

**County of Ventura
Sheriff's Office**



**Detention Services Division
Public Information Plan**

Revised: October 2025

PUBLIC INFORMATION PLAN

Mission Statement

The mission of the Ventura County Sheriff's Office's Detention Services Division is to provide safe, secure, and humane detention for persons lawfully conveyed to our care. We also provide programs and services that reflect our commitment to human rights and individual dignity.

We maintain the highest professional standards for our staff and are committed to investing our resources to enable them to excel in their assignments. Our cooperation with the criminal justice system, social providers and the public is vital to the accomplishment of our primary goals of security, safety and service to the community.

Public Information

This publication is a public document and is for information only. It is not intended for and does not add or create any rights or privileges for incarcerated persons other than those provided by statute.

PUBLIC INFORMATION PLAN

Section 1045, Title 15, California Code of Regulations (CCR), states that all facilities shall develop written policies and procedures for the dissemination of information to members of the public, to other governmental agencies, and to the news media.

The following sections of Title 15 are those required to be included in this document. The public and incarcerated persons shall have the following material available for review:

Section 1061- Incarcerated Person Education Plan

The incarcerated persons housed in each of the detention facilities of the Ventura County Sheriff's Office have access to GED, English as a second language (ESL), parenting classes, one-on-one tutoring, vocational training, and a variety of other programs involving basic education, life skills, pre-release planning, as well as substance abuse and AIDS/HIV education. Admission to classes is dependent on screening for length of stay and classification.

Section 1062- Visiting

Incarcerated persons shall be afforded the right to interviews by attorneys, bail bondsmen, and other persons concerned about their welfare. Incarcerated persons shall also be allowed the privilege of visits with family, friends, and other members of the public. In the implementation of this policy, Detention Services personnel shall ensure the appropriate security measures are observed during the visit/interview process without unnecessarily impairing the rights and privileges of any incarcerated person. **There is no expectation of privacy in the visiting areas. Except for privileged communications, communication may be recorded or monitored in the visiting areas.**

Incarcerated persons are allowed two (2) thirty-minute visits per week from members of the public. The number of visitors shall be limited to two (2) at a time. Each facility has its distinctly separate visiting arrangements. Please contact each facility for specific information or go to the Ventura County Sheriff's Office website, www.venturasheriff.org

Visitors Rules

- Visitors must follow the rules of the facility and are subject to search at any time.
- Visitors that are disruptive will be asked to leave.
- Visitors are expected to keep their children under control during the visit.
- All visitors shall be dressed in a manner appropriate to a jail environment. Shirts and shoes are required. No suggestive or revealing clothing is allowed. Gang-related clothing is prohibited.

Visitors that fall into the following categories shall not be allowed to visit incarcerated persons:

- Persons who appear to be intoxicated or under the influence of drugs.
- Those who have contagious disease(s).
- Those who have been arrested for smuggling or attempting to smuggle contraband into the facility.
- Those persons involved in any escape or attempt escape.
- Those unable to provide proper identification.
- Those who are attempting or have attempted entry with the use of falsified identification papers.
- Those under 18 years of age, without an adult escort (parent or guardian). The exception is if the minor is the legal spouse of the incarcerated person and can provide proof of marriage.
- Any person previously convicted of a felony **and** was confined in any California State Prison, is not allowed to be upon the grounds of any custodial facility, without the consent of the Facility Manager.
- Those who have been documented as Persona Non Grata by any Detention Services Manager.
- Those whose visits have been restricted due to unauthorized communication with an incarcerated person or incarcerated persons.
- Individuals released from the Ventura County Jail may not return as a visitor for one year.

Section 1063- Correspondence (Mail)

Incarcerated persons shall be afforded the right to send and receive enveloped mail and postcards via the United States Postal Service, unless the correspondence would jeopardize the safety, security, order, discipline, or control of the facility. Incoming mail generally takes several days to process and deliver to incarcerated persons. Mail will not be accepted if dropped off at any jail facility.

All incoming mail must be properly addressed with the incarcerated person's name, booking number, and mailed to: P.O. Box 6929, Ventura, CA 93006. Legal Mail is opened in front of the incarcerated person, checked for contraband, and then given to the incarcerated person.

Each Incarcerated person is allowed, on a weekly basis, to order a welfare kit, including one postage paid postcard, four postage paid envelopes, 8 sheets of paper, one pencil, and one eraser. If an incarcerated person has money in their account, the incarcerated person's account will be debited accordingly. If the incarcerated person has no funds in their account, or insufficient funds, they will still receive a welfare kit, which includes the above-described correspondence items. There will be no limit on the number of postage paid letters to their attorney and to the courts.

All outgoing mail shall have the incarcerated person's custody return address, (Incarcerated person Name, Booking Number, Ventura County Jail, PO Box 6929, Ventura, CA 93006) on the envelope. Any mail not containing this information will be returned to the housing unit for an attempt to locate the sender.

If outgoing mail contains possible contraband, it will be opened, and the incarcerated person will be questioned regarding the contents.

For more information and a copy of the full policy on incarcerated person mail, go to the Ventura County Sheriff's Office website, www.venturasheriff.org

Section 1064- Library Service

Incarcerated persons have access to the law library to conduct basic legal research. They must complete a Law Library request form (pink kite)

and submit it for dissemination to the library. All incarcerated persons, including Pro Per and Pro Se, must submit a law library request form. They will be given one hour to utilize the law library. All law library uses, and refusals will be logged.

Incarcerated persons have access to current information on community services and resources, religious and education reading materials by submitting a kite to Inmate Services.

Incarcerated persons have access to books by way of a book cart that is replenished as needed. Eligible incarcerated persons are also issued electronic tablets that contain books for entertainment, self-help, religious and educational reading. The tablet also contains the LexisNexis law library application.

Section 1065- Exercise and Out of Cell Time

Incarcerated persons shall be afforded an opportunity to utilize the exercise areas and participate in the recreational programs at the Main Jail and the Todd Road Jail. These recreational activities may include, but are not limited to, basketball, handballs, miscellaneous table games, static machines, card games, tablet, and television. Incarcerated persons will be given the opportunity for three (3) hours of outside exercise time over a seven (7) day period.

Incarcerated persons shall also be given an opportunity to utilize the dayroom for seven (7) hours of recreation / out of cell time over a seven (7) day period.

Section 1066- Books, Newspapers, Periodicals and Writings

Incarcerated persons are allowed to receive softbound books, newspapers, and magazines that have been ordered from a publishing company or internet.com bookstore and delivered through the *U.S. Postal Service, FedEx, DHL, or UPS*. These items will be delivered to the incarcerated person providing they are free from articles, words, drawings, pictures, or suggestions of hatred, violence, nudity, jail safety and security compromises, or other content which may jeopardize the legitimate penological interest of the jail facilities.

Section 1067- Access to Telephone

Incarcerated persons have access to the telephone during their dayroom time. Eligible incarcerated persons are also issued electronic tablets which contain a phone application. If an incarcerated person has a special request to use the phone, he/she shall make that request in writing. Incarcerated persons are not allowed to receive incoming calls.

Incarcerated persons will be allowed access to the telephone upon being booked into the jail per Penal Code § 851.5. Once an incarcerated person is housed, incarcerated persons will be allowed to use the telephone in their respective housing areas by either calling collect or by utilizing pre-purchased phone time. This excludes incarcerated persons that have had their dayroom privileges suspended due to a sustained disciplinary finding or court order. Incarcerated persons will be able to telephone their attorney when in disciplinary housing by submitting a request via a kite.

Hearing impaired or deaf incarcerated persons have the right to communicate by utilizing auxiliary aids and telecommunications devices. All Ventura County Jail facilities have been equipped with T.T.Y. (teletypewriter) telephones and the Purple Video Relay Service (VRS) located on the dayroom kiosks.

Section 1068- Access to Courts and Counsel

All incarcerated persons will be afforded access to the courts, counsel, and to other legal resources to adequately enable them to pursue any necessary legal activities and guarantee their statutory and constitutional rights. This includes access to the Public Defender's Office and attorneys via unmonitored telephone calls, unmonitored visits, and mail; access to the Law Library; receive and submit a Writ of Habeas Corpus; and conditional access to the media. Incarcerated persons can place their court case(s) on court calendar by submitting a green Court Kite.

Section 1069- Incarcerated Person Orientation

It is the intention of the Detention Services Division to make incarcerated persons aware of the standard of conduct by distributing a list of jail rules and prohibited acts. All incarcerated persons are given one

pamphlet titled, "INCARCERATED PERSON ORIENTATION & RULES" that contain the rules and regulations they are to follow as well as information regarding services, programs, etc. This booklet is available in Spanish and English. This information is posted in each dayroom and is also available on the incarcerated person tablets.

For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail orientation and rules.

Section 1070- Individual Family Service Programs

Inmate Services provides information and education to incarcerated persons in various subjects. This includes courses on parenting, twelve-step recovery programs and/or a referral to the appropriate community services that is applicable to individual needs. Access to such services is available to all incarcerated persons.

Section 1071- Voting

All interested **and** eligible incarcerated persons that want to vote in any upcoming election can request all necessary information/documents from Inmate Services. All requests must be made via kite. Incarcerated persons can request either an absentee ballot or a voter registration card. If an incarcerated person is booked after the absentee ballot cutoff date and wishes to vote in an upcoming election within Ventura County, he/she can do so by sending a kite to Inmate Services. They, in turn, will have the incarcerated person sign an affidavit authorizing an application for Inmate Services staff to obtain an absentee ballot from the Ventura County Registrar of Voters-Elections Office. After obtaining an absentee ballot, Inmate Services will hand deliver the ballot to the incarcerated person to complete. Voting information is available on the incarcerated person tablets as well as posted in all housing areas.

Section 1072- Religious Observances

The Jail's Chaplain's Office schedules Catholic and Protestant services several times a week for all interested incarcerated persons. Any

incarcerated person that requests a special religious service through the church of their choice is advised to contact the Chaplain's Office, via kite. Individual counseling, group Bible study, pastoral counseling, and visits by representatives of an incarcerated person's faith are also available by request.

All types of literature are available, free of charge, to any incarcerated person who requests it. All diet requests based on religion, are subject to verification by the Chaplain's Office.

Section 1073- Incarcerated Person Grievance Procedure

Detention Services personnel shall maintain consistent and equitable procedures for handling incarcerated person grievances. This is accomplished by providing the incarcerated person with a form for communicating complaints, such as custody treatment, medical treatment, jail policies and procedures, appeal disciplinary related findings, appeal classification, housing related decisions, or other custody related matters. Grievances can also be utilized to answer questions about the above topics by incarcerated persons and reduce the necessity for many legal challenges and inquires.

If an incarcerated person does not feel the response they received from the grievance was satisfactory, they may appeal that response to the next level. There are five levels at which an incarcerated person grievance can be solved. Every effort will be made to resolve the grievance at the lowest level. The five levels are: Housing Deputy (must respond within 24 hours), Level Supervisor (must respond within 24 hours), facility supervisor (must respond within three days, excluding weekends and holidays), Facility Manager (must respond within seven days, excluding weekends and holidays) and Commander (must respond within ten days, excluding weekends and holidays). Grievances that must be responded to by specialized units in the jail shall be responded to within fourteen (14) days.

Any incarcerated person that submits an excessive number of grievances that are determined to be frivolous in nature may be deemed a "frivolous griever." All subsequent grievances from a designated "frivolous griever" will be forwarded to the Legal Unit for review, routing, or answering. The Legal Unit will have seven days to route or respond to the grievances (excluding weekends and holidays).

If an incarcerated person feels that their grievance has not been answered or properly addressed, the incarcerated person may file a Petition for Writ of Habeas Corpus (Writ) after exhausting all administrative remedies (all levels of the grievance process). Once the Writ is filed in Court, the Court will schedule a hearing to make a decision on the issue. An incarcerated person may also file a Writ if they wish to challenge the legality of their confinement or conviction, seeking redress for illegal conditions or treatment, or pursuing remedies in connection with civil legal problems. An incarcerated person may request a grievance or Writ by submitting a kite. All grievances will be distributed and completed grievances will be logged by jail housing staff. All Writs will be distributed by Inmate Services, along with necessary instructions for an incarcerated person to either file the Writ themselves or have the Legal Unit file it for them. The Legal Unit will not give advice or other assistance in incarcerated person legal matters.

Pursuant to Penal Code § 832.5, incarcerated persons may lodge a complaint against custody staff via the incarcerated person grievance form. Incarcerated persons will not be issued a Citizen's Complaint form. It will be explained to the incarcerated person that all complaints against custody personnel will be documented on the grievance but will be investigated in the same manner as a Citizen's Complaint form. The incarcerated person if they desire, may write, "Citizen's Complaint" on the top of the grievance.

Sections 1080, 1081, 1082, 1083- Incarcerated Person Discipline related Policies

Discipline, for the purpose of this policy, is defined as a systematic process by which compliance to facility rules are obtained. An essential part of the process is the imposition of punitive sanctions, which is not intended as a mandatory step, but as a training tool to be used only when other available dispositions are inadequate to regulate an incarcerated person's behavior within acceptable limits. Violations may also result in criminal action against an incarcerated person if an element of a crime/crimes has been established.

Minor Incidents - a violation of a facility rule resulting in action taken against the incarcerated person, which does not affect his/her release date. Four (4) minor violations within a 30-day period will result in a major

violation. While in disciplinary housing, two (2) minor violations within a 30-day period will result in a major violation.

Major incidents - a violation of a facility rule resulting in action taken against the incarcerated person that may affect his/her release date.

For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.

Guidelines

Incarcerated Person Rights - In all disciplinary actions, the incarcerated person shall be notified of the offense or infraction of the rules for which he/she is being disciplined, in writing. At their request, the incarcerated person shall be given a minimum of 24 hours before discipline is approved and have an opportunity to defend his/her actions in written or oral form.

An accused incarcerated person has the right to call witnesses on their behalf unless doing so presents a hazard to institutional safety or correctional goals, or the proposed witness testimony is untimely, irrelevant, duplicative, or unnecessary to an adequate presentation of the incarcerated person's case. Witnesses may be interviewed separately and out of the presence of the incarcerated person. A summary of the witness statements will be included in the disposition section of the discipline status screen. If the hearing officer decides not to interview any of the incarcerated person's named witnesses, the reason must be documented in the disposition section.

In cases where an incarcerated person is found to be incompetent to present their case at the disciplinary hearing, they may seek aid from a sufficiently competent fellow incarcerated person, or request substitute aid in the form of help from staff. Written records of the procedures followed on each case shall be maintained.

Forms of Discipline

The degree of punitive action taken shall be directly related to the severity of the rule infraction. Acceptable forms of discipline may consist of, but not be limited to, the following:

- Loss of privilege(s)
- Extra work detail
- Short-term lockdown for less than 24 hours
- Removal from work details
- Disciplinary Separation
- Forfeiture of "good time" credits earned under Penal Code Section 4019.
- Forfeiture of "work time" credits earned under Penal Code Section 4019.

Limitations of Disciplinary Actions

The Penal Code and the Federal Constitution expressly prohibit all cruel and unusual punishment. Additionally, there shall be the following limitations:

- For each violation, no incarcerated person shall be held in Disciplinary Separation for a period longer than ten (10) days without a finding of a new charge of a Major Rule violation of the facility rules and regulations.
- If after placement in separation, mental health or medical staff determines that an individual has serious mental illness or intellectual disability, they shall be removed from disciplinary separation immediately upon determination.
- Under no circumstances shall the safety cell be used for disciplinary purposes.
- No incarcerated person shall be deprived of implements necessary to maintain an acceptable level of personal hygiene.

- Incarcerated persons in disciplinary separation during their court or jury trial shall be given an opportunity to shower daily (before or after court).
- Disciplinary Separation cells shall have the minimum furnishings (bunk, toilet, wash basin) and the incarcerated person shall be issued standard bedding and clothing.
 - ***Exceptions are those incarcerated persons who engage in the destruction of these items. The decision to deprive an incarcerated person of such articles shall be reviewed every 24 hours by the Facility Manager.*

Section 1200- Responsibility of Health Care Services

The Ventura County Sheriff's Office contracts its medical services to Wellpath. All incarcerated persons have access to emergency and basic health care services, including medical, mental health, and dental services, while incarcerated.