for any authorized Food Service Employee to take a Food Service incarcerated person worker away from the Kitchen/Jail facility, the Kitchen Deputy must be advised. The Deputy will then inform the Facility Sergeant of the activity. If a Kitchen Deputy is not available, the Facility Sergeant must be notified by Food Services before the incarcerated person workers being taken from the facility.

IV. KITCHEN DEPUTY

A. Job Description

1. Directly responsible for the custody/security aspects of the Pre-Trial Detention Facility Kitchen.

B. Relation to System

1. Reports directly to the Watch Commander or Facility Administrative Sergeant. The activities inherent to the job require coordination with Pre-Trial Detention Facility Staff and Food Service Supervisor concerning Pre-Trial Detention Facility Kitchen operations.

C. Tasks and Duties

1. Works closely with Food Service personnel in supervision of incarcerated person workers to facilitate cleanliness and routine tasks in the Pre-Trial Detention Facility Kitchen.
2. Train newly assigned workers concerning kitchen policies and procedures.
3. Inspect incarcerated person workers for cleanliness, wounds or open cuts prior to work.
4. Accompanies Food Service personnel and incarcerated person workers outside whenever necessary.
5. Watches for security violations that may occur in the kitchen and documents issues as needed.
6. Conducts routine checks of the kitchen and food stores for contraband or safety hazards.
7. Writes incident and/or disciplinary reports whenever necessary.
8. Works closely with Food Service management to accomplish necessary kitchen tasks.
9. [REDACTED]

V. [REDACTED]

A. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [Redacted]

VI. [Redacted]

A. [Redacted]

[Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

VIII.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Section 2 Chapter 1

Security and Fire Systems

Drafted: March 7, 2003

Reviewed: October 2025

Revised: April 2018

PURPOSE:

To establish a policy instructing personnel on the capabilities of the facility's security and fire systems.

POLICY:

Pre-Trial Detention Facility personnel shall be familiar with the operational capabilities of the Facility's emergency systems and shall utilize each component of the system in accordance with the prescribed emergency procedures.

GENERAL PROVISIONS:

I. SECURITY SYSTEMS

A. Emergency Alarm (Panic Alarm)

1.



a. When a Panic Alarm is activated, all SST's and sworn staff shall:

1)



2)

B. Camera Monitors

1.

C. Interlock System

1.

D. Sewer Alarm

1. The emergency system incorporates a sewer overflow alarm. This alarm, which is both visual and audible, alerts the Central Control Officer when there is a sewer overflow so that maintenance can be notified for response.

II. FIRE CONTROL SYSTEM

A. Sprinkler System

1. Deluge

- a. The deluge systems are located in the reception and release sally ports and property storage area. The deluge sprinklers create a water curtain to hold back heat and smoke;

When the deluge sprinkler is activated,

2. Automatic Sprinklers

- a. The automatic sprinkler systems are located [REDACTED], [REDACTED]. The automatic sprinkler puts water directly on the fire, and is activated when heat melts the fusible link in the sprinkler head. The automatic system cannot be operated manually.

3. Pre-Action Sprinklers

- a. The pre-action sprinklers are located in a relatively few areas of the jail where incarcerated persons are housed. The pre-action system is activated by a two-step process:

- 1) [REDACTED]

B. Manual Pull Boxes

- 1. The manual pull boxes are located [REDACTED]

III. PRE-ACTION VALVE

- A. The pre-action valve [REDACTED]. The pre-action [REDACTED] so that water is continually in the pipes leading to the fire sprinkler system. In the event that a sprinkler head is damaged, allowing water to escape, the pre-action valve can be closed by turning the valve.

IV. SYSTEM INSPECTION

- A. A designated Sergeant shall be responsible for the maintenance of life support equipment and the above-mentioned fire control and emergency alarm systems through regular inspections with GSA Maintenance and IT Services.

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Section 2 Chapter 2

Security Control System

Drafted: October 16, 2002

Reviewed: October 2025

Revised: October 15, 2025

PURPOSE:

To establish guidelines for the monitoring and operation of security control systems within the facility.

POLICY:

The security control system is designed to operate the facility at an optimum level of security and efficiency. Operating the facility with the security control system requires following guidelines set forth in the following policy and procedures.

GENERAL PROVISIONS

There are two facets associated with the security control system, the Quad Control System and the Level Control System. The procedures regarding each system are outlined below.

PROCEDURES:

I. QUAD CONTROL SYSTEM

A. [REDACTED]

B. [REDACTED]

C. [Redacted]

D. [Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

4. [Redacted]

5. [Redacted]

II. LEVEL CONTROL SYSTEM

A. [Redacted]

1. [Redacted]

2.

[Redacted]

a.

[Redacted]

b.

[Redacted]

B. Incarcerated person intercoms will be [Redacted]
All incarcerated person housing areas will be inspected.
[Redacted]

1.

[Redacted]

2.

[Redacted]

3.

[Redacted]

4.

[Redacted]

5.

[Redacted]

6. [REDACTED]

C. [REDACTED]

a. [REDACTED]

III. COMPLETE CONTROL SYSTEM FAILURE

A. In the event of a total system failure, and if the release of incarcerated persons is necessary, the release should take place following the subsequent guidelines.

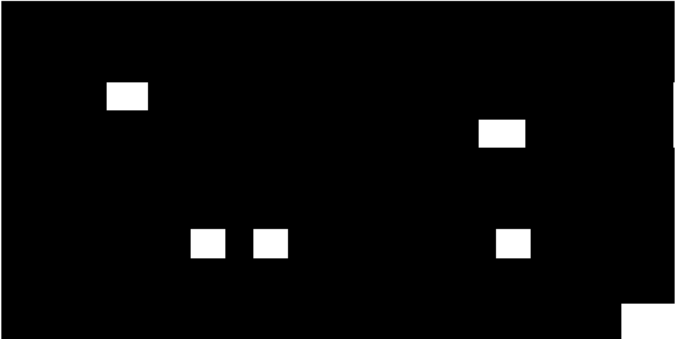
1. [REDACTED] This release can be used in both emergency and non-emergency situations and will release one cell at a time. If an incarcerated person needs to be removed from his cell for any reason and the control panel is not functioning, the steps for release are as follows:

a. Call the security deputy from level control and advise him or her of the situation.

b. [REDACTED] The deputy will open the door and escort the incarcerated person to the appropriate location. Repeat this process for other necessary cells.

1) [REDACTED]

a) When the Watch Commander orders the evacuation of incarcerated persons, the quad officer will request deputies respond to the affected area.

b) 

c) The movement security deputy will escort the incarcerated persons from the section to the proper location. When the movement security deputy has completed his/her movement, repeat the process for each section.

d) Upon completion 


B. 

1. 

2. 

3. 

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Section 3 Chapter 1

Emergencies (Panic Alarm)

Drafted: March 18, 2010

Reviewed: October 2025

Revised: April 2018

PURPOSE:

To establish a policy and procedure [REDACTED] during an emergency (Panic Alarm) within the Pre-Trial Detention Facility (PTDF).

BACKGROUND:

[REDACTED]

POLICY:

[REDACTED]

PROCEDURES:

I. OBSERVATION AND NOTIFICATION

- A. When there is an emergency in the PTDF, [REDACTED]

B. The personnel in the affected area shall [REDACTED].

C. [REDACTED]

D. [REDACTED]

II. DEPUTY RESPONSE

A. [REDACTED]

B. [REDACTED]

C. The Responders who arrive at the scene will quickly access the situation; broadcast a basic description of the circumstances, and request additional Responders if practical or needed.

D. The Responders shall not enter any location in the facility without sufficient staff present to quell any given problem.

E. [REDACTED]

F. If a Responder broadcasts that no further assistance is needed, additional Responders will return to their assigned work locations.

G. [REDACTED]

H. [REDACTED]

[REDACTED]

III. CENTRAL CONTROL/ELEVATORS SST RESPONSE

- A. View any monitors looking for the possible location of the emergency.
- B. Announce the emergency [REDACTED]
[REDACTED]
- C. Listen for any additional radio traffic and provide updated broadcasts if practical.
- D. [REDACTED]
- E. [REDACTED]
- F. Once the Responders have exited the elevators, the Elevator SST will return all of the elevators to the appropriate staging areas.
- G. Once advised by the affected area supervisor, the Level Control SST, or Watch Commander, [REDACTED]
[REDACTED]

IV. QUAD MONITOR/LEVEL CONTROL SST RESPONSE

- A. When there is an emergency in a Quad or on or near Level Control, [REDACTED]
[REDACTED]
- B. [REDACTED] If a Responder arrives on scene and becomes involved or pre-occupied in the incident and the incident appears to be quickly or dangerously escalating, and requires more Responders or resources than are present, the initiating SST, in the clear absence of a supervisor or incident commander, can request additional Responders or resources. Once a supervisor or incident commander is on scene all requests for Responders or resources will be made only at their direction or approval.

- C. The Quad monitor in the affected Quad or Level Control SST on the affected level may provide periodic updates during the emergency via the radio, describing the emergency, location of the incident, or other descriptive information.

V. SUPERVISOR RESPONSE

- A. The Senior Deputy assigned to the affected area shall respond to supervise the scene and assess the need for additional responders, [REDACTED]
- B. The Senior Deputy assigned to the affected area shall notify the Watch Commander of the circumstances as soon as practical.
- C. If there was an actual emergency, the Watch Commander will update the Facility Manager via a Redbook entry, email, or phone call.

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Section 4 Chapter 1

Central Control- Job Responsibilities

Drafted: September 6, 2001

Reviewed: October 2025

Revised: March 15, 2013

PURPOSE:

To identify the role and job description of the officer assigned to Central Control.

PROCEDURES:

I. CENTRAL CONTROL OFFICERS

A. Central Control Officer

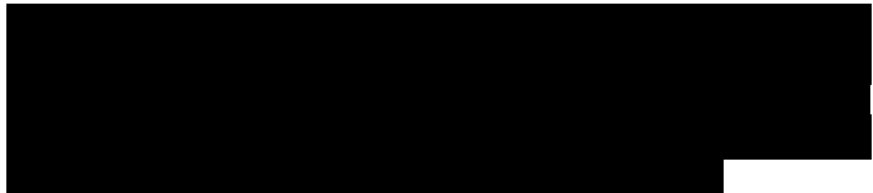
1. Job Description

a.

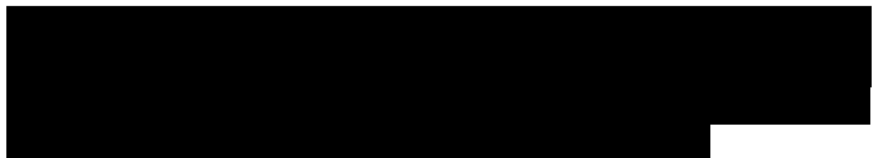


2. Relation to System

a.



b.



3. Tasks and Duties

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. Maintains the effectiveness of the control systems.
- e. Ensures that all prescribed logs and records are updated and maintained.
- f. Ensures that all equipment and systems in Central Control are properly utilized and maintained in good order.
- g. [REDACTED]
- h. Responsible for ensuring that all plain clothed personnel have the proper I.D. showing.

B. Elevator Control Officer

1. Job Description

- a. [REDACTED]

2. Relation to System

- a. [REDACTED]

b.

[REDACTED]

3. Tasks and Duties

a. Coordinates the inter-level movement of staff, visitors and incarcerated person's throughout the facility.

b. Is responsible for the movement

[REDACTED]

c. Monitors [REDACTED] elevator cars.

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Section 4 Chapter 2

Housing Operations- Job Responsibilities

Drafted: February 26, 2003

Reviewed: October 2025

Revised: October 15, 2025

PURPOSE:

To outline the responsibility of the housing monitors, which include both sworn and civilian staff.

PROCEDURES:

I. HOUSING LEVEL CONTROL OFFICER (SST)

A. Job Description

1. Responsible for the efficient operation of the Level Control Center to which he is assigned.

B. Relation to System

1. The Housing Level Control Officer reports to his respective Level Senior Deputy or Facility Sergeant. He interacts primarily with personnel of operating units on his respective Level and with Central Control.

C. Tasks and Duties:

1. Observes and controls incarcerated person and personnel movements on his assigned level.

2. [REDACTED]

3. Controls [REDACTED] his level.

4. [REDACTED]

5. Executes emergency procedures in coordination with Central Control.
6. Ensures the updating and maintenance of all logs and records under his responsibility.

II. HOUSING SECURITY DEPUTY

A. Job Description

1. Performs tasks essential to the maintenance of order and security in his assigned housing level, enforces facility rules and regulations in his assigned area, conducts security checks for the purpose of contraband interdiction, and conducts [REDACTED] incarcerated person safety & facility security.

B. Relation to System

1. Under the direction of the Level Supervisor, the Housing Security Deputy is responsible for maintaining security and discipline in the housing area.

C. Tasks and Duties

1. Conducts [REDACTED] housing and service areas.
2. Conducts security searches in the housing levels.
3. Searches incarcerated persons for contraband [REDACTED]
4. Responds to and takes appropriate action to suppress disturbances within the facility. He/she will immediately notify the Level Senior Deputy when an incarcerated person is removed from his housing location and spoken to regarding his conduct while in custody.
5. Investigates and submits reports on crimes and/or violations of rules committed in his assigned area and makes arrests as laws require.
6. Implements contingency plans in the event of emergencies such as major disturbances, fires, etc.

7. Assists in facilitating the movement of incarcerated persons from housing to service areas.
8. Coordinates and supervises incarcerated person clothing exchanges.

III. OBSERVATION UNIT DEPUTY

A. Job Description

1. Responsible for maintaining security in the Observation Unit of the Facility.

B. Relation to System

1. The Observation Unit Deputy [REDACTED] Senior Deputy. [REDACTED] coordinates activities with the medical staff's activities.

C. Tasks and Duties

1. Provides security to the Observation Unit of the Facility.
2. Monitors and controls the movement of incarcerated persons and authorized personnel throughout the said unit.
3. Works closely with medical and classification personnel in administering to the special needs of Observation Unit incarcerated persons.
4. Works closely with the medical staff in controlling the introduction of contraband into the Observation Unit.
5. Assists medical personnel in assessing incarcerated person/patients' suitability for medical programs and services.
6. Coordinates movement and transportation of incarcerated person/patients to external medical facilities.
7. Provides assistance to classification personnel in assessing the progress of incarcerated persons in the Observation Unit.

8. Ensures that a high degree of security and discipline is maintained in the Observation Unit.
9. Maintains and updates all prescribed logs and records.
10. Ensures that his assigned area is clean and free of hazards.

IV. HOUSING DEPUTY

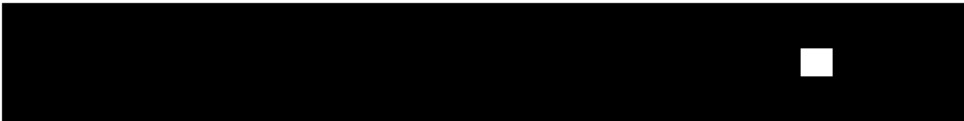
A. Job Description

1. The Housing Deputy's primary responsibility is for the security, safety and general welfare of all incarcerated persons within the housing unit. The Housing Deputy is also responsible for the coordination of all custody operations within the quad.

B. Relation to System

1. The Housing Deputy reports to and performs duties under the general supervision of the Level Supervisor. The Housing Deputy will interact with the Housing Quad Monitor, staff members and incarcerated persons to coordinate the daily activities affecting the quad.

C. Tasks and Duties

1. Maintains security of the quad by controlling the movements and activities of the incarcerated persons within the quad. Security of the quad booth will be maintained by having the door closed at all times.
2. Operates and monitors security doors and communications equipment within the quad.
3. Monitors and updates all logs relevant to the movement of incarcerated persons, i.e. court, visiting, roof, interviews, medical, re-arrests and releases.
4. Supervises the serving of incarcerated person meals.
5. 

- [REDACTED]
6. Responds to incarcerated person requests via "kites".
 7. Coordinates and supervises incarcerated person workers and ensures the cleanliness of the quad.
 8. Coordinates, supervises and ensures that incarcerated persons thoroughly clean their section and individual cells daily. Extensive cleaning will take [REDACTED] preparation of an inspection.
 9. Reports violations of jail rules and submit appropriate reports in a timely fashion.
 10. Advises the supervisor of any intelligence gathered relevant to jail security.
 11. Updates all records pertaining to the quad.
 12. Ensures that the computer, surveillance and other equipment is in proper working order.
 13. Maintain and order stationary supplies for the quad booth and cleaning supplies for the quad.
 14. Conducts count in all quads while the incarcerated persons, including the worker, are locked down during normal count times.

V. HOUSING QUAD MONITOR (DEPUTY/SST)

A. Job Description

1. The Housing Monitor is responsible for the efficient operation of the Quad to which he / she is assigned.

B. Relation to System

1. A Housing Monitor can be an SST or Deputy. The Housing Quad monitor reports to his/her respective Level Senior Deputy or Facility Sergeant. He/She interacts primarily with the deputies, fellow SST's, medical staff, and civilian staff on his/her respective Level and with Central Control.

C. Tasks and Duties:

1. Observes and controls incarcerated person movement within his/her assigned quad.
2. [REDACTED]
3. Controls movement to and from his/her quad.
4. [REDACTED]
5. Follows PTDF Policy and Procedures and enforces incarcerated person rules and regulations.
6. Ensuring that the electronic Redbook, in addition to any other logs, are maintained and hourly notations are made concerning maintenance activity, significant movement, cell scans, feeding, medical/psych staff visits, disturbances, ill or injured incarcerated persons, clothing/bedding issues and any other events that are noteworthy.
7. Ensures that his/her quad and workstation are clean and common quad areas are free from clutter, fire, safety hazards, security and policy violations.
8. Responds to incarcerated person verbal requests and written requests via "kites" and/or other written communications.
9. Coordinates the efficient flow of medical and civilian staff to and from his/her assigned quad.

VI. INCARCERATED PERSON MOVEMENT REASONS

- A. To ensure the correct movement authority is listed when housing or re-housing of an incarcerated person, [REDACTED]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]
13. [REDACTED]
14. [REDACTED]
15. [REDACTED]
16. [REDACTED]
17. [REDACTED]
18. [REDACTED]
19. [REDACTED]
20. [REDACTED]
21. [REDACTED]
22. [REDACTED]
23. [REDACTED]
24. [REDACTED]
25. [REDACTED]
26. [REDACTED]
27. [REDACTED]
28. [REDACTED]

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Section 4 Chapter 3

Level One Control- Job Responsibilities

Drafted: March 3, 2003

Reviewed: October 2025

Revised: October 2025

PURPOSE:

To establish policy regarding the responsibilities of Level 1 Control personnel.

POLICY:

The Level One Control Officer is responsible for the efficient operation of Level One Control. The responsibilities include, calling for and processing incarcerated persons going to and coming from court, remands, releases, key count and the safe movement of both staff and incarcerated persons through the level.

PROCEDURES:

I. **LEVEL ONE** [REDACTED]

[REDACTED]

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. Check the following areas for cleanliness, damage and graffiti
 - 1. All three elevator sally ports
 - 2. HOJ sally port
 - 3. Release corridor
 - 4. Hallways
 - 5. Interview/Bail room

[REDACTED]

- A. Run court [REDACTED]
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. Court date, enter the appropriate date

- 4. Time period, select appropriate time period
- B. Review court list for Keep Aways (note on list in RED PEN), check for incarcerated persons still in Men's & Women's booking and note on list
- C. Print Todd Road Transfer list
- D. Body Scans
- E. New houses from booking to housing
- F. Releases

[REDACTED]

- A. Send workers to HOJ
- B. Confirm HOJ is ready to begin court, HOJ will advise if anyone will remain on Stand-by
- C. Notify Men's and Women's booking if they have anyone needed for court
- D. [REDACTED]
- E. [REDACTED]
- F. Coordinate with Public Reception for any Remands, EMU Releases and/or Specific pick ups
- G. [REDACTED]

[REDACTED]

- A. The Property Deputy should give you a break, if he is not available contact [REDACTED]

[REDACTED]

- A. [REDACTED]
- B. [REDACTED]

[REDACTED]

- A. Run the afternoon (p.m.) court list following the same guidelines.
- B. Mark your Court list and notify Men's/Women's Booking, Special Housing and Segregated Housing of any court they have.
- C. The Property Deputy should relieve [REDACTED] If he is busy, call the [REDACTED] to find someone to relieve you.

[REDACTED]

A. [REDACTED]

[REDACTED]

A. [REDACTED]

[REDACTED]

A. The HOJ food carts come back.

[REDACTED]

A. Approximate break time. (Usually by Property Deputy) If Property Deputy is not available, [REDACTED]
[REDACTED]

[REDACTED]

A. Dinner [REDACTED]
[REDACTED]

[REDACTED]

A. [REDACTED]

[REDACTED]

A. [REDACTED]

B. [REDACTED]

1. [REDACTED]

2. [REDACTED]

3. Contact the following [REDACTED]
[REDACTED]

- a. Central Control
- b. Property
- c. Public Reception

4. [REDACTED]
 - a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]

II. COURT

A. [REDACTED] Control will announce when court begins, however the normal times are:

1. AM- call for court when instructed to do so by HOJ [REDACTED]
2. PM- call for court when instructed to do so by HOJ [REDACTED]

NOTE: Before you begin court you must notify Women's Booking, Men's Booking, of any incarcerated persons in those areas that are scheduled for court.

If an incarcerated person is on the court list but not yet housed on the level, the Housing Officer should locate the incarcerated person and notify [REDACTED] of the incarcerated person's location.

B. Call HOJ and ask if you can send court. You need to notify HOJ for all movement [REDACTED]

C. If you are missing any incarcerated persons for court check the following locations:

1. Booking
2. Medical
3. Property (The incarcerated person may have been pulled for transfer)

Any classification of incarcerated person can be temporarily housed in those areas.

III. COURT RETURNING

- A. When the I/M's return from court highlight through their name, booking number, and locator. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED],

IV. COURT ADD-ONS

- A. HOJ will occasionally call with court add-ons. Write the information on the COURT LIST as close to where their name would be alphabetically. HOJ will contact the levels themselves.

V. INCARCERATED PERSONS NOT ON THE COURT LIST

- A. If an incarcerated person is not on the court list, contact HOJ and ask if they want that incarcerated person [REDACTED]

VI. NEW HOUSINGS

- A. The Booking deputy

- 1. Call the level control SST [REDACTED]

VII. KEY COUNT

- A. [REDACTED] hours each day.

Contact the following staff/locations for key numbers:

	Phone	M/M
Sr. Deputy	[REDACTED]	[REDACTED]
Men's booking counter	[REDACTED]	[REDACTED]
Men's Photo counter	[REDACTED]	[REDACTED]

Property
Women's Booking
Classification



B. Red book entry

1. Make a red book entry in th



C.

1. :

a.

b.

c.



VIII. RELEASES

A. There are several steps in the release process. It is vital the proper incarcerated person be released at the proper time.

B. A deputy or SST will notify you that they have releases.

C.

D. Do not mix classifications that are not mixed for court.

E.

F. The deputy will bring the release jackets

G.

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

(MAKE SURE YOU ARE RELEASING THE CORRECT INCARCERATED PERSON)

H. Release Authorization

1. Types of Releases

- a. [REDACTED] (Agreement of Defendant to appear on Own Recognizance)
Look for [REDACTED] form. Make sure that it is filled out and signed.
- b. [REDACTED] Served Sentence
- c. [REDACTED] Stay of Execution
- d. [REDACTED] Probation
- e. [REDACTED] Dismissed
- f. [REDACTED] Fine Paid - Look for a bail fine receipt
- g. [REDACTED] Posted Bail - Look for the Bail Bond
- h. [REDACTED] No Complaint
- i. [REDACTED] Statue of Limitations
- j. [REDACTED] Court Order
- k. [REDACTED] Deceased
- l. [REDACTED] Modification
- m. For all releases, check for a Notice of Registration form and confirm that it is completed.
- n. DO NOT RELEASE THE FOLLOWING FROM YOUR CORRIDOR!
- o. [REDACTED] CDC prison run.
- p. [REDACTED] Border Patrol
- q. [REDACTED] Out of County Warrant
- r. [REDACTED] Work Furlough

[REDACTED]

2. RELEASE TO:

a. This will be blank or it will read "self", or have the name of the person or agency the incarcerated person is to be released to.

1) Blank or "self": The incarcerated person can be released to him or herself.

2) A person or agency: This incarcerated person shall be released to the person or agency specified. The person transporting the incarcerated person will sign for the incarcerated person in the (RELEASE TO) box on the booking form.

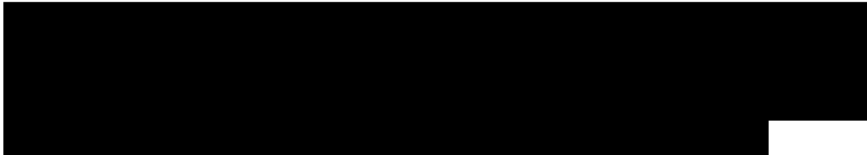
VERIFY THE IDENTITY OF THE PERSON RECEIVING THE INCARCERATED PERSON

3. RELEASE OFFICER:

a. Write your Employee ID number under the RELEASED BY box on the booking form.

5. RELEASE DATE/TIME:

a. Today's date and time.

b. 

c. 

I. Notice of Registration required form:

1. If there is a Notice of Registration Requirement form in the jacket, make sure that it has been filled out, signed, and that all copies have the thumbprint on them.

J.  Form:

1. AGREEMENT OF DEFENDANT TO APPEAR UPON OWN RECOGNIZANCE RELEASE ([REDACTED]): This form is used for incarcerated persons released on their own recognizance and will be filled out by CIR staff.
2. The Release Deputy should have the incarcerated person sign this form. If it is not signed when you receive the release jacket have the incarcerated person sign it before the incarcerated person is released.
3. The court appearance information should also be filled out. If it is not, contact CIR. This information must be filled out before the incarcerated person is released.
4. There are two OR forms completed by CIR, one original and one copy, the copy is to be given to the incarcerated person and the original stays with the release jacket.

K. Release incarcerated person:

1. Before the incarcerated person has been released from the computer:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. When all of the incarcerated persons are finished, count incarcerated persons and count the incarcerated person jackets, then open the release door.

L. Release jackets:

1. Place the release jackets on top of the trays located on the filing cabinet. [REDACTED]

IX. REMANDS

- A. See Divisional Policy Section 7, Chapter 7

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Section 4 Chapter 4

Level 3 & 4 Control- Job Responsibilities

Drafted: April 27, 2005

Reviewed: October 2025

Revised: October 15, 2025

PURPOSE:

To provide clear and efficient procedures for operating Levels 3 and 4 Control while maintaining the safety and security of jail staff, incarcerated persons and of the facility.

POLICY:

The Level 3 and 4 Control SST's are responsible for operations that affect the housing levels

PROCEDURES:

I. UNIT LISTS

- A. Quad SSTs print their own unit lists as needed for feeding and armband counts.

II. POPULATION

- A. Population lists will be printed and checked

The number of incarcerated persons that the quad monitor accounts for will be checked for accuracy with the list the level SST prints and logged in the red book.

III. COURT LISTS

- A. Run court lists Monday through Friday except court holidays [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]

IV. MEDICAL TREATMENT ORDERS (MTO)

- A. Quad SSTs print their own "MTO" lists as needed.

V. INCARCERATED PERSON INTERCOM INSPECTIONS (BUZZER CHECKS)

- A. Buzzer checks schedule:
 - 1. The Housing Sergeant will ensure the buzzer checks are conducted [REDACTED]
 - 2. The [REDACTED] or [REDACTED] conduct and assist with buzzer [REDACTED]
- B. All housing units will have buzzer checks:
 - 1. All Quads
 - 2. 3-MS, 3-DS, 4-MS
 - 3. Observation Unit and Administrative Housing
- C. Buzzer checks shall be conducted in the following manner
 - 1. The Quad Officer shall:

a.



2. The Quad and/or the Level Control Officers will:


a. Have the incarcerated person(s) press the buzzer to determine if the buzzer is audible and lit for each cell at their respective locations.

b. The Quad and Level Control Officers will log on the checklist when function is inoperative. The REMARKS section of this form will be used for cells requiring maintenance.

c. If a buzzer is inoperable the incarcerated persons housed within that cell shall be relocated and the cell be labeled inoperable in VCJIS.


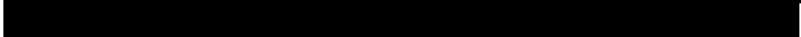
d. The individual completed checklists will be delivered to the Administrative Sergeant's office door before the end of shift.

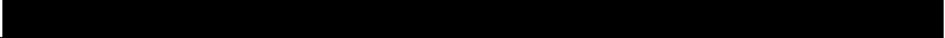
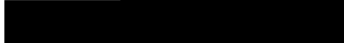
3. The Level and Quad/Housing SST/Deputy shall make an entry in their respective Redbook indicating who conducted the buzzer check and time completed.

4. The level control officer  generate a work order for the buzzers that need repair. He/she will forward the original list to the Administrative Sergeant who will retain it on file.

VI. INCARCERATED PERSON CLOTHING AND BEDDING REQUESTS

A. The Reception Center SSTs will order clothing each night to ensure there are a sufficient number of bedrolls for new housing incarcerated persons.

B. Level Control no longer keeps blankets and sheets 


C. The Level Control SST is responsible for sending dirty laundry to the Kitchen 


VII. MAJOR AND MINOR WRITE-UPS

- A. SSTs and Housing Deputies enter their own minor and major violations
[REDACTED]
- B. It is the responsibility of the Housing Senior Deputy to view the disciplinary queue and organize and conduct hearings.

VIII. WORKER LIST

- A. The Quad H SST can print the worker list as needed within the quad.

IX. RELEASES/TRANSFERS

- A. When contacted with a release the following shall be done:
 - 1. The property deputy sends the release list directly to the Quad.
 - 2. If the incarcerated person is being transferred instead of released, the Level Control SST is responsible for ensuring the incarcerated person's property is placed in a plastic bag with the name and booking number written on the outside.
 - 3. The incarcerated person will be sent out to level with a movement order, his buff card, and a full issue of clothing, 1 mattress, 2 sheets, 1 blanket and a towel.

B. [REDACTED]

- 1. [REDACTED] [REDACTED]
- 2. [REDACTED] [REDACTED]

- C. When the incarcerated person is released from housing.
 - 1. Seal the incarcerated person's property bag if necessary.
 - 2. Check the incarcerated person's name and booking number on his armband with the buff card to verify the correct incarcerated person is being sent for release.

X. MAIL

- A. Mail is picked up [REDACTED]
- B. The mail is sorted into the trays for the quads and MS.
- C. The Quad SSTs will pick up the mail and the Deputy will distribute it to the incarcerated persons.

XI. BREAKS

- A. Refer to Divisional Policy, Employee Procedures, Section 2 Chapter 4.

XII. WATCH TOUR

- A. Refer to Divisional Policy, Cell Scan policy, Section 12 Chapter 4

XIII. VISITS FOR INCARCERATED PERSONS HOUSED IN MS FOR DISCIPLINARY REASONS

- A. Incarcerated persons housed in MS on discipline are not allowed personal visits.
- B. If an incarcerated person is housed in MS and is not on discipline, the visit is initiated by Public Reception.
- C. Level Control SST shall notify Deputies who will arrange for the incarcerated person to be moved to the appropriate location for the visit to be completed.
- D. Visits for MS are to be entered into the computer by the Level Control SST.

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Section 4 Chapter 5

Property Room Deputy - Job Responsibilities

Drafted: August 5, 2004

Reviewed: October 2025

Revised: October 15, 2025

PURPOSE:

To define the job responsibilities of the Property Room Deputy.

PROCEDURES:

I. PROPERTY ROOM DEPUTY

A. Job Description

1. The Property Room Deputy is responsible for the general operation of the Incarcerated person Property and Clothing Room.

B. Relation to System

1. The Property Room Deputy is responsible to the Level 1 Senior Deputy and interacts primarily with the Booking Deputies, Level One Control, Levels 3 & 4 Control, Housing Quads, Central Incarcerated person Records and Public Reception.

C. Tasks and Duties

1. Receives incarcerated persons' personal property and clothing and undertakes the storage and release of property. The Property Room Deputy shall be the only person who will log and store incarcerated person property and clothing in the Property Room. The Women's Booking Deputy can take female incarcerated person property and clothing to the Property Room where the assigned Property Room Deputy will collect, log and store the property.
2. Issues jail clothing to new incarcerated persons.
3. Responsible for and operates incarcerated person clothing room and back-up laundry equipment.

4. Ensures adequate supply of jail clothing for issuance to new incarcerated persons.
5. Ensures that all logs and records pertaining to his function are properly maintained.
6. Ensures that equipment and supplies under his control are properly utilized, maintained and/or issued.
7. Receives incarcerated persons for release and transfer.
8. Releases incarcerated persons' personal property if requested and complete the proper documentation.
9. Generates report and attempts to contact incarcerated persons, if required, whose property has arrived from Todd Road after the incarcerated person has been released.
10. Supervises incarcerated person workers assigned to Level One.
11. Responsible for the cleanliness of the Property room, incarcerated person shower, and the release/transfer area.
12. Responsible for calling down incarcerated persons for release and transfer.
13. Responsible for the security of the Property Room.
14. Responsible for answering Property Room related kites.

D. Security Measures

1. The Property Room Deputy shall not leave the Property Room door unlocked when he/she leaves the release/transfer area.
2. Incarcerated person workers shall not be left unattended inside the Property Room without a deputy present.
3. Incarcerated person workers are not allowed to be in the area of the Property Room where the incarcerated persons' valuable property is stored.

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Section 4 Chapter 6

Administrative Housing Unit

Drafted: August 28, 2007

Reviewed: October 2025

Revised: October 15, 2025

PURPOSE:

To define the use of and policies governing the use of the Administrative Housing Unit.

POLICY:

This policy will outline the handling of incarcerated persons housed within the Administrative Housing Unit of the Pre-Trial Facility. Administrative Segregated incarcerated persons that require two deputies during movement or Additional Precaution (AP) during movement shall be housed in this section when practical.

PROCEDURES:

I. GENERAL PROCEDURES






- A. All incarcerated persons housed in Administrative Housing must be handcuffed behind their back prior to leaving their housing unit sally port.
- B. All incarcerated persons entering the Administrative Housing unit for dayroom or returning to their housing unit must be handcuffed behind their back prior to entering.
- C. Television sets will be off when the dayroom is not in use. When an incarcerated person is in the dayroom the volume of the television will be at a level that does not create a security issue.
- D. [REDACTED]
- E. [REDACTED]
- F. Administrative Housing shall not be left unmanned for an extended period of time. If the deputy needs to be away from the Administrative Housing

workstation, [REDACTED], so that the incarcerated

- G. [REDACTED]
- H. Incarcerated persons housed in Administrative Housing will be allowed safety razors while in the dayroom during their assigned dayroom time. Refer to Divisional Policy Section 12- Chapter 1 for details on the distribution and collection of razors in Administrative Housing. If an incarcerated person has properly obtained a safety razor and is rehoused to Administrative Housing the razor will be taken from the incarcerated person.
- I. Administrative Housing incarcerated persons on discipline will serve the discipline in their cell.
- J. Incarcerated person workers will never be allowed in the Administrative Housing unit without a deputy or SST supervising his activities.
- K. All incarcerated persons being released or transferred from the Administrative Housing Unit must have their person and property searched for contraband. Any contraband shall be seized and forwarded to the Classification Unit for review.

II. DAYROOM

- A. Dayroom program
 - 1. Incarcerated persons housed in Administrative Housing will be allowed to use the dayroom [REDACTED] according to the established schedule, one incarcerated person at a time. The only exception is when two incarcerated persons are housed in the same cell; both incarcerated persons can use the dayroom at the same time.
 - 2. If an incarcerated person is in court during his assigned dayroom time, he will be given the opportunity to use the dayroom later that day. An entry on the incarcerated person's monitoring log will be made and will state the incarcerated person was in court during his normal dayroom time.

3. If an incarcerated person refuses to go to dayroom, an entry shall be made on the incarcerated person's monitoring log. The following procedure will be used to facilitate dayroom privileges:
 - a. Prior to an incarcerated person being placed in the Administrative Housing dayrooms, the dayrooms shall be searched.
 - b. 
 - c. The incarcerated person will hand all dayroom materials to the deputy through the pass through.
 - d. 
 - e. The incarcerated person will then be moved to a dayroom. If there are two incarcerated persons housed in the same cell, they will be moved one at a time to the dayroom. This movement shall be treated as  regardless of their classification.
 - f. 
 - g. When dayroom time is over the incarcerated person will be returned using the same procedure.
 - h. 
 - i. The Administrative Housing Deputy should take the opportunity to search the cell of incarcerated persons during their dayroom time for contraband when practical.

III. VISITING

- A. Visits for incarcerated persons housed in Administrative Housing will be completed using the Level 2 visiting rooms.
- B. Contact visits for incarcerated persons housed in Administrative Housing will be conducted in the interview room at Level 2.
- C. [REDACTED] law enforcement investigators, parole officers, probation officers, jail medical or incarcerated person services regular or volunteer staff. This is in accordance with the Detention Services Division Policy, Article 21.
- D. Incarcerated persons may not take anything with them to visiting. If the visit is with the incarcerated person's attorney he may take legal materials. Materials shall be searched for contraband.
- E. If a Administrative Housing incarcerated person has a physical limitation or body deformity that limits his ability to use a telephone while belly chained, he may have one hand removed from his belly chain and secured in a handcuff. The handcuff will be secured to the belly chain handcuff, extending his range of motion while using the telephone in the [REDACTED]. This is not mandatory and is an option for extreme cases. The deputy shall contact a Sergeant or Senior Deputy for approval before removing the handcuff from one of the incarcerated person's hands.

IV. LAW LIBRARY

- A. The law library will be thoroughly searched prior to the next incarcerated person entering. [REDACTED]
- B. [REDACTED] incarcerated persons [REDACTED]

VI. STRIP SEARCHES

- A. Strip searches in Administrative Housing will be conducted in the following manner:
1. The incarcerated person will already be locked down [REDACTED] [REDACTED]. The deputy will be outside and observe through the window.
 2. The incarcerated person will hand any item that he might have to the deputy through the pass through. The items will be searched for contraband. Items that do not fit through the pass through will be left on the floor and searched after the incarcerated person is secured and moved away from the items.
 3. The incarcerated person will hand one article of clothing at a time to the deputy through the pass through for inspection.
 4. Once the incarcerated person is completely stripped, the deputy will order the incarcerated person to submit to a full examination of his person (i.e. hair, ears, mouth, hands, feet, body creases).
 5. When the strip search is complete, the deputy will hand the incarcerated person his clothes and have him get dressed.
 6. During this process the deputy should continually keep the incarcerated person under observation and be aware of items that may be dropped on the ground or stepped on.

VII. HAIRCUTS

- A. Incarcerated persons that request to cut their hair will be given the hair trimmer kit during their assigned dayroom time.
- B. Classification will be notified when an incarcerated person requests a haircut but is unable to do so without assistance. A suitable worker will be chosen by Classification. The incarcerated person receiving the haircut will be belly chained and shackled. Two deputies will monitor both incarcerated persons.
- C. The deputy assigned to Administrative Housing needs to account for all items in the hair trimmer kit.

VIII. ROOF

A. Any Administrative Housing incarcerated person that would like roof time without handcuffs / belly chains and shackles must have been evaluated by Classification and sign a behavioral contract before being allowed unsecured roof time.

B. If an Administrative Housing incarcerated person refuses to go to the roof, an entry shall be made on the incarcerated person's monitoring log.

C. [REDACTED]

IX. [REDACTED]

A. [REDACTED]

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Section 4 Chapter 7

Temporary Storage of Incarcerated person's Jail-House Property

Drafted: March 22, 2013

Reviewed: October 2025

Revised: March 24, 2014

PURPOSE:

To establish policy regarding the placement of incarcerated person property into a designated secured storage area.

POLICY:

Incarcerated person property shall be placed into a designated secured storage area to alleviate any issues of missing incarcerated person property during temporary storage. The property storage shall be properly documented according to the below listed procedures.

PROCEDURES:

I. DESIGNATED INCARCERATED PERSON PROPERTY STORAGE CLOSET FOR INCARCERATED PERSONS HOUSED IN 3MS, 3DS, 4MS, SAFETY CELL, AND HOSPITAL

A. Incarcerated person property shall be placed in the designated Property Storage Closet, [REDACTED]

1. The storage closet, which shall remain locked and secured, shall be used to store incarcerated person property for the following circumstances:

a. Incarcerated persons who have been sent to the hospital for treatment with a prolonged stay (1 day or more).

b. Incarcerated persons housed [REDACTED]

c. Incarcerated persons housed [REDACTED]

- d. Incarcerated persons housed in [REDACTED]
- e. Incarcerated persons sent to a [REDACTED] Safety Precautions
- f. Incarcerated persons housed Special Housing (Medical) who [REDACTED] Precautions

II. DESIGNATED INCARCERATED PERSON PROPERTY STORAGE FOR INCARCERATED PERSONS HOUSED IN SPECIAL HOUSING

- A. For incarcerated persons who are placed on [REDACTED] Safety Precautions, their property shall be stored in the secured locker located in [REDACTED]
- B. The incarcerated person's Activity Log shall be updated and reflect the location of the property.

III. DESIGNATED INCARCERATED PERSON PROPERTY STORAGE FOR INCARCERATED PERSONS HOUSED IN ADMINISTRATIVE HOUSING

- A. If an incarcerated person's property needs to be stored for reasons other than [REDACTED] Safety Precautions, the incarcerated person's property shall be stored [REDACTED]

IV. INCARCERATED PERSON ACTIVITY LOG

- A. If any of the above listed movement is conducted and an incarcerated person's property is stored in the above listed storage areas, the location of the incarcerated person's property shall be logged in the Incarcerated person Activity Log to identify the proper location of the property.
- B. A JIR documenting the incident (i.e. Suicidal Incarcerated person, Incarcerated person Sent to Hospital) SHALL contain where the property was stored. No JIR's are required for property stored due to movement into Disciplinary Segregation.
- C. The deputy who is in charge of the housing section where the incarcerated person movement originates from is responsible for the storage of the incarcerated person's property and to assure the appropriate entry is made into the incarcerated person activity log.

1.

