

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION
(HCCF)
POLICIES AND PROCEDURES

ABOUT THIS MANUAL

With the 1996 opening of the Humboldt County Correctional Facility a new philosophy of supervision was implemented. This supervision, known as Direct Supervision was very new to the staff. Over years this style of supervision accompanied by the facility design, has proven to be a much safer environment for the staff and the inmates alike.

This manual was written prior to the opening of the new facility by a team of Correctional Deputies that represented all ranks of the profession. Since the original policies were written many changes and revisions have been made. Revisions are made to help ensure that the facility and its staff are complying with all current laws and applicable standards set forth by the State and Federal Governments while also ensuring the safety of staff, inmates, and the public alike.

This Policy and Procedure Manual is intended to provide employees with a clear insight into the facility's organization and its operation. The policies and procedures contained in this manual are applicable to all employees that work for the Humboldt County Sheriff's Office and are assigned to the Custody Services Division.

There will, however, be occasions when the policies and procedures will not cover a certain situation or anticipate all problems that may arise. Employees are expected to use good judgment when confronted with a new or unusual situation not covered by these policies and procedures.

As laws and standards continue to change and new ideas come around that might make the custody environment safer or the job easier, we encourage staff to bring forth these positive ideas and suggestions. Policy and Procedure A-019 – Procedural Oversight Committee, outlines the procedure to be used to initiate suggestions or changes in a particular policy and procedure.

This Policy and Procedure Manual will be maintained electronically and accessible by all staff. Notifications will be made to staff upon any changes or updates to its contents. All employees are responsible for remaining aware of this manual's contents as well as the contents of the Humboldt County Sheriff's Office's Policy and Procedure Manual (Lexipol), and will adhere to the directives contained therein.

A handwritten signature in blue ink, appearing to read "Capt Duane Christian", with the number "1322" written to the right of the signature.

Duane Christian, Captain
Facility Manager

HUMBOLDT COUNTY CORRECTIONAL FACILITY

MISSION STATEMENT

The mission of the Humboldt County Correctional Facility is to provide for the safety of the community by the secure detention of individuals arrested and accused of crimes within the jurisdiction of Humboldt County.

In accordance with this county's legal mandate to reduce overcrowding, the Humboldt County Sheriff's Department is dedicated to:

1. Meeting and/or exceeding current codes and standards set forth by the State of California while upholding the Constitution of the United States.
2. Providing a safe and humane facility for staff and inmates alike.
3. The preservation of human dignity.
4. Utilizing community involvement and providing programs to enhance educational and social skills.
5. Public awareness programs to enhance education of the Corrections profession.
6. Implementing the principles of Direct Supervision as an efficient management tool to achieve cost effective operations and increase communication while maintaining effective control.
7. The professionalism of the Corrections field through the selection and training of competent staff, continued education and promotion within the Corrections structure.
8. Encouraging the maximum use of alternative to incarceration programs (such as furlough, SWAP, County Parole and substance abuse treatment) that reduce overcrowding and potentially lower the rate of recidivism among offenders.

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICY AND PROCEDURE MANUAL

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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **FORMAT FOR POLICIES AND PROCEDURES**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **A-001**

REVISED: April 26, 2018

REFERENCES:

Title 15 CCR, 1029

FORMS:

Policy and Procedure Comment Form (HCSO 0329.6)
In Service Training Form (HCSO 0035.16)

POLICY:

The Custody Services Division shall publish and maintain a policy and procedure manual for all aspects of the division's operations that is consistent with current law, regulations, and Sheriff's Office policy.

DEFINITIONS:

FTO Coordinator – A correctional Deputy assigned to oversee and coordinate the Facility Training Officers (FTO) program.

Facility Administrator - The Sheriff who is charged by statute with the administration of the Humboldt County Correctional Facility.

Facility Manager - The jail commander who has been delegated the responsibility for operating the Humboldt County Correctional Facility by the Facility Administrator. This position holds the rank of Captain and has the responsibility of implementing Department policy and establishing facility policies and procedures to ensure an efficient and effective overall operation of the Custody Services Division.

Policy - A policy is a statement of what is to be done in relation to a particular issue. It reflects the philosophy of the organization, and defines the purpose for which the action is taken.

Policy and Procedure Manual - The Custody Services Division Policy and Procedure Manual is a collection of policies and corresponding procedures that provides all staff with a guide addressing all aspects of the division and its operations. It is intended to be used in conjunction with the Humboldt County Sheriff's Office Policy Manual and the Department Rules and Regulations.

Procedural Oversight Committee (POC) – A committee made up of correctional and civilian staff that is chaired by the Sheriff's Compliance Officer. The committee's objective is to take suggestions made by staff on procedural issues and determine if the suggestions are viable and need to be forwarded up the Chain of Command for further evaluation and possible implementation.

Procedure - A procedure provides a detailed description of how a policy is to be accomplished. It details the steps to be taken, the order in which they will be carried out, and by whom.

Policy & Procedure Review - An annual review of all the policy and procedures in order to keep up to date on current laws and practices. This review may result in the creation, deletion, or revision of certain policy and procedures.

Sheriff's Compliance Officer - A single position class reporting directly to the Facility Administrator or designee, responsible for recommending policies and procedures ensuring that the facility operations are in compliance with all applicable state and federal laws and guidelines and for inspecting the facility to identify and monitor conditions requiring remedial action. (A-001 & A-002)

GENERAL INFORMATION:

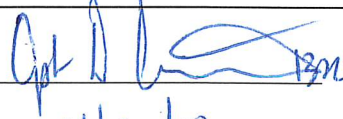
1. Staff below the level of Correctional Lieutenant will not be issued a Policy and Procedure Manual. Policies can be viewed electronically by all staff from any computer terminal. This can be done by going to, "*Sheriff on Net-Support-02\Jail-Sheriff\HCCF Policy & Procedure Manual*".
2. For the purpose of facility training, thumb drives containing all the division's policies will be maintained and kept current for the temporary use by newly hired staff on the FTO program. These thumb drives will be maintained by the FTO Coordinator.
3. The policies and procedures issued in this manual become effective the date they are signed unless otherwise stated in the policy and shall supersede all previously issued Custody Services Division Policies and Procedures. Each policy and procedure shall remain in effect until it is revised and reissued or repealed.

4. The Facility Manager or Acting Facility Manager shall have the responsibility and authority to issue, revise, or repeal the CSD's policies and Procedures with the exception of those policies and procedures issued by the Facility Administrator.

PROCEDURE:

1. All policies and procedures shall be formatted as exemplified in this policy in the following order: SUBJECT (Title of policy), APPROVED BY: (Jail Manager or Acting Jail Manager), DATE: (date policy was written), REVISED: (dates of revisions), REFERENCES: (pertinent code sections, regulations, case law etc.) FORMS: (required forms), POLICY: (statement as defined) DEFINITIONS: (key words or phrases used requiring definition) GENERAL INFORMATION: (information not listed in procedural steps) PROCEDURE: (step by step instructions in the order in which they occur).
2. The Policy and Procedure Manual is divided into major sections in which similar activities are grouped. Each section is designated by a capital letter and each policy is numbered separately within that section. The letter and number designation shall appear on the upper right side of the first page, across from DATE.
3. All policies and procedures shall be listed in a table of contents.
4. When a new or revised policy and procedure is issued it shall be disseminated in the following manner:
 - a. Correctional Lieutenants will receive copies of the new or revised policy for their manual.
 - b. The Correctional Lieutenants shall ensure that all staff is adequately trained on the new or revised policy and procedure.
 - c. In those cases where a new policy is being instituted all staff shall sign an in-service training form documenting that they reviewed and understand how to carry out the procedure. These in-service training forms shall be retained with the other training records in the Training Officer's office.
 - d. In those cases where an existing policy is revised all staff will be provided the revised policy electronically by a Correctional Lieutenant or their designee.
5. Staff shall review the policy and procedures periodically. Failure to properly execute policies and procedures will not be excused because a staff member has not reviewed the policy and procedures.

6. The policy and procedure manual shall be reviewed annually. The Compliance Officer shall participate in reviewing and updating the manual. These reviews will be documented on an Excel spreadsheet with the date reviewed.
7. Recommendation for revisions to a policy and procedure from line staff shall be made on the Policy and Procedure Comment Form (HCSD 0329.6) and through the Procedural Oversight Committee.

Approved by: Duane Christian, Captain Facility Manager	Signature 
	Date Signed: 4/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: TABLE OF ORGANIZATION

APPROVED BY: Michael Downey, Sheriff
Facility Administrator

DATE: April 14, 1996

REVISED: August 3, 2015

A-002

REFERENCES:

Title 15 CCR 1029
Humboldt County Sheriff's Office Lexipol Policy 200

POLICY:

The Humboldt County Sheriff's Office is organized in a manner that places staff into related units, which promotes efficiency, group's similar functions and provides a clear chain of command from entry-level positions to the Sheriff.

DEFINITIONS:

Sheriff's Compliance Officer - A single position class reporting directly to the Facility Administrator or designee, responsible for recommending policies and procedures ensuring that the facility operations are in compliance with all applicable state and federal laws and guidelines, inspects the facility to identify and monitor conditions requiring remedial action, and is the liaison officer with the courts relative to writs and court actions that affect facility operations. At the direction of the Facility Administrator, assumes duties of Staff or Operations Manager in their absence.

Correctional Deputy I - On probationary status for one year from the date of hire in which time they are required to complete and pass the facility training program and all other job requirements. May be assigned to perform a variety of duties and tasks pertaining to the operation of a safe and secure facility under the direct supervision of a Senior Correctional Deputy or Supervising Correctional Deputy.

Correctional Deputy II - Under general supervision, maintains security, supervises and directs the movement and activities of inmates in designated housing units or in and about the facility. May be assigned to perform a variety of duties and tasks pertaining to the operation of a safe and secure facility including but not limited to transportation, classification, property storage, booking and release.

Facility Administrator - The Sheriff, who is officially charged by law with the administration of the Humboldt County Correctional Facility.

Facility Manager - The facility commander who has been delegated the responsibility for operating the Humboldt County Correctional Facility by the Facility Administrator. This position holds the rank of Correctional Captain and has the responsibility of implementing Sheriff's Office policy and establishing

facility policies and procedures to ensure an efficient and effective overall operation of the Humboldt County Correctional Facility. This position directly supervises the unit managers

Kitchen/Laundry Services Manager – A civilian position under the direction of the Facility Manager, who oversees the daily management of the Food Service Unit and the Laundry Services Unit to ensure the facility meets all laws and standards regarding these areas.

Operations Unit Manager - A Correctional Lieutenant under the direction of the Facility Manager, who oversees the management of all facility systems, equipment and vehicles in conjunction with the daily operation of the facility. Coordinates and oversees all facility maintenance. Provides supervision for the Alternative Programs Supervisor, Operations Services Supervisor, Inmate Programs Coordinator, and the Senior Legal Office Assistant. At the direction of the Facility Administrator, assumes command of the facility in the absence of the Facility Manager.

Operations Services Sergeant - A Supervising Correctional Deputy assigned to the facility administration, under the direction of the Operations Manager, and is liaison with the Humboldt County Maintenance Department subject to approval by Operations Manager, receives requests from Community Organizations for public relations events (school programs, tours) and coordinates same. Supervises the Legal Office Assistants assigned to Reception. Maintains facility security, safety and communication equipment in working order; monitors maintenance contracts; recommends equipment replacement. Schedules required inspections of fire and life safety equipment. Reports all safety inspections to the Compliance Officer and Operations Manager. Reviews and recommends for approval facility clearance requests for volunteers and civilians. At the direction of the Facility Administrator, assumes duties of Staff or Operations Manager in their absence.

Senior Correctional Deputy - Under the supervision of a Supervising Correctional Deputy, provides direction and training to Correctional Deputies I and II, assists the shift supervisor in overseeing the activities of a shift. Assumes command of a shift in the absence of the shift supervisor. May be assigned to specialty positions, including but not limited to Classification and Background Investigations.

Shift Sergeant - A Supervising Correctional Deputy or, as assigned a Senior Correctional Deputy under the direction of the Staff Manager, plans, coordinates and supervises the activities and correctional staff of an assigned shift in the Humboldt County Correctional Facility.

Staff Unit Manager - A Correctional Lieutenant under the direction of the Facility Manager, who oversees the management of the facility correctional staff, in conjunction with the daily operation of the facility. Supervises/Directs the work of the Staff Services Sergeant. At the direction of the Facility Administrator, assumes command of the facility in the absence of the Facility Manager.

Staff Services Sergeant- A Supervising Correctional Deputy assigned to the facility administration, under the direction of the Staff Manager, supervises the corrections staff assigned to Classification, Court, Transportation. Oversees the Facility Training Officer program and the Employee and Civilian staff Orientation Program. Inventories and orders department forms and office supplies, such as copy paper, toner cartridges, pens, pencils, note pads, paper clips, and other supplies which do not require a contract or bid process. At the direction of the Facility Administrator, assumes duties of Staff or Operations Manager in their absence.

SWAP/Cal-Trans Sergeant - A Supervising Correctional Deputy under the direction of the Operations Manager, plans, coordinates and supervises the activities and correctional staff assigned to the Sheriff's Work Alternative Program (SWAP) and the Cal Trans Work Crews.

GENERAL INFORMATION:

1. The following procedure outlines the chain of command relative to the staff positions allocated within the Humboldt County Correctional Facility.
2. Staff members of the Humboldt County Correctional Facility shall transact official business through channels, commencing with their immediate supervisor.
3. If the matter cannot be handled at the Supervisor level, they will give permission to the staff member to submit a request in writing to the next level in the chain of command. The request shall be forwarded to the next level with their comments attached, if appropriate.
4. In emergencies where the matter cannot be handled by the immediate Supervisor, he or she will verbally advise the next available supervisor, of the matter needing immediate attention.
5. Nothing in this policy shall preclude a staff member's privilege to contact the Sheriff on matters of a strictly personal nature.

PROCEDURE:

1. The chain of command for Correctional staff assigned to the Humboldt County Correctional Facility shall be as follows:

SHERIFF (Facility Administrator)
UNDERSHERIFF
CORRECTIONAL CAPTAIN (Facility Manager)
CORRECTIONAL LIEUTENANT (Operations or Staff)
SUPERVISING CORRECTIONAL DEPUTY
SENIOR CORRECTIONAL DEPUTY
CORRECTIONAL DEPUTY I/II

2. The Correctional Lieutenant assigned, as the Operations Unit Manager shall be the first point of contact within the chain of command for the following positions:

SWAP/Cal-Trans Sergeant
Operations Services Sergeant
Kitchen/Laundry Services Manager
Contract Employees
County Mental Health Staff
Inmate Programs Coordinator
Senior Legal Office Assistant

3. The Correctional Lieutenant assigned as the Staff Unit Manager, shall be the first point of contact within the chain of command for the following positions:

Shift Sergeants
Staff Services Sergeant

4. The Kitchen/Laundry Services Manager, shall supervise the staff assigned to the following:

Work Crew Leaders
Correctional Cooks

5. The Supervising Correctional Deputy assigned as the Operations Services Sergeant, shall supervise the staff assigned to the following positions:

Legal Office Assistants

6. The Supervising Correctional Deputy assigned as the SWAP/Cal-Trans Sergeant, shall supervise the staff assigned to the following:

Cal-Trans housing unit
Cal-Trans Field Deputies
Legal Office Assistant
Senior Correctional Deputy
SWAP Field Deputies

7. The Supervising Correctional Deputy assigned as the Staff Services Sergeant, shall supervise the staff assigned to the following:

Classification unit
Court Unit
Transportation Unit

8. All subordinate Deputies and civilian staff are subject to the direction and lawful orders given by the on-duty Shift Sergeant or other higher-ranking officer.

Approved by: Michael Downey, Sheriff
Facility Administrator

Signature: 

Date Signed: 8/3/15

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: STAFF AND STAFF/INMATE COMMUNICATIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: February 26, 1996 **A-005**

REVISED: April 26, 2018

REFERENCES:

Title 15 - CCR 1029
HCCF Policy and Procedure I-002

FORMS:

Inmate Request Form (HCSD 326.3)

POLICY:

The Humboldt County Correctional Facility encourages an open communication system that promotes consistent and efficient operations while providing thorough, clear and accurate information to staff and inmates.

GENERAL INFORMATION:

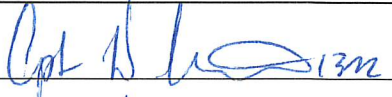
1. All facility staff shall communicate (written and verbal) with each other and with inmates in a professional manner within the guidelines established by the Humboldt County Sheriff's Office policies, rules, and regulations.
2. Written communications shall comply with the chain of command.
3. Facility staff are responsible for checking their mailbox once daily during their shift for mail, memos, notices, or other written correspondence. They are also responsible for checking electronic correspondence throughout their shift.
4. Written communications such as memos to all staff may be placed in the briefing basket in the Briefing/Training Room for reading at the briefings prior to each shift. They may also be sent through County E-mail.
5. All Correctional staff will be trained in Interpersonal Communication within the first year of employment.

PROCEDURE: STAFF COMMUNICATION

1. The Correctional Lieutenant assigned as the Staff Manager, shall schedule and conduct monthly staff meetings of supervisory personnel. In the absence of the Staff manager, the Operations or Administrative Managers may conduct the meeting.
2. Each participant will have the opportunity to discuss items of interest at the meeting.
3. The Staff Manager will discuss policy and program changes and directives which are of general interest to the operation of the facility.
4. During daily briefings, Supervisors will disseminate necessary information from the meetings to the staff they supervise.

PROCEDURE: Staff/Inmate Communications

1. Communication between staff and inmates is essential to the efficient operation of the facility.
2. All staff will respond to inmate inquiries and/or direct the inmate to a staff member who can answer the question when the original staff member is unable to respond.
3. Some situations or questions may require the inmate to communicate with someone other than the housing officer. In such cases, the inmate will complete an Inmate Request Form which will be forwarded to the appropriate party by the housing officer.
4. Inmates may communicate directly and confidentially with the Facility Administrator and Facility Manager in writing. Correspondence from inmates addressed to the Facility Administrator or Facility Manager shall be treated as legal mail (See P&P I-002). The letter can be placed in an Inter-Office envelope and forwarded to the appropriate party through the facility mail.

Approved by: Duane Christian, Captain Facility Manager	Signature 
	Date Signed: 4/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: PERSONNEL TRAINING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. A-006

REVISED: May 31, 2023

REFERENCES:

Title 15 - CCR 1020, 1021, 1023, 1025,
PC – 831.5, 832, 6035, 6036,
Humboldt County Sheriff’s Office Policy 208, 300, 312

POLICY:

The Custody Services Division promotes and provides personnel training programs that are designed to provide professional growth and continued development of its personnel.

DEFINITIONS:

Annual Training Plan - A plan developed by the Facility Administrator or designee, which includes an assessment/ projection of the division’s training needs, the types of courses to be completed, and a tentative training schedule for the year to ensure staff meet state mandates.

Less Lethal Weapons – Are weapons intended to be unlikely to kill, or cause great bodily injury to a living target. Less Lethal Weapons, when used properly, are less likely to result in death or serious physical injury.

Kinetic Energy Projectiles - Are Bean Bags, or Foam Rubber Batons fired from a 12 gauge shotgun or a 37/40 mm launcher that are used in an attempt to deescalate potentially deadly situations, with a reduced potential for death or serious physical injury.

Chemical Irritants - Tear Smoke, with CS, CN, OC, and similar chemicals used to gain control of individuals and/or crowds.

Facility Training Officer- (FTO) - Senior Correctional Deputies assigned to provide on the job training to Correctional Deputies newly assigned to the correctional facility.

FTO Program- a multi week program whereby newly hired correctional staff train with a FTO on all aspects of corrections.

FTO Committee - This committee consists of all FTO’s, and the Facility Manager or designee. This committee meets on a monthly basis to discuss trainee’s progress, resolve problems and talk about

or implement new ideas that might benefit the training program. This committee will make recommendations, which may include but are not limited to:

- Permanent Employment Status
- Termination
- Modified FTO Program

Standards and Training for Corrections Program (STC) - A statewide program overseen by The Board of State and Community Corrections to standardize the local corrections selection and training program. The intent of the program is to:

- a. Assist local corrections and probation departments in selecting qualified people for employment and to maintain staff proficiency;
- b. Promote development of an efficient and effective training delivery system;
- c. Provide financial assistance to local corrections departments to meet selection and training standards; and
- d. Provide technical assistance and support to all participating departments and providers.

Training - Formal classroom instruction, on-the-job training under the direction of the FTO's or instructor; training meetings or conferences which include a formal agenda and instruction by an instructor, manager or official; manual training, remedial training, physical training or other instructional programs which include a trainee-trainer situation. Training programs usually include requirements for completion, attendance recording, and a system for recognition of completion.

Training Sergeant - A patrol Sergeant assigned to coordinate training for Humboldt County Sheriff's Office personnel.

Training Cycle - A training cycle is a twelve (12) month period begin on July 1st and ending on June 30th.

Training Objectives - A specific written statement of goals expected to be obtained by all who successfully complete the training program.

GENERAL INFORMATION:

1. The Training Coordinator will work closely with Custody Services Division (CSD) administration to plan and coordinate training programs for Custody Services staff.
2. Basic Training Objectives:
 - To familiarize the new employees with the physical layout of the facility.
 - To inform the new employees of the Sheriff's Office mission and goals.
 - To instruct new employees in Facility Policy and Procedures.
 - To provide all employees with improved job skills.
 - To develop skills to assist in establishing productive, effective, and professional relationships with inmates.
3. All new Correctional Deputies within their first year of employment must successfully complete a STC Corrections Core Course. Personnel who have satisfactorily completed a

POST Certified Basic Academy as defined in PC832.3 shall also successfully complete the Corrections Officer Basic Academy Supplemental Core Course as defined in Title 15 1020(e).

4. All full time employees will be provided with training in the use of firearms as defined in Penal Code Section 832.
5. All officers after their first year of full time employment are required to complete 24 hours of STC certified training annually.
6. All Senior Correctional Deputies will receive STC certified supervisory training prior to assuming supervisory duties in the absence of the Sergeant. Every attempt will be made to ensure this is completed within the first twelve months after promotion. Whenever possible, there will be one Senior Correctional Deputy on each assigned shift who has completed the STC supervisory course.
7. Managerial personnel including the Facility Manager are to receive 40 hours of Jail Management Training during their first year of assignment to a managerial position. They are required to complete a minimum of 24 hours of STC certified training annually thereafter. This training may include but not be limited to:
 - General Management.
 - Decision making process.
 - Labor laws.
 - Employee-management relations.
 - Relationships with other agencies.
8. Firearms training will be held a minimum of three (3) times per year by a qualified firearms instructor (see HCSO P&P 312). These qualifications may include but are not limited to:
 - Successful completion of the handgun and shotgun course and maintaining a minimum qualification score set by Department Policy.
 - Safety instruction in the use of and care of firearms.
 - A periodic review of the Firearms Policy and conditions under which firearms are authorized.
9. Less Lethal training, such as chemical agents, Taser, and Kinetic Energy Projectile training, will be required for any employee authorized to use them in the performance of their duties. This training may be updated as necessary and may include but is not limited to:
 - Specific instructions regarding use of each product as specified by the manufacturer.
 - Precautions to be followed as specified by the manufacturers.
 - A description of the various agents available and recommended.
 - Restrictions for each product.
 - Type of medical care required for each product.
 - Report procedures required.

10. Defensive Tactics training is provided as part of the Basic Corrections Core Course. Because it a perishable skill, refresher courses are done frequently as defined in HCSO Policies 208 & 300.
11. Fire/Life Safety training will be held annually if possible for all officers. First Aid/CPR training will be held every two (2) years for all deputies.
12. Correctional staff shall conduct 4-6 hours of documented Briefing Refresher Training annually and this training shall include training on policies related to sobering cells, safety cells, use of restraints, suicide prevention and the handling of mentally disordered inmates.
13. Prior to the completion of the FTO Program all correctional staff shall receive Medical Issues training conducted by Health Care Services and Mental Health Staff.

PROCEDURE: FTO Training

1. All new employees will receive an orientation by the Facility Manager's designee prior to being assigned to the FTO program. The orientation may include but is not limited to:
 - An overview of the entire Sheriff's Office and its structure.
 - An overview of the facility's purpose, goals, policies and procedures.
 - An overview of the facility's fire and emergency procedures.
 - An overview of the facility's working conditions and regulations.
 - A brief overview of corrections.
 - Instruction in job related areas. If an employee can document adequate prior law enforcement training in this category, such training need not be repeated.
2. Upon completion of the orientation week the trainee will be placed on the FTO program for approximately twelve (12) weeks. During the duration of their program, they will be trained and evaluated on job performance tasks.
3. The trainee will rotate to a different shift every 2 weeks.
4. Upon the successful completion of the job performance tasks, the trainee's file will be reviewed by the FTO coordinator. The coordinator will make a recommendation to the Staff Lieutenant as to the trainee's status.
5. The Staff Lieutenant will review the trainee's file and make a recommendation to the Facility Manager to sign off the trainee or extend their training program.
6. The Facility Manager will review the recommendations and determine whether to take the trainee off the program or extend them.

PROCEDURE: Annual Training

1. Prior to the beginning of the fiscal year, each Lieutenant will develop an annual training for their unit.

2. A Correctional Deputy can request specific training by sending a memo to the Lieutenant in their chain of command.
3. The Lieutenant will consider the Deputy's request, by looking at the agencies needs and the deputy's qualifications and work history.
4. Well in advance of any training, the Lieutenant will complete a Request for Training form and forward it to the Facility Manager.
5. The Facility Manager will review the request. If approved the request will be sent to the Training Coordinator to make reservations.
6. If denied, the request will be returned to the requesting deputy.

PROCEDURE: Training Records

1. Staff training records are confidential and will be kept by the Training Coordinator.
2. These records are kept in secure electronic files.
3. An officer may review their files upon approval of a written request to the Training Coordinator.
4. A separate training record will be established for each employee and will include:
 - Employee name.
 - Assignment category (i.e. rank, full/part time, etc.).
 - Date Hired.
 - Educational accomplishments.
 - Up to date chronological lists of training accomplished by the employee.
5. The Training Coordinator will update each employees training record in a timely manner upon the completion of each course of training.

Approved by: Duane Christian, Captain
Facility Manager

Signature



Date Signed:

5/31/23

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATE RECORDS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **A-008**

REVISED: April 26, 2018

REFERENCES:

Title 15 - CCR 1041, 1045
P.C. 6030
Evidence Code 1560
California Public Records Act

POLICY:

The security of all inmate records containing confidential information shall be strictly maintained. The release of any inmate information will be governed by Sheriff's Office Policy.

DEFINITIONS:

Classification Files - Contain confidential Inmate Records and shall be handled as prescribed in Policy and Procedure C-007 Classification Records.

Custodian of Records - The Custodian of Records shall be the Legal Office Services Supervisor assigned to the Legal Office Services Division.

Custodian of Records Designee - Those designated to accept service of Subpoenas Duces Tecum, other than the Legal Office Services Supervisor, are the Deputy Director of Sheriff's Administration, the Undersheriff, or the Sheriff, in that order.

Inmate Medical Records - Records pertaining to the inmate's health and mental health care while in custody. These records are the property of the Humboldt County Sheriff's Office and maintained by the Health Services Provider.

Subpoena Duces Tecum - An order directing the Humboldt County Sheriff's Office to produce papers, documents, books, or things at a hearing as evidence. (Evidence Code Section 1560)

GENERAL INFORMATION:

1. The security of all records pertaining to any inmate will be strictly maintained.
2. The inmate records will be secured in an area which is not accessible by inmates, unless accompanied by an deputy. At no time will an inmate be left alone in an area where inmate records are kept.
3. No deputy or LOA will teach any unauthorized person(s) the operation of the Jail Management System (JMS).
4. Inmates will not be allowed in any area having a JMS terminal unless accompanied by an officer.
5. The majority of the information contained on an inmate booking sheet is considered confidential. Only the following information may be released:
 - a. Name, city of residence and occupation of person arrested
 - b. Physical description
 - c. Date and time of arrest
 - d. Date and time of booking
 - e. Location of arrest
 - f. Amount of bail (But not the name of the person who posted bail)
 - g. How released
 - h. Charges arrested for
 - I. Arresting agency and officer
 - j. Release date
 - k. Address of arrestee (to Attorneys only upon request)
6. The above information is considered public information and may be released, except to the extent that disclosure of a particular item or information would endanger the safety of victims or persons involved in the investigation or the successful completion of the investigation.
7. All other information contained in the booking or in the Classification file is not for disclosure except with the Facility Manager or designee's approval or the inmate's written permission.
8. All Subpoena Duces Tecums shall be accepted only when personally served on the Custodian of Records, or his/her designee. Service shall be accomplished by delivering copies of the Subpoena and Affidavit in Support of the Subpoena to the Custodian of Records.
9. The Custodian of Records will notify the Facility Manager and request copies of the necessary records.

10. A record of any release of information that is not designated as Public Information will be kept by the Classification Officer on the inside cover of the inmates Classification File. This audit trail will consist of but is not limited to:
 - a. Date of request.
 - b. Date of release of information.
 - c. Person authorizing release of information.
 - d. To whom the information was released.
 - e. List of information released.
 - f. Officer and Pin # making entry in Classification Folder.

PROCEDURE: Requests for Release of Information by other Agencies:

To maintain accurate records of inmate information released to other agencies the following procedure will be adhered to.

1. Officer or agent of the requesting agency will send a formal request on the agencies letterhead or a teletype containing the agencies MNEMONICS, specific information requested (names, dates, etc) to the Staff Lieutenant.
2. If approved the request will be forwarded to Classification for release of information and filing of the request in the Classification File(s).
3. If denied the Staff Lieutenant will contact the agency.

PROCEDURE: Destruction of Inmate Records:

The following time periods will be adhered to for purging of inmate records:

1. **Current Year + One (1) year:**
The following list may include, but is not limited to:
 - a. Court List
 - b. D.A. List
2. **Current Year + Two (2) years:**
The following list may include, but is not limited to:
 - a. Agreement To Appear.
 - b. Claims Against Jail.
 - c. Daily Release Sheets.
 - d. Detention Certificates.
 - e. Head Count.
 - f. Observation And Review Log.
 - g. Suicide Alert Notice.
 - h. Supervised Release Program.

3. **Over seven (7) years:**
Classification Files with no activity for seven years.

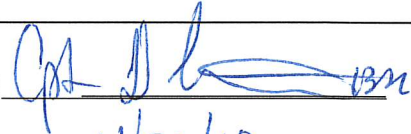
4. **Inmate Deaths:**

All Custody Services Division records and medical records of an inmate who dies while in custody or is considered to be an In-Custody Death, will be maintained by the Facility Manager for ten (10) years plus one (1) month. This includes all reports pertaining to the death of the inmate while in custody.

The above policy does not apply to the computerized jail management system, only hard copy records.

Approved by: Duane Christian , Captain
Facility Manager

Signature:



Date Signed:

4/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: PRISONER TRUST ACCOUNT
APPROVED BY: Captain Duane Christian, Facility Manager
DATE: November 13, 2014
REVISED: April 26, 2018

A-009

REFERENCES:

HCCF Policy and Procedure B-004, B-101, B-102, H-010, I-004, I-005, I-006, M-019

FORMS:

Prisoner Trust Account Balance Sheet

POLICY:

The Humboldt County Correctional Facility will maintain inmate funds in a safe and secure manner by providing a method of receiving, documenting, storing, and releasing of all inmate funds. The proper acceptance and maintenance of inmate funds is necessary to prevent liability.

DEFINITIONS:

Booking Kiosk – A locked Kiosk used for the purposes of depositing inmate funds securely.

Contaminated Money – Any money removed from an arrestee at booking that is thought to be contaminated by any bodily fluid, hazardous waste, or harmful substance.

Lobby Kiosk – A machine located in the lobby of the Correctional Facility where secure cash deposits to an inmates account can be made.

Prisoner Trust Account - The money belonging to inmates held in trust by the Sheriff's Office and deposited in a bank account.

Prisoner Trust Account Bookkeeper - A person appointed by the Sheriff to account for and keep the books for the Prisoner Trust Account.

Prisoner Trust Account Balance Sheet – An Excel spreadsheet used to balance the money from the Booking Kiosk with the computer generated accounting system.

GENERAL INFORMATION:

1. All funds received for inmates accounts at booking or through the U. S. mail, will be recorded on individual inmate trust accounts through the computer generated accounting system.
2. Family members can deposit funds on an inmate's trust account either by the Lobby Kiosk or via the internet through a designated website posted in the housing units and lobby area.
3. For procedures on how to handle cash, money orders or checks that come in through the mail, see I-004.
4. The following forms of funds are acceptable:
 - a. Cash
 - b. Cashier Checks
 - c. Payroll Checks
 - d. Tribal Checks
 - e. Correctional Facilities/Sheriff's Checks
 - f. Government Checks (State of California & Federal)
 - g. US Postal Money Orders
5. All checks and money orders must be endorsed by the inmate before being entered on his/her account in the computer generated accounting system.
6. For procedure on how to release money see B-102.
7. To help avert gambling, payoffs for favors or illegal activity involving money, an inmate may **NOT** place money on another inmate's account.
8. During incarceration, deductions from an inmate's account may include but are not limited to the following:
 - a. Commissary Purchases (see P&P M-019)
 - b. Medical Co-Payments (see P&P H-010)
 - c. Payment of Postage (see P&P I-006)
 - d. Payment for books/magazines upon request of the inmate (see P&P I-005)
9. Any money removed from an arrestee thought to be contaminated, will be sealed and placed in the inmate's personal property. It WILL NOT be placed on the inmate's account.

PROCEDURE:

1. All money will be counted in the pre-booking area and documented in the JMS property section. In the event the arrestee is due to be booked and released the money will be placed in the clear property storage bag. In the event the arrestee is determined to be staying in custody the money will be deposited in the Booking Kiosk in an account created for the arrestee. Any amount of money exceeding one hundred dollars will be counted by a second officer in the pre-booking area prior to being documented in the JMS property section.

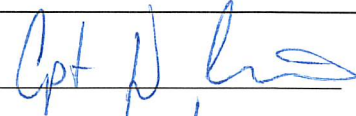
2. Funds deposited by family or friends through either the Lobby Kiosk or internet go directly to the individual inmate's trust account.
3. Two designees appointed by the Facility Manager will remove the cash from the Booking Kiosk once a week (Monday), unless it is a County Holiday where it will be done on the next business day following the holiday. If the Booking Kiosk becomes full and needs to be emptied then the Facility Manager and/or designee will be notified. The process for removing the cash from the Booking Kiosk is as follows:
 - a. Clear all the money from the Booking kiosk
 - b. Count the money
 - c. Balance the Keefe system with the money totals counted, correcting any errors found with the total in the Keefe system
 - d. Prepare a bank deposit
 - e. Puts the deposit in a locked cabinet until it is taken by the Facility Manager or designee to the bank on Friday of each week.
4. When there is any other malfunction with the Booking Kiosk the Facility Manager and/or designee will be notified via email. *(An example of a malfunction would be "Drawer total differs from actual amount and the Kiosk needs to be closed where an Over/Short function needs to be done".)* After notification the procedure for clearing the malfunction is as follows:
 - a. Click on the Current Drawer
 - b. Select Booking Kiosk
 - c. Select Close
 - d. An error box will pop up and select OK
 - e. Another box will then appear saying the amount is off with an OVER/SHORT button
 - f. Select the OVER/SHORT button
 - g. Booking Kiosk is then ready for use
5. Upon release, the inmate will receive the total balance of his/her account(see P&P B-102).

PROCEDURE: CONTAMINATED MONEY

1. Any money thought to be contaminated will be removed from the arrestee, counted and immediately placed in a clear property bag.
2. "Contaminated Money" and the amount, will be entered into the JMS Property screen.
3. A print out of the property screen will be made and a copy of the printout placed inside the plastic bag containing the contaminated money.
4. The bag containing the contaminated money will be sealed and placed inside the inmate's main clear property bag (see P&P B-004).

Approved by: Duane Christian, Captain
Facility Manager

Signature



Date Signed:

4/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: THE INMATE WELFARE FUND

APPROVED BY: William Honsal, Sheriff
Facility Administrator

DATE EFFECTIVE: October 1, 1995 **A-010**

DATES REVISED: April 16, 2024

REFERENCES:

HCCF P&P A-009, M-001
Title 15 CCR 1045
Penal Code 4025, 4026
Inmate Welfare Fund Committee Standing Rules & Operational Guidelines

POLICY:

The Inmate Welfare Fund shall be administered in accordance with current laws and guidelines regulating the expenditures of the Fund.

DEFINITIONS:

Commissary - A store, maintained and operated by the Sheriff's Office, accessible to the inmates for the purpose of purchasing confectionery items, postage and writing materials, hygiene items, and other items as approved by the Inmate Welfare Fund Committee. The store may be operated by an outside vendor under contract.

Inmate Programs - Programs that assist inmates in making their incarceration a more productive experience and that help them build tools needed to become a productive member of society upon their release.

Inmate Programs Coordinator - Person designated by the Facility Manager to oversee inmate programs and volunteer services.

Client Services Worker - Person designated by the Facility Manager to oversee inmate case management and assist in facilitating inmate programs.

Inmate Welfare Fund - An account separate from that of the Prisoner Trust Account, in which moneys are deposited from sources such as: profits gained by operating a store (commissary), refunds, rebates or commissions received from a telephone company, interest or increment accruing on funds invested and donations.

Inmate Welfare Fund (IWF) Bookkeeper – A Sheriff's Office employee who makes bank deposits and maintains a proper accounting of the Inmate Welfare Fund.

Inmate Welfare Fund Committee - The primary function of the committee is to ensure that expenditures from the fund are consistent with the law and benefit the inmates. The committee reviews proposals for inmate programs which would require funding through IWF.

GENERAL INFORMATION:

1. Any revisions to this policy are subject to the approval of the Sheriff.
2. Inmate Welfare Funds shall be used primarily for the benefit, recreation, education, or welfare of inmates, but not be used to pay required expenses of confining inmates in a local detention system, such as inmate meals, clothing, housing, or medical services. Appropriate expenditures include, but are not limited to the following:
 - a. Supplies, equipment, and tools for inmate programs; and
 - b. Contracted services for such inmate programs.
3. Any funds not needed for the welfare of the inmates may be expended for the maintenance of jail facilities, including, but not limited to the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to education, drug and alcohol counseling, welfare, library, accounting and other programs deemed appropriate by the Sheriff.
4. The Sheriff has ultimate authority to approve the expenditure of IWF funds.
5. The IWF Committee is comprised of the Undersheriff (Committee Chair), Facility Manager (Vice Chair), the Correctional Lieutenant that oversees Inmate Programs, the Program Sergeant, the Inmate Programs Coordinator (Secretary), the IWF Bookkeeper (Treasurer), the Client Services Worker, a civilian member of the community appointed by the Committee Chair for a two (2) year term, and a Correctional Officer I/II appointed by the Facility Manager for a two (2) year term.
6. The fiscal year for the Inmate Welfare Fund (IWF) shall begin July 1 and end June 30 of each year. The IWF Committee shall meet quarterly in July, October, January and April. A quorum of five (5) committee members is required to conduct general business at these meetings.
8. The IWF Committee shall establish Standing Rules and Operating Guidelines, which may only be changed (revisions, additions or deletions) by a 5/8 vote of the committee. The Standing Rules shall include specific responsibilities required of the IWF committee members. The Standing Rules shall be an appendix to this policy.

9. Responsibilities of the IWF Committee shall include but are not necessarily limited to:
- a. Preparation of a proposed annual budget for the Sheriff's approval.
 - b. Overseeing the operation of the Commissary.
 - c. Approval of expenditures within the budget guidelines.
 - d. Reviewing and recommending contractual agreements.
 - e. Reviewing and approving financial statements and audits.
 - f. Maintaining an accounting of fixed assets.
 - g. Developing goals and objectives for inmate programs.

PROCEDURE:

1. The IWF Committee shall propose an annual fiscal year budget to the Sheriff's Director of Financial & Support Services no later than March of each year. The proposed budget will be submitted to the Humboldt County Board of Supervisors as part of the county annual budget submission process.
2. Upon the approval of the budget by the Board of Supervisors, Sheriff's staff may expend inmate welfare funds up to the budgeted amount for that fiscal year.
3. An annual itemized report of expenditures from the IWF shall be prepared by the Sheriff's Business Office for review by the IWF Committee as soon as the prior fiscal year transactions have been substantially finalized by the county's Auditor-Controller's Office. Usually this is around October of each year.
4. In accordance with Penal Code Section 4025 (e), an itemized report of the IWF expenditures shall be submitted annually to the Board of Supervisors after review by the IWF committee and approval by the Sheriff.

Approved by: William Honsal, Sheriff
Facility Administrator

Signature: _____

Date signed: _____

Reviewed by CC: _____

Inmate Welfare Fund Committee

Standing Rules and Operating Guidelines

Adopted by the IWF Committee February 26, 1997
Revised & Adopted August 13, 2019

1. No member of the IWF Committee shall directly benefit financially from the investments made with inmate welfare funds.
2. The Undersheriff or designee will act as the chairperson of the IWF Committee
3. The Chairperson shall schedule the IWF Committee meetings and prepare the agenda. Agendas will be sent out to the committee members 2 weeks prior to the meeting.
4. The Inmate Programs Coordinator will act as the secretary of the IWF Committee.
5. The secretary shall notify the committee members of the meeting date & time and distribute the agenda.
6. Minutes of the meeting shall be recorded and maintained by the secretary.
7. The quarterly meeting of the IWF committee shall follow the format outlined in the latest version of Robert's Rules of Order.
8. Voting members of the IWF committee include the Undersheriff, Facility Manager, Correctional Lieutenant, Administrative Sergeant, Inmate Programs Coordinator, IWF Bookkeeper, a Correctional Supervisor, a civilian appointee, and a Correctional Officer I/II.
9. The committee chair only votes in the event of a tie.
10. A majority of the committee is required to be present for decisions made by the committee – 5 constitutes a quorum.
11. Proposals/items requiring a vote of the committee (Action Items), must be submitted to the chairperson 30 days prior to the meeting
12. Voting in absentia is allowed by the use of e-mail. The e-mail must be sent to each committee member at least 24 hours prior to the beginning of the meeting.
13. IWF committee members must disclose any conflict of interest relative to a contract, expenditure, or purchase prior to the issue coming to a vote and must abstain from voting on the action item.

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SHIFTS AND SHIFT CHANGE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. A-014

REVISED: February 25, 2020

REFERENCES:

CA Penal Code 4021

POLICY:

Personnel are assigned to shifts based upon a staffing plan, which maximizes coverage, safety and security within the Humboldt County Correctional Facility. These schedules comply with the current labor contract personnel agreement with each class of employee.

DEFINITIONS:

Pay Period - A fourteen (14) day period in which an officer works 80 hours. The Pay Period begins on a Sunday.

Shifts - Days and hours an officer is assigned to work.

Shift Change - The twice-daily change from one shift to another.

Short Day - One 6 (six) and one-half (1/2) hour day within the 80 (eighty) hour pay period.

GENERAL INFORMATION:

1. A sufficient number of personnel shall be employed in the Correctional Facility to ensure the implementation and operation of the programs and activities required.
2. Whenever there is an inmate in custody, there shall be at least one employee on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates.

3. Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. This includes all areas of the facility such as intake, medical and court holding.

4. There are four (4) shifts and they are as follows:
 - A Shift = Weekday Day Shift
Monday through Thursday and Monday through Wednesday
 - B Shift = Weekend Day Shift
Friday through Sunday and Thursday through Sunday
 - C Shift = Weekday Night Shift
Monday through Thursday and Monday through Wednesday
 - D Shift = Weekend Night Shift
Friday through Sunday and Thursday through Sunday

5. Each shift works seven (7) days in a fourteen (14) day pay period as follows, Six (6), Twelve (12) hour and fifteen (15) minute days, and one, six (6) hour and one-half (1/2) hour day.

6. Day Shifts begin at 0545 hours and end at 1800 hours.

7. Night Shifts begin at 1745 hours and end at 0600 hours.

8. Each deputy is assigned a short day within their eighty- hour (80) pay period. Short days are determined by rank and seniority.
 - Example: First Pick - Supervisors
 - Second Pick - Senior Correctional Deputies, by seniority
 - Third Pick - Correctional Deputy II's, by seniority
 - Fourth Pick - Correctional Deputy I's by seniority

9. Briefing is held daily, during the first fifteen minutes of each shift.

PROCEDURE:

1. At the beginning of each shift, deputies will meet in Room S240 for briefing, assignments, and equipment (for equipment issuing see Post Orders).

2. Deputies will be issued keys by the shift supervisors.

3. The off going shift supervisor or designee will brief the oncoming shift. Upon arrival at assigned posts on coming deputies will be briefed by the off going deputies.

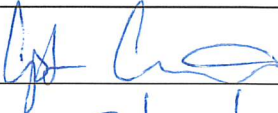
4. At 0600 hours and 1800 hours respectfully off going shifts will exit their posts and return keys to Room S240 (for equipment return see Post Orders).

SUBJECT: Shifts and Shift Change

PROCEDURE NO: A-014
PAGE NO: 3 of 3

Approved by: Duane Christian, Captain
Facility Manager

Signature



Date Signed

2/25/2020

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: **SHIFT ROTATION, CORRECTIONAL SUPERVISORS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. A-015

REVISED: April 26, 2018

REFERENCES:

POLICY:

The Humboldt County Correctional Facility has established shift rotations for Correctional Supervisors, which are effective and efficient for the operation of the facility and yet fair and equitable for supervisory staff.

DEFINITIONS:

Shift Rotation - A rotation of personnel from one shift to another, occurring three (3) times in a twelve (12) month period.

Natural Rotation - The systematic rotation from one shift to the next. Unless otherwise assigned, Shift D will rotate to Shift C, C to B, B to A, A to D.

Shift Trade - When two (2) or more officers of equal rank arrange, in compliance with division policy, to trade their shifts.

GENERAL INFORMATION:

1. There are three (3) shift rotations per twelve (12) month period. The beginning of the second pay period in January, May and September are the designated shift rotations dates, unless otherwise noticed by the Staff Lieutenant.
2. Shift trades complying with division policy may be made between officers of the same rank.
3. The jail Administrator or designee has the ultimate authority and may assign individuals to shifts if the need arises.

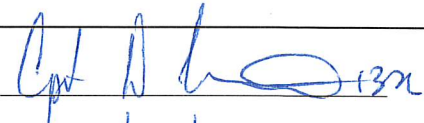
4. Only the Staff Lieutenant or Facility Manager can approve or deny shift trade requests.
5. All shift trade requests must be submitted to the Staff Lieutenant in an inter-office memorandum at least five (5) weeks in advance of the shift rotation.
6. Correctional Supervisors not requesting trades will follow their natural rotations.

PROCEDURE:

1. Ten (10) weeks prior to Shift Rotation, the Staff Lieutenant will post the shift rotation roster.
2. All shift trade requests must be submitted to the Staff Lieutenant in an inter-office memorandum at least five (5) weeks in advance of the shift rotation.
3. The Staff Lieutenant will acknowledge with a written response granting or denying the trade within five (5) working days of receiving the shift trade request.
4. Two (2) weeks prior to shift rotation the Staff Lieutenant will post the finalized shift rotation rosters.

Approved by: Duane Christian, Captain
Facility Manager

Signature



Date Signed

4/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: **SHIFT ROTATION AND TRADES**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **A-016**

REVISED: December 7, 2022

REFERENCES:

FORMS:

Shift Trade Request (HCSD 0320.14), AFSCME MOU

POLICY:

In order to maintain diversity and maximize effective and efficient operations the Humboldt County Correctional Facility rotates staff shifts every four (4) months.

DEFINITIONS:

Shift Rotation – A rotation of personnel from one shift to another, occurring three (3) times in a twelve (12) month period.

Natural Rotation - The systematic rotation from one shift to the next. Unless otherwise assigned, Shift A will rotate to Shift B, B to C, C to D, and D to A.

Shift Trade - When two (2) or more deputies of equal rank arrange, in compliance with division policy, to trade their shifts.

GENERAL INFORMATION:

1. There are three (3) shift rotations per twelve (12) month period. The beginning of the second pay period in January, May and September are the designated shift rotations dates, unless otherwise noticed by the Staff Lieutenant.
2. Shift trades complying with division policy may be made between officers of the same rank. Up to four (4) officers may be involved in a trade

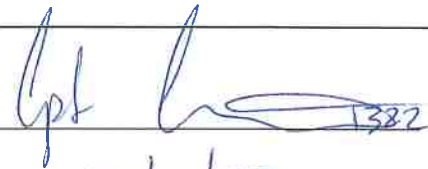
3. A Correctional Deputy who has not completed their Probationary period cannot trade shifts.
4. Only the Staff Lieutenant or Facility Manager can approve or deny shift trade requests.
5. All shift trade requests must be submitted to the Staff Lieutenant no less than five (5) weeks in advance of shift rotation.
6. If a supervisor recommends against the trade they must state their reasons in writing.
7. Deputies not requesting trades will follow their natural rotations.

PROCEDURE:

1. Deputies wishing to trade shifts must complete a Shift Trade Request form (HCSD 0320.14)
2. All Shift Trade Requests must be submitted to the Shift Supervisors at least six (6) weeks in advance of the shift rotation.
3. The Shift Supervisors will review the requests and make written recommendations on whether the trade(s) should be made.
4. The Shift Supervisors will forward all shift trade requests to the Staff Lieutenant no less than five (5) weeks in advance of shift rotation.
5. The Staff Lieutenant will acknowledge with a written response granting or denying the trade within five (5) working days of receiving the shift trade request.
6. Four (4) weeks prior to shift rotation the Staff Lieutenant will post the finalized shift rotation rosters.

Approved by: Duane Christian, Captain
Facility Manager

Signature



Date Signed:

12/7/22

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: STAFF BREAKS AND MEAL BREAKS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. A-017

REVISED: April 26, 2018

REFERENCES:

A.F.S.C.M.E. M.O.U. Sections 12.2, 16.1

POLICY:

To create a safer and more pleasant work environment for correctional staff, the Humboldt County Correctional Facility has established procedures, which allow all Deputies equitable rest periods and meal opportunities.

DEFINITIONS:

Break - A fifteen (15) minute period in which staff may take a time out from work. One of these periods may be taken in each three and one half (3 1/2) hours of consecutive work, for a total of three (3) per twelve (12) hours. These breaks depend on the availability of deputies to cover the post-positions.

Mandatory Coverage Posts - Those posts which must be staffed 24 hrs a day.

Meal Break - One of three (3) breaks taken by staff. Normally this break is scheduled around mid-shift and is thirty-minutes (30) long.

GENERAL INFORMATION:

1. Due to the nature of the corrections profession, staff is not allowed to leave the immediate proximity of the facility in order to allow reasonable response time to emergencies. With this meals are provided, at meal times, for all facility staff. For those working night shifts when the Kitchen is not operational, a snack will be provided.
2. A shift break schedule is included in this policy. Every effort shall be made by the Shift Supervisor to adhere to this schedule. Shift Supervisors are allowed to make minor adjustments to this schedule, but any cancellation of deputy breaks must be justified and an incident report shall be written and submitted to the Correctional Lieutenant.

3. Shift Supervisors on week day shifts may utilize specialty positions such as Classification, Background Investigators, Compliance and Transportation to assist in covering for deputy's meal breaks. If this is done, no one deputy shall be reassigned for longer than thirty-minutes (30).
4. The below listed posts are mandatory coverage posts:
 - Post S-6/N219 Housing Deputy
 - Post S-7/Central Control Deputy
 - Post S-8/N334 Housing Deputy
 - Post S-9/N320 Housing Deputy
 - Post S-14/S385 Housing Deputy
 - Post S-16/S363 Housing Deputy
 - Post S-18/S555 Housing Deputy
 - Post S-19/S529/S547 Housing Deputy
5. Post S-2 and Rovers Post's S5, S12, S13, and S17 will be the primary cover deputy for deputy breaks.
6. Officers who choose not to take a break will not be allowed to accumulate break time.
7. Posts S-8 & S-10, S-15 & S-16 and S-19 & S-20 may cover each other for breaks. This may be done at the discretion of the Shift Supervisor.

PROCEDURE:

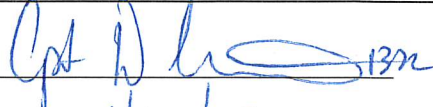
1. Those deputies who are working posts which do not need coverage, shall notify their floor supervisor at the time of their break and must have authorization prior to leaving their post.
2. Roving deputies will contact deputies in mandatory coverage posts in their area to schedule breaks.
3. If the deputy of a mandatory coverage post chooses to take a break, the roving deputy assigned that area will give the break, or assign a deputy (see Break Schedule above) to temporarily staff that position.
4. If the Shift Supervisor is unable to allow an deputy a break at the scheduled time, the Shift Supervisor will make every effort to adjust the schedule to allow the deputy a break later in the shift.

SUBJECT: Staff Breaks and Meal Breaks

PROCEDURE NO. A-017

PAGE NO: 3 of 3

5. If the Shift Supervisor cancels a deputy's break time, the Shift Supervisor shall submit a written incident report to the Staff Lieutenant.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: <u>4/26/18</u>
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: PROCEDURAL OVERSIGHT COMMITTEE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. A-019

REVISED: January 26, 2024

FORMS:

Policy and Procedure Comment Form (HCSD 0329.6)

REFERENCES:

POLICY:

The Humboldt County Correctional Facility encourages staff to make positive comments and suggestions which may assist in making needed changes in the policies and procedures or minor modifications to the facility that would have positive effects on the workplace environment.

DEFINITIONS:

Procedural Oversight Committee (POC) – A committee made up of correctional and civilian staff that is chaired by a Supervising Correctional Deputy. The committee’s objective is to write standard operating procedures for staff to reference during day to day operations. The committee will also take suggestions made by staff on procedural issues and determine if the suggestions are viable and need to be forwarded up the Chain of Command for further evaluation and possible implementation.

GENERAL INFORMATION:


1. POC members will be chosen annually during an open recruitment. The members are at-will and the participation is an ancillary function of their normal duties. Overtime can be approved by the Chair.
2. The POC will communicate regularly and will meet at least biannually.
3. Changes and modifications are anticipated over time and it is extremely important that staff have the means and are willing to submit comments and suggestions which will improve facility operations while maintaining security and safety.

4. Change is healthy and crucial in any organization. Please allow some time for the changes to be measured and adjusted as needed.
5. Any suggestions submitted by staff must be accompanied by a solution as to how the policy and/or procedure could be improved.
6. All comment forms must be signed by the person making the suggestions or comments.
7. All comment forms will be kept and filed for one year and then purged.

PROCEDURE:

1. Members of the POC will draft documents outlining standard operating procedures for day to day tasks completed by correctional deputies.
2. The documents will be sent via email to all Senior Correctional Deputies and Supervising Correctional Deputies for an opportunity to provide feedback.
3. The documents will be revised to include provided feedback.
4. The documents will be reviewed and approved by Administration.
5. The documents will be stored in a file that can be accessed by all correctional deputies.
6. Any staff member wishing to make suggestions for change to current policy or procedure shall complete a Policy and Procedure Comment Form (HCSO 0329.6). This form must be printed clearly or typed, and signed.
7. The staff member will forward the completed form to the POC for review.
8. At a scheduled meeting, the POC will review the form to determine that the suggested changes are viable. The Supervising Correctional Deputy has the ability to deny the suggestion if he/she knows that the suggestion is not viable. If deemed "Not Viable", the Supervising Correctional Deputy would document the reason for denial and sign it. A copy of the form would be retained and the original would then be sent back to the submitting staff member.
9. Suggestions that may be viable would be commented on by the Supervising Correctional Deputy and forwarded to the Lieutenant that oversees that area.
10. The reviewing Lieutenant has the ability to deny the suggestion if he/she knows that the suggestion is not viable. If deemed "Not Viable", the Lieutenant would document the reason for denial and sign it. A copy of the form would be retained and the original would then be sent back to the submitting staff member.
11. If the Lieutenant deems the suggestion to be viable, he/she would make comments, sign and date it and forward it to the Facility Manager.

12. The Facility Manager will review the form and all of the comments and determine what if any revisions will be made.
13. The Facility Manager will comment and then return the form back to the Supervising Correctional Deputy for appropriate action.
14. If the comments or suggestions are approved by the Facility Manager, the Supervising Correctional Deputy will make the appropriate revisions and forward the new draft policy and procedure to all the managers for review.
15. The Facility Manager will review for final approval and signature.
16. If the comments or suggestions are denied by the Facility Manager, the Supervising Correctional Deputy will make a copy of the form for filing and will send the original form with the Facility Manager's comments back to the submitting officer.

Approved by: Duane Christian, Captain Facility Manager	Signature 
	Date Signed <u>11/26/24</u>

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: FORM AND SUPPLY MANAGEMENT

APPROVED BY: Duane Christian, Captain
Facility Manager

DATE: April 14, 1996

No. A-020

REVISED: September 5, 2018

REFERENCES:

FORMS:

Form Reorder Card
Humboldt County Central Services Requisition for Duplicating Services
Supplies Inventory and Reordering Levels Sheet
Requisition Form (HCSD 0097.1)

POLICY:

To assure an adequate quantity of forms and supplies in inventory to facilitate the operations of the Humboldt County Correctional Facility, and allow all the units involved with procurement sufficient time to process and provide the materials.

DEFINITIONS:

Forms Index - An Alpha and numerical listing of all forms with location by shelf and level.

Form Reorder Cards - Brightly colored cards, located at the reorder level in the forms stack. This card contains all the pertinent information needed to reorder.

MSD - Management Services Division.

N 401 - A storage room located on the 4th floor of the North Facility which contains forms and supplies.

Reorder Card Basket - A basket located in room N 401 just inside the door where the Form Reorder Cards are placed.

Requisition for Duplicating Services - A Central Services form required by the County of Humboldt to reorder a form.

Supplies Inventory and Reorder Levels Sheet - A sheet that lists all the supplies stored in N401 and their reorder level.

GENERAL INFORMATION:

1. The Operations Lieutenant or designee will maintain and stock forms and supplies in N401 for the facility.
2. Any staff member in need of supplies must obtain approval from the Shift Supervisor before entering the Store Room (N401).
3. N 401 and the reordering procedure for forms and supplies has been designed to assure that the operation of the facility is not hampered because of lack of forms or supplies.
4. A reasonable supply of forms and office supplies may be kept at staff workstations, staff shall not to hide or overstock their area with items from N401.
5. Employees or volunteers shall not remove office supplies from the facility for personal use.
6. Room N401 does not have an intercom inside the room. Staff will need to contact Central Control by radio to allow exit. Only Shift Supervisors have key access to N401.

PROCEDURE FORMS:

1. A staff member in need of forms or supplies must obtain approval from the Shift Supervisor to enter storeroom N401 to pick up the needed supplies.
2. To locate a form, refer to the Forms Index manual located in N401.
3. The Forms Index indicates the location of forms by shelf (i.e. A. B. C.) and the shelf level number (i.e. 1. 2. 3.) starting from the top and working from left to right to the bottom.
4. Proceed to the indicated shelf and retrieve the needed forms. If the last form is removed to the level of the "Reorder Card," the card is placed in the Reorder Card basket located next to the door, on the wall.
5. A Work Crew Leader will check the status of the forms on the first and last day of their workweek.
6. When the Work Crew Leader finds "Form Reorder Cards" in the basket the following procedure will be used:

- a. The Work Crew Leader will check the cases of forms for any extra needed forms. If more forms are available, the Work Crew Leader will restock the appropriate level and replace the reorder card.
 - b. The Work Crew Leader will complete a Request for Duplicating Service form for each needed form.
 - c. The Requisition for Duplicating Service form is routed to the Operational Lieutenant for approval and signature.
 - d. The Operational Lieutenant will forward the request to the Management Services Division to be processed.
8. The Management Services Division will complete the necessary paperwork and forward the request to the print shop.
 9. When the print shop has completed the order, they will contact the Management Services Division.
 10. Management Services Division will call the Operations Lieutenant and notify them that the order is ready for pickup.
 11. The Operations Lieutenant will have a Work Crew Leader pick up the materials
 11. The Work Crew Leader will pick up the order from the Management Services Division office.
 12. The Work Crew Leader will deliver the forms to N401 and places them **unopened** on the floor.
 13. The Operations Lieutenant or designee will complete the information on the Forms Reorder Card and restocks the forms on the proper shelf, placing the Forms Reorder Card at the appropriate reordering level.

PROCEDURE SUPPLIES:

1. With the Shift Supervisor's approval, a deputy may go to N401 for needed supplies.
2. The deputy will go to the supply shelves and take the needed items.
3. Once a week a Work Crew Leader will inventory the supplies. Using the yellow "Supplies Inventory and Reorder Levels Sheet," he/she will determine if and what supplies need to be ordered.

4. The Work Crew Leader will complete a requisition form and submit it to the Operations Lieutenant.
5. The Operations Lieutenant will review the form, sign it if approved and send it to the Sheriff's Business Office.
6. A separate requisition form (HCSD 0097.1) must be completed for each different supplier or vendor.
7. When orders are filled or supplies arrive, the Sheriff's Business Office will contact the Operations Lieutenant.
8. The Operations Lieutenant will have a Work Crew Leader pick up the supplies and take them to N401 for restocking.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date: 9/5/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: ROTATION OF SPECIALIZED POSITIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: November 5, 2007 **A-022**

REVISED: April 26, 2018

REFERENCES: HCSO Policy 1004

POLICY:

This policy establishes mandatory rotational assignments for specialty positions within the Custody Services Division. Rotation of specialty positions, as delineated in this policy, allows a broad base of officers to gain valuable training and experience in specialized positions that otherwise would be narrowly limited. Rotation of specialty positions provides a means for helping members in maintaining and improving their job interest, provides important cross-training and increases lateral mobility which gives the Division more flexibility to utilize members in other positions or duties to the benefit of the Division and Sheriff's office.

DEFINITIONS:

Rotational Period - The period of time a member is assigned to a specialty position.

Rotational Position- A specialized at-will position wherein members are assigned by administration for a designated time period.

Specialty/Specialized Position - A position wherein members do specialty or specialized jobs.

GENERAL INFORMATION:


1. All rotational positions are considered at-will assignments and are not considered promotions. Continued tenure in a specialty position shall be contingent upon satisfactory job performance.
2. The recruitment process may include but is not limited to; submission of a memo, oral interview, review of each applicant's Personnel and Working File, job related experience, and work history.
3. The incumbent of a rotational position who wishes to remain in the position may submit a memo to participate in the recruitment process along with all other candidates.
4. The following specialty positions are at-will assignments and subject to mandatory rotation:

- SWAP/Cal-Trans Sergeant 4 Years
- Operations Services Sergeant 3 Years
- Staff Services Sergeant 3 Years
- SWAP/Cal-Trans SCD 3 Years
- SWAP Field Deputy (6) 3 Years
- Senior Classification Deputy 3 Years
- Assistant Classification (2) 2 Years
- Transportation Deputy (2) 2 Years
- S-6 Housing Deputy (4) 2 Years
- Court Deputy (2) 2 Years
- K-9 Deputy 5 Years (estimated K-9 working ability)

4. Current or past S-6 Housing Deputies will receive additional consideration when applying for the Cal-Trans and SWAP Field Deputy positions.

PROCEDURE:

1. When a rotational position becomes vacant or the rotational period is about to be up the Lieutenant under whose supervision the rotational position falls will distribute a memorandum announcing the recruitment for the position and the positions minimum requirements. All qualified applicants who submit memorandums of interest will be allowed to participate in the selection/testing process.
2. If selection process requires oral interviews or other testing means, the candidates will be notified by the Lieutenant.
3. Applicants will be evaluated and recommendations will be made to the Sheriff or designee via the chain of command.
4. After the appointment has been made, all of the applicants for the position will be notified of the results in writing. The selected applicant will be notified regarding his/her starting date, work schedule, and any other pertinent information.
5. Should no qualified member apply for a position, the incumbent member may, at the discretion of the Sheriff or designee, be given the opportunity to extend the assignment for one additional year. The Sheriff or designee may assign any qualified member to an at-will rotational position for a designated rotational period as needed.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date: 4/26/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: **BRIEFING REFRESHER TRAINING**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: March 11, 2002

A-023

REVISED: April 26, 2018

REFERENCES:

Humboldt County Correctional Facility Policy and Procedures Manual
Humboldt County Sheriff's Department General Duty Manual

FORMS:

Department Training Attendance Form HCSD 0035.16

POLICY:

It is the policy of the Humboldt County Correctional Facility, to complete ongoing, verifiable in-service training once per month for the purpose of reviewing and educating staff on the proper response to policy and procedures and general orders, with an emphasis on dealing with "High Risk" events.

DEFINITIONS:

Briefing Refresher Training (B.R.T.) - A half hour period of time set aside once per month, typically at the end of shift, to review and test staff knowledge on policy and procedures and general orders.

B.R.T. Calendar – A monthly calendar scheduling the B.R.T. The Staff Manager or designee will produce a yearly calendar at the beginning of each fiscal year.

High Risk - An event that takes place and has a high probability of ending with adverse consequences, such as injury, death, lawsuit, or organizational embarrassment.

Staff Manager - A Correctional Lieutenant under the direction of the Facility Manager, who oversees the management of the facility correctional staff, in conjunction with the daily operation of the facility. Supervises / directs the work of the Staff Services Supervisor. At the direction of the Facility Administrator, assumes command of the facility in the absence of the Facility Manager.

Shift Supervisor - A Correctional Supervisor or, as assigned a Senior Correctional Deputy under the direction of the Staff Manager, who plans, coordinates and supervises the activities and correctional staff of an assigned shift in the Humboldt County Correctional Facility.

GENERAL INFORMATION:

1. B.R.T. events will include but not be limited to:

- A-013 Harassment in the Workplace
- B-007 Sobering Cells
- D-010 Inmate Grievance Procedure
- E-004 Inmate Escape
- E-007 Fire Plan
- E-008 Hostage Situations
- E-009 Inmate Death Investigations
- E-014 Bomb Threat
- E-015 Suicide Prevention
- E-018 Suspicious Mail and Packages
- F-009 Inmate Strip Searches
- F-012 Inmate Transportation
- G-002 Use of Restraint Devices
- G-006 Use of Restraint Chair
- H-002 Medical Receiving Screening
- H-100 Use of Safety Cells
- Lexipol 300 Use of Force
- Direct Supervision
- 18th Street Gang
- HCG Humboldt County Gangsters
- MRSA
- Toxic Spills
- Medical Waste
- Bag Valve Device
- Common Mistakes Made By The Correctional Officer
- Being Aware of the Con Game

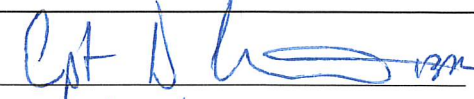
2. B.R.T. packets will be located in a file cabinet in the Briefing/Training room. Each training packet will contain the related policy and procedure, instructor guidelines, training/visual aids, test questions and the Department Training Attendance form HCSD 0035.16.

3. B.R.T. will be completed once every month as scheduled.

4. Once per month, as scheduled, The shift supervisor will set aside a half hour period of time, typically at the end of shift, to conduct the B.R.T. themselves or to assign one of his/her Senior Correctional Deputies.
5. Annually B.R.T. will be conducted on the following topics: Sobering Cells, Safety Cells, Use of Restraints, Suicide Prevention, Medical Receiving Screening, and Handling of Mentally Disordered Inmates.

PROCEDURE:

1. The Shift Supervisor or designee will review the B.R.T. Calendar on a regular basis to determine which item and which day it will be reviewed.
2. On the day B.R.T. is to be conducted the Shift Supervisor or designee will get the appropriate packet from the file cabinet and will review the material with the staff.
3. The Shift Supervisor or designee will select staff to answer basic questions related to the B.R.T. material.
4. The Shift Supervisor or designee will have each staff member sign his or her name and pin number on the attendance roster, acknowledging receipt and understanding of the training.
5. The Shift Supervisor or designee will forward the roster to the Staff Manager for review.
6. The Staff Manager will forward the training roster to the Training Coordinator for documentation of the training received.
7. All training material, except signed attendance rosters will be returned to the training packet and placed back in the file cabinet.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 4/26/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: TUBERCULOSIS INFECTION CONTROL PLAN FOR
CORRECTIONAL STAFF

APPROVED BY: Duane Christian, Captain
Facility Manager

DATE: November 1, 2006

No. A-024

REVISED: October 25, 2018

REFERENCES:

Cal/Osha Title 8, Chapter 4, Subchapter 7, Article 9, Section 5199 Aerosol Transmissible Diseases (ATD)

Humboldt County Aerosol Transmissible Diseases Exposure Control Plan

Humboldt County Injury and Illness Prevention Program (I.I.P.P.)

FORMS:

Mantoux Skin Test for Tuberculosis Disclosure / Declination Form

Humboldt County Sheriff's Office Employee TB Test Log

Humboldt County Tuberculosis Vaccine Declination

POLICY:

TB screening will be provided to Correctional Officer and Civilian staff at the time of hire and annually or more frequently if local conditions warrant.

DEFINITIONS:

Contact – A person who has experienced an exposure incident.

Contact Investigation – Procedures that occur when a case of infectious TB is identified, including contacts exposed to the case, testing and evaluation of contacts to identify latent TB infection or TB disease, and treatment of these individuals.

Exposure Incident – A situation in which staff, inmates, or visitors have had significant exposure to an individual with suspected or confirmed TB disease (or to air containing TB bacteria) during the determined infectious period.

Infectious Period – Time period during which the TB case may have transmitted TB to others, initiated by the date(s) of symptom(s) onset or the date of the first positive finding consistent with TB, including specimen collected which suggests or confirms a diagnosis of TB, chest x-ray showing abnormality consistent with TB, or initiation of treatment for TB.

Infectious TB Case – A person with suspected or confirmed TB disease of the lungs or larynx will be considered infectious until the individual meets all the following criteria:

- Has had three consecutive negative acid-fast bacilli (AFB) sputum smears on three different days; and
- Has completed at least 2 weeks of an recommended regimen if an AFB sputum smear was ever positive; or has completed at least 4 days of an recommended drug regimen if the AFB sputum smear was negative; and
- Has exhibited clinical improvement (for example, cessation of symptoms); and
- Has had continued close medical supervision, and
- Continues multi-drug TB therapy, even if another pulmonary process is diagnosed, pending negative culture results from at least three consecutive sputum specimens obtained on different days

Latent TB Infection (LTBI) – A condition in which living *Mycobacterium tuberculosis*, the bacterium that caused TB disease is present in the body without producing clinical disease. Persons with LTBI are not contagious, have no symptoms, and generally have a positive tuberculin skin test.

Mycobacterium Tuberculosis (M. tb) – The bacterium that causes Latent TB infection and TB disease.

Suspected TB Case – A person who, at a minimum, meets one or more of the following criteria:

- Has a persistent cough lasting 3 or more weeks and one or more other symptoms of TB disease (for example, bloody sputum, night sweats, unexplained weight loss, persistent fatigue, fever), or
- Has a positive tuberculin skin test result and signs or symptoms of TB disease, or
- Has a positive acid-fast bacilli (AFB) sputum smear, or
- Has pending results from sputum culture or nucleic acid amplification test (NAAT) for *Mycobacterium tuberculosis*

Symptoms of TB of the Lungs or Larynx – A cough lasting longer than 3 weeks, persistent fatigue, unexplained weight loss, fever, night sweats, and coughing up blood.

TB Disease (active TB disease) – Clinically active disease caused by *Mycobacterium tuberculosis*. Persons who have active TB usually have symptoms, and about 80% have a positive tuberculin skin test. TB disease of the lungs or larynx can be transmitted when a person with the disease coughs, sings, laughs, speaks, or breathes.

TB Exposure Incident – A situation in which staff, inmates, or visitors have been exposed to an individual with confirmed or suspected infectious TB (or to air containing TB bacteria)

Tuberculin Skin Test (TST) – An intradermal Mantoux test used to determine the presence of latent TB infection.

Tuberculin Skin Test (TST) Conversion – A change in tuberculin skin test results in which induration increases at least 10 millimeters from less than 10 mm to 10mm or greater within a 2-year period, regardless of age. For contacts to a TB case, a TST conversions is defined as a change from less than

5mm induration on the initial TST to a reaction of greater than or equal to 5 mm on the second test, 10 to 12 weeks after exposure has ended.

GENERAL INFORMATION:

1. All Correctional and Civilian staff at risk of occupational exposure to suspected or confirmed infectious TB cases will be offered a screening for TB annually in the month of November.
2. Any staff choosing not to be screened for TB annually will be required to fill out a Humboldt County Tuberculosis Vaccine Declination form.
3. TB screening will also be performed at any time a staff person presents with symptoms of active TB disease.
4. A staff person with a documented prior positive TST result will be administered TB screening questions and undergo a TB symptom review.
5. The County will make TB tests available annually at no cost to the employee.

PROCEDURE: New Employees

1. The Staff Lieutenant or designee will advise all new employees that they are at increased risk of occupational exposure to TB disease.
2. The Staff Lieutenant or designee will inform each new employee that the contracted Facility Health Care Provider offers the Tuberculin Skin Test at no cost to the employee.
3. New employees who choose to take the TST will contact the Facility Health Care Staff and arrange a time to be given the TST, keeping in mind that the nurse must read the TST 48 to 72 hours after it was administered. Positive and negative results will be explained to the employee.
4. Facility Health Care Staff will log the date the test was administered, the employee's name, and the test reading

PROCEDURE: Annual Testing

1. In November of each year, the Facility Manager or designee will notice staff that it is time for the annual TST at no cost to the employee. They will also be noticed the TST is voluntary, but if they choose not to receive the test they will be required to fill out a Declination form.
2. Employees who choose to take the TST will contact the Facility Health Care Staff and arrange a time to be given the TST, keeping in mind that the nurse must read the TST 48 to 72 hours after it was administered. Positive and negative results will be explained to the employee.

3. Facility Health Care Staff will log the date the test was administered, the employee's name, and the test reading.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 10/25/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: December 10, 2014 A-026

REVISED: January 11, 2023

REFERENCES:

Public Law 108-79

California Penal Code section 289.6

California Penal Code section 2636 et seq.

FORMS:

Notification of Findings of PREA Investigation

Appeal Form

POLICY: It is the policy of the Humboldt County Sheriff's Office to detect, reduce, prevent and prosecute any incidents of sexual assault or rape in any and all areas under the control of the Humboldt County Sheriff's Office where inmates are imprisoned. The Humboldt County Sheriff's Office maintains a zero tolerance of any incidents of sexual assault or rape; therefore, the Humboldt County Sheriff's Office investigates, imposes appropriate disciplinary sanctions and initiates criminal charges against any individual committing the crimes of sexual assault or rape within any Humboldt County Correctional Facility.

DEFINITIONS:

Contractual Employee - For the purposes of this policy, a contractual employee is defined as a person working under a contractual agreement with the County of Humboldt or the Humboldt County Sheriff's Office to provide services to or in the Correctional Facility.

Employee - Any person compensated by the County of Humboldt for the purpose of working for the Humboldt County Sheriff's Office in the correctional setting on a full-time, part-time or paid internship basis.

Health Services Staff - Health services staff contracted with by the County of Humboldt to provide twenty-four (24) hour a day medical service to the inmates of the Humboldt County Correctional Facility.

Hostile Work Environment - Harassment, speech or conduct that is based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work

environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.

Inmate - An arrestee becomes an inmate after he/she has completed the pre-booking process, been accepted for booking, and placed in the physical custody of the Humboldt County Sheriff's Department.

Law Enforcement Personnel - Any person employed by a law enforcement agency as a peace officer or correctional officer.

Notification of Findings of PREA Investigation - A notice sent to the inmates advising them of the results of a PREA investigation as outlined in PREA Section 115.73

PREA Coordinator - A Lieutenant in the assignment of Operations Manager given sufficient time and authority to develop, implement and oversee efforts to comply with PREA Standards for the Humboldt County Sheriff's Office.

Professional Visitor - Attorneys, paralegals with approved voucher letters, State licensed and court appointed private investigators with approved voucher letters, government or law enforcement representatives, probation and parole officers, pre-approved clergy members, licensed physicians and psychiatrists ordered by the court to evaluate an inmate's medical or mental health, other pre-approved professionals with official business to conduct with inmates.

Sexual Abuse - Unwanted sexual contact when sexual contact is accomplished through fear, threat or implied threat. Sexual Abuse encompasses (1) inmate-on-inmate sexual abuse, (2) inmate-on-inmate sexual harassment, (3) staff-on-inmate sexual abuse, and (4) staff-on-inmate sexual harassment.

1. **Inmate-on-inmate sexual abuse:** Encompasses all incidents of inmate-on-inmate sexually abusive contact and inmate-on-inmate sexually abusive penetration.
2. **Inmate-on-inmate sexual harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, or gestures or actions of a derogatory or offensive sexual nature by one inmate directed toward another.
3. **Staff-on-inmate sexual abuse:** Encompasses all occurrences of staff-on-inmate sexually abusive contact, staff-on-inmate sexually abusive penetration, staff-on-inmate indecent exposure, and staff-on-inmate voyeurism. Staff solicitations of inmates to engage in sexual contact or penetration constitute attempted staff-on-inmate sexual abuse.
4. **Staff-on-inmate sexual harassment:** Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member. Such statements include demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Assault - Any sexual contact, including but not limited to rape, sodomy or unlawful touching.

Sexual Contact – Behavior that includes, but is not limited to, all forms of sexual contact, intentional sexual touching or physical contact in a sexual manner, either directly or through clothing, of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without the consent of the person; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.

Sexual Harassment (PREA Standards) – Includes, but is not limited to, all of the following, whether by staff, volunteers, contractors, other agency representatives, or inmates: sexual advances; sexually offensive language; comments or gestures; influencing, promising or threatening the safety of any inmate or staff, custody status, privacy, housing, privileges, work or program status, in exchange for personal gain of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.

Sexual Misconduct (PREA Standards) - Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, visitor, contractor, or agency representative. This includes acts or attempts to commit such acts including, but not limited to, sexual assault, sexual abuse, sexual harassment, sexual contact, sexual gratification, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above. Misconduct can also involve inappropriate viewing.

Sexualized Work Environment (PREA Standards) - A work environment in which the behaviors, dress, and speech of either staff and or inmates create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, pictures, photographs, magazines, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often the off-duty behaviors, dating, and other activities of staff intrudes into the everyday work environment. In a sexualized work environment talk or actions having sexual overtones can severely erode the professional boundaries between staff, and consequently between staff and inmates.

Violation of Privacy Rights of Inmates – This includes, but is not limited to, the act or the attempted act of observing or interfering with an inmate's personal affairs without a reasonable need to do so for the immediate safety and security of the inmate, employees, or others within the institution. Violations may include unreasonable intrusive viewing of an inmate's use of the shower, toilet, or in areas where inmates dress, outside legitimate security needs. Acts that may also be included consist of: failing to announce his/her presence when entering a housing unit in a non-emergency situation; reading personal mail or written materials of an inmate when not required for safety and security of the institution or persons therein.

Volunteer - A person who has been accepted into the volunteer program and who, of their own free will, provides services to the facility without monetary compensation. (M-016)

Visitor - Any person having access to any of the agency's facilities for personal and or official reasons.

GENERAL INFORMATION:

1. All sexual misconduct is strictly prohibited. This policy applies to all inmates and persons employed by the Humboldt County Sheriff's Office, including volunteers/contractual employees assigned to the facility.
2. The legal concept of 'consent' does not exist between employees (including volunteers/contractual employees) and inmates; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and/or to prosecution under the law.
3. Orientation of inmates to this policy regarding zero tolerance, reporting procedures, safeguards, and consequences of deliberately making false or malicious reports will be made during the booking process, included in the inmate orientation handbook and by posting information in common inmate areas and bulletin boards.
4. All Correctional Staff will complete annual training of this policy and be instructed on the recognition of misconduct outlined in this policy.
5. The Humboldt County Sheriff's Office will include the following when advertising and awarding contracts for services to contractual employee's and volunteer staff.
 - Identifying Sheriff's Office zero tolerance for sexual misconduct policy.
 - Definitions of prohibited behaviors by contractors.
 - Established reporting requirements and timetables for contractors to report allegations or suspicions of sexual misconduct.
 - The contract award document(s) incorporate the Humboldt County Sheriff's Office policies and procedures regarding professional behavior and sexual misconduct.
6. All staff including volunteers/contractual employees have a duty to report anyone (staff, volunteers or contractual employees) engaging in sexual misconduct/abuse with an inmate.
7. Staff will prevent and respond to retaliation against individuals reporting sexual abuse.
8. Consensual sexual acts between inmates are not considered a violation of PREA, however they should be investigated to determine if the act was indeed consensual.
9. Facility Administration shall ensure detection, prevention and response to retaliation against any reporting abuse.
10. Anyone whether involved or not may report sexual abuse/sexual harassment.

11. Information shall be posted on the department website with information on how to report sexual abuse/harassment on behalf of someone incarcerated.
12. Apart from reporting to designated supervisors or officials, staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
13. Administration and County Counsel reserve the right to share information, as minimally as possible, in response to a writ of habeas corpus where a PREA investigation is specifically put at issue before the court by the inmate. Information about any other inmates involved in the investigation shall be kept confidential.
14. PREA claims that: are filed by inmates for non-productive purposes, contain repetitive and redundant allegations regarding the same issue, use profanity and/or insulting language, are filed with the intent to undermine or interfere with the PREA investigation process, or overburden staff with repetitive frivolous complaints are subject to disciplinary action. Disciplinary action will be evaluated on a case by case basis and will take into account the mental status of the inmate. A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

PROCEDURE: Inmate-on-Inmate Sexual Abuse

1. Whenever any employee, volunteer, contractor, or agency representative recognizes or becomes aware of any act, accusation or report of an inmate on inmate sexual abuse they SHALL report the incident to the shift supervisor as soon as possible.
2. Upon being advised of the situation the shift supervisor will respond to the scene and shall direct specific personnel to respond if appropriate.
3. The Shift Supervisor will ensure the scene is preserved by immediately assigning a correctional officer to guard the scene permitting no one, except essential personnel (medical, mental health, investigators) to enter the scene. The supervisor shall ensure that any evidence is left undisturbed.
4. If the victim is to be transported to the hospital, the shift supervisor will assign a correctional deputy to accompany the inmate and remain with him/her until relieved by an investigator.
5. The Shift Supervisor will notify the Staff Services Lieutenant or in his/her absence, the Operations Services Lieutenant, who will in turn notify the On Call Duty Officer and the Facility Manager.

6. The On Call Duty Officer will notify, or have the communications dispatcher notify, the Criminal Investigations Commander to have an investigator respond.
7. Any evidence including medical reports, officer's incident reports, audio or video recordings shall be turned over to the investigator.

PROCEDURE: Inmate-on-Inmate Sexual Harassment

1. Whenever any employee, volunteer, contractor, or agency representative recognizes or becomes aware of any act, accusation or report of an inmate on inmate sexual harassment he/she SHALL report the incident to the Shift Supervisor as soon as possible.
2. The Shift Supervisor will assign a Senior Correctional Deputy or Classification Officer to investigate the incident to determine its validity.
3. Inmates involved in the incident should be removed from the area and separated if possible.
4. If the incident occurred in a housing area the inmate shall be re housed at the direction of the Classification Officer.
5. If the allegations of harassment are founded through the disciplinary process, disciplinary action shall be taken.
6. Inmates involved shall be re screened by the Classification Officer and housing shall be appropriately determined based on this screening.

PROCEDURE: Inmate-on-Inmate Consensual Sexual Act

1. Whenever any employee, volunteer, contractor, or agency representative recognizes or becomes aware of any act, accusation or report of an inmate on inmate sexual act he/she SHALL report the incident to the Shift Supervisor as soon as possible.
2. The Shift Supervisor will assign a Senior Correctional Deputy or Classification Officer to investigate the incident to determine its validity and whether or not the sexual act was consensual.
3. Inmates involved in the incident should be separated and removed from the area where the incident occurred if possible.
4. If the incident is determined to be consensual, there is no violation of PREA. The incident would be considered a rule violation and the involved inmates would be subject to disciplinary procedures.

5. If the incident is determined to be non-consensual then it would be considered inmate-on-inmate sexual abuse and staff should implement the procedure for Inmate-on-Inmate Sexual Abuse (see above).

PROCEDURE: Staff-on-Inmate Sexual Abuse

1. Whenever any employee, volunteer, contractor, or agency representative recognizes or becomes aware of any act, accusation or report of a staff on inmate sexual abuse they SHALL report the incident to the Shift Supervisor as soon as possible. **(Staff as used in this policy includes any volunteers/contractual employees)**
2. Upon being advised of the situation the Shift Supervisor will respond to the scene and shall direct specific personnel to respond if appropriate.
3. If currently on duty, at work, or in the immediate proximity, the staff member alleged to be involved shall be removed from the area to protect the inmate from being subject to harassing behavior or a hostile environment.
4. The Shift Supervisor shall interview the alleged victim and any witnesses to perform an initial review of the allegations. If abuse allegedly occurred where cameras are located, the Shift Supervisor will review DVR footage to assist determination.
5. If the Shift Supervisor determines that the allegations are clearly unfounded, from witness statements and/or DVR footage, he/she will complete an inter-office memo and forward it to the Facility Manager via chain of command for review.
6. The Facility Manager or designee will review and determine if the matter is Unfounded or if it needs further investigation. If further investigation is needed, it will be forwarded to Criminal Investigative Division (CID) for review.
7. If the Shift Supervisor determines that there is a chance the allegations could be "Founded", he/she will ensure the scene is preserved by immediately assigning a correctional deputy to guard the scene permitting no one, except essential personnel (medical, mental health, investigators) to enter the scene. The supervisor shall ensure that any evidence is left undisturbed.
8. If the victim is to be transported to the hospital, the shift supervisor will assign a correctional officer to accompany the inmate and remain with him/her until relieved by an investigator.
9. The Shift supervisor will notify the Staff Services Lieutenant or in his/her absence, the Operations Services Lieutenant, who will in turn notify the On Call Duty Officer and the Facility Manager.

10. The On Call Duty Officer will notify, or have the communications dispatcher notify, the Criminal Investigations Commander to have an investigator respond.
11. Any evidence including medical reports, officer's incident reports, audio or video recordings shall be turned over to the investigator.
12. Only the Sheriff or his/her designee can place an officer on administrative leave. The decision to do so will be made by the Sheriff or designee after investigators have determined further investigation is warranted, and have advised the Sheriff of the details of the investigation.
13. The Sheriff or designee shall ensure the complaint is thoroughly investigated in a timely manner by whatever means is deemed appropriate, including but not limited to an administrative investigation, criminal investigation conducted by the criminal investigations unit, district attorney's office or other agency with the ability and authority to complete such investigation.

PROCEDURE: Staff-on-Inmate Sexual Harassment

1. Whenever any employee, volunteer, contractor, or agency representative recognizes or becomes aware of any act, accusation or report of a staff on inmate sexual harassment he/she SHALL report the incident to the Shift Supervisor as soon as possible. **(Staff as used in this policy includes any volunteers/contractual employees)**
2. Upon being advised of the situation the Shift Supervisor will respond to the scene and shall direct specific personnel to respond if appropriate.
3. If currently on duty, at work, or in the immediate proximity, the staff member alleged to be involved shall be removed from the area to protect the inmate from being subject to harassing behavior or a hostile environment.
4. The Shift Supervisor will notify the Staff Services Lieutenant or in his/her absence, the Operations Services Lieutenant.
5. Any evidence including medical reports, officer's incident reports, audio or video recordings shall be turned over to the Shift Supervisor.
6. The Shift Supervisor shall investigate the allegations to determine if an incident may have occurred, and if further investigation is required.
7. The Shift Supervisor will complete their documentation of the incident and forward it to the Facility Manager through the chain of command.
8. The Facility Manager shall notify the sheriff of the incident and forward any information to him through the chain of command.

- 9. The Sheriff or designee shall ensure the complaint is thoroughly investigated in a timely manner by whatever means is deemed appropriate, including but not limited to an administrative investigation, criminal investigation conducted by the criminal investigations unit, District Attorney's office or other agency with the ability and authority to complete such investigation.

- 10. Only the Sheriff or his/her designee can place an officer on administrative leave. The decision to do so will be made by the Sheriff or designee after investigators have determined further investigation is warranted, and have advised the Sheriff of the details of the investigation.

PROCEDURE: Administrative Review



- 1. All alleged violations of PREA shall be reviewed and logged by the PREA Coordinator. Matters suspected to be criminal in nature will be forwarded to the CID for further investigation. Those not requiring criminal investigation will be reviewed by the PREA Coordinator, who will determine whether the allegations are Substantiated, Unsubstantiated or Unfounded.

- 2. The PREA Coordinator will notify the reporting party of their findings in writing using the Notice of Findings of PREA Investigation form.

- 3. In the absence of the PREA Coordinator, complaints will be handled by the Facility Manager or designee.

- 4. If the individual receiving the notification wishes to appeal the findings they may do so on an Appeal form.

- 5. All appeals will be reviewed and responded to within 5 business days by the Facility Manager or in their absence the Undersheriff.

Approved by: Duane Christian, Captain Facility Manager	Signature <u></u>
	Date Signed: <u>1/11/23</u>
	Reviewed by CC: <u></u> 1-17-23

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: PRE-BOOKING PROCEDURES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 16, 1996 **B-001**

REVISED: June 30, 2023

REFERENCES:

Title 15 CCR - 1041, 1050, 1056, 1207, & 1260
PC 815, 849, 881, 853.6, 1269 (A), (B) and (C), 1300, 1301, 2656(c), 4004, 4015
Civil Code Section 2080.10
HCCF Policy and Procedures, B-008, B-004, D-002, D-003, E-015, F-008, F-009, G-006 & H-002
Sheriff's Policy Section 300

FORMS:

Medical Receiving Screening
Officer's Booking Request Form HCSD 0310.23
Property Inventory Receipt/Property Held for Safekeeping Form HCSD 0410.5
Misdemeanor Incarceration Report HCSD 0624.1
Probable Cause Form DA-83

POLICY:

The Humboldt County Correctional Facility will receive individuals who have been lawfully arrested, detained or remanded to custody by court, and shall conform to the guidelines established by the court and the Sheriff.

DEFINITIONS:

Arrestee - A person lawfully arrested and transported to the facility for booking.

Facility Health Services Staff - Health care services in the Humboldt County Correctional Facility are currently provided under contract.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, conduct vital signs (if necessary) and record their responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases. (See P&P H-002)

Pat Search - A thorough hands on search conducted by Correctional Deputies on an arrestee or inmate without removing or re-arranging clothing to permit a visual inspection of the underclothing, breast, buttocks or the genitalia of the inmate. (See P&P F-008)

Pre-Book Room - A secure room with the necessary equipment for law enforcement officers to conduct testing prior to booking an arrestee into custody. Pat searches, removal of excess clothing, and medical pre-screening are conducted here.

Transportation Sally Port - A sally port adjacent to the Pre-Book Room, designed for general inmate and officer movement.

Vehicle Sally Port - Secure parking area located inside the first level of The Humboldt County Correctional Facility.

GENERAL INFORMATION:

1. Arresting agencies may request assistance with combative arrestees by contacting Central Control. In these situations the arresting officer shall remain in control of the arrestee from their vehicle to the Pre-Book Room (Pre-Book). Correctional Deputies may only assist in this movement.
2. Arrestees unable to walk from the vehicle to Pre-Book with minimal assistance from the arresting officer, with the exception of those restrained in a "body wrap" or other similar restraint will be refused pending medical clearance from the hospital. Those brought to the facility in a "body wrap" will need to be unwrapped and show that they can walk prior to being accepted for booking. If this cannot be accomplished, they will not be accepted.
3. If the arrestee poses a risk to the arresting officer due to aggressive, combative or resistive behavior, the shift supervisor may assign Correctional Deputies to assist the arresting officer in removing the arrestee from the vehicle. The arresting officer will maintain control of the arrestee at all times and be the primary person responsible during the removal and control of the arrestee.
4. Prior to entering the Pre-Book, arresting or transporting officer(s) shall remove all personal property the arrestee has in their possession. The removed property will be placed in a plastic tub supplied by HCCF and located at the officer workstation located in the vehicle sally port.
5. Understanding certain personal property may be difficult to remove from an arrestee prior to entering Pre-Book, reasonable accommodations may be made for items such as body piercings or other jewelry, suspenders or belt, orthopedic splints, braces or supports.
6. Any item or substance the arrestee is in possession of, such as, alcohol, backpacks, bedrolls, firearms, live ammunition, chemical agent, explosive device, or any other object or substance which may be illegal to possess or considered contraband, will be the responsibility of the arresting or transporting officer, and will not be accepted for safe-keeping at the correctional facility in accordance with Civil Code 2080.10.

7. Arrestees arriving at the facility face down in the vehicle with their arms and legs secured behind them (Hog Tied) will be refused pending medical clearance from the hospital.
8. The Medical Receiving Screening at HCCF shall be completed on each arrestee, commitment and court remand by Facility Health Services Staff to determine if the arrestee is acceptable for booking. (See P & P H-002)
9. During the pre-booking process, Correctional Deputies and Facility Health Services Staff will watch for any behavioral changes that might indicate increasing depression and/or suicidal tendencies. If a Correctional Deputy sees a behavior change, they shall take immediate steps to make the proper notifications and to protect the inmate from potential injury. (See P&P E-015)
10. Officers requiring assistance with language interpretation can refer to P&P B-008.
11. If during the process of searching the arrestee, the Correctional Deputy finds a prosthesis or orthopedic appliance, the Correctional Deputy will have the arrestee remove the device for inspection. Facility Health Services Staff will make the decision along with the Shift Supervisor if the arrestee will be allowed to keep the device, and where the inmate will be housed. If for security reasons the device is removed from the arrestee's possession, the arrestee will be examined by a physician within 24 hours after such removal. If the examining physician determines that removal is or will be injurious to the health or safety of the arrestee, he or she shall so inform the arrestee and the Facility Manager. Upon receipt of the physician's opinion, the Facility Manager shall either return the appliance to the arrestee or refuse to return such appliance. If the Facility Manager refuses to return the appliance, the Facility Manager shall inform the physician and the arrestee of the reasons for such refusal and promptly providing the arrestee with a form, as specified in subdivision (c) of Penal Code Section 2656.
12. At no point will any minors under the age of 18 be accepted for booking or holding of any kind in the facility. If an individual is determined to be a minor, they will be immediately rejected for booking and remain in the custody of the arresting agency to determine the appropriate course of action.

PROCEDURE:

1. The arresting/transporting law enforcement or public officer with an arrestee pushes the intercom button located at the Fourth Street entrance of the Facility.
2. The Control Room Operator, after verifying the identity of the officer using the intercom, opens the vehicle sally port entrance allowing the officer's vehicle to enter.
3. The Control Room Operator notifies processing of the incoming officer's arrival.
4. The officer(s) exit their vehicle and secure their weapons in the gun lockers provided or in the locked trunk of their vehicle.
5. While in the vehicle sally port, the arresting or transporting officer(s) will complete a booking request form and any other necessary paperwork.

6. Arresting or transporting officer(s) enter the Pre-Book through door N150 with the arrestee(s) and all removed property. The arresting officer will instruct the arrestee to face the blue mat.
7. No less than two Correctional Deputies will meet the arrestee in the pre-booking room. Facility Health Services Staff will complete a medical receiving screening and Correctional Deputies will conduct a pat down search prior to allowing the arrestee to enter the main facility.
8. The Correctional Deputies conducting the pat down and/or the Facility Health Services Staff will review the Officers Booking Request Form filled out by the arresting officer documenting their observations of the arrestee. (e.g. injuries, depressed, violence, suicide risk, etc.) (See P&P H-002).
9. If not accepted for booking due to medical or mental health reasons, the arresting or transporting officer will be required to transport the arrestee with their personal belongings to the hospital for written medical clearance signed by a physician prior to booking.
10. If excessive personal property is found on the arrestee during the pat down search the arresting/transporting officer may be directed by Correctional Deputies to remove the arrestee from the Pre-Book area until which time the remainder of the personal property is removed.
11. Any outer clothing such as jackets and hats will be removed, inventoried, and logged on the inmate's property after being placed in a blue clothing storage bag. Disrobing or clothing exchanges shall not occur in the Pre-Book Room.
12. Arrestees, who arrive without clothing or are scantily clad, shall be given jail issued clothing to wear until released or housed.
13. Perishable items (such as fruits, vegetables, milk, etc.) will be discarded.
14. Facility Health Services Staff will be notified of all prescription medications in the possession of an arrestee. All medications will be inventoried and sealed inside the personal property bag unless Health Care Services staff takes custody of it or needs to administer the medication to the arrestee.
15. If, during the pat search, there is a reasonable suspicion, based on verifiable facts, that the arrestee is concealing weapons or contraband, a strip search or Body Scan may be conducted in accordance with the policies and procedures outlined in F-009.
16. The arresting/transporting officer shall remain with the arrestee until directed otherwise by the Correctional Deputy conducting the pat search. The arresting officer will witness the pat down search and the removal of any property from the arrestee which was not removed by the arresting/transporting officer prior to entering the Pre-Book Room.

17. All personal property will be taken from the arresting or transporting officer by the Correctional Deputies and inventoried and pictured prior to being placed into a property bag in accordance with the policies and procedures outlined in B-004.
18. After the pat search and the computerized pre-booking information has been completed, cooperative arrestees will be asked to sit in the waiting area until a Booking Officer asks them to approach the booking/processing counter for further information if necessary.
19. The blue clothing storage bag will be given to the Property Officer for storage. The arrest paperwork, personal property and money will be given to the booking officer.


PROCEDURE: Arrestees Displaying Violent Behavior

1. Arrestees displaying violent behavior shall be securely restrained prior to entering the transportation sally port with the arresting or transporting officer.
2. The Shift Supervisor shall assess the situation and determine if the restraint chair should be utilized to safely control the arrestee. If so, refer to P&P-G-006.
3. Facility Health Services Staff will complete the Medical Pre-Screening. If a proper assessment and/or vital signs cannot be obtained, the arrestee will be refused pending medical clearance from the hospital.
4. If accepted for booking, the Shift Supervisor will determine if more than two Correctional Deputies will be necessary to conduct a thorough pat down search of the violent arrestee.
5. After the pat search has been completed, the arrestee can be placed in a holding cell, sobering cell, safety cell or restraint chair as determined by the Shift Supervisor or designee depending upon the arrestee's behavior.
6. The Shift Supervisor will ensure that all incidents involving violent inmates are properly documented and routed appropriately. (See P&P D-002, D-003 and Sheriff's Policy Section 300)

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

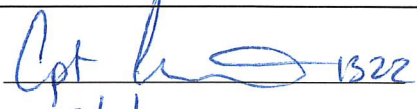
Date Signed: 6/30/23

Reviewed by CC:  6-30-23

PROCEDURE:

1. After the pre-booking procedures have been completed as outlined in P&P B-001, F-008 and H-002, and the inmate is presented for booking, the Booking Officer will:
 - a. Complete a local and State warrant check.
 - b. Run a rap sheet on inmates determined to be staying in custody that are unable to bail.
2. If the Booking Officer finds there is a previous booking record for the inmate the new record created in Pre-Booking shall be merged with the old record to maintain continuity of the historical booking records.
3. A Booking or Roving Officer will take the inmates picture and fingerprints, and then direct the inmate to return to the waiting area.
4. If the inmate is to be booked and released from custody, the Booking Officer will prepare the appropriate form and have it ready for the inmate to sign upon release.
5. The booking officer will determine if the inmate is eligible for release using the ORAS-PAT Screening.
6. In the event the arrestee is eligible for release pursuant to PC849 (b)(2), PC 1318 or ORAS-PAT screening and the arresting officer is requesting the arrestee be held pursuant to PC853.6(i) the arresting officer shall complete a Request For Non-Release Form. The Shift Supervisor shall review the request and either approve or deny the request and document that on the form. In the event the request is denied the Shift Supervisor shall document the reason for the denial on the form.
7. If the inmate is going to be housed, the Booking Officer will ensure the inmate is provided the opportunity to make at least three completed local telephone calls to call an attorney or public defender, a bail bondsman, a relative or other person. An arrestee who is identified, as a custodial parent of a minor child or children is entitled to make two additional local telephone calls for the purpose of arranging childcare.
8. If the inmate has made arrangements to post bail, the Booking Officer will direct the inmate to remain in the waiting area while waiting to be bailed.
9. If the inmate was not able to post bail, the Booking Officer will print out an Inmate Housing Card with inmate identification wristband and inmate movement card.
10. The Booking Officer will securely attach an "Inmate Identification Wristband" around the inmate's wrist.
11. The Booking Officer will label a file folder with the inmates name and booking number and place the following items inside:

- a. JMS Booking ID Report.
 - b. The arresting officers "Booking Request".
 - c. A copy of the warrant (if the arrest was made by warrant).
 - d. Signed Inmate Property Receipt.
 - e. Signed Inmate Telephone Identification Notification sheet.
 - f. Local and State warrant checks
12. All property and money will be handled in accordance with policy and procedure B-004.
 13. If the inmate is going to be housed, the Booking Officer will complete a classification packet which includes a Booking ID Report, rap sheet, and probable cause form and forward these documents to Classification.
 14. The Booking Officer will distribute all booking forms and questionnaires to the appropriate boxes.
 15. If the inmate is being released on their own recognizance (OR) or per PC Section 849b, the Booking Officer will make sure the inmate has signed and been given the proper paperwork. The Officer will then escort the inmate out the facility by way of sally port N104. The officer will hand the inmate their property bag as he or she enters the sally port. (See P&P B-101 & B-102)
 16. If the inmate is going to be housed, the Booking Officer or a Roving Officer will dress out and house the inmate according to the inmate's classification or in an intake cell in the absence of being classified.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **BAIL**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. B-003

REVISED: May 30, 2023

REFERENCES:

Title 15 CCR- 1029
PC 1269a,b & c; PC 1300, 1301
Title 10, chapter 1, Articles 1-9, beginning with Section 1268.
CVC. 40310
HCCF B-101, B-009

FORMS:

Inmate Booking Sheet
Release Agreement and Bail Deposit Receipt (HCSD 0314.4)
Superior Court Cash Bail Form
Temporary Holding Form (HCSD 0315.4)

POLICY:

Arrestees booked into the Humboldt County Correctional Facility may be released from custody upon posting bail, as established by the court.

DEFINITIONS:

Bail Bond - A contract from a surety insurer which guarantees a pre-determined cash amount be paid to the court of jurisdiction if the inmate who was released does not appear in court at the required appearance date and time.

Bondsman - A person who is licensed under Section 1801 of the Insurance Code to issue Bail Bonds.

Cash Bail - A sufficient amount of money held by the court of jurisdiction as collateral to ensure the appearance of the defendant for court.

GENERAL INFORMATION:

1. Every bail licensee shall keep in his or her possession an identification card issued to him by the commissioner and shall, upon request, show it to any person with whom he or she transacts bail.
2. The amount of bail for felony, misdemeanor and infraction offenses is established by a uniform countywide bail schedule produced annually by the Humboldt County Superior Municipal Courts.
3. The amount of bail for Vehicle Code infractions is established by the Judicial Council in accordance with Section 40310 of the Vehicle Code.
4. A defendant charged with a capital offense punishable with death cannot be admitted to bail.
5. Humboldt County Correctional Facility staff will not accept bail on any subject arrested on or charged with any federal violation, regardless if bail is listed on the warrant. (See B-009 Federal Inmates)
6. The Humboldt County Superior Court processes all bail bonds.
7. Bail bonds shall only be accepted for individuals currently incarcerated in the Humboldt County Correctional Facility. No bond shall be accepted for anyone in custody in a different jurisdiction.

PROCEDURE:

1. The Bondsman enters through the public entrance and requests bail information from the receptionist or receives the bail information by contacting the Legal Office Assistant via the telephone.
2. The receptionist will provide the necessary information from the inmate's bail calculation screen (located in the JMS system) and give it to the bondsman.
3. If a bondsman requests a private consultation with the involved inmate, the receptionist will notify a Booking Officer working in the booking area. A Roving or Booking Officer will direct the arrestee to the Bail Bond Interview room for the consultation.

4. The consultation will take place in the Bail Bond Interview room located between the processing and public areas.
5. If the bondsman wants to post a bond, the receptionist will notify the Shift Supervisor and will accept the bond under the guidelines listed below.
6. Once the Shift Supervisor has verified the bail bond, the arrestee or inmate will be released as outlined in B-101 (Inmate release).

PROCEDURE: Posting Bail Bond

1. A bail bond shall be executed only by a licensed bail agent. (Note: Anytime a Bail Agent is working, the agent must have in their possession a current State Bail Agent license. This license must be presented upon demand to any peace officer, or an on duty Correctional Deputy to verify the identification of the bondsman prior to accepting a bail bond.)
3. The bond must be issued in an amount equal to or exceeding the amount of bail set by the court. It must contain the court, charge, amount of bail, appearance date, and either the docket number, case file number, or warrant number.
4. Upon release of the inmate, the bail bond, will be placed in the secure Bail Bond Box located in Receptionist Room #117.
5. A clerk from the Humboldt County Superior Courts will come over daily (M-F) to empty the Bail Bond Box. The receptionist will be responsible for giving the contents of the Bail Bond Box to the court representative.


PROCEDURE: Posting Cash Bail

1. Anyone, including the inmate, may post cash in the amount of bail set. Cashier's Checks/Money Orders in the exact amount of bail, made payable to the "Humboldt County Superior Court" will be accepted for bail.
2. Personal or business checks are not acceptable.
3. When a check or cash is presented for bail, the receptionist will verify the identity of the individual presenting the bail by verifying and a making a copy of the person's ID card. If a valid ID card is not presented the bail will not be accepted.
4. The receptionist will then complete a written bail receipt in the name of the person presenting the check or cash. The Shift Supervisor will verify the cash count or the amount of the check.

5. The Shift Supervisor or designee will complete the Superior Court Cash Bail Form and provide a copy of the form to the individual posting the bail.
6. If the Cashier's Check/Money Order or Cash Bail is received outside of admin hours the money will be secured in an evidence locker in the pat-down room until the Staff Lieutenant can be contacted during normal business hours. The Supervisor or designee placing the bail in the evidence locker will maintain custody of the key until the funds can be turned over to the Staff Lieutenant.
7. Upon contacting the courts and confirming secure delivery of the bail, the Staff Lieutenant or designee will deliver the funds along with a booking sheet for the person being bailed to court operations.
8. The Staff Lieutenant or designee will contact the finance manager at the courts at 707-269-1205 or by email at court.fiscal@humboldtcourt.ca.gov and advised them there is a cash bail to be delivered. Additionally, they will be informed whether the cash bail is a Cashier's Check/Money Order or actual Cash.
9. Court operations will be provided the original copy of the Superior Court Cash Bail Form, a copy of the individual who posted the bail's ID card and a copy of the bail receipt.
10. A copy of the Superior Court Cash Bail Form will be maintained in the booking file along with a copy of the bail receipt
11. The inmate will then be released as outlined in P & P B-101 (Inmate release).

PROCEDURE: Bail Bondsman surrenders

1. If a Bail Bondsman surrenders and returns an inmate to the facility for booking, the inmate will be booked into the facility on the charge(s) for which the bond was written.
2. The Shift Supervisor will ensure that the inmate has an upcoming scheduled court date in the matter they are being surrendered. In the event the inmate has not been arraigned in the matter with which they are being surrendered the Shift Supervisor will ensure the inmate is taken before the local magistrate in the time frame set forth in PC825 of the Penal Code.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed 5/30/23
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: PERSONAL PROPERTY STORAGE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

B-004

REVISED: May 1, 2018

REFERENCES:

Title 24 - CCR 470A.2.21
HCCF P&P B-102 & J-005

FORMS:

Itemized Personal Property Inventory Receipt/JMS

POLICY:

The maintenance of a secure property storage system for the safe storage of inmate's personal property during their incarceration in the Humboldt County Correctional Facility is necessary to reduce loss, theft damage or destruction.

DEFINITIONS:

Bin - Adjustable metal shelf unit measuring 2"x12"x12"

Booking Kiosk - A locked Kiosk used for the purposes of depositing inmate funds securely.

Property Bag - Clear plastic bag with heat seal capability

Property Storage Room - Room N124 accessed from within the booking counter

GENERAL INFORMATION:

1. Arresting officers may seize personal property for evidence during the pre-booking process only and prior to the property bag being sealed at booking.
2. An itemized receipt for property removed for evidence that has been signed legibly by the officer seizing the property will be placed in the arrestees property bin.

3. Law Enforcement agencies must present a search warrant to remove personal property to be taken as evidence once the booking has been completed and the property has been sealed in the property bag.
4. Inmates are **not allowed** to enter the property storage room at any time.
5. Monthly, the B-shift Property Officer shall run a vault-by-vault report and compare it with the contents of the property room.
6. No large bags (i.e. backpacks, duffle bags, grocery bags, etc...) will be accepted for any arrestee determined to be staying in custody unless approved by the on-duty Shift Supervisor.

PROCEDURE:

1. When an arrestee is brought in for booking, the officers conducting the pre-booking pat search will remove all of the arrestee's personal property.
2. The officer(s) removing the arrestee's property will place it in a plastic bin located in the pre-booking area. The arrestee's excess clothing will be placed in a blue property bag. At this point the arresting officer may, inspect the property and take possession of any property to claim as evidence. Confiscated property taken for evidence shall not be listed in the JMS property section.
3. All property will be inventoried in the pre-booking area and documented in the JMS property section. In addition, a picture of the arrestee's property (minus clothing) will be taken in the pre-booking area using the JMS imaging system. *(Note: Yellow or silver tone metals are listed as such. Officers are not to determine value or authenticity of the item)*
4. Once inventoried and documented the personal property will be placed in a clear property storage bag with clothing placed in a blue property bag. A copy of the JMS property receipt will be placed in the blue property bag as well as in the clear property storage bag.
5. All money will be counted in the pre-booking area and documented in the JMS property section. In the event the arrestee is due to be booked and released the money will be placed in the clear property storage bag. In the event the arrestee is determined to be staying in custody the money will be deposited in the Booking Kiosk in an account created for the arrestee. Any amount of money exceeding one hundred dollars will be counted by a second officer in the pre-booking area prior to being documented in the JMS property section.
6. Any money suspected of being contaminated will not be deposited in the booking kiosk but will be placed into a separate plastic bag and sealed. That bag will then be placed in the clear property storage bag with the arrestees other property.
7. The clear property storage bag will then be heat sealed. The clear property bag and blue property bag will then be given to the Property Officer. The Property Officer will compare

the property with the property receipts to identify any discrepancies. Once the property is verified the Property Officer will place the property into the Property Storage Room.

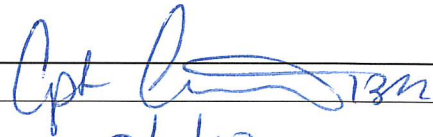
8. The clear plastic property bag is stored on the metal-shelving units in the appropriate numbered space.
9. The blue clothing bag is hung on the rack in numbered order.
10. A JMS property receipt of the inmate property, including money, will be signed by both the inmate and officer inventorying the property. This receipt will be kept with the inmate booking packet.

PROCEDURE: PERSONAL PROPERTY VAULT AUDIT

1. On the last weekend of the month, the B-Shift Property Officer will run a Vault-by-Vault report from the JMS
2. The Property Officer will compare the vault list with the names occupying the vault. Any discrepancies will be pulled and set aside.
3. Property belonging to inmates who have been released will be processed in accordance with Policy and Procedure J-005 Missing or Damaged Personal Property & Unclaimed Personal Property.

Approved by: Duane Christian, Captain
Facility Manager

Signature: _____



Date Signed: _____

5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE ORIENTATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April, 1996

No. B-005

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR 1069
Inmate Orientation Video
Inmate Orientation Handbook
Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131
Rehabilitation Act of 1973 § 504

FORMS:

Inmate Rules and General Conduct (HCSD 0309.1)

POLICY:

The Humboldt County Correctional Facility utilizes both written and electronic versions of inmate orientation to impart pertinent and necessary information to all newly booked inmates.

DEFINITIONS:

Inmate Orientation - The orienting of newly booked inmates on the rules of the facility, services, and programs available to them while in custody. This is provided by request and available in all units on the housing unit kiosk.

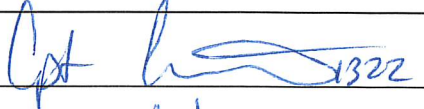
GENERAL INFORMATION:

1. The Inmate Orientation Handbook is available in all units on the housing unit kiosk.
2. Inmates may request their own copy of the Inmate Orientation Handbook from the programs office.
3. An inmate orientation video is available to be shown if needed.
4. Accommodations will be made for inmates who are hearing or visually impaired.

5. Inmate Orientation Handbooks are available in English and Spanish.
6. All inmates assigned to a housing unit will receive an orientation of the housing unit by the housing unit officer upon housing.
7. Inmate orientation will cover the following areas:
 - a. Correspondence, visiting, and use of telephones
 - b. Rules and disciplinary procedures
 - c. Inmate Grievance procedures
 - d. Programs and activities available and method of application
 - e. Medical/Dental/Mental Health services
 - f. Classification/housing assignments
 - g. Availability of personal care items and opportunities for personal hygiene
 - h. Court appearances

PROCEDURE:

1. Upon arrival in the Housing unit immediately following booking, the housing officer will instruct the inmate to review the Inmate Orientation Handbook on the housing unit kiosk.
2. In the event the inmate wants their own copy of the Inmate Orientation Handbook they will be given an Inmate Request Form and instructed to request it from the programs office.
3. The housing officer will orientate the inmate to the housing unit, pointing out the bulletin boards, kiosk, mailbox, sick call box, phones, etc.

Approved by: Duane Christian, Captain Facility Manager	Signature:  1322
	Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE HOUSING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **B-006**

REVISED: May 31, 2023

REFERENCES:

Title 15 - CCR 1050, 1069
P.C. 4002
P&P B-001, C-002
Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131
Rehabilitation Act of 1973 § 504

FORMS:

Inmate Identification / Movement Card
Inmate Housing Card

POLICY:

Inmates at the Humboldt County Correctional Facility are assigned to compatible housing areas, based upon objective criteria established in accordance with the facility's classification plan.

DEFINITIONS:

Jail Management System (JMS) – A computerized system that maintains all pertinent information about individuals booked into the Humboldt County Correctional Facility from the time of arrest to release from custody.

Pat Search - A thorough hands on search conducted by Correctional Staff on a clothed arrestee or inmate without removing or re-arranging clothing to permit a visual inspection of the underclothing, breast, buttocks or the genitalia of the inmate.

Qualified Individuals with Disabilities – People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities – Caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.


GENERAL INFORMATION:

1. Housing Officers will pat search any inmate that enters or exits the housing unit (See P&P F-008).
2. During the pre-booking process, inmates who have a history of, or are regarded as having a physical or mental impairment that substantially limits one or more major life activities shall be housed in a cell or dorm that accommodates their disability.

PROCEDURE:

1. During the booking process of a new inmate, the Booking Officer completes a computerized initial classification and assigns a housing location, subject to approval of the Shift Supervisor. The approved housing location will be entered into the JMS
2. The Booking Officer will print out an “Inmate Identification/Movement Card” and “Inmate Housing Card” from the JMS.
3. The Booking Officer will telephone the appropriate Housing Unit and inform the Housing Officer of the intent to house a new inmate in their unit.
3. The inmate will be dressed in jail clothing, issued the appropriate linen, and given the Inmate Identification/Movement Card and Inmate Housing Card to deliver to the housing unit. (Refer to P&P J-002)
5. Inmates who have limited mobility, visually or hearing impaired shall be escorted by Correctional Staff to their assigned housing unit.
6. Upon arrival at the housing unit, the inmate will hand the Housing Officer the Identification/Movement and Housing Cards. The Housing Officer will complete a pat search of the new inmate. This pat search is to be completed prior to allowing the inmate to come into contact with other inmates in the housing unit.
7. Once the inmate has been patted down the Housing Officer will give the inmate a complete orientation of the housing unit. Some of the things covered in the orientation may include but are not limited to; dayroom/out of cell time, recreation schedule, visitation schedule, access to phone/video visitation, rules of conduct, and shower/toilet access.

8. The Housing Officer will show the inmate which cell or dorm bed they are assigned to and ask the inmate to make their bed and put their other materials away.
9. When the Housing Officer completes the housing process, they will file the inmate's Movement and ID cards and enter the appropriate information into the Housing Module of the JMS.
10. Approximately 10 minutes after the inmate has been housed, the Housing Officer will inspect the new inmates assigned cell or bed area to make sure it is in order.
11. After this inspection, the Housing Officer will determine if the inmate is to remain in their cell area or be allowed in the dayroom area.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed 5/31/23
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SOBERING CELLS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. B-007

REVISED: June 27, 2018

REFERENCES:

Title 15 - CCR 1056, 1213

Title 24 - CCR 470a.2.4 through 470a.2.4.7

HCCF Policy & Procedures B-001, B-004, D-002, D-003, F-004, F-018, H-002, H-100, K-003, & L-008

California Medical Association Standards 303

IMQ Health Care Accreditation Standards, Adult Detention Facilities – 2013, Standard 303

Sheriff's Office Policy 300 – Use of Force

FORMS:

Observation Log Form (HCSO 0317.4)

Medical Receiving Screening

POLICY:

The Humboldt County Correctional Facility will use sobering cells for inmates who may be a threat to their own safety or the safety of others due to their level of intoxication. Such inmates will be removed when they are able to safely continue the booking process.

DEFINITIONS:

Direct Visual Observation - Observation of an inmate by trained Correctional or Medical staff without the aid of a video monitor or mechanical device. The purpose of direct visual observation is to allow officers to physically see and hear the inmate to ensure that the inmate's condition is not worsening and that the inmate is not having difficulty breathing while in the sobering cell.

Facility Health Services Staff - Health care services in the Humboldt County Correctional Facility are currently provided under contract.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, check vital signs and record the arrestee's responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases. Facility Health Services Staff also screen inmates for intoxication, chemical dependency, withdrawal, and overdose risk. (See P&P H-002)

Sobering Cell - A cell with a padded floor and a padded partition next to the toilet fixture to provide support and privacy. This cell is designed to safely hold intoxicated inmates until they are able to care for their own safety at which time they will be removed from the sobering cell.

GENERAL INFORMATION:

1. No inmate will be placed in a sobering cell without first receiving a Medical Receiving Screening assessment performed by Facility Health Services Staff that screens for intoxication, chemical dependence, withdrawal, and overdose risk in accordance with P&P H-002.
2. Inmate experiencing severe, life-threatening intoxication or withdrawal shall be transferred immediately to an acute care facility.
3. To reduce the risk of physical confrontations between inmates and, if space allows, inmates will be housed singly in separate sobering cells. No more than five (5) inmates will be placed in a single sobering cell at one time. (See Title 24 section 470A.2.4.2)
4. Only inmates of the same gender may be placed together in any one sobering cell.
5. Incompatible inmates shall be housed in separate sobering cells.
6. No inmate will be placed in a sobering cell without first being thoroughly pat-searched and all property removed.
7. No inmate will be placed in a sobering cell with his or her shoes, eyeglasses, belts or any other property, including jewelry.
8. Inmates temporarily held in sobering cells shall be regularly and carefully observed as required and any deteriorating condition or life threatening situation shall be immediately referred to Facility Health Services Staff.
9. Whenever an inmate is placed in a sobering cell, he or she will be video recorded by way of closed circuit television (CCTV). This is designed to supplement, but not replace, the required direct visual observation by Correctional Deputies and Medical Staff. (See F-004)

10. No food will be served to inmates in the sobering cells. If an inmate is in the sobering cell during a meal and a period of fourteen (14) hours will elapse before the next regular meal, the inmate may have a snack served in a holding cell prior to housing if determined necessary by medical. (See L-008)
11. After being cleared for booking and placement in a sobering cell by Facility Health Services Staff, in no case shall an inmate or arrestee remain in a sobering cell over one hour without written medical clearance by Facility Health Services Staff. Continued retention of an arrestee in the sobering cell requires a recorded clinical evaluation that includes a hands on evaluation and vital signs by Facility Health Care Services Staff at a minimum of every four hours thereafter to determine if there is a need for additional medical care. An inmate may only remain in the sobering cell if medically cleared medically pursuant to this paragraph at least every four hours.


PROCEDURE:

1. When the Central Control Room Officer is notified that a law enforcement agency is bringing in an arrestee under the influence of drugs and/or alcohol for booking, the Central Control Room Officer will notify the Booking/Roving Officers.
2. No less than two Correctional Deputies will meet the arrestee in the pre-booking room. Facility Health Services Staff will complete a medical receiving screening and Correctional Deputies will conduct a pat down search prior to allowing the arrestee to enter the main facility.
3. If Facility Health Services Staff does not accept the arrestee for booking, the arresting officer or the arresting agency's transporting officer will be responsible for transporting the arrestee to the hospital emergency room for medical clearance prior to incarceration.
4. If Facility Health Services Staff accepts the arrestee, the Booking/Roving Officers will continue the pre-booking medical receiving screening procedure. (See P&P H-002)
5. Whenever a combative arrestee is brought to the facility, the Shift Supervisor will be notified. If force is used, an incident report will be written and forwarded to the Shift Supervisor prior to the end of shift. All force used will be documented in the incident report. The Shift Supervisor will forward a Use of Force Review to the Staff Lieutenant for review and filing.
6. Intoxicated arrestees who may be a threat to their own safety or the safety of others due to the state of their intoxication shall be placed in a sobering cell until they are able to safely continue in the booking and processing procedures.
7. Intoxicated arrestees who are suicidal and/or a danger to others may be placed in a safety cell in accordance with the procedures set forth in P&P H-100.

8. To be placed in a sobering cell, the arrestee must have been cleared for placement by Facility Health Services Staff during the Medical Receiving Screening, be able to be aroused, be able to respond to simple commands, have no difficulty breathing, not appear to be acutely ill, and be able to walk to the cell with minimal assistance.
9. The Shift Supervisor shall ensure that Facility Health Services Staff is notified immediately by telephone, radio or in person when an inmate is placed in a sobering cell. The time of this notification shall be documented on the observation log form.
10. Intoxicated arrestees who are not a threat to their own safety or the safety of others may, at the discretion of the Shift Supervisor or designee, remain in the processing waiting area or in a holding cell as long as they remain cooperative until they are released from custody or housed.
11. The Correctional Deputies placing the arrestee in the sobering cell will start an Observation Log form, one (1) form per person.
12. Inmates cleared by Health Services Staff in the Medical Receiving Screening and placed in the Sobering Cell will be clinically evaluated by Facility Health Services Staff no later than one hour after admission and a minimum of every four hours thereafter. Facility Health Services Staff will document these checks on the Observation Log form.
13. Direct visual observation of inmates held in the sobering cells shall be made at least every 15 minutes to ensure that the inmate's condition has not deteriorated. The Correctional Deputy observing the inmate will document their observations on the Observation Log form posted outside the cell.
14. The Shift Supervisor will review and initial the Observation Log form with their Pin# a minimum of once every four (4) hours to approve continued retention in the sobering cell.
15. Correctional Deputies and Facility Health Services Staff will check the inmate's breathing during cell checks to determine that breathing is regular. Breathing should not be erratic nor indicate that the inmate is having difficulty breathing. A loud, heavy snoring sound in respiration is an indication of difficulty in breathing. Shallow breathing may also be an indicator of breathing difficulty. Should any breathing difficulty be suspected, immediate steps will be taken by both Correctional Staff and Facility Health Services Staff to provide medical treatment.
16. Correctional Deputies and Facility Health Services Staff will check the inmate to ensure that they have not been vomiting while sleeping. **Note: Ensuring that intoxicated inmates remain on their side rather than on their back will help prevent aspiration of stomach contents.**

17. Correctional Deputies and Facility Health Services Staff will closely monitor inmates in the sobering cell and remove inmates to continue with the booking process as soon as it is possible to do so.
18. Once the inmate has been removed from the sobering cell the Observation Log will be forwarded to the Sheriff's Compliance Officer for review and filing.
19. Inmates who are eligible to be released from custody after being held due to their level of intoxication may be released when the Shift Supervisor or designee determines that they are no longer a threat to their own safety or the safety of others due to their state of intoxication and are able to complete the booking and release procedures.
20. The time frame an arrestee is to remain in custody due to their state of intoxication can vary and is to be determined by the Shift Supervisor. Generally, three to four hours from the time of arrest is a guideline Shift Supervisors may use to consider whether an arrestee is ready for release. However, other factors may come into play that could reduce or extend the three to four hour time frame including, but not limited to, the intoxicating substance ingested (alcohol, drugs, glue, paint or a combination of substances), arrestee's age, gender, weight, other medical or psychological issues, and the display of aggressive behavior. Facility Health Services Staff shall be immediately contacted for consultation when there are any questions or concerns relative to the health and general physical well-being of the arrestee. When a Shift Supervisor deems it necessary to consult with Facility Health Services Staff, the Shift Supervisor shall write a report outlining the reasons for consulting the Facility Health Services Staff on the release.
21. If an incident occurs inside the sobering cell (i.e. assault, injury, suicide attempt), the Shift Supervisor will be notified immediately and Facility Health Services Staff called to provide first aid if required.
22. The incident will be documented in the JMS and criminal and/or incident reports shall be completed by the officers involved. These reports will be turned in to the Shift Supervisor prior to the end of shift. (See D-002 & D-003)
23. The Shift Supervisor will ensure that any areas contaminated with blood, sputum, urine or feces are cleaned and sterilized prior to placing another inmate in the cell. (See K-003)

24. The Shift Supervisor will notify the Sheriff's Compliance Officer of any incident occurring in the sobering cell so it can be retrieved from the DVR system.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 6/27/18 Reviewed by CC: <u>NAD 7/1/18</u>
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: USE OF INTERPRETERS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. B-008

REVISED: May 1, 2018

REFERENCES:

FORMS:

Interpreter Voucher (HCSD 0048.3 9/94)

POLICY:

The Humboldt County Correctional Facility will utilize interpreters or a telephone language service to assist in booking or any other process requiring communication with individuals who cannot speak or understand the English language.

DEFINITIONS:

Interpreters List- An established list of various multilingual local residents available to the Sheriff's Department and compensated on an hourly rate plus mileage.

AT&T Language Line Services- A service provided by AT&T whereas an interpreter can be accessed on the phone to assist in interpreting for a Non-English speaking inmate.

GENERAL INFORMATION:

1. If it is determined that an inmate cannot speak English, the supervisor will attempt to find an employee who can speak the language of the inmate.
2. The AT&T Language Line may be used after the Supervisor has determined that no officers on duty speak the language and only after reasonable attempts to communicate with the person have failed.
3. An Interpreter may be called in after the Supervisor has determined that no officers on duty speak the language, reasonable attempts to communicate with the person have failed, and the use of the AT&T Language line failed.

4. A copy of the interpreters list is kept at the Shift Supervisor's desk in processing.
5. Using inmates as interpreters is not allowed unless in an emergency situation where there is a safety risk and then only with the approval of the Shift Supervisor. *(In the event an inmate interpreter is used, the Shift Supervisor shall document in a memorandum to the Staff Lieutenant what the safety risk was that required the use of the inmate interpreter)*

PROCEDURE:

1. When the pat down officer realizes that an incoming arrestee cannot understand the English language they will notify the Shift Supervisor.
2. The Shift Supervisor will try to utilize an on-duty staff member to do the interpreting if at all possible.
3. When the Shift Supervisor determines that there are no staff members on duty who can speak the language of the arrestee, the Shift Supervisor will approve use of the AT&T Language Line.
4. When the Shift Supervisor determines that there are no staff members on duty that can speak the language of the arrestee and use of the AT&T Language line has failed, the Shift Supervisor will approve calling an interpreter from the Interpreters List, which is located at the Shift Supervisors desk.
5. During business or non-business hours the interpreter will enter the facility by way of the Reception, room N108 (See H-112).
6. The Interpreter will assist the booking officer in completing the booking process, including any medical questions the health care staff may have. The interpreter may also assist in orienting the inmate on facility rules.
7. After booking and orientation are completed, the booking officer will complete an Interpreter Voucher form and have the interpreter sign it.
8. The Shift Supervisor will review the form for completeness and sign it.
9. The Interpreter will be escorted out of the facility.
10. The Shift Supervisor will forward the original voucher to the Sheriff's business office and a copy to the Staff Lieutenant.

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **FEDERAL INMATES**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. B-009**

REVISED: May 1, 2018

REFERENCES:

United States Code Annotated (Title 18 & 21)
Rules of Criminal Procedure
Intergovernmental Service Agreement
HCCF P&P B-001, B-002, C-002, D-001, E-004, E-009, F-012, & H-002

FORMS:

POLICY:

The Humboldt County Correctional Facility books and houses arrestees charged with Federal law violations and individuals being held as material witnesses in a Federal case.

GENERAL INFORMATION:

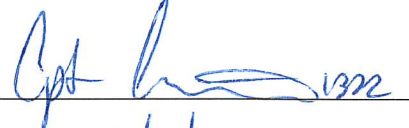
1. All persons brought into the facility to be booked and held on Federal charges must be medically cleared for booking just as any other person being brought into the facility.
2. The Humboldt County Correctional Facility **DOES NOT** accept or deal in any way with Federal inmates bail. All questions or inquiries about Federal inmates bail is referred to the local United States Magistrate, the United States Marshall's Service, or the United States Bureau of Immigration and Custom Enforcement.
3. For information on Federal warrants or Federal inmates, except Immigration cases, call the United States Marshall's Service during business hours at (707) 442-4875. During non-business hours call (415) 436-7660. For Immigration inmates, call the United States Bureau of Immigration and Custom Enforcement in San Francisco, CA: Daytime Number (415) 844-5134, Nights/Weekends (415) 760-1322.

4. The local United States Magistrate is Judge Robert Illman. The United States District Court is located at 3140 Boeving Ave, McKinleyville, CA. The Clerk of the Court can be reached at (707) 445-3612.
5. Any state or local charges that may arise on a Federal inmate that is housed in the facility will be placed as holds on the inmate.
6. Any Federal charges that may arise on an inmate being held on state or local charges shall be placed as a hold. The United States Marshall's Service shall be notified that a hold has been placed on the inmate and that they should contact the Humboldt County District Attorney's office for further information.

PROCEDURE:

1. All Federal inmates brought into the facility must go through the pre-booking process in accordance with P&P H-002 and P&P B-001 of this manual.
2. The arresting officer must complete a booking request form and supply the specific title and section under which the subject is to be booked and copies of all documentation supporting the arrest, if available (i.e., warrant, probable cause).
3. The arresting officer will advise the booking officer when he/she or the United States Marshall's Service will return to pick-up the inmate for arraignment or transport if they know. If that has not been established yet they can call when arrangements are made.
4. The booking officer will note the day and time the officer is to return to pick-up the inmate and pass it on to the Shift Supervisor. The Shift Supervisor will mark the pick-up time on the Shift Supervisors calendar.
5. After the pre-booking process is completed and all documentation is received, the arresting officer may leave.
6. The inmate will be booked in the JMS following in accordance with P&P B-002 of this manual. In the Charge screen of the JMS the specific Federal charges will be entered.
7. Federal inmates are classified and housed in accordance with P&P C-002 of this manual.
8. Once booked, the inmate has the same rights and privileges and is subject to the same rules, regulations and disciplinary procedures as any other county inmate (See D-001).
9. The Humboldt County Correctional Facility **DOES NOT** accept or deal in any way with Federal inmates bail. All questions or inquiries about Federal inmates bail are to be referred to the local United States Magistrate, the United States Marshall's Service, or the United States Bureau of Immigration and Custom Enforcement.

10. It is the responsibility of the arresting agency or the United States Marshall's Service to make all arrangements for arraignment and transportation to and from the Federal Magistrate.
11. Upon return from arraignment the arresting agency or the United States Marshall's Service will supply the facility with the appropriate documentation for transport or release of the inmate. The United States Marshall's Service shall make all needed arrangements for transport. The United States Marshall's Service shall issue a Detainer-Pay Document. A copy of this document will be placed in the inmate's booking file with the original being forwarded to Administration.
12. In the event a Federal inmate needs emergency medical care, correctional staff will provide security for the inmate in accordance with P&P F-012 of this manual. If a federal prisoner is admitted, the United States Marshall's Service shall be contacted immediately to arrange for guard service. The Shift Supervisor must document this notification in writing and copies will be placed in the inmates booking and medical files.
13. Escape of a Federal inmate is handled in accordance with P&P E-004 of this manual. The United States Marshall's Service shall be notified immediately in the event of an escape.
14. Death of a Federal inmate is handled in accordance with P&P-E-009 of this manual.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **SLEEPERS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: October 1, 2002 **B-010**

REVISED: May 1, 2018

REFERENCES:

B-001, B-002, B-005, B-006, B-101, B-102, H-002 & H-008

FORMS:

Authorization to House Sleepers / Body Receipt HCSD 0315.5
Medical Pre-Screening Form
Officer's Booking Request Form HCSO 0310.23

POLICY:

In an effort to assist other law enforcement agencies in the short term housing of inmates in their custody, while in transit, the Humboldt County Correctional Facility may house Sleepers as the daily population dictates.

DEFINITIONS:

Daily Rate – The cost associated for housing an inmate for one (1) day.

Short Term – A period of twenty-four (24) hours or less. This period enables the Transportation Officers to rest or make needed repairs to transportation vehicle(s).

Sleeper - An inmate in the custody of another law enforcement agency in transit who is temporarily housed at the Humboldt County Correctional Facility.

Sleeper Rate - The rate an agency is charged when a sleeper is housed at HCCF.

GENERAL INFORMATION:

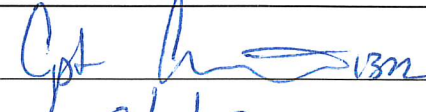
1. A Shift Supervisor, Correctional Lieutenant or Facility Manager may approve sleepers.

2. Bed space and classification issues, including medical needs, are the determining factors as it relates to approving sleepers.
3. The sleeper rate is determined by adding the current Booking Fee to the Daily Rate. The Agency shall be charged the full rate for any part of a day their prisoner(s) stays in the Humboldt County Correctional Facility.
4. Law enforcement agencies that do not have a contractual agreement with Humboldt County Correctional Facility (e.g. CDC, U.S. Marshals) may pay the cost prior to the inmates being released back into the agencies custody or may choose to be billed. Checks are to be made out to the Humboldt County Sheriff's Department.
5. Enroute inmates that are arranged by the Humboldt County Correctional Facility Transportation Officer, as part of the Northern California Shuttle Agreement, will not be charged the sleeper rate.
6. Sleepers shall receive showers and meals just as any other inmate.
7. Sleepers are not allowed use of the phone, visitation, commissary or recreation.
8. Sleepers should not remain in custody for extended periods of time. Every attempt shall be made to remove sleepers in a timely manner.

PROCEDURE:

1. Requests from other agencies to house sleepers shall be referred to either the Transportation Officer, Shift Supervisor, Correctional Lieutenant, or Facility Manager who before approving the request, shall consult with Classification staff to determine if appropriate bed space is available.
2. If appropriate bed space is available, the person taking the request will note the date and time of arrival, the number of sleepers, and the agency/company requesting the housing on the top portion of the Authorization to House Sleepers / Body Receipt form HCSD 0315.5.
3. The Authorization to House Sleepers / Body Receipt shall be placed in the briefing basket on the Shift Supervisor's desk. The date and time of arrival shall be noted on the appointment calendar located on the Shift Supervisor's desk.
4. Upon arrival the inmate(s) will be processed in accordance with HCCF Policy and Procedures B-001, B-002, B-005, B-006, H-002 & H-008.
5. The names, sex, dates of birth and any classification and/or medical issues of the Sleepers shall be listed on the Authorization to House Sleepers / Body Receipt. The names of the Transportation Officers, where they can be located and an emergency number shall also be filled in.

6. The Transportation Officers are to be given the third copy of the Authorization to House Sleepers / Body Receipt as a receipt for their inmate(s).
7. It is preferable to collect payment for Sleepers prior to releasing the inmates back to the agency/company. If payment is to be mailed at a later date, the Shift Supervisor will advise the agency/company of the amount owed by filling in the Body Receipt portion of the form and giving the Transportation Officer the second copy of the Authorization to House Sleepers / Body Receipt.
8. For payments made at the time of departure, the Shift Supervisor will check the box "Paid in Full" on the bottom portion of the Body Receipt form and give the Transportation Officer the second copy of the Authorization to House Sleepers / Body Receipt.
9. Upon departure the Sleepers will be processed in accordance with HCCF Policy and Procedure B-101 & B-102.
10. The original Authorization to House Sleepers / Body Receipt and any payments shall be forwarded to Facility Administration.
11. The Senior Legal Office Assistant assigned to Administration shall maintain a file containing the Authorization to House Sleepers / Body Receipt forms, process payments made, track outstanding payments and send monthly invoices as necessary.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: COLLECTION OF DNA SAMPLES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: July 1, 2005 **No. B-012**

REVISED: May 1, 2018

REFERENCES:

PC 290, PC 295, PC 296, PC298.1

Title 15, 1059

HCCF P&P D-002

HCSO G.O. 72-5 F-2

FORMS:

PC 298.1 Admonishment Form (HCSO 0315.7)

PC 298.1 Collection Form (HCSO 0315.8)

Criminal Report Form (HCSO 0631.1B)

POLICY:

Trained Correctional staff of the Humboldt County Correctional Facility will collect without the use of force DNA samples, thumbprints, and palm prints from those individuals who are required to provide such samples under the DNA Fingerprint, Unsolved Crime and Innocence Protection Act, and the State of California DNA Data Bank Program.

DEFINITIONS:

Buccal Swab – The instrument contained in the DOJ issued kit used to collect the DNA sample from inside the mouth.

DNA Flag - Language on the individual's criminal history (RAP) that tells if the person is in need of a DNA sample.

Samples - Specimens of blood, a saliva sample, right thumbprints, and a full palm print impression of each hand as required for law enforcement identification pursuant to Penal Code 296.

RAP – Record of Arrest and Prosecution

GENERAL INFORMATION:

1. Qualifying individuals for the collection of DNA samples are as follows:
 - Adults arrested on/after 01/01/2009 for any felony offense.
 - All adults and juveniles convicted or found not guilty by reason of insanity of any felony.
 - All adult and juvenile PC 290 sex and PC 457.1 arson registrants (includes misdemeanor offenders).
 - All adult and juvenile offenders currently in custody or on parole, probation or other supervised release for any offense who have a prior felony offense.
 - Adults and juveniles referred to and housed in a mental health treatment facility for felony offenses, includes mentally disordered sex offenders.
 - Out-of-state offenders accepted into California under interstate compact.
 - Federal prisoners with a California or out-of-state qualifying offense.
 - Adults and juveniles who plead to a misdemeanor offense conditioned upon collection of a DNA sample.
 - Adults arrested for felony 290 sex crimes, murder, voluntary manslaughter, or attempts to commit those crimes.
2. The Humboldt County Sheriff's Office employees will not use force to collect DNA samples and/or palm print impressions from any inmate who refuses to comply with PC 296
3. Prior to collecting any DNA sample, staff need to verify the subject's identity and qualifying status. This may be accomplished through state and local criminal history records, RAP sheet "flags" or by fingerprint live scan responses.
4. DNA sample collection should be a one-time event. It must be verified that the offender has not previously provided a DNA sample – either through the criminal history system or by contacting the DNA Lab by email PC296.PC296@DOJ.ca.gov or (510) 620-3300 (press "1-1" in the automated answering system).

5. Arrests are not retroactive: If a subject is arrested on an offense that does not qualify under the current arrestee provisions (i.e. 187, felony 290 crimes, etc.), you cannot use a prior felony offense or arrest to qualify this individual for DNA collection.
6. Retroactivity after conviction: If an offender is in custody after ANY conviction, the provisions are completely retroactive and any prior felony conviction triggers the DNA collection.
7. The collection of DNA samples, thumb and palm impressions shall be conducted during the booking process.
8. The Buccal DNA Collection Kit and palm print cards are located in the marked drawer at the ink print counter.
9. Completed kits and palm prints cards shall be dropped through the slot in the marked cabinet at the ink print counter.
10. The Facility Compliance Officer or designee shall be responsible for maintaining an adequate supply of DOJ kits and cards, the processing and monthly mailing of the completed kits and cards to the CAL-DNA Data Bank and California Department of Justice, respectively, and gathering statistical data for billing and reimbursement.
11. In accordance with the law, inmates who refuse to provide a mandated DNA sample or accompanying thumb or palm print impressions are guilty of a misdemeanor. A crime report will be written and the inmate will be booked for PC 298.1(a).
12. Once the DNA sample has been collected, the Shift Supervisor shall ensure that the admonishment form is forwarded to the Compliance officer who is responsible for making sure the inmate's name is added to the automated list shared by HCCF and Probation.
13. Buccal swab samples may only be collected by Correctional staff who have successfully completed the departmentally approved training in the collection of buccal swabs and with the use of DOJ buccal swab collectors.

PROCEDURE: Booking

1. All arrestees shall be booked into the Facility in accordance with the HCCF Policy and Procedures.
2. During the booking process, the Shift Supervisor or designee will determine if the fresh arrest or warrant charge(s) fit the criteria for collecting DNA samples pursuant PC 296.

3. If the subject is booked in on a failure to commit warrant or a self-commit, the Shift Supervisor or designee will determine if the charge(s) in the warrant or commitment fit the criteria for collecting DNA samples pursuant PC 296. In addition, the criminal history shall be checked for prior felony convictions. (This can be accomplished by checking the local criminal history, SID and FBI RAP sheets.)
4. The DNA flags shall be checked on the RAP sheets to verify if there is a need to collect the samples. The only time a DNA sample needs to be collected again is if the DNA flag notes the sample previously submitted was inadequate. In this situation, a blood sample will be collected. Health Care Services staff will do the blood draw as long as the inmate gives consent and is cooperative. They will not do forcible blood draws.
5. When DNA collection is required, the officer charged with getting the sample shall admonish the inmate, complete PC 298.1 Admonishment form HCSO 0315.7 and collect the samples prior to housing the inmate.
6. The PC 298.1 Admonishment form will be forwarded to the Compliance Officer.
7. The Correctional Officer collecting the samples will follow the directions provided in the Buccal DNA Collection Kit.

PROCEDURE: Time Served Releases

1. Prior to releasing any sentenced inmate, who fits the collection criteria, the Shift Supervisor or designee shall make sure a DNA sample and palm print impressions have been collected by consulting the automated shared list.
2. If the sentenced inmate's name does not appear on the automated shared list, the Shift Supervisor or designee shall check the RAP sheet to ensure that a previous DNA sample has not been taken before proceeding to collect a DNA sample.

PROCEDURE: Refusals

1. In the event an inmate refuses to give a DNA sample, the officer will complete the PC 298.1 Data Collection form (HCSO 0315.8) and forward it to the Compliance Officer or designee. **FORCE WILL NOT BE USED TO COLLECT SAMPLES.**
2. Correctional Staff shall complete a Criminal Report and book any inmate who refuses to comply with PC 296 for PC 298.1(a). (See G.O. F-2 and P&P D-002). A copy of the PC 298.1 Admonishment form (HCSO 0315.7) is to be attached to the criminal report.
3. The names of those inmates refusing to comply with PC 296 will be added to the automated shared list as refusals.

Approved by: Duane Christian, Captain
Facility Administrator

Signature: 

Date: 5/1/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **HOLDING CELLS & TEMPORARY STAGING SEPARATIONS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: June 26, 2019

B-013

REVISED:

REFERENCES:

Title 15 – CCR
Title 24 – CCR 1231.2.2, 1231.2.3
HCCF Policy & Procedures F-004 & G-002

FORMS:

Observation Log Form (HCSD 0317.4)

POLICY:

Holding Cells and Temporary Staging Separations are used by the Humboldt County Correctional Facility to temporarily hold or separate inmates for safety and security reasons.

DEFINITIONS:

Holding Cell – A cell as specified in CCR Title 24 Section 1231.2.2 that contains a toilet, wash basin, drinking fountain, and a bench used for short-term holding of inmates. Inmate placement in a holding cell requires staff log time of placement and other pertinent information on an Observation Log (HCSD 0317.4).

Restraint - Any device used to immobilize inmate's extremities and/or prevent the inmate from being ambulatory, such as:

- a. Handcuffs, belly chains, flex cuffs and leg irons
- b. Restraint chair (see G-006)
- c. Other soft restraints deemed necessary by health services and mental health staff which have been approved by the Shift Supervisor.

Temporary Staging Separation – A separation constructed of wire mesh walls and top with a locking door that can be strategically placed in a housing unit or area to securely separate inmates of different classifications or security levels. These separations do not contain a toilet, bunk, or bench and are only to be used as a temporary placement for no more than fifteen (15) minutes.

GENERAL INFORMATION:

1. Absent emergency conditions, continued placement of an inmate in a holding cell for a period longer than 24 hours triggers notification of the Staff Lieutenant and must be documented by the Shift Supervisor in a memo form and forwarded to the Staff Lieutenant.
2. If restraints are used on an inmate while he/she is placed in a holding cell, staff will follow procedures outlined in HCCF P&P G-002.
3. Placement of an inmate in a Temporary Staging Separation shall not, under any circumstances, exceed 15 minutes.
4. The location of the Temporary Staging Separations will be determined by the facility design and available space. The separations will be placed in a location that fully allows maximum visibility for staff observation of inmates possible within the physical constraints of the facility. Cameras may be placed strategically to assist staff with observation while inmates are in these separations. Any recorded video footage will be retained in accordance with HCCF P&P F-004.

PROCEDURE – HOLDING CELLS:

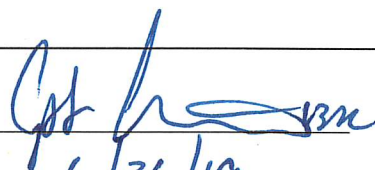
1. Holding cells may be used for a variety of reasons to temporarily house inmates. These reasons may include, but are not limited to:
 - a. Separation of inmates pending investigation of an incident in the facility
 - b. Housing inmates pending permanent housing assignment or structured release
 - c. For closer observation to monitor inmates for medical or mental health reasons or due to believed possession of contraband that may jeopardize the safety or security of the facility
 - d. Temporary relocation of inmates in an effort to de-escalate negative behavior
 - e. Separation of arrestees in booking who are unable to follow instruction or co-exist with other arrestees in the booking lobby
 - f. Staging of inmates of different classifications for court, sick call and other such functions
 - g. For increased security and control of inmates during a critical incident
2. The Correctional Deputy placing the inmate in the holding cell will start an Observation Log form, one (1) form per person.
3. Direct visual observation of inmates held in a holding cell shall be made at least every 30 minutes. The Correctional Deputy observing the inmate will document their observations on the Observation Log form posted outside the cell.

4. Absent emergency conditions, the Shift Supervisor shall notify the Staff Lieutenant if an inmate is housed in a holding cell longer than 24 hours. The Shift Supervisor will document the reasons for this in a memorandum to the Staff Lieutenant.
5. Once the inmate has been removed from the holding cell, the Observation Log form will be completed and forwarded to the Sheriff's Compliance Officer for review and filing.

PROCEDURE – TEMPORARY STAGING SEPARATIONS

1. Temporary staging separations will be placed in various housing units and/or holding areas of mixed housing classifications. Correctional deputies shall only use these separations to briefly secure inmates either to allow other inmates of different classifications to pass through the immediate area, or to separate inmates during a critical incident.
2. The maximum number of inmates placed in a temporary staging separation shall not exceed two (2) inmates of the same classification at any one time. Inmates of differing classifications shall not be placed in a temporary staging separation together at any time.
3. Inmates shall not be kept in temporary staging separations for more than 15 minutes. As soon as is practical and safe, inmates should be removed from the separation and either rehoused or returned to the dayroom to finish their tier time. Inmates that cannot be rehoused to their cell and require longer separation should be moved to a holding cell pending review and/or reclassification.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 6/26/19

Reviewed by CC: NAD 6/28/19

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE RELEASE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 16, 1996

B-101

REVISED: February 28, 2023

REFERENCES:

AB 2023

PC 686.5, 825, 849-849.5, 853.6, 1268, 1318, 4018.6, 4024, & 4024.1 (See general information)

P&P B-003 & J-005

FORMS:

Agreement to Appear (HCSD 0314.1)

Detention Certificate (HCSD 0314.2)

Detention/O.R. Pre-Release Verification Form

Inmate Request Form (HCSD 0326.3)

Property Receipt Form/JMS

Request for Transportation Pursuant to PC 686.5 Form (HCSD 0325.8)

POLICY:

Inmates booked or committed to the Humboldt County Correctional Facility will be released from custody upon completion of their sentence or as allowed by law.

DEFINITIONS:

Indigent (for the purposes of release) - Any inmate possessing less than five (\$5.00) dollars on their persons, or showing less than a five (\$5.00) dollar balance in their Inmate Trust Account, or does not have an immediate funding source, either credit or debit account exceeding five (\$5.00) dollars.

Inmate Welfare Fund - An account separate from that of the Inmate Trust Fund, in which moneys are deposited from sources such as: profits gained by operating a store (commissary), refunds, rebates or commissions received from a telephone company, interest or increment accruing on funds invested and donations.

GENERAL INFORMATION:

1. **PC 686.5:** In any case in which a person is arrested and released without trial or in which a person is arrested, tried, and acquitted, if such person is indigent and is released or acquitted at a place to which he has been transported by the arresting agency and which is more than 25 airline miles from the place of his arrest, the arresting agency shall, at their request, return or provide for return of such person to the place of his arrest.
2. **PC 825:** Inmates must be taken before the magistrate without unnecessary delay within 48 hours after their arrest, excluding Sundays and holidays. However, when the 48 hours expire at a time when the court is not in session, such time shall be extended to include the duration of the next regular court session. When the arrest occurs on a Wednesday after the conclusion of the day's regular court session, and provided that the Wednesday is not a court holiday, the inmate shall be taken before the magistrate not later than the following Friday, provided Friday is not a court holiday. If the inmate has not been before a magistrate within the above time limits, they shall be released from custody.
3. **PC 849(b)(1):** Any peace officer may release from custody any person arrested without a warrant when they are satisfied that there are insufficient grounds for making a criminal complaint against the person arrested. The peace officer shall complete a Detention Certificate prior to releasing the inmate.
4. **PC 849(b)(2):** If the person was arrested for intoxication only, and no other proceedings are desirable, complete "Detention Certificate" prior to releasing the inmate.
5. **PC 849.5:** In any case in which a person is arrested and released and no accusatory pleading is filed charging him or her with an offense, any record of arrest of the person shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.
6. **PC 853.6:** In any case in which a person is arrested for an offense declared to be a misdemeanor, including a violation of any city or county ordinance, and does not demand to be taken before a magistrate, that person shall, instead of being taken before a magistrate, be released according to the procedures set forth by this chapter, although nothing prevents an officer from first booking an arrestee. If the person is released, the officer or his or her superior shall prepare in duplicate a written notice to appear in court, containing the name and address of the person, the offense charged, and the time when, and place where, the person shall appear in court. If the person is not released prior to being booked and the officer in charge of the booking or his or her superior determines that the person should be released, the officer or his or her superior shall prepare a written notice to appear in court.
7. **PC 1268:** Released by bail (See Bail Policy B-003)
8. **PC 1318:** A signed release agreement to appear which includes:

- (1) The defendant's promise to appear at all times and places, as ordered by the court in which the charge is subsequently pending.
 - (2) The defendant's promise to obey all reasonable conditions imposed by the court.
 - (3) The defendant's promise not to depart this state without leave of the court.
 - (4) The defendant agrees to waive extradition if the defendant fails to appear as required and is apprehended outside the State of California.
 - (5) The defendant acknowledges they have been informed of the consequences and penalties applicable to violation of the conditions of release.
9. **PC 4018.6:** The Sheriff may discharge any inmate from the county jail for purposes preparatory to his/her return to the community. Any such removal shall not be for a period of more than three days.
 10. **PC 4024:** The Sheriff may discharge any inmate from the county jail on their last day of sentence at such time the Sheriff considers to be in the best interest of the inmate.
 11. **PC 4024.1:** Accelerated release methods authorized by the court during overcrowding.
 12. **Time Served:** Release on the date the sentence expires.
 13. Inmates being released from custody "Time Served" shall be released between the hours of 0600 and 1800 hours on the last day the inmate may be confined. *(Unless pre-approved plans have been made and approved by a Shift Supervisor for the inmate to be picked up by a friend/family member.)*
 14. To help ensure the safety of both the public and the individuals being released, Correctional Staff shall use a Detention/O.R. Pre-Release Verification form for all inmates who are subject to a PC 849 (b)(2) or PC 1318 releases as described above.
 15. The time frame an arrestee is to remain in custody due to the state of their intoxication can vary and is to be determined by the Shift Supervisor or designee. Generally three to four hours from the time of arrest is a guideline Shift Supervisors may use in considering whether an arrestee is ready for release. However, other factors may come into play that could reduce or extend the three to four hour time frame including, but not limited to, the intoxicating substance ingested (alcohol, drugs, glue, paint or a combination of substances), arrestee's age, gender, weight, other medical or psychological issues, and the display of aggressive behavior. Health Services staff is to be consulted when there are any questions or concerns relative to the health and general physical well-being of the arrestee. When a Shift Supervisor deems it necessary to consult with Health Services staff, the Shift Supervisor shall write a report outlining the reasons for consulting the Health Services staff on the release.
 16. Inmates on the self-administration medication program who are being transferred to another facility or being released from custody shall be allowed to take their medication with them.

- Medication left by an inmate who has been released will be turned over to Health Services staff.
17. Each housing unit and the booking area shall have postings notifying inmates of PC 686.5.
 18. Those inmates who meet the qualifications of PC 686.5 and request transportation shall be accommodated.
 19. Transports pursuant to PC 686.5 shall be conducted seven (7) days a week during the hours of 0600-1600. In the event an individual is requesting a transport during the hours of 1600-0600, they will be afforded the opportunity to stay in custody until that transportation can be provided.
 20. Transports pursuant to PC686.5 shall be provided either by public transportation or by law enforcement.
 21. Inmates being released from custody shall have access to a minimum of three free phone calls to plan for a safe and successful release.

PROCEDURE: Release of Inmates from Housing

1. The Shift Supervisor or designee shall verify the legal authority for release ensuring that the proper forms and documents that contain proper signatures of authority are completed.
 - a. Checks JMS to ensure release on all cases
 - b. Warrant checks are completed and clear
 - c. No holds and/or Detainers are in effect
2. The housing unit officer will instruct the inmate to gather their belongings and report to the housing unit control counter.
3. The Housing Officer will notify Central Control that the inmate is ready to be released from the housing unit and instruct the inmate to report to Processing. If the classification of the inmate makes it necessary, a Roving Officer will escort the inmate to the first floor. Central Control will operate the door(s) and elevator to allow the inmate access to Processing.
4. The Property Officer will use the photos on the inmate's movement card and wristband to verify the inmate's identification and then complete the following.
5. Retrieve the inmate's property and check all items against the original clothing receipt. If the Property Officer is unable to locate the property, he/she will refer to P&P J-005.
6. Give the inmate their personal clothing and instruct the inmate to change clothes in one of the dressing Rooms N112 & N113.
7. Retain all facility issued clothing, examine it for damage, and verify that all issued items have been returned.

8. Allow the inmate to view his/her property through the bag and have the inmate sign the property receipt indicating that all personal items listed on the receipt have been returned. If the inmate refuses to sign and claims there is an item missing, the Officer will open the bag and inventory the contents against the printout. If the inmate still insist item(s) are missing the Officer will write, "Refused to sign" on the property printout. (For Missing or Damaged Personal Property refer to P&P J-005)
9. Have the inmate sign any necessary forms (i.e. citations, promise to appear, receipt for money) and remove the inmate identification wristband.
10. All release paperwork and computer entries shall be completed prior to escorting the inmate out of the facility. Once completed, the booking paperwork will be filed in the Administration box located in processing.
11. The Property Officer will maintain possession of the property to be returned until the inmate has passed through door #168C at which time the Property Officer will hand the inmate the property by way of the package pass through located in the doorframe of door #168C.

PROCEDURE: Release of Inmates Pursuant to PC 849 (b)(2) & PC 1318

1. The release of inmates for detention only pursuant to PC 849(b)(2) or on their own recognizance pursuant to PC 1318 will be completed the same as, "Releases of Inmates from Housing" listed above with the exception of the completion of a Detention/O.R. Pre-Release Verification form.
2. All releases pursuant to PC 849(b) (2) and PC 1318 will have a Detention/O.R. Pre-Release form attached upon approval of the booking by the Shift Supervisor.
3. Inmates who are eligible to be released from custody after being held due to the level of their intoxication, may be released when the Shift Supervisor or designee determines that they are no longer a threat to their own safety or the safety of others due to the state of their intoxication and are able to complete the booking and release procedures.
4. In order to determine the appropriateness of the release, the officer processing the release shall document the observations listed on the Detention/O.R. Pre-Release Verification form, ensuring the individual being released is no longer showing signs indicative of being under the influence.
5. The officer will then document the Mental Health condition of the individual being released. In the event that, in consultation with the Shift Supervisor, the individual presents a danger to himself, others or appears to be gravely disabled, he will be transferred to the County Mental Health facility pursuant to W&I 5150. In all cases the officer will document the offering of Mental Health services to include a courtesy ride to the County Mental Health facility. *(When an individual is requesting to self-commit or being committed to the County Mental Health facility the Shift Supervisor shall assign an officer to conduct the transportation of the individual to the County Mental Health facility)*

6. During the hours of 2200-0600 those inmates eligible for release pursuant to PC1318 and PC849(b)(2) being released from custody will be advised of the right to contact a friend/relative for a ride, contact a cab, or remain in the Correctional Facility until daylight. Once advised of the options the inmate will be instructed to sign the checklist documenting they were made aware of the options.
7. Upon advising the inmate of their rights the officer processing the release shall sign the checklist as the Witnessing Officer.
8. In those releases of inmates eligible for release pursuant to PC1318 and PC849(b)(2) that do not occur between the hours of 2200-0600 the officer processing the release will still conduct their observations, then select the box on the form that says "Does Not Apply- Inmate Was Not Released After Hours", and sign the checklist.
9. In the event that an inmate is released between the hours of 2200-0600 and the inmate refused to sign acknowledging they have been advised of their options, the releasing officer will mark the box acknowledging the refusal and sign the form.
10. In the event an inmate chooses to remain in custody until daylight hours, the officer will check the appropriate box at the bottom of the form. If an inmate later chooses to be released from custody, a new form should be filled out and attached to the booking packet.
11. Once completed, the booking paperwork and checklist will be filed in the Administration box located in processing.

PROCEDURE: Release of Eligible Inmates Meeting the Qualifications of PC 686.5

1. If any individual being released (regardless of innocence or guilt) who is indigent and was arrested over 25 air miles from the facility requests assistance in returning to their place of arrest, the Shift Supervisor shall have the inmate document their request on a Request for Transportation Pursuant to PC 686.5 form.
2. If the arrest was made by a Humboldt County Sheriff's Office employee, the Shift Supervisor shall assign a Correctional Deputy to conduct the transport during the hours outlined above. *(Exceptions will be made for those individuals whose address of arrest can be reached by public transportation. In those cases, the Sheriff's Office shall supply the means to obtain public transportation to their place of arrest.)*
3. If the arrest was made by an agency other than the Humboldt County Sheriff's Office, the Shift Supervisor shall contact that agency and advise them the individual is requesting to be transported back to the place of arrest by that agency. *(Exceptions will be made for those individuals whose address of arrest can be reached by public transportation. In those cases, the Sheriff's Office shall supply the means to obtain public transportation to their place of arrest even if arrested by a different law enforcement agency than the Sheriff's Office)*

4. In the event the Shift Supervisor determines they do not have adequate staffing (below 18) to accommodate the transportation, they shall contact the Patrol Sergeant and request assistance to conduct the transport.
5. If the request for transportation pursuant to PC 686.5 occurs outside the hours of 0600-1600, the individual requesting the transport shall be afforded the opportunity to remain in custody until after 0600 for transport.
6. All documentation of transports pursuant to PC 686.5 shall be documented on the Request for Transportation Pursuant to PC 686.5 form including those instances where an individual requests transport after 1600, but is unwilling to remain in custody until after 0600 hours so the transportation to the place of arrest can be arranged.
7. In the event the individual requests transportation, then, after being advised of the parameters of such transportation, chooses to decline, both the requesting inmate and officer processing the request shall document the declination on the Request for Transportation Pursuant to PC 686.5 form.
8. Once completed, the Request for Transportation Pursuant to PC686.5 form will be filed with the booking in the Administration box in processing.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 2/28/23

Reviewed by CC:  3-1-23

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: RELEASE OF INMATE MONEY/PROPERTY

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 16, 1996

B-102

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR 1029.c.1
HCCF P&P D-005, J-004 & J-005
Inmate Orientation Handbook

FORMS:

Inmate Request Form (HCSD 0326.3)
Personal Property Received List (OMS Receipt)

POLICY:

The Humboldt County Correctional Facility will maintain inmate property and cash in a safe and secure manner by providing a method of receiving, documenting, storing and the releasing of such items.

DEFINITIONS:

Booking Kiosk – A locked Kiosk used for the purposes of depositing inmate funds securely.

Essential Clothing – For the purpose of this policy essential clothing for transport is that which covers their body appropriately. It may include; footwear, appropriate under garments, dress, blouse, pants, jumpsuit, or shirt.

Inmate Trust Fund – The money belonging to inmates, held in trust by the Sheriff and deposited in a bank account

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

Receptionist – Legal Office Assistant assigned to Reception in N117 who handles inquiries from the public, schedules inmate visiting and handles release of inmate money and/or property.

GENERAL INFORMATION:

1. Upon release, any amount due the inmate will be returned to the inmate in the form of a check from the Inmate Trust Fund Account.
2. An inmate may not place money on the account of another inmate.
3. Money may not be released to a family member or designated person with the intent to place the money on the account of another inmate.
4. The HCCF shall allow only one money release and it must be within the first 7 days of incarceration. No further money releases shall be allowed without the approval of the Facility Manager or their designee.
5. If it has been determined an inmate is releasing sums of money to a family member or designated person to be placed on the account of another inmate, disciplinary measures will be taken in accordance with HCCF P&P D-005.
6. Court clothing for use during jury trials will be accepted and stored in the Property Room or in the Court Holding Area only for the duration of the trial. (See P&P J-004)
7. No additional personal property will be accepted once an inmate is booked into the facility without the approval of the Shift Supervisor.
8. Inmates are allowed to release their personal property only once during their incarceration. *(With the exception of those inmates who have been sentenced to state prison who are allowed to release all personal property and clothing that is not essential for the transport regardless of whether they have previously released any of their property)*

PROCEDURE: Release of money and property upon inmate release

1. As inmates are cleared for release, the Releasing Officer will check the Inmate's Trust Fund Account in the Keefe System for any money due to the inmate(s) upon release.
2. As the inmate prepares to be released, the Releasing Officer will print a check from the Keefe system for any funds owed the inmate at the time of their release. The check will be reviewed and signed by the Shift Supervisor or Senior Correctional Officer.
3. The check will be given to the Property Officer who will retrieve the inmate's personal property bag from the property room and attach the check to the inmate's property bag.
4. The property officer will allow the inmate to visually check the contents of the property bag without opening it.

5. When the inmate is satisfied with the contents of the property bag, the Property Officer will have the inmate sign the Personal Property Receipt for their property.
6. An officer will carry the personal property and check while escorting the inmate to sally port door N104. Once the inmate enters sally port door N104 the officer will hand the personal property and check to the inmate.
7. If an inmate claims that he or she has not received all of their property back, the Property Officer will follow the procedure outlined in P&P J-005.

PROCEDURE: Release of money while incarcerated

1. Inmates requesting to release their money during their incarceration must complete an Inmate Request Form
2. It is the inmates responsibility to contact the person they want to pick up the money either by telephone, visiting or by mailing a letter to them and informing them they can pick up the property or money anytime between the hours of 0800 and 2200 starting the next day.
3. When a family member or designated person arrives at the reception counter to pick up an inmate's money the Receptionist will locate the Inmate Request Form in the Money/Property Release File and ask to see the family member or designated person's identification.
4. The Receptionist will compare the identification to the person wanting to pick up the money or property.
5. If the identification matches the name of the person authorized to pick up the money, the Receptionist will record the identification card number on the Inmate Request Form and then write his/her initials and PIN # on the form.
6. The Receptionist will call the inmate's Housing Unit and ask the Housing Officer to confirm with the inmate the amount and to whom the money is to be released to.
7. The Receptionist will notify the Shift Supervisor or the Senior Correctional Officer assigned to the booking/processing area and request that a check be written for the amount to be released.
8. The Shift Supervisor or the Senior Correctional Officer will confirm that no prior money releases have been done by the inmate, and the release is occurring within the first 7 days of the inmate's incarceration.
9. Documentation of the money release or denial will be done by the confirming officer in the Inmate Notebook portion of the JMS.

10. After the check is written it will then be given to the Receptionist who will then give it to the person. The person receiving the check shall sign on the Keefe check receipt. The signed check receipt will be filed in the inmate's booking file.

PROCEDURE: Release of property while incarcerated

1. Inmates requesting to release their property during their incarceration must complete an Inmate Request Form
2. It is the inmates responsibility to contact the person they want to pick up the property either by telephone, visiting or by mailing a letter to them and informing them they can pick up the property or money anytime between the hours of 0800 and 2200 starting the next day.
3. When a family member or designated person arrives at the reception counter to pick up an inmate's property the Receptionist will locate the Inmate Request Form in the Money/Property Release File and ask to see the family member or designated person's identification.
4. The Receptionist will confirm in the JMS that the inmate has not previously released any property.
5. The Receptionist will compare the identification to the person wanting to pick up the money or property.
6. If the identification matches the name of the person authorized to pick up the money, the Receptionist will record the identification card number on the Inmate Request Form and then write his/her initials and PIN # on the form.
7. The Receptionist will contact the Property Officer and give them the name of the inmate.
8. The Property Officer will bring the inmate's personal property to the reception area and give it to the Receptionist. The Receptionist will hand over the property having the person receiving it sign the JMS property release receipt.
9. The Receptionist will enter the release information in the JMS property screen and file the Inmate Request Form and property release receipt in the inmate's booking file.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE CLASSIFICATION, GENERAL

APPROVED BY: Captain Duane Christian Facility Manager

DATE: April 14, 1996 **No. C-001**

REVISED: November 13, 2018

REFERENCES:

- PC - 4001, 4002, 6030
- Title 15 - CCR, 1050 - 1057
- HCCF Policy and Procedures C-002, C-003, C-004, & C-011
- Title II of the American's with Disabilities Act, 42 U.S.C. § 12131
- Rehabilitation Act of 1973 § 504
- Prison Rape Elimination Act of 2003

FORMS:

Classification Re-Interview Form (HCSO 0310.28)

POLICY:

It is the policy of the Humboldt County Correctional Facility, to classify inmates using objective criteria and as much information as possible to determine the least restrictive and appropriate housing and program assignments that provides for the safety and security of the facility, inmates, staff, and volunteers.

DEFINITIONS:

Classification - A consistent and fair means of managing the inmate population. It provides a means for the assignment of inmates to specific housing areas and programs according to their needs and the needs of the facility. Classification is a means by which inmates are housed and placed into programs according to their present behavior, past behavior, criminal charges, and other objective criteria.

Classification Committee - A committee comprised of the Facility Manager, Correctional Lieutenant(s), Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues.

Classification Officer - A Correctional Deputy who has been assigned by the Facility Manager, based upon minimum qualifications and selection criteria as determined by the Facility Manager.

LGBTQI - Acronym for a group of sexual minorities including Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, and Intersex individuals.

Major Life Activities – Caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

Stage I Classification- The compiling of any information which aids staff in determining the most appropriate initial housing location for inmates. This occurs during the booking process.

Stage II Classification - A one-on-one interview conducted by classification staff, which in addition to Stage I Classification information, assists in determining appropriate housing and program placement.

Stage III Classification Review - A review conducted periodically or as needed by classification staff and subject to review by the classification committee. Inmates may request a Stage III review no sooner than 30 days from the last request for review. This does not preclude inmates from requesting protective custody or administrative segregation if warranted. (See C-004 Stage III Classification)

CATEGORIES OF INMATES

Civil Prisoners - Those inmates who are confined for civil proceedings, including civil contempt cases (CP 1209), sexually violent predator cases (WI 6600), or inmates who are confined as material witnesses. These individuals will be housed separately from all other inmates except other civil prisoners.

Medical Segregation - Upon identification, all inmates with any suspected communicable disease shall be segregated until Health Care Staff determines otherwise. These may include but are not limited to:

Tuberculosis	Vermin/Parasite infestation
Hepatitis	Chicken Pox
Venereal Disease	AIDS
Methicillin-Resistant Staphylococcus Aureus (MRSA)	
Any other special medical problem identified by the facility Medical Care Staff on duty.	

Male/Female - Shall not sleep, dress or undress, bathe or perform eliminatory functions in the same room.

Maximum Security - Those high-risk inmates who require a maximum level of supervision and control by staff. Housing generally consists of single or double occupancy cells. Included in this category may be protective custody, administrative segregation, medical/mental disorders, disciplinary problems, behavioral problems and other inmates who otherwise require a higher level of security housing. Participation in programs and some privileges may be restricted to a degree to ensure safety and security.

Medium Security – Those medium-risk inmates who require general supervision in or out of the facility by Correctional Staff. Included in this category are general population inmates and inmate workers usually with previous incarceration histories. Housing generally consists of dormitories or double occupancy cells. These inmates are not usually cleared to leave the facility for work details.

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Minimum Security - Those low risk inmates with non-violent criminal histories or those who have exhibited obvious changes in their personality to cause re-classification based on belief of no further violence. Also those who are not considered behavioral problems while incarcerated and who require the least restrictive housing assignment generally, inmates classified as minimum security may perform work details outside the facility, under direct supervision of staff.

Qualified Individuals with Disabilities – Those inmates who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities. These inmates can be high, medium or low risk depending on the disability and other objective criteria to determine the least restrictive and appropriate housing and program assignments.

Protective Custody – A group of inmates that fall within maximum security, due to their need for a higher level of security/protection. This may include, but is not limited to, inmates charged with sex crimes, inmates that may be preyed upon, LGBTQI inmates (see P&P C-011), gang dropouts, mentally ill inmates who do not appear to be a danger to themselves or others.

GENERAL INFORMATION:

1. The HCCF has several housing units capable of housing a wide variety of inmates. Each unit has an accessible cell and/or accessible showers, sinks, and toilets for those inmates with disabilities.
2. LGBTQI inmates will be housed appropriately per P&P C-011.

3. All inmates being housed in the facility shall be assessed within the first 24 hours of arrival at the facility for their risk of being sexually abused by other inmates or sexually abusive towards other inmates. *(This screening shall be conducted during the Stage II Classification interview)*
4. The classification process is an on-going and dynamic process, which begins at intake and continues through the inmate's entire incarceration.
5. In the absence of the Classification Staff, the Shift Supervisor shall assume the classification duties. Those duties may be delegated to other correctional staff upon the approval of the Staff Lieutenant or Facility Manager.
6. Factors used in determining housing unit assignment and activities include, but are not be limited to, the following:
 - A. Whether the inmate has a mental, physical or developmental disability
 - B. The age of the inmate
 - C. The physical build of the inmate
 - D. Whether the inmate has been previously incarcerated
 - E. The inmate's previous criminal record
 - F. Whether the inmate is perceived to be gay, lesbian, bisexual, transgender, intersex or gender nonconforming
 - G. Whether the inmate has previously experienced sexual victimization
 - H. The inmate's own perception of vulnerability
 - I. Assaultive/Non-Assaultive behavior
 - J. Seriousness of crime charged
 - K. Any other criteria which will provide for the safety of the inmates and staff.

PROCEDURE:

1. During the booking process, the booking deputy will complete the Classification Questionnaire in the JMS. (see C-002)
2. As soon as possible after the booking process, a Classification Officer shall conduct a personal interview with each newly housed inmate. Part of this interview will be an assessment of risk of sexual assault/victimization. Some factors which may be considered in determining placement on a case-by-case basis are:
 - A. Whether placement would ensure inmates' health and safety.
 - B. Whether placement would present management or security problems.
 - C. An inmate's own views regarding their safety.

3. Classification staff shall conduct Stage III Classification reviews periodically or as needed. Inmates may request a Stage III review no sooner than 30 days from the last request for review. This does not preclude inmates from requesting protective custody or administrative segregation if warranted. (See C-004 Stage III Classification)

Approved by: Duane Christian, Captain Facility Manager	Signature: <u>Cpt D Christian</u>
	Date signed: <u>11/13/18</u>
	County Counsel Review <u>NAD 11/14/18</u>

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: STAGE I CLASSIFICATION (INITIAL CLASSIFICATION)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. C-002

REVISED: May 22, 2018

REFERENCES:

- Title 15 CCR, 1050 - 1057
- HCCF Policy and Procedure C-005
- Title II of the American's with Disabilities Act, 42 U.S.C. § 12131
- Rehabilitation Act of 1973 § 504

FORMS:

JMS Stage I Classification

POLICY:

In order to maintain security and provide for the safety of staff, inmates and visitors, the Humboldt County Correctional Facility initially classifies all inmates into compatible housing units by utilizing objective information gathered at the time of booking.

DEFINITIONS:

Classification Committee - A committee comprised of the Facility Manager, Correctional Lieutenant(s), Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues

Special Housing - For the purpose of this policy, Special Housing is that housing used for any of the categories of inmates listed in HCCF P&P C-005, Inmates Requiring Special Handling.

Stage I Classification - The compiling of any information which aids staff in determining the most appropriate initial housing location for inmates.

Stage II Classification - A one-on-one interview conducted by classification staff, which in addition to Stage I Classification information, assists in determining appropriate housing and program placement.

GENERAL INFORMATION:

1. Stage I Classification begins the moment an inmate is brought into the facility. Staff shall monitor inmate behavior during the intake and booking process. Staff shall report to the Shift Supervisor any observation of actions, behavior, or statements made by inmates that may indicate a need for special housing.
2. All inmates to be housed shall have a Classification packet started upon entrance into the facility. The packet may include but is not limited to:
 - a. Booking face sheet
 - b. Copy of the Probable Cause form, if one is supplied
 - c. Criminal history information (e.g. Automated Rap sheets)
 - d. Any information pertaining to past or present incarcerations from this or another facility
 - e. Information from arresting officer on arrestee's behavior
3. The HCCF has several housing units capable of housing a wide variety of inmates. Each unit has a handicapped accessible cell and/or handicapped accessible showers, sinks, and toilets for those inmates with disabilities.
4. Due to the ever changing inmate population and facility needs, there are not specific housing units designated for "intake housing". Appropriate staff at the booking process will determine the most suitable housing for the inmate.

PROCEDURE:

1. During the booking process the booking deputy will complete the computerized Stage I classification in the JMS consisting of 3 questions.
 - a. Is there anyone in custody you can't be housed with?
 - b. Do you need housed in protective custody?
 - c. Are you a member or associated with any gangs?
2. The booking deputy will forward the Classification packet to the Shift Supervisor.
3. The Shift Supervisor will check the packet for accuracy and completeness.
4. The Shift Supervisor shall contact Classification to conduct a Stage II interview and determine housing. In the absence of Classification staff the inmate shall be housed in the appropriate intake area or classified by the Shift Supervisor.
5. The entire Stage I Classification Packet is forwarded to classification.

HOUSING DESIGNATIONS:

1. Housing assignments (in the absence of Classification staff on duty) as determined during Stage I Classification are as follows:
 - a. Male inmates not requiring special housing will be housed in a celled unit if available. If no cells are available, the inmate will be housed in an available appropriate dorm bed as determined by the Shift Supervisor.
 - b. Male inmates determined to need protective custody will be housed N320. If they are not able to be housed with other inmates, they will be housed in an appropriate celled unit as determined by the Shift Supervisor.
 - c. Female inmates not requiring special housing will be housed in an available bed in dorm S363.
 - d. Females determined to need protective custody or special housing will be housed separately, depending upon their specific needs.
 - e. When the designated housing areas listed above are occupied, the Shift Supervisor will determine appropriate housing.
 - f. Housing designations are subject to change as determined necessary by the administration to ensure effective inmate management and safe and secure facility operations.
 - g. Disabled inmates shall be housed in an ADA compliant dorm or available ADA compliant cell. (C-012)

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/22/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: STAGE II CLASSIFICATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. C-003

REVISED: June 4, 2018

REFERENCES:

Title 15 CCR 1050-1057

HCCF Policy and Procedure C-008

Title II of the American's with Disabilities Act, 42 U.S.C. § 12131

Rehabilitation Act of 1973 § 504

FORMS:

Classification Interview Form (HCSO 310.25)

POLICY:

In order to find the most appropriate housing and to create the safest environment for inmates and staff, a Stage II Classification is conducted on all inmates housed in the Humboldt County Correctional Facility.

DEFINITIONS:

Stage II Classification - A one-on-one interview conducted by Classification Staff, which in addition to Stage I Classification information, assists in determining appropriate housing and program placement.

GENERAL INFORMATION:

1. A member of the Classification Staff shall, at the earliest opportunity after the stage I Classification, conduct a personal interview with all newly incarcerated inmates in the Humboldt County Correctional Facility. During this interview the officer will complete a "Classification Interview Form".
2. After a Stage II Classification interview is completed the inmates Classification File may include but is not limited to:
 - a. Stage I - Classification of inmate

- b. Personal background
 - c. Criminal history and prior jail/prison terms
 - d. Education and educational needs
 - e. Special medical, physical or mental health needs
 - f. Program needs
 - g. Past behavior in custody
 - h. Past in custody housing and work assignments
 - i. Current charges and circumstances of arrest
 - j. Gang affiliations
 - k. Probation/ Parole status
 - l. Holds or detainers
 - m. Military status
 - n. Medical Questionnaire
3. If the inmate refuses to be interviewed, the classification officer will explain the seriousness and the need for the interview. If the inmate continues to refuse, the officer will document the inmates refusal in their classification file, and proceed to classify and house based upon the most current and accurate information available.
4. In the event an inmate refuses to be interviewed, Classification staff will advise Mental Health staff of the incident in the event a mental health referral is needed.
5. All inmates being housed in the facility shall be assessed within the first 72 hours of arrival at the facility for their risk of being sexually abused by other inmates or sexually abusive towards other inmates.

PROCEDURE:


1. The Classification Deputy will conduct a face-to-face interview in private with each newly housed inmate within the first 72 hours of incarceration.
2. During the face-to-face interview the Classification Deputy shall consider the following criteria to assess the inmates risk for sexual victimization
- a. Whether the inmate has a mental, physical, or developmental disability
 - b. Age
 - c. Physical build
 - d. Previous incarceration
 - e. Violent/non-violent nature of criminal history
 - f. Prior convictions for sex offenses against an adult or child
 - g. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming
 - h. Whether the inmate has previously experienced sexual victimization
 - i. The inmates own perception of vulnerability

SUBJECT: Stage II Classification

PROCEDURE NO. C-003
PAGE NO: 3 of 2

3. Upon completion of the interview, Classification Staff may modify the inmate's classification and housing assignment in consideration of all information collected to date.

4. If Classification staff determines that a housing transfer is needed they will follow procedures outlined in Classification/ Housing Transfer (C-008).

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date: 6/4/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: STAGE III CLASSIFICATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. C-004

REVISED: May 23, 2018

REFERENCES:

- Title 15 CCR, 1050, 1053
- Title II of the American's with Disabilities Act, 42 U.S.C. § 12131
- Rehabilitation Act of 1973 § 504
- HCCF P&P D-010

FORMS:

- Inmate Request Form HCSO 0326.3
- Inmate Grievance Form HCSO 0378.41

POLICY:

An inmate's classification or housing assignment may be reviewed within given time frames or as needed by classification staff to ensure appropriate housing and programming of inmates for their safety and that of the facility and staff.

DEFINITIONS:

Administrative Segregation - A distinct classification requiring separate housing of inmates who present an unusual risk or hazard and are determined to be prone to escape, prone to assault staff or other inmates, likely to need protection from other inmates, disrupting the operations of the facility, or are being detained pending civil process under the Sexual Violent Predator Act, Welfare and Institutions Code section 6600, et seq. Administrative Segregation inmates are specifically identified by a red jumpsuit.

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues.

Classification Staff - Correctional deputies assigned to perform classification duties and responsibilities by the Facility Manger or designee.

Stage III Classification Review - A periodic review of the inmate's classification or housing assignment conducted by classification staff subject to review by the classification committee.

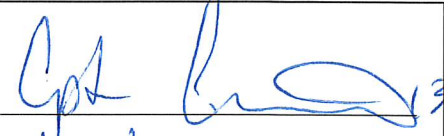
GENERAL INFORMATION:

1. Inmates who have not been administratively segregated may request a Stage III Classification Review no sooner than 30 days from the last request for review. This however, does not preclude inmates from requesting protective custody or administrative segregation when warranted. Requests for review sooner than the 30-day limit will not be addressed unless it is an emergency.
2. The classification committee will review an inmate's placement in Administrative Segregation minimally every ten days. Inmates may grieve their placement or retention in Administrative Segregation by submitting an Inmate Grievance Form as outlined in HCCF Policy and Procedure D-010.

PROCEDURE:

1. Inmates requesting a Stage III Classification Review of their classification or housing must submit an Inmate Request Form to Classification staff.
2. Classification staff shall review the request and if necessary interview the inmate to determine their reason for the review.
3. Classification staff will return the request to the inmate with a written response.
4. Requests for a Stage III Classification Review from Correctional Staff, Medical or Mental Health Staff shall be submitted in writing to the Classification staff detailing the reason for the review.
5. Requests for a Stage III Classification Review shall be acted upon in a timely manner and no later than seven days from receipt of the request in Classification.
6. Emergency type requests for a Stage III Classification Review, such as a request for protective custody or administrative segregation will be immediately forwarded to classification for an assessment. In the absence of classification staff the Shift Supervisor will determine whether an immediate transfer is necessary.
7. Classification staff shall keep the Classification Committee apprised of special housing changes resulting from a Stage III Classification Review at the weekly Classification Committee meetings.

- 8. Absent requests for a Stage III Classification Review, the Classification staff shall conduct periodic reviews of the classification of all inmates to ensure housing and programming assignments are consistent with the safe and secure management of the facility. Documentation of such reviews may be represented in the weekly Classification Committee meeting minutes.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date: 5/23/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATES REQUIRING SPECIAL HANDLING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. C-005

REVISED: April 10, 2023

REFERENCES:

Title 15 - CCR 1050, 1051, 1052, 1053, 1056, 1057

Penal Code - 4001, WI 207,208,208.1, 273b, 6600, CP1209

HCCF Policy & Procedures B-007, C-002, C-003, C-008, C-011, G-005, G-006, H-002, H-006,& M-002

Title II of the American's with Disabilities Act, 42 U.S.C. § 12131

Rehabilitation Act of 1973 § 504

FORMS:

Medical Pre-Screening in JMS

POLICY:

The Humboldt County Correctional Facility separates inmates who, due to special problems, risks or needs, necessitate a maximum level of security apart from the remainder of the inmates. The purpose of separating these inmates is to identify who may require referrals to special programs and to insure the safety of all inmates and staff.

DEFINITIONS:

Administrative Segregation - A distinct classification requiring separate housing of inmates who present an unusual risk or hazard and are determined to be prone to escape, prone to assault staff or other inmates, likely to need protection from other inmates, disrupting the operations of the facility or are being detained pending civil process under the Sexual Violent Predator Act, Welfare and Institutions Code section 6600, et seq. Specifically identified by a red jumpsuit.

Civil Prisoners - Those inmates who are confined for civil proceedings, including civil contempt cases (CP 1209), sexually violent predator cases (WI 6600), or inmates who are confined as material witnesses. These individuals will be housed separately from all other inmates except other civil prisoners.

Developmentally Disabled - Those inmates who have been identified to have a disability caused by mental retardation, cerebral palsy, epilepsy, autism, as well as disabling conditions found to be

closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

Intoxicated Inmates - Inmates who are a threat to their own safety or the safety of others as a result of being under the influence of drugs and or alcohol and to the extent that they require placement in a detoxification cell due to their inability to continue with processing.

Jail Services Team – The Humboldt County Department of Mental Health Staff assigned to provide services at the HCCF that include but is not limited to a Psychiatrist, Clinician, and Psych Tech.

Major Life Activities – Caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

Medical Inmates - Those inmates who have physical handicaps, communicable diseases or other medical conditions, or that have orthopedic or prosthetic devices that might necessitate housing separate from other inmates.

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, check vital signs and record the arrestee’s responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases.

Protective Custody - Those identified inmates who may be prone to assault by others and therefore require a maximum level of security and special designated housing. Protective Custody may include, but is not limited to inmates from the following categories:

- | | |
|---|------------------------------------|
| Sex Offenders | Law enforcement personnel |
| Crime victims were elderly or children | Inmate victim from within facility |
| Extremely vulnerable personalities or appearances | Elderly inmates |
| Developmentally disabled | A witness against another inmate |
| Informants | Gang member |
| Public Notoriety | LGBTQI inmates |

Public Notoriety - Denotes an inmate who, because of his or her high public visibility, status as a public official, law enforcement officer, significant public interest because of type of crime, or other such circumstances, should be housed separately from other inmates as in Protective Custody or in Administrative Segregation.

Restrictive Housing Status – Housing which may limit an inmate’s access to activities and/or personal items, due to the inmate’s higher than normal propensity to harm others or who destroy jail property as determined by Classification.

PROCEDURE:

1. Prior to accepting an arrestee for booking, trained correctional officers shall conduct a medical receiving screening documenting observations and recording the arrestee's responses on the form provided in the JMS system or by the Health Care Provider. (See H-002)
2. Correctional staff shall alert the facility medical staff of any medical or mental health issues requiring medical clearance, reported or observed, prior to acceptance for booking. (See M-002)
3. Inmates who are a threat to their own safety or the safety of others due to their state of intoxication shall be initially placed in a sobering cell. (See B-007)
4. Upon identification, all inmates with any suspected communicable diseases shall be initially placed in medical segregation until a medical evaluation can be completed. (See H-006)
5. Any inmate who is suspected or confirmed to be developmentally disabled shall be reported to the Redwood Coast Regional Center for the purposes of diagnosis and or treatment within 24 hours (excluding holidays and weekends) of determining that an inmate may be developmentally disabled.
6. Segregation of developmentally disabled inmates shall be initiated upon determination by the Shift Supervisor, classification staff and facility medical staff, that it is necessary for the safety of the inmate.
7. The Booking Deputy, through the Stage I Classification process, (See C-002) will note any special problems, risks or needs on the Initial Classification form (HCSD 310.24) relative to the inmate's behavior, disabilities, responses or observations during the medical receiving screening and booking process, input from the arresting or transporting officers regarding the circumstances surrounding the arrest, criminal charges or holds or any other information that may be cause to over-ride the initial classification score.
8. The Shift Supervisor shall approve or over-ride the classification and housing recommendation of the booking officer. (See C-002)
9. Inmates requiring special housing will be housed appropriately and in accordance with the housing areas designated by classification staff. Classification staff shall review all special handling housing assignments during the Stage II Classification process. (See C-003)
10. Correctional staff shall report to the Shift Supervisor any changes in an inmate's behavior which might indicate a need to reclassify or change housing assignments.
11. If at any time during the inmate's incarceration, they appear mentally disordered or otherwise are displaying bizarre behavior, correctional staff shall take immediate steps to notify the Shift Supervisor and facility medical staff. The inmate may be segregated

- and, if necessary, restrained to prevent injury to him or herself or other or damage to property. (See M-002)
12. Inmates who are not mentally disordered but require or request mental health services could be segregated or may reside with other inmates depending upon the nature and extent of the mental health services. Classification staff will consult with medical and mental health staff in determining the special handling and housing needs of inmates in this category.
 13. Restrictive Housing actions may include, but are not limited to:
 - a) Limited or supervised use of the recreation yard
 - b) Limited or supervised access to dayroom
 - c) Limited or supervised access to showers
 - d) Limited or supervised access to grooming supplies
 - e) Limited or supervised access to pencils, sporks, etc.
 - f) Limited or no access to regular issued clothing or bedding
 14. Approval to place an inmate into Restrictive Housing may only be done by the Facility Manager or designee.
 15. Restrictive Housing under no circumstances is to be used as a form of disciplinary action.
 16. Access to recreation, dayroom, and showers may be limited to the minimum allowable as set in Title 15 and under the direct supervision of Correctional Staff.
 17. Grooming/Hygiene supplies such as finger nail clippers, hair trimmers, toothbrush or other items that may pose a risk to others or can be used to destroy jail property shall only be afforded to the inmate under the direct supervision of Correctional Staff but at no time shall an inmate be deprived of the implements necessary to maintain an acceptable level of hygiene.
 18. If regular issued bedding or clothing are removed from the inmate, a Safety Cell Garment and Safety Cell Blanket shall be issued to the inmate.

PROCEDURE: RESTRICTIVE HOUSING

1. When an inmate is identified as possibly needing Restrictive Housing, the inmate's risk factors will be reviewed with the Facility Manager or Lieutenant, and at least one member of the Jail Services Team, and a Classification Officer.
2. If Restrictive Housing is deemed appropriate, a written plan will be developed by the Jail Services Team and the Classification Officer. Once approved, a memorandum will be written by the Classification Officer which outlines the housing unit and cell to be used and the actions to be taken to ensure the safety of other inmates and staff. This memorandum will be distributed as follows:
 - a) Housing unit where the inmate is to be housed
 - b) Shift Supervisor


- c) Inmate Classification File
 - d) Facility Administration
 - e) Jail Services Team
3. The Classification Committee will review at their weekly meeting any inmates on Restrictive Housing. Proposed revisions to the actions being taken in regards to Restrictive Housing will be a collaborative effort and continued retention of the status will be extended only with the approval of the Facility Manager or designee.
 4. Removal of Restrictive Housing should be gradual. The Classification Committee may, over a period of weeks, begin to reintroduce less limitations in an effort to more comprehensively evaluate the inmate's adjustment and safety of others.
 5. When an inmate is removed from Restrictive Housing or any changes are made to the written plan currently in place, the changes shall be documented in a memorandum and distributed as outlined in procedural step #2 (listed above).

PROCEDURE FOR RESIDENT INMATE:

1. Housing Deputies will report to the Shift Supervisor any changes in an inmate's behavior which might indicate a need for re-classification or re-housing.
2. The Housing Deputy will interview the inmate and determine if the inmate needs to be moved for their safety or if they need to be seen by medical or mental health staff. If an inmate is displaying bizarre behavior resulting in the destruction of property or reveals intent to harm themselves or others, the housing officer shall notify the floor rover for additional assistance.
3. Once the Deputy(s) determine an inmate needs immediate transfer, they will move the inmate to a safe location.
4. Housing Deputy will notify supervisor of situation and requests medical or mental health staff to evaluate the inmate if needed.
5. The transfer will be made with the Shift Supervisor and/or medical or mental health staff's approval (See C-008).
6. All housing transfers require a written incident report. Classification Staff shall review all housing transfers.

Approved by: Duane Christian, Captain
Facility Manager

Signature:
Date:


24-10-23

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICY AND PROCEDURE

SUBJECT: ADMINISTRATIVE SEGREGATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

C-006

REVISED: November 19, 2018

REFERENCES:

Title 15 CCR 1050, 1053
HCCF Policy & Procedure B-002, C-002, D-010 & F-006
Penal Code 1610, 4001 & 4002
Welfare and Institutions Code 6600, *et seq.*

FORMS:

Notice of Administrative Segregation (HCSO 0379.21)
Notice of Administrative Segregation Review (HCSO 0379.22)
Notice of Right to Waive Placement in Administrative Segregation (HCSO 0315.9)
Inmate Grievance Form (HCSO 0378.41)
Stage I Classification Form (HCSO 0310.22)

POLICY:

Inmates who present an unusual risk or a high hazard while in custody shall be administratively segregated to ensure security and to protect the welfare of staff and inmates. Inmates who are being detained pending civil process under the Sexually Violent Predator Act shall be placed in Administrative Segregation unless waived in accordance with the law.

DEFINITIONS:

Administrative Segregation (Ad-Seg) - A distinct classification requiring separate housing of inmates who present an unusual risk or hazard and are determined to be prone to escape, prone to assault staff or other inmates, likely to need protection from other inmates, demonstrate influence over other inmates, disrupting the operations of the jail or are being detained pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code Section 6600, *et seq.*

Ad-Seg Assaultive (A/S A) – A distinct classification based on information gathered by the Classification Staff and Classification Committee for those inmates who have been deemed at risk to assault inmates or staff.

Ad-Seg Escape (A/S E) – A distinct classification based on information gathered by the Classification Staff and Classification Committee for those inmates who have been deemed a high risk of attempting to escape or based on prior escapes.

Ad-Seg Sexually Violent Predator (A/S SVP) – A distinct classification for inmates detained pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code Section 6600, *et seq.*, and as described in Penal Codes sections 1610(b) and 4002(b).

Ad-Seg Victim (A/S V) – A distinct classification based on information gathered by the Classification Staff and Classification Committee for those inmates who have been deemed a risk to be assaulted by other inmates.

Ad-Seg Disruptive (A/S D) – A distinct classification based on information gathered by the Classification Staff and Classification Committee for those inmates who are causing excessive disruption to the facility.

Ad-Seg Influential (A/S I) – A distinct classification based on information gathered by the Classification Staff and Classification Committee for those inmates who demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility.

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues.

Hazard Code – A listing in the automated Correctional Management System that allows for short abbreviations to be made to provide critical information about the inmate. ?

Sexually Violent Predator – As determined by the court, a person who has been convicted of a sexually violent offense against two or more victims and who has a diagnosed mental disorder that makes the person a danger to the health and safety of others in that it is likely that he or she will engage in sexually violent criminal behavior. As such, these inmates are being detained pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code Section 6600, *et seq.*

GENERAL INFORMATION:

1. Administrative Segregation shall consist of separate and secure housing, but it shall not involve any other deprivation of privileges as minimally required by Title 15 of the California Code of Regulations unless necessary to ensure the protection of staff or inmate(s).
2. Administrative Segregation is not intended as punishment and shall not be used as such.
3. Inmates placed in Administrative Segregation shall be dressed in red jump suits.
4. Classification staff determines whether or not inmates in Administrative Segregation need to be moved in restraints or require any other special handling. This information shall be documented on the Notice of Administrative Segregation form and on the inmate's housing card located in the housing unit (see B-002).
5. Inmates in the classification of A/S A, A/S E, A/S D and A/S I will be placed in leg irons and belly chains when moved from their assigned housing unit. Correctional Staff shall escort all inmates moved in restraints in accordance with HCCF Policy and Procedure F-006.
6. In the absence of Classification staff, the Shift Supervisor shall have the authority to place inmates in Administrative Segregation who meet the criteria for separate and secure housing established in this policy and procedure, pending a review by Classification Staff and the Classification Committee.
7. When Administrative Segregation is used as pre-disciplinary housing pending a disciplinary hearing, that decision must be based on the need to segregate rather than an attempt to limit privileges pending a hearing.
8. Inmates shall be advised by the Classification staff, in writing, of the reason for their classification in Administrative Segregation. The Classification Committee shall review the inmate's status at their weekly Classification Committee meetings. Documentation of that review will be placed in the inmate's classification file.
9. The inmate will be served with a Notice of Administrative Segregation form (HCSO 0379.21). The Classification Officer shall record the inmate's statement with regard to placement in Administrative Segregation on the form. Inmates who disagree with their classification in Administrative Segregation may submit an Inmate Grievance Form.
10. Inmates who disagree with their classification in Administrative Segregation may follow the Inmate Grievance Procedure (HCCF P&P D-010), with the exception of those Administrative Segregation inmates designated as Sexually Violent Predators under Penal Code sections 1610(b) and 4002(b).
11. Inmates placed in Administrative Segregation pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code Section 6600, *et seq.* will be served with

a Notice of Right to Waive Placement in Administrative Segregation form (HCSD 0315.9) by the Classification Officer. Pursuant to Penal Code Section 4002, the inmate may petition the Humboldt County Superior Court for a waiver. If granted a waiver, the inmate will be classified in accordance with the HCCF's classification procedures and housed with inmates charged with similar offenses and/or criminal histories.

12. Inmates in Administrative Segregation will have the proper designation noted as a Hazard Code in the Correctional Management System.
13. Inmates in Administrative Segregation do not qualify for the Self – Medication Program.

PROCEDURE: (Classification Staff)

1. Classification staff shall initiate the Administrative Segregation of inmates who they determine, through the classification process, meet the criteria for separate and secure housing as established in this policy and procedure.
2. Classification staff shall prepare a Notice of Administrative Segregation (HCSD 0379.21) for approval and signature of a Correctional Lieutenant, Correctional Captain or in their absence the Shift Supervisor.
3. Classification staff shall personally serve the inmate with the Notice of Administrative Segregation.
4. Classification staff shall ask the inmate if they have any questions or comments about being placed in Administrative Segregation. Any comments or questions shall be noted on the Notice of Administrative Segregation form.
5. If the inmate is being placed in Administrative Segregation because he is being detained pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code Section 6600, et seq., the Classification Officer will also serve him with a Notice of Right to Waive Placement in Administrative Segregation form (HCSD 0315.9). The Classification Officer shall document the inmate's statement on this form and provide a copy of the form to the inmate. The original shall be filed in the inmate's classification file.
6. Copies of the Notice of Administrative Segregation form shall be distributed as follows:
 - A. Original to the classification file
 - B. 1 copy to the inmate
 - C. 1 copy to the Facility Administration
 - D. 1 copy to briefing
7. The Classification Committee will review the classification of all Administrative Segregated inmates at the weekly classification committee meetings. The need for continued retention in or removal from Administrative Segregation shall be documented on an Administrative Segregation Review Form (HCSD 0379.22) and kept in the inmate's Classification file.

8. Inmates who disagree with their classification status as Administrative Segregation may file an Inmate Grievance Form (HCSD 0378.41).
9. All Inmate Grievance Forms pertaining to the inmate's classification as Administrative Segregation shall be forwarded by the Housing Officer directly to the Classification Staff, who will answer the grievance in accordance with the procedures outlined in HCCF Policy & Procedure D-010, Inmate Grievance Procedure.
10. Inmates in Administrative Segregation may generate a request to have their classification status reviewed for possible removal from Administrative Segregation by submitting an Inmate Request Form to the Classification Staff.
11. The Classification Staff shall conduct a Stage III Classification Review (see P&P C-004) and present their recommendation at the next Classification Committee meeting. Classification Staff shall advise the inmate of the Classification Committee's decision to retain or remove the inmate from Administrative Segregation.
12. In accordance with P&P C-004, inmates may request a review of their classification status no sooner than thirty (30) days from their last request.

PROCEDURE: (Correctional Staff)

1. Correctional staff may initiate a request to place an inmate into Administrative Segregation by submitting an incident report to the Shift Supervisor. At intake, this process can be accomplished by following the Stage I Classification procedures. (See C-002)
2. The Shift Supervisor will review and comment on the incident report. The incident report and Shift Supervisor's comments will be forwarded to classification for review and action.
3. The Classification Committee will review the classification of all Administrative Segregated inmates at the weekly classification committee meetings. The need for continued retention in or removal from Administrative Segregation shall be documented on an Administrative Segregation Review Form (HCSD 0379.22) and kept in the inmate's Classification file.

PROCEDURE: (Shift Supervisor)

1. In the absence of Classification staff, the Shift Supervisor may place an inmate who meets the criteria in Administrative Segregation. The Shift Supervisor shall prepare a Notice of Administrative Segregation (HCSD 0379.21)
2. The Shift Supervisor shall personally serve the inmate with the Notice of Administrative Segregation.

3. The Shift Supervisor shall ask the inmate if they have any questions or comments about being placed in Administrative Segregation. Any comments or questions shall be noted on the Notice of Administrative Segregation form.
4. The Shift Supervisor shall document the reasons for placement in Administrative Segregation in an incident report that is to be forwarded to Classification.
5. Classification Staff shall review all placements to Administrative Segregation made by the Shift Supervisor.
6. If the inmate is to remain in Administrative Segregation, Classification staff shall interview the inmate allowing him or her to comment. The interview date and time, and inmate's comments shall be recorded in the inmates Classification file.
7. Inmates who disagree with their classification status as Administrative Segregation may file an Inmate Grievance Form (HCSD 0378.41).
8. The Classification Committee will review the classification of all Administrative Segregated inmates at the weekly classification committee meetings. The need for continued retention in or removal from Administrative Segregation shall be documented on an Administrative Segregation Review Form (HCSD 0379.22) and kept in the inmate's Classification file.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

11/19/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES BUREAU
CLASSIFICATION DIVISION

**NOTICE OF RIGHT TO WAIVE PLACEMENT IN
ADMINISTRATIVE SEGREGATION**

Inmate's Name _____ Date _____

Housing Location _____ Booking Number _____

This notice is to advise you that you, as an inmate being detained pending civil process under the Sexually Violent Predator Act, Welfare and Institutions Code § 6600, *et seq.*, you have the right to waive placement in Administrative Segregation by petitioning the Humboldt County Superior Court for a waiver, pursuant to Penal Code § 4002. If granted a waiver, you will be classified in accordance with the facilities classification procedures and housed with inmates charged with similar offenses and/or criminal histories.

Inmate Interviewed _____
(Date/Time)

Statement of Inmate:

By: _____
Classification Officer PIN

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: CLASSIFICATION RECORDS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. C-007**

REVISED: October 9, 2018

REFERENCES:

Title 15 - CCR 1041, 1044
Evidence Code Section 1560
HCCF Policy & Procedure A-009
Humboldt County Sheriff's Office Policy 807

POLICY:

The Humboldt County Correctional Facility maintains a separate classification file on all individuals who are housed in the facility for the purpose of creating a historical custody record containing pertinent information that might assist staff in meeting the inmate's needs and facility objectives in areas such as housing, programs and security.

DEFINITIONS:

Custodian of Records - The Custodian of Records shall be the Legal Office Services Supervisor.

Custodian of Records Designee - Those designated to accept service of Subpoenas Duces Tecum, other than the Legal Office Services Supervisor, Deputy Director of Sheriff's Administration, Undersheriff, or the Sheriff, in that order.

Subpoena Duces Tecum - An order directing business to produce papers, documents, books or other things at a hearing as evidence (Evidence Code Section 1560).

The Keeper of Classification Records - The Senior Correctional Deputy assigned to Classification.

HCSO Records Retention Schedule - A schedule maintained and updated periodically that sets the time limits on how long Sheriff's Office records must be retained before they are destroyed. This schedule will conform to all regulations and statutes that govern the retention of records.

GENERAL INFORMATION:

1. The classification file is a collection of documents pertaining to each inmate, beginning at intake. This confidential information is scanned into an electronic file. Classification Staff continue to compile information until the time the inmate is released from custody. These files may contain, but are not limited to:

- Medical Screening Form
- Pre-Classification Form
- DOJ and/or FBI RAP history
- Housing assignments and/or transfers
- Work or Program assignments
- Incident reports and disciplinary records
- Any other pertinent information

2. Classification records contain privileged information and must be separate from custody records.
3. In order to safeguard legally privileged and/or confidential information contained in these files, only the following personnel will have access to them:

Facility Administrator	Administrative Supervisor
Facility Manager	Compliance Officer
Correctional Lieutenants	Shift Supervisors
Classification Staff	

4. Classification files are kept electronically in a file designated for classification staff and only accessible by those personnel listed above.
5. The retention time frame for classification files is covered by the HCSO Records Retention Schedule (HCSO Policy 807).
6. Inmates shall not have access to classification files.
7. The release of information contained in the classification file may be done as a courtesy to other correctional agencies at the discretion of the Administrative Supervisor
8. The release of information contained in the classification file to courts or attorneys shall only be accomplished through proper service of a Subpoena Duces Tecum (see A-009).

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date: 10/9/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICY AND PROCEDURES

SUBJECT: CLASSIFICATION/HOUSING TRANSFER

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **C-008**

REVISED: June 5, 2018

REFERENCES:

Title 15 CCR 1050 - 1057

FORMS:

POLICY:

Inmates in the Humboldt County Correctional Facility may be re-classified, re-housed or otherwise transferred from one housing location to another to insure safety, security, to maintain order within the facility and to maximize the opportunity for programming within appropriate classifications.

DEFINITIONS:

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

GENERAL INFORMATION:

1. When classification staff is on duty they have sole authority to reclassify or transfer inmates to another housing location.
2. The Shift Supervisor, in the absence of classification staff, has the sole authority to reclassify or transfer inmate(s) to ensure the safety and security of the facility.
3. When situations arise, inmates may be placed into holding cells pending a classification review.

PROCEDURE:

1. When a situation or incident precipitates the need to remove an inmate from a housing unit, the Housing Deputy shall request the floor rover to respond and assist with the move. The rover will remove the inmate to a holding cell or appropriate secure housing pending a review by the Shift Supervisor and/or Classification Staff.
2. The Housing Deputy shall document the incident in the JMS and submit it to the supervisor.

3. The Shift Supervisor will investigate if needed.
4. The Shift Supervisor approves the report and forwards it to classification.
5. Classification staff will review the report and determine the appropriate housing location for the inmate.
6. The Shift Supervisor, in the absence of classification staff, shall determine the appropriate housing placement for the inmate. Classification staff shall review this placement at the earliest possible time.
7. When classification staff initiates housing transfers, they will notify the appropriate housing deputies by phone and e-mail with instructions for the transfer. Classification staff may also ask the Shift Supervisor to coordinate the transfer if necessary.
8. The deputies will make the transfer and log the transfer and the reason in the JMS Housing Screen.

Approved by: Captain Duane Christian
Facility Manager

Signature:



Date:

6/5/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: HANDLING OF JUVENILE INMATES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. C-009**

REVISED: July 11, 2018

REFERENCES:

WI 207.1, 208, 707(b), 707.1, 871(b)
Title 15 - CCR, 1050,
PC 667.5C

FORMS:

State Form – 500 BOC

POLICY:

The Humboldt County Correctional Facility is designed and operated as an adult detention facility meeting or exceeding the laws and standards applicable to adult inmates. In accordance with the law and acceptable, modern correctional practices, the Humboldt County Correctional Facility will not detain or incarcerate juvenile offenders.

DEFINITIONS:

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues.


Juvenile - For purpose of this policy only, a juvenile is a minor 16 years of age or older who is alleged to have committed any violent felony as defined in subdivision (c) of Section 667.5 of the Penal Code, any of the offenses as defined in subsection (b) of Section 707 of the Welfare and Institutions Code or any offense in subdivision (b) of Section 871 of the Welfare and Institutions Code and whose case has been transferred to the jurisdiction of the criminal court under the authority of Section 707.1 of the Welfare and Institutions Code.

GENERAL INFORMATION:

1. The Humboldt County Correctional Facility cannot comply with the physical separation and other requirements outlined in Section 208(a) of the Welfare and Institutions Code, therefore juveniles will not be held in custody.
2. The Facility Compliance Officer will report juveniles held in custody to the Board of Corrections by completing and submitting BOC form 500.
3. Any adult arrested solely on a Juvenile Warrant with no fresh adult charges that is only 18 years old shall not be accepted for booking. These individuals shall be taken, by the arresting agency, to the Humboldt County Juvenile Hall.

PROCEDURE: DISCOVERY OF A JUVENILE IN CUSTODY

1. If it is determined an inmate has falsely represented him or herself as an adult, the inmate will be immediately removed from the housing unit and placed into a holding cell in Processing, separate from any adult offenders.
2. Every attempt will be made to confirm the age of the inmate.
3. The arresting agency will be notified and asked to transport the juvenile to the Humboldt County Juvenile Hall. If the arresting agency is unable to do the transport to Juvenile Hall, the Shift Supervisor will assign at least one Correctional Deputy to do the transport.
4. All personal property and copies of the booking/court paperwork will be released to the transporting deputy.
5. The release will be entered into the Jail Management System as a "Determined to be Juvenile".
6. The Shift Supervisor will call Juvenile Hall advising them that officer(s) are en route to Juvenile Hall with the juvenile prisoner.
7. An incident report will be completed by the Shift Supervisor documenting the action taken.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date: 7/11/18
County Counsel Review: <u>NAID 7/12/18</u>	

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: MANAGEMENT OF TGN ARRESTEES AND INMATES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: March 29, 2017

No. C-011

REVISED: March 28, 2023

REFERENCES:

FORMS:

Statement of Preference Form (PF) – C-011APX

POLICY:

It is the policy of the Humboldt County Sheriff's Office to receive, evaluate, house and provide secure, safe and humane custody, of all persons who are lawfully committed or held for confinement by the Humboldt County Correctional Facility in a respectful, courteous and professional manner while maintaining safety and security. Discrimination or harassment of any kind based on sexual orientation or gender identity is strictly prohibited.

DEFINITIONS:

Cis (cissexual or cisgender) – A person who was assigned a gender and sex at birth that they feel comfortable with.

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), that meets on a weekly or more frequent basis to discuss policy and program issues relative to classification including, but not limited to, housing and program assignments, disciplinary actions, jail conditions and management issues.

Gender - A socially constructed concept classifying behavior as either "masculine" or "feminine," unrelated to one's genitalia.

Gender Expression - A person's expression of their gender identity, including appearance, dress, mannerisms, speech and social interactions.

Gender Fluid - A gender identity that may vary over time.

SUBJECT: Management of TGN Arrestees and Inmates

Gender Identity - Distinct from sexual orientation, and refers to a person's internal, deeply felt sense of being male, female, or something else. Gender identity may or may not conform to a person's birth-assigned sex.

Gender Queer or Gender Variant - Having gender traits that are not typically associated with a person's birth-assigned sex.

Gender Non-Conforming (GNC) - Gender characteristics and/or behaviors that do not conform to those typically associated with a person's biological sex.

Individual Search – A search of an individual which includes pat searches, inmate strip searches, body scanner search and the dress out procedure.

Intersex - A medical condition in which a person is born with external genitalia, internal reproductive organs, chromosome patterns, and/or an endocrine system that does not fit typical definition of male or female.

LGBTQI - Acronym for a group of sexual minorities including lesbian, gay, bisexual, transgender, questioning, queer, and intersex individuals.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained health care services staff document initial observations of arrestees and record their responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases.

Pat Search - A thorough hands-on search conducted by Correctional Staff on a clothed arrestee or inmate without removing or re-arranging clothing to permit a visual inspection of the underclothing, breast, buttocks, or the genitalia of the inmate.

Sex - The designation of a person as either male or female based on anatomical make-up including genitalia, chromosomes, and reproductive system.

Sexual Orientation - An enduring personal quality that inclines people to feel romantic and/or physical attraction to persons of the opposite sex or gender, the same sex or gender, or both.

Statement of Preference Form (PF) (See C-011 APX) - A voluntary form to be completed by TGN individuals wherein an individual can voluntarily state the following preferences:

- Gender Identity
- Preferred name on booking documents
- Preferred pronouns
- Preferred gender of searching deputy
- Preferred housing

This form may be provided at any time to an individual who is in the custody of the HCSO.

SUBJECT: Management of TGN Arrestees and Inmates

Strip Search - A search, which requires a person to remove or arrange their clothing to permit a visual inspection of the underclothing, breast, buttocks or genitalia of such person.

TGI - An acronym for a spectrum of identities that can include people who identify as transgender, intersex, gender non-conforming, gender queer, gender fluid and gender variant.

TGN – An acronym for transgender, gender variant and non-binary (previously called gender non-conforming).

Transgender – A person whose gender identity (internal sense of feeling male or female) is different from the person's assigned sex at birth.

GENERAL INFORMATION:

1. The HCSO maintains a zero-tolerance policy towards incidents of sexual assault / abuse and sexual harassment in HCSO facilities and / or locations, while protecting the rights of arrestees / prisoners / clients, regardless of gender, gender identity or sexual orientation. Any substantiated claim of sexual conduct, sexual contact or sexual harassment by employees towards prisoners may result in discipline up to and including termination, referral for criminal charges, civil penalties and / or other disciplinary actions as deemed appropriate.
2. In no circumstances will Jail Health Services examine an inmate for the sole purpose of determining sex according to their genitalia.
3. Employees and contract service providers will address TGN persons by their chosen pronoun / honorific (Mr. / Ms.) / first name as appropriate or as “Inmate’s last name.”
4. If the preferred name is not the booked name, the preferred name will be added as an alias, and notated on their jail housing card.
5. Inmates who are known to identify as transgender or intersex shall be given the opportunity to complete the Statement of Preference Form (PF) during the intake, booking, or at any time while under the supervision of jail staff.

PROCEDURE:

1. Health Care Services staff conducting the Medical Pre-Screening shall ask each inmate brought into custody if they have any gender identity concerns. If they do, a Deputy will offer the voluntary Statement of Preference Form (PF) and the Supervisor will be notified.
2. The PF shall be used to determine the gender of correctional staff that will perform any pat search or strip search, absent articulable safety or security concerns documented by the Shift Supervisor on duty.

- A. The Booking Deputy will use the PF to note the inmate's preferred name in the OMS record.
 - B. The completed PF form shall be forwarded to Classification, Medical, Mental Health, and a copy retained in the inmate's booking file.
 - C. If the inmate is to be housed, the Classification Officer conducting the housing interview will refer to the PF for the requested type of housing.
 - D. All searches will be conducted in a respectful manner and consistent with the request made on the PF.
3. Transgender or intersex inmates who identify as neither female nor male shall be asked to indicate on their PF their preference for the gender of the deputy who searches them.
4. The PF shall be used to determine the appropriate gender of Correctional Staff for inmate dress out.
 - A. A minimum of two (2) Correctional Deputies of the same gender documented on the PF form will be present for the dress out into jail issued clothing.
 - B. If the type of genitalia has not been determined the Shift Supervisor will determine the gender of jumpsuit based on all available information at the time of dress out.
5. In the event there is an articulable safety or security concern the supervisor will document, and the concerns will be shared with the individual.
 - A. Mandatory searches will be performed in the safest, most respectful way by a Correctional Deputy selected by the supervisor given the circumstances.
 - B. If a strip search is required, the search shall be conducted by a deputy and overseen by a supervisor both of the same gender documented on the PF form.
 - C. Failure to cooperate with a search will be handled according to the Search Policy.
6. TGN inmates who have completed their PF shall be searched according to their designed preferences throughout their stay, except for the following:
 - A. Where the sworn employee has an articulable reason to doubt the inmate's self-identification, the sworn employee shall defer to the Facility Manager or designee for a final determination.
 - B. When the Facility Manager or designee overrides the Statement of Preference form, the supervisor shall write an incident report articulating the reason(s) for the decision to override the request of the TGN inmate regarding their strip search preference.

SUBJECT: Management of TGN Arrestees and Inmates

7. TGN arrestees awaiting processing will be temporarily housed, for no more than 24 hours, in holding cells alone or with other appropriate TGN inmates.
8. TGN inmates who will be remaining in custody will be expedited to housing.
 - A. Classification Screening will review the PF and take the inmate's gender identity and preferred housing preference into consideration when making the initial housing assignment.
 - a. If a transgender woman (male to female) expresses a preference for housing with cis women, it should be granted, barring articulable documented safety/security concerns that do not include their preferred gender.
 - b. If a transgender man (female to male) expresses a preference for housing with cis men, it should be granted, barring articulable documented safety/security concerns.
 - c. If a TGN inmate expresses a preference for housing with other TGN individuals, it should be granted, barring articulable documented safety/security concerns.
 - d. TGN inmates who are unable to be housed as described above due to behavior problems or other identified security issues shall be housed according to the HCCF classification policy and reviewed at the Classification Committee Meeting on a weekly basis.
 - e. Inmates shall have the ability to obtain clothing consistent with their gender identity and/or gender expression.
9. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates at their request.
10. Prior to the weekly Classification Meeting, the Classification Officer running the meeting will conduct an interview with any TGN individuals to assess that individual's placement preference and safety needs. Some questions may be:
 - A. Are you, or have you been perceived to be gay, lesbian, bisexual, transgender, GNC, intersex, or gender variant?
 - B. Have you ever been sexually victimized?
 - C. In what type of cell/bed would you prefer to be placed? Why?
 - D. In what type of cell/bed do you think you will be safest? Why?
11. The Classification Officer will record and provide the answers to these questions as well as other appropriate information to the Classification Committee to assist them in making a determination. Other information may include:
 - A. Clinical information necessary to make a determination of safe housing.

All such information will be kept confidential by members of the Committee.

SUBJECT: Management of TGN Arrestees and Inmates

12. The Committee will develop a management plan that will take the following into consideration:
 - A. Preferences and requests made by the inmate
 - B. Physical and psychological findings
 - C. Inmate's safety concerns and history of victimization
 - D. Safety and security of the operations of the facility
13. The Committee may make recommendations that include:
 - A. Conditions of housing
 - B. Access to programs and activities
 - C. Appropriate liaison between the Committee and the inmate
14. Inmates shall not be placed in Protective Custody based solely on their TGN status; all classification factors should be taken into consideration when determining housing.
15. The final housing decision is the responsibility of the Facility Manager.
16. If not in agreement with the housing decision, the inmate will be informed of the right to appeal a decision of the Committee in writing through the identified liaison to the Facility Manager, then the Undersheriff with the final decision standing with the Sheriff.

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

Date Signed: 3/28/23

Reviewed by CC:  3-29-23

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: December 21, 2016 **No. C-012**

REVISED: August 21, 2018

REFERENCES:

- Americans with Disabilities Act of 1990
- Americans with Disabilities Act (ADA) Compliance Effective Communication Policy (C-012 APX)
- County of Humboldt ADA Compliance Service Animal Policy for Disabled Patrons (C-012 APX II)
- Humboldt County Code Sections 542.7, 542.10
- P&P D-010, H-002, H-002APX
- Penal Code 2656
- Prison Rape Elimination Act of 2003
- Title 15 Section 1057

FORMS:

- Inmate Request Form (HCSD 0326.3)
- H-002 APX – Request to Return Orthopedic or Prosthetic Appliance

POLICY:

The Humboldt County Correctional Facility is designed and operated as an adult detention facility meeting or exceeding the laws and standards applicable to adult inmates. In accordance with the Americans with Disabilities Act (ADA), the Humboldt County Correctional Facility recognizes inmates with disabilities are entitled to the same rights, privileges, and services as other inmates of the same classification.

RESOURCES:

- Humboldt County ADA Compliance Effective Communication Policy
- Humboldt County Service Animal Policy for Disabled Patrons

DEFINITIONS:

ADA Coordinator – An employee of the Sheriff's Office tasked with ensuring compliance with the Americans with Disabilities Act within the Humboldt County Correctional Facility. This position will be designated by the Facility Manager and be responsible for reviewing all documentation, and documenting responses to all disability related requests.

Assistive Listening Device (ALD) – A device that amplifies sound directly into the ear. They separate the sounds, particularly speech, that a person wants to hear from background noise. They improve what is known as the "speech to noise ratio."

American Sign Language (ASL) – American Sign Language interpreter.

Disability – An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Low Vision – Visual acuity between 20/70 and 20/400 with the best possible correction, or a visual field of 20 degrees or less.

Prosthesis – A device used to replace a defective or missing part of the body.

Service Animal –

1. Any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, intellectual or other mental disability. Companionship does not constitute work or a task.

2. A miniature horse that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, intellectual or other mental disability. Companionship does not constitute work or a task.

Telecommunication Relay Service (TRS) 711 – Free nationwide telecommunications relay service (TRS), reached by calling 7-1-1, uses communications assistants (also known as the California Relay Service) who serve as intermediaries between people who have hearing or speech disabilities who use a text telephone (TTY) or text messaging and people who use standard voice telephones. The communications assistant tells the telephone user what the other party is typing and types to tell the other party what the telephone user is saying. TRS also provides speech-to-speech transliteration for callers who have speech disabilities.

TTY – For telephone communications, many people who have partial or total hearing loss use a teletypewriter (TTY, also known as a TDD) rather than standard telephones. These devices have a keyboard and a visual display for exchanging written messages over the telephone.

Video Relay Service (VRS) – Video sign language interpreting services through internet based video conferencing software for inmates who have partial or total hearing loss.

Wheelchair User – A person with a mobility disability who uses a wheelchair.

GENERAL INFORMATION:

1. The identification of an individual with a disability generally will occur during the intake or medical screening process. However, the identification of an individual with a disability can occur at any point during an inmate's incarceration (i.e. notification from a family member or outside agency).
2. Health Care Services staff will evaluate and determine if an inmate has a qualified disability.
3. All inmates who have been screened and determined to have a qualified disability will be housed in a unit with appropriate accommodations. Each inmate with a qualified disability pursuant to the Americans with Disabilities Act (ADA) must be reasonably accommodated.
4. As required by Penal Code Section 2656, inmates shall be allowed to retain possession of their prosthesis unless it presents a threat to the security of the facility or is an immediate risk to the safety of staff and/or others. If for security reasons the device is removed from the arrestee's possession it will be handled in accordance with HCCF Policy and Procedure H-002. *(A threat would be if the prosthesis had removable pieces that could be easily used as weapons such as removable medal.)*
5. Inmates with walking canes, crutches or other walking assistance devices will be provided a wheel chair in lieu of their device for the safety of the facility. Their walking assistance device will be stored and returned to them upon release.
6. Inmates who have low vision or are blind shall be escorted when moved throughout the facility for their own safety. Inmates who are blind and use a white walking cane will have their cane stored and returned to them upon release.
7. It is the policy of the Humboldt County Sheriff's Office to make every possible effort to ensure reasonable accommodations are available to public visitors and volunteers with disabilities.
8. Retaliation of any kind directed at an inmate for exercising their rights under the ADA will not be tolerated.
9. Correctional staff shall confer with Health Care Services Staff prior to transporting an inmate with disabilities to ensure reasonable accommodations are made for the transport.

10. Medical staff shall screen all inmates entering the facility for medical and mental health issues, and notify staff of inmates meeting ADA criteria, including any special needs the inmate may have. Special needs include but are not limited to:
 - A. Requires a wheelchair or other mobility device
 - B. Requires a lower bunk/lower tier cell
 - C. Requires hearing aid or assistance for visiting/phone calls
 - D. Requires written information in 14-point type or greater (low vision)
 - E. Requires physical assistance for navigating inaccessible areas of the facility
11. Medical staff as well as intake staff shall ensure every effort is made to assist the inmate so he/she can effectively communicate. Inmates shall be provided access to the appropriate communication methods such as; TTY, American Sign Language (ASL) an interpreter, pen and paper, or braille.
12. Inmates who have partial or total hearing loss wishing to make telephone calls during the intake process shall be provided access to the facility TTY device. Additional time shall be allowed to individuals using the TTY due to the limitations of the communication device.
13. If an inmate who has partial or total hearing loss is unable to communicate effectively to complete the medical pre-screening or booking process, VRS Services shall be contacted and an ASL interpreter requested.
14. Classification staff will consider safety when making a housing classification determination and housing assignments for those persons with disabilities. A disability shall never be used as a justification to assign a higher security classification.
15. All inmates who are persons with disabilities shall be afforded access to all services, programs, and activities for which they meet eligibility criteria. These inmates shall not be excluded by reason of their disability unless they present a direct threat to the health and/or safety of others. Inmates wishing to participate in services, programs and activities will be reasonably accommodated so they can fully participate.
16. All inmates with mobility limitations shall be housed in a housing unit appropriate to their classification level.
17. Inmates with disabilities who wish to participate in the inmate worker program, who, with reasonable accommodations, can perform the essential functions or duties of the work program, shall be provided with reasonable accommodations to facilitate participation.
18. In the event an inmate with a mobility disability is assigned to a non-accessible cell or a specific accommodation can't be made, the ADA Coordinator shall be notified immediately. The ADA Coordinator shall make his/her best effort to ensure that an individual deemed to

require accessible accommodations is provided with such accessible accommodations as soon as possible.

19. Correctional Staff will make every reasonable effort to ensure inmates who have low vision, total vision loss, Dyslexia, or other learning disabilities that may make reading difficult are assisted by staff in reading or accessing documents which include but are not limited to:
 - A. Facility rules
 - B. Title 15 regulations
 - C. PREA documents
 - D. Inmate grievance forms
 - E. Request slips
 - F. Medical or Dental request forms
 - G. Commissary order forms or kiosks
 - H. Any other information that would normally be available to inmates who are not vision impaired.
20. Inmates who have partial or total hearing loss wishing to make telephone calls shall be provided access to the facility TTY device. Additional time should be allowed to individuals using TTY due to the limitations of the communication device.
21. Inmates who have partial or total hearing loss receiving visitations shall be given 1 hour per visit instead of the standard 30 minutes to allow them appropriate communication time.
22. If an Inmate who has partial or total hearing loss doesn't respond for an appointment, visit, meal or tier time, the housing unit deputy shall follow up with the inmate immediately to ensure they do not wish to attend the event.
23. Except in instances where the inmate's safety is at risk, staff shall not use other inmates as sign language interpreters. In the event it is necessary to use another inmate as an interpreter, staff shall document the occurrence in a memorandum to the Facility Manager.
24. Inmates will use the Inmate Grievance Form to submit grievances regarding the lack of reasonable accommodations and any other complaints related to accessibility. (The Inmate Grievance Form shall be used for all other grievances as well, see HCCF Policy and Procedure D-010.)
25. If an inmate no longer wishes to be listed as an inmate who is a person with disabilities, they shall complete and submit an Inmate Request Form to the ADA Coordinator. The ADA Coordinator will evaluate the request, confer with Health Care Services Staff and respond to the inmate.

26. In the event an inmate, who is a person with disabilities, is subject to disciplinary action, staff shall ensure reasonable accommodations are made to ensure the inmate is fully aware and able to participate in the disciplinary hearing process.
27. Visitors who are persons with disabilities are subject to the same facility rules as all other visitors.
28. All attorneys who are persons with disabilities shall be afforded the same rights and privileges as the public.
29. All volunteers who are persons with disabilities shall be afforded the same rights and privileges as the public.
30. Service animals shall be allowed to accompany visitors. See the Service Animal Policy for Disabled Patrons adopted by the Board of Supervisors November 14, 2017.

PROCEDURE: INTAKE PROCESS FOR PERSONS WITH DISABILITIES

1. Medical staff shall screen all inmates entering the facility for medical and mental health issues, and notify staff of inmates meeting ADA criteria, including any special needs the inmate may have. Special needs include but are not limited to:
 - A. Requires a wheelchair or other device to assist in mobility
 - B. Requires a lower bunk/lower tier cell
 - C. Is hard of hearing
 - D. Has low vision
2. Medical staff as well as intake staff shall ensure every effort is made to assist the inmate so he/she can effectively communicate. Inmates shall be provided access to the appropriate communication devices such as; TTY, ASL interpreter, pen and paper, or braille.
3. Inmates who have partial or total hearing loss wishing to make telephone calls during the intake process shall be provided access to the facility TTY device. Additional time shall be allowed to individuals using TTY due to the limitations of the communication device.

PROCEDURE: HOUSING DISABLED INMATES

1. Classification staff will consider an inmate's disability and safety when making a housing classification determination and housing assignment. A disability shall never be used as a justification to assign a higher security classification.
2. Every effort shall be made to house disabled inmates in general population, unless such assignment would jeopardize the safety of the inmate or those around him/her.

3. All inmates with disabilities shall be afforded access to all services, programs, and activities for which they meet eligibility criteria. These inmates shall not be excluded by reason of their disability unless they present a direct threat to the health and/or safety of others. Inmates wishing to participate in services, programs and activities will be reasonably accommodated so they can fully participate.
4. All inmates with mobility disabilities shall be housed in a housing unit appropriate to their classification level. Every effort shall be made to provide disabled inmates with a cell/housing designated for inmates with disabilities with accessible showers, phones, and dining facilities.
5. Inmates with disabilities who wish to participate in the inmate worker program, who, with reasonable accommodations, can perform the essential functions or duties of the work program, shall be provided with reasonable accommodations to facilitate participation.
6. Every effort shall be made to accommodate inmates with mobility disabilities in making cell assignments. In the event an inmate with a mobility disability is assigned to a non-ADA cell or a specific accommodation can't be made, the ADA Coordinator shall be notified immediately. The ADA Coordinator shall make his/her best effort to ensure that an individual deemed to require accessible accommodations is provided with such accessible accommodations as soon as possible.
7. Hard of hearing inmates wishing to make telephone calls shall be provided access to the facility TTY device. Additional time should be allowed to individuals using TTY due to the limitations of the communication device.
8. Inmates who have partial or total hearing loss receiving visitations shall be given 1 hour per visit instead of the standard 30 minutes to allow them appropriate communication time.
9. If an inmate who has partial or total hearing loss doesn't respond for an appointment, visit, meal or tier time, the housing unit deputy shall follow up with the inmate immediately to ensure they do not wish to attend the event.
10. Except in instances where the inmate's safety is at risk, staff shall not use other inmates as sign language interpreters. In the event it is necessary to use another inmate as an interpreter, staff shall document the occurrence in a memorandum to the Facility Manager.
11. ADA shower chairs shall be made available upon request to any inmate with a mobility disability or who is at risk of injury while standing in the shower.
12. Inmates will use the Inmate Grievance Form to submit grievances regarding reasonable accommodations under the ADA and any other ADA related complaints (the Inmate

Grievance Form shall be used for all other grievances as well, see HCCF Policy and Procedure D-010).

13. If an inmate no longer wishes to be listed as an ADA inmate, they shall complete and submit an Inmate Request Form to the ADA Coordinator or verbally notify their housing officer if they are unable to complete a request form. The ADA Coordinator will evaluate the request, confer with Health Care Services Staff and respond to the inmate.
14. In the event an inmate with a disability is subject to disciplinary action, staff shall ensure reasonable accommodations are made to ensure the inmate is fully aware and able to participate in the disciplinary hearing process.

PROCEDURE: VISITORS TO THE FACILITY

1. All visits are scheduled with the Legal Office Assistant (LOA) working in the lobby.
2. Disabled visitors are subject to the same facility rules as all other visitors.
3. All attorneys shall be afforded the same rights and privileges under the ADA as the public.
4. All volunteers shall be afforded the same rights and privileges under the ADA as the public.

PROCEDURE: SERVICE ANIMALS


1. Service animals shall be allowed to accompany visitors. See the Service Animal Policy for Disabled Patrons adopted by the Board of Supervisors November 14, 2017.

PROCEDURE: USE OF VRS SERVICES

1. Once an individual is identified with a hearing impairment limiting their ability to complete the medical pre-screening or booking process, staff will contact VRS Services and request an interpreter.
2. The staff member using VRS Services will follow the following steps:
 - A. Navigate in Internet Explorer to <https://zoom.us> and click on Sign In.
 - B. Username is sheriffasl@co.humboldt.ca.us
 - C. Password is kept at the Supervisors desk in Processing.
 - D. Click Join a Meeting, a box will open requesting a meeting code.
 - E. Call VRSServices.com dispatch number: 877-428-3874.
 - F. Ask for a video translator. One should be available within five minutes.
 - G. The Operator will give you the meeting code to enter in the pop up box.
 - H. The camera should point at the hearing impaired inmate.
 - I. The inmate must be able to see the translator on the screen.

3. Once the translation is complete the staff member coordinating the use of the VRS Services shall sign out of the service.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 8/21/18

Reviewed by CC: NAD 8/22/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE RIGHTS

APPROVED BY: Captain Duane Christian , Facility Manager

DATE: April 14, 1996

REVISED: May 1, 2018

D-001

REFERENCES:

PC 147, 673, 825, 825.5, 851.5, 2600, 4023
US Constitution

POLICY:

The Humboldt County Sheriff's Department recognizes that inmates have certain rights relative to the condition of their confinement in the Humboldt County Correctional Facility.

GENERAL INFORMATION:

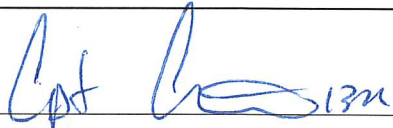
1. Inmates maintain all civil rights and privileges that do not interfere with a reasonable security and reasonable protection of the public including the right to:
 - a. Inherit, own, sell, and convey real or personal property with the restriction of sales for business purposes.
 - b. Correspond confidentially with an attorney.
 - c. Purchase, receive, read and permit other inmates to read legal material, newspapers, periodicals accepted for distribution by the U. S. Postal System (with the exceptions as outlined in the Mail Policy and Procedures I-001 & I-005).
 - d. Personal non-contract visits with restrictions for security.
 - e. Initiate civil action.
 - f. Create a power of appointment/attorney.
 - g. Marry.
 - h. Make a will.

2. Inmates are guaranteed rights under the 4th, 6th, 8th and 14th amendments of the U. S. Constitution with regard to reasonable restrictions as they relate to public safety and security of the facility. A summary of constitutional rights retained by inmates are:
 - a. Right to exercise one's religion.
 - b. Right to freedom of speech and communication.
 - c. Right to petition the government for redress of grievance.
 - d. Right to be protected against unreasonable searches.
 - e. Right to access courts and attorneys.

- f. Right to know the charges against oneself.
 - g. Right to be free from cruel and unusual punishment.
 - h. Right to due process.
 - i. Right to equal protection of laws, rules and regulations.
 - j. Right to be free from discriminatory practices.
 - k. Right to a quick and speedy trial.
 - l. Right to reasonable bail.
 - m. Proper supervision by facility staff.
 - n. Adequate lighting, heating and ventilation.
 - o. A wholesome and nutritious diet
 - p. Basic medical and dental care and services.
 - q. Access to recreational opportunities
 - r. Access to clergy, which allows inmates to practice their legitimate religious practices.
 - s. The right to participate in local, state and federal elections, pursuant to election codes. (Inmates may request an absentee ballot or registration form from the Humboldt County Election Department.)
 - t. The availability of a written grievance procedure with levels of appeal up to the Facility Manager
 - u. Clean and seasonable clothing and linen.
3. Any statutory right of an inmate may be removed for cause following due process procedures.
4. All inmate rights and privileges are subject to restrictions and limitations necessary to maintain order and safety within the facility.
5. Any inmate who feels as though their rights have been denied, may file an inmate Grievance Form (see D-010).

PROCEDURE:

1. Any inmate who feels as though their rights have been denied, may file an inmate Grievance Form as defined in HCCF Policy and Procedure D-010 Inmate Grievance.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **REPORTS, CRIMINAL**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. D-002

REVISED: May 1, 2018

REFERENCES:

Title 15- CCR, 1044
HCSD General Order 72-5
HCSD Crime Report Writing Guide

FORMS:

Criminal Report Forms (HCSD 0631.1, 0631.2, 0631.3, 0631.4)

POLICY:

Criminal acts committed in the Humboldt County Correctional Facility, in any associated alternative to custody programs, or in the presences of correctional staff while engaged in the performance of their duties, shall be reported by Correctional Staff in accordance with established guidelines, laws and, procedures.

GENERAL INFORMATION:

1. The report should be in chronological order. It should include who, what, when, where, why, and how. It should contain the elements of the crime, the Miranda advisement and waiver, and statements from the victim, witnesses, and the suspect.
2. A copy of all crime reports will be forwarded to classification staff. They will review to determine if disciplinary action will be pursued.
3. Criminal reports are written on the Sheriff Department's Criminal Report Forms (HCSD 0631.1, 0631.2, 0631.3, 0631.4)
4. Criminal report forms are not used for incident or informal reports.

PROCEDURE:

1. Any officer witnessing or having knowledge of any activity which may be considered criminal will notify the Shift Supervisor immediately.
2. The Shift Supervisor will, upon investigation determine if the activity or incident warrants a criminal report.
3. If a criminal report is to be written, the Shift Supervisor will assign a Correctional Officer to investigate the incident and complete a report.
4. The officer will complete an incident record, excluding the narrative, on the JMS.
5. Upon completion, the criminal report and the incident report will be turned into the Shift Supervisor for review.
6. The Shift Supervisor will review and approve or disapprove the reports.
7. After the report is approved, the Shift Supervisor will ensure that three (3) copies of the report are made, one (1) copy for the reporting officers records, one (1) copy for Classification Staff to review, and one (1) copy for administration.
8. The reporting officer will complete a District Attorneys Complaint Request (felony or misdemeanor depending on the crime). The original complaint request will be attached to the original report and the copy of the complaint form will be attached to the copy of the report that gets distributed to Classification Staff.
9. The original report and complaint form upon approval of the Shift Supervisor will be forwarded to the Humboldt County Sheriff's Office Records Section to be distributed appropriately.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: REPORTS - INCIDENT AND INFORMATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. D-003

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR, 1044

FORMS:

POLICY:

Incident and informational reports are completed by Facility Staff to ensure proper documentation of incidents which result in physical harm, or serious threat of physical harm, to an employee, inmate, or other person, rule violations and inmate behavior. Documentation is essential to ensure the proper classification of all inmates, and the safety and security of the facility.

DEFINITIONS:

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

Incident Record - Information relative to major violations is entered chronologically into the JMS on the incident record. This includes all facts, evidence, and statements about the incident.

Inmate Notebook- A computer generated document for minor violations and good and bad inmate behavior

Major Violation - Any violation of detention rules and regulations which interfere with facility operation or poses a threat to the safety of the staff, inmates, volunteers, or others.


GENERAL INFORMATION:

1. Major rule violations require incident reports and criminal reports when appropriate.

2. Minor rule violations or inmate behavior which is abnormal are documented in the Jail Management System.
3. Incident reports shall be required of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such reports include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.
4. All reports shall be submitted to the Shift Supervisor prior to the end of shift.

PROCEDURE:

1. When an officer learns that an inmate has violated a minor rule in the facility or has demonstrated inappropriate behavior that requires documentation, they will enter the information into a JMS Prisoner Behavior Record.
2. If the inmate has had three (3) minor violations within a thirty (30) day period a major violation may be justified (See D-005 or D-006).
3. When an officer finds that an inmate has violated a major rule in the facility, the officer will enter the information on a JMS Incident Record.
4. Correctional staff will document any physical harm, or threat of physical harm, to any employee, inmate or other person on a JMS Incident Record.
5. The reporting officer will save their report in the JMS incident record. The Shift Supervisor will be advised of the completed report.
6. The Shift Supervisor will review the report and approve or disapprove it. Disapproved reports are returned to the reporting officer for corrections.
7. Once approved, reports will be saved in the JMS incident record by the Shift Supervisor for Classification staff to review.
8. Classification Staff will review and start the discipline process or take other action as appropriate (See D-005).

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE DISCIPLINE - MINOR VIOLATIONS**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. D-004****REVISED:** May 1, 2018**REFERENCES:**

Title 15 - CCR, 1080 - 1084,
PC 673, 4019.5, 4600, 6030
HCCF P&P D-005, M-020

FORMS:**POLICY:**

Inmates who commit minor violations of facility rules will be subject to counseling or informal disciplinary action by the observing officer. This informal disciplinary action is designed to modify the inmate's behavior and promote compliance with the facility rules to maintain order and enhance security and safety.

DEFINITIONS:

Disciplinary Officer (DO) - Classification Officers are designated as disciplinary officers. A disciplinary officer will act on all formal charges of violations of facility rules and regulations (including criminal violations). Within the Correctional setting this officer will have full investigative and punitive powers. The DO has authority to approve and/or impose disciplinary sanctions in accordance with the severity of the violations. The DO must be impartial and objective and have not been involved in the incident in order to ensure a fair hearing.

Extra Work Detail - Any extra work assigned to an inmate by a housing officer as an informal disciplinary action.

Informal Disciplinary Action - Corrective action taken by the observing officer; to include the temporary loss of privileges or added work detail. Examples may include but are not limited to:

- 1) Removal from programs or special events not to exceed one (1) session
- 2) Extra work detail not to exceed four (4) hours

- 3) Suspension of TV privilege not to exceed twenty-four (24) hours per minor violation, not to exceed seventy-two (72) hours total.
- 4) Confinement in cell not to exceed twenty-four (24) hours.
- 5) In a dorm, confinement to bunk not to exceed twenty-four (24) hours. Inmates confined to their bunk will be allowed to eat in the day area and use the restroom as needed.
- 6) Removal from the self-administration of medication program

Minor Violation - A minor transgression from facility rules and regulations.

- 1) Failure to remain appropriately clothed or lying under blankets between 7:00 am-9:30 pm
- 2) Failure to follow program rules or procedures
- 3) Minor disobedience or disrespectful behavior including profanity or derogatory remarks
- 4) Moving/changing cell or bed location without authorization
- 5) Petty contraband
- 6) Hanging photos, poster, clippings or other items on walls or bunks
- 7) Minor gambling activity
- 8) Misuse of telephones, including 3-way calls
- 9) Work performance violations
- 10) Covering lights, vents or drains
- 11) Failure to wear proper clothing and food handling garb when assigned to kitchen duty
- 12) Failure to keep cell, day room and recreation areas neat and clean at all times
- 13) Deliberately touching property belonging to another inmate without permission
- 14) Being in an unauthorized area, including blue tiled areas
- 15) Littering
- 16) Possession of excess clothing, bedding, etc....
- 17) Unauthorized contact or communications with other inmates or the public
- 18) Loitering in or around work areas
- 19) Passing articles from one cell or dorm to another
- 20) Climbing on bars or railings
- 21) Hanging clothing or linen to obstruct view of staff
- 22) Wearing jewelry
- 23) Possession of food items other than those sold on commissary and/or saving food from meals
- 24) Inappropriate use of clothing
- 25) Failure to comply with inmate count procedures
- 26) Having in excess of twenty (20) stamped envelopes at any one time
- 27) Having in excess of six (6) cubic feet of property (what will fit into the drawer beneath your bunk or container(s) provided to you) at any one time. Not including Pro Per inmates

Inmate Notebook- A computer generated document for minor violations and good and bad inmate behavior.

GENERAL INFORMATION:

1. Action should be swift and sure to maintain the integrity of the disciplinary system.
2. Inmates who have in excess of twenty (20) stamped envelopes at any one time are subject to have the excess envelopes confiscated. All confiscated envelopes will be placed in the inmate's personal property.
3. The third violation of different minor rules within a six (6) week period may be processed as a major violation (see D-005).
4. The third violation of the same minor rule within a thirty (30) day period will be processed as a major violation (see D-005).
5. Formal disciplinary hearings will not be conducted on minor violations, unless observing officer wishes to refer it to the DO.
6. Excluding Pro Per Inmates, all other inmates who have more than of six (6) cubic feet of property (what will fit in the drawer located beneath the bunk) at any one time. The excess property will be confiscated. All material considered to be trash will be discarded. All other personal property confiscated will be placed in the inmate's personal property (see P&P M-020 Pro Per Inmates).

PROCEDURE:

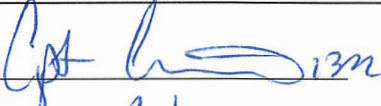
1. When an inmate commits a violation of a minor facility rule, the observing officer will take the inmate to an interview room or other private place and verbally counsel the inmate on compliance with facility rules.
2. Civilian staff observing a minor violation by an inmate will verbally counsel the inmate on the facility rule(s) in private. After counseling, the inmate will be referred to the housing officer.
3. After counseling the inmate the officer will review the responsible inmate's "Inmate Notebook" in JMS. If the inmate has had three (3) or more different minor violations in a six (6) week period or three (3) violations of the same minor rule in a thirty (30) day period this violation can be processed as a major violation (see D-005). If the "Inmate Notebook" reveals that the inmate has not had three (3) or more minor violations, then the officer would document the violation and the informal disciplinary action taken in the "Inmate Notebook" in JMS.
4. Any officer imposing informal discipline or any action as defined in this policy, will advise the Shift Supervisor of the incident and the action taken.

SUBJECT: Inmate Discipline - Minor

PROCEDURE NO. D-004

PAGE NO: 4 of 4

5. Shift Supervisors shall review all informal disciplinary action imposed by Housing Unit Officers on their shift. Such review shall be documented in the General Log in JMS

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE DISCIPLINE - MAJOR VIOLATIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. D-005

REVISED: April 15, 2024

REFERENCES:

Title 15 - CCR, 1081 - 1084, 1247
PC 673, 4019.5, 4600, 6030

FORMS:

Notice of Disciplinary Action (HCSD 0378.31)

POLICY:

The Humboldt County Correctional Facility has developed written rules and regulations which set a standard for orderly behavior. Inmates are required to conform to this standard so staff can maintain order and proper control. Discipline procedures are structured to encourage inmates to comply with facility rules. Sanctions are imposed fairly with due process, and without cruel or unusual punishment.

DEFINITIONS:

Contraband - Any item not sold, issued or allowed in the facility or any item modified beyond its original intended use.

Discipline - The outcome of a process or punitive sanction designed to bring about order and personal responsibility.

Disciplinary Hearing - A non-judicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

Disciplinary Officer (DO) - Classification Officers are designated as disciplinary officers. A disciplinary officer will act on all formal charges of violations of facility rules and regulations (including criminal violations). Within the Correctional setting this officer will have full investigative and punitive powers. The DO has authority to approve and/or impose disciplinary sanctions in accordance with the severity of the violations. The DO must be impartial, objective, and not involved in the incident in order to ensure a fair hearing.

Disciplinary Review – An alert in the JMS used to identify those individuals with specific mental health issues who require a consultation between Mental Health staff and the DO prior to determining disciplinary sanction recommendations.

Major Violation - Any violation of detention rules and regulations which interfere with facility operation or pose a threat to the safety of the staff, inmates, volunteers, or others.

- 1) Any criminal act/violation committed in the facility or while under the direct supervision of Correctional, Program, or Volunteer staff
- 2) Tattooing
- 3) Any act involving serious threats of violence to others
- 4) Advocacy of violence verbally or in writing
- 5) Possession of contraband
- 6) Late or failure to return from a jail issued pass
- 7) Serious acts of disobedience, disrespect or insubordination
- 8) Intoxication or unauthorized use of stimulants or sedatives
- 9) Refusal to perform regular work assignment
- 10) Refusal to house
- 11) Destruction of county property
- 12) Failure to identify oneself or falsely identifying oneself
- 13) Tampering, defacing, altering or removing identification wristband
- 14) Extortion
- 15) Politicking
- 16) Fighting, assault, or aggressive behavior towards another inmate
- 17) Any aggressive, resistive, or assaultive behavior towards staff
- 18) Interfering with count
- 19) Any attempt to exit cell, housing unit, or assigned work area without authorization
- 20) Making sexual proposals, threats, or comments to others
- 21) Engaging in any sexual or physical relationship with another inmate
- 22) Tampering with smoke/fire alarms, sprinkler system, fire equipment or any other jail equipment
- 23) Possession of incinerating or explosive device
- 24) Unwillingness to obey an order from an officer, jail staff or volunteer
- 25) Smoking
- 26) Possession of any altered, damaged, tampered with or destroyed county property issued by the facility
- 27) Refusal to submit to an alcohol or drug test
- 28) Violation of the visiting rules
- 29) Committing three (3) different minor rule violations within a six (6) week period or three (3) violations of the same minor rule in a thirty (30) day period
- 30) Writing or having possession of any gang symbols, slogans, number or signs
- 31) Failure to commit to programs or jail
- 32) Medication misuse: Hiding, refusing to immediately swallow or pretending to swallow medications (Checking)

- 33) Falsifying medical emergencies
- 34) Conceal and/or interfere with a deputy's ability to notice a medical emergency
- 35) Making a false report to staff
- 36) Interfering with an officer in the course of their duties
- 37) Misuse of the inmate communications system
- 38) Misuse of any kiosk/tablet or any other provided electronic items
- 39) Passing contraband of a serious nature from cell or dormitory
- 40) Cause or participate in any facility disturbance
- 41) Touching or removing items from a designated staff area
- 42) Any contact with Sheriff's Office K9 (both verbal and physical)
- 43) Possession of any material that appears to be obscene, pornographic, gang related, tends to incite murder, arson, riot, racism, or creates a hostile living/work environment

Notice of Disciplinary Action - The "Notice of Disciplinary Action" is a form (HCSD 0378.31) completed by the DO and is served on the inmate, which outlines the violations (including code sections if criminal) and the recommended punitive action.

Politicking - The act of trying to persuade or force another inmate to engage in any act including but not limited to: violence, refusing housing, refusing deputies orders, or extortion of food or commissary is considered politicking

Punitive Sanctions - The outcome of a disciplinary process designed to bring about order and personal responsibility through administratively approved types of punishment. The following is a list of Punitive Sanctions, which may be imposed by the DO for inmates determined to have committed Major Violations while in the custody of HCCF:

- Loss of commissary privileges excluding hygiene and legal materials
- Loss of visiting privileges
- Loss of video visiting privileges
- Loss of correspondence privileges where the inmate has violated correspondence regulations in which case correspondence may be suspended for no more than seventy-two (72) hours without the review and approval of the Facility Manager or their designee, excluding legal correspondence.
- Removal from a jail program
- Removal from work detail
- Loss of telephone use, excluding legal telephone use
- Loss of tablet access
- Forfeiture of good and/or work time credits earned under PC-4019
- Loss of eligibility for any court ordered early release programs
- Short term lockdown, not to exceed twenty-four (24) hours
- Non-sentenced inmates may receive loss of future good and/or work time credits earned
- Disciplinary Separation for not more than ten (10) days without finding of new charges unless the alleged offense is deemed egregious, in which case an inmate may receive disciplinary separation for no more than (30) days without finding of new charges.

- Loss of TV privileges

GENERAL INFORMATION:

1. No inmate will be given the right to exercise authority or discipline over another inmate.
2. All criminal violations will be processed through the facility disciplinary procedures as major violations, as well as criminally.
3. All inmates who are charged with major violations shall have the right of due process under these procedures prior to the formal imposition of disciplinary action.
4. The time limits set forth in this section will be adhered to unless the inmate agrees to waive the time limit and signs such.
5. Disciplinary hearings will be conducted for major violations resulting in a recommendation to revoke privileges or impose sanctions.
6. A disciplinary hearing will be conducted no sooner than twenty-four (24) hours after the inmate has been informed of the charges in writing or no later than seventy-two (72) hours after the inmate has been informed of the charges in writing. The inmate may waive the twenty-four (24) hour limitation. The hearing may be postponed or continued for a reasonable time upon receipt of a written waiver by the inmate.
7. When appropriate, criminal violations will be processed in accordance with HCCF Policy and Procedure D-002.
8. An inmate shall be placed in Disciplinary Separation only after a disciplinary hearing has been conducted unless the Shift Supervisor deems immediate relocation pending a formal hearing is necessary to maintain safety and security.
9. At no point shall Punitive Sanctions include denial of necessary hygiene items, access to courts and/or legal counsel.
10. Some inmates with acute mental illness can be unable to comprehend the disciplinary process. Imposing some sanctions on these individuals does not accomplish the desired outcome of correcting the behavior that resulted in disciplinary action. Furthermore, some sanctions, such as loss of visitation or recreation, may exasperate the mental illness of the individual.
11. Those individuals identified with certain acute mental illnesses will require a consultation between Classification staff and Humboldt County Mental Health prior to the imposition of sanctions.

PROCEDURE:

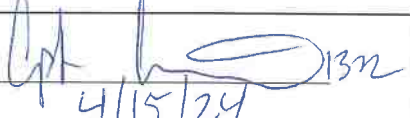
1. If the violation is discovered or witnessed by civilian staff or program volunteers, the civilian staff or program volunteer will report the incident to a Correctional Deputy.
2. The Correctional Deputy who observes, discovers, or is given information from a civilian staff or program volunteer regarding a violation, will complete an incident report and forward it to the Shift Supervisor.
3. The Shift Supervisor will review and approve or disapprove the report. If disapproved the Shift Supervisor will make a note on the report and return it to the reporting person for corrections. If approved, the report will be signed and forwarded to the DO.
4. The DO will review the report and collect any further information necessary.
5. After all of the information and the reports are completed, the DO will prepare a "Notice of Disciplinary Action" (HCSD Form 0378.31) advising the inmate of the rule violations and the recommended action to be taken. *(If the inmate has an alert of "Disciplinary Review" in the JMS, Classification will consult with Mental Health staff prior to advising the inmate of the rule violations and the recommended action to be taken.)*
6. The DO, or designee, will serve the inmate with the Notice of Disciplinary Action. The inmate will be allowed to review the notice. If the inmate accepts the punitive action and waives the hearing process, he/she must check the appropriate box and sign the form. The DO, or designee, will also sign the notice and give the inmate a copy. The punitive action will begin when the inmate signs the notice or as otherwise stated on the form.
7. Inmates who choose to attend a disciplinary hearing will check the appropriate box and sign the notice.
8. If the inmate refuses to sign the Notice of Disciplinary Action form, failing to choose to accept the punitive action or request a hearing, the recommended punitive action shall be imposed.

LIMITATIONS ON PUNITIVE SANCTIONS:

The Penal Code and the State Constitution expressly prohibit any and all cruel and unusual punishment. Additionally, there shall be the following limitations to disciplinary actions:

1. If an inmate is held in Disciplinary Isolation for thirty (30) consecutive days, the Facility Manager or designee shall review the circumstances surrounding the continued retention in Disciplinary Separation. This review shall include a consultation with health care staff. Such reviews shall continue every fifteen (15) days thereafter until the disciplinary status has ended.
2. The Safety Cell shall not be used for disciplinary purposes.
3. Access to counsel shall not be suspended as a disciplinary measure.

4. Food shall not be withheld as a disciplinary measure.
5. No inmate shall be deprived of the implements necessary to maintain an acceptable level of personal hygiene. Clothing or bedding shall not be removed unless it becomes necessary to do so to ensure the safety of staff and inmates and maintain security in the facility. If conditions warrant the removal of such items, approval for this action must first be obtained from the Shift Supervisor. An incident report shall be written in JMS detailing the reasons for removing the items. The decision for continued deprivation of these items shall be reviewed during each twenty-four (24) hour period, by the Facility Manager or designee.
6. Staff shall not delegate authority to any inmate or group of inmates to exercise the right of punishment over other inmates.
7. Mail privileges shall not be restricted, except in the case where an inmate has violated correspondence regulations, in which case mail privileges may be suspended for no longer than seventy (72) hours with the approval of the Facility Manager or designee.
8. Legal mail privileges shall not be taken from any inmate.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 4/15/24
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: DISCIPLINARY HEARINGS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **D-006**

REVISED: November 5, 2018

REFERENCES:

Title 15, CCR - 1081 - 1084, 1247
PC 673, 4019.5, 6030

FORMS:

Disciplinary Hearing/Advisement of Finding Report (HCSO 0378.22)

POLICY:

All inmates charged with a major violation or a criminal violation will be processed administratively through the disciplinary process. Hearings will be done in a fair and impartial manner and shall not impede the due process rights of the inmate.

DEFINITIONS:

Disciplinary Hearing - A non-judicial administrative procedure to determine if evidence exists to find an inmate guilty of a rule violation.

Disciplinary Officer (DO) - Classification Officers are designated as disciplinary officers (DO). A disciplinary officer will act on all formal charges of violations of facility rules and regulations (including criminal violations). Within the Correctional setting this officer will have full investigative and punitive powers. The DO has authority to approve and/or impose disciplinary sanctions in accordance with the severity of the violations. The DO must be impartial, objective and not involved in the incident in order to ensure a fair hearing.

Disciplinary Review Board (DRB) - Will be composed of the Disciplinary Officer plus two (2) impartial staff members. These staff members must not be involved in the incident in order to ensure a fair hearing.

Disciplinary Hearing/Advisement of Hearing Report - A report which has the DRB's findings, action to be taken and start and end date of action taken.

GENERAL INFORMATION:

1. Inmates have the right to be present at their disciplinary hearing.
2. Inmates do not have the right to have an attorney present at the hearing.
3. Inmates will have a minimum of twenty-four (24) hours to prepare for the disciplinary hearing unless the inmate has waived the twenty-four (24) hour period in writing.
4. The DRB will conduct all disciplinary hearings.
5. The DO has the responsibility of determining if there is enough documentation to substantiate the charges and to hold a disciplinary hearing.
6. All hearings will be digitally recorded. These are confidential records and may be purged after five (5) years. At the discretion of the DO or by order of Command staff, the recordings from high profile or extremely serious hearings may be held longer.
7. Inmates accused of rule violations have no right to face their accusers, be they other inmates or officers involved in the incident.
8. The inmate is entitled to list two (2) witnesses which will be questioned by the DRB. The inmate is also entitled to present documentary evidence to the DRB.
9. The DO has the responsibility to terminate a disciplinary hearing if the inmate becomes uncooperative, belligerent or poses a threat to the safety and security of the facility.
10. Subsequent to the final disposition of disciplinary charges by the DRB, the charges and action taken shall be reviewed by the facility manager or their designee.
11. During a hearing the inmate shall have access to staff or inmate assistance when the inmate is illiterate or issues are complex.


PROCEDURE:

1. A disciplinary hearing is conducted no sooner than twenty-four (24) hours after the inmate has signed and requested a hearing on the Notice of Disciplinary Action form unless the inmate waives the twenty-four (24) hour period in writing.
2. Inmates choosing to have a disciplinary hearing may be allowed up to two (2) witnesses at the hearing to present testimony on their behalf. The inmate will submit the names of

their two (2) witnesses to the DRB prior to the commencement of the hearing. These witnesses will be allowed, unless allowing them to do so is unduly hazardous to institutional safety and security.

3. The DO will inform the inmate that the hearing will be tape-recorded.
4. The hearing begins by the DO advising the DRB and the inmate of the suspected violations. The name of the informants and other confidential information is not to be discussed.
5. The inmate will be given the opportunity to tell their version of the incident and present any documented evidence to the DRB. The inmate does not have the right to face their accusers or to cross-examine the witnesses.
6. The DRB is encouraged to question the inmate regarding the incident.
7. Once the DRB has heard and seen all relevant information from the inmate, the inmate will be excused from the hearing and placed in a secure location to wait for the outcome of the hearing.
8. The inmate's witnesses will be called one at a time and questioned about the incident by the DRB.
9. Once the DRB has heard and seen all relevant information from the witness(s), they will be excused or rehoused.
10. If further investigation is necessary to make a decision, the DO will advise the inmate that he/she will be advised of the disposition after a timely investigation is completed.
11. After receiving all relevant information, the DRB will decide if or what action should be taken.
12. After a determination is made by the DRB the DO will complete a Disciplinary Hearing/Advisement of Finding Report form (HCSD 0378.22) stating the punitive sanction imposed by the DRB.
13. The completed Disciplinary Hearing/Advisement of Finding Report shall be reviewed by the on-duty Shift Supervisor.
14. If in the opinion of the Shift Supervisor, the punitive sanction is not commensurate with the violation, the Shift Supervisor shall discuss it with the DO. If after the discussion, the two still do not agree, the matter will be forwarded to the Staff Lieutenant for final disposition.
15. The inmate will be advised of the final disposition, any punitive action to be taken, and the date privileges will be returned.

- 16. Inmates shall be advised of the appeal process by the DO at the conclusion of the disciplinary hearing.
- 17. The DO will enter the disposition information in the Jail Management System.
- 18. If a housing transfer was determined by the DRB, the DO will make arrangements with the rovers to have the transfer made and, will document the move in the JMS.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 11/5/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE DISCIPLINARY APPEAL

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. D-009

REVISED: May 1, 2018

REFERENCES:

Title 15-CCR 1081, 1084
PC 4019.5

FORMS:

Inmate Appeal Form (HCSD 0378.42)

POLICY:

The right to appeal disciplinary proceedings is afforded to inmates upon request to ensure a fair and impartial review of the findings and sanctions.

DEFINITIONS:

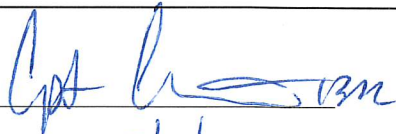
Inmate Appeal Form - Form used by inmates when appealing a disciplinary decision handed down by the Disciplinary Review Board.

GENERAL INFORMATION:

1. The imposition of punitive sanctions recommended by the Disciplinary Review Board and reviewed by the on-duty Shift Supervisor, shall not be delayed pending the outcome of the appeal process, except when the punitive action includes disciplinary diet.
2. The Staff and Operations Lieutenants shall answer appeals to disciplinary actions filed by inmates on issues that fall under their respective commands.
3. In the absence of both Lieutenants, the Facility Manager shall answer appeals to disciplinary actions.

PROCEDURE:

1. Inmates will be advised of their right to appeal at the conclusion of the disciplinary hearing. If the punitive action includes the disciplinary diet, the inmate must complete and turn in a Disciplinary Appeal form within twenty-four (24) hours. Appeals involving all other punitive sanctions must be filed within seventy-two (72) hours upon the conclusion of the disciplinary hearing.
2. Inmates will be given a Disciplinary Appeal form upon request.
3. The completed appeal form is forwarded to the appropriate Correctional Lieutenant who will take one (1) of the following actions:
 - a. Confirms decision
 - b. Orders further or new proceedings
 - c. Reduces or suspends the sanctions
4. The Correctional Lieutenants or in their absence, the Facility Manager, will advise the inmate of the results of the appeal in writing within seventy-two (72) hours (excluding weekends and holidays).

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE GRIEVANCE PROCEDURE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

D-010

REVISED: July 6, 2023

REFERENCES:

Title 15, CCR 1073
Penal Code 6030
HCCF Policy and Procedure D-011

FORMS:

Inmate Grievance Form HCSD 0378.41
Inmate Disciplinary Appeal Form HCSD 0378.42

POLICY:

The inmate Grievance procedure has been established to provide a consistent and equitable method of handling inmate complaints and a procedure for resolving grievances within a reasonable time limit.

GENERAL INFORMATION:

1. On 08/12/86, the Humboldt County Superior Court ordered that, "All Writs of Habeas Corpus which complain of denial of credits, recreation, commissary, showers, access to legal material or attorneys, medical or dental treatment, or any other freedom or privilege shall be preceded by a written grievance for which is denied."
2. Inmate Grievance Forms may be filed in all matters except the following:
 - a. Legal decisions handed down by the courts
 - b. Inmate disciplinary hearing results
3. The Inmate Grievance Form shall be used when an inmate has a complaint relating to any conditions of confinement, including but not limited to:
 - a. Medical/Dental Care
 - b. Classification actions (except disciplinary action)
 - c. Program participation

- d. Telephone access
 - e. Mail
 - f. Visiting
 - g. Food
 - h. Clothing and bedding
 - i. Or other custody related matters
4. All attempts will be made to resolve grievances at the lowest level possible.
 5. Grievances must pertain to a complaint that has occurred within the past two (2) weeks of filing the grievance.
 6. There are three (3) levels at which an inmate grievance can be resolved. Every attempt is to be made to resolve the grievance at the first level.
 7. Each level shall respond in writing to an inmate's grievance, within the following time constraints:
 - Level I - five (5) days upon receipt.
 - Level II - within five (5) days upon receipt (excluding weekends and holidays).
 - Level III - within five (5) days upon receipt (excluding weekends and holidays).
 8. An inmate is entitled to appeal the grievance resolution to the next level. Appeals to the next level must be made within two (2) weeks from the date of the previous level's answer.
 9. All levels of the grievance will be answered. The respondent will print their name, title and date at each level.
 10. If the grievance cannot be answered at that level, the respondent shall write "Unable to answer at this level" and forward the grievance to the next appropriate level.
 11. Unless otherwise stated, non-uniformed and contract staff may not answer a grievance. The grievance shall be forwarded to the appropriate Supervisory staff listed in this policy and procedure.
 12. All written responses by Correctional Staff on grievance forms shall be professional, factual and not contain any derogatory or sarcastic comments.
 13. Level I grievances shall be picked up by the Housing Officer during their shift. All Level I grievances shall be answered by Senior Correctional Officers except those exceptions outlined in this policy. If the grievance is on a Senior Correctional Officer it will be answered at Level I by a different Senior Correctional Officer than the subject of the grievance.
 14. Grievances that are filed by inmates for non-productive purposes, excessive grievances filed on the same issue, grievances that use profanity and/or insulting language, or grievances filed with the intent to undermine or interfere with the grievance process, and that over burden staff with repetitive frivolous complaints will be rejected. Decisions regarding rejected grievances

will be made at the Administrative Level (Level III). The inmate will be given written notice that any further grievances on this matter may subject him/her to disciplinary action. Grievances written after such notice shall be forwarded intact with all copies attached directly to HCCF Administration.

15. Inmates who continue to file excessive grievances with the intent to undermine or interfere with the grievance process and/or over burden staff with repetitive frivolous complaints will be placed on frivolous grievance watch.
16. Level II of the grievance form shall be handled by the on-duty Shift Supervisor. If the grievance pertains to medical or mental health issues, the Health Services Administrator or designated Mental Health Staff shall answer at Level II. Classification staff may answer the grievance at Level II if it pertains to the inmate's classification status.
17. Level III of the grievance form shall be answered by the Facility Manager or designee.
18. The Facility Manager or designee shall conduct regular review of grievances, responses, and appeals.

PROCEDURE:

Inmate Grievance Level I

1. On regular rounds during each shift the Housing Officer or a Senior Correctional Officer shall pick up all of the grievance forms submitted by the inmates. Staff shall ensure that the complaint has occurred within the past two (2) weeks. If the complaint hasn't occurred within the past two weeks the officer picking up the form will write, "Denied complaint beyond two weeks" and return it to the inmate.
2. Immediately the Officer picking up the grievance shall record the date and time they received the grievance form in the upper right hand corner of the form labeled "for office use only".
3. The gold copy of the grievance form is immediately detached from the other copies and given to the inmate.
4. Any grievances pertaining to medical care or treatment will be forwarded immediately to the facility Health Services Staff or Mental Health Staff by the Housing Officer. Health Services Staff or Mental Health Staff will try to resolve the grievance at this level. Health Services Staff or Mental Health Staff shall complete the Level I section of the grievance form with the following:
 - a. Their name and title
 - b. The date
 - c. The resolution

5. If the complaint is not a medical, dental or mental health issue, a Senior Correctional Officer shall discuss the grievance with the inmate, ascertain the nature of the problem and discuss possible solutions.
6. If the problem can be resolved or if the Senior Correctional Officer is unable to answer at this level, they shall complete the Level I section of the grievance form with their name, PIN#, date and statement of the solution or response.
7. The Housing Officer, Senior Correctional Officer, Health Services Staff or Mental Health Staff shall make one copy and forward it to HCCF Administration. The original and the remaining three copies are returned to the inmate within five (5) days upon receipt.
8. The copy of the grievance shall be reviewed by HCCF Administration (a Correctional Lieutenant or Facility Manager), initialed and forwarded to Classification for filing.
9. Inmates not satisfied with the Level I answer may appeal to Level II.

Inmate Grievance Level II

1. Immediately, the Officer picking up the grievance shall record the date and time they received the grievance form in the upper right hand corner of the form labeled "for office use only". The Officer will also ensure the appeal was made within two (2) weeks from the date of the previous level's answer. If it has been longer than two weeks the officer will write, "Denied complaint beyond two weeks" and return it to the inmate.
2. The pink copy of the grievance form is immediately detached from the other copies and given to the inmate. The officer will forward the original grievance form with attached copies to the next level responder.
3. After receiving the inmate grievance form from Level I as a result of an appeal by the inmate, the Shift Supervisor, Health Services Administrator, Mental Health Supervisor, Kitchen/Laundry Supervisor, Alternative Programs Supervisor, Administrative Supervisor, Inmate Programs Coordinator, or Classification Staff shall discuss the grievance with the inmate and ascertain the nature of the complaint and recommend a solution. A written response is required within five (5) days (excluding weekends and holidays) upon receipt.
4. The Shift Supervisor, Health Services Administrator, Mental Health Supervisor, Kitchen/Laundry Supervisor, Alternative Programs Supervisor, Administrative Supervisor, Inmate Programs Coordinator, or Classification Staff shall complete the Level II section of the grievance form with the following:
 - a. Their name and title
 - b. The date

c. The resolution or response

5. The Shift Supervisor, Health Services Administrator, Mental Health Supervisor, Kitchen/Laundry Supervisor, Alternative Programs Supervisor, Administrative Supervisor, Inmate Programs Coordinator, or Classification Staff shall make one photocopy of the original and forward it to HCCF Administration.
6. The copy of the grievance shall be reviewed by HCCF Administration (a Correctional Lieutenant or Facility Manager), initialed and forwarded to Classification for filing.
7. The Shift Supervisor, Health Services Administrator, Mental Health Supervisor, Kitchen/Laundry Supervisor, Alternative Programs Supervisor, Administrative Supervisor, Inmate Programs Coordinator, or Classification Staff shall return the original and two copies to the inmate.
8. Inmates not satisfied with the Level II answer may appeal to Level III.

Inmate Grievance Level III

1. Immediately, the Officer picking up the grievance shall record the date and time they received the grievance form in the upper right hand corner of the form labeled "for office use only". The Officer will also ensure the appeal was made within two (2) weeks from the date of the previous level's answer. If it has been longer than two weeks the officer will write, "Denied complaint beyond two weeks" and return it to the inmate.
2. The yellow copy of the grievance form is immediately detached from the other copies and given to the inmate. The officer will forward the original grievance form with the attached copy to the next level responder.
3. After receipt of the inmate grievance form from Level II as a result of an appeal by the inmate, the Facility Manager or designee shall respond to the grievance. If the grievance pertains to a medical, dental or mental health issue, the Facility Manager or designee shall discuss the matter with the appropriate medical or mental health professional and write a response to the grievance.
4. The grievance will be resolved at Level III.
5. The white original will be forwarded to Classification via HCCF Administration and the remaining green copy will be returned to the inmate within five (5) days (excluding weekends and holidays) upon receipt.
6. Inmates not satisfied with the Level III answer may pursue legal remedies. (see D-011)

PROCEDURE: FRIVOLOUS GRIEVANCE

1. Upon being notified by staff of an inmate who appears to be filing excessive grievances with the intent to undermine or interfere with the grievance process and/or over burden staff with repetitive frivolous complaints, the Staff Lieutenant will review all of the inmate's recent grievances to determine if placement on frivolous grievance watch is appropriate.
2. Upon determining an inmate is to be placed on frivolous grievance watch the Staff Lieutenant shall notify the inmate in writing of his placement on frivolous grievance watch and the reason for the placement.
3. A copy of the notification of placement on frivolous grievance watch will be placed in briefing to notify staff.
4. All grievances filed by an inmate placed on frivolous grievance watch will be forwarded to the Staff Lieutenant to determine if the grievance shall be answered or rejected. This determination will be made within the next business day of the grievance being filed.
5. If the grievance is determined to be frivolous it will be rejected and sent back to the inmate with a reason.
6. If the grievance is determined to be legitimate the Staff Lieutenant will mark the grievance as, "Ok to answer" with a date and signature. The grievance will then be forwarded to the appropriate shift to be answered in the timelines for Level I, II, and III grievances outlined in this policy.

PROCEDURE: ANONYMOUS GRIEVANCES

1. Anonymous grievances may be placed in the inmate mailboxes located in each housing unit.
2. Anonymous grievances will be forwarded to facility administration for review.
3. Facility administration shall review the grievance and, if appropriate, investigate the issue being grieved.
4. The reviewing administrator will document their findings on the grievance and a copy will be kept with all the other grievances.

SUBJECT: Inmate Grievance Procedure


PROCEDURE NO. D-010

PAGE NO: 7 of 6

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

Date Signed: 7/6/23

Reviewed by CC:  7-6-23

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: WRIT OF HABEAS CORPUS (HANDLING OF)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. D-011

REVISED: May 1, 2018

REFERENCES:

PC 1474
Title 15 CCR 1068
HCCF Policy and Procedure D-011

FORMS:

Writ of Habeas Corpus HCSD 0390.1
Inmate Request Form HCSD 0326.3
Inmate Grievance Form HCSD 0378.41

POLICY:

The Humboldt County Correctional Facility recognizes the right of all inmates to file a Writ of Habeas Corpus in accordance with the procedures established by the Superior Court.

DEFINITIONS:

Writ of Habeas Corpus - A petition filed by an inmate, when no other legal remedy exists, claiming their imprisonment is unlawful or their constitutional rights have been violated as a result of the conditions of their confinement.

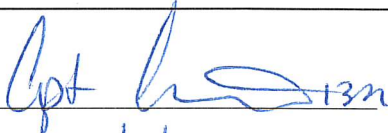
GENERAL INFORMATION:

1. On 08/12/86, the Humboldt County Superior Court ordered that, "All Writs of Habeas Corpus which complain of denial of credits, recreation, commissary, showers, access to legal materials or attorneys, medical or dental treatment, or any other freedom or privilege shall be preceded by a written grievance form which is denied.

2. Any writs submitted are handled as legal mail.
3. Indigent inmates, at their request, will be given a legal sized envelope with the writ.
4. Inmates who request a writ for facility conditions, should be encouraged to exhaust all levels of the inmate grievance procedure prior to filing a writ.

PROCEDURE:

1. The inmate will request a Writ of Habeas Corpus by using the inmate request form.
2. The Housing Officer will provide to the inmate with a blank writ form.
3. The inmate will place the writ in the envelope and seal it in the presence of an officer.
4. The officer will initial and seal the envelope and forward it to the Superior Court in the out-going mail.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: IMPLEMENTATION OF EMERGENCY PLANS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

E-001

REVISED: July 31, 2018

REFERENCES:

Title 15 CCR, 1012. Emergency Suspension of Standards or Requirements

FORMS:

POLICY:

The Facility Manager will maintain emergency policies and procedures for the Humboldt County Correctional Facility to ensure a swift and efficient response to emergency situations such as: civil defense, riots, fires, floods, earthquakes, escapes, civil disturbance, power failure, strikes or work actions.

DEFINITIONS:

Emergency - An Emergency is any significant disruption of normal facility procedure, policy or activity.

Emergency Plans - An alternate plan placed into effect to control the safety and security of the facility in the event of a major disruption which threatens the safety of the facility, its inmates, staff or the public.

Incident Commander - A Correctional Deputy appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Incident Command Post - A secure room or area with a telephone located near the incident which allows responding personnel to safely access the secure room or area without entering the area of the incident.

Specialized Emergency Response Team (S.E.R.T.) - A team of Correctional Deputies appointed by the Facility Manager who have received additional specialized training in Tactical Communications, Special Weapons, Fire and Life Safety and Cell Extractions.

S.W.A.T. - "Special Weapons and Tactics". A team of trained Deputy Sheriff's responsible for dealing with high-risk law enforcement activities.

GENERAL INFORMATION:

1. The Facility Administrator or in his/her absence the Facility Manager, may temporarily suspend any standard or requirement imposed by the Board of State and Community Corrections in the event of any emergency which threatens the safety of a local detention facility, the inmates, staff, or the public. However, only such regulations directly affected by the emergency may be suspended.
2. When control of a situation exceeds or is likely to exceed the resources of the facility, the Shift Supervisor will assume the role as Incident Commander, direct the operation and request the necessary assistance.
3. The Shift Supervisor will maintain the role as Incident Commander until such time he or she is relieved of that duty by a higher-ranking Correctional Deputy after a complete briefing.
4. The Shift Supervisor may direct current on duty Correctional Deputies to remain at work until an incident or emergency is resolved.
5. Emergency response assistance will be requested initially from the on duty Shift Supervisor only after receiving authorization from the Facility Staff Lieutenant or other designated Administrator and extends to off duty Correctional Deputies as appropriate.
6. If the situation exceeds the capability of the Sheriff's Office, the Incident Commander will notify the Facility Administrator who will make the decision to request mutual aid assistance.
7. During an emergency, off duty Correctional Deputies will be notified by telephone or other available means and ordered to report to work as if it was their regular work day (e.g. A and B shifts report to day shift/C and D shifts report to night shift) the duration of deployment will be twelve (12) hours on duty and twelve (12) hours off duty. This schedule will continue until the emergency has been resolved.
8. Regardless of rank, the Incident Commander shall be responsible for the overall control and coordination of the emergency operation. All personnel at the scene are subject to his/her control and shall respond to their directions.

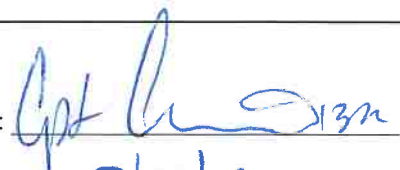
PROCEDURE:

1. Any Correctional Deputy discovering or involved in an emergency incident will notify Central Control by the quickest and safest means available.

2. The Central Control Deputy will immediately notify the Shift Supervisor of the emergency.
3. The Shift Supervisor will report to the location of the emergency and assess the situation.
4. If appropriate, the Shift Supervisor will assume the position of Incident Commander and will establish a Command Post near the location of the emergency.
5. In the case of a Fire inside the facility, the Humboldt Bay Fire Department will be directed to set up a Command Post on the Fourth Street side of the facility. The Command Post vehicle will be designated by a flashing green light.
6. The Shift Supervisor/Incident Commander will identify and request the necessary equipment to handle the emergency.
7. The Shift Supervisor/Incident Commander will assign a Correctional Deputy to remain at the Command Post and start an incident log.
8. The Shift Supervisor will function as the Incident Commander until a higher-ranking Deputy relieves them of this duty. To avoid the possibility of confusion in this area, the Incident Commander will brief the higher ranking Correctional Deputy upon their arrival, and then ask the higher ranking Correctional Deputy if they are assuming command of the situation.
9. If relieved of the Incident Commander responsibility, the Shift Supervisor will continue to align the resources that must come from outside the facility (personnel and materials) and assist the Incident Commander until directed otherwise.
10. If the SWAT or SERT Teams are used, the Incident Commander will retain overall control of the situation, but the Team Leaders will retain responsibility for commanding their teams during actual deployment.
11. The Incident Commander will ensure that all involved personnel complete incident reports documenting any injuries or damage to the facility prior to the end of the shift.
12. A formal critique of the incident and operation will be scheduled by the Compliance Officer as soon as possible following the conclusion of the operation and should include command, supervisory, and other key personnel that were involved in the incident.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

7/31/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: **RESPONSIBILITIES AND AUTHORITY OF
COMMAND OFFICERS IN AN EMERGENCY**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **E-002**

REVISED: July 31, 2018

REFERENCES:

Title 15 - CCR 1029

POLICY:

When control of a situation exceeds or is likely to exceed the resources of the Humboldt County Correctional Facility, the Shift Supervisor will assume the role as Incident Commander and direct the operation. The Shift Supervisor will retain this role until physically relieved by a higher ranking Correctional Deputy.

DEFINITIONS:

Incident Commander - A Correctional Deputy appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Shift Supervisor - A Supervising Correctional Deputy or, in their absence a Senior Correctional Deputy assigned to plan, coordinate and supervise the facility activities and correctional staff of a shift in the Humboldt County Correctional Facility.

Staff Lieutenant - Correctional Lieutenant assigned to oversee the correctional functions of the facility.

GENERAL INFORMATION:

1. The Staff Lieutenant, upon arrival at the facility, will assume the role and execute the responsibilities of Incident Commander only after being briefed by the Shift Supervisor and physically taking control.
2. Command of an emergency operation does not automatically change when higher-ranking personnel arrive. To avoid the possibility of confusion, the Incident Commander will ensure

the higher-ranking personnel are properly briefed upon their arrival. At the conclusion of the briefing, the Incident Commander will ask the higher-ranking personnel whether or not they will be assuming command of the operation.

3. When command of an operation is being passed to a new Incident Commander the former Incident Commander will notify all personnel involved in the operation that command is being passed, and to whom. The former Incident Commander will remain and assist the new Incident Commander until specifically relieved by the new Incident Commander.

PROCEDURE:

1. The Shift Supervisor will initially assume the role of Incident Commander.
2. The Incident Commander will instruct personnel to locate and isolate the problem area as much as possible, keeping all uninvolved inmates and public away from the affected area. Personnel will relocate inmates housed adjacent to the affected area and if necessary, clear and secure all access routes to the incident area.
3. The Incident Commander will determine the extent of the problem and notify the Facility Manager or designee.
4. The Incident Commander shall establish a Command Post with a telephone and assign a Correctional Deputy to remain at the command post and start an incident log. The Command Post shall be in a safe and secure location as near as possible to the incident.
5. The Incident Commander will instruct Correctional Deputies to evacuate any injured and nonessential personnel from the incident area.
6. If determined necessary by the Incident Commander, off-duty personnel and/or the specialized emergency teams (i.e. SERT or SWAT) may be called to assist in controlling the incident.
7. The Incident Commander shall assign a Correctional Deputy with a back-up Correctional Deputy to determine the number of inmates involved, their identities and any potential weapons available to them.
8. The Incident Commander will maintain a roster of all personnel assigned to the operation with their current location and assignment.
9. All personnel responding to the incident will report to the Command Post prior to deploying.

10. The Incident Commander will assign a Correctional Deputy to ensure that all arriving special teams and relief personnel are adequately briefed regarding tactical concerns and assignments.
11. Assigned personnel must have communications capability prior to entering the incident.
12. The Incident Commander will maintain a list of all personnel who can supply necessary equipment or pertinent information and ensure their availability.
13. To avoid any confusion or distraction, personnel who have not yet been given assignments or been deployed shall be staged at a safe location away from the incident and the command post.

POST OPERATION

1. Notify all involved agencies that the incident is under control.
2. Ensure all necessary evidence is obtained from the location of occurrence prior to returning to normal activities.
3. Document all use of force and/or the use of any less than lethal weapons.
4. Document any first aid provided to all personnel and inmates.
5. Obtain reports from the involved personnel prior to the end of their shift.
6. Account for all equipment used and ensure that it is serviced or replaced and returned to its proper storage place.
7. Obtain the Facility Manager's permission prior to returning the facility to normal operations.
8. As soon as practical, critique the incident with involved personnel.
9. Submit a report to the Facility Manager relative to the incident and the findings of the critique.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

7/31/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: NATURAL DISASTER AFTER ACTION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. E-003

REVISED: April 15, 2020

REFERENCES:

Title 15 - CCR, 1029
HCCF P&P E-002, E-005, & E-009

FORMS:

POLICY:

The Humboldt County Correctional Facility will implement emergency procedures following a natural disaster, such as flooding, earthquake or tsunami, to maintain order and maximize the safety and security of staff, inmates and the public.

DEFINITIONS:

Incident Commander - Correctional Deputy appointed by the Facility Administrator or Facility Manager to oversee a critical incident (see P&P E-002).

On Call Duty Officer - A Deputy Sheriff holding the rank of Lieutenant or higher who gathers all the pertinent information regarding a situation and may forward it to the Sheriff for a decision.

GENERAL INFORMATION:

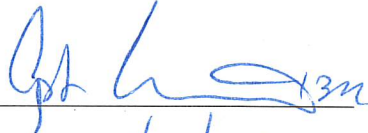
1. The preservation of life and rescuing injured persons shall be a priority. Injured persons will be triaged and given first aid by on duty facility health care staff until outside assistance arrives.
2. All emergency exits are distinctly and permanently marked. In the event of an evacuation, Correctional Deputies will escort inmates and visitors through the evacuation routes as outlined in P & P E-005.

3. Emergency warnings and evacuation routes are posted at the elevator doors that allow public access.
4. Any obvious deaths resulting from a natural disaster will remain in place until the emergency ceases. (See P&P E-009).
5. In the event of an evacuation from the building, the County Building Inspector will inspect the facility to ensure its safety prior to inmates being returned and rehoused.

PROCEDURE:

1. In the event of a natural disaster, the Shift Supervisor will initially assume the role of Incident Commander.
2. The Incident Commander will instruct Correctional Deputies to:
 - a. Lockdown the facility.
 - b. Check for injuries to inmates, public visitors, and staff.
 - c. Direct all visitors to leave the facility verifying their identification as they leave.
 - d. Complete an inmate count.
3. The Incident Commander will determine if the Fire Department and/or ambulance is needed and request the Central Control Deputy call for the appropriate emergency help. In the event the phones are inoperable, including the use of personal communication devices, the Incident commander will assign a staff member to go to dispatch to request appropriate emergency help. This staff member will remain in dispatch.
4. The Incident Commander will instruct officers to check for structural damage and evacuate any injured or nonessential personnel from the damaged area.
5. The Incident Commander shall establish a Command Post in a structurally safe location with a telephone and assign a Correctional Deputy to remain at the Command Post and start an incident log. The Command Post shall be in a safe and secure location.
6. The Incident Commander will assign a Correctional Deputy to coordinate the arrival of emergency equipment and personnel and ensure that they are adequately briefed regarding the incident and any damaged areas.
7. If the Incident Commander determines an evacuation of the facility is required, the procedure outlined in P&P E-005 Evacuation Plans will be followed.
8. If determined necessary by the Incident Commander, off duty personnel may be called to assist in controlling the incident.

9. All personnel responding to the incident will report to the Command Post for their assignments and briefing prior to deploying.
10. Assigned personnel must have communications capability prior to entering the incident.
11. The Incident Commander will maintain a roster of all personnel assigned to the operation with their current location and assignment.
12. The Incident Commander will maintain a list of all persons who can supply necessary equipment or pertinent information and ensure their availability. *(Do not locate them at the Command Post)*
13. At the conclusion of the incident, the Incident Commander will account for all personnel and any equipment brought into the facility during the incident.
14. The Incident Commander will ensure that all involved personnel complete incident reports documenting any injuries or damage to the facility prior to the end of the shift.

Approved by: Captain Duane Christian Facility Manager	Signature:  Date Signed: 4/15/2020
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: EVACUATION PLANS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. E-005

REVISED: October 19, 2018

REFERENCES:

Title 15 - CCR 1028, 1029
HCCF P&P E-006, E-007

FORMS:

POLICY:

In order to provide a swift and safe response to any emergency which may endanger the health and safety of any inmate, staff or visitor, all Correctional Deputies will be trained to safely relocate or evacuate the Humboldt County Correctional Facility while maintaining the security and control of the inmates being evacuated.

DEFINITIONS:

Command Post Incident Log - A written chronological record of all events taking place and actions taken during an emergency or a specific incident.

Emergency - An Emergency is any significant disruption of normal facility procedure, policy or activity.

Evacuation - A total evacuation of all inmates, staff and visitors to a safe location outside the facility

Incident Commander - A Correctional Deputy appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Incident Command Post - A secure room or area with a telephone located near the incident which allows responding personnel to safely access the secure room or area without entering the area of the incident.

Relocation - A partial evacuation of inmates from an affected area to another area within the facility.

GENERAL INFORMATION:

1. In times of emergency, moving the affected inmates within the secure perimeter of the facility (relocation) rather than outside of the facility (evacuation) will be considered.
2. If all relocation attempts have been exhausted and the inmate's health and safety are still in jeopardy, Correctional Deputies shall then evacuate the affected inmates outside of the facility to an alternate location as determined by the Shift Supervisor or if applicable the Incident Commander.
3. Individual Relocation / Evacuation Plans are located in each Housing Unit, and a complete set for all Housing Units is located in the Shift Supervisor's Office (N136).
4. The decision to evacuate inmates outside the secure perimeter of the Facility lies with the Facility Administrator, the Facility Manager or designee.

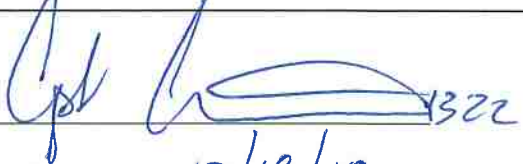
PROCEDURE:

1. Upon notification of an emergency situation that has the potential for affecting the occupants of the Humboldt County Correctional Facility, the Shift Supervisor will assume the role as Incident Commander and set up an Incident Command Post.
2. The Incident Commander will assign a Correctional Deputy to remain at the Incident Command Post for the purpose of keeping an Incident Log.
3. The Incident Commander will review the pending emergency and advise Central Control of the status of the emergency inside the facility.
4. The Incident Commander shall order an emergency facility wide Lock down. (See E-006)
5. The Incident Commander will notify the Staff and Operations Lieutenants and the Facility Manager.
6. The Incident Commander will arrange for a teletype to be sent to other local law enforcement agencies, notifying them an emergency is in progress at the Humboldt County Correctional Facility and that no new bookings will be accepted until the emergency is over.
7. Roving Correctional Deputies will escort all visitors out of the building, using the appropriate evacuation routes. The Roving Correctional Deputies will verify the visitor's identification prior to letting them out of the facility.
8. The Property Deputy will secure the property room door and then assist in escorting the public out of the front lobby area and securing the entrance doors. The Property Deputy will check the public restrooms ensuring there is nobody left inside.
9. If a Housing Unit Deputy determines the relocation of inmates from an affected area is required, the Deputy will inform the Incident Commander of the need to relocate.

10. The Incident Commander will refer to the "Relocation / Evacuation Plan" for the appropriate relocation area. If relocation is deemed necessary to maintain safety and security, the Incident Commander will reassign Correctional Deputies to assist with the relocation.
11. The Incident Commander will assess the need for mutual aid to assist in the control and relocation or evacuation of the inmates.
12. The Facility Administrator or designee shall approve the need to evacuate inmates.

POST-EMERGENCY PROCEDURE:

1. In the event of a major disaster that has caused structural damage to the facility or a public health hazard that has resulted in evacuating inmates outside the secure perimeter of the facility, no inmates shall be moved back into the facility until the facility has been inspected and deemed safe by the appropriate officials (Building Inspectors, Environmental Health Officers).
2. The Facility Manager or their designee will coordinate the inspection process with the appropriate agencies.
3. As areas are certified as being safe, the Incident Commander will arrange for the inmates to be returned to those areas.
4. A formal critique of the incident and operation will be scheduled by the Compliance Officer as soon as possible following the conclusion of the operation and should include command, supervisory, and other key personnel that were involved in the incident.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/19/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: FACILITY LOCKDOWN

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. E-006

REVISED: October 24, 2018

POLICY:

The Humboldt County Correctional Facility staff will maintain a quick and safe system to securely house and account for all inmates in the facility during scheduled and unscheduled times.

DEFINITIONS:

Assigned housing - Cell or dormitory bed.

Emergency Lockdown - An unscheduled lockdown in which all inmates are locked in or restricted to their assigned housing areas as a result of an emergency in the facility.

Scheduled Lockdown - Pre-determined times when inmate movement and activities are held to a minimum for the purpose of count, serving meals and lights out.

GENERAL INFORMATION:

1. Facility activities and programs are scheduled to be completed prior to scheduled lockdown times.
2. Scheduled lockdown times are as follows:
1100 HRS to 1230 HRS
1600 HRS to 1830 HRS
2300 HRS to 0700 HRS
3. In Direct Supervision dorms scheduled lockdown means that all inmates return to their housing unit from recreation, visiting and any programs they may be attending. The inmate must go to their housing unit and remain on their bunks until directed otherwise by the housing Deputy. Activities within the housing unit may continue during lockdown at the discretion of the housing Deputy.

7. All inmates in housing units will be counted and the count information reported to the Shift Supervisor or designee.
8. No activities are to resume until authorized by the Shift Supervisor.
9. If a lockdown is in effect during mealtime, inmates will be served in their cells. A minimum number of inmates may be used to assist in meal preparation and delivery if approved by the Shift Supervisor
10. Lockdown will remain in effect until the situation has been resolved and the Shift Supervisor gives the authorization to resume activities.
11. Shift Supervisors will report in writing to the Operations Lieutenant prior to the end of shift the reason for and the results of the lockdown.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: FIRE PRE-PLAN, FIRE DRILLS,
SAFETY INSPECTIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. E-007

REVISED: October 9, 2018

REFERENCES:

Title 15 CCR - 1028, 1029 & 1032
PC 6030
P&P E-001, E-002, E-005, F-014

FORMS:

Crime Report Form (HCSO 631.1, 631.2, 631.3, 631.4)
Correctional Facility Inspection Report Form (HCSO 0328.3)

POLICY:

In order to provide a swift and safe response to fire emergencies, all facility staff will be trained to effectively deal with fire control, suppression, and the ability to safely evacuate the Humboldt County Correctional Facility.

DEFINITIONS:

Fire & Life Safety Officers – An Officer or officers designated by the Facility Manager who has successfully completed specialized training in the area of Fire & Life Safety and/or other specialized training as determined by the Sheriff's Office

Fire Suppression Pre-Plan – A fire suppression preplan assumes an incident will occur and provides the opportunity for facility staff and emergency personnel to prepare for fire or other emergencies, regardless of the likelihood that they may or may not occur. This is done by bringing the affected agencies together to plan what each agency is to do in the event that a fire or other emergency occurs.

Incident Commander - An officer appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Monthly Fire & Life Safety Inspection – A facility wide safety inspection of each housing unit, covering fire escape routes, fire suppression equipment, and any other life safety equipment. To ensure inspections are completed on all shifts the inspections will be overseen by the Operation Services Lieutenant or designee.

Self Contained Breathing Apparatus (SCBA) - A respiratory protection system for hazardous environments, including those deemed immediately dangerous to life or health.

Specialized Emergency Response Team – A team of Correctional Officers appointed by the Facility Manager who have received additional specialized training in Tactical Communications, Special Weapons, Fire and Life Safety and Cell Extraction.

GENERAL INFORMATION:

1. During a fire emergency, the Shift Supervisor on duty will assume the role of Incident Commander and have authority for decisions affecting the control and security of the Humboldt County Correctional Facility (See P&P E-001 & E-002). This will remain in effect until a higher-ranking officer arrives on the scene and after being briefed, physically assumes control as the Incident Commander.
2. All Inmates receive a Fire & Life Safety orientation from the Housing Unit Officer upon assignment to their housing unit.
3. The designated Fire & Life Safety Officers shall be responsible for conducting facility wide fire drills monthly. These fire drills should be as realistic as possible involving all officers on duty. Medical staff should be included in all fire drills. (see P&P F-014)
4. A complete set of Housing Unit Relocation and/or Facility Evacuation Plans is contained in a red "Fire Binder" located in the Shift Supervisors Office N136.

PROCEDURE: Fire Plan

1. If the Smoke Detection System located in Central Control (Room N420) detects and announces a fire, the Control Room Officer will notify the affected Housing Unit Officers and the Shift Supervisor.
2. The Shift Supervisor shall order a Facility Lock Down and assign rovers with (SCBA's) to the affected housing area or location where the smoke is suspected. A complete search of the area shall be conducted to determine the source of the smoke.
3. When an officer discovers an actual fire, he or she will immediately notify Central Control and give the location, the size of the fire, and if it is still burning. Central Control Officer will use the pre-programmed "911" button on their telephone to notify the fire department. If a cordless telephone is being used the officer will push 9-911 to reach the Fire Department.
4. The officer(s) discovering the fire will request the appropriate assistance such as additional officers, fire extinguishers, fire department, etc.

5. The Central Control Officer will immediately notify the Shift Supervisor that the Fire Department has been notified. The Shift Supervisor will assume the role of Incident Commander and if necessary, send available Roving Officers as back up to the fire area.
6. If the officer discovering the fire is alone, he or she will wait for a backup officer before entering a cell to extinguish a fire or to aid an inmate. All officers in the fire area must each have on a self-contained breathing apparatus and work in pairs to ensure their own safety
7. Additional officers responding to the fire area will don a self-contained breathing apparatus prior to arriving and whenever possible respond in pairs.
8. Back up officers wearing self-contained breathing apparatus' will relocate inmates away from the fire danger area and move them to a secure location beyond a smoke barrier. "Fire Relocation Plans" for each Housing Unit are located at the Housing Officers workstation. Smoke barriers, evacuation and relocations routes are located in P&P E-005.
9. All officers involved with the incident will close all doors surrounding the fire area and will not open any additional doors which are hot or have smoke coming out from underneath.
10. Small fires can usually be extinguished by a fire extinguisher. If necessary, officers can use the fire hoses located inside each housing unit to extinguish the fire.
11. Central Control shall notify the Shift Supervisor upon the arrival of the Fire Department
12. The Shift Supervisor shall assign officers with definite knowledge of the facility to guide the Fire Department through the facility to the fire. All officers responding with the fire department personnel shall put on self-contained breathing apparatus prior to entering the fire area.
13. If arson is suspected, the crime scene will be secured and all evidence preserved for responding investigators. The Facility Manager or designee may request the Arson Task Force to investigate, collect evidence and process the crime scene. A criminal report will be written in accordance with Sheriff's Office policy and procedure.
14. All fires will be documented on an Incident Report Form. Photos and/or videos will be taken and included with the reports.
15. Copies of all reports pertaining to the fire will be forwarded to the Operations Lieutenant, who will in turn provide a copy to the Fire Marshal, the Facility Compliance Officer, Facility Manager and Fire and Life Safety Officer.
16. As soon as possible after the fire is out, and prior to rehousing any inmates, the Fire Department and Correctional Staff shall determine the source of the fire. Inmates will only be rehoused after the Fire Department determines it is safe and after the crime scene is completely processed.

17. The Shift Supervisor will ensure that all fires, no matter how small, are reported by telephone as soon as practical to the Eureka Fire Department. The initial report will be followed up by submitting a written incident report which will be forwarded via the chain of command. Once reviewed and approved, the Operations Lieutenant will send a copy of the report to the Fire Department.

The Fire Department will need the following information:

- a. What was burned?
- b. How much damage was caused?
- c. Where and how the fire started?
- d. Was the fire intentional or accidental?
- e. Is there a suspect?
- f. Any injuries to staff, inmates or visitors?

PROCEDURE: Fire and Life Safety Inspections

1. Fire and Life Safety inspections shall be completed monthly by the Fire and Life Safety Officers. These inspections will be forwarded to the Compliance Officer for review.
2. The Inspection Report Forms will be maintained in the facility administration office for a minimum of two (2) years.

PROCEDURE: Fire Drills

1. A Fire and Life Safety Officer will coordinate a monthly fire drill during their scheduled time as determined by the Operations Lieutenant
2. The Fire and Life Safety Officer will inform the Shift Supervisor the day of the drill what will be conducted.
3. The Fire and Life Safety Officer shall initiate the drill and supervise the response from staff.
4. All staff on shift shall be required to complete an After Action Report prior to the end of the shift and forward it to the Fire and Life Safety Officer.
5. A memorandum debriefing the Fire Drill shall be completed by the Fire and Life Safety Officer conducting the drill and forwarded to the Compliance Officer.
6. Senior Correctional Officer's training new Correctional Officer's in housing units, shall also include training on the fire exits, where the emergency equipment is located and possible evacuation destinations. This training shall be documented in the Facility Training Booklet.

PROCEDURE: FIRE SUPPRESSION PRE-PLAN

1. The HCCF Fire and Life Safety Officer and the Eureka Fire Department Training Officer will conduct a pre-plan meeting at least once per year for the purpose of review of the following:
 - a. A complete review of the facility fire plans.
 - b. A complete inspection of all “Knox boxes” and fire equipment.
 - c. A complete test of all two way radio equipment.
 - d. A tour of the complete facility including all fire exits.
 - e. A practical exercise to ensure the fire department equipment is compatible as designed. (i.e. fire engine & truck placement to ensure fire sprinkler connections, and proper reach to the facility in the case of roof evacuation)

2. There is a clear understanding with all local Fire Departments that they may request a tour of the facility at any time for any newly hired staff or as a refresher tour for Fire Personnel being reassigned.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 10/9/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: HOSTAGE SITUATIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. E-008**

REVISED: October 25, 2018

REFERENCES:

P&P D-002, D-003, E-001, E-002, E-006, F-014, H-101
General Order 00-9 Index Code C-17
General Order 83-1 Index Code S-9

FORMS:

POLICY:

The Humboldt County Sheriff's Office recognizes the potential of a hostage situation occurring within the Humboldt County Correctional Facility, and will respond with tactical personnel to resolve the situation with the objective of preserving life, restoring security and apprehending the hostage takers.

DEFINITIONS:

Hostage - Any person held against their will by any person for the purpose of bargaining, attempting to escape, or otherwise influencing their conditions of incarceration.

Incident Commander - Deputy appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Negotiations - Communication with the hostage taker(s) to gain the release of hostages without the use of force.

Negotiator - Normally a member of the Humboldt County Sheriff's Office designated by the Sheriff and trained in the art of hostage negotiations. It is possible that the Negotiator could come from another agency depending on expertise.

Special Enforcement Team - (S.E.T.) - A team of trained Deputy Sheriff's responsible for dealing with high-risk law enforcement activities.

Specialized Emergency Response Team - (S.E.R.T.) - A team of Correctional Deputies appointed by the Facility Manager who have received additional specialized training in Tactical Communications, Special Weapons, Fire and Life Safety and Cell Extraction.

GENERAL INFORMATION:

1. The Humboldt County Correctional Facility is a “no hostage” facility. It must be understood by inmates, visitors, and officers that inmates will not be allowed to bargain with the lives of hostages. No inmate will be released from the facility as a result of taking hostages. Every attempt will be made to resolve hostage situations without injury or loss of life; however, force will be used when necessary, to rescue the hostage and apprehend the hostage taker(s).
2. No person, regardless of rank, has any authority to give orders while being held as a hostage.
3. Deadly force will not be used by deputies during the emergency without the approval of the Sheriff, the Facility Manager or the SET Team Commander.
4. All weapons will be inventoried for accountability by the SET Team Supervisor prior to entering and upon leaving the facility.
5. SERT will utilize equipment available to them as outlined in HCCF Policy and Procedure F-014.

PROCEDURE: OFFICERS DISCOVERING A HOSTAGE SITUATION

1. Any deputy discovering a hostage situation will immediately contact the Shift Supervisor by way of the most expedient means of communication.
2. The Central Control Deputy will broadcast a “Code 33” on the radio and notify the Shift Supervisor of the hostage situation by the most expedient means of communication.
3. The deputy discovering the situation will relay all information available to Central Control and the Shift Supervisor, including:
 - a. Location of hostages and hostage takers
 - b. Number of hostages and hostage takers
 - c. Identity of hostages and their condition
 - d. Demands of hostage taker(s), if known
 - e. Type and quantity of any weapons involved
4. The Shift Supervisor will assume the role as Incident Commander until relieved by a higher-ranking deputy or the SET Team Commander. (See P&P E-001)
5. The deputy who discovered the hostage situation will be replaced by a Roving Deputy allowing the first deputy to report to the Emergency Command Post and brief the Shift Supervisor/Incident Commander on his or her knowledge of the situation.

6. The Central Control Deputy, at the direction of the Shift Supervisor will:
 - a. Order an emergency facility lockdown (see P&P E-006)
 - b. Notify the Facility Manager and both Lieutenants
 - c. Notify the Sheriff's Dispatchers and request they notify the on-call Duty Officer and Patrol Sergeant.
 - d. Request Patrol Division to secure the perimeter of the facility
 - e. Notify the S.E.R.T. Team (see P&P F-014)
7. Deputies at the hostage scene will lock down all non-involved inmates and attempt to isolate the hostage takers to prevent movement, or the taking of additional hostages.
8. The Roving Deputies will escort all visitors out of the facility, checking identification to ensure they are registered visitors.
9. The Shift Supervisor will assign a Senior Correctional Deputy with back up deputies as appropriate, to go the scene of the hostage taking and proceed as follows:
 - a. They should not attempt to enter the hostage area
 - b. They should speak with the hostage takers to determine the condition of the hostages, identities of the hostage taker(s) and hostages, if the hostage takers have any weapons, and the demands of the hostage takers
 - c. At no time should they attempt to negotiate with the hostage takers
 - d. Relay all information to the Shift Supervisor at the Command Post
 - e. Stand by for further instructions
10. The Classification Deputy will assemble all available information on the hostage takers and provide it to the Shift Supervisor.
11. The Incident Commander will make no rescue attempts until the Sheriff or the Facility Manager have arrived at the Incident Command Post, assessed the situation and ordered specific action. An exception to this can be made if there has been either the taking of a life or a hostage has received a life threatening injury by a hostage taker.


RESCUE PROCEDURES

1. The Facility Manager may authorize a request for assistance from the Sheriff's Department Special Enforcement Team (SET). (See General Order 83-1 Index Code S-9)
2. The SET Team Leader or his designee will report to the staging area for briefing by the Incident Commander or Facility Manager.
3. All actions and efforts to rescue the hostages will be carried out by SET and SERT Team personnel under the direction and command of the SET Team Leader.

4. Whenever possible, the incident will be videotaped.
5. The decision to use lethal weapons during a rescue attempt will be made by the Sheriff, or in his absence, the Facility Manager.
6. If there is a likelihood that lethal force may be used, an ambulance will be placed on standby outside of the facility.

POST-EMERGENCY PROCEDURES

1. When rescue or surrender is accomplished, medical treatment will be provided as necessary to any injured parties.
2. The Incident Commander will designate the appropriate officers to process the crime scene and collect evidence.
3. The Incident Commander will ensure that all deputies involved submit the appropriate incident reports, supplemental crime reports, logs or any other written documents relating to the incident, prior to leaving shift.
4. The hostage takers(s) will be secured in a separate housing area until the Facility Manager can meet with the Classification Deputy to determine if a transfer to another facility is appropriate.
5. A debriefing will be held as soon as practical after the incident.
6. Resume normal operations.
7. Management personnel will ensure that civilians, inmates and staff victims receive psychological services as available through department procedures and the employee assistance program. (See General Order 00-9 Index Code C-17 and P&P H-101)

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/25/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE DEATH INVESTIGATIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE EFFECTIVE: April 14, 1996 **E-009**

DATES REVISED: February 5, 2024

REFERENCES:

- AB 2761
- Title 15 CCR 1218, 1046
- California Administration Code, Titles 18 and 21
- California Penal Code 832.10
- Government Code 12525, 27491.3
- Attorney General Information Bulletin 07-03-92
- California Public Records Act
- Humboldt County CIRT Policy

FORMS:

HCSD Crime Report form No: 0631.1, 0631.3, 0631.4, 0631.6, & 0410.1
Inmate Death in Custody Form (BCIA 713)

POLICY:

The death of an inmate in the Humboldt County Correctional Facility will be investigated in a manner to ensure compliance with state mandates while encouraging cooperation among the agencies required or otherwise obliged to conduct parallel investigations.

DEFINITIONS:

Critical Incident Response Team (CIRT) – An investigative team made up of members of local law enforcement agencies tasked with conducting a parallel, unbiased investigation of an officer-involved fatal incident. An officer- involved fatal incident is one that involves two or more people in which an on or off-duty law enforcement employee is involved in circumstances which lead to the death or eminent death of a human being.

Critical Incident Debriefing – A debriefing conducted by the Staff Services Lieutenant or designee, of all involved parties of a critical incident, to review the incident, staff participation, applicable policies, and any other elements of the critical incident deemed necessary to review.

Emergency Medical Box – A locked box located in various locations throughout the facility that contains emergency equipment such as Manual Resuscitator, CPR Mask, Rescue Scissors, and other items seen fit by Health Services Staff.

Facility Administrator - The Sheriff who is officially charged by law with the administration of the Humboldt County Correctional Facility.

Facility Manager – A Correctional Captain who has been delegated the responsibility for operating the Humboldt County Correctional Facility.

On-Call-Duty Officer - A Sheriff's Patrol Lieutenant or above assigned by the Sheriff, on a weekly rotating basis, who responds to situations during nights, weekends and holidays when Sheriff's Administration is not available.

Shift Supervisor - A Correctional Supervisor or, in their absence, a Senior Correctional Deputy, who plans, coordinates and supervises the activities and staff on an assigned shift in the Humboldt County Correctional Facility.

Staff Services Lieutenant – A Correctional Lieutenant assigned to the Staff Services Division of the CSB.

Line Staff – A Correctional Deputy(s) assigned to supervise a housing unit, court holding, medical, or to work in the Facility Processing area or other such assignment requiring the interaction with or supervision of inmates.

Postmortem Lividity - A dark red or bluish-red discoloration of the dependent (lowest) portions of the external surface of the body due to postmortem stagnation of blood.

Rigor Mortise - A stiffening and contraction of the musculature of the body after death.

GENERAL INFORMATION:

1. In the event of an inmate death, the on-call duty officer and the Sheriff's Criminal Investigations Division Commander shall be immediately notified as outlined in this procedure, and a Sheriff's Investigator will be assigned to respond to the scene. The assigned investigator will take charge of the scene and the investigation upon arrival at the facility.
2. In all cases, except when a person is obviously dead, (e.g., visible signs of post-mortem lividity and rigor mortise), emergency medical aid will be summoned by telephoning 9-9-911 and appropriate emergency life saving measures will begin. The inmate will be transported to the hospital by ambulance, under escort by a Correctional Deputy.

3. In cases where death is obvious, the body will not be disturbed or moved from the scene until the Sheriff's Investigator in charge of the scene releases the body to the Coroner or deputy coroner.
4. If death has occurred in a suicide by hanging, the first deputies to enter the cell will lift the inmate to relieve the pressure on the inmate's neck. Back up deputies will bring the necessary tools to cut down the affected inmate. Surgical scissors used to cut down hanging victims are located in the following areas: Control Stations, Medical units, and each housing unit (secured in a locked cabinet or drawer in or near the officer's post station).
5. The decision to involve CIRT will be made by the Sheriff, Undersheriff, or On-Call Duty Officer. In cases where CIRT conducts a parallel investigation of an inmate death, notification will be made to the Staff Services Lieutenant.
6. Facility staff shall not make any public comment regarding the death incident or the ensuing investigation. All inquiries will be referred to the lead Sheriff's Investigator and Coroner. A press release will be prepared, as soon as possible, by the designated Public Information Officer at the direction of the lead Sheriff's Investigator and Coroner in cooperation with the Facility Manager or his/her designee.
7. The Coroner's Office is responsible for making notification to the next of kin; however, correctional staff shall be particularly sensitive to inquiries from the deceased family. Should relatives have already learned of the death by other means common decency may require that notification be made by the senior officer on shift. Information of this nature shall only be released upon confirmation that the person inquiring is a relative of the deceased. Positive identification shall be made in person and not over the telephone prior to the release of any information. The officer making notification will refer the relative to the Coroner's office. This officer will advise the Coroner's office that notification was made. Such notification shall be documented in a supplemental report (HCSO 0631.3).

PROCEDURE: LINE STAFF

1. The deputy who discovers an inmate believed to be deceased shall:
 - a. Remain at the scene and notify the Shift Supervisor and facility medical staff by radio.
 - b. Secure the scene, locking down all other inmates in the vicinity of the victim prior to opening any access doors, needed to allow the entry of emergency medical personnel.
 - c. Begin administering emergency life saving measures.
 - d. Assist medical staff as needed in administering first aid/CPR.

2. If two deputies are present on the scene, one deputy will immediately begin life saving measures.
3. If responding to a hanging victim, immediately cut the victim down from the hanging position. The material used to support the inmate is cut first, halfway between the knot on the neck and the other knot tied to the support. The inmate is placed on his/her back. If the material around the neck is so tight, the victim cannot breathe, the material on the opposite side of the knot shall be cut. The material and knot shall be preserved and booked into evidence.
4. Upon hearing the call for assistance over their portable radios, the roving deputies assigned to the area where the incident occurred shall immediately respond to the scene. If needed, the Shift Supervisor will direct additional deputies to respond.
5. Back up deputies will obtain any needed emergency equipment and assist, if necessary, in life saving measures, and secure the area from access by other inmates and all other unauthorized persons.
6. As much as is possible, all inmates housed within sight or sound of the death scene will be removed under escort and isolated pending interviews by the Sheriff's Investigator or designee. Any spontaneous or volunteered statements by inmates will be documented by correctional staff and forwarded to the Sheriff's Investigator in charge of the investigation.
7. All correctional staff involved in any aspect of the death incident shall document their actions and observations, including any spontaneous witness statements or other pertinent information on a Sheriff's Office supplemental report form (HCSD 0631.3) prior to the end of shift. The original of this report shall be given to the Sheriff's Investigator in charge, and a copy routed to the Facility Manager.
8. If the inmate death appears to be a homicide, and the assailant(s) is/are known, deputies will immediately separate the suspect(s) from the rest of the inmates and each other if there is more than one suspect. Care should be taken to not allow the suspect(s) to destroy any evidence, such as, washing his/her hands, clothing, etc. If possible, a deputy should be assigned to watch the suspect(s) until an investigator arrives on scene and relieves the officer. Deputies assigned to watch a suspect should not engage the suspect in any conversation regarding the crime.

PROCEDURE: SHIFT SUPERVISOR

1. Upon being advised of the situation the shift supervisor will immediately respond to the scene and shall direct appropriate personnel to respond.

11. The Shift Supervisor shall ensure that all reports are completed, approved, and submitted to the Facility Administration prior to the deputies involved going off-duty.

PROCEDURE: STAFF SERVICES LIEUTENANT/FACILITY MANAGER

1. The Staff Services Lieutenant shall notify the Facility Manager either personally or through the Communications Dispatcher by phone or pager and shall also ensure that the Sheriff's Chaplains are notified as soon as practical.
2. The Facility Manager or designee shall report all facts in possession of the Sheriff's Office in writing to the Attorney General within ten (10) days after the death. A completed copy of the "Inmate Death In-Custody (BCIA 713)" form shall be attached. Copies of medical records shall not be released as a part of the incident report. Unless explicitly requested and subsequently authorized by the Facility Administration, the actual death investigation report shall not be released to any agency including the Attorney General's office. The form is faxed or emailed to the following locations:

Fax Number: 916-227-0427 or 916-227-3561

Email: DICReporting@doj.ca.gov

3. The Facility Manager or designee shall submit the Inmate Death In-Custody form to BSCC within 10 days of an in-custody death.
4. The Facility Manager or designee shall comply with AB2761 by providing the PIO with the necessary information to post the specified information required by law to the Department within 10 days of the death.
5. An administrative review separate from the death investigations conducted by the Criminal Investigations Division or other investigative agencies shall be conducted by the Facility Manager or designee in all matters involving the death of an inmate. This review may include but is not limited to:
 - a. A review of incident and crime reports, classification records, and medical records.
 - b. Interviews with staff, inmates, witnesses or other persons with information to contribute.
 - c. A review of whether the actions taken were in accordance with policy and procedure.
6. Upon the conclusion of the review, the Facility Manager or designee shall submit a written report to the Facility Administrator (Sheriff).

7. The Facility Manager shall obtain and securely retain the decedent's Medical file and all death investigation reports.
8. The Staff Services Lieutenant or designee shall schedule a critical incident review and complete a written report of every in-custody death within 30 days of the death. The review team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.
9. The Facility Administrator or designee shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death, and the report must comply with the disclosure requirements of section 832.10 of the Penal Code.

PROCEDURE: HEALTH SERVICES/MENTAL HEALTH STAFF

1. Health Services Staff shall respond to all emergencies.
2. Upon arrival at the scene of the emergency, Health Services Staff shall assess the emergency and request the retrieval of any additional emergency equipment needed.
3. Health Services Staff shall take charge of life saving measures with the assistance of Correctional Staff.
4. All Health Services Staff shall document their participation in the incident and forward their reports to the Health Services Administrator prior to the end of their shift.
5. As soon as possible, but no later than 24 hours after the incident occurred, the Health Services Administrator for the facility's medical contractor in conjunction with the facility physician shall prepare a written report to the Facility Manager which must contain at a minimum the below listed information:
 - a. An analysis and summary of the inmate's medical history.
 - b. A summary of complaints made by the inmate regarding medical problems.
 - c. All observations made by correctional or medical staff suggestive of problems with the inmate.
 - d. A summary of all medical examinations, including diagnosis and treatment.
 - e. Any emergency aid given at the scene.
 - f. The suspected cause of death.
 - g. Copies of all medical records.
 - h. A summary of referrals for mental health assessment and/or treatment.
 - i. List of all medications prescribed including time and dose last administered.

6. The facility physician and psychiatrist may submit independent reports with the Health Services Administrator's report if necessary.
7. All medical records of the deceased inmate are the property of the Humboldt County Sheriff's Office and shall remain confidential and are not subject to release under the California Public Records Act. Copies of the deceased inmate's medical records submitted in accordance with #5 above, shall be used for investigative purposes only and will remain confidential, not to be released to the public and shall not accompany the Inmate In Custody Death form submitted to the Attorney General's office.

PROCEDURE: CID COMMANDER/INVESTIGATOR

1. The Criminal Investigations Division Commander, or in his absence, the on-call duty officer shall assign at least one Sheriff's Investigator who will be immediately dispatched to the scene to conduct the investigation for all in custody deaths.
2. The Sheriff's Investigator who arrives on scene shall be responsible for all aspects of the investigation such as processing the scene, collecting evidence, obtaining witness and/or suspect statements, collecting copies of booking reports, medical reports, etc.
3. Upon the conclusion of the death investigation, the Sheriff's Criminal Investigations Division Commander shall schedule an inter-agency debriefing session to disclose the facts of the death incident. The debriefing is not intended to be a news conference. Those invited to the debriefing may include Sheriff's Office personnel and members of other law enforcement agencies and county departments, e.g. The District Attorney's Office, Coroner, County Counsel, County Administrative Officer, Grand Jury members, Risk Manager, Public Health Officer, Mental Health Director, or other invited officials.
4. Although other agencies may conduct parallel investigations, the Sheriff's Investigator shall remain in charge of the scene, the body and all evidence until such time the investigator has completed processing the scene and releases the body and evidence to the Coroner. The Coroner will secure and seal the body in a Coroner's Removal Pouch prior to transport to the Coroner's office.
5. A copy of the final death investigation report shall be forwarded to the Facility Manager to aid in his/her administrative review and reporting requirements to the Attorney General.

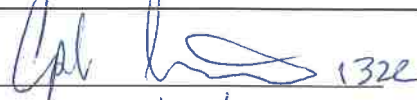
PROCEDURE: CORONER

1. The Coroner's Office is responsible for notifying the next of kin of the deceased.

2. All property of the decedent shall be turned over to the coroners office including any funds remaining on the inmates prisoner trust account.

PROCEDURE: IN CUSTODY DEATH OF FEDERAL PRISONERS

1. In conjunction with the initial notification procedure, the Shift Supervisor shall advise the on-call duty officer if the deceased inmate is a federal prisoner. The on-call duty officer will advise the Criminal Investigations Division Commander, the Sheriff, the Coroner, the District Attorney that the deceased inmate is a federal prisoner. The Criminal Investigation Division Commander or in his absence the on-call duty officer will ensure that the United States Marshall's office is notified immediately of the death.
2. The United States Marshall's office requires that the deceased inmate be fingerprinted prior to removing the body from the facility. At the direction of the Sheriff investigator in charge, and prior to the Coroner removing the body, a fingerprint of the right thumb or right index finger of the deceased inmate will be taken, dated, signed and checked against records to ensure positive identification of the deceased. If the Sheriff's Investigator determined that taking fingerprints at the facility might contaminate physical evidence, the fingerprint procedure will take place at the Coroner's office after the physical evidence has been collected.
3. The United States Marshall's office will make arrangements through the Coroner's office for an autopsy or medical examination and removal of the deceased to the appropriate internment center.
4. The United States Marshall's office will be responsible for notifying the next of kin.
5. The Facility Manager will forward a copy of the report made to the Attorney General including the Death-In-Custody form and the incident report to the United States Marshall's Office. Any further requests for records will be referred to the Facility Administrator.
6. Unless otherwise stated above, all steps outlined in the procedure for inmate death investigations shall be followed when the decedent is a federal prisoner.

Approved by: Duane Christian, Captain Facility Manager	Signature:  1322 Date Signed: 2/5/24
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: POWER LOSS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. E-010**

REVISED: October 25, 2018

REFERENCES:

Title 24 - CBC 470A.2.24

FORMS:

POLICY:

The Humboldt County Correctional Facility is equipped with a source of emergency power capable of providing emergency lighting in all housing units, activities areas, corridors, stairs, and the central control room. The generators shall also provide power to maintain the fire protection system, security alarm systems and communication devices.

DEFINITIONS:

Emergency Power - Will be provided by a battery backup system and two (2) diesel generators.

GENERAL INFORMATION:

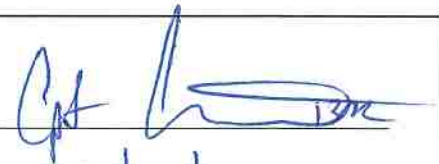
1. In an emergency affecting the electrical system in the facility, two things are absolutely critical. First, there must be sufficient electrical power available to maintain control of facility security including audio and visual monitoring of inmates. Second, there must be sufficient power to continue operation of fire-related devices (alarms, sprinklers, emergency lighting, exit signs, etc.) during the course of fire suppression and/or an orderly, controlled evacuation of the facility. The Humboldt County Correctional Facility is equipped to handle this type of emergency.
2. In the event of a power loss, battery systems will maintain power until the emergency power generator starts automatically and supplies power to the facility in approximately ten (10) seconds.
3. All officers will carry flashlights during power failures.

PROCEDURE:

1. During a power failure, the Shift Supervisor will determine if there is a need to lock down the facility.
2. The majority of the facility will remain operational when operating on emergency power. Some areas may have diminished lighting, but this should not affect current activities.
3. Inmate movement will be held to a minimum.
4. The Shift Supervisor will notify the on duty or on call maintenance person that the emergency generator has been activated. (Refer to Policy and Procedure #K-103 or K 104).
5. The Shift Supervisor or their designee will check all security systems to ensure they are operating properly.
6. Housing officers will check all cell doors to ensure none of them have opened due to a power surge.
7. While the facility is operating on emergency power, Central Control will only operate one elevator at a time to prevent a power overload.
8. Whenever a power loss requires the facility to go into lockdown, an inmate count will be completed as soon as the power has been restored, and prior to, resuming normal activities.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

10/25/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: MASS ARREST - FIELD BOOKINGS - TRANSPORTS - HOUSING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **E-011**

REVISED: October 25, 2018

REFERENCES:

HCCF P&P B-002, B-101, C-001, F-014 & H-002

FORMS:

Special Event Activity and Summary Log
Medical Pre-Screening Form

POLICY:

The Humboldt County Correctional Facility will respond with a team of Correctional Deputy to conduct field bookings and assist with the control, and transport of those being detained during mass arrest situations.

DEFINITIONS:

Booking Transport Team - A team of Correctional Deputy assigned to respond to the scene of a potential mass arrest situation to conduct field bookings and transport arrestees the Humboldt County Correctional Facility.

Field Booking Kit - A portable suitcase type container with latex gloves, flex cuffs, instant camera and film, citations, booking and release forms, cutting tools, staplers, marking pens, bags, fresh water, First Aid Kit.

GENERAL INFORMATION:

1. Law enforcement agencies other than the Humboldt County Sheriff's Office may, in advance of a pre-scheduled incident or activity, arrange with the Facility Manager or their designee for a Booking/Transport Team to assist in the operation for a potential mass arrest situation.

2. If the law enforcement agency making the arrest has no warnings or means to handle the number of people being arrested, the Shift Supervisor will contact the Facility Manager or their designee, or in their absence, the on call duty officer for approval prior to assigning a Booking/Transport Team.
3. Should this request come from within the Humboldt County Sheriff's Department, the Shift Supervisor shall proceed with assigning the Booking/Transport Team and notify the Facility Manager or their designee.
4. Whenever possible, arrestees will be booked or cited and released at the scene.
5. The Humboldt County Correctional Facility will not receive any more arrestees than it can safely handle in the processing area. Once the processing area is full, the remainder of the arrestees will remain on the transportation vehicle until there is room.
6. If it is believed by the arresting agency, that persons being released are going to rejoin the demonstration and participate in the same actions that they were originally arrested for, the arrestees will be transported to the correctional facility or an alternate site for booking and release.
7. Sanitation and health requirements will be considered when the temporary housing of large groups is required.
8. Facility staffing shall not be jeopardized when determining if a Booking/Transport Team can be sent.

PROCEDURE: Assigning a Booking/Transport Team

1. The Shift Supervisor will notify the Staff Lieutenant of the request.
2. The Staff Lieutenant will approve or deny the request.
3. If approved the Shift Supervisor will assign the appropriate number of officers to staff the team.
4. The Shift Supervisor will assign any available on-duty officers first. If the on-duty shift does not have enough officers to handle the request, the Shift Supervisor will telephone off-duty officers and arrange for them to report to work on an overtime basis.
5. If the Shift Supervisor is unsuccessful in staffing a Booking/Transport Team, he or she will notify the Staff Lieutenant who may call out the SERT team to staff the Booking/Transport Team. (See P&P F-014)
6. Correctional Deputies assigned to the Booking/Transport Team shall report for duty in a class "C" Jail Utility Uniform.

7. The Shift Supervisor will assign a member of the Booking/Transport Team to:
 - a. Check out and complete a safety check the appropriate facility transport vehicle(s) with accommodations for both male and female arrestees.
 - b. Ensure a complete Booking Kit is placed in the transport vehicle.

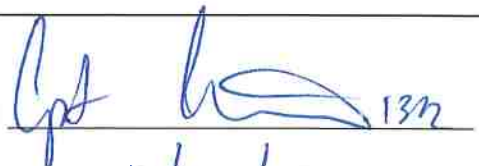
Note: The Law Enforcement Agency requesting the assistance will be responsible for providing portable tables, chairs, lighting, and restroom facilities.

PROCEDURE: Accepting Mass Arrest Arrestees

1. As arrestees arrive at the facility, the Booking and Roving Officers will pat search and complete a medical pre-screening on each arrestee prior to entering the facility. (See P&P H-102)
2. If there is a large number of arrestees, and there is a potential for a disturbance, officers will place the arrestees in holding cells located adjacent to the processing / booking area. (holding cells N114, N135, N140, N141, N145 & N147)
3. Roving Deputies will maintain order in the processing area.
4. As Booking Officers become available, the Roving Deputies will escort arrestees to the booking counter to complete the booking process. (See P&P B-002)
5. Once booked, those arrestees being housed will be classified and sent to the appropriate housing unit. The Classification Officer will monitor the number of arrestees being placed in each housing unit to avoid any disturbances. (See P&P C-001)
6. Arrestees to be booked and released will be processed and placed in a holding cell pending release. (See P&P B-101)

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

10/25/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: MASS OFFICER ILLNESS OR WALKOUT

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. E-012

REVISED: October 25, 2018

REFERENCES:

Title 15 - CCR 1027, 1028

FORMS:

POLICY:

The Humboldt County Correctional Facility will maintain a system to recall off duty officers in the event of a personnel shortage due to illness or a labor dispute. A component of this system will be a mutual aid agreement with local law enforcement agencies. At no time will the inmates housed in the facility be left unsupervised.


GENERAL INFORMATION:

1. Humboldt County Deputy Sheriff's will be called to work the Correctional Facility prior to any call for mutual aid from other law enforcement agencies.

PROCEDURE:

1. If several or all officers call in sick, the Shift Supervisor will take the following action:
 - a. Retain the correctional deputies currently on duty.
 - b. Telephone off duty correctional deputies to work on an overtime basis.
 - c. If unsuccessful, the facility will be placed into lock down status until the personnel problem has been resolved (refer to lock down P&P E-006)
 - d. Notify the Operations and Staff Lieutenant of the personnel shortage, who in turn, will notify the Facility Manager, the On Call Duty Officer and the Undersheriff.
 - e. Develop a list of available resources and forward it to the Staff Lieutenant for review.
 - f. Restrict activities and movement of inmates to only those necessary.

- g. Monitor on duty deputies alertness and allow rest breaks as necessary until relieved.
- h. If the Sheriff calls for mutual aid, the current Shift Supervisor and both the Operations Lieutenant and the Staff Lieutenant will remain working twelve (12) hrs. on duty and 12 hrs. off duty until the personnel shortage has been resolved. This will maintain supervision and guidance of any mutual aid officers who are not familiar with the facility or its policies and procedures.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed 10/25/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE DISTURBANCES AND RIOTS

APPROVED BY: Duane Christian, Facility Manager

DATE: April 14, 1996 **No. E-013**

REVISED: October 29, 2018

REFERENCES:

Title 15 - CCR 1029

FORMS:

Crime Report Form HCSD 631.1, 631.2, 631.3, 631.4

POLICY:

The immediate quelling of any riot or disturbance will take priority over all other facility functions in order to reduce injury to staff, inmates and property damage to the facility.

DEFINITIONS:

Disturbance/Riot - Any acts by inmates to cause willful disorder, confusion, or destruction.

Major Disturbance - A disturbance involving numerous inmates where the situation is out of control, and they erect physical barriers and threaten violence if those barriers are penetrated.

Minor Disturbance - A disturbance involving a minimal number of inmates who can be controlled when immediately acted upon.

Specialized Emergency Response Team - (SERT) - A team of Correctional Deputies appointed by the Facility Manager who have received additional specialized training in Tactical Communications, Special Weapons, Fire and Life Safety and Cell Extraction

Emergency Lockdown - An unscheduled lockdown in which all inmates are locked in or restricted to their assigned housing areas as a result of an emergency in the facility.

GENERAL INFORMATION:

1. In a riot situation, time works against the facility and action must be quick to combat the incident before it escalates, the primary concern is securing the entire facility as swiftly as possible.
2. Riots will fall into two general categories:
 - a. Spontaneous
 - b. Planned

HUNGER STRIKE

1. The Shift Supervisor will attempt to resolve the situation by discussing the problems with the inmate(s).
2. If the hunger strike continues for more than 24 hours, the Shift Supervisor will notify the Staff Lieutenant, the Facility Manager, and medical staff.
3. The Shift Supervisor will handle a hunger strike as a minor disturbance keeping in mind this type of situation has the potential for becoming a major disturbance.

PROCEDURE: MINOR DISTURBANCE

1. Any housing officer observing inmate behavior or activity in preparation of an incident shall notify the Shift Supervisor at once.
2. The Shift Supervisor will notify the Staff Lieutenant of the situation and respond along with the necessary personnel to the location. The first priority is to contain the situation with sufficient personnel.
3. The Shift Supervisor will talk to the housing officer, evaluate the situation and determine whether to lock-down the entire facility or only the affected unit.
4. If necessary, the Shift Supervisor will call out the SERT Team to disperse inmate groups and retain control by removing the instigators.
5. The affected area will be kept isolated until the situation is totally resolved.
6. The facility or housing unit lock-down will continue until canceled by the Staff Lieutenant, or designee.

7. The Shift Supervisor will ensure that all officers involved will write incident reports and/or crime reports prior to the end of their current shift.

PROCEDURE: MAJOR DISTURBANCE

1. The Housing Officer(s) in the area of the major disturbance or riot will immediately notify the Shift Supervisor of the situation.
2. The Shift Supervisor shall:
 - a. order an emergency lock-down of the facility
 - b. remove all civilians
 - c. notify the Operations and Staff Lieutenants, and the Facility Manager
 - d. initiate the SERT Team call out procedure (see P&P F-014)
 - e. notify Sheriff's dispatch
 - f. notify the Patrol Sergeant
3. The Shift Supervisor will assume the role as Incident Commander and establish a secure command post with telephone communications near the incident.
4. Mutual aid, if required, shall only be summoned with the approval of the Sheriff or his designee.
5. The Incident Commander shall assign personnel to establish a secure perimeter against escape and any form of external support for participating inmates.
6. Responding officers will isolate the inmates and secure the facility internally.
7. Inmates not wishing to participate in the riot will be identified and given an opportunity to withdraw from the problem area, if able to accomplish in a safe manner.
8. The Incident Commander will determine the necessary tactical response to be used to overcome all resistance and prevent renewed violence. This can include, but not be limited to:
 - a. Negotiations - where the inmates have shown a willingness to negotiate a return to order.
 - b. General Discussions - where the Facility Manager has made the decision not to negotiate on specific issues, but general communication is kept open.
 - c. Prolongation - stabilized situation without containing discussions.
 - d. Non-Lethal Force - proceeded by a warning, shall be the level of force least likely to cause injury. Medical aid shall be made available before the order is given.

- e. Lethal Force - with the Sheriff's approval, shall be used only as a last resort, and as the only alternative to prevent injury to hostages or as a response to an escalation of violence that is likely to result in death or injury to person(s). No force shall be applied unless adequate provisions have been made in advance for medical treatment and evacuation of the wounded.

PROCEDURE: AFTER ACTION

1. As soon as the disturbance is terminated an inmate count will be taken.
2. The Shift Supervisor will assign officers to keep the inmates who were involved in the disturbance separated from the general population.
3. Health Care Staff will provide medical treatment to all injured persons.
4. The Shift Supervisor will assign an officer to write a crime report. This report will include suspect (s), damages, injuries and type of force used.
5. All other officers will either write an incident report or supplemental to the crime report.
6. If any security equipment is damaged the Facility Manager will request immediate repair.
7. There shall be an immediate administrative investigation to determine what caused the disturbance and how to prevent a re-occurrence.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 10/29/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: **BOMB THREATS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. E-014**

REVISED: October 25, 2018

REFERENCES:

Title 15 - CCR 1032(D) & (E)
P&P E-005, F-014

FORMS:

ATF Bomb Threat Checklist

POLICY:

The Humboldt County Correctional Facility has established procedures to ensure that in the case of a bomb threat or actual explosion, Officers will respond in a calm and professional manner to prevent or minimize injury or damage to the facility and its occupants.

DEFINITIONS:

Bomb Threat Checklist - A general information questionnaire provided by the FBI Explosives Unit - Bomb Data Center or by the Federal Bureau of Alcohol Tobacco and Firearms.

Code 10 - Radio Code that alerts staff to a bomb threat situation.

Code 33 - Radio Code to alert staff that an emergency situation exists and all radio transmissions that do not pertain to the emergency will stop immediately.

SERT Team - Specialized Emergency Response Team (see P&P F-014)

Suspicious Objects - Any item, package, or other object that seems out of place or unauthorized in or directly adjacent to the Correctional Facility.

GENERAL INFORMATION:

1. During any bomb emergency, staff shall refrain from using radios or remote controls of any kind, as the use of these frequencies could potentially detonate an explosive.

2. All communication should be by way of telephone or intercom until the bomb threat ceases to exist.

PROCEDURE: BOMB THREAT BY TELEPHONE

1. A staff member receiving a bomb threat by way of the telephone shall proceed as follows:
 - a. Remain calm.
 - b. Try to obtain and document as much information from the caller as possible regarding the bomb, including:
 1. Location of the device
 2. Time set for detonation,
 3. A complete description of the device
 4. The reason for the call or threat
 5. Note the time of the call
 6. Exactly what the caller says
 7. Gender
 8. Approximate age of the caller
 9. Any accents or unusual voice characteristics
 10. Any background noises or other voices
 - c. Notify the Central Control Officer by phone or intercom.
 - d. Fully complete the Bomb Threat Checklist Form.
 - e. Wait for further instructions from the Shift Supervisor.
2. The Central Control Officer shall immediately contact the Shift Supervisor and give the name, location, and phone number of the staff member who received the threat and all other pertinent information known regarding the threat.
3. The Shift Supervisor will notify the Correctional Lieutenant who will in turn notify the Facility Manager. If the threat occurs during a weekend, at night, or in the event the Facility Manager or designee are not available, the Shift Supervisor will call the Sheriff's Department On Call Duty Officer.
4. The Shift Supervisor will assume the role as Incident Commander until relieved by a higher ranking officer.
5. The Incident Commander shall order a facility lock down. (see E-006)
6. The Incident Commander will assign a Correctional Deputy to accompany him or her and document the incident as it happens in a running log format.

7. The Incident Commander will contact the staff member who received the call, review all the details of the call and any other information presented by the staff member.
8. After an evaluation of the situation, the Incident Commander will proceed with the following:
 - a. Set up an Incident Command Post in a secure area or room which has been searched and deemed safe.
 - b. Brief the Patrol Sergeant of the situation.
 - c. Notify the County Safety Officer in the County Administrative Office @ (476-2381)
 - d. Coordinate a search team to search the entire facility and if so ordered, begin the evacuation / relocation process. (see E-005)
9. If a bomb or suspicious item is found, the Incident Commander will ensure the Command Post is a safe distance from the bomb or suspicious item and follow the procedure for "Discovery of a Suspicious Item or Bomb" as outlined in this policy.

PROCEDURE: BOMB THREATS BY MAIL

1. Any staff member person receiving a bomb threat in the mail, shall follow the following procedures:
 - a. Notify the Shift Supervisor.
 - b. Maintain the package or letter as evidence. (See General Duty Manual E-1)
2. The Shift Supervisor shall review the evidence and contact the Correctional Lieutenant and inform them of the situation.
3. If there is reasonable suspicion to believe there is an explosive device, the Facility Manager shall be notified by the Shift Supervisor or Correctional Lieutenant and an Incident Commander will be appointed. If the threat occurs during a weekend, at night, or in the event the Facility Manager or designee are not available, the Shift Supervisor will call the Sheriff's Department On Call Duty Officer.
4. The Incident Commander shall instruct the Shift Supervisor to proceed with steps 6 - 9 from the above procedure. (Bomb Threat by Telephone)

PROCEDURE: SEARCH AND EVACUATION

1. If a search of the facility is to be conducted, the Shift Supervisor will direct the Central Control Officer to use the facility telephone intercom system to broadcast a “Code 10” to the entire facility.
2. The Shift Supervisor shall order an emergency facility lockdown (see E-006)
3. The Shift Supervisor shall order the evacuation of all visitors and non-essential staff from the facility. Each person leaving the facility will have their identification verified and may be subject to search.
4. The Shift Supervisor shall organize a search team to conduct a search of the facility.
5. The search team shall search the interior and exterior of the assigned area to identify any suspicious objects or persons.
6. If the search team discovers a “suspicious object” they will secure the area and follow the procedure for discovery of a suspicious object or bomb.
7. If nothing is found in the search, the deputies conducting the search will each complete a written Incident report documenting the areas searched and turn it in to the Shift Supervisor prior to the end of shift.

PROCEDURE: DISCOVERY OF A SUSPICIOUS OBJECT OR BOMB

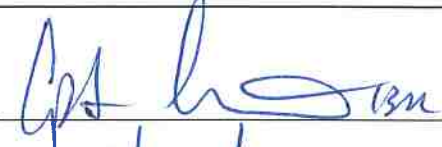
1. Any staff member discovering a “suspicious object” shall contact Central Control by way of telephone or intercom, to relay the location and description of the object.
2. **The staff member shall not touch the object.**
3. The Central Control Deputy will immediately notify the Shift Supervisor of the situation, and at the direction of the Shift Supervisor, shall call dispatch to request assistance from the Sheriff’s Department Explosive Ordinance Detail (EOD) unit.
4. The Shift Supervisor will call the Eureka Fire Department and notify them of the situation so they can be on standby, and the County Risk Manager in the County Administrative Office at 476-2381 during business days, or by way of Sheriff’s Dispatch all other times.
5. The Shift Supervisor will then contact the Correctional Lieutenant and Facility Manager and inform them of the situation. If the threat occurs during a weekend, at night, or in the event the Facility Manager or designee are not available, the Shift Supervisor will call the Sheriff’s Department On Call Duty Officer.

6. The Facility Manager or their designee may appoint an Incident Commander.
7. The Shift Supervisor, upon the direction of the Incident Commander shall report to the location of the suspicious object and instruct staff to evacuate the area. (See E-005)
8. When the EOD Unit arrives, the Incident Commander will brief the Unit Leader on the situation. The Unit Leader will assume all decisions relative to control of the bomb or object and the direct area around it. The Incident Commander will remain control of the remainder of the facility.
9. The EOD Leader shall determine if a call for assistance from the Fire Department if necessary.
10. The Shift Supervisor shall keep the Incident Commander informed, by way of telephone, of all activities or conditions.
11. All staff will maintain security in their assigned areas as per instruction of the Shift Supervisor.
12. The E.O.D. Unit shall notify the Incident Commander when the emergency is over.
13. The Incident Commander shall notify the Facility Manager, their designee and the On Call Duty Officer when the emergency no longer exist.
14. At the conclusion of the incident, all involved officers will complete a written Incident report and turn it in to the Shift Supervisor prior to the end of shift.

PROCEDURE: EXPLOSIONS

1. Following an explosion, the Shift Supervisor shall assume the role as Incident Commander and establish a command post. The Shift Supervisor will retain the role as Incident Commander until personally relieved by a higher ranking officer.
2. Staff shall immediately lock down the facility pending an evacuation order from the Incident Commander.
3. At the direction of the Incident Commander, available staff will respond to the area to assess injuries and administer emergency first aid.
4. The Incident Commander will assign an officer to ensure all power, natural gas, and water is turned off to the damaged area.

5. The Incident Commander will direct Central Control to call and request:
 - a. Fire Department
 - b. The EOD Unit
 - c. An ambulance on stand by
6. The Deputies inspecting the area will report back to the Incident Commander all information and will request for any medical aid needed.
7. At the direction of the Incident Commander, the Central Control Officer shall contact the Facility Manager or their designee and the On Call Duty Officer and inform them of the situation and who is in the position of Incident Commander.
8. The Facility Manager, their designee or in their absence the On Call Duty Officer shall appoint an Incident Commander. If that person is different from the officer that is at the command post, then the newly appointed Incident Commander will relieve the officer at the command post after being fully briefed on the incident.
9. After the new Incident Commander has taken over control, the deputy being relieved from the Incident Commander position will go to the scene to determine the extent of the damage and if there are any injuries. If structural damage exists, staff should not attempt to enter the area.
10. After medical emergencies have been addressed, Correctional Staff will secure the crime scene for the EOD Unit and start the evacuation / relocation process if determined necessary by the Incident Commander.
11. If the cells or housing units are damaged to the extent that inmates cannot be safely housed there, the Incident Commander shall arrange for alternate housing.
12. At the conclusion of the incident, all involved deputies will complete a written Incident report and turn it in to the Shift Supervisor prior to the end of shift.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/25/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SUICIDE PREVENTION**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. E-015****REVISED:** July 6, 2023**REFERENCES:**

Title 15 - CCR 1030, 1052, 1058, 1209, 1219
 Policy and Procedure E-009, F-014, G-002, G-006, H-100, H-102, H-103, H-104
 PC 6030
 W&I 5150
 Mental Health Department Jail Services Team Policy and Procedures Manual

FORMS

Suicide Alert Notice (HCSD 0379.7)
 Observation Log (HCSD 0317.5)

POLICY:

The Humboldt County Correctional Facility in collaboration with the Humboldt County Department of Health and Human Services and the contractor for health services shall establish a suicide prevention program that identifies, monitors, and provides treatment to those inmates who present a suicide risk. This suicide prevention program shall consist of: staff training, communication, intake screening, housing, supervision, interventions, reports, and incident reviews.

DEFINITIONS:

Attempted Suicide – An unsuccessful overt act of taking one's own life voluntarily and intentionally, that without intervention of staff would have resulted in serious injury or death.

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and Classification Officer(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and overall inmate management issues.

High Risk Inmate – An inmate who has a history of suicidal ideation or shows a high likelihood of suicidal ideation or self-harm, but is not actively overt in their actions which would rise to the level of placement in a Safety Cell.

Jail Services Team - The Humboldt County Department of Mental Health Staff assigned to provide services at the HCCF that include but is not limited to a Psychiatrist, Clinician, and Psych Tech.

Mental Health Crisis Intervention Counselor - Humboldt County Department of Mental Health personnel who have been trained in crisis intervention and will respond on short notice to emergency crisis situations in the facility.

Rescue Tool – A department issued safety tool used for the purpose of cutting things in the event of an emergency such as a suicide attempt.

Safety Cell - A padded cell of at least 48 square feet with a clear ceiling height of at least eight feet designed to minimize the risk of accidents and injuries, and to reduce the possibility of self-inflicted injuries.

Safety Cell Garment - A specially made garment worn by inmates who are placed in a safety cell, in place of their own clothing. The garment is constructed of a heavy quilt like material, designed for modesty and safety.

Sheltered Living Status – Housing which may limit an inmate’s access to activities and/or personal items, due to the inmate’s higher than normal propensity to self-harm as determined by mental health staff.

Suicide - The act or an instance of taking one's own life voluntarily and intentionally.

Suicide alert - A notice prepared by Health Services staff or Mental Health staff and signed by the Shift Supervisor to alert officers of a potential inmate suicide situation.

GENERAL INFORMATION:

1. All personnel will remain constantly alert to any behavioral changes that indicate increasing depression and/or suicidal tendencies. Good communication between Correctional Deputies, Health Services and Mental Health staff, and inmates ensures cooperation in this surveillance.
2. The Humboldt County Department of Mental Health or other certified training provider provides annual suicide prevention training to Correctional Staff.
3. Warning signs of possible suicide exhibited by the inmate could include but are not limited to:
 - a) Depression (physical signs)
 - Sadness
 - Withdrawal or silence
 - Sudden losses or gain in appetite
 - Insomnia
 - Mood variations
 - Lethargy
 - b) Intoxication/withdrawal
 - c) Talking about or threatening suicide
 - d) Previous suicide attempts
 - e) History of mental illness
 - f) Projecting hopelessness or helplessness
 - g) Speaking unrealistically about the future or getting out of jail

- h) Increasing difficulty relating to others
- i) Not effectively dealing with present, is preoccupied with the past
- j) Giving away possessions, packing belongings
- k) Severe aggressiveness
- l) Paranoid delusions or hallucinations
- m) Writes a Will

4. Persons potentially at risk for suicide include but are not limited to:

- a) Prominent person charged with embarrassing crimes
- b) Persons held for alcohol or drug related charge
- c) Juveniles held in adult facilities
- d) Persons with a history of self-destructive acts
- e) Individuals who state their intention to commit suicide
- f) Individuals who appear to be depressed
- g) Individuals 1st Offense and/or stigma associated with being arrested
- h) Individuals receiving long sentences
- i) Persons having a member of their family commit suicide
- j) Individuals whose culture considers suicide honorable
- k) Persons with severe mental illness
- l) Persons going through withdrawal

- 5. During the medical receiving screening process, Correctional Deputies or Health Care Staff will ask the arresting officer whether there has been any indication of suicidal or self-harm statements or behavior from the arrestee.
- 6. Attention should be focused on the inmate during the initial period of incarceration, particularly the first twenty-four (24) hours.
- 7. Correctional Staff shall consult with mental health professionals when receiving someone back from court who may be at risk for suicide.
- 8. Whenever an inmate is transported outside the facility by ambulance or by any other means, at least one Correctional Deputy will be assigned to follow the ambulance to the hospital and assist with providing security at the hospital. A second Correctional Deputy may be with the inmate to provide security as determined by the Shift Supervisor. (See P&P F-012)
- 9. For crisis intervention during normal business hours, staff can contact the Jail Services Team. For crisis intervention during nights, weekends and holidays, Health Care staff will contact the 24-hour Crisis Unit at the Humboldt County Department of Mental Health.
- 10. The area in which a suicide attempt or attempt resulting in death occurs, shall be considered a crime scene and secured until the assigned investigator arrives and takes charge of the scene.
- 11. Under no circumstances is Sheltered Living Status to be used as a disciplinary action.

12. High Risk Inmates may be identified at any time during their incarceration in the Humboldt County Correctional Facility. Therefore, it is imperative these inmates are referred to a member of the Jail Services Team or a Classification Officer for review.
13. Sheltered Living Status actions may include, but are not limited to:
 - a) Limited or supervised use of the recreation yard
 - b) Limited or supervised access to dayroom
 - c) Limited or supervised access to showers
 - d) Limited or supervised access to grooming supplies
 - e) Limited or supervised access to pencils
 - f) Limited or no access to regular issued clothing or bedding
14. Approval to place an inmate into Sheltered Living Status may only be done by the Facility Manager or designee.
15. Access to recreation, dayroom, and showers may be limited to the minimum allowable as set in Title 15 and only under the direct supervision of Correctional Staff.
16. Grooming/Hygiene supplies such as finger nail clippers, hair trimmers, toothbrush or other items that may pose a risk for self-harm shall only be afforded to the inmate under the direct supervision of Correctional Staff but at no time shall an inmate be deprived of the implements necessary to maintain an acceptable level of hygiene.
17. If regular issued bedding or clothing are removed from the inmate, a Safety Cell Garment and Safety Cell Blanket shall be issued to the inmate.

PROCEDURE: SHELTERED LIVING STATUS

1. When an inmate is identified as possibly needing Sheltered Living Status, the inmate's risk factors will be reviewed with the Facility Manager or Lieutenant, at least one member of the Jail Services Team a Classification Officer, and a member of the Facility Medical Staff.
2. If Sheltered Living Status is deemed appropriate, a written plan will be developed by the Jail Services Team and the Classification officer. Once approved, a memorandum will be written by the Classification Officer which outlines the housing unit and cell to be used and the actions to be taken to ensure the safety of the inmate. This memorandum will be distributed as follows:
 - a) Housing unit where the inmate is to be housed
 - b) Shift Supervisor
 - c) Inmate Classification File
 - d) Facility Administration
 - e) Jail Services Team
3. The Classification Committee will review at their weekly meeting any inmates on Shelter Living Status. Proposed revisions to the actions being taken in regards to Sheltered Living Status will be a collaborative effort and continued retention of the status will be extended only with the approval of the Facility Manager or designee.

4. Removal from Sheltered Living Status should be gradual. The Classification Committee may, over a period of weeks, begin to reintroduce less limitations in an effort to more comprehensively evaluate the inmate's adjustment and safety.
5. When an inmate is removed from Sheltered Living Status or any changes are made to the written plan currently in place, the changes shall be documented in a memorandum and distributed as outlined in procedural step #2 (listed above).

PROCEDURE: SUICIDE WATCH

1. A risk assessment for suicide is conducted at intake by Correctional Staff and Health Services staff during the receiving / screening process for medical and psychological problems. Arrestees who appear to be mentally disordered and may be a suicide risk require medical clearance by Health Services staff prior to acceptance for booking in accordance with policy and procedures outlined in H-102.
2. If any officer or staff member has reason to believe that an inmate might be considering suicide or the inmate stated they might commit suicide, the officer will notify the Shift Supervisor and Health Services staff immediately. If the Jail Services Team personnel are at the facility at the time, they too will be notified immediately.
3. If the Jail Services Team personnel are not available at the facility, Health Services staff will interview the inmate and contact the Humboldt County Department of Mental Health and request a Crisis Intervention Counselor to respond to the facility to interview the inmate.
4. The Shift Supervisor, after consultation with Health Services staff, shall determine the appropriate placement of the inmate, in a restraint chair and/or safety cell, pending the arrival of a member of the Jail Services Team or the Crisis Intervention Counselor.
5. The Shift Supervisor shall ensure that the appropriate procedures are carried out relevant to the placement in the restraint chair, safety cell and when restraints are used. (See G002, G-006 & H-100).
6. The Jail Services Team staff, or in their absence, the Health Services staff, shall complete a "Suicide Alert Notice" form and distribute photocopies to the following:
 - a. Shift Supervisor
 - b. Facility Administration
 - c. Medical Unit
 - d. Classification
7. Following a mental health assessment from the Jail Services Team or crisis intervention counselor, a recommendation will be given to the Shift Supervisor regarding further precautions or reduction in precautions as necessary.
8. Mental Health staff will determine when the suicide alert can be lifted. Once suicide precautions have been removed, the Suicide Alert Notice will be separated and distributed as noted on the bottom of the form.
9. If the inmate cannot be adequately cared for in the facility, they will be transferred to an appropriate treatment facility in accordance with the policies and procedures. (See H-102, H-103 and H-104).

PROCEDURE: ATTEMPTED SUICIDE:

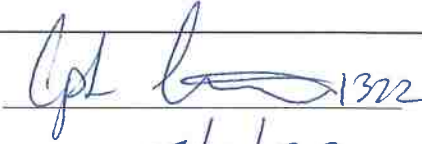
1. When an inmate has attempted or is in the process of attempting suicide, the observing Correctional Deputy will notify Central Control by way of radio and say "man down Code 3" and give the location.
2. If attempted suicide results in apparent death, see policy and procedure E-009.
3. Central Control will immediately notify Health Services staff and have them respond to the location of the incident.
4. Upon hearing the call for assistance over their portable radios, the roving Correctional Deputies assigned to the area where the incident occurred shall immediately respond to the scene. If needed, the Shift Supervisor will direct additional officers to respond.
5. When additional Correctional Deputies arrive they will attempt to restrain the inmate to prevent further injury and start first aid or CPR as necessary.
6. If suicide is attempted by hanging, Correctional Deputies will immediately cut the victim down from the hanging position using a department issued rescue tool. The material used to support the inmate is cut first, halfway between the knot on the neck and the other knot tied to the support. The inmate will be placed on his/her back and if the material around the neck is so tight, the victim cannot breathe, the material on the opposite side of the knot shall be cut.
7. Additional Correctional Deputies will assist, if necessary, in life saving measures, and secure the area from access by other inmates and all other unauthorized persons.
8. If the inmate is armed with a weapon, the Shift Supervisor will have Central Control call out the Special Emergency Response Team (see P&P F-014) and notify the Staff Lieutenant and the Facility Manager.
9. If the inmate has already injured him/herself with the weapon, the officers at the scene will advise Central Control to call for an ambulance to respond "Code 3."
10. The Shift Supervisor will consult with the Health Services staff and determine if the inmate requires treatment at an emergency room.
11. The Health Services staff shall notify the Jail Services Team or in their absence, the Humboldt County Department of Mental Health of the suicide attempt.
12. The Shift Supervisor shall ensure that all inmates who have attempted suicide, and are to remain in the facility, receive proper direct visual supervision by staff as to minimize the risk of another suicide attempt. If necessary, inmates are to be adequately restrained with mechanical or soft restraints or secured in a restraint chair in a safety cell until assessed by mental health staff.
13. Inmates unable to be cared for adequately within the facility shall be transferred to a designated treatment facility as soon as possible in accordance with policy and procedures H-103 and H-104.
14. The Shift Supervisor shall notify the Facility Manager or designee of suicide attempts resulting in injury and ensure all "Incident Reports" are turned in prior to the end of the shift.

- 15. All attempted suicides shall be documented and reviewed at the weekly Classification Meeting to determine if the attempt was legitimate as defined in this policy and Medical Staff and Mental Health Staff, concur.

- 16. All such attempts which are deemed as valid attempted suicides by the committee shall be documented by the Sheriff's Compliance Officer in a reportable format if needed.

Approved by: Duane Christian, Captain
Facility Manager

Signature:

Handwritten signature in blue ink, appearing to read "Cpt [Signature] 1322".

Date Signed:

7/6/23

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: TOXIC SPILLS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. E-016**

REVISED: October 24, 2018

REFERENCES:

CRC Title 15, 1029
P&P E-005, E-006

FORMS:

POLICY:

The Humboldt County Correctional Facility shall handle toxic contamination/spills in a professional and expedient manner to prevent damage or injury to staff, inmates, visitors or the public.

DEFINITIONS:

Caustic - A material able to burn or corrode human tissue or other objects by chemical action.

Flammable Material - Any product which will ignite when contacted with a flame or spark, at or below 100 degrees Fahrenheit.

Toxic - A poisonous material that can destroy the life or health of a living animal or plant.

GENERAL INFORMATION:

1. The Humboldt County Correctional Facility is located between the North and South bound lanes of U.S. Highway 101. Special consideration will be given regarding the types of toxic chemicals which are regularly transported near the facility.
2. All flammable, toxic or caustic materials will be safely stored in accordance with all applicable laws and regulations governing the facility.
3. Officers must remain alert to any hidden motives, such as escape or assault, in case a toxic spill was intentionally caused by an inmate.

PROCEDURE:

1. Any officer or staff member that observes or is notified of a possible toxic spill will immediately notify Central Control and report the following information:
 - a. Exact location of the spill.
 - b. The type and amount of chemical spilled. (If known)
 - c. Size of the area contaminated.
 - d. Any injuries.

2. The Central Control Officer will:
 - a. Ensure the Shift Supervisor has been notified of the situation.
 - b. Call the Eureka Fire Department and report the type and size of the toxic spill.
 - c. Notify the facility health services staff of any injuries and the type of spill.
 - d. Ensure the video recorder is recording the incident area.

3. The Shift Supervisor will assume the role as Incident Commander, establish a command post, and assign an officer to start an Incident Log. (see P&P E-001)

4. The Incident Commander will:
 - a. Order a lock down of all areas which may be affected.
 - b. Assign an officer to stand by at the appropriate Fire Exit and direct the Fire Department to the contaminated/spill area.
 - c. Report the incident to the Staff and Operations Lieutenants.
 - d. Direct Central Control to notify the Humboldt County Health Department/ Environmental Health Division of the spill.

5. The Incident Commander will direct officers with self-contained breathing apparatus to relocate any affected inmates or staff to an area of safety. (see P&P E-005)

Note: Officers will always put on self-contained breathing apparatus prior to responding to a contaminated/spill area.

6. Officers with self-contained breathing apparatus will move any injured staff or inmates to an area of safety away from the contaminated/spill area.

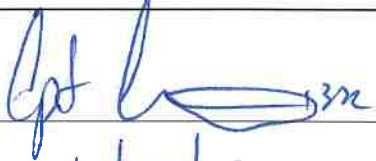
7. Officers will provide the appropriate Emergency First Aid to any persons injured while waiting for additional medical aid to arrive from facility health services, the Fire Department or ambulance.

8. After the area has been evacuated, officers or facility staff will not re-enter the contaminated area.

9. When the Eureka Fire Department arrives with their Hazardous Material Team to clean the contaminated/spill area. The Incident Commander will brief the Fire Department and remove all non-essential correction staff from the incident area.
10. After the Fire Department has cleaned the contaminated/spill area, the Humboldt County Health Department/Environmental Health Division will inspect the affected areas for safety prior to allowing inmates or staff to re-enter the incident area.

Note: Environmental Health can be contacted on weekends, holidays or nights by way of the Sheriff's Department Dispatcher.

11. At the conclusion of the incident, all involved officers will document their involvement on an incident report and turn it in to the Shift Supervisor prior to the end of shift.
12. The Shift Supervisor will forward a copy of the reports along with the video recording of the incident to the Facility Compliance Officer for review and filing.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: EMERGENCY EQUIPMENT**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996 **E-017****REVISED:** October 24, 2018**REFERENCES:**

Title 15 - CCR 1029
 HCSO Policy 700
 Cardiac Science Users Guide

FORMS:

Emergency Equipment Inspection Report HCSD

POLICY:

The Humboldt County Correctional Facility will supply and maintain all necessary emergency and safety equipment required to assist staff in providing for the safety and security of staff, inmates, and the facility.

DEFINITIONS:

AED – Automated External Defibrillator – A portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

Fire & Life Safety Officer – A Deputy(s) appointed by the Facility Manager who has received additional specialized training in Fire and Life Safety in a Correctional setting.

Emergency equipment - Those items needed to protect life and property (i.e. self-contained breathing apparatus (SCBA), fire suppression equipment, less than lethal weapons, first aid supplies, rescue tools, and communication equipment.)

Rescue 911 Tool – A department issued safety tool used for the purpose of cutting things in the event of an emergency such as a suicide attempt.


GENERAL INFORMATION:

1. With the exception of "Less Lethal Weapons", emergency equipment will be stored at or near each officer's post. (e.g. SCBA's, fire extinguisher, fire hose) in a manner which allows access by officers in a minimum amount of time.
2. The Fire & Life Safety Officer will ensure that regular inspections of safety equipment are conducted on a monthly basis. Any malfunctioning or missing equipment will be repaired or replaced in a timely manner. A written report will be filed and maintained by the Compliance Officer for a minimum of two (2) years.
3. The Fire & Life Safety Officer will maintain an inventory of all emergency equipment and the locations where the items are stored. A copy of this inventory list will be forwarded to the Operations Lieutenant and the Facility Compliance Officer. Some of the items are, but not limited to:
 - a. AED's
 - b. Body fluid clean up kits
 - c. Self-Contained Breathing Apparatus (SCBA)
 - d. Fire extinguishers
 - e. Emergency lighting (flashlights and batteries)
 - f. Communication equipment (radios and batteries)
 - g. First aid supplies
 - h. Latex gloves
 - i. Restraint equipment
 - j. Cell extraction equipment
 - k. CPR mask
4. Each officer will be issued a Rescue 911 tool and shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of the tool.
5. AED's are staged in four locations within the Correctional Facility; on the fifth floor landing in the room with a Red Cross medical symbol on the door, Central Control with the medical response bag, 2nd floor Medical Unit, and 1st floor processing in Pre Booking.
6. Whenever practicable, Correctional Staff should take appropriate steps to provide initial medical aid including the use of an automated external defibrillator (AED) only if they have received training in the use of an AED.
7. Correctional staff who have not received training in the use of the AED may assist with the application and use of the AED only under the direction of the medical staff on scene during the emergency.
8. If an AED is used the Shift Supervisor shall make notification to the Operations Lieutenant who will take the machine out of service until such time the data can be downloaded and the machine placed back into service full functional.
9. Periodic maintenance shall be done by the Fire & Life Safety Officer or Medical Staff during regular quarterly inspections as defined in the Cardiac Science Users Guide.

PROCEDURE:

1. Once each month the Fire & Life Safety Officer will assign a shift or work group of Correctional Staff to inspect all emergency equipment and supplies.
2. A written checklist will be completed by the inspection group, documenting any items used or needing attention and forwarded to the Operations Lieutenant for replacement or repair.
3. If at any time a Correctional Deputy discovers emergency equipment requiring repair or replacement they shall immediately notify the Fire & Life Safety Officer and the Operations Lieutenant in writing through the chain of command.
4. The Operations Lieutenant or designee will have the equipment repaired and returned as soon as possible, and if possible, prior to the next inspection.
5. Emergency equipment for which there is no immediate replacement will be removed, repaired and returned as soon as possible.

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

Date Signed: 10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SUSPICIOUS MAIL AND PACKAGES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: July 1, 2002 **No. E-018**

REVISED: October 24, 2018

REFERENCES:

HCCF P&P E-001, E-002, E-005, E-006, E-014, E-016 & E-017

POLICY:

The Humboldt County Correctional Facility will establish procedures to ensure that in the case of suspicious mail and/or packages, the staff responds in a calm manner to prevent or minimize injury or damage to the facility and its occupants.

DEFINITIONS:

Emergency – An Emergency is any significant disruption of normal facility procedure, policy or activities.

Emergency Plans – An alternate plan placed into effect to control the safety and security of the facility in the event of a major disruption, which threatens the safety of the facility, its inmates, staff or the public.

Emergency Equipment – Those items needed to protect life and property (i.e. self-contained breathing apparatus, first aid supplies, latex gloves, communication equipment.)

Incident Commander – Initially, the highest-ranking officer on the scene until relieved by a higher-ranking officer. Officer appointed by the Facility Administrator or Facility Manager to oversee a critical incident.

Mail Officer – A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

Relocation – A partial evacuation of inmates or staff from an affected area to another area within the facility.

Shift Supervisor - A Supervising Correctional Deputy or, in their absence a Senior Correctional Deputy assigned to plan, coordinate and supervise the facility activities and correctional staff of a shift in the Humboldt County Correctional Facility.

Suspicious objects – Any item, package or other object that seems out of place or unauthorized in or directly adjacent to the building

Toxic – A poisonous material that can destroy the life or health of a living animal or plant.

GENERAL INFORMATION:

1. Any suspicious mail or packages with terrorist threats or threats that the letter contains a biohazard substance shall not be opened.
2. The Mail Officer or assigned Legal Office Assistant handling, processing and opening mail shall wear latex gloves.
3. Whenever possible mail shall be opened with a letter opener or another method that minimizes skin contact with the mail and is least likely to disturb the contents.
4. Suspicious packages and letters have characteristics that include:
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Incorrect titles
 - Title, but no name
 - Misspellings of common words
 - Oily stains, discoloration or odor
 - No return address
 - Excessive weight
 - Lopsided or uneven envelope
 - Protruding wires or aluminum foil
 - Excessive security material such as masking tape, string, etc.
 - Visual distractions
 - Ticking sound
 - Marked with restrictive endorsements, such as “personal” or “confidential”
 - Shows a city or state in the postmark that does not match the return address
5. General precautions for those who handle large volumes of mail include:

- Wash your hands with soap and warm water before and after handling the mail
- Do not eat, drink or smoke around mail
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate
- Surgical mask, eye protection or gowns are not necessary or recommended
- Do not open suspicious mail
- Open mail with a minimum amount of movement
- Do not blow into envelopes
- Keep hands away from nose and mouth while opening mail
- Turn off fans, portable heaters, and other equipment that may create air currents while opening mail

PROCEDURE:

1. The staff member handling mail that appears to contain a suspicious powder or other unusual substance shall put the letter or package down on a stable surface and do not open or handle it further.
2. The staff member will alert other staff members who are nearby.
3. Do not try to clean up the substance or remove any items from the area.
4. If the letter or package is opened in a staff area, leave the area and close the door gently and go to the next closest office or contained area.
5. If the letter or package is opened in a secure area or housing unit, do not leave the area. Relocate yourself and inmates to a location as far away from the source as possible and wait further instructions from Haz-Mat responders.
6. Wash hands with soap and warm water.
7. Notify the Shift Supervisor of the suspicious letter or package and its location.
8. Limit your movements within the building to prevent the spread of the substance.
9. Compile a list of the names of all potentially affected individuals, including those who were in the area when the suspicious mail was encountered. This list shall be forwarded to the Shift Supervisor.
10. The Shift Supervisor shall notify the Sheriff's Department Dispatcher and request a Haz-Mat response.

11. The Shift Supervisor shall notify Building Maintenance to shut down the ventilation systems to the contaminated areas.
12. The Shift Supervisor shall notify the Staff and Operations Lieutenants, and the Facility Manager.
13. An Incident Commander shall be appointed by the Facility Manager to oversee the Incident from a security perspective leaving the Haz-Mat leader in charge of the scene.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date:

10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE COUNT PROCEDURE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. F-005

REVISED: May 31, 2018

REFERENCES:

Title 15 - CCR 1040
P&P E-004, E-006

FORMS:

Complete Roster (JMS)
Facility Count Record (JMS)
Housing Location Roster (JMS)
Prisoner Return Roster (JMS)

POLICY:

Correctional Deputies will conduct scheduled and unscheduled counts to maintain an accurate accounting of all inmates housed within the Humboldt County Correctional Facility.

DEFINITIONS:

Board of State and Community Corrections (BSCC) – board which acts through its executive director, deputy directors, and field representatives.

Escape - The unauthorized departure of an inmate from custody (refer to P&P E-004).

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

Jail Profile Survey – A BSCC published survey of data collected from 64 jurisdictions, which includes 100% of California’s Types II, III and IV local detention facilities on the inmate population of their facilities.

Scheduled Inmate Counts - Four (4) inmate counts that occur at approximately 0600, 1100, 1800 and 2300 hrs.

Unscheduled Counts - Inmate counts ordered by the Shift Supervisor in addition to scheduled inmate counts due to a special incident or emergency.

GENERAL INFORMATION:

1. All inmate counts will be initiated by the Shift Supervisor or their designee and logged in the JMS.
2. Correctional Deputies shall check the wristbands of each inmate to verify their identity.
3. The Compliance Officer will maintain an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and non-sentenced by categories of male and female. This information shall provide the BSCC with applicable inmate demographic information as described in the Jail Profile Survey.

PROCEDURE: SCHEDULED COUNTS

1. The Correctional Deputy or staff responsible for the housing, work, or program area will announce a lockdown for count.
2. Inmates in:
 - a. housing units will go to their assigned cells and close the doors.
 - b. dorm type housing areas will sit on their beds.
 - c. the processing area will remain seated or be placed in holding cells.
3. The Housing Correctional Deputy will print out an inmate housing location roster from the JMS for their assigned housing unit.
4. Correctional Deputies will visually verify that each inmate is in their designated cell or bunk by checking the inmate's wristband and verifying their identity and housing on the housing location roster.
5. If a Correctional Deputy is unable to see an inmate's wristband due to the inmate sleeping or being covered by a blanket, the Correctional Deputy will knock on the door to wake the inmate from outside the cell. If the Correctional Deputy is able to wake the inmate they will enter the cell and verify the identity of the inmate by a roster to wristband verification.
6. If the Correctional Deputy is unable to wake the inmate from outside the cell, the Correctional Deputy will radio or call for an additional officer and ask for assistance. The Housing Officer will wait for assistance to arrive before entering the cell. Upon entering

the cell the officers will verify the identity of the inmate by a roster to wristband verification.

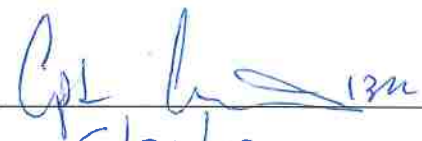
7. The Senior Correctional Deputy in Processing will initiate an inmate count in the JMS. Each housing unit Correctional Deputy will have the responsibility of logging their inmate count into the JMS once count has been initiated. It is the responsibility of the housing unit Correctional Deputy to verify the location of any inmate on their housing roster that is out of the housing unit.
8. If it is necessary for any inmates to remain in the Medical Unit during an inmate count, the Correctional Deputy assigned to Medical will:
 - a. Utilize the medical sick call list and the inmate's wristbands to verify the identification of each inmate
 - b. Complete an inmate count and report it to the housing officers from which the inmates were sent.
9. All housing units will remain in lockdown until the Shift Supervisor or designee verifies the count and the housing units are informed the count has been confirmed.

PROCEDURE: UNSCHEDULED COUNTS

1. When a discrepancy exists or an inmate is unaccounted for, the housing officer will:
 - a. Physically recount all inmates in their unit or area.
 - b. Verify inmate identification wristbands against inmate movement cards.
 - c. Check in the JMS system to see if the inmate is temporarily out of the facility.
 - d. Report any information and the recount by way of telephone to the Senior Correctional Deputy in Processing as well as re-logging the count in the JMS.
 - e. If the count remains off, the Shift Supervisor will order a complete recount of all inmates.
2. All inmate activities and movement will stop during an unscheduled emergency facility count, including bookings and releases.
3. If the count cannot be reconciled, the Shift Supervisor will make a determination on starting escape procedures, in accordance with P&P E-004.

Approved by: Duane Christian, Captain
Facility Manager

Signature: _____



Date Signed: _____

5/31/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

**SUBJECT: MOVEMENT OF INMATES REQUIRING
 SPECIAL HANDLING**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

F-006

REVISED: June 1, 2018

REFERENCES:

Title 15 - CCR 1052, 1053, 1054, 1058

P.C. 5007.7 & 6030

P&P M-002

Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131

Rehabilitation Act of 1973 § 504

POLICY:

Inmates requiring special handling will be escorted and supervised in a manner to ensure their safety and the safety of others while moving within the Humboldt County Correctional Facility.

DEFINITIONS:

CCTV - Closed Circuit Television.

Inmate Housing Card - A photo identification card that remains at the Housing Deputies workstation in the inmate's current housing location. The card will be used to verify an inmate's identification, classification and other pertinent information.

Inmate Movement Card - A photo identification card, which is attached by means of a plastic spring clip to the inmate's pocket anytime, they are outside the housing unit.

Special Handling - Inmates whose classification requires special housing, supervision, escort, or restraint to assure safety and security. Inmates in this category may include, but are not limited to:

- | | |
|-------------------------------|----------------------------------|
| a. Administrative Segregation | g. Disciplinary Isolation |
| b. Developmentally Disabled | h. Medical |
| c. Intoxicated | i. Protective Custody |
| d. Mentally Disordered | j. Pregnant |
| e. Public Notoriety | k. Physical or Mental Impairment |
| f. Civil | l. Sheltered Living Status |

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

GENERAL INFORMATION:

1. Deputies preparing to move inmates requiring special handling will review any hazard codes in the inmates file located in the JMS.
2. If required, based on the inmate's classification, deputies will apply the proper restraints for the safety of themselves and the inmate.
3. If it is known that an inmate is pregnant, and it is deemed necessary for the safety and security of the inmate, the staff and the public to move her in restraints and under escort, staff shall not use restraint devices that wrap around the stomach (e.g. belly chains). Handcuffing to the front is permitted. Escort deputies may take other precautions, such as the use of a wheelchair, to ensure the safety of the pregnant inmate while under escort in restraints.
4. All inmates will be fully dressed prior to movement within the facility.
5. Inmates will not be allowed to have food or beverages in their possession during movement.
6. Inmate movement cards must be attached and visible during movement inside the facility.
7. Inmates being escorted throughout the facility will not talk to each other while being moved.
8. Central Control will monitor inmates by CCTV as they are escorted within the facility.
9. Inmates who have displayed bizarre behavior which may result in the destruction of property, or reveal intent to cause physical harm to self or others, will be moved in restraints and escorted by at least two deputies.
10. Mentally Disordered inmates or inmates with physical or mental impairments may need to be escorted by a Roving Deputy through the facility to prevent any confrontation with other inmates.
11. Classification and/or the Shift Supervisor will determine which inmates are to be moved in restraints and escorted by one or two deputies.

PROCEDURE:

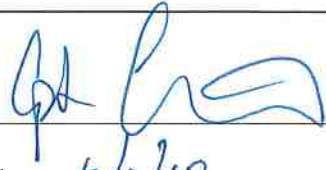
1. Central Control will call or radio and give the Housing Deputy the name of the inmate that needs to be moved and the destination.
2. Central Control will either notify the inmate by intercom, or the Housing Deputy will go to the cell door and tell the inmate to get ready

3. A minimum of two deputies (not including the Housing Deputy) will report to the inmate's cell with the appropriate restraint equipment (if required by the inmate's classification) for the move.
4. The escort deputies will:
 - a. Direct the inmate to place his or her hands through the food slot in the door.
 - b. Place handcuffs on the inmate and direct him or her to step back from the door.
 - c. Open the cell door and have the inmate exit the cell and face the wall.
 - d. Pat search the inmate.
 - e. Attach an inmate movement card to the inmate's shirt pocket.
 - f. Notify Central Control that the inmate is ready for movement.
5. The Housing Deputy will enter the movement in the JMS and place the inmates housing card in the out file.
6. Upon the request of the escort deputies and when safe, the Central Control Deputy will open the housing unit door, and monitor the deputies and the inmate during their movement through the facility.
7. When the escort deputies arrive with the inmate at their destination, they will give custody of the inmate to the receiving deputy(s).
8. The receiving deputy will:
 - a. Search the inmate(s) before allowing access, and
 - b. Retain the inmates Movement Card at their control desk for the duration of the inmates stay at that location.
9. Prior to returning an inmate to their housing unit, the escort deputies will:
 - a. Search the inmate(s) prior to their departure.
 - b. Attach the inmate movement card to the inmate's shirt pocket.
 - c. Notify the Housing Deputy and Central Control that the inmate is ready for movement.
 - d. Return the inmate to the custody of the escort deputies.
 - e. Enter the movement into the JMS.
10. Upon the request of the escort deputies and when safe, the Central Control Deputy will open the door, and monitor the deputies and the inmate during their movement within the facility.
11. When the escort deputies and the inmate arrive at the housing unit. The Housing Unit Deputy will retain the inmate's movement card and log the inmate back into the housing unit in the JMS.

12. The escort deputies will assist with pat searching, removing restraints, and rehousing the inmate in his or her cell prior to leaving the housing unit.

Approved by: Duane Christian Captain
Facility Manager

Signature: _____



Date Signed: _____

6/1/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE MOVEMENT

APPROVED BY: Captain Ed Wilkinson, Facility Manager

DATE: April 14, 1996 **No. F-007**

REVISED: May 24, 2018

REFERENCES:

HCCF P&P F-006, H-013

FORMS:

POLICY:

Movement within the Humboldt County Correctional Facility will be performed in an orderly fashion according to procedure, to prevent escape and to promote the safety of staff, inmates and the public.

DEFINITIONS:

Central Control - The facility control room located in Room #N420 of the Humboldt County Correctional Facility.

Inmate Housing Card - A photo identification card that remains at the Housing Deputies workstation in the inmate's current housing location. The card will be used to verify an inmate's identification, classification, current location when out of the housing unit, and other pertinent information.

Inmate Movement Card - A laminated photo identification card which is attached by means of a plastic spring clip to the inmate's pocket anytime they are outside the housing unit.

Special Handling - Inmates whose classification requires special housing, supervision, escort, or restraint to assure safety and security. Inmates in this category may include, but are not limited to:

- a. Administrative Segregation
- b. Developmentally Disabled
- c. Intoxicated
- d. Mentally Disordered
- e. Public Notoriety
- k. Physical or Mental Impairment
- f. Civil
- g. Disciplinary Isolation
- h. Medical
- i. Protective Custody
- j. Pregnant
- l. Sheltered Living Status

GENERAL INFORMATION:

1. Housing Deputies will pat search all inmates prior to departure from and upon return to the housing unit.
2. All inmates will be fully dressed during movement throughout the facility.
3. Inmates will not be allowed to have food or beverages in their possession during movement.
4. Inmate movement cards must be visible during movement inside the facility.
5. Inmates being moved throughout the facility will speak only when spoken to by staff.
6. Classification and/or the Shift Supervisor will determine which inmates are to be moved in restraints and if a single or double escort is required. (HCCF P&P F-006 Movement of Inmates Requiring Special Handling)
7. Inmates who are classified and housed in general population may move through the facility without an escort when they are under visual surveillance by the Central Control Room Deputy.
8. Inmates will be allowed to take legal documents pertaining to their court case with them to court.

PROCEDURE: GENERAL MOVEMENT

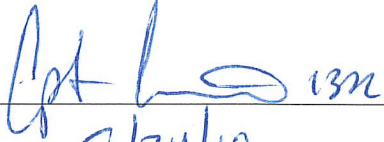
1. The staff person that has a need for or wants an inmate to move will notify the Housing Deputy who will then arrange the movement with Central Control.
2. The Housing Deputy will direct the inmate to report to the Deputies station with empty pockets. **(See exception in General Information number 8)**
3. After the Housing Deputy completes a pat search of the inmate, the deputy will:
 - a. Attach an Inmate Movement Card to the inmate's shirt pocket
 - b. Notify Central Control that the inmate is ready for movement.
 - c. Place the Inmate Housing Card in the appropriate "out to" file.
 - d. Enter the movement in the JMS System.
4. When safe, the Central Control Deputy will open the housing door, and monitor the inmate's movement through the facility utilizing CCTV and direct visual observation.
5. When the inmate arrives at their destination, the receiving deputy will:
 - a. Pat-search the inmate(s) before allowing the inmate to come into contact with other inmates. **(Note: inmates being pat-searched by Housing Deputies will be searched just inside the housing unit door.)**

- b. Retain the Inmate Movement Card(s) at their control desk for the duration of the inmates stay at that location.

6. Prior to returning an inmate to their housing unit, the deputy will:
 - a. Pat-search the inmate(s) prior to their departure.
 - b. Attach the inmate movement card to the inmate's shirt pocket.
 - c. Notify the Housing Deputy and Central Control that the inmate(s) is ready for movement.
 - d. Enter the movement into the JMS System.

7. When safe, the Central Control Deputy will open the housing door, and monitor the inmate's movement through the facility utilizing CCTV and direct visual observation as the inmate(s) return to their housing unit.

8. When the inmate(s) arrives back at their housing unit, the Housing Deputy will:
 - a. Pat-search the inmate(s)
 - b. Retain the inmate movement card
 - c. Place the housing card back in the "in file"
 - d. Enter the return into the JMS System.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/24/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE PAT SEARCHES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **F-008**

REVISED: January 4, 2021

REFERENCES:

CCR Title 15, 1029
PC 4030

POLICY:

Clothed pat down searches are conducted on all inmates entering the Humboldt County Correctional Facility to prevent the introduction of contraband and to ensure the safety and security of staff, inmates and the public. Additional pat down searches are conducted at random to detect and remove contraband, and to maintain the safety and security of the facility.

DEFINITIONS:

Arrestee - Any person that has been lawfully arrested or detained and brought to the Humboldt County Correctional Facility to be booked but has not yet passed the receiving screening process or accepted for booking.

Contraband - Any item or article inside the facility, which is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may also be considered contraband if found altered or in excessive quantity.

Individual Search - A search of an individual which includes pat searches, inmate strip searches, body scanner search and the dress out procedure.

Inmate - An arrestee becomes an inmate after he/she has completed the pre-booking receiving/screening process, been accepted for booking, and placed in the physical custody of the Humboldt County Sheriff's Office.

Pat Search - A thorough hands on search conducted by Correctional Staff on a clothed arrestee or inmate without removing or re-arranging clothing to permit a visual inspection of the underclothing, breast, buttocks or the genitalia of the inmate.

Statement of Preference Form (PF) (See C-011 APX) - A voluntary form to be completed by TGV individuals wherein an individual can voluntarily state the following preferences:

- Gender Identity
- Preferred name on booking documents
- Preferred pronouns
- Preferred gender of searching deputy
- Preferred housing

This form may be provided at any time to an individual who is in the custody of the HCSO.

Strip Search - A search, which requires a person to remove or arrange their clothing to permit a visual inspection of the underclothing, breast, buttocks or genitalia of such person.

TGV - Transgender/Gender Variant.

Transgender – a person whose gender identity (internal sense of feeling male or female) is different from the person's assigned sex at birth.

GENERAL INFORMATION:

1. Protective gloves are provided by the department and shall be worn by deputies when conducting pat searches.
2. Pat searches in the pre-booking area will be conducted with the arrestee facing the padded wall and in the presence of the arresting or transporting officer.
3. Arresting or transporting officers will be responsible for taking custody of any items or property they wish to seize as evidence that is removed prior to entering the pre-booking area or at the time of the pre-booking pat search.
4. Correctional Deputies may conduct a pat search whenever an inmate is entering or leaving a housing unit, a program area, court, out of deputies visual contact, or anytime a deputy has reason to believe that contraband is being concealed.
5. Female arrestees and inmates will only be pat searched by female deputies (***Unless determined otherwise by the PF***), except in extreme circumstances when waiting for a female deputy to conduct the search may endanger lives or jeopardize the security of the facility. In this case the Shift Supervisor may authorize a male deputy to conduct the search.
6. TGV inmates will be searched by the determination made on the PF form. (***The sex of the individual is determined by the type of genitalia the individual has. Verification will be made through interviewing the individual to determine the appropriate pat-down deputy. At no time will a strip search be conducted for the sole purpose of determining gender.***)

7. When necessary, Housing Unit Deputies assigned to direct supervision housing units may conduct pat searches without a backup deputy present, however if the inmate displays aggressive, or belligerent behavior, or the deputy suspects or detects any type of weapon, the Housing Deputy will call for immediate back up to assist with the pat search.
8. Deputies will maintain either physical or visual contact of an arrestees or inmates hands during a pat down search.

PROCEDURE: PRE-BOOKING PAT SEARCH

1. The deputy conducting the pat search will visually check the inmate for any physical signs that he/she may be concealing contraband.
2. Prior to starting the pat search, the deputy conducting the search along with a backup deputy standing close enough to assist as needed, will ask the inmate if he/she has any sharp objects or other contraband in their pockets or concealed on his/her body.
3. If the pat search is being conducted at pre-booking, the deputy conducting the search will search the inmate thoroughly, including removing and inspecting anything the inmate has in his/her pockets, prior to removing the handcuffs or belly chains
4. The back-up officer will take possession of any items removed from an inmate during the pat search and place them in a clear plastic bag.
5. If the pat search is conducted as part of the pre booking process, the property will be given to the Booking Officer to be inventoried in the JMS and stored in the Property Storage Room.
6. The officer conducting the pat search will then remove the handcuffs or belly chains and instruct the inmate to place their hands in a position that provides safety for the pat-down officer.
7. Officer(s) conducting the pat search will maintain control of the inmate and complete the following steps:
 - a. Run their free hand through the inmate's hair and around the inmate's ears.
 - b. Instruct the inmate to turn his head left and right so the officer may visually scan the inmate's ear canals.
 - c. Manually search the collar area, squeezing the material.
 - d. Manually search the inmate's arm from shoulder to wrist and back on the underside to the armpit area.
 - e. Manually search the inmate's back, paying close attention to the spine indentation.
 - f. Run their thumbs around the inside of the inmate's waistband, from front to back.
 - g. Manually search the inmate's chest and abdominal areas, paying close attention to pockets and the areas between and under the breasts.

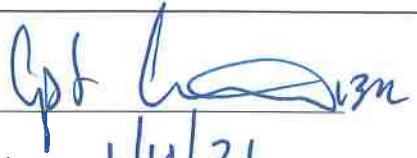
- h. Run their hands over the front, back, inside and outside of the inmate's leg, squeezing the material.
 - i. Manually search the inmate's pockets, groin and buttocks area.
 - j. Direct the inmate to remove his/her shoes and socks and turn them inside out.
 - k. Visually search the inmate's bare feet.
 - l. Visually and manually search the inmate's shoes.
8. Remove and search any prosthetic device the inmate may have, with the exception of false eyes. The deputy shall return the device to the inmate unless it is deemed a possible safety and/or security problem.
9. Any item or substance found in the possession of an arrestee during the pre-booking pat search, which is contraband or a crime to possess will be confiscated and given to the arresting officer.
10. If, during a pat search, an officer has reasonable suspicion, based on verifiable facts, that the arrestee is concealing weapons or contraband, a strip search may be conducted in accordance with the policies and procedures outlined in F-009.

PROCEDURE: PAT SEARCH THROUGHOUT THE FACILITY

1. In cases throughout the facility where the inmate is not handcuffed or secured in belly chains, the deputy will instruct the inmate to place their hands either on their head or out to their side, turn towards the wall and spread his/her legs.
2. The deputy conducting the pat search will maintain control of the inmate and complete the following steps:
 - a. Manually search the collar area, squeezing the material.
 - b. Manually search the inmate's arm from shoulder to wrist and back on the underside to the armpit area.
 - c. Manually search the inmate's back, paying close attention to the spine indentation.
 - d. Run their hand around the inmate's jumpsuit waistband from front to back.
 - e. Manually search the inmate's chest and abdominal areas, paying close attention to pockets and the areas between and under the breasts.
 - f. Run their hands over the front, back, inside and outside of the inmate's leg, squeezing the material.
3. Any item or substance in the possession of an inmate inside the facility, which is contraband or a crime to possess, will be confiscated and the appropriate incident or crime report will be written and turned in to the Shift Supervisor prior to the end of the current shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

1/4/21

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE STRIP SEARCHES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **F-009**

REVISED: April 10, 2024

REFERENCES:

Title 15 - CCR 1029
AB 303
PC 4030
HCCF P&P B-004, C-011
Florence v. Board of Chosen Freeholders of the County of Burlington

FORMS:

Authorization to Conduct Visual Body Cavity Search (HCSD 378.23)

POLICY:

To discourage the introduction of illegal substances, weapons, and contraband and to assist in maintaining facility security, strip searches and visual body cavity searches may be conducted on any inmate prior to being housed in General Population. Detainees and those being “Booked and Released” shall not be arbitrarily subjected to unnecessary strip or body cavity searches.

DEFINITIONS:

Contraband - Any item or article inside the facility that is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may be considered contraband if found altered or excessive in quantity.

Forcible Strip Search - A search in which the inmate’s clothing is removed by Correctional Deputies after the inmate has refused to comply with a required strip search.

Gender Identity - Distinct from sexual orientation, and refers to a person’s internal, deeply felt sense of being male, female, or something else. Gender identity may or may not conform to a person’s birth-assigned sex.

General Population – Any housing unit, cell or dormitory, used to for the purpose of long term housing. *As all inmates housed in general population have direct and/or indirect contact with inmates in other areas, there is no distinction between levels of housing or classification made in this policy with respect to strip searches.*

Individual Search – A search of an individual which includes pat searches, inmate strip searches, body scanner search and the dress out procedure

Statement of Preference Form (PF) (See C-011 APX) - A voluntary form to be completed by TGV individuals wherein an individual can voluntarily state the following preferences:

- Gender Identity
- Preferred name on booking documents
- Preferred pronouns
- Preferred gender of searching deputy
- Preferred housing

This form may be provided at any time to an individual who is in the custody of the HCSO.

Strip Search - A search, which requires a person to remove or arrange his or her clothing to permit a visual inspection of the underclothing, breast, buttocks or genitalia of such person.

Transgender – a person whose gender identity is different from the person's assigned sex at birth.

Visual Body Cavity Search – A visual inspection of a body cavity during strip-search.

TGV - Transgender/Gender Variant.

GENERAL INFORMATION:

1. All arrestees/inmates, except those outlined in Section 2. Exceptions, below, are subject to strip search or visual body cavity search immediately before or during his or her placement into general population.
2. No persons shall be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search.
3. Exceptions: No pre-arraignment detainees arrested and held in custody prior to housing in general population for misdemeanor or infraction offenses, except those involving weapons, controlled substances, or violence, will be subjected to a strip search or a visual body cavity search prior to placement in a housing unit, cell, or dorm, unless a Peace Officer has determined there is reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband.

- a. A Peace Officer requesting a strip search of a pre-arraignment detainee arrested for a misdemeanor or infraction offense that does not involve weapons, controlled substances or violence must first complete and sign an affidavit (HCSD 378.23) stating the facts surrounding the reason for the strip search.
 - b. The completed affidavit will be given to the Shift Supervisor for review and approval prior to the strip search being completed.
4. No pre-arraignment detainees described in section 2 shall be placed in general population prior to release for the purposes of conducting a strip search or visual body cavity search. Such pre-arraignment detainees shall not be placed in general population unless the arrestee is not:
 - a. Cited and released, or
 - b. Released on own recognizance under Penal Code 1318, et seq., or,
 - c. Able to post bail within a reasonable time not less than three hours.
5. Strip searches and visual body cavity searches shall be conducted by no fewer than two Deputies of the same gender as the inmate. The exception will be TGV inmates that have completed a Statement of Preference Form (PF). The preference on the form will determine the gender of the Correctional Staff conducting the search. ***At no time will a strip search be conducted for the sole purpose of determining gender.***
6. All strip and visual body cavity searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. ***Currently searches are conducted in our dress out area which has a window for security purposes, however the area is secured with no staff or inmate allowed in that area during a strip search other than the deputies conducting the search.***
7. A strip search shall be conducted on combative or suicidal arrestees placed into a safety cell to ensure the individual being placed into the safety cell doesn't possess anything to harm themselves with.
8. The provisions outlined in Penal Code 4030 and in this Policy and Procedure do not apply to any person in the custody of the Department of Corrections or the Director of Youth Authority.
9. Persons reporting to jail to serve out their sentence are subject to strip searches prior to housing.

PROCEDURE: Strip and Visual Body Cavity Searches

1. The Shift Supervisor will assign a minimum of two deputies of the same gender (one to control and direct the actual search, and a second as a backup deputy) who will secure and escort the inmate into an area, which will provide privacy for the search (***meaning an area that is not visible to anyone other than the officers conducting the search***), and explain the strip search procedure. For transgender inmates, the search shall be conducted in accordance with the inmate's gender identity or by asking the inmate the gender of staff

- with whom they would feel most comfortable conducting the search (reference the Statement of Preference Form (see P&P C-011) if on file).
2. The deputy conducting the search will direct the inmate to remove one single item of his or her clothing at a time and hand the item to the second officer. The second deputy will search the clothing and place it in a clothing storage bag out of reach of the inmate.
 3. The deputy conducting the search will direct the inmate to raise his or her arms above their head and rotate the arms while stretched out to the side. If the inmate is female, the officer will direct her to lift her breasts. The deputy will visually examine under the arms, between the fingers, palms, etc.
 4. The deputy conducting the search will direct the inmate to bend over and run his or her fingers through his or her hair.
 5. The deputy conducting the search will visually examine the inmate's mouth and ears.
 6. The deputy conducting the search will direct the inmate to bend over and spread his or her buttocks and:
 - a. If the inmate is female, direct her to remove tampons if necessary and squat and cough.
 - b. If the inmate is male, direct him to lift his testicles and squat and cough.
 7. The deputy conducting the search shall not physically touch the breast, buttocks, or genitalia of the person being searched.
 8. The deputy controlling the search will direct the inmate to raise each foot to allow examination of the soles of his or her feet.
 9. At the completion of the search, the deputy controlling the search will give the inmate the appropriate inmate clothing to wear.
 10. The backup officer will ensure that each article of clothing has been searched piece by piece, closely checking the pockets, cuffs, collars, seams, etc. Extreme precaution should be used so as not to be poked by a sharp object concealed within the clothing. The clothing will be itemized in the JMS System and given to the Property Storage Deputy to be placed in the property storage room in accordance with HCCF Policy and Procedure B-004.
 11. Any minor contraband found during the search should be documented either in the Inmate Log or in an Incident Report depending on the nature of the contraband.
 12. Illegal items found in the search will be booked into evidence and the completed criminal reports will be turned into the Shift Supervisor prior to the end of shift.

PROCEDURE: Strip and Visual Body Cavity Searches of Pre-Arrest Detainees Arrested for Misdemeanor or Infraction Offenses, Except Those Involving Weapons, Controlled Substance or Violence

1. Strip searches of those individuals outlined in General Information #3 and #4 will be conducted in the same manner as all other strip searches.
2. Additionally, upon completion of the strip searches staff will complete an incident report documenting the following:
 - a. Time, date, and place of the search
 - b. The name and sex of the persons conducting the search
 - c. A statement of the results of the search


PROCEDURE: Forcible Strip Search

1. Any strip search by force must have prior written authorization from the Shift Supervisor.
2. Inmates who refuse to cooperate in a strip search will only be forcibly strip searched if there is reasonable suspicion to believe that the inmate is concealing something that presents a serious threat to the safety and security of the facility.
3. The Shift Supervisor will assign the necessary amount of deputies to safely secure the arrestee or inmate and remove his or her clothing to allow the search to be completed.
4. All deputies assigned to assist with a strip search by force will complete an Incident Report and forward it to the Shift Supervisor prior to the end of their current shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 4/10/24

Reviewed by CC:  4-11-24

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SEARCH OF INMATE LIVING AREAS

APPROVED BY: Captain Ed Wilkinson, Facility Manager

DATE: April 14, 1996

No. F-010

REVISED: May 24, 2018

REFERENCES:

Title 15 - CCR 1029
PC 4021
P&P D-002, D-003, F-009, F-008 & H-013

POLICY:

Searches of inmate living areas in the Humboldt County Correctional Facility will be conducted to prevent and detect the introduction of contraband into the facility and to ensure the safety and security of staff and inmates.

DEFINITIONS:

Contraband - Any item or article inside the facility, which is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may also be considered contraband if found altered from their intended use or in excessive quantity.

Search - To examine an area for concealment of contraband.

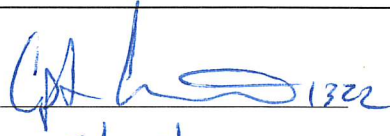
GENERAL INFORMATION:

1. Frequent searches of the facility are necessary to maintain safety and security for staff and inmates.
2. Any deputy conducting a cell search must notify Central Control of their location prior to entering the cell. This will allow Central Control to send a backup officer if needed to the appropriate cell.

PROCEDURE:

1. At 0600 hours, the Housing or Roving Deputy will print out and carry a "Housing Detail Report" worksheet from the JMS for their dorm, housing unit or area of responsibility.
2. During the shift, the Housing Deputy will randomly search inmate cells or bunks for contraband.
3. As the Housing Deputy moves through the housing unit they will remain alert for contraband in the common living areas.
4. Any contraband found in a common area that cannot be associated to an individual inmate, and is not a crime to possess, will be confiscated by the Housing Deputy, disposed of, and an entry will be made in the general log of the JMS.
5. If the contraband found is a controlled substance or a criminal violation to possess, the Shift Supervisor will be notified, the appropriate report written and the item(s) will be retained and booked in as evidence or for destruction.
6. Any contraband that can be associated to an individual inmate, or is found in an inmate's individual cell area will be handled as evidence, sealed in a plastic bag, and forwarded with the appropriate Incident or Crime report to the Shift Supervisor.
7. Inmates on the self-administration medication program are subject to spot checks by custody and nursing staff. If there is a discrepancy or any medication is found lying around, the deputy will remove it and send it with a copy of the incident report to the medical department.
8. If a Housing Deputy determines contraband has spread throughout a housing unit or cell area, the Housing Deputy will order all inmates in the unit to return to their individual cells or beds and:
 - a. The Housing Deputy will notify the Shift Supervisor of the situation.
 - b. The Shift Supervisor will arrange for the roving deputies, or the SERT team to complete a search of the entire housing unit.
 - c. The Housing Deputy in charge of the affected housing unit will not participate in the complete housing search. This allows the Housing Deputy to remain in a neutral position in order to remain effective in the housing unit and deal with the inmates after the search team is gone.
9. Prior to going off duty at 1800 hours the Housing Unit Deputy will brief the oncoming shift of the areas searched and what contraband was removed.

10. The Housing Unit Deputy working from 1800 to 0600 hours will try to search the remainder of the cells or areas that have not been searched.
11. When the night shift Housing Unit Deputy has completed searching a housing unit or cell area, he/she will:
 - a. Enter the appropriate information in the JMS General Log.
 - b. At 0600 hours, brief the oncoming Housing Unit Deputy of the results of the searches.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 5/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURE

SUBJECT: SEARCH OF CIVILIANS ENTERING THE FACILITY

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. F-011

REVISED: January 4, 2021

REFERENCES:

Title 15
P.C. 4021, 4030
HCCF P&P F-016 & M-013

FORMS:

Mobile Electronic Device Authorization Form

POLICY:

Any person who enters the Humboldt County Correctional Facility may be subject to search of his/her person and a search of his/her property to prevent the introduction of contraband into the facility and to ensure the safety and security of staff and inmates.

DEFINITIONS:

Civilian - Any person not employed by a law enforcement agency, fire department, ambulance rescue crew, or contracted civilian staff.

Contraband - Any item or article inside the facility, which is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may also be considered contraband if found altered from their intended use or in excessive quantity.

Individual Search - A search of an individual which includes pat searches, inmate strip searches, body scanner search and the dress out procedure.

Mobile Electronic Device - A mobile electronic device includes a lap-top computer, tablet computer, or any other electronic instrument possessing characteristics similar to any of the above-listed devices.

Mobile Electronic Device Authorization Form - A form professional visitors are required to sign prior to bringing a mobile electronic device into the facility.

GENERAL INFORMATION:

1. Although this policy is generally directed towards civilian visitors, nothing in this policy is intended to exempt Correctional Deputies, contracted civilian staff, program providers or any other law enforcement personnel from complying with the policy on contraband. (See F-016).
2. All persons entering the facility, who will have contact with inmates may be searched for weapons, contraband, or other prohibited items. This search will include: purses, packages, parcels, briefcases, handbags, etc.
3. All visitors entering the facility may be required to pass through a metal detecting device.
4. Signs will be placed in the public entrance areas to advise:
 - a. All persons entering the Humboldt County Correctional Facility may be required to pass through a metal detector and/or searched by a hand held metal detecting device.
 - b. Temporary storage lockers are available for public use.
 - c. All persons entering the facility may be subject to a pat search.
 - d. Items which are prohibited from being brought into the facility.
5. Food, including gum and mints, beverages, tobacco products, matches, lighters, pocketknives or any weapon or tear gas product **are strictly prohibited**.
6. Tape recorders and cameras (still or video) **are strictly prohibited** without permission of the Facility Manager or designee or by Court Order.
7. Attorneys wishing to bring in laptops for official business must complete a Mobile Electronic Device Authorization Form, which must be approved by Administration prior to bringing a mobile electronic device into the facility.
8. Any attorney violating the restrictions contained in the Mobile Electronic Device Authorization Form shall have their mobile device clearance revoked.
9. In the event the use of a computer is deemed necessary by the Facility Manager or their designee for official use by professional visitors and the visitor does not have one, it shall be provided by the facility.
10. Except as provided above in regards to mobile electronic devices, cellular phones, electronic bibles or any other electronic devices **are strictly prohibited**, with the exception of battery operated pagers and solar or battery operated calculators, the latter of which must be approved on a case by case basis by the Shift Supervisor.

PROCEDURE:

1. Once the Receptionist has verified the civilian has been cleared to enter into the secured perimeter of the facility, the Receptionist will issue a temporary pass to the civilian.

2. The Receptionist will observe the civilian walk through the metal detector.
3. If metal is detected, the civilian will be given an opportunity to remove any items which may be triggering the detector (i.e. mechanical pencils, keys, change, watch, etc.)
4. The Receptionist will observe the civilian walk through the metal detector again. If the civilian is determined to be safe to enter the facility the Receptionist will notify Central Control that a civilian needs to enter the facility and will be going to a designated area.
5. If metal is detected again, the Receptionist will notify the Shift Supervisor that a civilian visitor is unable to pass through the metal detector without setting it off.
6. The Shift Supervisor will send a Correctional Deputy out to the public lobby to assist the visitor.
7. The Correctional Deputy will make sure the civilian visitor understands the policy for entering the facility and ask permission to conduct a pat search.
8. Any items determined by the deputy to be contraband or unacceptable will be placed in a storage locker.
9. The person will be asked to step into search room # 107 where a search can be made in an area of privacy.
10. If the person says they do not want to be searched, they will not be searched and allowed to exit the facility.
11. If the deputy conducting the pat search has reason to believe the civilian has an item which is illegal to possess, or is trying to intentionally hide or smuggle contraband into the facility, the deputy will detain the civilian and immediately notify the Shift Supervisor.
12. In the presence of the Shift Supervisor, the civilian's identification will be verified, and a thorough pat search will be completed. The civilian will be asked what gender they identify with. The gender stated will determine the gender of the Correctional Staff performing the search.
13. If it is determined the civilian has committed a criminal offense, the civilian will either be arrested and booked into the facility or escorted out of the facility pending action to be taken by the Facility Manager or their designee. In either case, the appropriate incident or crime report shall be written and turned in to the Shift Supervisor prior to the end of shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 1/4/21

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE BODY CAVITY SEARCH

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. F-013**

REVISED: July 30, 2018

REFERENCES:

PC 813, 807, 1524, 4030

FORMS:

Declaration in Support of a Warrant (HCSO 0196.1)

POLICY:
If an officer of the Humboldt County Correctional Facility has reason to believe an inmate is or may be concealing a weapon or contraband inside his or her body cavity which poses a serious threat to the safety of inmates, officers or staff, the inmate may be subject to a physical body cavity search. Such a search may only be conducted by a licensed Physician under guidance of a search warrant signed by a local Magistrate.

DEFINITIONS:

Contraband - Any item or article inside the facility which is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may be considered contraband if found altered or in excessive quantity.

Forcible Strip Search - A search in which the inmates clothing are removed by Correctional Deputies after the inmate has refused to comply with a required strip search.

Physical Body Cavity Search - Means physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.

Strip Search - A search which requires a person to remove or arrange his or her clothing to permit a visual inspection of the underclothing, breast, buttocks or genitalia of such person.

Transgender – a person whose gender identity (internal sense of feeling male or female) is different from the person's assigned sex at birth.

Visual Body Cavity Search - Means visual inspection of a body cavity during a strip search.

GENERAL INFORMATION:


1. Deputies conducting a strip search or a visual body cavity search shall not touch the breast, buttocks, or genitalia of the person being searched.
2. All persons conducting or otherwise present during a strip search or visual body cavity search shall be of the same sex as the person being searched, except for physicians or licensed medical personnel.
3. Transgender inmates will be searched by the same sex as the individual. *(The sex of the individual is determined by the type of genitalia the individual has. Verification will be made through interviewing the individual to determine the appropriate gender of deputy to conduct the search. At no time will a strip search be conducted for the sole purpose of determining gender.)*
4. All strip, visual, and physical body cavity searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. Persons are considered to be participating in the search if their official duties relative to the search require them to be present at the time the search is conducted.
5. Force will not be allowed while conducting a body cavity search.

PROCEDURE:

1. If any deputy conducting an inmate pat search feels an object in the area of a body cavity, which is not accessible without removing the inmates clothing, the deputy will:
 - a. Maintain visual and physical control of the inmate.
 - b. Notify and brief the Shift Supervisor of the situation.
 - c. With the Shift Supervisors approval, move the inmate to an area of privacy and conduct a strip search in accordance with HCCF P&P F-009.
2. If the deputy(s) conducting the strip search visually sees an object in a body cavity, the deputy(s) will:
 - a. Maintain visual and physical control of the inmate, and
 - b. Notify and brief the Shift Supervisor of the situation.
3. The Shift Supervisor will assign an additional deputy to stand by and assist in the event the inmate makes an effort to remove and destroy or dispose of the object.

4. The deputy observing the object will document the findings in an Incident Report. The Report will be given to the Shift Supervisor as soon as possible.
5. The Shift Supervisor will notify the Staff or Operations Lieutenant of the situation and advise him or her of their intention to seek a search warrant for a physical body cavity search.
6. The Shift Supervisor will complete a "Declaration in Support of a Warrant" outlining the need to search and remove the contraband item from the inmates body cavity.
7. The Declaration will be taken to the to the local Magistrate for review and the issuance of court order authorizing a physician to conduct a body cavity search and remove the contraband item. If this occurs at night, on a weekend or holiday, the Shift Supervisor will telephone the On-Call Magistrate and request the order be given by telephone.
8. The Shift Supervisor will notify the Transportation Deputies to prepare for the transport of the inmate to the hospital. If it is during the night shift or a Transportation Deputy is not available, the Shift Supervisor will assign two deputies to check out a transport vehicle and transport the inmate to the hospital. **(Note: At least one of the transporting deputies must be of the same gender as the inmate.)**
9. Prior to an inmate being transported to the hospital for a physical body cavity search, the Shift Supervisor will notify the facility health services staff and request they make the appropriate arrangements with a local hospital for a physician to conduct a physical body cavity search. Facility health services will contact the Shift Supervisor with the name of the appropriate hospital and the name of the physician who is going to conduct the search.
10. When the transporting deputies arrive at the hospital, they will escort the inmate into the emergency room and the deputy of the same gender will remain with the inmate during the cavity search procedure.
11. Any items removed by the Physician will be placed in a sanitary container retained by the deputy(s) and treated as evidence.
12. Upon return to the facility, the transporting deputies will forward any documentation of the search to the Shift Supervisor and facility health services staff for their review.
13. The Shift Supervisor will review the inmate's classification with the Classification Officer for the appropriate housing or cell assignment.
14. All deputies involved with any part of the search will document their involvement on an incident report and turn it in to the Shift Supervisor prior to the end of shift.

15. If at any point the inmate becomes physically resistive to the efforts of the transportation deputies or medical staff to execute the search warrant, the search will be called off.
16. The transporting deputies may request the hospital use a different means of search, such as an X-Ray, Ultrasound, or other physically non-invasive procedure.
17. If the inmate remains physically resistive to alternative efforts the transporting deputies will notify the Shift Supervisor of the situation and return to the correctional facility with the inmate.
18. Once the inmate is returned to the correctional facility he/she will be strip searched and seen by facility medical staff for options such as laxatives or vomit inducing medications.
19. The inmate will be housed in a single occupancy medical cell for a period of no longer than 48 hours to determine if the contraband will be passed naturally by vomiting or bowel movement.
20. During this period of time, the water shall be turned off so the inmate cannot flush any contraband if passed. Water shall be turned on only after staff are satisfied contraband was not passed in the bowel movement.
21. Water shall be provided for drinking when requested by the inmate, and offered during regular rounds.
22. After 48 hours, if the suspected contraband has not been passed, medical staff should be consulted to determine if continued retention is necessary.
23. The Facility Manager or designee shall be notified if the continued retention is recommended.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/30/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SPECIALIZED EMERGENCY RESPONSE TEAM (S.E.R.T.)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. F-014

REVISED: April 17, 2020

REFERENCES:

Title 15 CCR, 1029
PC. 6030, 6031.1

FORMS:

Tactical Response Procedure
Tactical Deployment Operations Plan
After Action Report

POLICY:

The Facility Manager or designee will deploy a Specialized Emergency Response Team (S.E.R.T.) to emergencies within the facility when there exists a high potential for violent behavior in which force may be necessary to control the incident. Tactics utilized shall be consistent with Humboldt County Sheriff's Office policies and procedures.

DEFINITIONS:

Specialized Emergency Response Team - (S.E.R.T.) - A team of Correctional Deputies appointed by the Facility Manager who have received additional specialized training in Tactical Communications, Special Weapons and Tactics, Fire and Life Safety, Riots or Disturbances, and Cell Extractions.

SERT Commander – A Correctional Lieutenant assigned by the Facility Manager to oversee and coordinate the Specialized Emergency Response Team.

Team Leader – A team member who by demonstration of their abilities, training and knowledge has been appointed to supervise and lead any tactical S.E.R.T. deployment.

Assistant Team Leader – A team member who by demonstration of their abilities, training and knowledge has been appointed to assist the Team Leader in any tactical S.E.R.T. deployment or, act as Team Leader if needed.

Security & Control – A team member who by demonstration of their abilities, training and knowledge has been appointed as a tactical team member, responsible for the security of other team members, and carrying out a concerted effort to reach the goal set by the Team Leader.

Potential Team Member – (PTM) Recruited team members who have expressed an interest in becoming a team member or have been accepted but have not completed the mandatory training required for actual tactical deployment.

Tactical Response Procedure – Held by the Facility Manager and the Shift Supervisors giving specific instructions on team activation.

Tactical Deployment Operations Plan – Form to be filled out by the activated S.E.R.T. Team Leader outlining the situation and tactical deployment plan of the team members.

After Action Report – A detailed description of the incident, and all persons involved, to be completed as soon as possible after the incident.

GENERAL INFORMATION:

1. S.E.R.T. may be used for emergency situations where the Shift Supervisor has determined other methods of problem resolution may result in injury to inmates or staff.
2. Correctional Deputies who are also S.E.R.T. members assume the responsibility of S.E.R.T. membership in addition to their normally scheduled shift assignments.
3. S.E.R.T. members must successfully complete the required sixteen (16) hours of training prior to participating in any actual tactical deployment.
4. S.E.R.T. assignments are at will and members may be suspended or removed from the team by the Sheriff or designee at any time.
5. The primary objectives of S.E.R.T. fall within the confines of the Humboldt County Correctional Facility and they are to:
 - Establish or maintain the integrity of a safe and secure environment.
 - Save, maintain and protect life and property.
 - Maximize available Sheriff's Office personnel and resources when needed.
 - Provide and maintain a trained and equipped professional unit for lawfully and ethically ensuring order, safety and security for staff, inmates, and the public.
6. S.E.R.T. members will be assigned to various tactical positions based upon their knowledge and the skill levels demonstrated during training, not by rank alone.

PROCEDURE: S.E.R.T. Selection criteria

1. As openings for the Specialized Emergency Response Team (S.E.R.T.) occur, the S.E.R.T Commander will post a memorandum soliciting interest. This memorandum will be posted at various locations as well as in the daily briefing.
2. Interested Correctional Deputies are required to submit an "Inter Office Memorandum" to the S.E.R.T Commander expressing their interest in becoming a Potential Team Member (PTM).
3. Those officers who submit memorandums and meet the qualifications will be allowed to proceed with the selection process, which may include, but is not limited to:
 - Oral Interviews
 - Recommendations by Supervisors
 - Review of past evaluations
 - Ability to work within a team environment
 - Physical condition / agility
4. The S.E.R.T. Leaders and the S.E.R.T. Commander will be responsible for the selection process and will present their recommendations to the Sheriff via the chain of command.

PROCEDURE: S.E.R.T. Physical and technical standards for qualification

1. **880-yard run:**
 - In gym clothing and tennis shoes.
 - Starting from a standing position, run 880 yards.
 - A passing time of less than four minutes and thirty seconds (4:30) must be achieved. These times will be used to rate officers for team suitability.
2. **Endurance stair climb:**
 - Climb two floors of stairs (vertical rise of 26 feet).
 - Open two locked doors, and drag a 165 lb. mannequin twenty (20) feet while wearing a self-contained breathing apparatus (ISI).
 - A passing time of less than 50 seconds must be achieved. These times will be used to rate officers for team suitability.

3. Endurance sprint:

- From a standing position, sprint approximately seventy-six (76) feet, climb one floor of stairs, and maneuver over two (2) thirty-six (36) inch obstacles.
- Sprint approximately sixty (60) feet, while maneuvering through cones.
- Climb back down one (1) floor of stairs, sprint seventy-six (76) feet.
- Complete five (5) standard push-ups.
- A passing time of less than 50 seconds must be achieved. These times will be used to rate officers for team suitability.

4. Annual re-certification:

Every S.E.R.T member must recertify and successfully complete the physical standards for qualification annually. Any member who fails to successfully re-qualify will be given adequate time to retest and successfully complete the course before being relieved of team membership.

PROCEDURE: Training provided for S.E.R.T. members

1. All team members will be provided specialized training including but not limited to:

- In-depth familiarization with facility operations manuals and orders.
- Basic and advanced "Hot Fire" training
- Riot control / Squad tactics
- Cell extractions
- Tactical communications
- Proper use of special equipment / weapons such as:
 - Pepperball Launcher
 - Less-Lethal 12-gauge shotgun and munitions
 - Stinger grenades / Distraction devices
 - Self-Contained Breathing Apparatus
 - Fire suppression equipment

2. Training itself does not guarantee a position on the team. Correctional Deputies must demonstrate self-control and good judgment during high stress situations.

PROCEDURE: S.E.R.T. Equipment

1. S.E.R.T. equipment shall be under the direction and control of the S.E.R.T. Commander.

2. Specialized equipment required for S.E.R.T. responses may include but are not limited to:

- Riot equipment, helmets, shields, vest, and batons.
- X26 / M26 Air Taser.

- Pepperball Launcher
 - Distraction devices/Sting-ball Grenades/Pellet Projectiles/Oleoresin Capsicum.
 - Fire response equipment/self-contained breathing apparatus.
 - Less-Lethal 12-gauge shotgun and munitions
3. The S.E.R.T. Team Leaders and S.E.R.T Commander will maintain an inventory and condition of all equipment assigned to, or in the possession of the S.E.R.T. members. Damaged or missing S.E.R.T. equipment shall be reported to a S.E.R.T. Team Leader or the S.E.R.T Commander as soon as possible for repair or replacement.
 4. All S.E.R.T. equipment, including less than lethal weapons and munitions will be stored in the S.E.R.T. room N123. Munitions and less than lethal weapons will be stored in the weapons and munitions safe. The keys to the munitions safe will be stored in the X box key box in Administration.

PROCEDURE: Initiating a S.E.R.T. Deployment

1. The Shift Supervisor may authorize the use of the "ON DUTY" S.E.R.T members for emergencies inside the facility needing immediate response.
2. All requests for additional "OFF DUTY" S.E.R.T. members must be approved by a Correctional Lieutenant, Correctional Captain or the Sheriff's Office Duty Officer.
3. Only the Sheriff or his designee may approve a deployment of S.E.R.T. for operations outside the Humboldt County Correctional Facility.
4. If S.E.R.T. deployment is authorized the team will be activated as outlined in the Tactical Response Procedure.
5. The Shift Supervisor shall provide the first team member on scene with the keys to the SERT weapons and munitions safe and two number one master keys from the X box key box in Administration. This shall be documented in a report written by the shift supervisor along with their reason and justification for the S.E.R.T. activation.
6. The first team member on scene, regardless of rank, shall receive an initial briefing from the Shift Supervisor so that the team member can make preparations for a Team Leader upon their arrival.
7. If the Team Leader is not the first on scene, they will take control of the keys given to the Team Member and make contact with the Shift Supervisor for any updated information.
8. The Team Leader shall after this point be the only person receiving updates from the Shift Supervisor unless the circumstances were eminent as to the safety and security of the S.E.R.T. operation.

9. During a S.E.R.T. deployment, the Shift Supervisor will remain responsible for and in control of the facility, unless relieved of duty by a higher-ranking officer.
10. The S.E.R.T. Team Leader will be responsible for and in control of the Team Members during the incident.
11. Tactical strategies will be developed for each individual situation. Tactics utilized shall be consistent with the Humboldt County Sheriff's Office policies and procedures. The use of reasonable force and the use of less than lethal devices shall be used discretionally after considering the factors and circumstances surrounding the incident.
12. Incidents or emergencies in which S.E.R.T may be used include, but are not limited to:

Escapes	Mass arrest / field bookings
Hostage situations	Natural disasters
Riots / major disturbances	Facility evacuation
Cell extractions	Perimeter security
Fires	High risk transports / escorts
13. The Team Leader, based on individual tactical situations, will decide team configurations. Ideally a complete team make-up would be:
 - One (1) Team Leader
 - One (1) Assistant Team Leader
 - Five (5) Security and Control

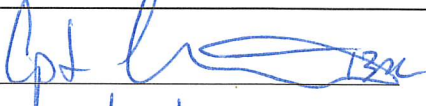
Procedure: Administrative Responsibilities

1. The Facility Manager will assign a Correctional Lieutenant as the S.E.R.T. Commander.
2. The S.E.R.T. Commander will be responsible for:
 - Reviewing and approving training plans and schedules.
 - Reviewing the training files of members to ensure training requirements are being met.
 - Reviewing reports documenting actions and reasons for S.E.R.T. deployment.
 - Preparing budget requests, requests for future training, requests for equipment, etc.
 - Supervision, planning, and scheduling of all S.E.R.T. training for S.E.R.T. personnel;
 - Working with the Sheriff's Office Training Coordinator to maintain chronological records of S.E.R.T. training and qualifications for each team member.
 - Designing and maintaining a system for contacting S.E.R.T. personnel, both on and off duty.

- The inventory, servicing, and the reordering of S.E.R.T. equipment and supplies by way the Facility Manager.
- Reporting to the Bureau of Alcohol, Tobacco, Firearms and Explosives by way of US Postal Service on Sheriff's Office letterhead, any expended distraction device. The notification shall be made within ten days of the expenditure and shall include the purpose for the deployment of the device, the date in which it was expended and the serial number which is stamped on the device. The report shall be mailed to the following address:

Bureau of Alcohol, Tobacco, Firearms and Explosives
244 Needy Road
Martinsburg, WV 25401

3. The S.E.R.T. Commander may utilize one of the Administrative Supervisors or Team Leaders to assist with the above listed responsibilities.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 4/17/2020

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: RECORDING INMATE VISITING AND COLLECT
CALL-OUT TELEPHONES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. F-015

REVISED: July 30, 2018

REFERENCES:

PC 4570.5, 636

Title 15 CCR 1062

HCCF P&P D-002, D-003 & M-012

FORMS:

Request for Inmate Monitoring Form (HCSD 0659.3)

Visitor Request Form (HCSD 0323.1)

POLICY:

The Humboldt County Correctional Facility records all inmate-visiting telephones and collect-call out telephones as a tool to maintain the security and safety of the facility.

DEFINITIONS:

Collect Call-Out Telephone – Telephones located within each of the Housing Units for the purpose of allowing inmates to make calls to family, friends, employers, etc. The telephones are on a collect-call basis.

Monitor List – An Excel spreadsheet listing the names of inmates whose recorded visits are to be copied to a Compact Disc (CD). The Administrative Senior Legal Office Assistant updates this list.

Non-Contact “Confidential” Visiting Booth – A private booth with a physical separation between the inmate and the visitor. Private conversations take place over a handset incapable of being monitored or recorded by Corrections staff.

Receptionist – Legal Office Assistant assigned to Reception in N117 who handles inquiries from the public, schedules inmate visiting and accepts money to be placed on individual inmate trust accounts.

Visiting Telephone - Telephones used by inmates to talk with civilian visitors inside the facility.

GENERAL INFORMATION:

1. All persons requesting to visit an inmate must present an acceptable form of identification at the Reception window. See P&P M-012 for acceptable forms of identification.
2. A sign will be posted in the public lobby of the facility that clearly states that the visiting telephones can and will be monitored for security reasons. A prompt also advises the visitor that the visit may be recorded.
3. Every session of inmate visiting is recorded through the Contracted inmate phone system. In addition, calls made from the collect call-out telephones are also recorded. (Exception: Attorney's phone numbers have been pre-programmed into the system and are not monitored or recorded.)
4. Correctional or civilian staff shall not eavesdrop, monitor, or record conversations between an inmate and their attorneys, religious advisors, or licensed physician. Confidential visits between inmates and their attorney, religious advisor, or licensed physician may occur in one of the non-contact confidential visiting booths, which have no monitoring or recording capabilities. (See P&P M-012)
5. Requests by outside law enforcement agencies to have copies of the inmate visiting conversations will be considered on a case-by-case basis and predicated on staff availability. The Facility Manager or his/her designee must approve these requests.
6. Outside law enforcement personnel conducting criminal investigations may monitor live visits, and/or live collect call-out telephone conversations, or listen to recorded visits and/or collect call-out telephone conversations from workstations located in the Sergeants Office, Compliance Office and in the Sheriff's Office Criminal Investigations Division (CID). The CID Division Commander and the HCCF Administration determine access to these workstations.
7. Outside law enforcement personnel requesting phone and/or visiting conversations to be copied, shall supply the Facility Administration with CD/R's to accomplish this task.
8. Law enforcement personnel requesting archived visiting and collect call-out telephone conversations shall submit a request to the Facility Administration. (See: Copying Visiting Conversations and Copying Collect Call-Out Telephone Conversations to CD for the procedure)

PROCEDURE: Monitoring Visiting or Collect Call-Out Telephone Conversations

1. The Shift Supervisor or their designee may randomly monitor inmate visiting or collect call-out telephone conversations, to determine if the conversations involve information which breaches the safety and security of the facility. This monitoring will occur in the Sergeants Office.
2. The Shift Supervisor or their designee shall document in an Incident Report any conversation between inmates and civilians containing pertinent information that may affect safety and security of the facility, staff and inmates. (See P&P D-003).
3. If a deputy is monitoring the inmate visiting or collect call-out telephone conversations and discovers any information involving violence or potential violence, he/she shall notify the Shift Supervisor immediately and take the appropriate/preventative action. This information will be documented on an incident report in accordance with P&P D-003 with copies forwarded to the Facility Manager through the chain of command.
4. If the Shift Supervisor or their designee monitoring inmate visiting or collect call-out telephone conversations discovers an inmate tampering with telephone equipment, the inmate shall be immediately removed from the affected area. The incident shall be documented in accordance with P&P D-003. If the inmate damaged the equipment, a crime report shall be written charging the inmate with destruction of County property. (See P&P D-002)

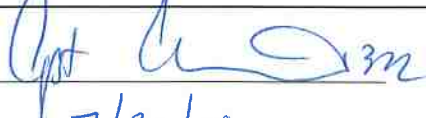
PROCEDURE: Copying Visiting Conversations to CD

1. Outside Law Enforcement personnel requesting to have copies of inmate visiting conversations to CD shall send the appropriate request to the Facility Manager or designee for approval. Sheriff's Office personnel shall complete a Request for Inmate Monitoring form (HCSO 0659.3 1/02) or by email request and forward it to the Facility Manager or designee for approval. If approved, all information pertinent to the request will be placed in the "Monitor List" located in Excel, by the Administrative Senior Legal Office Assistant.
2. When the Receptionist receives a Visitor Request Form for an inmate who is on the Monitor List he/she will immediately make a copy of the request and forward it to the Compliance Officer.
3. The Compliance Officer will determine if the request for information came from an outside agency or if it came from Sheriff Office personnel.
4. The Compliance Officer will investigate the requests coming from outside agencies and will copy the conversation(s) onto a CD.
5. The Compliance Officer will forward the copy of the Visitor Request Form to CID to investigate requests coming from the Sheriff's Office personnel.

6. Once the copy has been made to a CD, the Compliance Officer will label the CD with the following information; the inmate's name, the visitor's name, date and time of the conversation, the requesting officer's name, and the Compliance Officer's name and PIN number.
7. The CD shall be sealed in a manila envelope, addressed to the requesting officer and agency, and delivered via inter-office mail. For non-county agencies, the sealed envelope shall be placed in the agencies box in Records.

PROCEDURE: Copying Collect Call-Out Telephone Conversations to CD

1. Outside Law Enforcement personnel requesting copies of Collect Call-Out Telephone Conversations to CD shall send the appropriate request to the Facility Manager or designee for approval. The request must specify the specific phone numbers in order for those conversations to be copied to CD. Sheriff's Office Personnel can investigate calls through the workstation located in CID or by contacting the Facility Compliance Officer for archived conversations.
2. The request shall be routed to the Facility Manager or designee for approval.
3. Upon approval the request will be forwarded to the Compliance Officer.
4. The Compliance Officer will retrieve the calls through the contracted phone system and copy the conversation(s) onto a CD.
5. Once copied to a CD, the Compliance Officer will label the CD with the following information; the inmate's name, the telephone number called, date and time of the call(s), the requesting officer's name, and the Compliance Officer's name and PIN number.
6. The CD shall be sealed in a manila envelope, addressed to the requesting officer and agency, and delivered via inter-office mail. For non-county agencies, the sealed envelope shall be placed in the agencies box in Records.
7. The Compliance Officer may also, on approved requests for recordings, send them electronically via email. A record of this will be kept with the Compliance Officer.

Approved by Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/30/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: CONTROL AND HANDLING OF CONTRABAND

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **F-016**

REVISED: July 30, 2018

REFERENCES:

P&P D-002, F-008, F-009, F-010, F-011

POLICY:

To ensure the safety and security of staff and inmates, Correctional Officers of the Humboldt County Correctional Facility will conduct periodic searches of all inmates and their living areas to detect and remove contraband from the facility.

DEFINITIONS:

Contraband - Any item or article inside the facility, which is not issued, purchased through commissary, or approved for use by the Facility Manager. Authorized items may also be considered contraband when found altered or in excessive quantity.

Inmate Personal Property - Any item regardless of value, personally owned or purchased by an inmate, which has a verifiable means of identification or proving ownership.

Temporary Evidence Storage Lockers – Lockers located in the property room for use as temporary storage for illegal contraband found within the facility.

GENERAL INFORMATION:

1. All persons entering the facility are subject to search of their person and property to prevent the introduction of contraband.
2. Inmates transported to courts, medical appointments, etc. shall be pat searched and if necessary, strip-searched upon returning to the facility.
3. Deputies should conduct frequent searches of living areas for contraband. However, inmates will not be unnecessarily harassed or taunted by searching their living area or person.

4. Close supervision of laundry, kitchen and janitorial inmate workers will reduce the amount of contraband entering the facility.
5. Frequent and thorough searches of inmate housing units and common areas will help prevent the introduction and concealing of contraband.
6. Inmate workers assigned duties outside the secure perimeter or anywhere the public also has access, shall be searched upon returning to the facility.
7. Temporary evidence storage lockers shall be made available for staff to safely secure illegal items found during searches until the items can be properly booked into evidence.
8. All items placed into a temporary evidence storage locker shall be removed and booked into evidence prior to the end of the shift with the appropriate forms forwarded to the Shift Supervisor for review.

PROCEDURE: Handling of Contraband/Evidence

1. Contraband, in the form of illegal substances or weapons found during a booking pat search, or strip search, which is a crime to possess, will be confiscated and given to the arresting officer.
2. When contraband is turned over to an arresting officer, the deputy(s) involved in removing the items from the arrestee will request a case number from the dispatch and document when, where, how and why the items were removed on a supplemental crime report and forward it to the Shift Supervisor. The Shift Supervisor will approve the criminal report and have our Records Section forward a copy to the arresting officer.
3. Deputies involved in removing any illegal items from the facility will request a case number from dispatch and complete the proper Sheriff's Department reports required for destruction of the items.
4. Deputies finding illegal drugs and/or weapons inside the facility, which can be linked to an inmate, a group of inmates, and/or a crime, will advise the Shift Supervisor who will determine the appropriate action. If an inmate is charged with a crime in conjunction with the possession of the item, an incident and a crime report will be completed in accordance with the procedures outlined in D-002.
5. The illegal items will be booked into evidence and the completed criminal and incident reports given to the Shift Supervisor prior to the end of shift.
6. In the event the illegal items can't be immediately booked into evidence the deputy shall secure the items in the temporary evidence storage lockers in order to maintain the chain of

evidence until which time the items can be properly booked into evidence. *(All evidence must be properly booked into evidence prior to the end of shift)*

7. Deputies removing contraband consisting of inmates personal property which is legal to possess, will verify the identity of the inmate and ensure the item(s) are delivered to Property Storage Room 124 for storage.
8. The Property Room Deputy will seal the items in a clear plastic bag, attach an inmate identification label, enter the items on the JMS under "personal property received" and print a receipt to be returned to the inmate.
9. All other contraband items, which are not inmate personal property and are generally considered garbage, will be recorded on video or photographed and documented on an Incident Report in the JMS. The contraband items will be disposed of in the general garbage and a copy of the Incident Report will be forwarded to classification for review.
10. The photograph of the items being disposed of will be attached to the incident report from the JMS and forwarded to classification for review.

Approved by: Captain Duane Christian Facility Manager	Signature:  Date Signed: 7/30/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: COURT MOVEMENT AND STAGING IN THE WEST FACILITY

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: August 1, 1999

No. F-017

REVISED: July 27, 2018

REFERENCES:

CCR Title 15 Section 1024
P&P F-006, F-007, F-008, F-018

POLICY:

The Humboldt County Correctional Facility will provide inmates with safe access to and from the Humboldt County Courts, utilizing the West Facility for staging and court holding.

DEFINITIONS:

Court Clothing – Appropriate personal clothing worn by inmates for the duration of their jury trial.

Court Clothing Changing Room #W524 - This room is used for inmates to change into and out of “court clothing” only. This room shall not be used as a holding cell at any time.

Court Clothing Storage Room #W521 - A designated area used solely for the purpose of storing court clothing for inmates who are going to trial.

Court Corridor - A secured corridor leading from the Humboldt County Correctional Facility (HCCF) to the Humboldt County Superior Courts. This corridor is considered to be part of the HCCF and is maintained and supervised by correctional staff.

Court Elevator - A security elevator located in the court corridor of the West Facility and operated by Court Deputies. Unless otherwise authorized by the Facility Manager or designee, this elevator is solely for the use of secured inmate movement and Juveniles under escort to and from the courts..

Court Holding Cells W3CH1, W3CH2, W3CH3, W3C1, W3C2, W3D1 & W3D2 - Those holding cells in designated areas which are used solely for the purpose of holding inmates of similar classifications on a temporary basis awaiting to go to or return from court.

Court List - A computer-generated list of inmates scheduled to attend the day’s court sessions.

Court Deputy(s) - Those Correctional Deputies assigned by the Staff Lieutenant to Posts B-10 and B-11. These posts shall be filled during court hours or at any time the West Facility holding cells are occupied by inmates. These posts are tasked with delivering inmates to and from court while maintaining safety and security in the West Facility holding cells.

Court Roster - A roster (excel document) noting the names of inmates, the time in and out of cell and the cell they were temporarily held in.

Court Services Staff - Those Deputy Sheriffs assigned to Court Bailiff positions.

Special Handling - Inmates who's classification requires special housing, supervision, escort, or restraint to assure safety and security. Inmates in this category may include, but are not limited to:

- | | |
|-------------------------------|-------------------------------------|
| a. Administrative Segregation | e. Civil |
| b. Developmentally Disabled | f. Disciplinary Isolation |
| c. Mentally Disordered | g. Medical |
| d. Public Notoriety | h. Protective Custody or Red Tagged |

West Facility Control Room #W515 - A designated deputy station located in the secured court corridor where officers who are assigned to the court and the West Facility function can coordinate, monitor, and supervise inmates in the holding areas and while traveling to and from court.

GENERAL INFORMATION:

1. All inmates going to court will be segregated by four (4) main categories; Male General Population, Female General Population, Male Special Handling, and Female Special Handling.
2. Communication between Court Services staff and Correctional Court Officer(s) is extremely important. Correctional Court staff are equipped with radios with the Court Services frequency to allow communication. Correctional Court Deputy(s) will be equipped with a cordless phone and telephone communication is emphasized.
3. The Court Corridor contains a four-way sally port. The two (2) doors leading to and from court will remain open during court times. Any traffic perpendicular to the court corridor (across the sally port) is strictly limited to Sheriff's Department personnel and shall be supervised by a Court or West Facility Correctional officer, if occurring during a time when inmates are present.
4. Juvenile offenders transported to court by the Humboldt County Probation Department will use the Court Elevator as access to the second floor courts. Court Services staff will contact the Court Deputy to request the use of the court elevator to transport Juveniles. The Court Deputies will send the elevator to the requested floor. At no time will adult offenders be mixed with juvenile offenders on the court elevator. Court Services staff will notify the Court Deputy that the juvenile movement is completed.
5. Inmates going to jury trial will be dressed out in court clothing. A metal leg brace restraint will be placed on the inmate prior to being sent to court unless Court Services staff notifies the Court Deputies differently.
6. The Court Deputies shall conduct safety checks in the West Facility Court Holding cells, in accordance with HCCF P&P F-018. Cell checks shall be logged in the JMS.

7. A court roster (excel document) noting the names of inmates, their time in and out of the cell and the cell they were temporarily held in shall be maintained by the Court Deputies. At the end of the court session, this court roster will be forwarded to the Senior Legal Office Assistant for filing.
8. The decision to send an inmate who is temporarily housed in the Safety Cell shall be made by the Shift Supervisor after consulting with Mental Health and Medical Staff. This decision should be based on the inmate's current condition and/or behavior and the safety and security for all involved. (See procedure: Court Movement for Inmates in the Safety Cell).

PROCEDURE: To Court

1. At daily shift briefings, on court days, the Shift Supervisor will distribute court lists to all housing unit deputies.
2. Upon arriving at the West Facility, the Court Deputies shall conduct a thorough security check/search of the Court Holding Dorms/Cells, Court Corridor, elevator landing and court hallway. This security check/search shall be logged into the JMS.
3. Prior to the beginning of court, the Court Deputies shall communicate with the Court Services staff to coordinate inmate movement and report any safety or security concerns.
4. Prior to the beginning of court, the Court Deputies shall communicate with the Housing Officers to coordinate inmate movement to the West Facility.
5. Approximately 30 minutes prior to the inmate's actual court time, the Housing Deputy shall notify Central Control that the inmates are at the housing unit door and waiting to go to court.
6. Central Control will determine if corridors are clear to send the inmates.
7. Central Control will allow inmate(s) to exit the housing unit and, with the assistance of the assigned rovers, will monitor the inmate's movement until they reach the court holding area.
8. The Court Deputies will receive the inmate(s), taking their movement cards. The Court Deputies will pat-search and place them in the appropriate holding cell to await movement to the courts, noting their name and the time they entered the cell on the court roster.
9. Upon notification from the Court Services staff, the Court Deputies will send or escort the inmate(s) to the requested location using the court corridor or court elevator. The Court Deputy will note the time the inmate left the holding cell on the court roster.

PROCEDURE: Court Dress-outs

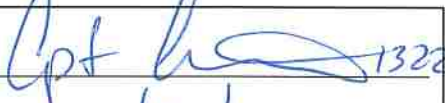
1. Prior to court, Court Services staff will advise the Court Deputy with the names of inmate(s) who need to be dressed out for court proceedings.
2. The Court Deputy will retrieve the inmate's court clothing from Room W521, search for contraband, and place the clothing in Room W524.
3. When the inmate arrives to the court staging area, the Court Deputy will pat-search and place the inmate in room W524. The Court Deputy will instruct the inmate to change into the court clothing. The inmate will also be instructed to place their jail issued clothing in the blue property bag. Unless otherwise notified by Court Services Staff, a metal leg brace restraint shall be placed on the inmate by the Court Deputies.
4. After the inmate has changed into their court clothing, the Court Deputy will place the inmate into a holding cell to await movement to the courts. (See procedure: To Courts)
5. The Court Deputy will place the inmates jail issued clothing in room W521.
6. Upon returning from court,, the inmate will be pat-searched and placed in room W524 with their jail issued clothing and instructed to change clothes. The Court Deputy will remove the metal leg brace restraint.
7. Once dressed, the inmate will be placed in a holding cell to await for movement back to the housing unit. (See procedure: From Court).
8. The Court Deputy will thoroughly search the court clothing for contraband and then store it in room W521.

PROCEDURE: From Court

1. Court Services staff will contact the Court Deputy when inmates are finished with court and are ready to return to the West Facility.
2. If an escort is required, the Court Deputies(s) will meet the Court Services staff for exchange of custody and escort back to the West Facility.
3. The Court Deputy will call Central Control to notify them that there are inmates ready for return from the West Facility.
4. The Court Officer will pat search the inmates prior to leaving the West Facility for rehousing.
5. If clear, Central Control will notify the Court Deputy to send the inmates.
6. Central Control, with the assistance of the assigned rovers, will monitor the inmate's movement until they reach their housing unit.

PROCEDURE: Court Movement for Inmates in the Safety Cell

1. The Shift Supervisor shall consult with Mental Health and Medical Staff when determining whether or not to send inmates to court who are presently in a Safety Cell because they are displaying behavior which results in the destruction of property or reveals an intent to cause physical harm to themselves or others.
2. If the inmate's behavior is so severe that it is advisable to not send him/her to court, the Shift Supervisor will ensure that the Court Deputies and Bailiffs are notified.
3. The above action shall be documented in the JMS log and an incident report shall be written and immediately forwarded to the Compliance Officer.
4. The Compliance Officer shall make written notification to the Court.
5. If the inmate will be attending court, the inmate should be dressed in a regular issued jumpsuit and escorted to court. The Shift Supervisor will determine the appropriate restraints to be used and the number of escort deputies (at least two).
6. Once the inmate has returned from court, he/she shall be dressed back into the safety garment and rehoused in the safety cell.
7. Movement to and from court shall be documented on the safety cell observation log.

Approved by: Duane Christian, Captain Facility Manager	Signature:  1322
	Date Signed: 7/30/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SAFETY CHECKS**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** September 1, 1999**No. F-018****REVISED:** May 23, 2023**REFERENCES:**

CCR Title 15 Section 1027, 1055, 1056 & 1058
 P&P B-006, B-007, G-002, G-006 & H-100
 California Medical Association Standards 303

FORMS:

Observation Log HCSD 0317.5

POLICY:

To ensure the wellbeing and safety of all inmates housed in the Humboldt County Correctional Facility, regular cell/safety checks are conducted by staff, in accordance with the minimum standards set forth in the CCR Title 15.

DEFINITIONS:

Direct Supervision - An inmate management style where an officer is placed in the housing unit to continuously interact with inmates while directly supervising and managing their behavior.

Direct Visual Observation - Direct personal view of the inmate in the context of their surroundings without the aid of audio/video equipment.

Dormitory - A large open housing unit, which has no restrictive barriers between staff and inmates within the outer perimeter walls.

General Log - A screen within the JMS where events and activities are documented by date and time.

Holding Cell - A room no smaller than 40 square feet which can temporarily hold inmates awaiting court, release, transport, permanent housing, or other temporary needs. These cells must contain a toilet, washbasin, drinking fountain, and seating.

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

Logbook - An official record of events within the assigned housing unit.

Safety Cell - A padded cell designed to minimize the risk of accidents and injuries to those inmates that have been determined to meet the criteria stated in P&P H-100.

Safety Checks - Regular, intermittent and prescribed direct, visual observations done to insure the health and welfare of the inmates.

Single or Double Cell - A single or double occupancy room which contains a toilet, wash basin, drinking fountain, desk, seat, and one or two bunks.

Sobering Cell - A cell with a padded floor and a padded partition next to the toilet fixture to provide support and privacy. This cell is designed to safely hold intoxicated inmates until they are able to care for their own safety at which time they will be re-housed in a regular cell.

GENERAL INFORMATION:

1. Upon assuming the Post Position in housing unit, each deputy shall record their shift, the date, time, their name, and PIN number in the JMS.
2. Safety checks shall include the actual time the check occurred, the location where the check occurred and the initials or pin number of the staff member completing the check.
3. Safety checks shall occur at random or varied intervals.
4. Safety checks for celled housing units shall be conducted twice per hour but no more than thirty (30) minutes apart and recorded in the assigned unit logbook.
5. Safety checks for dormitory housing units are conducted continuously under the direct supervision philosophy. Visual checks of inmates on both upper and lower tiers shall be conducted by walking each tier and recorded within the JMS daily log.
6. In the event that during a safety check there is an unusual event or occurrence the deputy shall document it in the appropriate JMS log and/or logbook in addition to conducting the check.
7. Supervisors shall regularly, at a minimum of once per day, check the safety checks of each housing unit to mitigate patterns of inconsistent documentation, or untimely completion of safety checks.

PROCEDURE

1. Dormitories:
 - a. Safety checks for dormitory housing units are conducted continuously under the direct supervision philosophy. Visual checks of inmates on both upper and lower tiers shall be conducted by walking each tier and recorded within the JMS daily log. There shall be no more than a 60-minute lapse between safety checks.
 - b. As soon as practical, any deputy relieving the housing unit deputy shall make a safety

check of the housing unit regardless of the time of the last check.

- c. Relieving deputies will record the safety check in the JMS daily log.
2. Holding Cells:
- a. Safety checks for holding cells shall be conducted twice per hour but no more than thirty (30) minutes apart.
 - b. Deputies observing the inmate will record their observations on the "Observation Log" posted outside of the cell.
 - c. The observation noted shall reflect the specific physical activity presented by the inmate.
 - d. Safety checks for the West Facility Court Holding Cells shall be conducted twice per hour but no more than thirty (30) minutes apart when inmates are in the cells.
 - e. Deputies will record the safety check in the JMS daily log.
3. Restraint Devices:
- a. Safety checks for inmates placed in restraint devices shall be conducted no more than every fifteen (15) minutes as outlined in P&P G-002 and G-006.
 - b. Medical assessment shall be made within the first hour of placement and every hour thereafter.
 - c. Deputies observing the inmate(s) will record their observations on the "Observation Log" posted outside of the cell.
 - c. The observation noted shall reflect the specific physical activity presented by the inmate.
4. Safety Cells:
- a. Safety checks for safety cells shall be conducted no more than fifteen (15) minutes apart as outlined in P&P H-100.
 - b. Deputies observing the inmate(s) will record their observations on the "Observation Log" posted outside of the cell.
 - c. The observation noted shall reflect the specific physical activity presented by the inmate.
 - d. A medical assessment shall be made within the first hour of placement and every hour thereafter.
 - e. Vital signs shall be checked at least every four hours by medical staff.

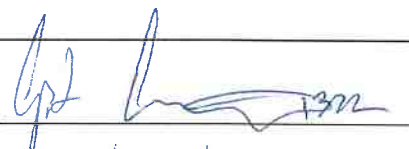
5. Single/Doubled Celled Housing Units:

- a. Safety checks for single or double-celled housing units shall be conducted at irregular intervals, twice per hour but no more than thirty (30) minutes apart.
- b. Officers will record the safety check using the assigned unit's logbook.
- c. As soon as practical, any officer relieving the housing unit deputy shall make a safety check of the housing unit regardless of the time of the last check.
- d. Relieving deputies will record the safety check using the assigned unit's logbook.

6. Sobering Cells:

- a. Safety checks for sobering cells shall be conducted no more than fifteen (15) minutes apart as outlined in P&P B-007.
- b. A medical assessment shall be made within the first hour of placement and every six hours thereafter.
- c. If an inmate is to remain in a sobering cell longer than six hours, medical staff shall check the vital signs of the inmate and document the action on the back of the sobering cell log.
- d. Correctional Deputies observing the inmate(s) will record their observations on the "Observation Log" posted outside of the cell.
- c. The observation noted shall reflect the specific physical activity presented by the inmate.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/23/23

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: COURT ORDERS AND OFFICIAL COURT DOCUMENTS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: October 30, 2018

No. F-021

REVISED:

REFERENCES: California Code of Civil Procedure 153

POLICY:

It is the policy of the Humboldt County Correctional Facility to process court orders in an expedient, efficient manner while maintaining the safety and security of the facility.

DEFINITIONS:

LOA – Legal Office Assistant whose primary work assignment is in the Facility Reception area.

GENERAL INFORMATION:

1. Court orders may be delivered to and shall be accepted by the Reception office at the Humboldt County Correctional Facility between the hours of 7:30 am and 10:00 pm 7 days per week.
2. The Humboldt County Correctional Facility reserves the right to refuse any order if facility safety or security is compromised by said order. County Counsel will promptly notify the requesting attorney and ask that the matter be referred back to the assigned judicial officer for further clarification.
3. The Humboldt County Correctional Facility will generally accept court orders that are “Filed” stamped and contain a judge’s signature or judge’s stamp. Court minutes shall be accepted through official channels as outlined in **Procedure: Receiving Court Minutes** below.
4. For security reasons, any court order authorizing the entry of a professional/service provider into the facility shall include the name, date of birth, occupation,

Page 2 of 4

employer, any applicable licenses and the purpose of the order for the individual entering the facility.

5. The Compliance Officer will use the information provided in #4 to verify identity and for Facility Clearance purposes.
6. Prior to allowing entry into the secure perimeter of the Humboldt County Correctional Facility, all persons listed in a court order must have prior Facility Clearance.
7. All persons entering the Humboldt County Correctional Facility are subject to search. Any equipment necessary to conduct an exam is also subject to search and shall be specified in the court order, i.e., video camera, court reporting devices, tape recorders, digital cameras, etc.
8. Court ordered passes shall specify the date and time the inmate is to be released and the date and time the inmate is to return.
9. The Humboldt County Correctional Facility staff will accommodate professionals as much as security and safety will allow. We would prefer that the professional visit the inmate within the secure confines of the Humboldt County Correctional Facility on a scheduled basis. Interview rooms can be reserved in advance with the proper notification and court order. If there are extenuating circumstances involved that prevent such arrangements, the Humboldt County Correctional Facility staff requires that any transport order would require a declaration as to why a need exists to transport any inmate out of the facility to the requested professional's office, i.e., why the professional service/evaluation cannot be completed within the facility.
10. Correctional staff requires a "lead time" of 10 working days (Monday-Friday) to make an appointment, before transporting any inmate.
11. Scheduling appointments with professionals outside the facility will be completed by correctional staff within the 10 working day time frame, i.e., no specific dates for outside appointments should be incorporated within the order as presented to correctional staff.
12. The Humboldt County Correctional Facility staff will notify the author of the order, as soon as possible, if the appointment(s) can't be made within the 10 working day time limit.

PROCEDURE: Receiving Court Orders

1. For court certified orders delivered on Holidays, weekends, or after business hours the LOA will place the court order in the Compliance Officer's mailbox. For court orders to be executed prior to approval from the Compliance Officer, the Shift Supervisor will notify the Staff Lieutenant, Operations Lieutenant, or Captain for approval of said order.
2. Upon receiving the order the receptionist will date/time stamp the order and notify the Compliance Officer that a court order has been delivered and placed in his/her mailbox in Processing. In the Compliance Officer's absence, the Staff Lieutenant, Operations Lieutenant or Captain shall be notified.

PROCEDURE: Court Ordered Passes

1. Court ordered passes shall be processed as listed above.
2. Court ordered passes for inmates with holds and/or detainers are subject to rejection and County Counsel shall be notified.
3. If Correctional staff learns that the pass was requested for illegitimate reasons, the Compliance Officer will contact County Counsel and the Judicial Officer who signed the order.

PROCEDURE: Court Orders Allowing Access into the Humboldt County Correctional Facility

1. Court orders allowing professional/services providers access in the Facility will be processed as listed above.
2. The Compliance Officer will verify that persons listed in an order have facility clearance. If clearance has not been obtained, the Compliance Officer will use the information in the order for clearance purposes.
3. The Compliance Officer will determine if facility clearance will be given or denied.
4. After the court ordered has been approved, the Compliance Officer will place the order in the booking file of the inmate named in the order.
5. If clearance is given, the Level of Access into the Facility will be decided by the Staff Lieutenant, Operations Lieutenant or Captain.
6. The confidential attorney booths, located in the visiting areas, shall be used by persons denied access into the secure perimeter of the Facility.

7. When the professional/service provider arrives at the Facility to conduct the interview/exam, the LOA will confirm the professional/service provider is here pursuant to a court order by reviewing the order located in the booking file.

PROCEDURE: Court Order Requiring Inmates be Transported

1. Court orders requiring inmates to be transported will be processed as listed above.
2. If the court order is deemed valid and a transport is necessary, the Compliance Officer will coordinate with the Transportation Officer to make the necessary arrangements for the transport.
3. If the transport is unable to be completed within the time frame requested on the court order, the Transportation Officer shall notify the Compliance Officer of the reason why the transport was delayed, and the Compliance Officer shall notify the author of the order.

PROCEDURE: Receiving Court Minutes

1. Court minutes will be delivered by court services staff to correctional staff during court hours on each day when court is in session.
2. Court minutes may also be received electronically directly from the courts.
3. Any court minutes received that did not come directly from the courts will not be considered official court documents.

Approved by: Captain Duane Christian
Facility Manager

Signature:



Date Signed:

10/30/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATE EXTRADITION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: August 30, 2008 **No. F-022**

REVISED: October 30, 2018

REFERENCES:

California State Controllers Office
Transportation Security Administration
HCSO Policies 312.7, 1044, 1046

FORMS:

Application for Advance Expenses
Auditor's Claim for Expense Advance
Oath of Allegiance
Authorization for Weapon
State Travel Expense Claim
Fugitive Return Receipt
Affidavit of Judge
Affidavit of District Attorney
Request for Nunc Pro Tunc agent's Appointment
Agents Appointment

POLICY:

The transportation of inmates by Correctional Staff to the Humboldt County Correctional Facility from an asylum state shall occur in an efficient manner, assuring the safety of the public and officer, as well as the security of the inmate.

DEFINITIONS:

Extradition - The surrender of an alleged fugitive from justice or criminal by one state, nation, or authority to another.

Asylum State – A state of the Union, other than California, where a fugitive from California has been arrested and incarcerated.

State Agent – The officer/s doing the actual transport of the inmate.

Transportation Officer – A Correctional Deputy assigned by the Facility Manager to manage the Inmate Transportation Unit.

Fugitive File – A file maintained by the Transportation Deputy and kept in the transportation office, which includes all correspondence and forms regarding the extradition of a fugitive.

GENERAL INFORMATION:

1. Deputies assigned an extradition shall be qualified to carry a sidearm and will be armed during the transport of the prisoner.
2. Deputies required to fly commercial airlines during an extradition are required to review FFA Marshals most current training of “LEO Flying Armed” and comply with its instructions.
3. During an extradition, deputies shall dress and act in a manner appropriate for representing the Humboldt County Sheriff's Office as outlined in HCSO policies 1044 & 1046.
4. The Transportation Deputy is responsible for completing all extraditions unless otherwise appointed by the Facility Manager.

PROCEDURE:

1. When a fugitive from Humboldt County is arrested in an asylum state he/she will go to court in that state and answer to the local magistrate as to his/her intentions to contest or waive extradition to California.
2. When court proceedings have concluded, the Asylum State shall contact the Humboldt County Sheriff's Office Transportation Unit to notify that the fugitive is ready for transport.
3. Upon receiving notification from the Asylum State, the Transportation Deputy will complete an Application for Advance Expenses form and Auditor's Claim for Expense Advance form and have them signed by the District Attorney.
4. The Transportation Officer will photo copy each of these and keep them in the fugitive file for this individual.

5. The Transportation Deputy will take both signed copies to the Humboldt County Auditors Office for a check to be made out in the name of the deputy acting as the State Agent.
6. The State Agent shall sign the Oath of Allegiance and Authorization for Weapon forms. A copy of each shall be placed in the fugitive file.
7. The Transportation Deputy will make transportation arrangements. The decision to use a private transportation company versus commercial airline will be determined by cost, safety, security, and time constraints.
8. After the fugitive has been returned to Humboldt County, the Transportation Deputy shall prepare a State Travel Expense Claim and Fugitive Return Receipt forms. A copy of each shall be placed in the fugitive file.
9. The Transportation Deputy shall take the Fugitive Return Receipt form to the Humboldt County Auditors Office with any overage in money, or, if the advance was insufficient, receipts will be needed to request reimbursement.
10. The Transportation Deputy shall take two copies of the Affidavit of Judge form and have them signed by the presiding judge. BOTH MUST BE STAMPED AND NOTARIZED.
11. The Transportation Deputy shall take two copies of the Affidavit of District Attorney form and have them signed by the District Attorney. BOTH MUST BE STAMPED AND NOTARIZED.
12. The Transportation Deputy shall prepare a Request for Nunc Pro Tunc Agents Appointment form and send it along with an Affidavit of Judge form and the fugitive's waiver of extradition or Governor's Warrant to:

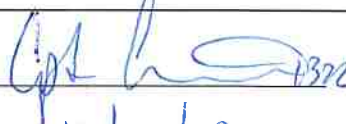
Office of the Governor
State Capital first floor
Sacramento, Ca 95814

13. The Transportation Deputy shall mail two copies of the following items, to the Department of Corrections.
 - State Agent Travel Expense Claim form with all original receipts
 - Oath of Allegiance form
 - Affidavit of District Attorney form
 - Travel Expense Cover Letter

Department of Corrections and Rehabilitation
Fiscal Management Division
P.O. box 4147

Stockton, Ca 95204-0417

- 14. The Office of the Governor will return to the Transportation Officer an Agents Appointment form. The State Agent shall complete the reverse side and return it to the Office of the Governor with the Return of Nunc Pro Tunc Appointment form.
- 15. The Transportation Deputy will receive a check from the State of California for reimbursement to the County of Humboldt. The check will be issued in the name of the Deputy acting as the State Agent. This Deputy shall endorse the check and forward to the Transportation Deputy for delivery to the Humboldt County Auditors Office.

Approved by: Duane Christian, Captain Facility Manager	Signature  Date Signed: 10/30/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: **BODY SCANNER AND RADIATION SAFETY PROGRAM**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: May 24, 2016 **No. F-024**

REVISED: January 4, 2021

REFERENCES:

OD Security SOTER RS Administrators Manual, Operator Training Manual, HCSO-X-Ray Safety Course Manual, HCSO Information Sheet, State of California Radiation Machine Registration, Notice to Employees, Title 17 California Code of Regulations, HCCF Policy F-009 Inmate Strip Searches, F-013 Inmate Body Cavity Search, California Penal Code 4030 (k).

FORMS:

HCSO Body Scanner and Radiation Information Sheet, Notice to Employees (RH 2364), Radiation Safety Quiz, Authorization to Conduct Visual Body Cavity Search and/or Body Scan (HCSO 378.23)

POLICY:

The Humboldt County Sheriff's Office utilizes the SOTER RS Body Scanner to provide a level of contraband detection beyond that of a clothed pat down search. Body Scans may be done on inmates who have turned themselves in on a commitment, cannot bail or be released on their own recognizance to prevent the introduction of contraband and to ensure the safety and security of staff, inmates and the public. Additional Body Scans may be conducted at random to detect contraband and to maintain the safety and security of the facility. The purpose of this policy is to establish an effective radiation safety and protection program that will reduce the risk of exposure related to the use of ionizing x-radiation and provide for the safe operation of the body scanner.

DEFINITIONS:

1. **ALARA** - An acronym for As Low As Reasonably Achievable. This is a radiation safety principle for minimizing radiation doses and releases of radioactive materials by employing all reasonable methods. **ALARA** is not only a sound safety principle but is a regulatory requirement for all radiation safety programs.
2. **Arrestee** - Any person that has been lawfully arrested or detained and brought to the Humboldt County Correctional Facility to be booked but has not yet passed the receiving screening process or accepted for booking.

3. Body Scanner - A stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs and precious stones and metals either concealed under clothes, swallowed, or hidden in anatomical cavities of the human body.
4. Bystander - Any person other than the individual being screened who is not directly associated with operation of the system.
5. Effective Dose - Sum of the tissue-weighted equivalent doses in all the tissues and organs of the body.
6. General Use System (Scanning Mode) - A personnel screening system that is capable of delivering a reference effective dose greater than 1.00 μSv (Microsievert) per screening but shall not exceed a reference effective dose of 1.50 μSv per screening.
7. HCSO Body Scanner and Radiation Information Sheet - A document provided to the inmate prior to being subject to a scan. This document explains types of radiation, safety information and the other information the inmate should be aware of to reduce their concern of health risk from exposure.
8. Inmate - An arrestee becomes an inmate after he/she has completed the pre-booking process, been accepted for booking, and placed in the physical custody of the Humboldt County Sheriff's Office.
9. Inspection Zone - A defined (demarcated by tape, paint, rope barrier, etc.) area around the personnel security screening system where no one but the individual being scanned is authorized during the operation of the device. Purpose of the zone is radiation exposure control.
10. Individual Search - A search of an individual which includes pat searches, inmate strip searches, body scanner search and the dress out procedure.
11. Operator - Any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly, providing information and instructions to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results but are not directly responsible for the other functions.
12. Pacemaker - A small device that is placed in the chest or abdomen to help control abnormal heart rhythms. This device uses low-energy electrical pulses to prompt the heart to beat at a normal rate.
13. Pre-Scan - A safety check of the Body Scanner and surrounding areas prior to operation of the Body Scanner.

14. Radiation - Radiation is the process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation: ionizing and non-ionizing. X-radiation is an ionizing radiation.
15. Radiation Safety Officer (RSO) - A staff member appointed by the Facility Administrator who is responsible for maintaining a Radiation Safety and Protection Program and ensuring the operation of the Body Scanner is in compliance with the policies and procedures and state and federal requirements. The RSO will also arrange for any needed repairs or annual surveys.
16. Scan - The operation necessary to produce one image (e.g., front view) from one radiation source.
17. Sex - As used in Penal Code section 4030, subdivision (k) refers to the searched person's gender, including the person's gender identity and gender expression. *(Transgender inmates shall file a Statement of Preference Form to determine their preferred gender for pat searches, strip searches, dress out procedures and body scans.)*
18. Statement of Preference Form (PF) (See C-011 APX) – A voluntary form to be completed by TGV individuals wherein an individual can voluntarily state the follow preferences:
 - a. Gender identity
 - b. Preferred name on booking documents
 - c. Preferred pronouns
 - d. Preferred gender of searching deputy
 - e. Preferred housing
19. Work Crew Leader – An employee of Humboldt County Public Works, who is assigned to the Humboldt County Correctional Facility, and supervises general maintenance and upkeep of and around the facility using inmate work crews.
20. X-Ray – Referred to as x-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and ionizing gases.

GENERAL INFORMATION:

1. The prevention of introduction of contraband (including drugs, weapons and means of escape) at the Humboldt County Correctional Facility is of the utmost importance to the operation of the Facility and the safety and well-being of inmates, staff and the public.
2. The Body Scanner's primary function is to discover and deter the entry of illegal narcotics, weapons, or other contraband into the Humboldt County Correctional Facility.

3. The Body Scanner is the sole property of the Humboldt County Sheriff's Office and its use is restricted to official duties or other activities approved by the Sheriff or designee.
4. Staff who operate the Body Scanner are only authorized to do so after completing the certified two-hour Operator's Course, and successfully passing the Radiation Safety Quiz.
5. Only authorized personnel may view the body scan monitors or images produced by the Body Scanner. The monitors shall not be positioned in such a way that they may be viewed by inmates. The images produced by the body scanner will not be printed or disclosed except as medically necessary, necessary for the removal of contraband, for training purposes, or as ordered by a court of competent jurisdiction.
6. Body Scans shall be conducted by two Operators who are of the same sex as the person being scanned. *(The exception will be an individual who has completed a Statement of Preference Form. The preferred searching deputy gender documented on the form shall complete the body scan procedure.)*
7. All positive scans, those with detected contraband, will have notations made in the textbox for adding comments. These images will also be marked as "Positive" by selection of the clickable box on the Operator's screen.
8. All positive scans, refusal to be scanned and/or scans that lead to an individual being transported to a hospital or held in a cell for observation shall be documented in an incident report.
9. Under the following circumstances, verified by the intake medical questionnaire, inmates shall not be scanned if:
 - a. An inmate is utilizing a wheel chair and has limited ability to stand on his/her own.
 - b. Inmates who are or may be pregnant, unless cleared by medical staff after a pregnancy test reveals otherwise.
 - c. Inmates who have undergone radiation or chemotherapy in the past 6 months.
 - d. Inmates with a pacemaker.

GENERAL INFORMATION: TRAINING

1. Each operator will be provided with training on the operation and use of the Body Scanner. At a minimum, this training will include pre-operational checks, operation of the system, subject positioning, interpretation of images, procedures to be followed if the system is damaged or malfunctions, and practical operational experience.

2. Each operator of the Body Scanner will be provided Radiation Safety Training prior to operating the Body Scanner. At a minimum, this training will include but not limited to the following:
 - a. Types of radiation
 - b. Sources and magnitudes of typical exposures
 - c. Radiation units
 - d. Concept of ALARA
 - e. Biological effects
 - f. Radiation risk

GENERAL INFORMATION: RADIATION SURVEYS

1. A formal radiation survey by a qualified expert is required upon installation and at least once every twelve months thereafter. Annual surveys will be facilitated or conducted by the vendor, OD Security North America.
2. A formal radiation survey is also required whenever the system is relocated or non-routine service involving the x-ray source, any x-ray collimating device, or x-ray shielding is performed.
3. These surveys will verify the effective dose per scan, radiation leakage, the adequacy of the inspection zone, and other parameters specified by the manufacturer. Records of surveys will be kept indefinitely and maintained by the Sheriff's Compliance Officer.

GENERAL INFORMATION: CLEANING AND MAINTENANCE

1. For optimal functioning of the machine, cleaning has to be performed; otherwise dust will accumulate in the scanner, which might cause reduced image quality.
2. The Platform should be cleaned weekly using a small amount of soap and hot water.
3. The Platform Gliders should be cleaned weekly with a soft dry cloth.
4. The Console (not the display) should be cleaned weekly with a small amount of soap and hot water.
5. The Display should be cleaned weekly with a dry cloth.
6. The Detector Column should be cleaned weekly with a small amount of soap and hot water.

7. The X-ray Frame should be cleaned weekly with a small amount of soap and hot water.

PROCEDURE: PRE-SCAN

1. Before operating the Body Scanner, Operators shall walk around the system to perform a visual inspection to ensure the emergency buttons on both the Body Scanner and the operator's console are released and that there are no obstacles on or around the platform.
2. The Operator will ensure the inmate to be scanned has been given an HCSO Body Scanner and Radiation Information Sheet and has signed acknowledging they were provided the form and were given opportunity to have any concerns addressed.
3. If an emergency occurs, the Body Scanner shall be powered off and the Shift Supervisor shall be notified.
4. If a situation occurs in which staff suspect possible exposure to excessive or dangerous levels of radiation while operating the Body Scanner, the Operator will immediately notify the Shift Supervisor who will assess the situation and circumstances. If a risk exists, the Shift Supervisor will see that the Body Scanner is shut down and will appropriately notify the Radiation Safety Officer.

PROCEDURE: SCANNING OF ARRESTEES PRIOR TO BOOKING

1. This procedure applies only to inmates who will be booked into the Humboldt County Correctional Facility.
2. A Peace Officer requesting a Body Scan of an arrestee for a weapons, controlled substances or other contraband, prior to leaving the correctional facility must first complete and sign Authorization to Conduct Visual Body Cavity Search and/or Body Scan (HCSD 378.23) stating the facts surrounding the reason for the Body Scan.
3. The completed affidavit will be given to the Shift Supervisor for review and approval prior to the Body Scan being completed.
4. The Operator will ensure the inmate to be scanned has been given an HCSO Body Scanner and Radiation Information Sheet and has signed acknowledging he/she was provided the form and given the opportunity to have any concerns addressed.
5. If the image from the Body Scan indicates the arrestee is concealing something within a body cavity, and the arrestee will not or cannot remove the item, the arrestee will be refused for booking and returned to the custody of the arresting officer.
6. Medical clearance will be required if the inmate is later returned to the facility for booking.

7. If medical clearance indicates the object identified by the body scan is not contraband, but organic in nature, the arrestee will be accepted for booking barring any other medical issues.
8. If the arrestee is returned for booking and a medical examination determined the items revealed in the image were contraband and were removed, the arrestee will be scanned again, and if the new image reveals the absence of the original contraband the arresting officer will be released after the normal pre-booking process is completed.

PROCEDURE: SCANNING OF INMATES TO BE HOUSED

1. The greatest opportunity for the introduction of contraband into the jail occurs when an arrestee is received into the jail for booking and, thereafter, housing. Therefore, inmates who have turned themselves in on a commitment, or cannot bail or be released on their own recognizance may be scanned prior to housing.
2. No articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility and the health and welfare of the inmate population.
3. Prior to scanning an inmate, the Operator shall determine if the inmate has been excluded due to medical conditions and ensure the inmate has been given and signed the HCSO Body Scanner and Radiation Information Sheet.
4. The signed HCSO Body Scanner and Radiation Information Sheet shall be placed in the inmate's booking file, and a copy given to the inmate if requested.
5. The inmate will be instructed to stand on the platform and place his/her feet apart with both hands on the handrails.
6. The inmate will be instructed to stand still while the body scanner platform moves him/her through the scanning process, which takes about 10 seconds.
7. The Operator will not make any suggestive or inappropriate statements concerning any medical conditions or physical attributes of the person being scanned.
8. The images generated by the Body Scanner may be viewed solely by the Operators unless the person scanned is believed to be in possession of contraband and the Operators requests a review of the image by another Operator or other qualified person.
9. If the inmate's scan appears normal and there is no contraband detected, the inmate will be processed for housing.

PROCEDURE: SCAN REVEALING CONTRABAND

1. In the event that a scan indicates that an inmate may be concealing contraband, an Operator will contact the Shift Supervisor immediately.
2. If the scanning process of an inmate is questionable in nature (i.e. possible weapon, drug, or other contraband) the following procedures will be followed:
 - a. If the object appears to be in a body cavity such as the rectum, vagina or mouth, the inmate will be asked to remove the object.
 - b. If the inmate removes the contraband and it is criminal in nature, it shall be appropriately placed in a sanitary container and retained and treated as evidence. Documentation in the form of an incident or criminal report shall be completed as appropriate to the type of contraband.
 - c. The inmate shall then be scanned again to ensure no contraband is still being concealed. If the inmate's scan appears normal and there is no contraband detected, the inmate will be processed for housing.

PROCEDURE: INMATE REFUSAL TO REMOVE CONCEALED CONTRABAND

1. If a scan indicates the presence of contraband and the inmate refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff will be notified of the suspected concealed item and apparent location and a medical evaluation conducted to ensure the inmate is not in medical distress.
2. Upon a determination from medical staff that the object presents a medical threat to the health or welfare of the inmate, or cannot be removed without intrusive medical procedures, a physical body cavity search will be requested via search warrant. Refer to HCCF Policy and Procedure F-013.
3. If the inmate is transported to the hospital pursuant to HCCF Policy and Procedure F-013, the transporting officers may request the hospital use a different means of search, such as an X-Ray, Ultrasound, or other physically non-invasive procedure.
4. All positive scans, refusal to be scanned and/or scans that lead to an individual being transported to a hospital or held in a cell for observation shall be documented in an incident report.
5. If the contraband is removed and it is criminal in nature, it shall be appropriately placed in a sanitary container and retained and treated as evidence. Documentation in the form of an incident or criminal report shall be completed as appropriate to the type of contraband.

6. Once the inmate is returned to the correctional facility, he/she will be processed for housing.

PROCEDURE: INMATE PHYSICALLY RESISTS BODY CAVITY SEARCH

1. If at any point the inmate becomes physically resistive to the efforts of the transportation officers or medical staff to execute the search warrant, the search will be called off and the inmate returned to the correctional facility.
2. Once the inmate is returned to the correctional facility, he/she will be strip searched and seen by facility medical staff for options such as laxatives or vomit inducing medications.
3. The inmate will be housed in a single occupancy holding cell for a period of no longer than 48 hours to determine if the contraband will be passed naturally by vomiting or bowel movement.
4. During this period of time, the water shall be turned off so the inmate cannot flush any contraband if passed. Water shall be turned on only after staff are satisfied contraband was not passed in the bowel movement.
5. Water shall be provided for drinking when requested by the inmate and offered during regular rounds.
6. After 48 hours, if the suspected contraband has not been passed, medical staff should be consulted to determine if continued retention is necessary.
7. The Facility Manager or designee shall be notified if the continued retention is recommended.
8. If the inmate passes the contraband and it is criminal in nature, it shall be appropriately placed in a sanitary container and retained and treated as evidence. Documentation in the form of an incident or criminal report shall be completed as appropriate to the type of contraband.
9. The inmate shall then be scanned again to ensure no contraband is still being concealed. If the inmate's scan appears normal and there is no contraband detected, the inmate will be processed for housing.

PROCEDURE: SCANNING OF HOUSED INMATES

1. To prevent the introduction, transfer or concealment of weapons, drugs and contraband inside the facility, all housed inmates may be scanned at any time pursuant to paragraph 3 below. No articulable facts are required beyond the routine security precautions

necessary to safeguard the safety and security of the facility and the health and welfare of the inmate population.

2. The Operators will ensure the inmate to be scanned has been given an HCSO Body Scanner and Radiation Information Sheet and has signed acknowledging they were provided the form and were given opportunity to have any concerns addressed. This form is not required if the inmate has been previously scanned during the current incarceration and has the signed form on file in their booking folder.
3. Considerations that may warrant the use of the body scanner for housed inmates include, but are not limited to:
 - a. Inmates returning from court, jail pass, outside medical appointments or inmate transfers from another location where the inmate may have had access to weapons, drugs, or other contraband.
 - b. Inmates within housing units where there are signs or symptoms of drug usage.
 - c. Housed inmates who are the subject of a jail or criminal investigation involving weapons, drugs or contraband.
 - d. Information from a confidential informant that indicates a specific inmate is concealing weapons, drugs, or contraband.
 - e. Any other information known to any staff member that would indicate an inmate, or group of inmates, may be in possession of weapons, drugs or contraband.

PROCEDURE: SCANNING OF INMATES WORKING OUTSIDE THE FACILITY

1. Any inmate working outside the correctional facility is subject to scan at random as determined by the shift or S.W.A.P. supervisor.
2. Any Correctional Deputy or Work Crew Leader who supervises inmate work crews may request the Shift Supervisor's authorization to complete a body scan of an inmate worker.
3. If approved, inmates from work crews will be scanned using the same procedure as **Scanning of Inmates to be Housed.**

PROCEDURE: REFUSAL BY ARRESTEE OR COMBATIVE INMATES

1. Due to the nature of the scanning process, scanning a combative or uncooperative inmate will not produce a usable image.

2. Inmates who refuse to cooperate with the scanning process will be, at a minimum, placed into a cell where their activities can be monitored. If the inmate's charges, history or behavior would lead a reasonable deputy to believe or otherwise qualify them for a strip search, the inmate, with the approval of the Shift Supervisor, may be strip searched pursuant to HCCF Policy and Procedure F-009 then dressed in regularly issued jail clothing prior to being housed in the cell.
3. If the Supervisor believes the refusal is to avoid the detection of concealed contraband the inmate will be housed in a single occupancy cell for a period of no longer than 48 hours to determine if any contraband will be passed naturally by vomiting or bowel movement.
4. During this period of time, the water shall be turned off so the inmate cannot flush any contraband if passed. Water shall be turned on only after staff are satisfied contraband was not passed in the bowel movement.
5. Water shall be provided for drinking when requested by the inmate and offered during regular rounds.
6. At any time during regular rounds, the supervisor may request the inmate submit to a scan. If the inmate continues to refuse, continued confinement must be noted on the observation log.
7. After 48 hours, if the suspected contraband has not been passed, medical staff should be consulted to determine if continued confinement is necessary.
8. The Facility Manager or designee shall be notified if the continued confinement is recommended.

PROCEDURE: PACEMAKERS AND OTHER MEDICAL DEVICES

1. There is no FDA published material indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker.
2. A person who claims to have such a device shall first be examined by medical staff prior to a scan to determine if the claim is for the purpose of avoiding a body scan.
3. If there is any doubt as to the presence of such a device the inmate shall not be subject to a body scan without specific written clearance from a physician.

PROCEDURE: PREGNANT INMATES

1. The body scan device shall not be used under any circumstances to scan arrestees or inmates who are known to be pregnant. A statement by the arrested person or inmate that she is pregnant is sufficient for deputies until verification can be made.

2. If pregnancy is not obvious and there is suspicion the inmate is alleging pregnancy to avoid being scanned the pregnancy can be verified by medical staff.
3. If medical staff advises an arrestee or inmate claiming to be pregnant has tested negative (not pregnant), the arrestee may be scanned with the body scan device.

PROCEDURE: SCANNING OF INTOXICATED INMATES AND ARRESTEES

1. Deputies **shall not** scan an inmate whose level of intoxication is so great that standing or remaining still for the duration of the scan might not be possible.
2. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving scanner platform, then the scan should be delayed to a later time or deferred completely if the person will be released when sober.

Approved by: Duane Christian, Captain Facility Manager	Signature 
	Date Signed 1/4/21

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: BODY WORN CAMERAS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: March 26, 2019

No. F-025

REVISED: March 25, 2024

REFERENCES:

PC 633
PC 636
PC 832.18

FORMS:

POLICY:

In order to maintain a safe environment for inmates and staff, the Humboldt County Correctional Facility utilizes Body Worn Cameras (BWC). This policy establishes clear guidelines for the use and activation of the Body Worn Cameras and the preservation of related digital evidence.

DEFINITIONS:

Body Worn Camera (BWC) – A mobile audio and video capture device capable of being attached or mounted on the uniform, thereby allowing the deputy wearing the device to record activities in the course of their assigned duties.

Custodian of Records - The Custodian of Records shall be the Legal Officer Services Supervisor assigned to the Management Services Division.

Evidentiary – Evidentiary recordings refer to recordings of an incident or encounter that could prove useful for investigative purposes, including but not limited to, a crime, a search, a use of force incident, or a confrontational encounter with an inmate or member of the public.

Non-evidentiary – Non-evidentiary recordings refer to recordings that do not necessarily have value to aid in an investigation, such as routine cell checks, tier times, and any other routine activities conduct by the deputy wearing the camera.

GENERAL INFORMATION:

1. Body Worn Cameras will be assigned to specific posts as designated by the Facility Manager or their designee.
2. The proper operation of the BWC recording equipment is the responsibility of the deputy assigned to the equipment and will be operated and maintained according to the manufacturer's instructions. The transportation and SWAP division will be provided with charging stations to maintain the BWC operation outside of the facility. Each deputy will receive training prior to initial use of the BWC.
3. The BWC shall be activated anytime the assigned deputy is on the tier/floor of their housing units. The BWC will be activated anytime the Deputy is assigned for a facility transport. This includes the transfer of vehicles with the inmate and state/county/health facility transfer. The SWAP Field Deputy will activate their BWC anytime they are interacting with inmates assigned to the Woodlot/Farm and or other assignments with inmate contact.
4. If an incident occurs that requires either an incident or criminal report it shall be documented in the report that there is imagery evidence.
5. It shall be a violation of this Policy to fail to activate a BWC or intentionally terminate a recording in a manner inconsistent with this Policy.
6. Deputies shall not remove, dismantle, or tamper with any hardware and/or software component of the BWC.
7. The BWC shall not be used to record non work-related activity and shall not be activated in places where a reasonable expectation of privacy exists such as locker rooms, public restrooms, and dressing rooms.
8. Deputies are prohibited from making personal copies of recordings, including utilizing secondary/personal recording devices to create a duplicate recording. Deputies shall not duplicate or distribute such recordings, except for authorized Sheriff's Office business purposes, detailed below.
9. While the department has policy allowing for the recording of incidents with a personal communication device under certain circumstances, staff shall not use personal recording devices while wearing a BWC under any circumstances.
10. Deputies are prohibited from retaining recordings of activities or information obtained.
11. Recordings shall not be used by any deputy for the purpose of embarrassment, intimidation, or ridicule.

12. All recordings made by Correctional Deputies acting in their official capacity shall remain the property of the Humboldt County Sheriff's Office. Deputies shall have no expectation of privacy or ownership interest in the content of these recordings.
13. Deputies shall not surreptitiously record another department member without a court order unless lawfully authorized by the Sheriff or their designee.
14. Many portable recorders, including Body Worn Cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used under any circumstance where there is a threat of an explosive device being present.
15. Deputies shall cease recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, or where inmate privacy supersedes the need for recording, such as when the inmate is undressed or partially dressed, unless there is explicit consent from all parties to the conversation, or an emergent situation where the deputy determines the recording of the incident is necessary. If such incidents are inadvertently recorded, the Deputy shall notify his Shift Supervisor who will notify the Facility Manager or designee assigned the ability to delete recordings.
16. Deputies must remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the deputy that such privacy may outweigh any legitimate law enforcement interest in recording. In these circumstances the deputy will state the reason for stopping the recording prior to terminating it.
17. All recordings shall be retained for a period of two and a half years. Recordings associated with potential criminal activity will be downloaded and provided to the District Attorney's Office with the criminal report. Prior to destruction of recordings, recordings will be reviewed to ensure that no pending litigation, claim, grievance, or disciplinary action related to the recording is ongoing, and, if such any such action is ongoing, the recording shall not be destroyed.
18. Supervisors shall take custody of the Body Worn Camera as soon as practical when the device may have captured an incident involving force options, an officer involved inmate death or other serious incident, and ensure the data is downloaded.
19. A recording that is released to the public may be edited to release only that portion of the video that is responsive to the request, and may require additional editing such as concealing identity when the release of identity is not essential or necessary for the request. See below.
20. The Sheriff or designee shall appoint a member of the Correctional Facility to coordinate the use and maintenance of Body Worn Cameras and the storage of recordings, including:
 - A. Establish a system for downloading, storing and security of recordings
 - B. Designation of persons responsible for downloading recorded data, if necessary

- C. Establish a maintenance system to ensure availability of operable Body Worn Cameras
- D. Establish a system for tagging and categorizing data according to the type of incident captured
- E. Establish a system to prevent tampering, deleting and copying recordings and ensure integrity of the chain of custody
- F. Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation
- G. Maintain logs of access and deletions of recordings

21. The transportation Deputy will follow the State/County and Health facility guidelines for the use of the BWC in locked facilities.

PROCEDURE: ACTIVATION/USE OF BODY WORN CAMERA

1. At the beginning of each shift, deputies assigned to areas with Body Worn Cameras shall secure the cameras from their docking station and place them on their persons in accordance with the manufacturer's specifications.
2. Deputies assigned Body Worn Cameras shall activate them anytime they are in an inmate area. **(Exceptions to this are outlined in General Information #14 and #15 above.)**
3. Anytime there is a significant event that may have been captured on the digital recording, the deputy involved will document the event according to the documentation/download procedure for the Body Worn Cameras. These events include but are not limited to:
 - A. Any criminal activity such as fights, assaults, destruction of jail property, possession of drugs and/or weapons
 - B. Cell searches that result in the finding of contraband where an incident report is generated
 - C. All contacts resulting in issues that would constitute the need for documentation in an incident report like aggressive behavior, disrespect, threats, etc.
4. Upon leaving the inmate housing area and returning to a non-inmate area the deputy shall turn the recording device off. Upon securing the inmate into a transportation vehicle the deputy shall turn the recording device off when two deputies are assigned for the transport. The BWC will be activated on all single deputy transports for the duration of the transport. Upon removal of the inmate from the transportation vehicle the recording device shall be activated.
5. In the event an employee becomes aware of an accidental or inadvertent activation of the BWC, the recording employee shall request that the BWC file be deleted by submitting an e-mail request with sufficient information to locate the BWC file to the Staff Lieutenant who shall review the file and approve or deny the request.

6. At the completion of each shift the deputy shall dock the Body Worn Camera to be downloaded.

PROCEDURE: RETENTION/REVIEW OF RECORDINGS

1. All recordings will be automatically downloaded to cloud based storage (Evidence.com) provided by the Body Worn Camera Company upon placement in the docking station. The manufacturer is obligated by contract to ensure the data is secure and properly backed up.
2. Any recordings related to a criminal report shall be downloaded, booked into evidence, and provided to the District Attorney's Office with the associated criminal report.
3. Access to the recordings is managed on a need to know, right to know basis. All access to the cloud based storage is logged and available for audit purposes.
4. Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct. This includes the review of BWC recordings for the purpose of answering inmate grievances.
5. Generally, non-supervisory personnel will not have access to other employees' BWC recordings unless requested for a legitimate law enforcement investigation purpose.
6. Deputies may only view recorded data on Sheriff's Office authorized computers. Deputies shall document the reason for accessing the video.
7. With prior approval of a supervisor, deputies may review recorded files related to:
 - A. Their involvement in an incident for the purposes of completing official reports. Deputies should not use the fact that a recording was made as a reason to write a less detailed report.
 - B. Prior to courtroom testimony or for courtroom presentations.
 - C. Providing a statement during an administrative inquiry.
 - D. For training purposes as directed by a supervisor.
 - G. In response to court orders, subpoenas, public records act (PRA) requests, etc. a deputy's BWC recording(s) may be reviewed by Sheriff's Office members who have a legitimate law enforcement reason to view the recording (Custodian of Records, Compliance Officer, Supervisory Staff, Command Staff, etc.).

PROCEDURE: RELEASE OF RECORDINGS

1. All law enforcement requests for BWC recordings shall be in writing to the Compliance Officer with sufficient information to locate the BWC recording.
2. Media requests, as well as all other requests for a BWC recording (subpoenas, Public Records Act, etc.) shall be processed in accordance with applicable federal, state, and

local laws and regulations and office policy Any recording that is released to the media or other external source shall require the approval of the Sheriff or their designee.

3. When practical, personnel involved in the recording will be notified prior to release.
4. A BWC recording may be utilized as a training tool for individuals, specific units, and the office as a whole.
5. If an involved member objects to the showing of a recording for training purposes, his/her objection will be submitted to the Sheriff or designee to determine if the employee's objections outweigh the training value. The employee will be notified of the decision prior to any showing of the video.

Approved by: Duane Christian, Captain
Facility Manager

Signature:

Cpt Duane Christian 1322

Date Signed:

3/25/24

Reviewed by CC:

RAM

3-26-24

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: USE OF RESTRAINT CHAIR

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. G-006**

REVISED: October 19, 2018

REFERENCES:

Title 15 - CCR 1052, 1055, 1058
Humboldt County Mental Health Operations Manual
P&P H-102
HCSO Lexipol Policy Section 300

FORMS:

Observation Log (HCSD 0317.5)
Use of Force Form (HCSD 0075.9)

POLICY:

The Humboldt County Correctional Facility utilizes a restraint chair to control inmates who display violent behavior or a behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.

DEFINITIONS:

Direct Visual Observation - Observation of an inmate by Correctional Staff without the aid of a video monitor, mechanical device, or any other barrier.

Restraint Chair - A mobile restraint device and safety seat designed to substantially secure an inmate to prevent damage to property or physical harm to themselves or others.

Restraints - Approved equipment or devices to restrain and limit the movement of inmates who require extreme measures of control. e.g. handcuffs, leg irons, belly chains, nylon restraints.

GENERAL INFORMATION:

1. The restraint chair is on a portable carriage that can be easily moved through the facility in the event of a medical emergency.
2. Only Correctional Deputies trained in the use of the Restraint Chair and approved restraint devices shall apply restraint equipment to inmates following departmental and manufacturer guidelines.
3. Restraint chairs will not be used as a form of punishment or as a substitute for treatment.
4. The restraint chair can be used when less restrictive devices are or will be ineffective in controlling the inmate's behavior.
5. CPR equipment is readily available from facility health care staff twenty-four (24) hours a day seven (7) days a week. The necessary tools will be kept in the booking area to remove restraints which might malfunction and cannot be unlocked.
6. Correctional Staff will immediately notify medical/mental health staff if the inmate in the restraint chair exhibits any of the following signs and symptoms:
 - Having convulsions
 - Showing any signs of significant external bleeding
 - Unconscious or semi-conscious
 - Shows obvious fractures (broken bones)
 - Shows any signs of head injury
 - Bleeding from the head
 - Severe bruising
 - Clear or bloody fluid coming from the nose or ears
 - Pupils of the eyes are not equal
 - Complaint of dizziness
 - Numb or very weak on one side of the body
 - Loss of circulation to extremities
 - Difficulty with breathing
 - Verbalizes suicidal thoughts
7. Inmates shall be placed in the restraints chair only with the approval of the Facility Manager, Correctional Lieutenant or the Shift Supervisor.
8. The Shift Supervisor must be present during the process of restraining the inmate in the restraint chair. Incident reports must be written by the involved officers documenting the need of the restraint chair and the name of the Facility Manager, Correctional Lieutenant or Shift Supervisor approving the placement and use in accordance with D-003.

9. Whenever the restraint chair is used, the Shift Supervisor will notify facility Health Services staff in accordance with the protocol outlined in the Humboldt County Mental Health Operations Manual.
10. Health Services staff shall assess the medical and mental health condition of the inmate and take the appropriate action including notifying the Mental Health staff or Crisis Intervention Counselor.
11. A medical opinion on placement and retention shall be secured as soon as possible, but no later than one hour from the time of placement. The inmate shall be medically cleared for continued retention every hour thereafter.
12. A Mental Health consultation shall be secured as soon as possible, but in no case longer than eight (8) hours from the time of placement. The inmate must be evaluated by a mental health professional to assess whether or not the inmate needs immediate and or long term mental health treatment.
13. If the Facility Manager, or designee, in consultation with Health Care Staff determine the inmate cannot be safely removed from the restraints after eight hours, the inmate shall be taken to a medical facility.
14. Inmates in the restraint chair shall be provided the ability to go to the bathroom within a reasonable time period upon request.

PROCEDURE:

To place an inmate in the restraint chair, the Shift Supervisor and a minimum of three (3) Correctional Deputies shall be present to ensure officer safety. The entire process of placing an inmate in a restraint chair will be video recorded if a video recording device is available. The officers will normally position themselves and apply the restraint equipment as follows:

1. Make sure the inmate is handcuffed to the rear and whenever possible leg restraints should be applied.
2. Make certain that the restraints on the chair have been unfastened or loosened.
3. The first Correctional Deputy will take the position behind the restraint chair to control the inmates head.
3. The second Correctional Deputy will stand at the right arm of the inmate and the third Correctional Deputy will stand at the left arm of the inmate each controlling the arm and shoulder of the inmate.
4. The Shift Supervisor will stand ready to control the inmate's legs.
5. The Shift Supervisor will verbally order the inmate to sit in the chair.

6. One Correctional Deputy will fasten the lap strap restraint across the inmate and tighten it using the friction buckle.
7. If the inmate is in leg restraints, the chain of the restraints will be placed behind the chain retainer located at the bottom of the chair
8. The Correctional Deputies controlling the arms will place the handcuff tether on the center portion of the handcuffs.
9. The Correctional Deputy will then remove the inmate's left wrist from the handcuffs and secure it to the chair using the wrist restraints.
10. The Correctional Deputy will then remove the inmate's right wrist from the handcuffs, place the handcuffs and tether behind the chair and secure the right wrist to the chair using the wrist restraints.
11. Upon securing the wrists to the chair retighten the lap strap restraint and secure the handcuffs from the tether.
12. Place the shoulder straps over each shoulder, then under the armpit, and secure the strap to the back of the chair. Then tighten the shoulder straps at the friction buckle located at the upper rear portion of the chair.
13. Secure each ankle by pulling out the ankle belt, wrapping it around the ankle, and securing it in the friction buckle.
14. If leg irons have been applied remove the leg irons at this time.
15. When an inmate is placed in the restraint chair, he or she will be placed in a location which allows officers to easily observe the inmate for safety, and in view of a camera which will make a video recording of the inmate's actions.
16. When the restraint chair is used, the Shift Supervisor will notify Health Services staff who in turn will notify Mental Health staff.
17. Upon placing an inmate in a restraint chair, Health Services staff will be notified to respond to the scene to assess the medical condition of the inmate. Health Services staff will also examine the inmate to ensure the inmate has proper circulation and he or she is not being injured by the restraints.
18. If the restrained inmate starts to spit at officers or health services staff, a paper surgical mask or a spit guard will be placed around the inmates face. Health Services staff will check the mask to ensure the inmate is receiving proper ventilation.

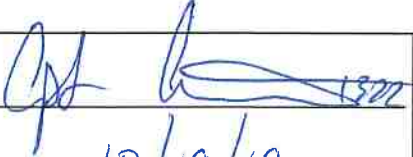
19. The Correctional Deputies involved in placing the inmate in the restraint chair will document the procedure in an incident report and forward it to the Shift Supervisor prior to the end of shift.
20. The Shift Supervisor will forward the video tape along with a copy of the incident report to the Facility Compliance Officer for review and filing.
21. Any inmate who is placed in the restraint chair or other restraint device must be physically separated from other inmates or housed alone.
22. Direct visual observation of the restrained inmate shall be conducted no more than every fifteen (15) minutes. The time of the observation and the inmate's condition will be documented on the Observation Log form.
23. If the restrained inmate expresses a need to use the restroom, the Shift Supervisor will be notified. In the Shift Supervisor's presence, officers will place the inmate in mechanical restraints, waist chains and leg irons. The inmate will be placed in a cell with a toilet and given a reasonable amount of time to use the toilet. An officer of the same gender will maintain visual observation of the inmate for safety until the inmate is returned to the restraint chair and secured. This will be documented on the Observation Log form.
24. Federal mental health regulations require inmates receive range of motion exercise of alternating extremities a minimum of ten minutes every two hours. When dealing with a violent inmate, a minimum of two officers will be present while releasing one extremity at a time to allow the range of motion exercises to be completed. Range of motion exercises will be done in the presence of, and under the supervision of Health Services staff. This will be documented on the Observation Log form.
25. If the inmate is cooperative, he or she will be allowed to stand and walk for ten minutes in a secure area. Inmates who are cooperating to this degree will be reviewed by the Shift Supervisor for possible rehousing. If the inmate was originally placed in the restraint chair for medical or mental health reasons, Health Services and as necessary, Mental Health staff, will review the condition of the inmate for possible removal from the restraint chair and rehousing in a safety cell pending further medical, mental health or classification review.
26. The Shift Supervisor will review continued retention in the restraint chair a minimum of every hour. The time of the observation and the inmate's condition will be documented on the Observation Log form.
27. Health Services and Mental Health staff will review the inmates for continued retention in the restraint chair a minimum of once every four (4) hours or upon request of correctional staff. These evaluations by Health Services and Mental Health staff shall be documented on the Observation Log form.
28. A minimum of eight (8) ounces of water will be offered to the restrained inmate at least every two (2) hours. The water will be served from a disposable cup with a straw. Correctional Deputies will document water given or refused on the Observation Log form.

29. An inmate in the restraint chair will be served meals during normal meal service. If the inmate is uncooperative or too violent to be released from the restraint chair, a liquid diet approved by Health Services staff may be served. All meals will be served on disposable paper products. Correctional Deputies will document all meals given or refused on the Observations Log form.
30. An inmate may be removed from the restraint chair only under the direction of the Shift Supervisor or higher authority in the chain of command, after a review of the original circumstances and the inmate's current condition has been made with Health Services and Mental Health staff, whichever is applicable. A supplemental incident report must be completed documenting the approval for removal from the restraint chair in accordance with D-003.
31. The procedure for the removal of the inmate from the restraint chair is the reverse sequence of placing the inmate in restraints. Removing the leg restraints, shoulder restraints, arm restraints and lap strap restraint in order.
32. When an inmate is removed from the restraint chair, the Shift Supervisor will remove the video recording from the recorder and forward it along with a copy of the incident report to the Facility Compliance Officer for review and filing.

PROCEDURE: Emergency medical care and/or removal from the restraint chair.

1. If Health Services staff determines the inmate must be removed from the restraint chair for emergency medical reasons, the Shift Supervisor will be notified immediately and he or she will assign the appropriate number of officers to remain with the inmate to ensure the safety of the Health Services staff, the involved Deputies, and the security of the facility.
2. In the event of an emergency in which the inmates are being evacuated from the facility, Correctional Deputies shall ensure that any inmates secured in restraint chairs are either released from the chair and escorted from the facility or moved to a secure area while still secured in the chair. The Shift Supervisor will assign a Correctional Deputy to remain with and protect any inmates which are in restraints outside of the facility.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 10/19/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: ACCESS TO MEDICAL SERVICES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. H-001**

REVISED: November 28, 2022

REFERENCES:

Title 15 - CCR 1200, 1206 (b)
P.C. 3440, 4002.5, 4011.2, 4023, 4028, 6030
SB 1135
AB 732, 2507
HCCF P&P H-001APX Notification of Rights Regarding Sterilizing Surgeries

FORMS:

Request for Medical/Dental/Mental Health Services (HCSD 0330.15)
Notification of Rights Regarding Sterilizing Surgeries
Facility Health Care Provider's Commitment for Transfer of Breastmilk

POLICY:

The Humboldt County Correctional Facility shall provide emergency and basic health care services to all inmates consistent with the standards of care in the community.

DEFINITIONS:

Facility Health Care Services – Services provided to the inmates by a contracted medical provider.

Facility Health Care Services Staff – Contracted medical staff that provide medical care to the inmates.

Health Care - Care given to an individual which may consist of medical, dental or mental health services.

GENERAL INFORMATION:

1. Medical and Dental Health services are provided to the inmates by the Facility Health Care Services provider.

2. Mental Health services are provided to inmates under agreement with the Humboldt County Department of Health and Human Services, Mental Health Branch.
3. The Facility Health Care Services provider, in cooperation with the Facility Administrator, shall maintain a Health Care Procedures manual in accordance with Title 15, Sec. 1206 of the California Code of Regulations.
4. The Facility Health Care Services provider shall put in place a plan for inmates undergoing prolonged incarceration. An age appropriate and risk factor based health maintenance visit shall take place within the inmate's second anniversary of incarceration. The specific components of the health maintenance examination shall be determined by the responsible physician based on the age, gender, and health of the inmate. Thereafter, the health maintenance examination shall be repeated at reasonable intervals as determined by the responsible physician.
5. Inmates will be notified of their rights regarding sterilizing surgeries in accordance with Penal Code 3440. Copies of the notification shall be posted on both the housing unit information kiosks (where available) as well as housing unit bulletin boards.
6. In accordance with Penal Code 3440, the Humboldt County Correctional Facility will provide the Notification of Rights Regarding Sterilizing Surgeries to the contract medical provider for the facility to dissemination to medical staff who provide services to inmates.
7. Inmates reporting being victimized by sexual assault or abuse shall be provided with the following:
 - A. Timely and appropriate medical/mental health screenings.
 - B. Access to medical/mental health services concerning sexual abuse or assault.
 - C. No-cost access to contraception and STD treatment.
8. In compliance with AB 2507, the Humboldt County Correctional Facility shall provide an infant and toddler breast milk feeding program for inmates incarcerated in the facility.
9. A copy of this policy as well as all policies regarding pregnancy testing and abortion rights shall be posted in all units which house female inmates.
10. An incarcerated person with a positive pregnancy test result shall be offered comprehensive and unbiased options counseling that includes information about prenatal health care, adoption, and abortion. Counseling provided by the Facility Health Care staff and/or Humboldt County Behavioral Health staff shall be nondirective, unbiased and noncoercive.
11. Sanitary napkins and tampons will be available to all inmates at no cost upon request.

12. The Facility Health Care Services provider shall establish and implement policies that are compliant with AB 732, AB 2507, PC 4028, and PC 3440 and the associated laws and regulations and shall provide those policies to the facility administration upon request.

PROCEDURE:

1. Medical, dental and mental health services will be provided in the facility. Any medical, dental, or mental health needs exceeding those services available in the facility shall be provided at other appropriate treatment facilities as determined necessary.
2. Medical health services staff are available in the facility 24 hours a day, 7 days per week. Dental services are provided on a scheduled basis, as needed, generally once per week. Mental Health services staff are available Mondays – Sunday 8 hours per day. Crisis Care services are available if needed after hours and on weekends.
3. Inmates may access medical, dental or mental health services by completing an inmate request for Medical/Dental/Mental Health Services form, or in the event of an emergency asking a staff member to notify health services personnel (see P&P H-010).
4. Request for Medical/Dental/Mental Health Services forms shall be considered confidential communication between the inmate and the Health Care Services personnel. These request forms shall be placed in separate mailboxes inside each housing unit exclusively used for medical services request forms. While on rounds, the nursing staff shall pick up the request forms.
5. Inmates have the right to refuse medical services and treatment. Health Care Services has informed consent and refusal forms for the inmate to sign.
6. In the event an inmate declines treatment by the Facility's Physician, he/she may elect to obtain medical treatment at their own expense. Inmates may request to see their own physician with the following requirements:
 - a. The inmate must pre pay for the visit.
 - b. The Doctor's office must verify the payment has been received.
 - c. The appointment must be arranged and scheduled through the Facility Transportation Officer or Facility Health Care Services personnel.
7. Transportation staff will be notified of the appointment by the Facility Health Services provider as soon as possible but not less than sixteen (16) hours prior to the appointment.
8. The Operations Lieutenant will be notified of any inmate who is scheduled for a medical appointment with their own physician.


PROCEDURE: Infant and Toddler Breast Feeding Program

1. Any inmate who is incarcerated that is either breast feeding or actively lactating will be referred to Facility Health Care Services Staff.
2. Lactating inmates desiring to breast feed their infants will be provided a manual breast pump with instruction on use or a family member may provide a person electric on manual pump for use. (Anything provided by the family will be approved by the Shift Supervisor prior to being given to the inmate.)
3. The inmate will be provided a private location to use the breast pump.
4. The breast milk will be pumped into clean breast milk bags or bottles and retrieved by medical staff who will label with the date and time of the pumping. After pumping the pump will be cleaned with soap and hot water after each use.
5. The breast milk will be placed in a freezer in the Medical unit and it will be the responsibility of the infant's guardian to pick up the milk within 7 days. Milk not retrieved within 7 days will be disposed of. The infant's guardian will be responsible for signing the Facility Health Care Services Provider's Commitment for Transfer of Breastmilk form to acknowledge their responsibility to pick up the breastmilk.
6. Facility Health Care Services Staff will provide the inmate with the necessary education to support them in the infant and toddler breast feeding program. This education may include but is not limited to the following:
 - A. Washing their hands with soap and water prior to pumping.
 - B. Cleaning the pump with soap and hot water after each use.
 - C. Notify staff upon completion of pumping so milk can be collected and frozen.
 - D. Maintain a health diet to ensure milk supply.
7. Facility Health Care Services staff shall also provide medically appropriate support and care related to the cessation of lactation and weaning.
8. Facility Health Care Services staff shall have procedures in place for conditioning an inmate's participation in the program upon the inmate undergoing drug screening.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 11/28/22

Reviewed by CC:  11-28-22

SUBJECT: ACCESS TO MEDICAL SERVICES (APPENDIX)

EFFECTIVE DATE: August 12, 2015

No. H-001 APX

Notification of Rights Regarding Sterilizing Surgeries

This is a summary of your rights outlined in Senate Bill 1135, approved by the governor and put into law September 25, 2014 and codified in Penal Code Section 3440

A Sterilizing Surgery is a surgical procedure that permanently ends your ability to have children of which some or all of your reproductive parts are removed or altered.

If you are offered a tubal ligation...

- **You have the right to refuse.** This is illegal in all circumstances. Sterilizations cannot be used in county jail, juvenile facility, or state prison for the purpose of birth control. This means: a sterilizing procedure cannot be used to solely end future chance of pregnancy. Sterilization can only be used in county jail to address a health condition (for example, cervical cancer). Tubal ligations are used only for the purpose of birth control, so if you are offered a tubal ligation, it cannot be for a pre-existing health condition. You have the right to refuse a tubal ligation, and the institution cannot withhold future health care treatment you may need, as a form of retaliation. This also means no hospital or clinic providing care during pregnancy and birth cannot offer you a tubal ligation while you are in custody.

If you are diagnosed with a health condition and offered a sterilizing procedure as treatment...

Examples of a sterilizing procedure include: a hysterectomy (removal of your uterus), an oophorectomy (removal of your ovaries), and a salpingectomy (removal of the fallopian tube).

This is not a comprehensive list so be sure to ask your doctor if the procedure they are recommending is a sterilizing procedure.

- **Ask to see a second doctor who does not work for the county department overseeing your confinement.** You have the right to see a second doctor who does not work for the county jail before deciding that you would or would not want a sterilizing procedure.
- **Ask for less invasive, less permanent remedies.** You do not have to try less invasive, less permanent remedies, but less invasive, less permanent remedies than sterilization must be offered to you before you receive a sterilizing procedure. (For example, fibroids can be shrunk or removed during surgery *without* taking out the uterus.)
- **Ask for full information about the sterilizing procedure.** You must be told the full effects of the sterilizing procedure, including its permanence, side effects, and the impacts it may have on your future health care needs.

At this point, if you have refused the less invasive, less permanent remedy, OR if a second doctor that does not work for the county department recommends a sterilizing procedure to take place, AND if you have been given full information about the sterilizing procedure, a doctor may lawfully provide a sterilizing procedure on you.

Note: If the sterilizing procedure is needed for the **immediate preservation of your life**, a doctor may lawfully provide a sterilizing procedure to you without satisfying your rights listed above.

If you have a sterilizing procedure while in county jail, a juvenile facility, or state prison...

- **Ask for psychological and/or medical follow-up care.** Sterilizing procedures can impact one's psychological, physical, and emotional wellbeing. **You have the right to follow up health care to address your psychological, physical, and emotional wellbeing.** You may also need hormone therapy to address surgical menopause, and other care to help you recover from the surgery.

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MEDICAL RECEIVING SCREENING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. H-002

REVISED: March 1, 2023

REFERENCES:

IMQ Standard #302 (E)
IMQ Standard #303
Title 15 - CCR 1207, 1207.5
PC 6030, 2656
P&P Control of Vermin H-007
P&P Pre-Bookings B-001
P&P Identification and Handling of Mentally Disordered Incarcerated persons H-102

FORMS:

Wellpath Medical Receiving Screening
Wellpath CIWA-Ar Assessment Form
Wellpath Sobering/Safety Cell/Restraints Log Form
Request to Return Orthopedic or Prosthetic Appliance (Appendix to H-002)

POLICY:

Medical receiving screening is conducted at intake and prior to accepting new arrestees for booking to ensure they are medically and psychologically fit for incarceration at the Humboldt County Correctional Facility.

DEFINITIONS:

Arrestee - Any person that has been lawfully arrested or detained and brought to the Humboldt County Correctional Facility to be booked but has not yet passed the receiving screening process or been accepted for booking. After the booking process has been completed this person is officially known as an incarcerated person.

Facility Health Services Staff - Health care services in the Humboldt County Correctional Facility are currently provided under contract.

Medical Clearance - Written documentation from an outside (non-facility) licensed health care professional indicating an individual is medically and/or psychologically fit for incarceration in the Humboldt County Correctional Facility.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, check vital signs, screen incarcerated persons for signs and symptoms of intoxication, chemical dependency, withdrawal and overdose risk and record the arrestee's responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases.

Mentally Disordered Incarcerated person - For the purposes of this policy, mentally disordered incarcerated persons are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

GENERAL INFORMATION:

1. Medical receiving screening is conducted by trained Facility Health Services Staff prior to accepting arrestees for booking.
2. Arrestees with the following symptoms or conditions require medical clearance prior to being accepted for booking:

- Unconscious or semi-conscious
- Restrained face down with hands and legs restrained in back
- Having convulsions
- Showing any signs of significant external bleeding
- Shows obvious fractures (broken bones)
- Shows any signs of head injury
- Showing signs of severe intoxication or overdose
- Bleeding from the head
- Severe bruising
- Clear or bloody fluid coming from the nose or ears
- Pupils of the eyes not equal
- Complaint of dizziness or having a lot of trouble walking
- Numb or very weak on one side of the body
- Loss of circulation to extremities
- Difficulty with breathing
- Suicidal thoughts

The Facility Health Services Staff may identify other symptoms or conditions during the Medical Receiving Screening process that require medical clearance at an emergency room prior to acceptance for booking.

3. If during the process of searching the arrestee, the Correctional Deputy finds a prosthesis or orthopedic appliance, the Correctional Deputy will have the arrestee remove the device for inspection. Facility Health Services Staff will make the decision along with the Shift Supervisor if the arrestee will be allowed to keep the device, and where the incarcerated person will be housed. If for security reasons the device is removed from the arrestee's possession, the arrestee will be examined by a physician within 24 hours after such removal. If the examining physician determines that removal is or will be injurious to the health or safety of the arrestee, he or she shall so inform the arrestee and the Facility Manager. Upon receipt of the physician's opinion, the Facility Manager shall either return the appliance to the arrestee or refuse to return such appliance. If the Facility Manager refuses to return the appliance, the Facility Manager shall inform the physician and the arrestee of the reasons for such refusal and promptly providing the arrestee with a form, as specified in subdivision (c) of Penal Code Section 2656.
4. If prescription medications are found during the intake search, Facility Health Services Staff will be notified. After Facility Health Services Staff have seen the medication and talked to the arrestee, the medication and number of pills shall be logged on the JMS under Personal Property Received. The medication is sealed in a bag and placed in the arrestee's personal property and sealed. In some instances, Facility Health Services Staff may need to retrieve this medication to dispense it to the incarcerated person. The Facility Medical Provider will review each incarcerated person's active prescriptions upon booking and will continue the incarcerated person on the medication or an alternative medication as determined by the Facility Medical Provider.
5. Medical receiving screening in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, conduct vital signs and record the arrestee's responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases is conducted during pre-booking to identify any symptom(s) or condition(s) requiring medical clearance prior to acceptance for booking. However, in the event the condition is detected after the arresting officer has departed the facility, the Shift Supervisor will make arrangements to transport the arrestee to the hospital.
6. Health Services Staff shall obtain vital signs on incoming arrestees to ensure the arrestee is acceptable for booking and not suffering any serious medical condition such as high blood pressure, high pulse, high fever, drug overdose, etc... If the arrestee refuses to have their vitals taken and is showing any symptoms outlined above or their vital signs appear abnormal the arrestee will be refused for booking and require medical clearance.

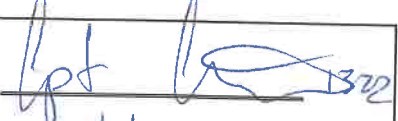

PROCEDURE:

1. The arresting Officer will remain present during the medical receiving screening and pat search process.
2. Prior to accepting the arrestee for booking, Facility Health Services Staff will complete a thorough medical receiving screening, including screening for

intoxication, chemical dependency, withdrawal and overdose. That screening shall include the completion of a Medical Receiving Screening form as well the CFMG Medical Intake Triage/Receiving Screening form. Based on those screenings additional forms may be used as needed.

3. The Facility Health Services Staff conducting the medical receiving screening shall ask the arresting officer if they are aware of any symptom(s) or condition(s) that require medical or mental health attention, including behavior that may indicate a risk of suicide. If, during the receiving screening process, there is an indication that the arrestee is mentally disordered, and is actively contemplating suicide or is a danger to others, the Facility Health Services Staff shall assess the mental and medical condition of the arrestee (Refer to P&P H-102).
4. Based on the results of the medical receiving screening, Facility Health Services Staff may recommend that the arrestee be: cleared for booking, cleared for booking but recommend placement in the sobering cell, or refused for booking until a medical clearance is obtained and a medical treatment facility.
5. If the arrestee is refused for booking, the arresting officer will transport the arrestee to the hospital for written medical clearance by a physician prior to being accepted for booking. ***Medical staff will send documentation with the arresting officer to provide to the hospital an explanation of why the arrestee was refused for booking.***
6. If, after being refused for booking, an arrestee returns to the facility with a medical clearance, a copy of the signed medical clearance from the physician at the hospital will be given to the on-duty Facility Health Services Staff. Facility Health Services Staff will review the clearance prior to accepting the arrestee for booking.
7. Any medication or treatment ordered by the physician at the hospital shall be given to the on-duty Facility Health Services Staff by the arresting officer, in written form, upon returning from the hospital.
8. Upon return to the facility from the hospital, Facility Health Services Staff will complete a new medical receiving screening and Correctional Deputies will conduct a pat down search prior to allowing the arrestee to enter the main facility. The arrestee may be again refused for booking if he/she does not meet the criteria for admission as established by Facility Health Services Staff. ***In that event, the nurse shall consult with the on-call provider or Health Services Administrator, who will make the final decision on acceptance for booking.***
9. After the Correctional Deputy has completed the search, the medical receiving screening form is signed by Facility Health Services Staff and the arrestee (if he/she is able to sign depending on the degree of intoxication and ability to cooperate), and placed with the Officer's Booking Request form to be given to the booking Officer. At this time the arrestee is accepted for booking and the arresting officer is clear to leave the facility.

10. Once the booking process is complete, the medical receiving screening is given to Health Care Services Staff to maintain as a medical record.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 3/1/23
	Reviewed by CC:  3-1-23

**HUMBOLDT COUNTY SHERIFF'S DEPARTMENT
CUSTODY SERVICES BUREAU**

REQUEST TO RETURN ORTHOPEDIC OR PROSTHETIC APPLIANCE

Humboldt County Correctional Facility

Date: _____

I, _____, Facility Manager, have today received a request for the return of an orthopedic or prosthetic appliance, namely, _____ from the undersigned incarcerated person. Due to facility safety and security issues, the appliance has not been returned.

Signature or mark of incarcerated person

Completed from is to be filed with the Superior Court and County Counsel.

Authority section Penal Code 2656(c)

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MEDICAL PROCEDURES SICK CALL

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. H-003**

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR 1200, 1208, 1211
PC 4023, 6030
HCCF P&P H-010

FORMS:

Request For Medical / Dental / Mental Health Services (HCSD 0330.15)

POLICY:

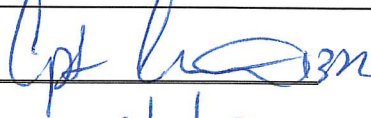
In order for inmates to maintain adequate health while in custody, the Humboldt County Correctional Facility provides health care consistent to that provided in the community.

GENERAL INFORMATION:

1. An inmate may decline medical services available through this facility and request to see their private physician outside the facility. The inmate must request this in writing through the facility health services provider and make arrangements to pre-pay for the appointment. The inmate is liable for the costs incurred for transportation and security by the county in accordance with California Penal Code 4023. The Facility Manager shall determine whether or not the inmate is to be charged with the cost associated with transportation and security.
2. The Medical Service Provider shall put in place a plan for inmates undergoing prolonged incarceration. An age appropriate and risk factor based health maintenance visit shall take place within the inmate's second anniversary of incarceration. The specific components of the health maintenance examination shall be determined by the responsible physician based on the age, gender, and health of the inmate. Thereafter, the health maintenance examination shall be repeated at reasonable intervals as determined by the responsible physician.

PROCEDURE:

1. Any inmate desiring medical attention must first complete a Request For Medical / Dental / Mental Health Services form (HCSO #330.15) located in their housing unit. The completed form is placed in the medical box located in each housing unit.
2. The health services staff collects the Request For Medical / Dental / Mental Health Services forms during rounds to the housing units, and takes them back to the medical unit to be prioritized. The health services staff determines if the inmate needs to be placed on the next daily sick call or if their request should be handled immediately.
3. If the inmate is to be seen during the next daily sick call the inmate is placed on the sick call list by health services staff.
4. When the Health Services staff is conducting sick call, inmates will be seen in medical unit.
5. Health Services staff will prioritize the request slips in the order she/he wishes to see the inmates. The officer assigned to the medical unit maintains order and insures security for the health services personnel.
6. The housing officer assigned to the medical unit insures all General Log entries are made.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: DENTAL SERVICES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. H-004**

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR 1200, 1215
PC 6030, 4023

FORMS:

Request For Medical/Dental/Mental Health Services (HCSD #330.15)

POLICY:

The Humboldt County Correctional Facility provides limited emergency dental care consistent with the care available in the community to all inmates as needed to maintain adequate health and proper dental hygiene.

GENERAL INFORMATION:

1. An inmate may decline dental services available through this facility and request to see their private physician outside the facility. The inmate must request this in writing through the facility health services provider and make arrangements to pre-pay for the appointment. The inmate is liable for the costs incurred, for transportation, and security by the county, in accordance with California Penal Code 4023. The Facility Manager shall determine whether or not the inmate is to be charged with the cost associated with transportation and security.

PROCEDURE:

1. Any inmate may access dental services by completing a Request For Medical Services Form HCSD # 330.15
2. This request form is placed in the medical request box located in the housing unit.

3. The health services staff collects the request forms during medication rounds, and takes them medical unit for evaluation.
4. Health services staff may evaluate the inmate on sick call rounds and determine if there is a need to place the inmate on the Dental Sick Call list.
5. If the inmate is to be seen during the Dental Sick Call the inmate is placed on the sick call list by the health services staff.
6. The dentist will prioritize the inmates on the Dental Sick Call list. All dental services are conducted in the dental suite. (Room S-271)
7. The Inmate is pat searched for contraband and sent or escorted, depending upon classification, to the dental suite.
8. Inmates may request to see their own physician with the following restrictions:
 - a. The inmate must pre pay for the visit.
 - b. The Doctors office must verify the payment has been received.
 - c. The appointment must be scheduled through the facilities health services provider.
 - d. Transportation staff will be notified of the appointment by the health services provider as soon as possible, but not less than sixteen (16) hours, prior to the appointment.
 - e. The Operations Lieutenant will be notified of any inmate who is scheduled for an outside medical appointment.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MEDICATION ROUNDS
APPROVED BY; Captain Duane Christian, Facility Manager
DATE: April 14, 1996 **H-005**
REVISED: May 1, 2018
REFERENCES:

Title 15 - CCR 1211

FORMS:

Request for Medical/Dental/Mental Health Services Form HCSD 0330.15

POLICY:

The health services staff makes regular rounds to inmate housing areas to pass medication and address any requests for health care by the inmates in the Humboldt County Correctional Facility.

DEFINITIONS:

JMS - Correctional Management System.

Health Services Staff - Health services staff contracted with by the County of Humboldt to provide twenty-four (24) hour a day medical services to the inmates of the Humboldt County Correctional Facility. All health services staff are currently licensed in the state of California and hold at least a L.V.N. license.

L.V.N. - Licensed Vocational Nurse.

R.N. - Registered Nurse

GENERAL INFORMATION:

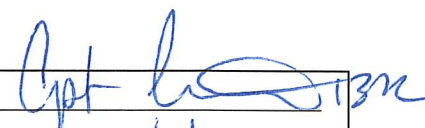
1. Inmates will be administered medication, ointments, etc. during medication rounds or at sick call.

2. While conducting medication rounds in a housing unit or work area, health services staff shall be accompanied by correctional staff.

PROCEDURE:

1. Health Services Staff will proceed to and from each housing area unescorted while under the visual supervision of the Central Control Officer.
2. When the Health Services Staff arrives in the housing area, the Housing Officer will announce "Medication Pass." Inmates receiving medication will line up at the direction of the Housing Officer. Any inmates who attempt to interrupt medication pass will be subject to disciplinary action.
3. The Housing Officer, the escort officer and/or nursing staff will check the wristbands to insure the proper medication is given to the correct inmate.
4. Correctional Deputies and Health Services Staff will insure that oral medications are taken and swallowed in their presence. (Some medications and treatments may be given to the inmate to take as needed. i.e. suppositories, nitroglycerin, inhalers. In addition Health Services Staff will be delivering medication packets to inmates on the self-administration medication program)
5. Inmates should have their water ready to take medications before the nurse administers the medication.
6. After the medications have been dispensed to that housing unit, the Health Services Staff will collect the requests for Medical/Dental/Mental Health slips (HCSD 0330.15) and take them back to the health services unit to be prioritized. The Health Services Staff determines if the inmate needs to be placed on the sick call list. If the medical condition is of a more severe nature the inmate will be taken to a medical examination room and seen there by the health services staff.
7. Any inmate with a medical condition that cannot be treated in the housing area will be seen in the medical examination room or placed on the appropriate Sick Call list by health services staff to be seen as soon as possible.
8. The Housing Officer will make the appropriate log entries for starting and ending medication rounds in the JMS.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MANAGING COMMUNICABLE/INFECTIOUS DISEASES**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996 **No. H-006****REVISED:** May 22, 2023**REFERENCES:**Title 15 - CCR 1051, 1205, 1206.5
PC 6030, 4007, 4011, 4011.5, 4012**POLICY:**

The Humboldt County Correctional Facility in cooperation with the Public Health Department and the facilities Health Care Staff, will rapidly identify and treat inmates having or suspected to have any communicable/infectious diseases, in an attempt to control the spread of disease inside the facility and to the community.

DEFINITIONS:

AIDS - Acquired Immunodeficiency Syndrome.

Body Fluids - Any fluids secreted by the body including, but not limited to, blood, semen, saliva, urine, feces, etc.

Communicable Disease - For the purpose of this policy, Communicable Disease is any serious disease capable of being transmitted. This may include, but is not limited to, AIDS, Hepatitis, MRSA, TB, etc.

Contaminated Material Bags - Bags used as outer bag for double bagging contaminated items. These bags are labeled with a Contaminated Materials label.

COVID-19 - A virus that is spread through close contact of an infected person and can lead to serious illness and/or death for those infected.

COVID-19 Screening - A screening conducted by facility health care staff to determine if someone is potentially positive for COVID-19.

Exposure - Direct contact with body fluids on open cuts, breaks in the skin or mucous membranes such as the mouth or eyes.

Gloves - Surgical-type latex or nylon disposable gloves.

HIV - Human Immunodeficiency Virus; the probable causative agent of Acquired Immunodeficiency Syndrome (AIDS).

Infectious Disease - Those diseases identified in the California Health and Safety Code as a communicable reportable disease, including, but not limited to Hepatitis B, Hepatitis C, Tuberculosis, HIV, and AIDS.

Medical Isolation – The isolation of inmates identified as possibly having or actually diagnosed as having a communicable disease.

Medical Isolation Cells – Cells with positive and/or negative airflow specifically designed for the housing of inmates prone to contracting infection or disease, or spreading contagious or communicable diseases.

Melt Away Bags - Plastic bags that will dissolve in a washing machine.

Methicillin-Resistant Staphylococcus Aureus (MRSA) – A type of staph bacteria resistant to first line antibiotics.

Pocket Mask - A plastic face mask with a one-way valve used to administer cardiopulmonary resuscitation (CPR).

Sharps Container - A container designed to accept sharp objects such as needles and razors.

Tuberculosis (TB) – A bacterial infection that is most often found in the lungs but can spread to other parts of the body. TB in the lungs is easily spread to other people through coughing or laughing.

GENERAL INFORMATION:

1. This policy was written in accordance with the universal precautions for the prevention of the spread of infectious disease in the workplace developed by the Center for Disease Control. The procedures in this policy should be followed when handling all prisoners in the Humboldt County Correctional Facility.
2. The physician/patient confidentiality privilege applies to the medical/mental health records file and such files shall be maintained separately from the inmate's other jail records. The responsible physician or designee shall communicate information obtained in the course of medical/mental health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, facility management, or maintenance of jail security and order.
3. The patient confidentiality privilege will remain in effect until written authorization is obtained from the inmate allowing the transfer of medical/mental health record information unless otherwise provided by law or administrative regulations having the force and effect of law.
4. Medical procedures shall be implemented by health care staff to identify the presence of diseases and lessen the risk of exposure to others.
5. It is the facility health care staff's decision to refer an inmate for a medical evaluation by the physician.

6. Disposable gloves are provided and shall be worn when staff are/or can anticipate handling persons, equipment or materials with blood or other body fluids.
7. Pocket CPR masks are provided to staff and shall be used when administering CPR.
8. All contaminated material, except sharp objects, should be disposed of in a clearly marked plastic bag identified as "Contaminated Material." These bags are available in medical.
9. Sharp objects are taken to medical and disposed of in a "Sharps" container.
10. Personnel who come into contact with blood or other body fluids, whether wearing gloves or not, should wash their hands with warm water and soap for at least 30 seconds, then rinse with copious amount of warm water. Alcohol lotion dispensers are located throughout the Facility and can be used as well as alcohol wipes if water is not readily available
11. If the exposure includes extensive contamination of clothing, the officer puts on disposable gloves, removes the soiled articles, and places the soiled articles in a "Melt Away" bag (located in the laundry) and tied shut. The melt away bag is placed inside a garbage bag and tied off. The contaminated articles are taken home and washed with regular laundry detergent. Normal dry cleaning will decontaminate items that require dry cleaning.
12. The officer removes the latex gloves and cleanses the contaminated area with soap and water for at least 30 seconds, and rinses thoroughly with warm water.
13. After drying the officer will cover any open wounds with clean bandages.
14. Identification of symptoms of communicable diseases will be the responsibility of the facility health care staff. All correctional staff are urged to make facility health care staff aware of any unusual symptoms the inmate may display in the course of their duties. An officer may become aware of possible symptoms through, but is not limited to the following sources of information:
 - a. Arresting or transporting officer.
 - b. Other facilities.
 - c. Questions asked during the booking process.
 - d. Direct communication with the inmate.
 - e. Communication with other inmates.
 - f. Inmate mail.
 - g. Outside sources (i.e. friend and family of the inmate.)
 - h. Observation of the inmate.
15. Any inmate suspected of having or being exposed to a communicable disease will be assessed immediately by facility health care staff. Any inmate worker suspected of a communicable disease will be removed from worker status until recovered and cleared for reassignment by the facility health care staff and Classification.

16. Following verification of the communicable disease, the inmate is placed in medical isolation appropriate to the medical condition and classification.
17. It is the responsibility of the facility health care staff to notify the Facility Manager or designee, Classification, and the Public Health department of any possible communicable disease in the facility. Facility health care staff will also notify the staff of any health precautions that are to be used while dealing with an inmate that has or has been exposed to a communicable disease. This may include, but is not limited to, the use of gloves, masks or full gowns, as well as the cleaning and disinfecting of the cell, razors or other inmate utensils, handling of trash and feeding procedures, such as the use of disposable plates, cups and utensils.
18. Isolation notifications are sent to each Shift Supervisor and to the Classification Officer. Facility health care staff provides an isolation notice to be placed on the inmates housing door. This notice states "Medical Isolation" and list precautions to be observed while dealing with the inmate, their housing or property. All other employees, visitors, Attorneys, Court Bailiffs and Marshals etc. are notified prior to contact with the inmate. If the inmate is to be transported to another facility, the Facility health care staff shall be advised and will notify the receiving facility and prepare written documents and records to accompany the inmate.
19. The treatment plan for inmates with contagious or communicable diseases while incarcerated will be outlined by the physician, and carried out by the medical staff, with the assistance, as needed for security, by the correctional staff. If it is determined by the responsible physician and Facility Manager that the infected inmate cannot be adequately separated and or treated at the Humboldt County Correctional Facility the Facility Manager may:
 - a. Refuse the inmate for booking at intake.
 - b. Transfer the inmate to a hospital or other facility in accordance with the procedures established pursuant to Section 4007, 4011, 4011.5, and/or 4012 of the Penal Code.
20. Continued or follow-up treatment for any person released from the custody of the Humboldt County Correctional Facility will be coordinated through the facility physician, facility health care staff and the Humboldt County Public Health Department

GENERAL INFORMATION (SPECIFIC TO COVID 19):


1. All incoming arrestees will receive a medical pre-screening prior to acceptance for booking that includes questions pertaining to COVID-19.
2. Limitations on inmate visitation and all inmate programs will be at the discretion of the Facility Manager or designee based on current community guidance related to public buildings and in the interest of the safety of the inmate population.
3. Antibacterial soap will be provided in all inmate areas for inmate use, and antibacterial disinfectant will be provided to clean common areas.

4. Hand sanitizer, antibacterial soap and disinfectant wipes will be available in all staff areas.
5. Any arrestee showing signs/symptoms or providing information regarding possible exposure to COVID-19 will be tested at booking. If an arrestee tests positive for COVID-19, isolation protocols will be enacted.
6. Any inmates accepted who are staying in custody and have tested positive for COVID-19 shall be placed into medical isolation in one of the two Hepa-Port Negative Air Flow rooms in the medical unit until cleared by facility health care staff.
7. All staff working in an area where there is a confirmed COVID-19 inmate shall wear an N-95 mask and gloves when in contact with the inmate.
8. Any inmates accepted who are not staying in custody and have tested positive for COVID-19 shall be placed in a holding cell in the processing area of the facility by themselves.
9. In the event an isolated inmate is allowed access to the phones for calls the area will be immediately sanitized upon completion of the call.
10. Any staff member believing they may have been exposed to COVID-19 shall immediately notify their Supervisor prior to returning to work. A decision will be made as to whether the employee requires a COVID-19 Screening test, can return to work, or needs to self-isolate for a period of 5 days.
11. Any positive COVID-19 results for staff or inmates will be reported to Humboldt County Risk Management and Public Health.

PROCEDURE: REPORTING CONTACT OTHER THAN AIDS OR HIV

1. The employee shall contact the Shift Supervisor immediately.
2. The Shift Supervisor shall direct the employee to call the "Company Nurse" to report the exposure.
3. The employee shall write an "Incident Report" located on the JMS computer system or a memo to their supervisor documenting the circumstances of the exposure. This document shall include, but is not limited to:
 - a. Date and time of exposure
 - b. Cause of exposure
 - c. Name(s) of other involved, inmates and staff
 - d. Action taken to prevent exposure (if any)
 - e. Facility health care staff notification, Yes or No
 - f. Action taken by facility health staff, if any

- g. A hard copy of these records will be printed for submission
- 4. The Shift Supervisor reviews all of the forms and reports and signs off where appropriate. The original forms and reports are sent to the Sheriff's Business Office. Copies are sent to the Operational and Staff Lieutenants.
- 5. The distribution of reports is as follows:
 - a. Shift Correctional Supervisor.
 - b. Correctional Lieutenants.
- 6. Facility health care staff, who will send the notification to Public Health.

Approved by Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: <u>5/22/23</u>

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: CONTROL OF VERMIN

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. H-007

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR 1212, 1264
PC 4020
US District Court Northern District of Calif. 06-25-91

POLICY:

It is the policy of the Humboldt County Correctional Facility to maintain healthy and sanitary living condition by the immediate recognition, treatment and control of body vermin in the facility is essential.

DEFINITIONS:

Melt Away Plastic Bags - Plastic bags which dissolve in water when placed in a washing machine.

Vermin - An insect or animal that is destructive, annoying, or harmful to health.

GENERAL INFORMATION:

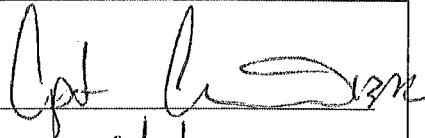
1. Melt away plastic bags are provided on an as needed basis by the Facility Health Services Staff.
2. All staff and inmates involved in the handling or clean-up of infested clothing, linen or housing areas will wear protective gloves and use proper hand washing procedures.

PROCEDURE: CONTROL OF VERMIN ON INMATES:

1. When vermin infestation is suspected during intake the suspected inmate is placed in a holding cell and isolated . The facility health care services staff shall be called to the scene immediately for evaluation.
2. If vermin infestation is confirmed by health care services staff and the inmate is not under the influence of a drug or alcohol, health care services staff gives the medication to the dress out officer and instructs the inmate in the proper usage of the medication.
3. The dress out officer will escort the inmate to the shower/dress out area where the inmate will undress, shower, and apply the medication following the Health Care Services Staff directions. For post cleaning of the above areas see P&P K-003.
4. Any clothing articles suspected of vermin infestation are inventoried by the dress out officer and placed in a melt away plastic bag .
5. The infested clothing is taken to the laundry and washed separately from other linen articles.
6. The clothing is dried separately from other linen articles.
7. The clothes are returned to processing, where they are inventoried against the original inventory by the property officer and placed in a property clothing bag.
8. The clothing bag is taken by the Property Officer who places the clothing bag in the Property Room in the appropriate BIN number for that inmate.
9. A General Log entry in the JMS is made reflecting the action taken and the reason for that action.
10. If the inmate is under the influence of drugs or alcohol and is unable to safely shower on their own, the inmate will be isolated in a detoxification cell until such time as the health care services staff deems the inmate capable of administering the medication safely. For post cleaning of the detoxification cell see Policy & Procedure K-003.
11. If vermin infestation is suspected in any of the housing units, the health care staff will verify the infestation.
12. All inmates determined by Health Care Services Staff are handled in the following manner:
 - a. The health care services staff issues to each inmate the appropriate amount of the medication needed for that treatment.
 - b. The health care services staff instructs the inmates in the proper use of the medication.

- c. Each inmate places all the linen and clothing in the melt away plastic bags as provided by staff. (see linen below)
 - d. Each inmate takes a shower and applies the medication as directed.
 - e. Each inmate is given clean clothes and allowed to dress.
 - f. The inmates are moved to a temporary holding area to dress.
 - g. When all the inmates are removed from the infested area, the entire area is sanitized prior to allowing any inmate back into that area. For cleaning of the above area see P&P K-003.
13. All linen articles in the affected area are placed in melt away plastic bags.
14. The infested articles are taken to the laundry and washed separately from other linen.
15. The linen articles are dried separately and are folded and placed in the clean linen supply for later distribution.
16. All mattresses are wiped down with the proper cleaning solution.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE PERSONAL HYGIENE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. H-008

REVISED: September 13, 2023

REFERENCES:

Title 15 - CCR 1265, 1266, 1267, 1270
PC - 4023.5, 4015
HCCF P&P H-012 & J-003

FORMS:

Inmate Request Form (HCSD 0326.3)

POLICY:

Inmates will be required to practice good personal hygiene in order to maintain healthful living conditions in the Humboldt County Correctional Facility.

DEFINITIONS:

Hygiene Kits - A packet containing items necessary to maintain ones personal hygiene, i.e. soap, toothbrush, toothpaste, and comb. Hygiene Kits are provided free of charge to indigent inmates.

GENERAL INFORMATION:

1. Inmates are issued the items necessary to maintain personal hygiene at booking prior to housing. Indigent inmates are provided hygiene kits once a week upon request through the inmate commissary. Inmates may purchase a variety of approved personal care items through the inmate commissary once a week.
2. Female inmates shall be supplied sanitary napkins, panty liners, or tampons upon request.
3. To prevent the spread of disease, inmates are issued individual personal care items and are not to share toothbrushes, soap, drinking cups, etc.

4. All inmates will be encouraged to shower daily and are given access to showers in their housing area.
5. All inmates will be encouraged to brush their teeth daily.
6. For shaving and haircuts, see P&P H-012.
7. Certain medical conditions may warrant that showers be given more frequently. In this case facility health care staff will notify the Classification staff and Shift Supervisor in writing who will review the housing of the inmate to accommodate more frequent access to the shower without jeopardizing security or safety.
8. Any inmate who is unwilling to shower or otherwise maintain acceptable personal hygiene will be referred to the facility health care staff who will determine the appropriate action to be taken. The facility health service staff will advise the Operations Lieutenant, Staff Lieutenant and the Facility Manager.

PROCEDURE:

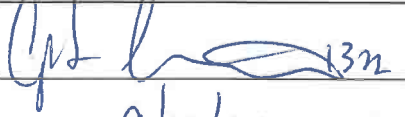
1. All inmates will be encouraged to shower daily and are given access to showers in their housing areas.
2. Inmates will be allowed the opportunity to shower after booking and prior to assignment to a housing area.
3. Clothing and bedding exchange occur on a regularly scheduled basis (see P&P J-003).
4. Hair care areas are provided in the housing units. Inmates may request a haircut from another inmate in the same housing area, with the approval of the housing officer.
5. Inmates who request to cut their own hair may use the barber equipment with permission from the housing officer. All barber supplies shall be accounted for prior to re-housing the inmates.
6. Hair clippers are available for use in every housing unit at the discretion of the housing deputy. (See P&P H-012).
7. Re-chargeable razors are available from the housing unit deputy. (See P&P H-012).

PROCEDURE: INMATE WORKERS

1. The health care services staff instructs the inmates being screened for inmate worker status on proper hand washing and personal hygiene techniques. Inmates are encouraged not to share personal items, such as toothbrushes, combs and drinking cups.

- 2. All inmate workers will shower daily. Clean underclothing are provided daily. If an inmate worker refuses to shower and shows poor personal hygiene practices, that inmate may be removed from worker status.

- 3. It will be the responsibility of the Correctional Cooks to instruct the inmates on proper personal hygiene techniques and to monitor the hygiene practices of all workers under their supervision.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 9/13/23

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

**SUBJECT: OCCUPATIONAL EXPOSURE TO BLOOD BORNE
PATHOGENS REPORTING PROCEDURE**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. H-009**

REVISED: May 1, 2018

REFERENCES:

Title 15 -CCR 1051, 1205, 1206.5
PC 6030
Humboldt Co. Sheriff's Department General Orders # 89-3

FORMS:

Supervisors Report of Injury/Illness Form (HCSD 0034.4)
Employee Exposure/Contact Form (HCSD 379.81)

POLICY:

The Humboldt County Correctional Facility will provide ongoing education concerning the latest available medical and legal information concerning Blood Borne Pathogens. The necessary safety equipment will be provided to all personnel to minimize any potential exposure to Blood Borne Pathogens while working in the Humboldt County Correctional Facility.

DEFINITIONS:

AIDS - Acquired Immunodeficiency Syndrome.

ARC - AIDS related condition.

Body Fluids - Any fluids secreted by the body including, but not limited to, blood, semen, saliva, urine, feces, etc.

Blood Borne Pathogens- Infections or diseases that are spread through blood and bodily fluids.

Communicable - Capable of being transmitted.

Exposure - Direct contact with body fluids on open cuts, breaks in the skin or mucous membranes such as the mouth or eyes.

Infectious Disease - Those diseases identified in the California Health and Safety Code as a communicable reportable disease, including, but not limited to Hepatitis B, Hepatitis C, Tuberculosis, HIV and AIDS.

GENERAL INFORMATION:

1. The purpose of this procedure is to provide staff with the legal requirements pursuant to Part 3, Title 8 of the California Penal Code, commencing with section 7500, for the reporting by law enforcement personnel of potential exposure to HIV, the probable causative agent of AIDS. This policy and procedure is to be used when the inmate refuses to submit voluntarily for testing.
2. All personnel shall follow the guidelines and procedures as set forth in H-006 (Managing Communicable Disease) while carrying out their assigned duties and responsibilities.
3. All personnel shall cooperate fully with any investigation conducted by the Public Health Office or the Sheriff's Department. Failure to cooperate could result in disciplinary action.
4. Any officer who under the provision of Part 3, Article 8, of the California Penal Code is provided information about an inmate's medical condition shall maintain the confidentiality of the information received.
5. Willful use or disclosure of this information by any staff member is a misdemeanor. Disclosure of this information may result in disciplinary action up to and including termination.
6. It is the staff member's responsibility to submit all necessary documentation within the time frame prescribed by law.

Procedure: Reporting Responsibility-Officer

1. Personnel of the Humboldt County Correctional Facility who believe they have come into contact with the body fluids of an inmate or person who has been arrested or taken into custody whether or not the person has been charged with a crime or a person on probation due to a conviction of a crime, shall notify the exposure to the Shift Supervisor immediately.

2. The Shift Supervisor shall refer the employee immediately to contact the Company Nurse to be triaged for the exposure.
3. Immediately following the medical evaluation or as soon as possible, the reporting officer shall complete the following forms:
 - a. Incident Report (located on JMS).
 - b. Employee's Exposure/Contact Report Form. Original to the Public Health Officer, copy to Sheriff's Business Office, and copy to the appropriate Lieutenant.
 - c. Crime Report (if necessary). Original to Shift Supervisor, copy to Classification, copy to the appropriate Lieutenant, copy to the Public Health Officer
4. All forms needed to be submitted to the Public Health Officer by the end of the officer's shift during which the incident occurred or if not practical, as soon as possible, but no longer than two (2) days after the incident.
5. The report(s) shall include the names of witnesses to the incident, names of the persons involved and any written statements.
6. By the use of/completion of the "Employee Exposure/Contact Reporting Form" the reporting officer may request a blood test to determine if the person has AIDS, HIV, or Hepatitis A,B,or C.
7. Nothing in this procedure shall preclude the facility health care staff from asking the inmate to voluntarily submit to a blood test.
8. Should the inmate voluntarily (without threat or intimidation) submit to a blood test, the incident shall still be reported as described above.

Procedure: Public Health Officer Responsibilities

1. Upon receipt of an "Employee Exposure/Contact Reporting Form", the Public Health Officer may request additional information, either written or oral , from the following:
 - a. Reporting Officer
 - b. Witnesses
 - c. Subject of the Report
2. The Public Health Officer shall consider the following when deciding whether to require blood tests of an inmate.
 - a. All written and oral information received regarding the incident.

- b. Whether the exchange of body fluids in the incident could have resulted in an infection pursuant to the Center for Disease Control and the California Department of Health Services.
 - c. Whether the subject in the report exhibits medical conditions or clinical symptoms categorizing him/her as a possible person with AIDS, HIV, or Hepatitis A,B,or C.
 - d. Whether the health of the staff or inmate may have been endangered as to AIDS infection resulting from the incident.
3. The Public Health Officer shall decide whether to require blood tests of the inmate within five (5) days from receipt of the form.
 4. The decision shall be in writing and shall state the reasons for the decision.
 5. A copy of the decision shall be sent to the reporting officer and the subject of the report.
 6. The decision made by the Public Health Officer may be appealed within three (3) calendar days of receipt of the decision.
 7. The appeal is made to a three person panel. It will be the Public Health Officers responsibility to form this panel. (See **Appeal** below)
 8. An appeal can be made by either the reporting party or the subject of the report.
 9. If no appeal is filed within the prescribed period of time, the Public Health Officer's decision is final.

Procedure: Appeal

1. The three (3) person appeals panel shall consist of the following:
 - a. The Public Health Officer of the County.
 - b. The Facility Manager or designee.
 - c. A physician and surgeon not paid by or contracted by the Sheriff's Department or County.
2. Panel hearings shall be closed.
3. The following persons shall have the right to attend the hearings, speak on issues presented and to call witnesses to testify:
 - a. The Public Health Officer and additional staff essential to the hearing.
 - b. The subject of the hearing. (May have someone to assist them.)
 - c. The person filing the report. (May have someone to assist them.)
4. The decision of the appeals panel will be rendered within 10 days of the date that appeal was filed.

5. A unanimous vote by the panel will be necessary to require the subject of the hearing to undergo blood tests.
6. The decision reached shall be in writing, stating the reasons for the decision reached and shall be signed by all members of the panel.
7. The Public Health Officer must provide copies of the panel's decision to the person requesting the blood tests, the subject of the tests, and the Sheriff.

Procedure: Appeal of Panel Decision

1. Any decision by the Appeals Panel can be appealed to the Superior Court.
2. The appeal to the Superior Court can be made by the reporting party, the Public Health Officer convening the appeals panel or the person required to be tested.
3. The Superior Court shall schedule a hearing as expeditiously as possible to review the decision of the panel.
4. The Superior Court may uphold the decision being appealed if that decision is based upon substantial evidence.

Procedure: Additional Responsibilities of Staff

1. When a staff member observes or is informed of activities within the facility, that are classified as causing or is known to cause the transmission of a blood borne pathogen that staff member may file for testing of an inmate by completing the following forms and submitting them to the Public Health Officer.
 - a. Incident Report (copy) located in the JMS system.(include the type of activity observed that is known to cause transmission of blood borne pathogen .)
 - b. Crime Report (if required).
2. Such activities include but are not limited to:
 - a. Sexual activity (of any kind).
 - b. IV drug use.
 - c. Incidents involving injury to staff or inmates in which bodily fluids are exchanged.
 - d. Tattooing of inmates.
3. Upon receipt of these reports, the Public Health Officer shall conduct an investigation to determine if blood testing is necessary. If the Public Health Officer concludes that blood testing is necessary all inmates involved will be tested.

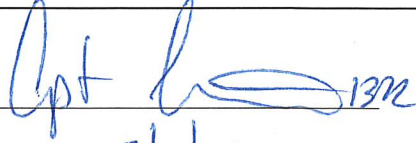
4. If an inmate is required to be tested they may appeal by using the normal appeal procedure.

Procedure: Inmate Requesting Blood Testing of Another Inmate

1. Any inmate of the Humboldt County Correctional Facility may request blood testing of another inmate if they have reason to believe they have come into contact with the bodily fluids of that inmate in situations which may include, but are not limited to:
 - a. Rape.
 - b. Sexual contact of any kind.
 - c. Tattooing.
 - d. IV drug use.
 - e. Any incident involving injury in which bodily fluids are exchanged.
 - f. Confinement with a cell mate under circumstances involving possible mingling of bodily fluids.
2. The inmate must complete and file, with the Public Health Officer, the form entitled "Inmate Request for Blood Testing on Other Inmate," within two (2) calendar days from the date the incident occurred.
3. Upon request it will be the responsibility of all Facility Staff to promptly deliver the report form to the inmate and then deliver it to the Public Health Officer.

Procedure: Department Personnel and Health Care Services Staff.

1. All Department personnel and medical staff shall notify the Facility Manager or designee when they have direct contact with the bodily fluids of any inmate prisoner who has either tested positive for HIV or has been diagnosed with AIDS, AIDS related condition (ARC), or Hepatitis A,B,or C.
2. Facility Management and health care services staff shall provide the latest medical information regarding precautions to be taken to reduce exposure to bodily fluids and shall furnish the appropriate protective equipment and training in the use of such equipment.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: NOTIFICATION OF NEXT OF KIN

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: October 1, 2002

No. H-011

REVISED: May 1, 2018

REFERENCES:

IMQ Standard #114 (I)
HCCF P&P E-009

POLICY:

When an inmate develops a serious illness or injury that requires hospitalization, notification of next of kin is the joint responsibility of the Health Services and Correctional Staff.

DEFINITIONS:

Serious illness or injury – Life threatening critical condition requiring hospital admission outside of jail.

GENERAL INFORMATION:

1. In the event an inmate is hospitalized, the Health Services staff will inform the Shift Supervisor to notify the next of kin as listed on the inmate's booking screen.

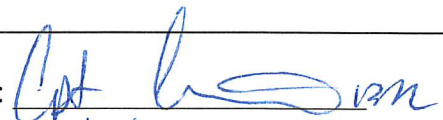
PROCEDURE:

1. Health Services staff will determine when a health condition is serious enough to warrant notifying the next of kin named on the booking form.
2. Health Services staff will advise the Shift Supervisor of the patient's general condition and treating physician as soon as possible.
3. The inmate may request that notification not be made. This request shall be documented in an incident report.

4. The Facility Manager or designee shall be contacted prior to the notification of next of kin.
5. The Facility Manager or designee will determine whether visits by family at the hospital will take place or not and what security measures are to be in place (e.g. search of visitors, limit on time, limit on number of visitors etc...)
6. The Shift Supervisor shall be responsible for notifying next of kin.
7. The treating physician or his/her designee shall be responsible for discussing the inmate's condition with the next of kin or refer the next of kin to the appropriate hospital spokesperson.
8. The Coroner's office is responsible for notifying the next of kin if the inmate is deceased. (See HCCF P&P E-009)

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date:

5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SHAVING AND HAIR CUTS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: September 3, 2001

No. H-012

REVISED: May 1, 2018

REFERENCES:

Title 15 CCR 1265 & 1266
Title 16 CCR 979 & 980

POLICY:

In an effort to promote good personal hygiene, while in custody, the Humboldt County Correctional Facility provides inmates with equipment to shave and cut their hair.

DEFINITIONS:

Hair Clippers - Hair cutting devices that can be checked out by inmates for the purpose of cutting their hair.

Rechargeable Razors - Shaving devices that can be checked out by inmates for the purpose of shaving.

GENERAL INFORMATION:

1. For safety and security reasons Humboldt County Correctional Facility issues rechargeable razors to inmates who want to shave.
2. All razors and clippers shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology.
3. Rechargeable razors will be kept at the housing deputy's work area and will be issued out to inmates upon their request.
4. After each use, the inmate will clean the razor and head and will return the clean razor to the housing officer.
5. Inmates will be instructed in the proper cleaning method by the housing officer.
6. Hair clippers will be kept by the housing deputy and issued to housing officers upon request.

7. Hair clippers shall be returned to the housing deputy upon completion of haircuts.
8. It is the responsibility of the Housing Deputy to ensure the clippers have been properly sanitized upon their return.
9. Missing or damaged razors shall be reported immediately to the Shift Supervisor
10. Any broken clippers, razors, or removable razor parts shall be returned to the Programs Coordinator along with an incident report describing how and when the item was broken.
11. Hair Clippers and razors shall only be used during non-lockdown times.
12. Rechargeable razors should only be charged after they are completely discharged. Charging takes approximately 16 hours.

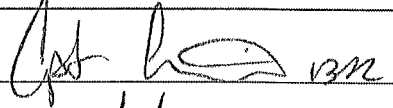
PROCEDURE: SHAVING

1. At the start of each shift Housing Officers shall count the number of razors and place the count in the General Log located in JMS.
2. Inmates may verbally request use of the razor from their housing officer.
3. Upon receiving a verbal request the housing officer will issue one (1) razor and one (1) cleaning brush to the inmate.
4. The officer shall instruct the inmate to clean the hair from inside the razor prior to returning it. This should be accomplished by using the issued brush. The officer shall also instruct the inmate not to let any other inmate use the razor and to promptly return it after he/she is done using it.
5. The officer shall place a pink "Razor Issued" card alongside the inmates Housing Card inside the Housing Card Box.
6. Upon completion of shaving the inmate shall return the razor to the officer.
7. The officer shall inspect the razor for damage or missing parts.
8. The officer shall remove the detachable head and place it in cleaning/disinfectant solution located at the officer's station.
9. The officer shall remove the pink "Razor Issued" card from the Housing Card Box.
10. The officer shall remove the razor head from the cleaning/disinfectant solution after approximately ten (10) minutes and place it back on the razor.

PROCEDURE: CLIPPERS

1. At the request of an inmate the housing deputy will issue the clippers and one (1) cleaning brush to the inmate.

2. The housing deputy shall instruct the inmate to clean the hair from clippers prior to returning them. This should be accomplished by using the issued brush. The deputy shall also instruct the inmate not to let any other inmate use the razor and to promptly return it after he/she is finished.
3. After each use, the inmate shall return the clippers and brush to the housing deputy.
4. The housing deputy shall inspect the clippers for damage, missing parts and cleanliness.
5. The housing deputy shall plug the clippers in and place the clipper blades into the cleaning/disinfecting solution so the blades are parallel to the solution surface and the solution just covers the blades.
6. The deputy will turn the clippers on and let them run for approximately 10 seconds.
7. The deputy shall remove the clippers and wipe them with disinfectant wipes.
10. After completion of use the deputy shall place the clippers in a secure area away from the inmates.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SELF-ADMINISTRATION OF MEDICATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: September 18, 2008

No. H-013

REVISED: May 1, 2018

REFERENCES:

Title 15 1211, 1216

HCCF P&P B-101, C-006, C-008, D-003, D-004, F-010, F-016, H-005

IMQ Standard 403

POLICY: Humboldt County Correctional Facility inmates who meet defined safety and compliance criteria may be allowed to self-administer approved unit dose packaged medication which have been identified as having no or low overdose potential or trade value.

DEFINITIONS:

JMS – Jail Management System

Health Services Staff – Health services staff contracted with by the County of Humboldt to provide twenty-four (24) hour a day medical services to the inmates of the Humboldt County Correctional Facility.

L.V.N. – Licensed Vocational Nurse

N.P. – Nurse Practitioner

R.N. – Registered Nurse

GENERAL INFORMATION:

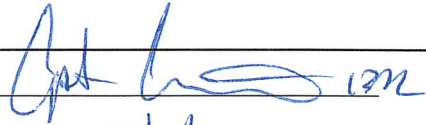
1. Medications permitted for self-administration are limited to those with no recognized abuse potential. Medications for treatment of tuberculosis, psychotropic medication, controlled substances, injectables, and any medications for which documentation of ingestion is essential are excluded from self-administration.
2. Inmates with histories of frequent rule violations of any type, or who are found to be in violation of rules regarding self-administration, are excluded from self-administration.

3. Prescribing health care staff shall document that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
4. Inmates participating in the self-administration medication program shall store their prescribed medication in the drawer / plastic container beneath their bunk.
5. Spot checks are made for the consistent enforcement of self-administration of medication rules by both custody and health care staff. Non-compliance with self-administration of medication will be defined as any violation of the rules, including failure to show when called for spot check, or pill count being off by more than one day (24-hour dose equivalent), sharing or trading of any medication, alteration of medication packaging or loose medication. (See HCCF P&P's D-004 Inmate Discipline – Minor Violations, F-010 Search of Inmate Living Areas and F-016 Control and Handling of Contraband)
6. Provisions are made for health care staff to perform documented assessments of inmate compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health.
7. Inmates classified as Administrative Segregation do not qualify for the program. (HCCF P&P C-006 Administrative Segregation)
8. Inmates rehoused to isolation / disciplinary housing that are on the program shall have the medication collected and medical staff notified. These inmates will be placed back on traditional pill pass. (HCCF C-008 Classification / Housing Transfer)
9. Housing Officers are not responsible for insuring inmates on the self-administer medication program take their medications.
10. Inmates participating in the self-administration medication program will have a JMS Alert code of "SELF-MED". For a complete list of inmates currently on the program within a specific housing unit, housing officers can pull up a cell status report for their housing unit.
11. Housing Officers will be supplied with a list of approved self-administration medications. Each housing unit will have a formulary book with medication information and pictures of the medications.
12. For this program, inmates housed in N219, N320, S363, S385 and S555 will be allowed to participate.
13. To receive refills, inmates must turn over their empty medication packages.

PROCEDURE:

1. The Facility Physician, Dentist or Nurse Practitioner will select inmates, from the approved housing units, for the self-administration medication program.

2. Health Services staff will review the rules of self-administration medication with the inmate and have them sign the Self-Medication Agreement form. The form will be placed in the inmate's medical file.
3. During sick call if it is determined that an inmate from an approved housing unit qualifies for the self-administration medication program, Health Services staff may give the inmate the self-medication package while in the medical unit. The self-medication package will contain the inmate's name, prescriber's name, name of the medication, directions for use, quantity and expiration date, date dispensed and stop date. The medication package may also be delivered by nurse during medication pass. (HCCF P&P H-005 Medication Rounds)
4. Once an inmate has been selected for the self-administration medication program, the medical housing officer or health services staff will enter the Hazard Code "SELF-MED" into the inmate's booking in the JMS.
5. The medical housing officer will inform the inmate's housing officer that they will be returning to the housing unit with a self-administration medication package.
6. Inmates on the self-administration medication program who are rehoused to a celled unit will have their medication card(s) confiscated and given to the health services staff.
7. Inmates on the self-administration medication program who are being transferred to another facility or being released from custody shall be allowed to take their medication with them. If medication is left by an inmate who has been released, the medication will be turned over to the health services staff.
8. Inmates found to be trading or sharing their medication will be removed from the self-administration medication program and face possible disciplinary action. (HCCF P&P D-004 Inmate Discipline – Minor)
9. If at any time officer's note or suspect discrepancies in the medication packages, the officer shall remove the medication and notify the health services staff.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: USE OF SAFETY CELL

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. H-100

REVISED: June 1, 2018

REFERENCES:

Title 15 - CCR 1052, 1055

Title 24 - CBC 470A.2.5

P&P E-015, F-009, F-018, G-002, G-006, H-002, H-102, H-103, H-104

FORMS:

Detox/Safety Cell Observation Log (HCSD 0317.5)

Suicide Alert Notice (HCSD 0379.7)

POLICY:

The Humboldt County Correctional Facility utilizes safety cells to segregate and protect inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to themselves or others, pending assessment and for continued retention by facility health care staff and mental health staff.

DEFINITIONS:

DVR – Digital Video Recording

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others, or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Safety Cell - A padded cell designed to minimize the risk of accidents and injuries to mentally disordered inmates.

Safety Cell Garment - A specially made garment worn by inmates who are placed in a safety cell, in place of their own clothing. The garment is constructed of a heavy quilt like material, designed for modesty and safety.

GENERAL INFORMATION:

1. The safety cell is a single occupancy cell used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.
2. An inmate will only be placed in a safety cell with the approval of the Facility Manager or designee, or responsible Medical Staff, this decision may include a consultation with the Health Services staff and as applicable, Mental Health staff.
3. All inmates placed into the safety cell will have their clothing and property removed and will receive a safety garment to wear.
4. Whenever an inmate is placed in a safety cell, a video recording will be made by way of the DVR to document the inmate's behavior.
5. In no case shall the safety cell be used for punishment or as a substitute for treatment.

PROCEDURE: Fresh Intakes (non-combative)

1. Prior to accepting an arrestee for booking Medical staff shall conduct a medical receiving screening, documenting observations and recording the arrestee's responses on the medical receiving screening form. (HCCF P&P H-002)
2. Medical Staff, in accordance with established policies and procedures outlined in the Mental Health Operations Manual, and after consulting with the HCCF shift supervisor, shall determine whether or not to accept the arrestee for booking.
3. If the arrestee is refused for booking, the arresting officer shall have the responsibility for assuring the arrestee is transported to the appropriate facility for treatment and medical clearance.
4. If the arrestee is accepted for booking, the HCCF shift supervisor shall determine the appropriate placement of the arrestee pending the arrival of a Mental Health crisis intervention counselor. This decision may include a consultation with the Health Services staff.
5. Appropriate placement of an arrestee who is actively contemplating suicide, appears to be a danger to others, or displays behavior which results in destruction of property may be in a restraint chair or a safety cell. (HCCF P&P E-015, G-002, G-006)

6. Correctional Deputies will thoroughly search the inmate and instruct the arrestee to remove their clothing. The clothing and property will be given to the Property officer for inventory and storage.
7. Correctional Deputies will give the arrestee a safety cell garment to wear and provide them with two-8 oz. cups of water.
8. Correctional Deputies will exit the cell and follow the procedures outlined in this policy for all placements without restraints.

PROCEDURE: Inmates in Custody (non-combative)

1. Any Health Services or Mental Health staff person who has knowledge of an inmate displaying behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others, shall immediately notify the Housing Officer and the Shift Supervisor.
2. Any Correctional Deputy witnessing inmate behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others shall immediately call for Additional Correctional Deputies. The Shift Supervisor shall also be advised of the situation and shall make the decision on whether placement in the safety cell is warranted.
3. If the Shift Supervisor has authorized placement in the safety cell, the escorting Correctional Deputies will handcuff the inmate at the point of origin and then safely move the inmate to the safety cell.
4. A minimum of two (2) Correctional Deputies will escort the inmate to the safety cell.
5. Correctional Deputies will thoroughly search the inmate, removing the identification wristband and then removing the handcuffs. Correctional Deputies will instruct the inmate to remove his or her clothing and will complete a visual strip search (see P&P F-009) of the inmate before giving him or her the safety garment.
6. Correctional Deputies will exit the cell and follow the procedures outlined in this policy for all placements without restraints.

PROCEDURE: Combative Inmates: Fresh Intakes

1. For any combative inmate who is displaying behavior which results in the destruction of property or reveals and intent to cause physical harm to self or others and meets the criteria for acceptance for booking (P&P B-001, H-002, & H-102) into the facility, shall be restrained at the point of origin.

2. The Shift Supervisor shall ensure there are enough Correctional Deputies to control and restrain the combative inmate and to video tape the incident with a hand-held video camera if available.
3. If the Shift Supervisor has authorized the use of the restraint chair, refer to P&P G-006 Use of the Restraint Chair.
4. If the Shift Supervisor has authorized placement in a safety cell, the escorting Correctional Deputies shall safely move the arrestee while in restraints to the safety cell.
5. The Correctional Deputies will remove the restraints if appropriate and provide a safety garment.
6. Correctional Deputies will exit the cell and follow the procedures outlined in this policy for all placements without restraints

PROCEDURE: Combative Inmates in Custody

1. Any Correctional Deputy witnessing an inmate display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others shall notify the Shift Supervisor and request additional Correctional Deputies to respond.
2. In the event an inmate is in possession of a weapon, refuses to re-locate, has barricaded him or herself in their cell, makes threats to harm officers if forcibly moved, etc., the Shift Supervisor shall evaluate the situation and the possible need to activate the Specialized Emergency Response Team. (P&P E-001 & F-014)
3. Once the combative inmate has been safely extracted from the cell, the inmate shall be restrained appropriately. If the Shift Supervisor has authorized placement in a restraint chair, refer to P&P G-006 for further procedures.
4. If the Shift Supervisor has authorized placement in a safety cell, Correctional Deputies will thoroughly search the inmate, removing any property and clothing. The inmate will be given a safety garment to wear. The property and clothing will be given to the Property Officer for storage, until the inmate has been cleared from the safety cell and been reclassified.
5. The inmate shall be safely moved to the safety cell by Correctional Deputies.
6. The Correctional Deputies will remove the restraints if appropriate.
7. The Correctional Deputies will exit the cell and follow the procedures outlined in this policy for all placements without restraints.

8. If restraints are left on the officers shall follow the procedures outlined in this policy for all placements with restraints.

PROCEDURE: All placements without restraints

1. The Shift Supervisor shall ensure an Observation Log form is started and maintained with direct observations made by Correctional Deputies occurring no more than fifteen (15) minutes apart.
2. The Shift Supervisor shall ensure that a Suicide Alert Notice is completed and signed by Health Services staff. Copies of this notice will be distributed to Administration, Health Services, Mental Health, and the Shift Supervisors desk.
3. The Shift Supervisor shall notify Medical Staff within one (1) hour of placement of an inmate in a safety cell. A medical assessment shall be completed within 12 hours of placement in the safety cell, or at regular sick call, whichever is earlier. The inmate shall be medically cleared for continued retention every 12 hours thereafter and upon release from the cell.
4. The Shift Supervisor will verify with Health Services staff that notification has been made to the Mental Health Crisis Intervention Counselor whenever an inmate is placed into the safety cell. A Mental Health opinion on placement and retention shall be secured within twelve 12 hours of placement and every 24 hours thereafter.
5. Continued retention in the safety cell shall be reviewed by the Facility Manager, Correctional Lieutenant, or Shift Supervisor a minimum of every four (4) hours and documented on the Observation Log form.
6. A minimum of eight (8) ounces of water will be offered to the inmate at least every two (2) hours and documented on the Observation Log form. If the inmate is restrained, a straw will be provided with the cup.
7. Inmates in safety cells will be served a meal at regularly scheduled meal times. If the inmate is uncooperative or too violent to be released from the restraints, a liquid diet approved by Health Services staff may be served. All meals will be served on disposable paper products. Paper products will be removed after use.
8. Incident reports documenting the need to place the inmate in the safety cell will be completed by all officers involved and given to the Shift Supervisor prior to the end of shift.
9. It will be the responsibility of Correctional Deputies to see that health services staff and Mental Health staff record their assessments on the Observation Log Form at the required intervals.

PROCEDURE: All Placements with Restraints

1. See Policy and Procedures G-002 Use of Restraint Devices or G-006 Use of Restraint Chair.
2. Once the restraints have been removed and the inmate is to remain in the safety cell, all the above procedures outlined in this policy will be adhered to.

PROCEDURE: Court Appearances


1. The decision to send an inmate who is temporarily housed in the Safety Cell shall be made by the Shift Supervisor after consulting with Mental Health and Medical Staff. This decision should be based on the inmate's current condition and/or behavior and the safety and security for all involved.
2. If the inmate's mental health or medical condition is so severe that it's advisable to not send him/her to court the Shift Supervisor will ensure that the Court Officers and Bailiffs are notified. This decision shall be documented on the Observation Log under the Supervisor review.
3. If it has been decided the inmate will attend court, the inmate should be dressed in regular inmate clothing and escorted to court. The Shift Supervisor will determine if it is appropriate to use restraints and the number of Correctional Deputies (at least 1) to escort the inmate.
4. Upon return from court, he/she shall be searched, dressed back into the safety garment and rehoused in the safety cell.
5. Movement to and from court shall be documented on the safety cell observation log.

PROCEDURE: Removal of Suicide Precautions

1. The Mental Health and Health Services staff will confer with the Shift Supervisor and determine when the suicide alert can be lifted. If the inmate cannot be adequately cared for in the facility, he or she will be transferred to an appropriate treatment facility in accordance with the policies and procedures outlined in H-102, H-103 and H-104.
2. When the suicide alert is lifted, the Shift Supervisor will assign Correctional Deputies to relocate the inmate from the safety cell to a holding cell. The Observation Log form will continue to be maintained, in accordance with P&P F-018.
3. The Shift Supervisor or designee shall notify Health Services staff to examine the inmate after removal from the safety cell for any injuries or needed medical attention.
4. Classification staff will be notified to review the inmate's classification for proper housing. In the absence of classification staff, the Shift Supervisor shall determine the appropriate housing.

5. The Shift Supervisor will ensure an incident report documenting the inmate's removal from the safety cell and new housing location is documented.

6. A copy of the Suicide Alert Notice indicating the removal of suicide precautions will be copied and distributed to Administration, Classification, Compliance, Medical/Mental Health Services and Shift Supervisor.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 6/1/18 Reviewed by CC: NAD 6/1/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MENTAL HEALTH SERVICES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

REVISED: May 1, 2018 **No. H-101**

REFERENCES:

CCR TITLE 15, 1200, 1202, 1203, 1206, 1208, 1209, 1219
MOU between Mental Health & PHS, Inc., Mental Health Operations Manual, HCCF
P&P's C-005, E-015, G-005, G-006.
PC 4007, 5150 W&I.

POLICY:

Mental health services in the Humboldt County Correctional Facility are provided in a manner in which quick identification, segregation, referral, stabilization or transfer of mentally disordered inmates ensures the safe and secure operations of the facility and provides for the humane treatment of the inmate. Elective therapy and preventive treatment are available on a limited basis.

DEFINITIONS:

Brief Intervention Services - Brief and intense interventions provided by qualified County Mental Health staff to the target population at the jail who have no access to any other mental health services and could otherwise end up in severe crisis or possible inpatient care.

Crisis Intervention - A quick emergency response service by qualified County Mental Health staff, enabling the individual to cope with a crisis, while maintaining his/her status as a functioning inmate to the greatest extent possible. Crisis is an unplanned event that results in the individual's need for immediate service intervention. Crisis Intervention services are limited to stabilization of the presenting emergency. This service does not include Crisis Stabilization which is provided in a twenty-four (24)-hour health care facility or hospital outpatient program.

Facility Administrator - The Sheriff who is charged by statute with the administration of the Humboldt County Correctional Facility.

Facility Health Services - Health care services in the Humboldt County Correctional Facility are currently provided under contract by Prison Health Services, Inc.

Facility Manager - The jail commander who has been delegated the responsibility for operating the Humboldt County Correctional Facility by the Facility Administrator.

Facility Training Coordinator - A Senior Correctional Officer assigned to coordinate staff training programs.

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Sempervirens - A sixteen (16) bed psychiatric health facility operated by the Humboldt County Department of Mental Health.

GENERAL INFORMATION:

1. Mental health services in the Humboldt County Correctional Facility (HCCF) are provided by the Humboldt County Department of Health and Human Services and the contractor for health services.
2. Elective therapy services and preventive treatment are available in the HCCF on a limited basis by Mental Health Department personnel and may include stress reduction groups, alcohol and drug counseling or referral to services available in the community upon release from jail.
3. Crisis intervention by Mental Health Department personnel is available on a twenty-four (24) hour, 7 days per week basis. Telephone consultation is available to the facility health services staff by calling 445-7715. If requested by the facility health services staff, actual response to the jail by a Mental Health crisis intervention counselor to an acute episode by an inmate in the facility shall occur in a timely manner.
4. Stabilization of mentally disordered inmates and prevention of psychiatric deterioration in the HCCF are accomplished by counseling services in the form of Brief Intervention Services provided by one or more of the following Mental Health personnel: licensed psychiatric technician, Marriage, Family and Child Counselor, Licensed Clinical Social Worker, psychologist, physician or psychiatrist, nurse with special psychiatric training or other mental health practitioner who is on-site at the HCCF at least an average of 20 - 24 hours per week.
5. Brief intervention visits will provide an average of one to three contacts with the goals of providing some degree of problem resolution and stabilization to prevent

decompensation. This will prevent greater involvement and potential hospitalization within the County Mental Health system which has limited resources. Cases already a part of the Mental Health system will be assisted by referral back to their respective case coordinator for planning and intervention.

6. Mentally disordered inmates may be segregated and placed in a safety cell or secured in a restraint chair, under staff observation, pending assessment by medical and mental health staff for transfer to Sempervirens. A physician's opinion must be secured within twenty-four (24) hours or at the next sick call, whichever is earliest.
7. Suicide prevention training is provided to facility staff by trained personnel from the Humboldt County Department of Health and Human Services. This training is coordinated by the Facility Training Coordinator no less than once each year.
8. The Humboldt County Mental Health Director and the HCCF's contractor for health services are required to develop and maintain written protocols relative to mental health services provided in the HCCF. Such protocols are subject to necessary safety and security requirements as established by the Facility Administrator or designee. Upon approval, such protocols shall be available to corrections, mental health and health services staff in the MENTAL HEALTH OPERATIONS MANUAL. These protocols shall be reviewed annually and updated as necessary to ensure they are consistent with practice, comply with state and federal laws and standards and reflect modern, acceptable, correctional and treatment practices. Any modifications made to the mental health protocols in the MENTAL HEALTH OPERATIONS MANUAL shall be reviewed by the Facility Administrator or designee prior to implementation. The Facility Manager shall ensure that the HCCF policy and procedure manual is updated to reflect any changes in protocol.
9. The aforementioned MENTAL HEALTH OPERATIONS MANUAL shall include written policies and procedures pertaining to mental health services as mandated by the California Code of Regulations, Title 15, Minimum Standards for Local Detention Facilities.
10. Mental health records that become part of the inmate's confidential medical record shall be kept in a secure location in the HCCF's medical unit. The health services contractor is responsible for maintaining the security and confidentiality of those records.
11. The use and administration of psychotropic medications involve clinical judgments and are therefore the sole province of the health services and mental health physicians. Policies and procedures relative to the use of psychotropic medications in the HCCF are to be a part of the MENTAL HEALTH OPERATIONS MANUAL and therefore will be reviewed by the Facility Administrator or designee for security and safety considerations consistent

with current correctional operations. Psychotropic medications shall not be used for disciplinary reasons. Correctional staff will provide security and restraint if necessary during the administration of psychotropic medications by facility health services staff.

PROCEDURE:

1. Upon identification, mentally disordered inmates shall be handled in accordance with the procedure detailed in policy H-102 Identification and Handling of Mentally Disordered Inmates and E-015 Suicide Prevention.
2. Inmates requiring mental health treatment beyond that which can be provided at the HCCF shall be transferred to Sempervirens pursuant to Section 5150 of the Welfare and Institutions Code, the procedure for which is detailed in policy H-103 - Transfer of Mentally Disordered Inmates to Sempervirens.
3. Inmates requiring mental health treatment beyond that which can be provided at the HCCF or at Sempervirens, shall be transferred to the appropriate treatment facility or prison pursuant to Penal Code section 4007, the procedure for which is detailed in policy H-104 - Transfer of Mentally Disordered Inmates to State Prison.
4. Any competent inmate may refuse in writing both emergency and non-emergency mental health care.
5. Inmates may access mental health services voluntarily by completing an Inmate Request Form or verbally requesting referral during the facility health services staff regular medication rounds.
6. Inmates who do not present an immediate danger to themselves or others or appear gravely disabled but are in need of or request mental health services shall be referred to the facility health services staff first for assessment.
7. Referrals are then made by the facility health services staff to the Mental Health Practitioner assigned to provide services in the HCCF.
8. The Mental Health practitioner will interview and assess the mental health needs of the inmates. For each inmate treated by mental health practitioners in the facility, the treatment staff shall develop a written individualized treatment plan. The facility classification staff shall be informed of the treatment plan when necessary to ensure coordination and cooperation in the ongoing care of the inmate, including appropriate housing and participation in programs.
9. Interviews by Mental Health Practitioners shall occur in interview rooms or multi-purpose rooms in/or adjacent to housing units.

10. Correctional Officers placing inmates with mental health practitioners in interview rooms shall consider the inmate's classification and behavior, as well as concerns the mental health practitioner may express, and will take appropriate security measures to ensure the safety of the mental health practitioners. Added security precautions may be required for those inmates who present a high risk to security or safety. This may include but is not limited to:
 - a. restraining the inmate in belly chains and leg irons
 - b. conducting the interview at cell side with correctional staff present (note: this option does not guarantee a patient/doctor confidential visit)
 - c. utilizing an interview room with a window where correctional staff can make periodic visual security checks
 - d. utilizing an interview room closer to a post staffed with correctional officers
 - e. providing the mental health practitioner with a two-way radio.

11. If at any time during an interview with an inmate, the mental health practitioner fears for their personal safety, they can activate the emergency alarm in the interview room and correctional staff will respond.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: IDENTIFICATION AND HANDLING OF MENTALLY DISORDERED INMATES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. H-102**

REVISED: May 1, 2018

REFERENCES:

CCR Title 15, 1052, 1055,1058, 1200, 1205, 1206, 1207, 1207.5, 1208, 1209, 1210, 1214
MOU between Mental Health & CFMG, Mental Health Operations Manual,
P&P's C-005, E-015, G-002; G-005, G-006, H-100, H-101, H103, & H104
W&I 5150 PC 4007, & PC 4011.6

FORMS:

Medical Receiving Screening

POLICY:

The Humboldt County Correctional Facility, in collaboration with the Humboldt County Department of Health and Human Services and the contractor for health services, shall promptly identify, segregate, refer, stabilize or transfer mentally disordered inmates to ensure safe and secure facility operations while providing for the humane treatment of such inmates.

DEFINITIONS:

Facility Administrator - The Sheriff who is charged by statute with the administration of the Humboldt County Correctional Facility.

Facility Health Services Staff - Health care services in the Humboldt County Correctional Facility are currently provided under contract.

Facility Manager - The jail commander who has been delegated the responsibility for operating the Humboldt County Correctional Facility by the Facility Administrator.

Medical Clearance - Written documentation from a licensed health care professional indicating that an individual is medically and/or psychologically fit for incarceration in the Humboldt County Correctional Facility.

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Medical Receiving Screening - A process that occurs at intake, prior to acceptance for booking, in which trained Facility Health Services Staff document initial observations of arrestees, ask a series of medical questions, check vital signs and record the arrestee's responses to questions pertaining to medical and mental health problems, developmental disabilities and communicable diseases.

Sempervirens - A sixteen (16) bed psychiatric health facility operated by the Humboldt County Department of Health and Human Services.

Shift Supervisor - A Supervising Correctional Deputy or, in their absence a Senior Correctional Deputy assigned to plan, coordinate and supervise the facility activities and correctional staff of a shift in the Humboldt County Correctional Facility.

GENERAL INFORMATION:

1. Mental health services in the Humboldt County Correctional Facility (HCCF) are provided by the Humboldt County Department of Health and Human Services in collaboration with the HCCF and the facility health services provider.
2. Mentally disordered inmates will be segregated and may be placed in a safety cell or secured in a restraint chair, pending assessment by facility health services and mental health staff for transfer to Sempervirens or other appropriate treatment facility. (See P&P G-006, H-100, H-103, & H-104)
3. Facility Health Services Staff are available on site to assess or refer arrestees for medical clearance.

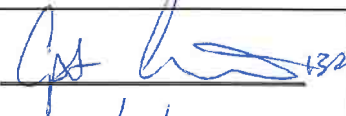
PROCEDURE:

1. Prior to accepting an arrestee for booking, a trained Facility Health Services Staff shall conduct a medical receiving screening, documenting observations and recording arrestee's responses in the JMS.
2. The Facility Health Services Staff shall report any mental health issues reported or observed during the receiving screening process to facility mental health staff for follow-up and treatment if necessary.

4. Arrestees who appear to be mentally disordered at intake shall require medical clearance prior to acceptance for booking. Facility Health Services Staff shall assess the medical and mental condition of the arrestee.
5. If the arrestee is refused for booking, the arresting officer shall have the responsibility for assuring the arrestee is transported to the appropriate facility for treatment and medical clearance.
6. Arrestees who display violent behavior during the intake process shall also be assessed by the facility health services staff for clearance prior to booking.
7. If the arrestee is a woman who has given birth within the past year and is charged with murder or attempted murder of their infant(s), an additional mental health screening will be performed in accordance with written protocols by facility health services staff at intake and prior to acceptance for booking.
8. If, during the receiving screening process, there is an indication that the arrestee is mentally disordered and is actively contemplating suicide, the Facility Health Services Staff shall be notified and shall respond to the pre-booking area to assess the mental and medical condition of the inmate.
9. The Facility Health Services Staff, in accordance with established policies and procedures outlined in the Mental Health Operations Manual, and after consulting with the HCCF Shift Supervisor, shall determine whether or not to accept the mentally disordered arrestee.
10. If the mentally disordered arrestee is accepted for booking, the HCCF shift supervisor shall, after consultation with the Facility Health Services Staff, determine the appropriate placement of the arrestee pending the arrival of a mental health crisis intervention counselor.
11. The appropriate placement of an inmate who is actively contemplating suicide can be either the restraint chair or a safety cell with or without mechanical or soft restraints. The shift supervisor shall ensure that the appropriate procedures are carried out relevant to placement in the restraint chair, safety cell and when restraints are used. (See P&P's E-015, G-002, G-006 and H-100).
12. Following a mental health assessment from the crisis intervention counselor, a recommendation will be given to the Facility Health Services Staff and correctional staff regarding further precautions or reduction in precautions as necessary.
13. If, in the opinion of the facility health services staff, Shift Supervisor, Correctional Lieutenant, Facility Manager, Facility Administrator, crisis intervention counselor, physician or Mental Health Director, the mentally disordered inmate is unable to be cared for adequately within the HCCF, the inmate shall be referred for evaluation by the Humboldt County DHHS psychiatrist assigned to the HCCF. This

evaluation must occur within eight (8) hours if the inmate is in a restraint chair, or within twenty-four (24) hours if the inmate is in the safety cell. If the Humboldt County DHHS psychiatrist concurs that the inmate cannot be adequately treated in the HCCF, procedures will be initiated to transfer the inmate to a facility where the required services can be provided. The transfer will be pursuant to W&I Code 5150, PC 011.6 or PC4007 depending on where the inmate is being transferred. Procedures for these transfers are found in HCCF Policy and Procedures H-103 and H-104 respectively.

14. If, at any time during an inmate's incarceration in the HCCF, they appear mentally disordered, correctional staff shall take immediate steps to notify the Shift Supervisor and Facility Health Services Staff. The inmate shall be segregated and, if necessary, restrained to prevent injury to themselves, others or damage to property until which time they can be properly assessed by Facility Health Services Staff.
15. Facility Health Services Staff shall assess the inmate's medical and mental condition and take appropriate action as outlined in the protocols established in the Mental Health Operations Manual, including notifying the facility mental health staff or crisis intervention counselor.

Approved by: Duane Christian, Captain Facility Manager	Signature:  1322
	Date Signed: 6/1/18
	Reviewed by CC: NATD 6/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: TRANSFER OF MENTALLY DISORDERED INMATES TO
SEMPERVIRENS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. H-103

REVISED: May 1, 2018

REFERENCES:

Title 15 - CCR, 1200, 1205, 1206, 1207, 1207.5, 1208, 1209, 1055, 1058
PC 4011.6, W&I 5150, 5150.5, 5151, 5152, 5152.1.
MOU between Mental Health & Contracted Health Services Provider
Mental Health Operations Manual
HCCF P&P E-015, F-006, G-002, G-006, H-100, H-102 & H-104

FORMS:

Application for seventy-two (72) hour Detention for Evaluation and Treatment Form No. MH
1533.
Sheriff's Hold Form (HCSO 0311.2)

POLICY:

Inmates suffering from a mental disorder, which cannot be adequately treated in the Humboldt County Correctional Facility, will be transferred to Sempervirens for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code section 4011.6 or Welfare and Institutions Code section 5150.

DEFINITIONS:

JMS – Jail Management System.

Facility Administrator - The Sheriff who is charged by statute with the administration of the Humboldt County Correctional Facility.

Facility Health Services Staff - Health services in the Humboldt County Correctional Facility are provided under contract.

Facility Manager - The jail commander who has been delegated the responsibility for operating the Humboldt County Correctional Facility by the Facility Administrator.

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Sempervirens - A sixteen (16) bed psychiatric health facility operated by the Humboldt County Department of Health and Human Services.

Shift Supervisor - A Correctional Supervisor or, in their absence, a Senior Correctional Officer, assigned to plan, coordinate and supervise the facility activities and correctional staff of a shift in the HCCF.

GENERAL INFORMATION:

1. Mental health services in the Humboldt County Correctional Facility (HCCF) are provided by the Humboldt County Department of Health and Human Services in collaboration with the HCCF and the contractor for health services.
2. Mentally disordered inmates are identified and handled in accordance with P&P H-102. Such inmates will be segregated and may be placed in a safety cell (P&P H-100) or secured in a restraint chair (P&P G-006), under staff observation, pending assessment by facility health services and mental health staff for transfer to Sempervirens.
3. Mentally disordered inmates requiring care and treatment beyond that which can be provided at the HCCF or Sempervirens shall be transferred to another State facility in accordance with the procedure outlined in P&P H-104.
4. In the absence of the Facility Manager, a Correctional Lieutenant or Shift Supervisor may authorize the transfer of a mentally disordered inmate to Sempervirens pursuant to Penal Code Section 4011.6 and Welfare and Institutions Code Section 5150, within the procedures established in this policy.

PROCEDURE:

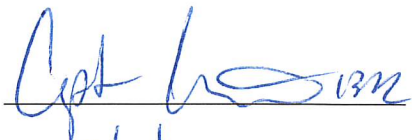
1. If at any time during an inmate's incarceration in the HCCF, they appear mentally disordered or otherwise are displaying bizarre behavior, correctional staff shall take immediate steps to notify the shift supervisor and facility health services staff.
2. The inmate shall be segregated and, if necessary, restrained to prevent injury to themselves, others or damage to property.
3. If the mentally disordered inmate is placed in a safety cell, restraint chair or other restraint devices, the shift supervisor shall ensure that the appropriate procedures are carried out and the proper notifications take place pursuant to P&P's E-015, G-002, G-005 and G-006.
4. The facility health services staff shall assess the inmate's medical and mental condition and take appropriate action.

5. If the facility health services staff determines that the inmate's condition is the result of a mental disorder, they will notify the HCCF Mental Health staff. If after hours, Health Services staff will notify Mental Health crisis intervention counselor by telephone (445-7715).
6. A mental health consultation is required for those inmates who have been placed in restraints. This consultation shall occur as soon as possible but in no case longer than eight (8) hours from the time of placement, to assess the need for mental health treatment. If the inmate can't be cleared from restraints after eight hours the inmate shall be taken to a medical facility for further evaluation.
7. The facility health services staff may request that a crisis intervention counselor respond to the HCCF to assess the mental condition of the inmate.
8. Depending upon the urgency of the case, the crisis intervention counselor will contact the on-call physician from Mental Health or refer the case to the Mental Health staff who regularly serve the inmates at the HCCF.
9. All contacts made with the inmate by mental health staff shall be documented in the inmate's medical record.
10. If, in the opinion of the facility health care staff, shift supervisor, Correctional Lieutenant, Facility Manager, Facility Administrator, crisis intervention counselor, physician or Mental Health Director, the mentally disordered inmate is unable to be cared for adequately within the HCCF, the inmate will be referred for evaluation by the HCDHHS psychiatrist assigned to the HCCF. This evaluation must occur within eight (8) hours if the inmate is in a restraint chair, or within twenty-four (24) hours if the inmate is in the safety cell. If the HCDHHS psychiatrist concurs that the inmate cannot be treated adequately in the HCCF, procedures will be initiated to transfer the inmate to a facility where the required services can be provided.
11. Consideration for transfer shall first be given to Sempervirens as the county's short term designated treatment facility.
12. If it is determined that the mentally disordered inmate is to be transferred to Sempervirens, the facility health services staff shall provide the shift supervisor with copies of all pertinent medical records to be forwarded to Sempervirens upon transport of the inmate.
13. The shift supervisor shall complete the Application for 72-hour Detention For Evaluation and Treatment form and a Sheriff's Hold Form.
14. The shift supervisor shall also send copies of relevant custody information or orders pertaining to the inmate with the medical records, the Application for seventy-two (72) hour Detention For Evaluation and Treatment form and the Sheriff's Hold form to Sempervirens with the transport officer.

15. The inmate shall be moved by correctional staff in a manner which is safe, secure and conforms to established HCCF policies and procedures. (P&P F-006)
16. The inmate's personal belongings shall remain secured at the HCCF in the Property Room.
17. Upon transferring the inmate to Sempervirens, the Shift Supervisor will ensure that the inmate's housing location is changed and listed appropriately in the JMS.
18. The Shift Supervisor shall inform the Correctional Lieutenant who will notify the Facility Manager of all inmate transfers to Sempervirens.
19. The Compliance Officer shall ensure that each court within the county where the inmate has a pending proceeding is notified of the inmate's transfer to Sempervirens and upon return to the facility.
20. Once the inmate has been evaluated, treated and it has been determined by the physician at Sempervirens that the inmate can be returned to the HCCF, the Shift Supervisor shall arrange for the transportation back to the facility.
21. The Shift Supervisor shall advise the facility health services staff and classification staff that the inmate is being returned to the HCCF. Facility health services staff shall contact Sempervirens to obtain information relative to any discharge orders and the on-going treatment plan.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: TRANSFER OF INMATE TO JAIL IN CONTIGUOUS
COUNTY OR STATE PRISON

APPROVED BY: Sheriff William Honsal, Facility Administrator

DATE: April 14, 1996 **No. H-104**

REVISED: March 18, 2019

REFERENCES:

Title 15 - CCR 1052, 1055, 1058, 1200
PC 4007

POLICY:

When an inmate (1) requires medical treatment necessitating hospitalization which cannot be provided at the county jail, county hospital or designated county mental health facility, or because of lack of adequate detention facilities, and when the prisoner also presents a serious custodial problem because of his or her past or present behavior, or (2) when there are reasonable grounds to believe that there is a prisoner in a county jail who is likely to be a threat to other persons in the facility or who is likely to cause substantial damage to the facility, a judge of the superior court may, on the request of the Sheriff and with the written consent of the Director of Corrections, designate by written order the appropriate state prison or correctional facility which would be able to provide the necessary medical treatment or to secure confinement of the prisoner pursuant to Penal Code section 4007.

DEFINITIONS:

Classification Committee – A committee comprised of one or more Correctional Lieutenants, Classification staff, Health Care Services staff, and Facility Mental Health staff. This committee will meet on a weekly basis to discuss policy and program issues relative to classification including but not limited to, Administrative segregation placement and review, housing and program assignments, disciplinary actions, substance abuse, mental health and physical health issues, facility conditions, and management issues.

Director of Corrections – A member of the California Department of Corrections and Rehabilitation charged with the responsibility of overseeing the entire department.

PROCEDURE:

1. When it appears that an inmate requires medical treatment necessitating hospitalization which cannot be provided at the county jail or county hospital because of lack of adequate detention facilities, and when the inmate also presents a serious custodial problem because of his or her past behavior, correctional staff shall bring the matter to the attention of the Captain during the weekly Classification Committee meeting, who shall confer with the Sheriff to determine whether to apply to the Superior Court for a written order for transfer of the inmate to the nearest state prison or correctional facility which would be able to provide the necessary medical treatment and secure confinement of the inmate.
 - a. The Sheriff or his/her designee shall first obtain the consent of the Director of Corrections.
 - b. The Sheriff or his/her designee, through the office of County Counsel shall apply to the Superior Court for a written order designating the nearest state prison or correctional facility which would be able to provide the necessary medical treatment and secure confinement of the inmate.
 - c. The written order of the judge shall be filed with the clerk of the court. The court shall immediately calendar the matter for a hearing to determine whether the order shall continue or be rescinded. The hearing shall be held within 48 hours of the initial order or the next judicial day, whichever occurs later.
 - d. The inmate shall not be transferred to the state prison or correctional facility prior to the hearing, except upon a determination by the physician responsible for the prisoner's health care that a medical emergency exists which requires the transfer of the inmate to the state prison or correctional facility prior to the hearing.
 - e. The inmate shall be entitled to be present at the hearing and to be represented by counsel. If the inmate waives his or her rights to the hearing, the Sheriff shall notify the inmate's attorney of the transfer within 48 hours, or the next business day, whichever is later. The court may modify or vacate the order at any time.
 - f. The rate of compensation for the inmate's confinement within a California state prison or county correctional facility shall be established by the Department of Corrections and shall be charged against the County.

2. When there are reasonable, documented grounds to believe that an inmate in the county jail is likely to be a threat to other persons in the facility or is likely to cause substantial damage to the facility, correctional staff shall bring this issue to the attention of the Captain who shall confer with the Sheriff to determine whether to apply to the Superior Court for a written order for transfer of the inmate to the nearest state prison or correctional facility which would be able to secure confinement of the inmate.
 - a. The Sheriff or his/her designee shall first obtain the consent of the Director of Corrections.

- b. The Sheriff or his/her designee shall apply to the Superior Court for a written order designating the nearest state prison or correctional facility which would be able to secure confinement of the inmate, subject to space available.
- c. The written order of the judge shall be filed with the clerk of the court. The court shall immediately calendar the matter for a hearing to determine whether the order shall continue or be rescinded. The hearing shall be held within 48 hours of the initial order or the next judicial day, whichever occurs later.
- d. The prisoner shall be entitled to be present at the hearing and to be represented by counsel. The court may modify or vacate the order at any time.
- e. The rate of compensation for the inmate's confinement within a California state prison or correctional facility shall be established by the Department of Corrections and shall be charged against the County.

Approved by: William Honsal, Sheriff
Facility Administrator

Signature:



Date Signed:

3/18/2019

Reviewed by CC:

NAD 3-26-19

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SOCIALIZATION PROGRAM

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: December 1, 2008

No. H-105

REVISED: May 1, 2018

REFERENCES:

IMQ Standard 311

HCCF Policy and Procedures C-001 & D-003

POLICY: In an effort to detour the psychiatric deterioration of Mental Health clients, inmates who are classified as House Alone, compliant with medication and meet of specified criteria will be provided socialization activities.

DEFINITIONS:

Classification – A consistent and fair means of managing the inmate population. It provides a means for the assignment of inmates to specific housing areas and programs according to their needs and the needs of the facility. Classification is a means by which inmates are housed and placed into programs according to their present behavior, past behavior, criminal charges, and other objective criteria.

Classification Committee – A committee comprised of one or more Correctional Lieutenants, Classification staff, Health Care Services staff, and Facility Mental Health staff. This committee will meet on a weekly basis to discuss policy and program issues relative to classification including but not limited to, Administrative segregation placement and review, housing and program assignments, disciplinary actions, substance abuse, mental health and physical health issues, facility conditions, and management issues.

Alert Code – A listing in the automated Jail Management System that allows for short abbreviations to be made to provide critical information about the inmate.

Inmate Welfare Fund – An account separate from that of the Inmate Trust Fund, in which moneys are deposited from sources such as: profits gained by operating a store (commissary), refunds, rebates or commissions received from a telephone company, interest or increment accruing on funds invested and donations

Maximum Security – Those high-risk inmates who require a maximum level of supervision and control by staff. Housing generally consists of single or double occupancy cells. Included in this

category may be protective custody, administrative segregation, medical/mental disorders, disciplinary problems, behavioral problems and other inmates who otherwise must be housed alone. Participation in programs and some privileges may be restricted to a degree to ensure safety and security.

Mental Health Client – Those inmates receiving services from the Facility Mental Health Care staff.

Prisoner Behavior Record – Minor rule violations or inmate behavior that needs to be documented is entered into this record on the JMS.

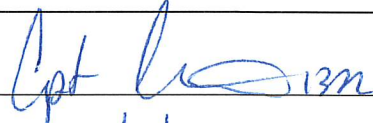
GENERAL INFORMATION:

1. Inmates classified as administrative segregation will not be allowed to participate in the socialization programs.
2. Only those inmates currently classified as needing separate and secure housing, complying with all aspects of their mental health treatment will be considered to participate in the program.
3. Supervision of the socialization program will be determined by a consultation between the Mental Health staff conducting the program and the Shift Supervisor to determine the appropriate number of correctional staff necessary to provide a safe environment.
4. Monies from the Inmate Welfare Fund will be used to purchase supplies, games, etc. for the program.
5. The socialization program will take place either in the classroom (N322) if the program is a mixture of housing units or in the housing units (N339, S547 (upper), and S377 (upper) and are scheduled for Thursday and Friday mornings.
6. Inmates participating in the socialization program will be expected to remain on good behavior and be respectful to all staff and other inmates.
7. If inmates are unable or refuse to participate in the socialization program activities, a mental health staff member must document the reason why in the mental health record of the inmate(s).

PROCEDURE:

1. Prior to the weekly classification meeting, Mental Health staff will review the inmate rosters for housing units, N339, S547 (upper), S377 (upper) and Medical checking for inmate's currently receiving mental health services.
2. At the weekly classification meeting, the committee will discuss the suitability of each inmate housed in units mentioned in #1 for participation in the socialization program. A list of eligible inmates will be compiled and used to schedule the program.

3. The housing officer will ask each eligible inmate if they want to attend the socialization program.
4. Inmates wishing to attend the program will be pat-searched prior to being let out of their cell. The inmates will not be allowed to bring anything with them to the program.
5. Participating inmates who become disruptive will be rehoused and re-evaluated for suitability in the program.
6. Housing Officers choosing to coordinate in-house programs in addition to the socialization programs, shall document the activity in an informational report and forward a copy to Mental Health staff.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 5/1/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: LONG-ACTING INVOLUNTARY MEDICATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

REVISED: February 23, 2024 **No. H-106**

REFERENCES:

CCR TITLE 15, 1200, 1202, 1203, 1206, 1208, 1209, 1217, 1219
HCCF P&P B-007, H-100
MOU between Mental Health & PHS, Inc., Mental Health Operations Manual, HCCF
PC1367, PC1370, PC1372, PC2603
Sheriff's Office Policy 300 - Use of Force
Humboldt County Board of Supervisors Resolution # 15-100 (9/15/15)
Letter of Agreement, Humboldt County Sheriff and Director Humboldt County Mental
Health (8/27/15)

FORMS:

Observation Log Form (HCSO 0317.4)

POLICY:

Humboldt County Correctional Facility in collaboration with either Humboldt County Mental Health, Early-Access Stabilization Services (EASS) or Jail-Based Competency Treatment (JBCT) shall assure timely and humane access to psychiatric medication for inmates of the Humboldt County Correctional Facility (HCCF) who have been found incompetent to stand trial.

DEFINITIONS:

Incompetent to Stand Trial Inmate (IST) - A defendant is not competent to stand trial if, as a result of a mental disorder or developmental disability, he or she is unable to understand the nature of the criminal proceeding or to rationally assist counsel in the conduct of a defense.

Psychiatric Medication - Any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

GENERAL INFORMATION:

1. Involuntary psychiatric medications may be given to inmates charged with a felony and found to be mentally incompetent and unable to provide informed consent due to a mental disorder as authorized and directed by a court order pursuant Penal Code section 1367 et seq.
2. The administration of psychiatric medication is not allowed for disciplinary reasons.
3. The administration of psychiatric medication does not apply to developmentally disabled inmates pending transfer to state hospital or a developmental center per Penal Code section 1370.1.
4. Prior to the administration of any involuntary medication pursuant to this Policy and Procedure, the Humboldt County Correctional Facility shall be in receipt of a certified court order authorizing the administration of the medication.

PROCEDURE:


1. Upon receipt of a court order/minutes provided to the Humboldt County Correctional Facility by the Humboldt County Superior Court, the Shift Supervisor, in consultation with a representative from County Mental Health or EASS/JBCT, will determine a course of action for administering the involuntary medication.
2. The Shift Supervisor and Mental Health/EASS/JBCT staff will determine the appropriate area of the jail to administer the involuntary medication.
3. The Shift Supervisor or designee shall be present for all administration of involuntary medications.
4. The Shift Supervisor or designee will brief their staff and formulate a plan to enter the cell and secure the inmate so psychiatric medications can be administered.
 - A. Prior to using any force, the Shift Supervisor or designee will encourage the inmate to comply with medical staff and voluntarily take the medication(s).
5. Upon entering the inmate's cell, correctional staff will secure the inmate in accordance with Sheriff's Office Policy 300.
6. Mental Health/EASS/JBCT staff will enter the cell at the direction of the Shift Supervisor, administer the psychiatric medication(s), and then retreat from the cell.

7. Correctional staff involved in the administration of involuntary medication shall complete an incident report documenting their involvement prior to the end of shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 2/26/24

Reviewed by CC:  2-26-24

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **INVOLUNTARY EMERGENCY PSYCHIATRIC
MEDICATION**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 8, 2018

REVISED: June 1, 2018 **No. H-107**

REFERENCES:

CCR TITLE 15, 1200, 1202, 1203, 1206, 1208, 1209, 1217
HCCF P&P H-100

MOU between the Department of Health and Human Services, California Forensic
Medical Group, and Mental Health Operations Manual

PC 2603

Sheriff's Office Policy 300- Use of Force

FORMS:

Observation Log Form (HCSD 0317.4)

POLICY:

Humboldt County Sheriff's Office in collaboration with Humboldt County Mental Health shall assure timely and humane access to psychiatric medication for inmates of the Humboldt County Correctional Facility (HCCF) who have been deemed in need of emergency psychiatric medication when it is impracticable to obtain informed consent.

DEFINITIONS:

Mentally Disordered Inmate - For the purposes of this policy, mentally disordered inmates are those who appear to be a danger to themselves or others or are gravely disabled by virtue of a suspected or diagnosed mental illness.

Psychiatric Emergency – A situation in which action to impose treatment over the patient's objection is immediately necessary, due to a sudden and marked change in the inmate's mental condition, for the preservation of life or the prevention of serious bodily harm to the patient or others, and it is impracticable to first obtain informed consent.

Psychiatric Medication - Any medication prescribed for the treatment of symptoms of psychosis and other mental and emotional disorders.

Sempervirens - A sixteen (16) bed inpatient psychiatric health facility operated by the Humboldt County Department of Mental Health.

GENERAL INFORMATION:

1. Involuntary psychiatric medications will not be given unless a psychiatric emergency exists in which a patient is deemed by the responsible psychiatrist, physician or mid-level provider to be a danger to self or others because of a psychiatric emergency.
2. Patients requiring emergency psychiatric medications and who are unable or unwilling to grant informed consent will be evaluated by a psychiatrist, physician or mid-level provider.
3. Administration of involuntary psychiatric medication in the jail will be initiated only as a one-time interim measure until the patient can be transferred to a clinically appropriate treatment facility or a responsible psychiatrist, physician or mid-level provider determines it is safe to rehouse the inmate without transfer to a treatment facility. In no event shall the administration of involuntary psychiatric medication on an emergency basis last longer than 72 hours.
4. The administration of emergency psychiatric medication is not allowed for disciplinary reasons.

PROCEDURE:

1. Involuntary psychiatric medications for a psychiatric emergency shall be administered pursuant to a direct written one-time order from the responsible facility psychiatrist or physician following an in-person evaluation.
2. The Shift Supervisor shall consult with Mental Health Staff prior to the administration of the psychiatric medication and be present for all administration of involuntary medications.
3. The Shift Supervisor will brief their staff and formulate a plan to enter the cell and secure the inmate to be moved to a Safety Cell for the psychiatric medications to be administered.
4. Prior to using any force, the Shift Supervisor will encourage the inmate to comply with Mental Health Staff and voluntarily take the medication(s).
5. Upon entering the inmate's cell, Correctional Staff will secure the inmate in accordance with Sheriff's Office Policy 300 and move the inmate to the Safety Cell.

6. When safe to do so, and at the direction of the Shift Supervisor, Mental Health Staff will enter the Safety Cell, administer the psychiatric medications, and then retreat from the cell.
7. Correctional staff involved in the administration of involuntary psychiatric medication shall complete an incident report documenting their involvement prior to the end of shift.
8. The prescribing physician, if present, will remain on the jail premises for 30 minutes following the initial administration of the medication.
9. Intermittent supervision by the Correctional Staff will be provided every 15 minutes.
10. Monitoring by nursing staff will be provided at a minimum of every 15 minutes for the first hour and every 30 minutes thereafter unless otherwise ordered by the prescribing physician.
11. As the inmate's behavior allows, monitoring of vital signs will be every 15 minutes for the first hour, every 30 minutes for 4 hours, and every shift thereafter for 24 hours.
12. The inmate will be evaluated by the responsible prescribing physician at a minimum of every 24 hours until stable.
13. If the inmate is exhibiting any clinical deterioration at any time they will be transferred immediately to a clinically appropriate treatment facility.
14. Inmates whose condition indicates the need for additional or continued psychiatric medications and who continue to refuse to take such medications will be transferred to a clinically appropriate treatment facility outside the jail.
15. All cases of involuntary psychiatric medications for a psychiatric emergency shall be reported to the Facility Manager or designee.

Approved by: Duane Christian, Captain
Facility Manager

Signature:  132

Date Signed: 6/1/18

Reviewed by CC: NAD 6/1/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: JAIL BASED COMPETENCY TREATMENT PROGRAM

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: September 10, 2020 **No. H-108**

REVISED:

REFERENCES:

PC1367, 1368, 1369, 1370, 1372
DHS P&P Manual
HCCF P&P H-106, H-107
T-15 1209, 1241

POLICY:

The Jail Based Competency Treatment Program is a specialized program designed to restore competency to inmates at the Humboldt County Correctional Facility who have been found incompetent to stand trial.

DEFINITIONS:

Classification: A committee comprised of the Facility Manager, a Correctional Lieutenant, Jail Mental Health staff, Jail Medical Services staff and a Classification Officer(s), that meets on a weekly or more frequent basis to discuss policy and program issues relative to classification including, but not limited to, housing and program assignments, disciplinary actions, jail conditions and management issues.

Crisis Intervention Team: A self-initiated community partnership between local law enforcement, county health services, mental health advocates, and mental health consumers. It is designed to address the needs of mental health consumers who enter the judicial system during a crisis state.

Incompetent to Stand Trial Inmate (IST): A defendant is not competent to stand trial if, as a result of a mental disorder or developmental disability, he or she is unable to understand the nature of the criminal proceeding or to rationally assist counsel in the conduct of a defense.

Jail Based Competency Treatment Program (JBCT): A partnership comprised of the Department of State Hospitals (DSH), Humboldt County Sheriff's Office, and a contracted medical provider

in order to restore competency to Felony offenders who have been deemed incompetent to stand trial.

JBCT Deputy: An appointed Correctional Deputy who oversees inmates and provides security for the medical staff involved in the JBCT program.

JMS: Jail Management System

Mental Health Client: Those inmates receiving services from the Facility Mental Health Care staff.

Psychiatric Medication: Any medication prescribed for the treatment of symptoms of psychosis and other mental and emotional disorders.

Special Incident Report: A formal Department of State Hospital (DSH) report that is filed and maintained by the JBCT whenever there is an occurrence that is potentially or actually physically and/or harmful to a defendant and/or is inconsistent with the defendant's expected behavior, conditions, treatment or care plan.

GENERAL INFORMATION:

1. The Humboldt County Jail Based Competency Program's (JBCT) goal is to provide competency treatment to a defendant that has been deemed incompetent to stand trial by the court.
2. The JBCT Deputy will have completed Crisis Intervention Training and be up to date with this training. In addition, the facility will ensure annual training related to mental health.
3. A contracted medical provider shall provide a manual regarding care for JBCT inmates in accordance with the policy and procedure manual provided by the Department of State Hospital (DSH).
4. Inmates will be classified separately as JBCT and shall be kept separate from inmates not classified as JBCT inmates.
5. Admission to the JBCT program is defined under California Penal Code Section 1370.
6. Title-15 disciplinary action is not permitted to be administered to JBCT inmates. In house disciplinary and behavioral counseling should be used prior to formal disciplinary actions.

7. Based on inmate behavior individuals can be limited to program access and removed from the JBCT designated housing unit for safety and security purposes. This behavior will be documented in JMS and/or by a Special Incident Report (SRI). Major disciplinary issues may lead to removal from the program if in-house counseling is ineffective.
8. If space is available in the designated JBCT housing unit an inmate may be housed and classified a JBCT inmate due to it being their most appropriate housing. Inmates who would be considered applicable would be mental health clientele who are pending state hospital transport, JBCT admission or a DSH returnee.

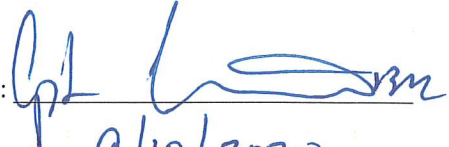
PROCEDURE:

1. Inmates classified and assigned to the Jail Based Competency Program (JBCT) shall be housed in S547 (upper), or in the female unit.
2. Male and female inmates will not be housed in the same housing unit. Female inmates who are enrolled in the JBCT program shall be allowed in S547 only while the JBCT Deputy is present during regular program hours.
3. Inmates shall participate in programs, classes, and treatment designed by the JBCT program staff.
4. Any inmate who is ordered to have any involuntary medication, either long acting or emergency, shall be conducted according to HCCF policies H-106 and H-107, and in conjunction with the Department of State Hospitals policy and policy manual and our contracted medical provider.
5. The JBCT Deputy will be responsible for but not limited to:
 - a. Safety and security of the inmates in the housing unit as well as mental health staff
 - b. Completing cell checks
 - c. JBCT inmate count and movement when present
 - d. Conducting 1100 count and lunch feeding
 - e. Documenting any necessary information into JMS
 - f. Facilitate classes, meetings and group activities
 - g. Handle inmate request forms and other paperwork per policy
 - h. Attend weekly meetings with other JBCT staff
6. Inmates will be provided with individual Program Incentive charts to track their behavior while in the JBCT program.
7. If an inmate becomes such a problem or an immediate safety and security risk that inmate shall be removed from the housing unit and placed in another location temporarily. Inmates who shall return to full program access must first be reassessed by Classification, Administration and Mental Health staff prior to JBCT termination or continuation.

8. Documentation of completion of the JBCT program shall be documented by the JBCT Deputy and Mental Health staff and submitted to all required parties.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

9/10/2020

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INCOMING MAIL
APPROVED BY: Captain Duane Christian, Facility Manager
DATE: April 14, 1996 **No. I-001**
REVISED: September 22, 2021

REFERENCES:
Title 15 – CCR 1063
PC 6030, 4570, 2601 (b)
Domestic Mail Service Sec. 156.61
HCCF P&P I-002, I-003 & I-005

FORMS:
Incoming Mail: Return to Sender HCSD 0313.6

POLICY:
Inmates in the Humboldt County Correctional Facility are permitted to communicate by mail with their families, friends, business associates and government authorities within established rules and regulations to maintain safety and security within the facility.

DEFINITIONS:

Bulk Mail – Bulk quantities of mail sent to the facility and not addressed to any individual inmate.

Contraband – For the purpose of this policy contraband is any sexually explicit material, information concerning where, how, or from whom such materials may be obtained. Anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience. Any gang related materials, escape materials (maps, diagrams, schedules etc.) explosives of any kind, narcotics or tobacco products of any kind, handcuff keys, hacksaw blades, stationary and/or stamps, polaroid pictures, photographs larger than 5”x7”, stickers, etc...

Hostile Work Environment – Harassment, speech or conduct that is based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.

Legal Mail - Mail sent between the inmate and any member of the State and Federal Courts, a member of the State Bar, State Board of Corrections, the Facility Administrator, Facility Manager or holder of a Public Office.

Mail Deputy - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

Scanning of Inmate Mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, violence, escape plans, gang related materials, or criminal activity. If scanning reveals any of the above mail may be read for security purposes with the approval of the Facility Manager or their designee.

Sexualized Work Environment (PREA Standards) – A work environment in which the behaviors, dress, and speech of either staff and or inmates creates a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, pictures, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often the off-duty behaviors, dating, and other activities of staff intrudes into the everyday work environment. In a sexualized work environment talk or actions having sexual overtones can severely erode the professional boundaries between staff, and consequently between staff and inmates.

Reading of Inmate Mail - Inmate mail, except legal mail, will be randomly read to ensure security and safety of the Facility and the life safety of any inmate, staff member, or other person.

VeroVision Mail Screener – A computer driven screening device which detects the presence of illicit substances within the articles of mail.

GENERAL INFORMATION:

1. Incoming mail may be randomly read as a standard security measure to help provide a safe and secure environment for staff, inmates and visitors.
2. For the safety and security of the facility and in order to reduce/prevent the introduction of contraband to the facility, only mail written on postcards or white paper (plain or lined, not cardstock) will be accepted.
3. The HCCF will not accept greeting cards or mail written on colored paper.
4. All incoming inmate mail will be processed through the US Postal Service.
 - a. No letters, notes, or packages for inmates will be accepted through the reception counter.
 - b. Inter-jail mail is not allowed. All mail must be stamped and processed through the US Postal Service.

5. Inter-Office County mail is allowed. This mail must be official mail and must be placed in the County Department's Pre-addressed envelope and then placed inside an Inter-Office envelope and sent through the county mail system. This mail **WILL NOT** be accepted through the reception counter.
6. It is the policy of the Humboldt County Correctional Facility to comply with the US Postal regulations as they pertain to penal institutions.
7. Incoming mail to inmates will be addressed in the following manner:
Inmates full name
c/o Humboldt County Correctional Facility
901 5th Street
Eureka, Ca. 95501
8. Any incoming mail that does not contain a complete return address (last name and full address of sender) will be refused by the Facility and stamped "Refused" and placed in the outgoing mail. Any Incoming Envelopes, which contain drawing, symbols, foreign substances, words, or anything other than the Senders Name and address and the name of the person the letter is being sent too will be denied, and sent back to the sender.
9. Inmates may send and receive an unlimited number of letters. The number of letters kept in their cells/housing units may be restricted by the facility due to fire protection regulations.
10. Mail is delivered to inmates daily, except weekends and holidays.
11. Requests from other law enforcement or investigative agencies for photocopies of a particular inmate's non-legal mail, will be submitted in writing to the Facility Manager. If the Facility Manager approves, the request will be forwarded to the mail officers through the proper chain of command.
12. Mail will be delivered in a timely manner after it has been searched for contraband and materials that create a hostile or sexualized work environment.
13. Boxes and packages other than those containing books shipped directly from the publisher or approved internet sources, will not be accepted (see P&P I-005).
14. All incoming mail will be inspected to intercept money sent to inmates and to prevent the introduction of contraband into the facility (see P&P I-003).
15. Legal mail will be accepted and processed in accordance with P&P I-002.
16. Any incoming mail not containing a legible, bona fide return address, will not be accepted by Humboldt County Correctional Facility and will be returned unopened.

17. Any suspicious packages or letters with terrorist threats or threats that the letter contains a biohazard substance shall not be opened. The Mail Deputy must try not to shake or otherwise disturb its contents. He/she shall put the letter or package down and leave the area gently closing the door behind them. Hands should be washed immediately with soap and water. The Deputy shall notify the Shift Supervisor who will make the proper notifications. Movement shall be limited within the facility to prevent the spread of the substance. (See P&P E-018)
18. Bulk mail will be approved by administration on a case-by-case basis. Vendors must write a letter to get an approval prior to the bulk mail being accepted and distributed.
19. Only those trained in the use of the VeroVision Mail Screener shall operate the device.

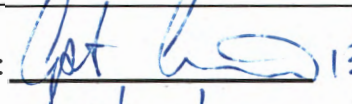
PROCEDURE: Standard Mail

1. The US Postal Service will deliver incoming inmate mail to the county mailroom located in the basement of the Courthouse.
2. The Mail Officer is responsible for receiving, processing and delivering the mail to the Briefing Room S-240 prior to shift change.
3. The Mail Officer or assigned Legal Office Assistant shall pick up the mail from the mailroom each weekday, except holidays. Staff handling, processing and opening mail shall wear latex gloves.
4. The mail will be sorted by housing unit. Before opening the letter, the Mail Deputy shall determine if the addressee is in custody. Letters received for inmates who are not in custody shall be returned to the sender, unopened. If, after the letter is opened, and it is determined that the inmate is no longer in custody, the letter shall be destroyed by shredding it, unless it contains cash, check or a money order.
5. If a letter is opened and it is determined that the inmate is no longer in custody, and the letter contained cash, check or money order, the Mail Deputy shall address a new envelope to the sender and return the opened letter with the cash, check or money order.
6. Mail addressed to a person that is deceased will be stamped "Return to Sender" by the Mail Deputy and placed in the out-going mail.
7. After it is determined that the addressee is in custody, the Mail Deputy opens and scans all incoming mail for contraband, money, threats, escape plans or gang related materials. All stamps, stickers and metal fasteners are removed from the incoming mail prior to delivery to the inmate. Any mail marked "Legal Mail" will be handled in accordance with P&P I-002.

8. Any greeting cards, post cards, or mail containing any colored paper will be stamped "Return to Sender" with a notation clearly identifying why the mail was not accepted by the Mail Deputy and placed in the out-going mail.
9. Envelopes and contents shall then be passed through the VeroVision Mail Screener to determine if concealed substances are present.
10. Mail containing contraband or that constitute a hostile or sexualized work environment will be handled in accordance with P&P I-003.
11. Any incoming mail that does not have a complete return address will not be opened and will be stamped "Refused" and placed in the outgoing mail. If there is a bar code on the envelope it must be completely blackened out.
12. After the mail has been processed, the Mail Deputy delivers the mail to the mail baskets located in the hallway outside the SWAP office for distribution by the Housing Officers.

PROCEDURE: Bulk Mail

1. Publishers wishing to send a publication in to the facility in bulk form must submit a letter to Administration prior to sending the publications.
2. Publishers must be willing to send the publications free of any metal fasteners which could be considered contraband.
3. Bulk publications must meet the same guidelines as any other publication with regards to obscene pictures or writings, information concerning where, how or from whom such materials may be obtained, anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience, explosive materials of any kind, gang related materials, escape materials (maps, diagrams, schedules etc).

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 9/22/21
	Reviewed by CC: NAD 9/27/20

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: LEGAL MAIL
APPROVED BY: Duane Christian, Facility Manager
DATE: April 14, 1996 **No. I-002**
REVISED: May 8, 2018
REFERENCES:

Title 15 - CCR 1063
PC 2601
HCCF P&P I-001, I-006 & I-007

POLICY:

Inmates in the Humboldt County Correctional Facility may correspond confidentially with State and Federal Courts, members of the State Bar, holders of Public Office, State Board of Corrections, the Facility Manager.

DEFINITIONS:

Contraband - Any item or article inside the facility that is not issued, purchased through commissary, or approved by the Facility Manager. Authorized items may be considered contraband if found altered or in excessive quantity.

Indigent - Any inmate showing a zero or negative balance in their Inmate Trust Account.

Legal Mail - Mail sent between an inmate and any member of the State and Federal Courts, a member of the State Bar, State Board of Corrections, the Facility Manager, or holder of a Public Office.

Mail Officer - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the Facility.

Scanning of Inmate mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, escape plans or gang related materials.

GENERAL INFORMATION:

1. Mail marked "Legal Mail" that does not have a return address or the return address does not reflect that it came from a person noted in the definition "Legal Mail", shall be treated as normal incoming mail.
2. Legal mail will be opened only in front of the inmate it is addressed to and inspected by Correctional Staff only for contraband, cash, checks or money orders.
3. There is no limit to the amount of "Legal Mail" an inmate may send or receive.
4. Completed inmate Voter Registration forms and absentee ballots shall be handled as legal mail. (See I-002)

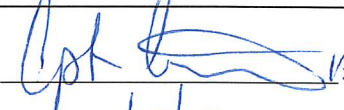
PROCEDURE: INCOMING MAIL

1. The Mail Officer will deliver legal mail unopened to the Housing Officer in the same manner as all other mail. (See P&P I-001)
2. The Housing Officer will check the inmate's wrist ID band, if needed, to insure proper identification.
3. The Housing Officer will inform the inmate that before they are given their legal mail, it will be opened and inspected for contraband in his/her presence.
4. If no contraband, money orders, cash or checks are found in the envelope, the stamp will be removed from the envelope and the legal mail given to the inmate.
5. At no time will the Officer read the legal mail contained in the envelope.
6. If the Mail Officer unintentionally opens a letter marked "Legal Mail," in the absence of the inmate, the Mail Officer will:
 - a. Note on the envelope "Opened in Error."
 - b. Note the date, time, Officers name and pin # on the envelope.
 - c. The Mail Officer shall write an Inter-Office Memo via chain of command to the Operations Lieutenant regarding the error.

PROCEDURE: OUTGOING MAIL

1. When an inmate is ready to send his/her legal mail, the Housing Officer will, in the presence of the inmate, check the legal mail envelope for contraband. When the Officer is satisfied that the letter does not contain contraband the inmate will seal the envelope. The envelope will be marked "Legal Mail" on the front and the Officer will initial the back of the envelope across the sealed area.

2. The letter is then placed in the Housing Mail Box where it will be picked up on scheduled mail rounds. (See P&P I-006).
3. The mail will be collected by the Mail Officer or designee at mail pick-up each day at approximately 2300 hours.
4. The Mail Officer or designated Legal Office Assistant will take the legal mail along with the regular mail once per day, to the US Mail drop box located outside the building.
5. Indigent inmates may request envelopes and stationary for Legal Mail from the Inmate Programs Coordinator by completing an Inmate Request Form. (See P&P I-007)
6. Inmates attempting to send non-legal mail in pre-stamped "Legal Mail" envelopes will be subject to disciplinary action.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/8/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INCOMING MAIL CONTAINING CONTRABAND

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. I-003**

REVISED: May 8, 2018

REFERENCES:

General Order 66-3
PC 2601
P&P F-016, D-002
Title 15 – CCR 1063, 1066

POLICY:

Inmate mail containing contraband shall be rejected by the Humboldt County Correctional Facility and either returned to sender, or held as evidence in a criminal investigation

DEFINITIONS:

Contraband – For the purpose of this policy contraband is any sexually explicit material, information concerning where, how, or from whom such materials may be obtained. Anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience. Any greeting cards, letters on cardstock, or any letter not written on white plain/lined paper. Any gang related materials, escape materials (maps, diagrams, schedules etc.) explosives of any kind, narcotics or tobacco products of any kind, handcuff keys, hacksaw blades, stationary and/or stamps, polaroid pictures, photographs larger than 5”x7”, stickers.

Mail Deputy - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

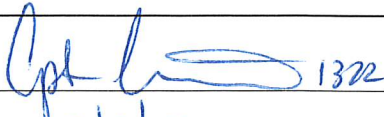
Scanning of Inmate Mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, violence, escape plans, gang related materials, or criminal activity. If scanning reveals any of the above mail may be read for security purposes with the approval of the Facility Manager or their designee.

VeroVision Mail Screener – A computer driven screening device which detects the presence of illicit substances within the articles of mail.

PROCEDURE:

1. The Mail Deputy finding the contraband in an inmate's letter will contact the Shift Supervisor.
2. If the contraband is an illicit substance, it shall be verified by screening the envelope and contents using the VeroVision Mail Screener.
3. If the VeroVision Mail Screener identifies the illicit substance a report from the VeroVision Mail Screener shall be generated.
4. The Shift Supervisor inspects the contraband and the VeroVision report, and if the contraband constitutes a criminal act, the Shift Supervisor assigns the Mail Deputy to initiate an investigation and write a crime report in accordance with the procedures outlined in Policy and Procedure D-002. The contraband will be booked into evidence as per General Order 66-3. Pictures or copies of the contraband and the VeroVision report may be taken and sent to Classification with their copy of the report.
5. The Mail Deputy also writes an Incident Report and attaches a copy of the Incident Report to the crime report to act as a face sheet. Copies are made and distributed in accordance with Policy and Procedure D-002.
6. If the contraband does not require a crime report, the Mail Deputy will return the letter and its contents to the sender, along with a form explaining the reason it was rejected. A copy of the form will kept in the mail office. A log will be kept by the mail deputy documenting which inmates received mail that was returned. The log will contain the following:
 - a. Date mail was returned
 - b. Name of the inmate
 - c. Name of person sending letter
 - d. Description of contraband and reason for refusal
7. If the letter containing contraband does not require a crime report and there is no return address, the Mail Deputy will stamp the mail refused, and place in the outgoing mail basket.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/8/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INCOMING MAIL CONTAINING CASH, CHECK OR
MONEY ORDERS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. I-004**

REVISED: September 22,2021

REFERENCES:

Title 15 - CCR 1063, 1066
PC 2601

FORMS:

Checks/Money Order Log

POLICY:

Inmate mail containing cash, checks, and money orders shall be processed in a manner that ensures accountability while following proper bookkeeping procedures.

DEFINITIONS:

Booking Kiosk – A locked Kiosk used for the purposes of depositing inmate funds securely.

Bookkeeper - An employee of the Inmate Welfare Fund who makes bank deposits and maintains a proper accounting of the fund.

Mail Deputy - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

Scanning of Inmate mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, escape plans or gang related materials.

Returned to Sender Form – A note which SWAP Mail Officer use to advise either inmates or members of the public why mail was refused, or any other notes.

GENERAL INFORMATION:

1. The Mail Deputy processes all incoming and outgoing inmate mail.
2. Incoming mail to inmates will be addressed in the following manner:
Inmates full name
c/o Humboldt County Correctional Facility
901 5th Street
Eureka, CA 95501
3. The Humboldt County Correctional Facility will accept the following checks for inmates incarcerated in this facility:
 - a. Cashier's checks
 - b. Federal checks
 - c. State checks
 - d. Any state or county correctional facility checks
 - e. Checks from conservators/County Public Guardian
 - f. Payroll checks from verified businesses
4. Any incoming mail that does not contain a complete return address (last name and full address of sender) will be refused by the Facility and returned to sender through the US Postal Service.

PROCEDURE: CASH

1. Upon discovering cash in the inmate's mail, the Mail Deputy writes the following information on the envelope:
 - a. Officers Name,
 - b. Officers PIN number,
 - c. Date, and
 - d. Amount of cash enclosed.
2. The Mail Deputy personally contacts the Shift Supervisor to advise him of the found cash.
3. The Shift Supervisor will verifies the amount and deposits the money into the booking kiosk which adds the funds to the inmate's Trust Fund Account. (JMS "Bank Account")
4. The Shift Supervisor places the copy of the transaction back in the envelope.
5. The letter is delivered to the inmate in the same manner as all other mail (see Policy and Procedure I-001).

PROCEDURE: MONEY ORDERS

1. The Mail Deputy removes the money order from the envelope and confirms it is a US Postal Money Order, Money Gram Money Order, or Western Union Money Order (These are the only money orders the Humboldt County Correctional Facility will accept). The money order is visually scanned for complete names of sending parties (not just initials or nick names) and is paper clipped or stapled to the envelope.
 - a. If the senders name and address is not on the money order, or the money order is not of an acceptable type it will be returned to the address on the envelope with an explanation of why the money order was not accepted.
 - b. The envelope is refused with a **“Return to Sender”** form, and documentation of why the envelope was refused.
2. The Mail Deputy shall document the money order was received on the Checks/Money Order log with the following information:
 - a. Date
 - b. Recipient of the money order/check
 - c. Sender of the money order/check
 - d. Amount of the money order/check
 - e. Money order/check number
 - f. Booking number of recipient
3. The envelope is delivered to the Housing Deputy in the same manner as any other mail.
4. The Housing Deputy has the inmate sign the money order, and gives the inmate any mail in the envelope. At no time will an inmate be allowed to possess money orders while in custody.
5. If the inmate refuses to sign the money order the Housing Deputy will keep the money order and the envelope and rout them back to the Mail Deputy. This will aid the Mail Deputy in returning the money order to the sender. The Housing Deputy will allow the inmate to have the contents of the envelope less any money orders.
6. The Housing Deputy is responsible to give the signed money orders to the Shift Supervisor or designee on their next rounds.
7. The Shift Supervisor or designee will place the money order in the Money Orders/Checks box located in the processing area.
8. The Bookkeeper will be responsible for retrieving the money order from the Money Orders/Checks box and depositing the funds on the Inmate’s Trust Account.


PROCEDURE: PERSONAL CHECKS

1. Personal checks **will not** be accepted by the Facility.
2. The check will be returned to the sender with an explanation of why the check was not accepted. The Mail Deputy will document the refusal on the **“Return to Sender”** form and document why it was refused. The Mail Deputy will also note the letter was approved and forwarded to the inmate.
3. The envelope is delivered to the Housing Deputy in the same manner as any other mail.
4. The Housing Deputy delivers the mail to the inmate.

Acceptable Checks

1. The Mail Deputy removes the check from the envelope and confirms it is one of the six types of checks accepted by the facility. The check is visually scanned for complete names of sending party, not just initials or nick names. The check is paper clipped or stapled to the envelope.
 - a. If the senders name is not on the check, or the check is not of an acceptable type, it will be returned to the address on the envelope with an explanation of why the check was not accepted.
 - b. The envelope is returned with the **“Return to Sender”** form, with the appropriate reason why it was refused.
2. The Mail Deputy shall document the check was received on the Checks/Money Order log with the following information:
 - a. Date
 - b. Recipient of the money order/check
 - c. Sender of the money order/check
 - d. Amount of the money order/check
 - e. Money order/check number
 - f. Booking number of recipient
3. The envelope is delivered to the Housing Deputy in the same manner as any other mail.
4. The Housing Deputy has the inmate sign the check, and gives the inmate any mail in the envelope. At no time will an inmate be allowed to possess checks while in custody.

5. If the inmate refuses to sign the check the Housing Deputy will keep the check and the envelope and rout them back to the Mail Deputy. This will aid the Mail Deputy in returning the check to the sender. The Housing Deputy will allow the inmate to have the contents of the envelope less any checks.
6. The Housing Deputy is responsible to give the signed check to the Shift Supervisor or designee on their next rounds.
7. The Shift Supervisor or designee will place the signed check in the Money Orders/Checks box located in the processing area.
8. The Bookkeeper will be responsible for retrieving the check from the Money Orders/Checks box and depositing the funds on the Inmate's Trust Account.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 9/22/21

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: PROCESSING BOOKS, NEWSPAPERS AND PERIODICALS DELIVERED TO INMATES

APPROVED BY: Duane Christian, Facility Manager

DATE: April 14, 1996 **No. I-005**

REVISED: July 11, 2018

REFERENCES:

Title 15 - CCR 1063, 1066
PC 2601, 6030

FORMS:

Denial Notification Form (I-005APX)

POLICY:

Inmates in the Humboldt County Correctional Facility may order and receive Facility approved magazines, books, newspapers and periodicals as a supplement to the Facility library.

DEFINITIONS:

Contraband – For the purpose of this policy contraband is any sexually explicit material, information concerning where, how, or from whom such materials may be obtained. Anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience. Any gang related materials, escape materials (maps, diagrams, schedules etc.) explosives of any kind, narcotics or tobacco products of any kind, handcuff keys, hacksaw blades, stationary and/or stamps, polaroid pictures, photographs larger than 5”x7”, stickers, etc...

Hostile Work Environment – Harassment, speech or conduct that is based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.

Mail Person - A Correctional Deputy or Legal Office Assistant assigned to process incoming and outgoing inmate mail through the Facility.

Personal Books- Any paperback book(s) ordered and delivered to the facility directly from the publisher or book distributor for a specific inmate.

Scanning of Inmate mail - The rapid examination of incoming or outgoing mail for contraband (as listed above), money, or threats.

Sexually Explicit Material – Sexually Explicit Material consists of the following:

1. Any material that shows frontal nudity which displays male or female genitalia and/or female nipples.
2. Any material that portrays, displays, describes or represents penetration of the vagina or anus, or contact between the mouth and genitals.
3. Any material that portrays, displays, describes or represents bestiality, sadomasochism, or an excretory function including urination, defecation or semen.
4. Any material that portrays, displays, describes or represents the nudity or sexual conduct of a minor under 18 years old.
5. Any material that portrays, displays, describes or represents sexual acts that appear to be non-consensual, forceful, threatening or violent.

Sexualized Work Environment (PREA Standards) – A work environment in which the behaviors, dress, and speech of either staff and or inmates creates a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, pictures, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often the off-duty behaviors, dating, and other activities of staff intrudes into the everyday work environment. In a sexualized work environment talk or actions having sexual overtones can severely erode the professional boundaries between staff, and consequently between staff and inmates.

GENERAL INFORMATION:

1. Newspaper and periodical subscriptions must be prepaid and delivered to the Humboldt County Correctional Facility by the United States Postal Service.
2. All books and periodicals must arrive at the Facility directly from the publisher or nationally known book distributor.
3. Only paper-backed books will be accepted by the Facility, no hardbound books will be accepted.
4. The following materials will not be accepted:

- a. Any materials tending to incite murder, arson, riot, violent racism or any other form of violence, escape or any gang related materials.
 - b. Any material concerning gambling or lottery.
 - c. Any material concerning drug manufacturing, explosive or weapons manufacturing.
 - d. Any boxes or other containers not sent directly from the publisher.
 - e. Any mail not containing a complete return address.
 - f. Any book, newspaper or periodical containing sexually explicit material as defined above.
 - g. Any materials not mentioned above, including those creating a hostile or sexualized work environment, may be deemed inappropriate by the Facility Manager or designee for safety or security concerns. The Facility Manager or designee must articulate the reason for refusing the materials in writing and send a copy to the inmate ordering the material as well as the publisher that distributed the material.
5. Subscriptions will not be canceled by the Facility staff upon the release of the inmate. This will be the responsibility of the inmate.
 6. Books, newspapers, and periodicals will not be forwarded upon release of the inmate. All books and periodicals will be "Return to Sender" and placed in the outgoing mail.
 7. Staff is prohibited from reading books, newspapers, and periodicals addressed to inmates.
 8. Inmate's families and friends may order paperback books for inmates incarcerated in HCCF. The books must be shipped to HCCF directly from the publisher or the approved book distributor.
 9. Inmates may only have five (5) personal books and ten (10) magazines maximum in their cell or drawer at any one time. Inmates will be given the choice, with any additional books or magazines, to either have them placed on their property or donated to the HCCF library.
 10. Under no circumstances will the Mail Officer accept or open sealed boxes or containers that are not mailed directly from a publisher or the approved book distributor without a complete return address.
 11. Any books, newspapers or periodicals containing material that is not allowed in the facility, will be placed in the inmates property for safekeeping. A notification of the placement will be sent to the inmate and the publisher using the Denial Notification Form.
 12. Perfume samples will be removed from periodicals prior to forwarding them to the inmate.

13. Inmates may donate books to HCCF Programs by completing an Inmate Request form.

PROCEDURE: Newspapers and Periodicals

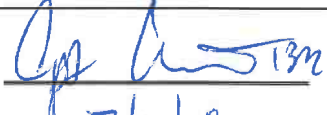
1. The Mail Person will receive all newspapers and periodicals from the County Mail Room and will scan them for contraband and appropriateness for entry into the facility.
2. Questionable periodicals will be forwarded to the SWAP Supervisor for approval.
3. In the event the newspaper or periodical contains material that is not allowed in the facility, the Mail Person will send a Denial Notification to both the inmate and the publisher explaining the reason for the denial. The form will provide the publisher the opportunity to appeal the denial within 20 days of receiving the notice. The newspaper or periodical will then be placed on the inmate's stored property for safe keeping.
4. After newspapers and periodicals have been scanned and/or approved for appropriateness, the Mail Person will place them in the mail baskets for the on-coming shift to distribute.

PROCEDURE: Books

1. Books received for inmates directly from a publisher or book distributor will be forwarded to the Mail Person for scanning.
2. The books will be labeled with the Inmate's name and placed in the appropriate mail basket for delivery to the inmate.
3. If it has been determined the inmate has too many books within the Facility, the inmate will be noticed in writing that he/she must either donate or release some or all of the books before anymore will be accepted by the Facility.
4. Books to be donated to the Facility by the inmates must be sent to the Inmate Programs Coordinator or designee along with an Inmate Request form, for labeling before being redistributed within the Facility on the library cart.
5. In the event the book is not allowed the Mail Person will follow the same procedure for denial notification as outlined in the Procedure for newspaper and periodicals.

PROCEDURE: Appeal of Publication Denial

1. In the event a publisher appeals the denial of the publication the Facility Manager or their designee will review the material in question and reason for denial.
2. The Facility Manager or their designee, upon review of the appeal, will advise the publisher, in writing, of the outcome of the appeal.
3. In the event the appeal is granted the publication will be given to the inmate.
4. In the event the appeal is denied the publication will remain on the inmate's property until released or transferred to another facility.

Approved by: Duane Christian, Captain Facility Manager	Signature: <u></u> Date Signed: <u>7/11/18</u> Reviewed by CC: <u>NAD 7/12/18</u>
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Humboldt County Sheriff's Office
Custody Services Division
Notification of Denied Mail

Inmate Name: _____
Inmate Booking Number: _____
Housing Location: _____
Date Item Was Received: _____

The item(s) listed below have been denied in accordance with Humboldt County Correctional Facility Policy and Procedure I-005:

Item(s) Denied: _____

Reason for Denial: _____

Facility Manager or Designee Signature

Notification to Sender:

To Whom It May Concern,

The above listed mail item(s) and/or publications have been denied entrance to the Humboldt County Correctional Facility. Items are denied based on safety and security concerns or content that may pose a threat to facility operations. Appeals must be filed within 20 days of posted denial notification. Appeals may be made to the Facility Administrator, or designee, of the Humboldt County Correctional Facility, 826 4th Street, Eureka, CA 95503.

Senders' Name: _____

Sender's Address: _____

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: **OUTGOING MAIL**

APPROVED BY: Duane Christian, Facility Manager

DATE: April 14, 1996 **No. I-006**

REVISED: May 29, 2018

REFERENCES:

Title 15 - CCR 1063
PC 6030, 4570, 2601 (b)
Domestic Mail Service Sec. 156.61
HCCF P&P I-002, I-003 & I-007

FORMS:

Outgoing Mail: Return to Sender HCSO 0313.7

POLICY:

Inmates in the Humboldt County Correctional Facility are permitted to communicate by mail with their families, friends, business associates and government authorities within established rules and regulations to maintain safety and security within the facility.

DEFINITIONS:

Contraband - Obscene pictures or writings, information concerning where, how or from whom such materials may be obtained, anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience. Explosive materials of any kind, gang related materials, escape materials (maps, diagrams, schedules etc.) narcotics of any kind, tobacco products of any kind, handcuff keys, hacksaw blades, etc. Letters that have been modified, i.e. Stains, lipstick, lipstick kisses, perfumes, colored papers, or any type of stain of unknown substance will be considered contraband.

Legal Mail - Mail sent between the inmate and any member of the State and Federal Courts, a member of the State Bar, State Board of Corrections, Facility Manager, or holder of a Public Office.

Mail Deputy - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

Scanning of Inmate Mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, violence, escape plans, gang related materials, or criminal activity. If scanning reveals any of the above mail may be read for security purposes with the approval of the Facility Manager or their designee.

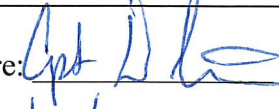
GENERAL INFORMATION:

1. All outgoing mail will be inspected by the Mail Deputy prior to being mailed from the Facility.
2. There is no limit to the amount of "Legal Mail" an inmate may send. (See P&P I-002)
3. Outgoing inmate mail, except legal mail, may be scanned as a standard security measure to help provide a safe and secure environment for staff, inmates and visitors.
4. Requests from other law enforcement or investigative agencies for photocopies of a particular inmate's non-legal mail, will be submitted in writing to the Facility Manager or designee. If the Facility Manager or designee approves, the request will be forwarded to the mail officers through the proper chain of command.

PROCEDURE:

1. The inmate places the letter in a properly addressed envelope and places the letter unsealed in the locked mailbox located in their housing area.
2. The mail is collected by the Mail Officer at mail pick-up.
3. The Mail Deputy scans the out-going mail for any contraband or unauthorized writings or pictures, (P&P I-003) and assures the inmate has written their first and last name and booking number above the facilities return address on the outside of the envelope.
4. The Mail Deputy will also verify a properly addressed letter, which is legible and includes the following information:
 - a. Last name
 - b. Street address, city, state and zip code
5. If the envelope does not comply with Facility standards, the envelope will be returned to the inmate with an Outgoing Mail: Return to Sender form. Outgoing envelopes will only be allowed the name of the Sender and the person's name the letter is being sent too. No other writing, drawing, symbols, colors, or foreign substances will be allowed on the outside of the outgoing envelope.
6. Approved correspondence is sealed and placed in the outgoing mail for pick up by the county mailroom personnel.

7. If additional postage is needed for "Out of U.S." mail, the letter will be taken to the Programs Coordinator or designee and weighed. The additional postage will be placed on the letter by the County Mailroom and the letter will be mailed. The charge for the extra postage shall be deducted from the Inmate's Trust Account by the Inmate Programs Coordinator.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/29/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: **INDIGENT MAIL**

APPROVED BY: Duane Christian, Facility Manager

DATE: April, 14, 1996 **No. I-007**

REVISED: May 29, 2018

REFERENCES:

Title 15 - CCR 1063 & 1265
PC 6030
HCCF Policy and Procedure I-002 & I-006

POLICY:

All inmates in the Humboldt County Correctional Facility who are without funds will be allowed two (2) postage free letters a week to communicate with family or friends. There is no limitation on the number of postage-free letters to members of the State and Federal Courts, members of the State Bar, holders of Public Office, State Board of Corrections, and Facility Manager.

DEFINITIONS:

Contraband – For the purpose of this policy contraband is any sexually explicit material, information concerning where, how, or from whom such materials may be obtained. Anything which tends to incite murder, arson, riot, violent racism or any other form of civil disobedience. Any gang related materials, escape materials (maps, diagrams, schedules etc.) explosives of any kind, narcotics or tobacco products of any kind, handcuff keys, hacksaw blades, stationary and/or stamps, polaroid pictures, photographs larger than 5"x7", stickers, etc...

Hygiene Kit - A kit sold to all inmates at the time of booking who will be held over 24 hours. This kit contains writing materials and personal care items described in Title 15 Sec. 1265.

Indigent - Any inmate showing a zero or negative balance in their Inmate Trust Account.

Inmate Programs Coordinator – An employee of the Humboldt County Sheriff's Office who oversees inmate programs and volunteer services within the Facility.

Legal Mail - Mail sent between the inmate and any member of the State and Federal Courts, a member of the State Bar, State Board of Corrections, Facility Manager, or holder of a Public Office.

Mail Deputy - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the Facility.

Scanning of Inmate Mail - The rapid examination of incoming or outgoing mail for contraband, money, threats, violence, escape plans, gang related materials, or criminal activity. If scanning reveals any of the above mail may be read for security purposes with the approval of the Facility Manager or their designee.

GENERAL INFORMATION:

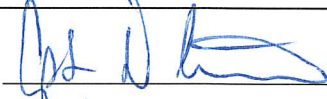
1. Indigent inmates are allowed two (2) postage free letters a week.
2. An inmate may receive or send an unlimited amount of Legal Mail.

PROCEDURE: Regular Correspondence

1. All inmates are sold a hygiene kit when booked into the Humboldt County Correctional Facility. This kit includes writing materials that are intended to meet the personal writing needs of the indigent inmate for a period of one (1) week.
2. The indigent inmate may order one (1) hygiene kit a week by indicating that item on the Commissary Order Form. This hygiene kit contains two (2) envelopes, four (4) pieces of paper, one (1) pencil and personal care items.
3. In the event the inmate does not need the personal care items, contained in the hygiene kit, the inmate may request indigent writing materials from the Inmate Programs Coordinator by using an Inmate Request Form. Indigent inmates are allowed two (2) postage free letters a week.
4. The Inmate Programs Coordinator will determine if the inmate qualifies as indigent and is eligible to receive free writing materials for that week.
5. The Inmate Programs Coordinator maintains an indigent stationary list. The indigent mail week starts on Thursday and ends on Wednesday of each week.
6. Inmates may place their regular mail in the Housing Unit mailbox, where it will be picked up on scheduled mail rounds (see Outgoing Mail Policy I-006)

PROCEDURE: Indigent Legal Mail - Outgoing

1. Indigent inmates may request indigent writing materials for Legal Mail by submitting an Inmate Request Form to the Inmate Programs Coordinator. The inmate will be allowed unlimited writing materials for Legal Mail, but will not be allowed to stockpile legal mail supplies. (See P&P I-002)
2. The Inmate Programs Coordinator or designee will verify the inmate's indigent eligibility for Legal Mail writing materials.
3. Inmates attempting to send non-legal mail in pre-stamped "Legal Mail" envelopes are subject to disciplinary action.
4. Outgoing Legal Mail will be processed in accordance with P&P I-002 Legal Mail.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 5/29/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: MONTHLY LAUNDRY INVENTORY

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. J-001

REVISED: May 31, 2018

REFERENCES:

Title 15 - CCR 1260, 1261, 1262, 1263, 1270, 1271, 1272
PC 6030
Superior Court Order - 5/88

POLICY:

The Humboldt County Correctional Facility conducts a monthly inventory of inmate bedding and clothing to maintain and ensure that there is an adequate amount on hand and to remain consistent with applicable standards, regulations and court orders.

DEFINITIONS:

Inventory - An itemized list of goods and materials on hand.

Kitchen/Laundry Supervisor - A civilian position in charge of supervising daily operations of the facility kitchen and laundry, including oversight of budgetary and inventory responsibilities.

GENERAL INFORMATION:

The Humboldt County Correctional Facility is currently under Superior Court Order dated May 16, 1988 to maintain a minimum of three (3) complete sets of required inmate clothing and two sets of linen for each inmate housed in the facility.

PROCEDURE:

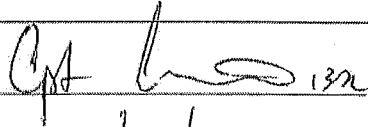
1. On the first day of each month the Kitchen/Laundry Supervisor conducts a complete clothing and bedding inventory. This inventory identifies all clothing and bedding,
 - a. in use,
 - b. in the laundry,
 - c. in storage.

SUBJECT: Monthly Laundry Inventory

PROCEDURE NO: J-001
PAGE NO. 2 OF 2

3. The Kitchen/Laundry Supervisor completes the inventory by keying the count information into the computerized "Monthly Laundry Inventory" program located in "Excel", sorted by month and year.
4. The Kitchen/Laundry Supervisor keeps the monthly inventory on file and forwards a copy via e-mail to the Operations Lieutenant. This includes a running total of the clothing budget for the current fiscal year.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/31/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: STANDARD JAIL LINEN/CLOTHING ISSUE AND RESPONSIBILITY

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. J-002

REVISED: May 31, 2018

REFERENCES:

Title 15 - CCR 1260, 1270, 1272
PC 4600, 6030

POLICY:

Inmates who have been booked and are to be housed in the Humboldt County Correctional Facility will receive a standard issue of clean jail clothing and bedding at the time of intake. Inmates will be held responsible for these items during the time they are in HCCF.

DEFINITIONS:

JMS - Jail Management System. (Computer Software)

Jail Clothing - Clothing issued by the facility, at the time of intake, to replace the inmate's personal clothing during incarceration.

Standard Issue - Items issued by the facility which remains the same in quantity and type.

GENERAL INFORMATION:

1. Deputies of the same gender as the inmate will supervise the inmate in the shower-dress out area.
2. Inmates will shower and change their clothes behind the privacy wall/door in the shower-dress out area.
3. No inmates of the opposite sex will be present in the shower-dress out area.

4. Inmates shall wear their issued jumpsuit up in a position that covers their entire upper torso. This is to be done at all times except when they are in the recreation yard or at night when in bed.
5. Inmates in a recreation yard may wear their jumpsuits down at their waists, but must wear an undershirt.
6. Jail issued shoes or shower shoes purchased by the inmate off of commissary must be worn at all times while out of bed in the housing unit. Socks should be emphasized but are not mandatory.
7. Only jail issued shoes with socks shall be worn out of the housing unit.

STANDARD LINEN/CLOTHING ISSUE

- 3-Blankets
- 1-Towel
- 1-Undershirt
- 1-Undershorts (Males only)
- 2-pairs of panties (Females only)
- 1-Bra (Females only)
- 1-Nightgown (Females only)
- 1-pair Sandals or Tennis Shoes
- 1-pair Socks
- 1-Jumpsuit
- 1-Sweatshirt

PROCEDURE:

1. The Deputy obtains a complete Standard Issue from storage room (Room N130) and takes it with the inmate to the shower-dress out area (room N127). The Deputy instructs the inmate to enter the dressing stall to remove all of his/her personal clothing.
2. The inmate is instructed to remove his/her clothing and turn it over to the deputy who provides him/her the issued clothing. Although it is not mandatory, unless medically indicated, the inmate will be encouraged to shower at that time. A towel is provided in the dressing area for the inmate to use after showering. The towel is placed in the soiled linen hamper prior to the inmate leaving the Processing area. A clean towel is included with the bedding issue.
3. Once the clothing exchange is made, the inmate changes into the provided issued clothing as the deputy stores the inmate's personal clothing in the designated blue clothing bag assigned to the inmate, secured in the property room (Room N124). A pat search of the inmate is recommended prior to placement in the holding cell.

4. Inmates are admonished during orientation of their responsibility to maintain their issued jail clothing and bedding in serviceable condition, and that disciplinary action will be taken for damaged, altered, or lost clothing and bedding.

Approved by: Duane Christian, Captain Facility Manager	Signature: <u>Cpt [Signature]</u> Date Signed: <u>5/31/18</u>
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: LAUNDRY EXCHANGE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. J-003**

REVISED: May 31, 2018

REFERENCES:

Title 15 - CCR 1262, 1271
PC 6030

FORMS:

Laundry Request Form

POLICY:

To maintain health and cleanliness in the Humboldt County Correctional Facility, laundry exchange for inmates will take place twice a week.

DEFINITIONS:

Inmate Laundry Workers - Those inmates assigned to work in the laundry.

Laundry Schedule - A schedule developed by the Kitchen/Laundry Supervisor which outlines when each housing unit conducts laundry exchange.

Laundry Request Form - A computerized form located on the "F" drive of the Sheriff's server which allows Housing Officers to order laundry for scheduled laundry exchanges.

Work Crew Leader - An employee of the Humboldt County Sheriff's Office, who is assigned to the Humboldt County Correctional Facility, and supervises general maintenance and upkeep of and around the facility using inmate work crews.

GENERAL INFORMATION:

1. Laundry exchange of body whites and work clothes is conducted daily for inmates who work in assigned jobs both inside and outside the facility. Other laundry, such as bedding, will be exchanged as scheduled for the facility. This does not apply to

basic clean-up duties within a housing unit unless determined necessary by the housing deputy.

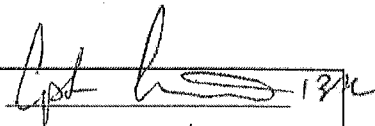
2. Outer garments, such as jumpsuits and sweatshirts are to be exchanged at least once per week. Undergarments and socks are to be exchanged at least twice per week. Sheets and pillowcases are to be exchanged at least once per week.
3. Blankets are to be exchanged for laundering purposes, every three (3) months for wool blankets and every two (2) weeks for camel blankets. One camel blanket will be exchanged alternately each week during the body white exchange.
4. More frequent exchanges of laundry may occur if reasonable due to illness or as work necessitates.
5. Female Correctional Deputies shall conduct clothing exchange for the female inmates.

PROCEDURE:

1. On the scheduled day for laundry change, the Housing Deputy shall complete and submit a Laundry Request Form by 0600 hours, which will be reviewed by a Work Crew Leader for accuracy.
2. Inmate Workers shall prepare the clothing cart using the completed Laundry Request form provided by the Housing Deputy with input from the Work Crew Leader.
3. Between 1600 and 1630 hours the Inmate Runners will deliver the laundry cart to the designated housing unit.
4. Depending on what items are being exchanged that day, each inmate will bring his or her soiled laundry to an area designated by the Housing Deputy.
5. The Housing Deputy will inspect the inmate's soiled laundry for damage or missing items, as the inmate places them in a laundry cart.
6. The Housing Deputy will give the inmate clean laundry.
7. The Housing Deputy will push the carts out into the secured corridor when the exchange is complete.
8. Night shift laundry workers will collect the carts and return them to Laundry as they begin their shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

5/31/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: ACCEPTANCE OF CLOTHING FOR JURY TRIAL
AND DRESS OUT PROCEDURE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. J-004

REVISED: May 31, 2018

REFERENCES:

HCCF P&P M-020
PC 4003

POLICY:

The Humboldt County Correctional Facility allows inmates who are defendants in jury trials to wear appropriate personal clothing while in the courtroom.

GENERAL INFORMATION:

All clothing brought into the Humboldt County Correctional Facility will have the inmates name in permanent ink, printed inside the waistband of the pants or skirt, and on the inside of the shirt or blouse tail. This is done by the attorney for the defense or a representative thereof. This is done prior to bringing the clothing to the facility.

PROCEDURE: PROCURING TRIAL CLOTHING

1. An inmate's personal clothing for court may be brought to the reception area by the attorney of the inmate or a representative thereof. Trial clothing is not to be accepted directly from a family member unless the inmate is in Pro-Per and has no legal representative available to facilitate the process. An itemized receipt for the clothing will be included which also contains the contact information for the attorney's office to arrange for pick up when the trial is completed.
2. The receptionist notifies the Property Deputy who will, prior to accepting the clothing through the pass through or in Processing, check to ensure that the inmate's name is clearly marked in permanent ink on each clothing item.

3. The Property Deputy shall search the clothing thoroughly for contraband.
4. The Property Deputy will take the clothing to the Property Storage Room and then enter the exact Inventory into the JMS.
5. The Property Deputy assigns the same bin number to the trial clothing as the inmates personal clothing bin number.
6. The trial clothing is stored in a separate location in the property room. The Court Deputy will be notified and will take the trial clothing to the West Facility.
7. The clothing is placed on a hanger and shoes, belt, tie etc. placed in a laundry storage bag in the West Facility secure storage area in alphabetical order on the court clothing racks. Any additional storage containers will have the inmate's name and proper bin number on them.
8. As warranted based on the length of trial, the Court Deputy will facilitate the release and re-acceptance of trial clothing with the attorney's office for laundering purposes.

PROCEDURE: DRESS OUT

1. Each day the Court Deputy will check the court list to make sure they have trial clothing for all inmates in trial.
2. The Court Deputy collects the trial clothing needed for court that day.
3. Inmates needing to change into trial clothing are sent to the West Facility where they are met by a Court Deputy and escorted to the dress out area or holding cell.
4. The Court Deputy retrieves the trial clothing from the secure storage area.
5. The Court Deputy gives the inmate their trial clothing allowing the inmate to dress out.
6. The Court Deputy pat searches the inmate prior to the inmate leaving the dressing area.
7. The Court Deputy searches the inmate's jail issued clothing for contraband and places the clothing into the appropriate clothing bag.
8. The Court Deputy returns the inmate's jail issue clothing to the secure storage area and places them on the trial clothing rack in alphabetical order.
9. The Court Deputy sends the inmate to court.
10. Upon returning from court the inmate is pat searched and escorted to the dressing area or holding cell.

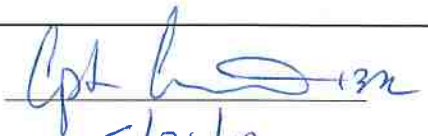
11. The Court Deputy identifies the inmate by the ID wristband, enters the secure storage area and removes the clothing bag containing the inmate's jail clothing.
12. The Court Deputy gives the inmate the clothing bag and the inmate changes back into the jail clothing.
13. The Court Deputy searches the trial clothing completely for any contraband.
14. The Court Deputy pat searches the inmate prior to the inmate leaving the dressing area.
15. The Court Deputy places the inmate's trial clothing on the hanger and into the laundry bag and returns them to the trial clothing rack in the secure storage area.
16. The inmate is rehoused.

Procedure: Disposition of the Clothing - Conclusion of the Trial

1. Once the trial has concluded, the Court Deputy will notify the appropriate attorney office to come and collect the trial clothing.
2. Clothing brought in by the inmate's family will be placed in the Property Storage Room located in Processing. The trial clothing will be put in the inmate's blue property storage bag.

Approved by, Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

5/31/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: **MISSING OR DAMAGED PERSONAL PROPERTY &
UNCLAIMED PERSONAL PROPERTY**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. J-005

REVISED: April 11, 2019

REFERENCES:

Government Code 26642
Civil Code 2080.10

FORMS:

Found Property Form
Found Property Notification (HCSD 0412.1)
Claim for Damages Form provided by the Clerk of the Board of Supervisors

POLICY:

The Humboldt County Correctional Facility will assign staff to maintain security in the property room to minimize loss or damage to inmate's personal property. In addition, establish a system to efficiently dispose of clothing articles and other property left unclaimed at the Humboldt County Correctional Facility by inmates.

DEFINITIONS:

Claim for Damages Form - A form provided by The Clerk of the Board of Supervisors by which a person may file a claim for lost or damaged property.

Personal Property - For the purpose of this policy, personal property (including clothing) is any property that can be linked to a former inmate.

Property Deputy - A Correctional Deputy assigned to the main property room, whose duties include maintaining security of the property checked into the property room.

Unclaimed Property – Inmate clothing or other property left unclaimed for more than one year from the date of release or 120 days after a notice has been sent to his or her last known address.

GENERAL INFORMATION:

1. Every attempt will be made to ensure all property is returned to the inmate at the time of release.
2. The facility maintains a supply of Claim for Damages forms that may be given to persons upon request. During business hours claimants shall be directed to the Clerk of the Board of Supervisor to file a Claim for Damages.
3. Property left unclaimed for a period of one year after the owner's release from custody or five years after his or her death, or 120 days after a notice has been sent to his or her last known address or, in the event of his or her death, one year after a notice has been sent to his or her last known next of kin, shall be disposed on in the manner outlined in this policy.
4. Monthly, the B-shift Property Deputy shall run a vault-by-vault report and compare it with the contents of the property room. Any found property will be forwarded with a report to the Facility Manager or designee for processing.

PROCEDURE: MISSING OR DAMAGED PERSONAL PROPERTY

1. Missing or damaged personal property inquires shall, be directed through the Shift Supervisor and then to the Property Deputy.
2. The Property Deputy will attempt to locate the missing item(s). If the deputy is unable to locate the property, or the property is damaged:
 - a. The inmate may be given a Claim for Damages form.
 - b. The deputy may instruct the inmate in the proper procedure for completing the form.
 - c. The inmate may be given clothing articles from the unclaimed clothing rack or allowed to telephone friends or relatives to bring clothing to the facility.
 - d. The inmate may fill out the form and return the completed form to the Clerk of the Board of Supervisors, located on the first floor of the Humboldt County Court House room 110.
3. The Property Deputy shall write an "Informational Only Report" in the JMS containing but not limited to the following information:
 - a. The name, address, and phone number where the inmate can be reached.
 - b. An itemized list of all missing or damaged property.
 - c. The inmates "estimated value" for each item.

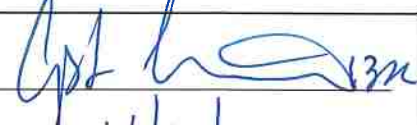
- d. All actions taken by the deputy to locate the missing property.
4. A copy of the Informational Report and the Personal Property Receipt from the JMS is routed through the Shift Supervisor to the Staff Lieutenant and on to the Facility Manager or designee.

PROCEDURE: UNCLAIMED PERSONAL PROPERTY

1. In the event an inmate leaves any personal property in the facility when discharged or transported, the Property Deputy will attempt to notify the former inmate. This may be accomplished by telephone if possible.
2. If contact is not possible by phone, the Property Deputy shall initiate the notification process listed below.
3. For unclaimed property where the owner cannot be determined, the Property Officer will bag the items and write an informational report and forward both to the Facility Manager or designee.
3. For unclaimed property where the owner can be determined the Property Deputy fills out a Found Property form identifying the name and booking number of the inmate along with a description of the property and forwards it, along with the property, to the Facility Manager or their designee.
4. The Facility Manager or designee will then mail out a Found Property Notification form (HCSD 0412.1) to the last known address of the former inmate.
5. The Facility Manager or designee shall attach a copy of the Found Property Notification form to the property. The property will be held for safekeeping in a secure location in Administration.
6. The person picking up the personal property must have the Found Property Notification form and Identification with them when he/she comes to collect the property.
7. If the person picking up the personal property is not the former inmate, the bottom of the form must be completed by the former inmate. The Found Property Notification form must state the name of the person picking up the property. The person taking custody of the property and the releasing person will each sign and date the bottom of the Found Property Notification form.
8. When the former inmate arrives at the facility to claim the property, the receptionist will contact Administration, then direct the person to the Administration entrance to receive the property. The Facility Manager or designee will verify identity of the person and ensure the

Found Property form is signed and dated. Once the person's identity is confirmed, the property will be released.

9. The Facility Manager or designee waits one hundred twenty (120) days from the mailing date of the notification letter before disposing of the property. If the notification letter is returned to the facility by the US Post Office, the Facility Manager or designee will maintain the letter in a file until the expiration of the 120 day period.
10. After the period expires, the Facility Manager or designee will dispose of the personal property in one of the following ways and indicate the disposition of the property on the Found Property Notification form:
 - a. Placed in the property room on the unclaimed clothing rack to be given to those in need upon release,
 - b. Be used for rags or thrown away depending on condition
 - c. Medications will be given to medical staff for disposal
 - d. Social Security Cards will be mailed to the Social Security Department
 - e. Driver's Licenses will be mailed to the Department of Motor Vehicles
 - f. Cash will be forwarded to the Auditor/Controller to be placed in the General Fund Pursuant to California Government Code 26642
 - g. Items of value will be given to Sheriff's Identification Section to be disposed of in accordance with Sections 2080.6 & 2080.10 of the Civil Code.
11. The completed Found Property Notification form will be filed in Administration.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 4/11/19
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SANITATION AND HOUSEKEEPING PLAN

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. K-001

REVISED: July 31, 2018

REFERENCES:

Title 15 - CCR 1280

POLICY:

A regular schedule of housekeeping and sanitation is performed throughout the Humboldt County Correctional Facility to maintain an acceptable level of order and cleanliness.

GENERAL INFORMATION:

1. It is the responsibility of each inmate to maintain a clean and orderly living area. Refusal to do so may result in disciplinary action.
2. Housing Deputies inspect the living areas of all inmates in their assigned areas at least once a shift. The deputy will maintain an acceptable level of order and cleanliness in all living, recreational, and multipurpose areas. The inspecting deputy will note any areas that may need attention and assign inmates to clean those areas.

PROCEDURE:

1. Each housing area will assign janitors as necessary. Most areas will create and follow a rotating schedule to ensure all inmates participate with cleaning on an assigned day, also allowing for volunteers to assist. Maximum security units may take volunteers or assign certain inmates cleaning duties, as some inmates may not be suitable due to medical, mental health, or security reasons
2. Housing Deputies view cells, dorms, and all related living areas each day. Janitors start assigned duties at the direction of and under the supervision of the Housing Deputy.

3. Daily janitorial duties and responsibilities include but are not limited to the cleaning and sanitizing of:
 - a. Hallways
 - b. Booking areas
 - c. Holding cells
 - d. Safety cells
 - e. Interview rooms
 - f. Classrooms
 - g. Multipurpose rooms
 - h. Related housing areas
 - I. Showers and Restrooms
 - j. Changing rooms
 - k. Visiting areas
 - l. Janitors closets
 - m. Any other associated areas

4. Cleaning supplies will be made available on a regular basis to each cell and dorm area.

5. PROCEDURE: DEPUTIES

1. The deputy supervising any janitor is responsible for the distribution of all cleaning materials and responsible for the return of those materials to a designated locked and secure storage area.
2. It is the responsibility of the deputy to ensure the inmate janitor does not have access to any security equipment or confidential files.
3. Selected inmate janitors are escorted and supervised by deputies or work crew leaders while cleaning and sanitizing offices, hallways, lobbies and elevators.
4. The escort deputy pat searches the inmate janitors and checks all equipment used by the inmate janitors for any contraband prior to bringing the inmate back inside the secure perimeter of the facility.
5. It is the responsibility of the Housing Deputy to inspect the living areas on a daily basis, and when they are cleaned to the facility standards, inmate programs may be started. (i.e. phones on, recreation, visiting, etc.)


PROCEDURE: INMATES.

1. Each inmate will clean their cell or their assigned living area in a dorm.

SUBJECT: Sanitation and Housekeeping Plan

PROCEDURE NO. K-001
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2. Each inmate will help maintain clean and sanitary conditions in their general living area as well as their assigned cell or dorm sleeping area.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 7/31/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: CLEANING SUPPLIES-ORDERING, STORAGE, ISSUING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. K-002

REVISED: July 31, 2018

REFERENCES:

Title 15 - CCR 1280
PC 6030

POLICY:

The Kitchen/Laundry Supervisor shall be responsible for the ordering and issuing of adequate levels of cleaning supplies, while maintaining a safe, secure storage and distribution method of materials used in the Humboldt County Correctional Facility.

GENERAL INFORMATION:

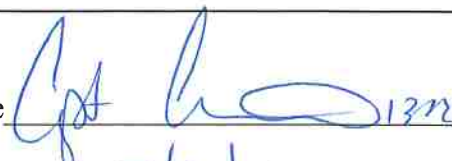
1. Bulk supplies not yet in service are stored in the chemical storage area located in Receiving.
2. Chemical supplies are issued from the chemical storage area by the Work Crew Leaders.
3. The Kitchen/Laundry Supervisor and Work Crew Leaders monitor and maintain proper storage, and storage conditions of all chemicals and supplies stored in any of the bulk storage areas.
4. Housing Deputies monitor the overall conditions of the janitor's closets, ensuring cleanliness and the safe and secure storage and distribution of all equipment and supplies within the housing unit.
5. **CAUTION:** Combining bleach and ammonia can be deadly. Bleach should only be used under the supervision of a deputy or work crew leader.

PROCEDURE:

1. The Kitchen/Laundry Supervisor shall order, receive and maintain an adequate amount of cleaning supplies on hand in the Humboldt County Correctional Facility.
2. All receipts associated with the procurement of cleaning supplies shall be routed through the Kitchen/Laundry Supervisor to the Sheriff's Business office. All reports are routed through the Kitchen/Laundry Supervisor and maintained by the Facility.
3. It is the night shift Housing Deputy's responsibility to monitor supply levels in the janitorial closets and maintain proper levels by ordering the necessary supplies and equipment from the Work Crew Leaders.
4. On a weekly basis, the night shift deputy will prepare an order of supplies needed for the housing unit.
5. The Work Crew Leaders will collect all supply order forms from the housing units the next morning and fill the orders with the supplies on hand. Requests for special supplies outside the normal issue will be evaluated by the Work Crew Leaders for appropriateness and availability.
6. The Work Crew Leaders may use inmate workers (cleared for work by Classification only) to fill and deliver the orders to the designated housing units. The inmate workers delivering the supplies will do so under direct supervision of the Work Crew Leaders.
7. The Kitchen/Laundry Supervisor will maintain a master inventory of all supplies and equipment currently on hand, as well as all supplies and equipment issued and on order. This is done on a weekly basis.
8. The master inventory will contain but is not limited to the following information:
 - a. Name of item
 - b. Amount on hand
 - c. Value of item
 - d. Packaging (each, case, gallons, etc.)
 - f. Amount damaged or contaminated
 - g. Vendor(s)
 - h. Date reordered
 - i. Master reorder level.(minimum and maximum levels for each item)

Approved by Captain Duane Christian
Facility Manager

Signature



Date Signed:

7/31/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: CLEANING AND SANITATION OF INFECTIOUS AREAS**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. K-003****REVISED:** July 31, 2018**REFERENCES:**

Title 15 - CCR 1206.5, 1264, 1280

POLICY:

The Humboldt County Correctional Facility will maintain Medical Housing as a clean and healthy working and healing environment. To promote these conditions the facility will provide ongoing training, supervision, and security to all who work in and use this area.

DEFINITIONS:

Double Bagging - The process of placing one garbage bag inside of another and tying it off. If this process is done correctly the outer bag will not become contaminated on the outside and can be taken to an area for disposal without contaminating other areas.

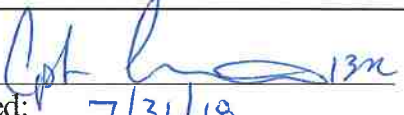
Medical Housing - Any housing area, whether permanent or temporarily designated by the Facility Management and a member of the health care staff, as a medical housing area.

Melt Away Bags - Plastic bags which dissolve in water when placed in a washing machine.

PROCEDURE:

1. All inmate workers assigned to janitorial duties will be instructed in proper cleaning and safety techniques for cleaning in and around a housing unit that is or may have been contaminated by an inmate with a contagious disease.
2. Inmates selected for such janitorial duties will be provided appropriate personal protective equipment necessary to complete the task.

3. Prior to cleaning a celled area where an inmate with a contagious disease is, or has been housed, the Housing Deputy may contact the facility health care staff for any special instructions.
4. Staff will have a large red garbage bag with the warning "Infectious Waste" printed on the bag ready for use. This bag will be used at the completion of the cleaning to double bag any contaminated trash from the cell and should remain outside the contaminated area.
5. Trash will be placed inside a red infectious waste garbage bag inside the cell. The soiled bag is then placed inside the red garbage bag left outside the cell and tied off. The second bag must not come inside the celled area.
6. Any linen in the cell is placed in a melt away bag inside the cell and tied off. The melt away bag is then double bagged (not a melt away bag) outside the cell doorway. The outer bag is labeled, "CONTAMINATED LINEN". The linen is taken to the laundry for disinfecting (See P&P H-007).
7. An appropriate cleaning solution is applied to all surfaces inside the cell in accordance with manufacturer's instructions.
8. When all surfaces including the mattress have been disinfected the cell floor will be mopped with the appropriate cleaning solution in accordance with manufacturer's instructions.
9. The inmate worker will dispose of all used cleaning solutions appropriately. The inmate worker will then clean all equipment used in the cleaning process. All trash that has been double bagged will be disposed of in the infectious waste container located in Medical. For disposition of infectious waste stored in Medical, see Policy and Procedure K-006.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/31/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: PEST CONTROL

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. K-004

REVISED: July 31, 2018

REFERENCES:

Title 15 - CCR 1264
PC 6030

POLICY:

The Humboldt County Correctional Facility will conduct monthly inspections of the facility for the detection and control of pests to maintain a clean and sanitary environment for inmates, staff and visitors.

DEFINITIONS:

County Safety Officer - A position allocated to the County Risk Management Office to oversee safety issues at a county-wide level.

Identification Card - A laminated temporary form of identification, worn by persons entering the facility, which aids officers in rapid identification of those individuals wearing the identification badge. They are usually worn by ancillary staff, vendors delivering items to the facility or servicing equipment, program instructors and volunteers.

Pests - Insects, insect larva and rodents.


GENERAL INFORMATION:

1. The inspection and extermination of pests within the Humboldt County Correctional Facility is provided as needed with an outside vendor.

2. Prior to any pesticides being introduced into the Humboldt County Correctional Facility, the Kitchen/Laundry Supervisor shall obtain from the exterminator a copy of the Hazardous Materials Information Sheet and provide a copy to the County Safety Officer.
3. Pest control shall be monitored by the Kitchen/Laundry Supervisor, with the assistance of Work Crew Leaders.
4. Any staff observing pests in the facility shall notify the Shift Supervisor. Any staff being notified of the possibility of pests by an inmate will notify the Shift Supervisor. The Shift Supervisor shall notify the Operations Lieutenant and Kitchen/Laundry Supervisor.
5. The inspection and treatment will take place primarily in the kitchen and/or reported areas of concern. The vendor's representative should be notified while they are on site of all the areas in need of inspection/treatment.

PROCEDURE:

1. When made aware of a reported pest sighting, the Kitchen/Laundry Supervisor will schedule an inspection by a local Pest Control company if deemed necessary.
2. The Pest Control representative doing the inspection must show a current identification card prior to being admitted to the facility.
3. The Pest Control representative will be escorted at all times while in the facility, and at no time be allowed to dispense chemicals in an area while inmates are present.
4. The Kitchen/Laundry Supervisor or designee will be present in the kitchen and associated storage areas when the inspection and treatment is taking place to ensure no contamination of food items occurs.
5. The vendor will submit a report of each inspection and treatment to the Facility Manager within 15 days of the inspection. This report will include but is not limited to:
 - a. conditions found in each area of the facility,
 - b. chemicals used in each area of the facility if any,
 - c. any unusual occurrences.
6. At the completion of the inspection and treatment, the vendor will present an invoice to the Kitchen/Laundry Supervisor for their signature. The Kitchen/Laundry Supervisor will sign and forward the invoice to the Sheriff's Business Office.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/31/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: GARBAGE REMOVAL

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-006**

REVISED: September 20, 2018

REFERENCES:

Title 15 - CCR 1280

POLICY:

The removal of trash and garbage from the facility to the facility compactor will occur on a frequent and scheduled basis.

DEFINITIONS:

Trash Compactor - A machine located on the ground floor in the freight receiving area, that when activated mechanically, compacts trash placed in it through the loading door.

GENERAL INFORMATION:

1. Staff should be aware that the collection and disposal of garbage, throughout the facility by inmate workers provides an opportunity to smuggle and pass contraband. Deputies should employ sound security procedures including the frequent search of inmate workers and the carts.
2. Infectious waste shall be handled in accordance with the guidelines set forth in P&P K-003, Cleaning and Sanitation of Infectious Areas. Under no circumstances will infectious waste be deposited in the trash compactor.
3. All trash containers will be emptied, the liners replaced and the trash removed to the refuse disposal area daily by inmate workers and correctional staff.
4. Only staff that have received training in the safe operation of the trash compactor may operate the trash compactor.

PROCEDURE:

1. The Housing Deputy shall ensure that trash is removed daily from each cell and from the trash receptacles in each housing unit.
2. The assigned inmate workers are responsible for the bagging and tying off of garbage bags in their assigned work areas.
3. The full garbage bags are placed in close proximity to the door leading from the housing unit into the hall. The bag is to be placed in such a way as to not block or obstruct the door or passage way.
4. The garbage bags are picked up by an inmate worker using a covered cart on scheduled rounds.
5. The inmate worker will continue on rounds until rounds are completed or the cart becomes full.
6. The inmate worker will take the cart to the ground floor booking area. One of the rovers will be assigned to escort the inmate to the trash compactor.
7. The deputy will escort the inmate with the garbage cart to the trash compactor loading door.
8. The inmate loads the garbage in the compactor and the deputy will cycle the trash compactor and verify the entrance chute is clear of any debris.
9. When all the garbage is disposed of, the deputy will ensure the chute door is closed and locked.
10. The deputy and inmate worker will return to the ground floor booking processing area.
11. All kitchen trash and garbage will be taken to the compactor by kitchen workers under the supervision of the food service staff.
12. The Humboldt County Correctional Facilities Health Services Provider, sub contracts with an infectious waste disposal company, to dispose of infectious waste from within the facility.
13. Infectious waste is stored in health services inside a box marked "INFECTIOUS WASTE".
14. When the infectious waste is to be picked up by the disposal company, only a member of the health services staff will double bag the contents of the infectious waste box.
15. Only a member of the health services staff will transport the infectious waste to the pick-up area.

16. Contaminated waste is transported by way of the 3500 pound elevator to the pick-up area, where it will be given to the disposal companies representative.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 9/20/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: GENERAL MAINTENANCE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-101**

REVISED: August 23, 2018

REFERENCES:

Title 15 - CCR 1280
PC 030

POLICY:

Staff will promptly identify and report malfunctions of the facility's electrical, mechanical, structural, and plumbing systems to minimize the loss of systems use and protect the facility's safe and secure operating environment.

DEFINITION:

Facility Maintenance Staff: Members of the County Building Maintenance Department assigned to perform maintenance duties in the Humboldt County Correctional Facility.

Maintenance Mechanic – An employee of the Humboldt County Maintenance Department assigned to work inside HCCF.

Medical Isolation Cells – Cells with positive and/or negative air flow specifically designed to house inmates prone to contracting infection or disease, or spreading contagious or communicable diseases.

Minor Maintenance – Maintenance tasks in or around the facility which have been determined to be acceptable for Work Crew Leaders to handle. These tasks have been agreed upon by the County Maintenance Department and the Sheriff's Office.

Preventative Maintenance – Routine maintenance performed which helps prevent and slow down the deterioration or failure to the facility's electrical, mechanical, structural, and plumbing systems.

Work Crew Leader – A Sheriff's Office employee who performs and/or supervises inmate work crews performing minor maintenance in or around the facility.

GENERAL INFORMATION:

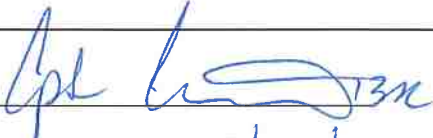
1. Inmates shall not be used to repair or perform preventative maintenance on any security equipment or operating systems in the facility.

2. Inmates may be used as maintenance helpers not withstanding # 1 above, under the direct supervision of a staff member and within the guidelines established by the Facility Manager or designee.
3. Preventative general maintenance for the Humboldt County Correctional Facility is primarily the responsibility of the Humboldt County Building Maintenance Department.
4. Any employee who observes unsanitary or unsafe conditions or work practices shall report their observation by way of the proper chain of command.
5. Shift Supervisors are responsible for notifying the Operations Lieutenant when the repairs are done by a manufacture or repair service other than the Humboldt County Building Maintenance Department.
6. The Operations Lieutenant or designee shall notify the appropriate manufacture or repair service for items which do not fall under the responsibility of the Humboldt County Building Maintenance Department.
7. Routine inspections/testing will be done on certain items and/or systems by the Humboldt County Building Maintenance Department. These items and/or systems may include, but are not limited to:
 - a. Fire extinguishers
 - b. Air handling system for medical isolation cells
 - c. HVAC systems and filters
 - d. Facility generators
 - e. Boilers
8. The Operations Lieutenant will maintain documentation of routine inspections and testing conducted by the Humboldt County Building Maintenance Department.
9. Correctional staff will periodically conduct inspections, in accordance with policy and procedure, to further facilitate the prompt identification, reporting and repairs of facility systems and equipment.
10. Notification of specific maintenance problems in the facility can be found in the following policies and procedures:
 - a. Reporting Non Emergency Maintenance Problems (Policy K-102)
 - b. Reporting Emergency Maintenance Problems on Nights and Weekends (Policy K-103)
 - c. Reporting Emergency Maintenance Problems During Work Hours (Policy K-104)
 - d. Maintenance of Inmate Telephones & Kiosks (Policy K-105)
 - e. Surveillance Systems Repair (Policy K-106)
 - f. Maintenance and Sanitation Inspections (Policy K-107)

10. All repair notifications will be documented as instructed in each policy and procedure listed in #10 above.
12. The Shift Supervisor shall advise the Operations Lieutenant when a maintenance problem presents an immediate threat to safety or security.
13. Facility Maintenance Staff employees who need to make repairs or work in areas where inmates are present, shall be escorted by Correctional Staff.
14. All tools, devices and equipment brought into the facility by the Facility Maintenance Staff shall be inventoried prior to entering, and accounted for prior to leaving the facility by the Facility Maintenance Staff. Facility Maintenance Staff shall be responsible for all tools and equipment in their possession at all times while in the facility. Lost or stolen items shall be reported immediately to Correctional Staff.
15. Facility Maintenance Staff shall be notified prior to entering a cell or area where they potentially may be exposed to inmates with or suspected of having a contagious disease.
16. While inside the facility, Facility Maintenance Staff are subject to the rules and regulations of the Humboldt County Correctional Facility, the County of Humboldt and the Building Maintenance Department.

Approved by Captain Duane Christian
Facility Manager

Signature



Date Signed:

8/23/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: REPORTING NON-EMERGENCY MAINTENANCE PROBLEMS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-102**

REVISED: August 23, 2018

REFERENCES:

Title 15 - CCR 1280

FORMS:

Maintenance Request Form (HCSD 0041.1)

POLICY:

Facility equipment or mechanical repairs of a non-emergency nature shall be reported promptly to ensure that corrections or repairs are made expeditiously.

DEFINITIONS:

Facility Maintenance Staff: Members of the County Building Maintenance Department assigned to perform maintenance duties in the Humboldt County Correctional Facility.

Work Order Log – An Administrative Excel log maintained by the Administrative LOA for the purposes of tracking all maintenance requests for repairs in the facility.

GENERAL INFORMATION:

- 1. The Work Order Log is used to track maintenance issues in and around the facility and there completion.

PROCEDURE:

- 1. Any staff member observing a maintenance problem shall complete a Maintenance Request Form (HCSD 0041.1) indicating the problem, the area and date.

SUBJECT: Reporting Maintenance Problems

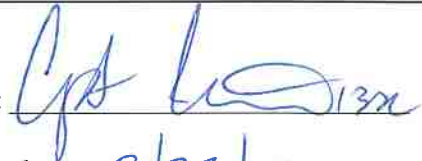
PROCEDURE NO. K-102

PAGE NO 2 OF 2

2. The deputy will indicate on the request form, any action taken by staff, such as securing any valve or shutting down any electrical switches or panel breakers.
3. The request form is forwarded to Facility Administration, via the Shift Supervisor.
4. The Administrative LOA will enter the information into the Work Order Log.
5. The maintenance request form is picked up by Facility Maintenance Staff at approximately 0900 hours Monday through Friday.
6. When the repairs have been completed, the Facility Maintenance Staff will Date and sign the Request and return it to the Administrative LOA.
7. The Administrative LOA will enter the date completed in the Work Order Log and the request can be destroyed.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

8/23/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

**SUBJECT: REPORTING EMERGENCY MAINTENANCE PROBLEMS
ON NIGHTS AND WEEKENDS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. K-103

REVISED: September 20, 2018

REFERENCES:

Title 15 - CCR 1280

FORMS:

Maintenance Request Form (HCSO 0041.1)

POLICY:

Facility equipment or mechanical repairs of an emergency nature shall be reported promptly to ensure that corrections or repairs are made expeditiously.

DEFINITIONS:

Emergency Maintenance System - A system failure or breakdown of equipment that poses an immediate threat to safety or security, or has a substantial impact on facility operations.

Facility Maintenance Staff - Members of the County Building Maintenance Department assigned to perform maintenance duties in the Humboldt County Correctional Facility.


Work Order Log - An Administrative Excel log maintained by the Administrative LOA for the purposes of tracking all maintenance requests for repairs in the facility.

GENERAL INFORMATION:

1. The Work Order Log is used to track maintenance issues in and around the facility and there completion.

PROCEDURE:

1. Any staff member observing a maintenance problem that appears to constitute an emergency, shall immediately notify the Shift Supervisor by phone or radio and provide the following information:
 - a. The nature of the problem
 - b. The location of the problem
 - c. Any systems that were secured
 - d. If any inmates were removed from the area
 - e. If more officers are required
2. The Shift Supervisor shall determine whether or not the problem warrants emergency notification of Facility Maintenance Staff.
3. If the Shift Supervisor determines the issue to be emergent, he/she shall contact Sheriff's Dispatch to have the On-Call Maintenance staff paged. The Shift Supervisor shall provide the dispatcher with the nature of the problem, the floor level, and area of the emergency.
4. If there is no response to the page, the Shift Supervisor shall attempt to call the Building Maintenance Supervisor (phone numbers are available at the Supervisors Post Station).
5. The Operations Lieutenant shall be notified of any emergency maintenance problem:
 - a. Immediately if Facility Maintenance Staff does **not** respond.
 - b. Via email if Facility Maintenance Staff does respond.
6. The Shift Supervisor or designee will complete a Maintenance Request Form (HCSD 0041.1) and forward it to facility administration.
7. The Administrative LOA will enter the information into the Work Order Log

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 9/20/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

**SUBJECT: REPORTING EMERGENCY MAINTENANCE
 PROBLEMS DURING WORK HOURS**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-104**

REVISED: September 21, 2018

REFERENCES:

Title 15 - CCR 1280

POLICY:

Facility equipment or mechanical repairs of an emergency nature shall be reported promptly to ensure that corrections or repairs are made expeditiously.

DEFINITIONS:

Facility Maintenance Staff - Members of the County Building Maintenance Department assigned to perform maintenance duties in the Humboldt County Correctional Facility.

General Log - The General Log is located in the JMS computer system. Any occurrence needing to be recorded will be placed in the General Log.

Work Order Log – An Administrative Excel log maintained by the Administrative LOA for the purposes of tracking all maintenance requests for repairs in the facility.

PROCEDURE:

1. Officers observing a maintenance problem that appears to constitute an emergency shall notify the Shift Supervisor by phone or radio and provide the following information:
 - a. The nature of the problem
 - b. The location of the problem
 - c. Any systems that were secured
 - d. If any inmates were removed from the area
 - e. If more officers are required

2. Any staff member observing a maintenance problem shall complete a Maintenance Request Form indicating the problem, the area and date.

3. The officer indicates on the request form any action taken by staff, such as securing any valve or shutting down any electrical switches or panel breakers.
4. The Shift Supervisor shall determine whether or not the problem warrants an immediate notification of the Facility Maintenance staff. If so, the Shift Supervisor shall notify the maintenance mechanic on duty by calling the Building Maintenance Department and apprising them of the situation indicating:
 - a. The nature of the problem
 - b. The floor level and area of the emergency.
5. The Shift Supervisor will notify the Operational Lieutenant of the situation and what is being done to rectify the problem.
6. The Shift Supervisor or designee enters the nature and location of the problem in the General Log.
7. The Administrative LOA or designee maintains a log on EXCEL of work orders which consists of but are not limited to:
 - a. The location and type of maintenance problem, including any systems that were secured.
 - b. The date the problem was reported.
 - c. The date and time the problem was corrected. This information is given directly to the Operation Lieutenant or designee by the Facility Maintenance Staff, Technician, or Contractor completing the repairs or replacement prior to leaving the facility for the day.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 9/21/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: MAINTENANCE OF INMATE TELEPHONES & KIOSKS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-105**

REVISED: September 20, 2018

REFERENCES:

Title 15- CCR 1067, 1280

FORMS:

1. Inmate Telephone/Kiosk Repair Request

POLICY:

To ensure inmates have access to working telephones and kiosks, HCCF has procedures in place to report equipment failures and request prompt repair from the contracted vendors.

DEFINITIONS:

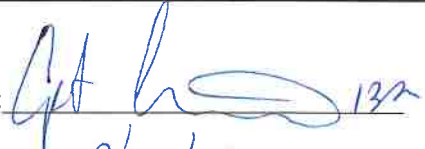
Work Order Log – An Administrative Excel log maintained by the Administrative LOA for the purposes of tracking all maintenance requests for repairs in the facility.

GENERAL INFORMATION:

1. This policy covers the reporting of equipment problems for the private contracted vendors who supply equipment and services to the inmate population. These items may include, but are not limited to the following;
 - A. Inmate Telephones
 - B. Visitation Telephones
 - C. Money Kiosks
 - D. Commissary Kiosks
 - E. Educational Tablets
 - F. Visitation Kiosks

PROCEDURE:

1. Any staff member becoming aware of a problem with any of the previously listed items, shall complete an Inmate Telephone/Kiosk Repair Request indicating the location and problem with the equipment.
2. The Inmate Telephone/Kiosk Repair Request shall be given to the Shift Supervisor.
3. The Shift Supervisor shall make a call to the appropriate vendor to generate a work ticket for the item.
4. The Shift Supervisor will receive a work order number from vendor.
5. The Shift Supervisor shall note the number on the Inmate Telephone/Kiosk Repair Request and route it to the Operations Lieutenant.
6. The Operations Lieutenant will review the Inmate Telephone/Kiosk Repair Request and forward it to the Administrative LOA to be entered into the Work Order Log.
7. After a technician has inspected and repaired the equipment, he/she will note on the form that the item was repaired and the date of the repair.
8. The technician will forward the Inmate Telephone/Kiosk Repair Request to the Administrative LOA.
9. The Administrative LOA will update the Work Order Log and file the Inmate Telephone/Kiosk Repair Request.
10. The Operations Lieutenant will periodically review the Work Order Log and notify the vendor if repairs are not made in a timely manner.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 9/20/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: SECURITY SURVEILLANCE SYSTEM REPAIRS
APPROVED BY: Captain Duane Christian, Facility Manager
DATE: April 14, 1996 **No. K-106**
REVISED: September 21, 2018

REFERENCES:

Title 15-CCR 1280

FORMS:

Maintenance Request - Work Order

POLICY:

To maintain the security of the Humboldt County Correctional Facility, staff will initiate the immediate repair of any component of the surveillance systems found to be inoperative or defective.

DEFINITIONS:

Work Order Log – An Administrative Excel log maintained by the Administrative LOA for the purposes of tracking all maintenance requests for repairs in the facility.

Surveillance System - Includes equipment and components related to closed circuit televisions, monitors, digital video recorders and intercoms.

GENERAL INFORMATION:

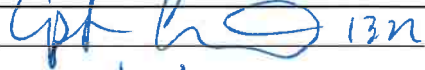
1. This policy covers the reporting of equipment problems for security surveillance equipment used in the facility. The maintenance of this equipment and system are under contractual agreement with a private contractor. Items under this agreement may include, but are not limited to the following;
 - Touch Screen Monitors
 - Video Monitors
 - Surveillance Cameras
 - Digital Video Recorder(s)

Cell and Door Intercoms

- 2. Inmates shall not be utilized to repair, install or adjust any security surveillance equipment.
- 3. Repairs, installation or parts replacement shall only be performed by authorized repair personnel, manufacturers, or as noted in active maintenance agreements.
- 4. Depending on the priority of the equipment failure/malfunction, the Shift Supervisor may call an after-hours number to discuss the problem with a service provider/technician.

PROCEDURE:

- 1. Staff observing problems with surveillance system components, will immediately report the problem to the Shift Supervisor on duty. A maintenance request form will be completed and routed to the Shift Supervisor.
- 2. The Shift Supervisor or designee, shall determine the priority of the problem. If the Shift Supervisor believes that the problem jeopardizes facility security, he/she shall call the Operations Lieutenant for direction.
- 3. If the Operations Lieutenant determines the problem is high priority, he/she will direct the Shift Supervisor to call the after-hours help line as defined in the service agreement.
- 4. If the problem doesn't jeopardize facility security, the Shift Supervisor shall complete the Maintenance Request Form and route it to the Operational Lieutenant.
- 5. The Operational Lieutenant shall notify the appropriate manufacture or repair service.
- 6. The Shift Supervisor shall brief the oncoming shift on the status of all surveillance systems. If any of the components are not operating properly, the Shift Supervisor will determine if additional security checks are needed or temporarily adding staff is necessary to assure security and safety.
- 7. The Operational Lieutenant and Facility Manager shall be notified if there is a failure or breakdown in any of the surveillance systems that presents an immediate threat to safety or security.

Approved by Captain Duane Christian Facility Manager	Signature  132 Date Signed: 9/21/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: FACILITY INSPECTIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. K-107**

REVISED: August 27, 2018

REFERENCES:

Title 15 CCR - 1280

POLICY:

In accordance with legal mandates requiring periodic facility inspections, The Humboldt County Correctional Facility will establish a schedule for inspections to monitor maintenance and maintain an acceptable level of cleanliness, repair and safety throughout the facility.

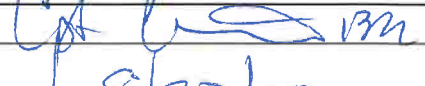
GENERAL INFORMATION:

1. All facility staff are required to inspect their work areas daily and report equipment in need of repair as well as condition or any deficiency which require correction.
2. The Facility Manager, Operations Lieutenant and Jail Compliance Officer shall be advised when any agency representative or group request to inspect the facility prior to allowing the inspection to occur.

PROCEDURE:

1. The Operations Lieutenant or designee and the Sheriff's Compliance Officer shall conduct unannounced inspections of the facility on a monthly basis, including secure and non-secure areas, for general cleanliness, sanitation, and equipment malfunctions/failures.
2. Any cleanliness deficiencies, shall be noted, reported to the Shift Supervisor and corrected as soon as possible.
3. Any fixtures or equipment found to be in need of repair shall be noted and reported to Building Maintenance (see P&P K-102, K-103, K-104) or other appropriate vendors in accordance with established policy (see K-105).

4. If pests or rodents are observed during the inspection, the Operations Lieutenant shall take immediate steps to eradicate the problem as outlined in K-004.
5. Documentation of the inspections shall be maintained by the Sheriff's Compliance Officer.
6. An annual inspection of the facility shall be conducted by the County Environmental Health Department. The Operational Lieutenant and Sheriff's Compliance Officer shall accompany the Environmental Health Inspector through the facility. The Facilities Maintenance Superintendent and representative from the County Administrative Office shall be advised of the inspection so that they can participate in the inspection.
7. Deficiencies shall be noted and corrected as soon as possible.
8. The Environmental Health Inspector prepares a report. This report is sent to the Facility Manager and copies are forwarded to the Operations Lieutenant and Sheriff's Compliance Officer.
9. The Sheriff's Compliance Officer shall maintain copies of the Environmental Health Inspectors Reports and provide them to the Board of State and Community Corrections (BSCC) during the biennial inspections.

Approved by: Captain Duane Christian Facility Manager	Signature 
	Date Signed: 8/27/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: FOOD SERVICE MANAGEMENT

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-001

REVISED: September 26, 2018

REFERENCES:

Title 15 CCR - 1243, 1249

POLICY:

The Food Services section of the Humboldt County Correctional Facility will provide a standardized management system in order to execute a cost effective and efficient food service operation.

DEFINITIONS:

Kitchen/Laundry Supervisor – A civilian position in charge of supervising daily operations of the facility kitchen and laundry, including oversight of budgetary and inventory responsibilities.

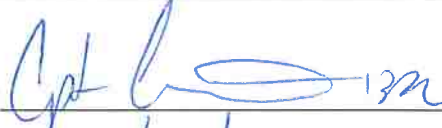
GENERAL INFORMATION:

1. Under the general supervision of the Operations Lieutenant, the Kitchen/Laundry Supervisor is responsible for carrying out the following duties:
 - a. Menu planning and meal preparation
 - b. Order food stuffs within the budget and maintain inventory
 - c. Implementation of a portion control system
 - d. Oversight of inmate workers assigned to the kitchen
 - e. Training inmate food services personnel
 - f. Preparation of the annual food budget
 - g. Maintaining a food cost accounting system
 - h. Maintaining sanitary, clean and safe work environment for staff inmates.

2. The Correctional Cooks under the direction of the Kitchen/Laundry Supervisor are responsible for carrying out the program and management aspects of food services within the facility.

PROCEDURE:

1. The Correctional Cooks shall establish the individual portions to be served for each meal in accordance with the menu. All meals will be prepared to allow inmates, staff, and visitors the same quality and quantity of food.
2. The Correctional Cooks may utilize inmate labor to assist in the preparation of regular meals. Inmate workers must be given adequate instructions and training by the Correctional Cooks. Inmate workers shall be supervised at all times while working in the kitchen.
3. All special diets shall be prepared by the Correctional Cooks in compliance with established daily nutritional requirements under the direction of facility health care staff.
4. All menus prepared by the Correctional Cooks shall be reviewed at least annually by a nutritionist under contract with the County.
5. The Kitchen/Laundry Supervisor, through the County Purchasing Agent, shall utilize effective procurement procedures which result in the purchase of supplies at competitive sale prices and when possible, include the use of USDA commodities.
6. The Kitchen/Laundry Supervisor shall maintain copies of all invoices and records of food products purchased and utilized to complete an average daily raw food cost per person, per day.
7. On a daily basis, the Correctional Cooks shall account for the number of inmate meals served daily, the number of meals served to employees and visitors and calculate an average total cost per meal served.
8. The Kitchen/Laundry Supervisor shall also maintain records of monthly inventories to ensure that food is not stored beyond its safe shelf life. Monthly inventory records shall be forwarded to the Operations Lieutenant for review.
9. By January 31 of each year, the Kitchen/Laundry Supervisor shall prepare an annual report reflecting the food purchases, consumption and costs of the previous year. The report will be reviewed by the Operations Lieutenant and forwarded to the Facility Manager.

Approved by: Captain Duane Christian	Signature 
Facility Manager	Date Signed: 9/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INVENTORYING AND ORDERING OF FOOD STUFFS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. L-002**

REVISED: October 24, 2018

REFERENCES:

Title 15 - CCR 1240, 1243

POLICY:

To insure the effective and efficient use of the kitchen and maintain a sufficient food supply, an inventory and ordering system shall be implemented that complies with applicable laws, standards and guidelines.

DEFINITIONS:

Purchasing Agent - A County Department responsible for the procurement of county purchased goods and services.

Kitchen Inventory Management System (KIMS) - An automated system used by kitchen staff to keep inventory of food stuffs, store recipes, and order histories.

GENERAL INFORMATION:

1. At the direction of the Operations Lieutenant, the Kitchen/Laundry Supervisor shall be responsible for conducting the inventory and ordering of food and supplies within the guidelines established by Department policy and the purchasing agent.
2. The Kitchen/Laundry Supervisor shall review food and supply inventories every two (2) – three (3) days and will update the inventory in KIMS.
3. The Kitchen/Laundry Supervisor will place orders as needed to ensure sufficient amounts of food are on hand to feed the inmate population.

4. When orders are received, the Kitchen/Laundry Supervisor will ensure the order and updates are entered into KIMS.
5. Various items are let out to bid by the Purchasing Agent. When a vendor has been selected by the Purchasing Agent, the Kitchen/Laundry Supervisor can then order from that vendor

PROCEDURE:

1. Upon reviews of the inventory, the Kitchen/Laundry Supervisor or designee will update the inventory in KIMS.
2. A full physical inventory of all food stuffs in the facility will be taken once a month by the Kitchen/Laundry Supervisor.
3. The results of the inventory are forwarded to the Operations Lieutenant.
4. The requisitions are sent to the Facility Manager via chain-of-command for review and signature.
5. Upon approval the requisitions are sent to the Sheriff's Business Office, processed and forwarded to Purchasing where the order is placed.
6. When the order is received the Correctional Cook inventories the order and places the appropriate amount for each item in the kitchen inventory system.

Approved by Captain Duane Christian, Facility Manager	Signature 
	Date Signed: 10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: RECEIVING AND STORING OF FOOD AND OTHER SUPPLIES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-003

REVISED: September 27, 2018

REFERENCES:

Title 15 - CCR 1243, 1245

P.C. 6030

Calif. Uniform Retail Food Facilities Law, Div. 22, Chapter 4.

POLICY:

Incoming shipments of food and supplies shall be received and handled in a manner which insures security and safety and provides for the proper storage of food and other supplies.

DEFINITIONS:

Receiving Area doors - The roll up door located on the 4th street side of the facility allowing access to the receiving area. Room 153.

Sally Port doors - The bi-folding doors located at the entrance to the Sally Port area 102.

Outside Inmate Work Crew - A crew (anywhere from 1 to 10) of inmates who have been cleared by classification staff to do work outside of the facility under the direct supervision of correctional staff. Usually these inmates are housed in N219.

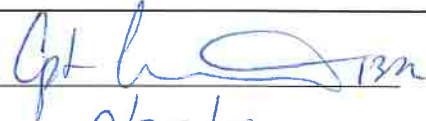
GENERAL INFORMATION:

All deliveries to the Humboldt County Correctional Facility shall be off-loaded in the receiving area located on the 4th street side of the facility Room 153.

When at all possible the kitchen staff shall advise Central Control in advance of any expected deliveries.

PROCEDURE:

1. Delivery truck drivers will notify Central Control of their intent to deliver supplies by way of the intercom located at the entrance to the sally port doors.
2. Upon verification of the delivery driver's identification, Central Control will notify the Correctional Cook, Work Crew Leader, or Kitchen/Laundry Supervisor of the delivery.
3. The Correctional Cook, Work Crew Leader, or Kitchen/Laundry Supervisor will get an outside inmate work crew and will respond to the receiving area. Upon arrival to the receiving area, he/she will ask Central Control to open the receiving roll-up door.
4. The Correctional Cook, Work Crew Leader, or Kitchen/Laundry Supervisor will meet the truck driver to check the shipment for damage, spoiled or tainted items, contraband and correct count of items shipped and received.
5. Upon confirmation of the shipment, the Correctional Cook, Work Crew Leader, or Kitchen/Laundry Supervisor will direct the driver where to place the shipment. All corrosive items and chemicals such as janitorial supplies, laundry soaps, bleaches, and heavily soiled items will be temporarily stored in room N-155. All food, linen and paper products will be temporarily stored in room N-153B.
5. When the delivery is complete, the Correctional Cook, Work Crew Leader, or Kitchen/Laundry Supervisor will advise Central Control to close the receiving roll-up door.
6. The Correctional Cook, Work Crew Leader, or Kitchen Laundry/Supervisor will supervise the outside inmate worker crew in processing the delivery.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 9/27/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: ACCOUNTABILITY AND SECURITY PROCEDURE
FOR KITCHEN KNIVES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-004

REVISED: September 26, 2018

REFERENCES:

Title 15 - CCR 1280
P.C. 6030
HCCF P&P E-006

POLICY:

To ensure the safety and security of inmates, staff, and visitors, the Humboldt County Correctional Facility shall provide a system for use by the food service staff to account for all knives, cleavers and equipment with blades used in and by the facility kitchen personnel.

DEFINITIONS:

Cutting Instruments- Knives, cleavers, and any blades on equipment.

Knife Log - An Excel log maintained by the Kitchen Laundry Supervisor pertinent information on the knives used in the kitchen. It shall include the type of knife, its ID number, date put into service, date taken out of service, and how it was disposed of.

GENERAL INFORMATION:


1. To maintain control and accountability, all cutting instruments will be engraved with an identification number. The type of knife, its identification number, date put into service, and date taken out of service will be maintained in the Knife Log.
2. Inmate workers assigned to the kitchen will be instructed by the Correctional Cooks in the proper use and handling of the knives and all cutting instruments.
3. Inmate workers assigned to positions that need the use of a knife, will be allowed to use the knife tethered at that station.

4. Correctional Cooks may move tethered knives from one station to another for prep reasons. At NO time will an Inmate Worker ever be allowed to be in possession of an untethered knife.
5. If determined necessary, Correctional Cooks may untether knives for THEIR immediate use. The knife shall be immediately re-tethered as soon as they are done using it. At no time shall an inmate be in possession of an untethered knife.
6. Replacement and specialty knives will be maintained in a locked cabinet inside the Kitchen Office and only accessible by kitchen staff.
7. Knives are ABSOLUTELY NOT to leave the kitchen.
8. It is the Kitchen/Laundry Supervisors responsibility to oversee the Correctional Cooks usage, and inventorying, of the cutting instruments in the facility.
9. The correctional cooks shall supervise the inmates using the cutting instruments.

PROCEDURE:

1. At the beginning of the AM shift, the Correctional Cook will inventory the locked knife cabinet inside the Kitchen Office.
2. Prior to the AM shift of inmate workers arriving in the kitchen, the Correctional Cook will assure that all four (4) knives are securely tethered at the cutting stations.
3. Prior to rehousing inmate workers from the kitchen, the Correctional Cooks will assure that all four (4) knives are securely tethered at the cutting stations.
4. Prior to going off duty at the PM shift, the Correctional Cooks will account for each cutting instrument, either tethered at a station or locked in the knife cabinet inside the Kitchen Office.
5. The Correctional Cooks shall immediately report any cutting instruments not accounted for to the Housing Officer and Correctional Supervisor. If it is unknown where the missing cutting utensils can be found, a search will be initiated of the Kitchen, inmate worker housing units, recreation yard, and storerooms. The kitchen and inmate worker housing unit is locked down and a complete search of the inmate worker housing unit and kitchen including the trash containers shall be initiated.
6. If the cutting instruments are not located in the above areas, a facility wide lock down will be in effect. See P&P E-006 Facility Lock-down.
7. Each inmate worker shall be interviewed by staff privately to provide them an opportunity to reveal the knife's location.

8. Further action shall be determined by the Facility Manager or designee.

Approved by: Captain, Duane Christian Facility Manager	Signature:  Date Signed: 9/26/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: MENU PLAN

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. L-005**

REVISED: November 2, 2018

REFERENCES:

Title 15 - CCR 1241, 1242, 1248
P.C. 6030

POLICY:

It is the goal of the Humboldt County Correctional Facility to prepare and serve tasteful and nutritious meals to all staff and inmates, while maintaining compliance with the nutritional standards set forth in Title 15.

DEFINITIONS:

Dietary Allowances - The total available nutrient composition of food items provided daily at planned meal times.

Recommended Dietary Allowance - National academy of Science. The average daily nutritional requirements needed for overall body maintenance and working efficiency adjusted for age, sex and activity.

Special Diets - Therapeutic, Religious and Disciplinary Diets are considered Special Diets. For definitions of each diet see Policy and Procedure L-006 Special Diets-All.

Therapeutic Diet Manual - A manual used as a reference that contains diets that have been changed in composition for the express purpose of addressing therapeutically, a physical or biological need.

GENERAL INFORMATION:

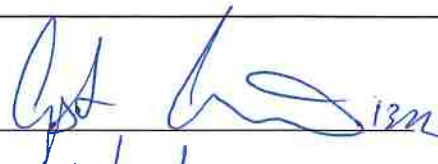
1. The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans.
2. The minimum diet in every 24 hour period shall consist of the full number of servings specified from each of the four (4) food groups as required by Title 15 of the California Code of Regulation section 1241.
3. For special diet modifications see L-006 Special Diets-All

PROCEDURE:

1. A standardized four (4) week menu cycle will be developed by the Facility Kitchen/Laundry Supervisor and a registered dietitian. The menu shall be planned to provide a variety of foods thus preventing repetitive meals. The approved menu will be posted in the kitchen office.
2. If any meal served varies from the planned menu, the change shall be noted in writing on the menu.
3. The Facility Correctional Cooks will maintain a standardized recipe file based on tested recipes and adjusted to a yield appropriate to the facility population. A Therapeutic Diet manual shall be available in both the medical unit and the Correctional Cooks office for reference and information.
4. All food will be prepared and served in a manner which will maximize safety and quality control while:
 - a. Preserving the nutritive quality and content
 - b. Enhance appearance and overall palatability
 - c. Preserve flavor, color, and texture
 - d. Maintain the appropriate temperature requirements for hot and cold
5. All permanent changes to the menus must first be submitted to a registered dietitian for approval prior to being implemented in the facility.
6. All menus are reviewed twice a year by a registered dietitian.

Approved by Captain Duane Christian,
Facility Manager

Signature



Date Signed:

11/2/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: SPECIAL DIETS**APPROVED BY** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. L-006****REVISED:** May 31, 2023**REFERENCES:**

Title 15 CCR - 1243, 1247

Shakur v. Schriro, 514 F.3d 878 (9th Cir. 2008)*Turner v. Safley* (1987) 482 U.S. 78*Ward v. Walsh*, 1 F.3d 873 (9th Cir. 1993)

SB 1138

FORMS:

Religious Diet Approval Form

Religious Diet Agreement Form

Warning of Non-Compliance with Religious Diet

Appeal Form HCSD 0378.42

POLICY:

Modification to the regular diet offered in the Humboldt County Correctional Facility will be made available for religious preferences as approved by the Facility Manager and for medical reasons as approved by the facility health care staff.

DEFINITIONS:

Religious Diets - Modification of the normal diet to accommodate change in serving time and/or change in composition. (Example: no pork, kosher, no meat or no food until after sundown.) The Facility Manager must approve this diet.

Therapeutic Diets - The changing of a standard menu composition for the express purpose of addressing therapeutically a physical or biological need. The adjustment of specific nutrients, textures, consistency or feeding frequency designated to maintain the health and well-being of the individual.

Personal Belief Diet – A diet based on the personal beliefs of an individual. Such beliefs can be based on health, religious/spiritual, or any other reason the individual believes the diet is necessary.

Vegan Diet – Diet that contains no animal products or byproducts, including meat, poultry, fish, dairy, or eggs.

Religious Diet Approval Form – A Word generated form that is used by administrative staff to approve or deny requests by inmates for religious diets other than “No pork” or “Vegetarian”.

Religious Diet Agreement Form – A Word generated form that is presented to inmates by Classification staff outlining the terms of the Religious Diet Program. The inmate must sign the agreement accepting the terms in which the religious diet will be provided.

Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) – Law enacted to protect individuals, houses of worship, and other religious institutions from discrimination in zoning and landmarking laws.

Warning of Non-Compliance with Religious Diet – A Word generated form used by staff to document an alleged violation of the Religious Diet Agreement. Classification staff will subsequently investigate and document findings on this same form.

GENERAL INFORMATION:

1. Special diets will be kept as simple as possible and will conform as closely as possible to the foods served other inmates.
2. Pregnant inmates shall be provided a balanced, nutritious diet approved by a doctor.
3. In the event there is a documented incident of an inmate not adhering to either a religious or medical diet, they will be given one warning then may be removed from that diet. Medical diets will be reviewed by medical staff for possible removal, while Religious diets will be reviewed by the Facility Manager or their designee.
4. Whenever possible, menu items for religious diets will not exceed the quantity or quality of the regular menu. Religious diets shall be served in regular meal trays and delivered to the housing unit by an inmate worker or rover; kosher meals shall be delivered to the inmate completely sealed to be opened by the inmate so the meal is kosher upon receipt by the inmate. The housing officer shall ensure that the diet is given to the proper inmate in a timely manner.
5. Inmates may request vegetarian, vegan or no pork diets based on religious or personal beliefs.

PROCEDURE: PERSONAL BELIEF DIETS

1. An inmate wishing to request a diet based on his or her personal beliefs must submit a request slip to the kitchen.
2. Kitchen staff will determine if the request is for one of the approved personal belief diets: vegetarian, vegan or no pork.
3. If the request is for an approved personal belief diet the kitchen staff will enter that diet in the inmate’s special diets area of the jail management system, and return the request slip to the inmate documenting the request was approved.

4. If the request is for a diet other than those approved diets, the kitchen staff shall either return the request to the inmate, or if they believe the request to fall under the religious diet guidelines within this policy, they will forward the request to Classification staff.
5. If an inmate submits a request to end a personal belief diet the kitchen staff shall remove that person from the diet within the jail management system, and the inmate will be ineligible to request the diet for a period of 180 days.

PROCEDURE: THERAPEUTIC AND MEDICAL DIETS

1. Inmates with special therapeutic dietary needs will be referred to facility health care staff for review.
2. Therapeutic/Medical diets will be ordered for a specific period of time (e.g. certain diets will be for the duration of the stay of the inmate). A physician, dentist or Physician's Assistant will write the diet orders.
3. Therapeutic diets consist of the following types of diets.
 - a. Regular
 - b. Liquid
 - c. Soft
 - d. Diabetic
 - f. Pregnancy
 - g. Weight Loss
4. Once the diet is approved by facility health care staff, the order is written and forwarded to the Correctional Cooks.
5. Classification staff will be notified of inmates receiving special diets who may also need special housing for the duration of the diet.
6. Therapeutic diets are prepared under the direct supervision of the Correctional Cooks.
7. The Correctional Cooks prepare the diets following prescribed menus which have been approved by the facility physician and a nutritionist under contract with the County.
8. Therapeutic diet trays shall be labeled with the inmates name and shall accompany the regular food trays to the housing unit.
9. The officer in the housing unit will check the therapeutic diet tray and ensure it is delivered to the proper inmate.
10. Therapeutic diets that must be served at times other than the regular feeding schedule shall be delivered to the housing unit by an inmate worker or rover.

PROCEDURE: RELIGIOUS DIETS

1. Inmates may request religious diets by submitting an inmate request form to Classification staff.
2. Classification staff shall research the inmate's request for the religious diet to determine the legitimacy of the request (i.e. ensure that the requested diet is a sincerely held belief). Classification staff will document any impact provision of the diet would have on safety and security of the facility on the Religious Diet Approval Form.
3. The request and approval form will then be forwarded to the Kitchen/Laundry Supervisor for review and recommendation.
4. The inmate's request and approval form will then be forwarded to the Facility Manager or designee for review.
5. The Facility Manager or designee will either approve or deny the request in consideration of the following factors (and in consultation with legal counsel as needed):
 - a. Whether the dietary request reflects a sincerely held religious belief and whether the inmate's religion is bona fide. (This is a low bar; the Facility Manager should not question the truth of the belief, only determine if it is truly held.) These are threshold inquiries that are seldom seen by the courts as a reason to deny a request for accommodation.
 - b. If the Facility Manager determines that the dietary request reflects an inmate's sincerely held religious belief, the religion is bona fide, and the dietary request is for one of the meal types already established at the facility or can be easily accommodated, the request shall be granted.
 - c. If the request is for a diet not typically provided at the facility that is not easily accommodated, but the belief is sincerely held and the religion is bona fide, then the Facility Manager will balance the following factors (in consultation with legal counsel):
 - i. The facility's compelling governmental interest(s) that would be furthered by denial of the inmate's dietary request (safety/security concerns, budgetary and operational constraints).
 - ii. Whether the inmate has alternative means by which he/she can practice his/her religion, or whether the inmate would be denied all means of religious expression if the religious diet request is denied.
 - iii. The impact the accommodation will have on guards and other inmates, and on the allocation of prison resources generally. (This factor requires significant specific written findings.)
 - iv. Is there a less restrictive means of furthering the compelling governmental interest that would allow the inmate's dietary request to be accommodated at minimal cost to the facility? (RLUIPA requires the facility to implement the least restrictive means of furthering the governmental interest so as not to impose a burden on the inmate's freedom to exercise religion.)
 - d. The rationale for denial of a religious diet request shall be clearly documented, including all of the factors in a-c above. This denial will be provided to the inmate with a copy placed in their Classification File.

6. If the religious diet is denied, the request and approval form will be returned to Classification staff for filing in the inmate's Classification File. Copies of the request and approval form will be sent to the Kitchen/Laundry Supervisor and the inmate.
7. If the diet is approved, the request and approval form will be returned to Classification staff for filing in the inmate's Classification File. Copies of the request and approval form will be sent to the Kitchen/Laundry Supervisor and the inmate.
8. Classification staff will present the inmate with the Religious Diet Agreement Form, outlining the conditions of the dietary agreement. The inmate will review and sign the agreement and be provided a copy for their records. Refusal to sign the agreement constitutes reason for denial of the religious diet. The original form will be filed in the inmate's Classification file.
9. Any staff member who witnesses a suspected violation of the Religious Diet Agreement will forward their observations to Classification via either Incident Report or by submitting a Warning of Non-Compliance with Religious Diet form outlining the actions of the inmate. Classification will review the information and determine if the action constitutes a violation of the agreement, and may consult with a religious leader as needed/practical.
10. An inmate found to have violated the Religious Diet Agreement will be given one written warning, but will be allowed to continue on the diet. A second founded violation by the inmate may result in removal from the religious diet for a six-month period, at which point the inmate may reapply for a religious diet.
11. An inmate who wishes to dispute the findings by Classification can do so by submitting an Appeal Form to Administration. This appeal must be filed within two weeks of the initial finding in question.

PROCEDURE: KOSHER DIET


1. If the Special Diet is kosher it will be prepared by standards set forth by the kitchen supervisor as outlined in the guidelines supplied by the vendor of the kosher meal.
2. When a kosher meal is prepared for an inmate, the kitchen supervisor or designee will call the shift supervisor and advise them there is a kosher meal that is ready to be delivered to the inmate.
3. The shift supervisor, as soon as practical, will send a staff member to the kitchen to retrieve the tray or cart used to deliver the meal to the inmate and take it to the inmate in the housing unit.
4. Careful attention should be taken by staff to ensure the seal on the meal has not been broken before it is presented to the inmate.
5. The inmate, unless unsafe to do so, will remove all the items from the tray and unwrap them on their own as to ensure the seal has not been broken on the kosher meal by anyone other than the inmate receiving the meal.

6. After the meal is consumed it will be picked up in the same way general meal pick up is conducted.
7. If at any time prior to the inmate receiving the meal the seal over the meal is broken, the inmate may return it to the kitchen and will receive a new meal.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

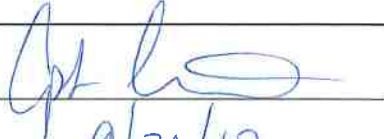
Date Signed: 6/1/23

Reviewed by CC:  6-1-23

PROCEDURE:

1. The Correctional Cooks will ensure that all food preparation starts in time to allow for break out, cleaning and preparation, cooking, and serving, and food carts to be distributed to the appropriate housing areas at the proper meal times.
2. The Correctional Cook will ensure proper food temperature while the meals are being prepared and when the meals are sent to the housing areas.
3. The Correctional Cook will delegate tasks to the inmate workers assigned to the kitchen. These tasks include but are not limited to:
 - a. Food break out
 - b. Food and beverage preparation
 - c. Cooking (under direct supervision by the Correctional Cook)
 - d. Portioning, serving, and distribution
 - e. Pot and pan clean up
 - f. Dish washing
 - g. Work station clean up
 - h. Kitchen janitorial duties and floor care

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 9/26/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: MEAL SERVING PROCEDURES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-008

REVISED: October 4, 2018

REFERENCES:

Title 15 - CCR 1240, 1246
P.C. 6030

POLICY:

The Humboldt County Correctional Facility will provide meals served under the supervision of Correctional Staff or civilian food service personnel in a manner that assures proper handling, safety, adequate allocation and equal treatment of inmates.

DEFINITIONS:

JMS – Jail Management System. An automated system used for booking and other jail management functions.

Portions - The dividing of a unit in equal parts for distribution.

GENERAL INFORMATION:


1. Inmates will be provided three meals, at least one of which will be hot, served at regular meal times during each twenty-four (24) hour period.
2. There will be no more than fourteen (14) hours between the evening meal and breakfast, except in urgent circumstances as approved by the Facility Manager or designee.
3. Meals will be served at the following approximate times:
Breakfast- 0615 hours.
Lunch- 1115 hours.
Dinner- 1630 hours.

4. If inmates miss a meal due to being outside the facility when their housing area was served, the Transport Deputy or Housing Deputy will notify the Correctional Cook of the name and housing location of each inmate requiring a meal.
5. Housing Deputies will notify health services staff whenever an inmate refuses a meal or claims that they are on a hunger strike. Additionally housing officers will make an entry into the refusing inmate's notebook of the JMS.

PROCEDURE:

1. The a.m. Correctional Cooks will ascertain the inmate count for each housing unit when they come on duty. This count will be used as a guideline for determining the amount of meals to be prepared for each housing area.
2. Meals are prepared under the direction of the Correctional Cooks. At the direction of the Correctional Cook the inmate workers portion the food onto the appropriate food delivery vessel (thermal food trays, cups, and/or bags).
3. The thermal food trays or bags and beverages are loaded onto the delivery carts. It is the Correctional Cooks responsibility to ensure the number of trays/bags and beverages being sent to a housing area match the housing count.
4. Inmate workers deliver the meal and beverage carts to the exterior door of the housing units. After delivering all the breakfast carts the inmate workers return to the Kitchen to eat breakfast. After delivering carts for all other meals, the inmate workers return to their housing area.
5. The Housing Deputy inspects the carts for any contraband, and proper tray/bag and cup count.
6. The Housing Deputy directs the housing area inmate workers to wash their hands and gives each worker a pair of disposable gloves and a hairnet. During the dispensing of the meal, the inmate workers will wear these items.
7. The Housing Deputy directs the inmates to form a line and oversees the dispensing of the meal by the inmate workers. Each inmate will be given no less than 15 minutes to eat. Inmates on therapeutic diets, and inmates that have a physician's prescription for additional time to eat will be allotted that time.
8. The delivery carts will remain in the housing area until pick up is completed.
9. When all meals have been served, and the inmates have eaten, the Housing Deputy will direct the inmates to place the meal trays and cups back onto the cart in an orderly fashion. The Housing Deputies will ensure each inmate returns the proper amount of trays and cups to the cart.

10. When pick up is completed in the housing areas, the Housing Deputy places the carts in the main hallway just outside the housing unit door.
11. Inmate workers will move the carts back to the 2nd floor hallway.
12. Central Control monitors the inmates while on the elevator, and in the hallways allowing passage to and from the kitchen and housing areas.

Approved by: Captain Duane Christian, Facility Manager	Signature:  Date Signed: 10/4/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: KITCHEN SANITATION

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. L-009**

REVISED: September 27, 2018

REFERENCES:

Title 15 - CCR 1230
P.C. 6030
2013 FDA Food Code SERVSAFE Food Handler Guide

POLICY:

It is the policy of the Humboldt County Correctional Facility to maintain clean, sanitary conditions in and around all food storage and preparation areas and provide inmate kitchen workers with supervision and training in safety equipment, personal hygiene and proper cleaning and sanitation techniques.

GENERAL INFORMATION:

1. At any time, at least one (1) but preferably more, kitchen staff will be certified in the SERVSAFE Food Handler program. Those staff who are not certified, will be trained by those who are certified.
2. Correctional Cooks or Kitchen/Laundry Supervisor, who are certified in the SERVSAFE program or have been trained by some who holds the certification, are responsible for instructing all inmate workers assigned to the Food Services section in proper sanitation, hygiene and safety techniques to be used while working in the kitchen and related areas. These areas of instruction will include but are not limited to:
 - A. Accident prevention
 - B. First Aid
 - C. Use of safety devices
 - D. Floor care
 - E. Knife storage and check out procedure
 - F. Use of fire extinguishers

PROCEDURE:

1. The Correctional Cooks will insure all inmate food handlers working in the food services section shall:
 - A. Employ proper hygienic food handling techniques (i.e.tongs, gloves, hair nets etc.),
 - B. Wear clean uniforms,
 - C. Wash their hands:
 1. When reporting to work.
 2. After using the toilet facilities.
 3. After picking up items from the floor.
 4. After handling garbage.
 5. After any other potentially unsanitary practice.
 - D. Maintain clean hands and fingernails
 - E. Wear plastic gloves while actually handling food and utensils.
 - F. Follow all other guidelines listed in the SERVSAFE program.
2. All inmates are required to wear hair nets.
3. All inmates will either be clean shaven or wear a net over their facial hair to include beards, goatees or mustaches.
4. All Food Service areas and equipment will be inspected daily by the Correctional Cooks to ensure that functions are carried out under acceptable sanitary conditions in compliance with established Health and Safety Codes.
5. Comprehensive inspections of the food preparation and related areas (i.e. freezers, walk-in's, storage rooms) will be conducted on a shift by shift basis by the Correctional Cooks. The Correctional Cooks will ensure the Food Service section complies with all standards set forth and mandated in Health and Safety Codes and other applicable codes designated to protect the health and safety of inmates and staff. Discrepancies or malfunctions shall be reported to the Operations Lieutenant and repaired or corrected in a timely manner. Any used food trays, utensils and cups will be cleaned and sanitized after each meal.
6. The Humboldt County Correctional Facility's Food Service section will be inspected by the Humboldt County Health Department every three (3) months, or as part of an accreditation process.

Approved by: Captain Duane Christian,
Facility Manager

Signature



Date Signed:

9/27/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE WORKER PERSONAL HYGIENE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-010

REVISED: October 24, 2018

REFERENCES:

Title 15 - CCR 1230
P.C. 6030

FORMS:

Request for TB Testing HCSO # 0330.13
Inmate Workers Assignment Form #/ (Medical Provider Form)

POLICY:

To provide a clean, sanitary and healthy working and living environment it is the policy of the Humboldt County Correctional Facility to provide inmate workers with training in personal hygiene, sanitation, dress and proper food handling techniques.

GENERAL INFORMATION:

1. All inmate workers (janitors, kitchen, laundry etc.) shall be medically screened prior to assignment.

PROCEDURE:

1. An Inmate Workers Assignment Form must be completed by the health services staff prior to a decision to clear an inmate for worker status. A portion of the screening includes maintaining proper personal hygiene. During the course of the screening, the health services staff instruct the inmate in proper personal hygiene techniques. This instruction includes proper hand washing techniques, daily showering, reporting to work in clean clothes, managing long hair and proper fingernail cleaning.

2. The Request for TB testing form is completed by health services staff and routed back to classification.
3. The Classification Officer will maintain this form as part of the inmates classification file.
4. When an inmate is placed on worker status, the Correctional Cooks monitor the kitchen workers and continue to enforce proper personal hygiene techniques. If further instruction is needed, the Correctional Cooks perform the follow up training.
5. The Correctional Cooks assure the proper use of hair nets and serving gloves by inmate workers while preparing or serving food.
6. If the inmate worker is at a work station other than the kitchen, the Officer supervising the inmate will instruct the inmate worker in proper hygiene procedures.
7. Inmate workers may be removed from worker status at any time for noncompliance with facility hygiene standards.

Approved by: Duane Christian, Captain
Facility Manager

Signature:

Date Signed:


10/24/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATE WORKER DINING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. L-011

REVISED: October 24, 2018

REFERENCES:

Title 15 -CCR 1240, 1246
Superior Court Order - 5/88

POLICY:

To provide incentive for good working practices and proper behavior, the Humboldt County Correctional Facility provides to inmate kitchen workers only, an enhanced lunch menu.

DEFINITIONS:

Special Inmate Worker Lunch - Any lunch prepared by the food service personnel that may vary from the soup and sandwich lunch served to the rest of the jail population.

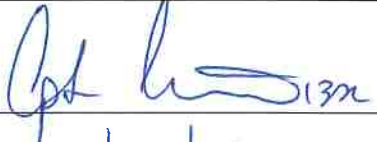
GENERAL INFORMATION:

1. Only kitchen workers working in the kitchen at meal time will be allowed to eat in the inmate dining area. All other kitchen staff and inmate workers eat their meals in their assigned housing areas.
2. Only workers housed in designated worker housing will receive a special inmate worker lunch.

PROCEDURE:

1. Kitchen workers at their assigned work stations will eat in rotation. This rotation is determined by the Correctional Cook.
2. Inmate workers working in the kitchen will dine in the inmate dining area, Room 204.

3. All inmate workers not on duty and housed in worker dorms will eat their meals in their assigned housing area.
4. Inmate workers housed in areas other than designated inmate worker housing will eat in their assigned housing areas.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/24/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: FACILITY PROGRAMS (GENERAL)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. M-001

REVISED: February 28, 2023

REFERENCES:

PC 4027, 4029, 6030, H&S 27605

Title 15 - CCR, 1061, 1064, 1065, 1066, 1070, 1072

Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131

Rehabilitation Act of 1973 § 504

FORMS:

Civilian Incident Report Form (M-001APX)

POLICY:

The Humboldt County Correctional Facility offers a variety of programs to educate and treat incarcerated persons while in custody. The programs are intended to aid or maintain the physical, social and emotional state of the incarcerated person as well as assisting them in preparation for released back into the community.

DEFINITIONS:

Programs Coordinator – Employed by the Sheriff's Office, this person oversees and coordinates incarcerated person programs and the volunteer services.

Major Life Activities – Caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

Qualified Individuals with Disabilities – People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities.

SWAP - A voluntary work release program authorized by Penal Code Section 4024.2 whereby qualified persons committed to the Humboldt County Correctional Facility remain out of custody and report on a scheduled basis to a work crew or fixed work site. These individuals may perform manual labor under the supervision of a correctional deputy or other authorized supervisor.

GENERAL INFORMATION:

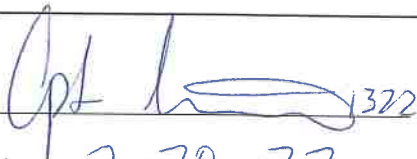
1. All incarcerated persons will be afforded equal opportunity to participate in all facility programs regardless of their race, national origin, color, creed, sex, economic status, political beliefs, or disability; subject only to the limitations necessary to maintain security of the facility, the safety of the incarcerated persons, staff, and volunteers.
 2. Any program may be canceled or temporarily suspended at the discretion of the Shift Supervisor if there is reasonable suspicion to believe that continuing the program would present a threat to the security of the facility or to the safety of incarcerated persons, staff or volunteers.
 3. Incarcerated persons may be removed from a program or activity by an officer or upon the request of a volunteer or program staff if any of the following occur:
 - a. The incarcerated person creates a disturbance
 - b. The incarcerated person does not follow the direction of instructor/volunteer or officer
 - c. The incarcerated person does not follow the program or facility rules
- Note: If the removal is by an officer, they shall complete an incident report. If the removal is requested by the instructor/volunteer they must submit a Civilian Incident Report Form to classification.**
4. In the event the Shift Supervisor cancels a program or regularly scheduled activity, an Inter-Office Memo shall be submitted to the Admin Lieutenant stating the reason for the action.
 5. If an officer determines that a specific instructor or volunteer poses a threat to security, the officer will:
 - a. Complete an "inter-office memo" detailing all the pertinent information, forward the report to the shift supervisor who will approve the report and forward it to the Admin Lieutenant.
 6. The Facility Manager or designee maintains the right to curtail, postpone or discontinue the services of any volunteer or group at their discretion.
 7. All officers are encouraged to make comments or suggestions about improving any program.
 8. Incarcerated persons enrolled in programs may be required to purchase materials necessary for participation in the program. (i.e. workbooks and study materials), however in most cases these items will be purchased using Incarcerated person Welfare Fund money.
 9. Indigent incarcerated persons required to purchase program materials will have a debit placed against their trust fund account. Incarcerated persons will not be denied program materials based solely on being indigent.

10. Some of the programs offered may include but are not limited to:

Religious Services
Cal-Trans Work Crews
Educational Programs
Substance Abuse Programs
SWAP
Vocational Courses
Yoga

Life Skills
Recreation
Library Services
Incarcerated Person Work Programs
Individual Counseling
Meditation

11. Incarcerated persons attending programs/classes in areas that do not have a security restroom, will be escorted/sent to the nearest security restroom if needed.

Approved by: Duane Christian, Captain Facility Manager	Signature:  322
	Date Signed: 2-28-23

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: INMATE REQUEST FORM PROCEDURE

APPROVED BY: Duane Christian, Facility Manager

DATE: April 14, 1996 **M-002**

REVISED: October 10, 2018

REFERENCES:

Title 15 - CCR 1069

FORMS:

Inmate Request Form (HCSO 0326.3)
Inmate Resource Request Form

POLICY:

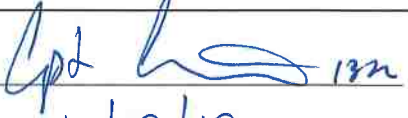
Inmates in the Humboldt County Correctional Facility may obtain information or services by filling out an Inmate Request Form or an Inmate Resource Request Form.

GENERAL INFORMATION:

1. Written instructions for completing inmate request forms can be found in the inmate orientation handbook and also available on the kiosks in those housing units with kiosks.
2. Inmate requests forms will be picked up, answered and returned by the housing deputies no less than once per twelve (12) hour shift.
3. Inmate request forms are a two part NCR form. All requests will be signed by the deputy picking it up and the copy will be given to the inmate to ensure a method of tracking the request.
4. All requests will be answered in a timely manner.

PROCEDURE:

1. After an inmate has completed filling out an inmate request form they will give the request form to their housing deputy.
2. The housing deputy will read, sign, date and time the request and give the inmate the back copy of the request.
3. Once a request is signed off, the deputy may take one of the following actions;
 - a. provide the inmate with the requested information or,
 - b. give the inmate the requested form or forms, or
 - c. forward the request to the appropriate staff or office.
4. If at all possible the housing deputy should attempt to answer the request at their level. If the housing deputy is unable to answer the request or provide the requested form, the request should be given to the housing deputy's floor supervisor to review and forward appropriately.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/10/18
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HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: EDUCATIONAL PROGRAMS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. M-003

REVISED: October 17, 2018

REFERENCES:

Title 15 - CCR 1061, 1070

FORMS:

Inmate Resource Request Form
Civilian Incident Report Form

POLICY:

The Humboldt County Correctional Facility will provide educational programs to any qualified inmate with the hope that by achieving their educational goals, the inmate will also reduce the chances of returning to custody.

DEFINITIONS:

GENERAL INFORMATION:

1. The Humboldt County Sheriff's Office contracts with College of the Redwoods to provide educational programs to the inmate population. These programs may include but are not limited to;
 - High School Equivalency Credential (HiSET)
 - continued education/college courses
 - effective parenting
 - domestic violence
 - substance abuse education
 - vocational programs
 - certificate programs

2. Class environments may vary from a group/classroom setting to individual setting where an inmate takes classes remotely from their cell by using a tablet. Classification staff will determine the environment for each inmate based on the inmate's behavior and facility security needs.
3. Instructors may request disruptive or disobedient inmates be removed from group/classroom settings.
4. By court order, inmates may receive credits towards time off their sentences for participation in certain programs.
5. Inmates who are removed from the program for disciplinary reasons will be subject to the normal disciplinary procedure which may include the loss of PC 4019 credits or additional credits given for program participation.
6. Instructors will carry a hand-held, two-way radio at all times while in the facility.
7. Classes will typically be held in the N322 classroom or the multi-purpose rooms located within the housing units. Alternate locations may be approved by Administration based on need.
8. High security inmates may participate in educational programs available on a tablet with approval from Classification staff.
9. Tablet access may be restricted due to poor behavior, including damage to the tablets, or for safety and security reasons.

APPLICATION AND APPROVAL PROCEDURE (HiSET):

1. Inmates may apply for the HiSET class by submitting an Inmate Resource Request Form to the housing deputy. Deputies may assist illiterate inmates in completing the form.
2. The housing deputy will pick up the request slip and forward it to Classification Staff.
3. Classification Staff will review the request and determine if the inmate qualifies for the program. If the inmate does not qualify, the Classification Deputy will return the request to the inmate with a brief explanation.
4. If Classification staff approves the HiSET request, they will notate that on the request form and forward it to the Programs Office.

5. Programs staff will maintain a list of approved inmates for HiSET and periodically distribute lists to the housing units for reference.
6. HiSET classes will be held in the multi-purpose room within each housing unit in which they are offered.


APPLICATION AND APPROVAL PROCEDURE (N322 CLASSES):

1. College of the Redwoods will generate a schedule of classes offered for each semester, focused on various topics including work and life skill development. These classes are only offered in a group setting due to minimum enrollment numbers required by College of the Redwoods.
2. Each semester's schedule will be broken up into smaller sessions for enrollment purposes to adapt to an ever-changing population. The week before the start of a class session, sign-ups sheets will be posted in the housing units classes are offered to.
3. Inmates wishing to attend will put their name on the sign-up sheet. Once collected, the sign-up sheets will be forwarded to Classification for review. Once their review is complete, the sheets will be given to Programs staff to finalize the list.
4. Programs staff will compile a list of approved inmates for each class. In doing so, they may be limited by class space and instructional resources, and will use other factors to establish the final list. Those inmates left off the initial list may be added later as circumstances allow.
5. Programs staff will distribute the class lists to the housing units prior to the start of the class session.
6. Inmates not on the initial list may submit a request slip to Programs to be considered should circumstances permit. Programs staff may adjust the list periodically throughout the session as needed. Updated lists will be distributed when this occurs.

PROCEDURE: REMOVAL FROM THE PROGRAM

1. Emergency- When a program inmate's actions threaten any person's safety or the security of the facility, the instructor will use the radio to summon correctional staff to remove the offending inmate.
2. Non-emergency- When, other than a emergency, a program instructor deems it necessary to remove an inmate, the instructor shall contact the housing deputy using the phone, if available, or the radio.

3. Deputies involved in the incident will complete the appropriate report, depending on the severity of the incident. (see D-002 or D-003)
4. Instructors may be required to complete a Civilian Incident Report Form, depending on the severity of the incident. They may also communicate with Programs staff regarding an inmate's continued placement in class by telephone or e-mail.
5. Programs and/or Classification staff may remove an inmate from the class list at any time.
6. If an inmate's housing changes, the inmate will be removed from the class list pending review by Classification and Programs staff. Additionally, Classification will review any incident reports and take the appropriate action (see D-004 or D-005) if disciplinary sanctions are warranted.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 10/17/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: SUBSTANCE ABUSE PROGRAMS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. M-004

REVISED: October 29, 2018

REFERENCES:

Title 15 - CCR 1061, 1070
Superior Court Order 11/95

FORMS:

Inmate Request Form (HCSD 0326.3)

POLICY:

The Humboldt County Correctional Facility will provide substance abuse counseling and substance abuse education programs for the inmates.

DEFINITIONS:

AA - Alcoholics Anonymous

NA - Narcotics Anonymous

GENERAL INFORMATION:

1. Some of the programs available to inmates may include but are not limited to:
 - AA
 - NA
 - Substance Abuse Education
 - Substance Abuse Counseling

2. Substance abuse education, counseling and support services for inmates will normally be provided by volunteers from AA or NA, instructors from College of the Redwoods, or by staff representatives from various county agencies and non-profit organizations.
3. Only inmates who are of compatible classifications may attend programs together.
4. Substance abuse counseling or programs are voluntary.
5. If administrative segregation and special handling inmates cannot participate in group counseling or programs, other arrangements will be made. Efforts will be made to accommodate all inmates without jeopardizing safety and security.
6. Inmates will be encouraged to participate in substance abuse programs.
7. By court order inmates may receive credits towards time off their sentences for participation in certain programs.

PROCEDURE:

1. Inmates may apply for a specific program by completing an inmate request form or signing up on a sign-up roster posted in the housing unit.
2. For those programs that do not need applications such as AA and NA, the deputy will advise the inmate when the next session is held in their housing area.
3. If the request is for a program that requires approval, the housing deputy will pick up the request form and forward it to Programs staff or Classification.
4. Programs or Classification staff will review the request and determine if the inmate qualifies for the program. If the inmate does not qualify, the Classification Officer or programs staff will return the request to the inmate with a brief explanation.
5. If Programs or Classification staff approves the request, the inmate will be added to the approved list by appropriate staff.
8. Lists of approved inmates will be distributed to the housing deputies as necessary.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 10/29/18

HUMBOLDT COUNTY SHERIFF'S OFFICE
CUSTODY SERVICES DIVISION

POLICIES AND PROCEDURES

SUBJECT: LIBRARY SERVICES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. M-005

REVISED: October 29, 2018

REFERENCES:

Title 15 - CCR 1064

POLICY:

The Humboldt County Correctional Facility will maintain a supply of paperback books, magazines and local news publications for the inmate population.


GENERAL INFORMATION:

1. Every inmate will have access to reading materials located either in their housing areas or on a mobile book cart.
2. Inmates who destroy or damage any reading materials shall be subject to disciplinary action. Payment for replacing the materials and other punitive sanctions, if deemed appropriate, shall be pursued.
3. The Humboldt County Correctional Facility gladly accepts any reading material donations that meet the facility requirements.
4. Literacy materials are purchased by the Inmate Welfare Fund (See P&P A-010).
5. Any requests for special reading materials will go to the Inmate Programs Coordinator for approval.
6. All donated reading materials will be screened by the Inmate Programs Coordinator before put into circulation in the facility.

7. The Humboldt County Correctional Facility utilizes volunteers when possible to organize the library program and prepare the mobile book carts. A schedule will be maintained to ensure books are rotated in each housing unit on a regular basis.
8. Books will be kept in a designated space in either the dayroom or multi-purpose room of each housing unit. Inmates can access the books when they are not in lock down.

PROCEDURE:

1. Library volunteers will prepare the book carts for exchange and notify Programs staff which housing units are up for rotation.
2. Programs staff will notify the housing deputies when it is time to exchange the books in their housing units. Housing deputies will ensure the books are exchanged on schedule.
3. The exchanged books will be returned to the library to be rotated to another housing unit. Damaged or worn books will be discarded as deemed appropriate.
4. A subscription to a local newspaper will be purchased by the Inmate Welfare Fund and copies will be distributed to each housing unit on days the newspaper is in print.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 10/29/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATE WORKERS

APPROVED BY: Duane Christian, Facility Manager

DATE: February 22, 1996 **No. M-007**

REVISED: July 30, 2018

REFERENCES:

Title 15 - CCR 1230
Superior Court Order 11/95

FORMS:

Inmate Medical Screening Form (HCSO 0330.13)
Inmate Request Form (HCSO 0326.3)

POLICY:

The Humboldt County Correctional Facility will utilize inmates to do selected jobs in or around the facility.

DEFINITION:

Inmate Worker - An inmate who has been cleared to work by classification staff.

GENERAL INFORMATION:


1. All eligible inmates are given equal opportunity to become inmate workers, subject to limitations necessary to maintain order, safety and security of the facility.
2. Classification Staff will review an inmate's classification file and other available information to determine suitability as an inmate worker.
3. Inmates must be cleared for work by facility health care staff, before becoming an inmate worker (See L-010).
4. As allowed by court order, sentenced inmates may accumulate additional credits toward their release when in an inmate worker position.

5. Only inmates classified as minimum security are assigned jobs outside of the secure perimeter of the facility.
6. Inmate workers may receive additional privileges such as extra visiting, extra recreation, inmate worker meals and other privileges as approved by the facility's management.
7. Classification staff will attempt to maintain an eligibility pool of approved inmates for worker status.
8. Inmates can be assigned to work. Refusal to work may be cause for disciplinary action up to and including early release and work-time credits.
9. If work-time credits have been taken for disciplinary reasons, the inmates will have the opportunity to earn days back based on good behavior. Inmates may earn up to 10 day for every 30 days of good behavior, or as determined by the SWAP Supervisor.
10. Inmate workers are expected to maintain proper personal hygiene and will be provided appropriate clothing and footwear to perform their assignments (See L-010).
11. Inmates workers will be trained in the proper use of job related equipment as well as the proper safety precautions, by the facility staff members responsible for the areas where the inmate workers are assigned.
12. Once inmates have been trained on various safety procedures all appropriate safety contracts shall be signed. All Safety briefings conducted by staff shall be documented and signed by inmates.

PROCEDURE:

1. An inmate interested in becoming an inmate worker must complete an Inmate Request Form which is forwarded to classification staff.
2. Classification staff will review the request and if needed, interview the inmate.
3. If the request is approved classification staff will forward an Inmate Medical Clearance Form to facility health care staff.
4. If the request is denied, classification staff will answer "Denied" on the request slip, explain in writing why the request is being denied, and return it to the inmate.
5. If the inmate is not medically fit for work, Classification Staff will inform the inmate.
6. Facility health care staff will complete the Inmate Medical Clearance Form on the inmate and return it to classification staff.

7. If facility health care staff clears the inmate to work, classification staff will arrange for the inmates housing transfer, if necessary, and orientation for the position.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/30/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: OFF-SITE WORK CREWS

APPROVED BY: Duane Christian, Facility Manager

DATE: April 14, 1996 **No. M-008**

REVISED: July 30, 2018

REFERENCES:

Title 15- CCR 1261
Superior Court Order October 1995
HCCF P&P C-008, D-002, D-003, E-004

FORMS:

Inmate Request Form (HCSD 0326.3)

POLICY:

The Humboldt County Correctional Facility will, under a contractual agreement with outside entities, offer an outside work program to qualified inmates. These inmates, under direct supervision of a Correctional Deputy will perform brush removal, trash abatement, road-side maintenance, and other physical labor off-site.

DEFINITIONS:

Cal-Trans Program - A program provided under contract with Cal-Trans in which Correctional Deputies supervises minimum security inmates outside the facility while working on road-side projects.

Classification Committee - A committee comprised of the Facility Manager, a Correctional Lieutenant and Classification Deputy(s), meeting on a weekly or more frequent basis to discuss policy and program issues relative to classification including but not limited to housing and program assignments, disciplinary actions, jail conditions and management issues.

Off-Site Work Crew Risk Assessment – A JMS assessment that asks several questions to determine the risk and suitability of inmates for Off-Site Work Crews.

GENERAL INFORMATION:

1. All crew workers will be either sentenced to county jail or pre-trial inmates who have been determined to be low flight risks by classification staff.
2. The classification committee shall establish certain criteria that classification staff will use to determine inmate eligibility for the off-site crews.
3. All workers must be cleared for work by facility health care staff prior to working on an off-site crew.
4. As allowed by the Superior Court Order, sentenced inmates working on a Cal-Trans crew may accumulate additional credits towards their release.
5. Off-Site workers may receive additional privileges such as extra visiting, extra recreation, inmate worker meals and other privileges as allowed by the facility management.
6. Off-Site workers are housed separate and apart from the rest of the inmate population in order to reduce the introduction of contraband into the facility.
7. Off-Site workers are issued special clothing, footwear, and safety equipment appropriate to perform their job duties.
8. Any off-site workers that walk away from a job site will be treated as an escapee.

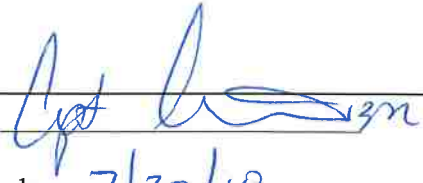
PROCEDURE:

1. Interested inmates may request an off-site work crew position by completing an Inmate Request Form.
2. The Housing Officer will forward the completed request to classification staff.
3. Classification staff will review the request and the inmate's classification status to determine if the inmate's charges and behavior warrant consideration for an off-site work crew.
4. If classification staff determines the inmate can be considered, an Off-Site Work Crew Risk Assessment will be conducted.
5. If the inmate is considered and score qualifies him as eligible for the program, the Classification officer will confirm the inmate has been medically cleared for Off-Site Work.
6. If the inmate is approved for an off-site work crew, classification staff will make arrangements for the inmate's housing transfer (see C-008).

7. If the inmate is not qualified for an off-site work crew position, classification staff will return the request with written notification of the denial.
8. Upon transfer, the inmate will be oriented to the program by the Housing Officer assigned to the S-6 Post.
9. Inmates may be removed from work crews for disciplinary, medical reasons or as a result of re-classification. A report must be sent to the classification staff immediately upon removal from the program. (see D-002 or D-003)

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date Signed:

7/30/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE RECREATION-OUT OF CELL TIME**APPROVED BY:** Duane Christian, Facility Manager**DATE:** April 14, 1996**No. M-009****REVISED:** August 31, 2023**REFERENCES:**

Title 15 - CCR 1065

Title 24 - 470A.2.10

P&P F-007

Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131

Rehabilitation Act of 1973 § 504

POLICY:

The Humboldt County Correctional Facility allows all inmates a minimum of three (3) hours of exercise and (7) hours of out of cell time per seven (7) day period.

DEFINITIONS:

Shared Recreation Yard (N421A) - A covered open-air room that is not attached to a specific housing unit where inmates on a scheduled basis may exercise, or basketball. Recreation Yard N421A is the only shared recreation yard in HCCF.

Non-Shared Recreation Yard- A covered open air room attached to a specific housing unit where inmates may exercise, play basketball.

GENERAL INFORMATION:

1. Staff shall exercise all necessary precautions to ensure the safety and security of the inmates and staff during recreation.
2. Certain aspects of recreation may be accomplished in the day areas of the inmates housing unit. Access to exercise areas will also be available.
3. Those inmates housed in units which share a common recreation area will be allowed access to or escorted to the recreation area on a scheduled basis.
4. Recreation may be suspended for disciplinary reasons, or due to safety and security concerns.

5. The following activities may be available in either the day area of the housing units or in the recreation areas:

Exercise Equipment	Television	Basketball
Reading Materials	Card Games	Newspapers & Periodicals
Board Games	Handball	
6. Those housing units which have recreation yards attached to the unit are controlled by the housing officers. Access is permitted during non-lockdown hours.
7. Schedules for those housing units which share a common recreation yard will be set by the Facility Manager or his/her designee. Said schedules will be posted in the housing units.
8. Shared recreation yard N421A, may also be used by those inmates housed in Medical, if deemed necessary by the Facility Manager or his/her designee.
9. Inmates in the recreations yard may wear their jumpsuits down at their waists but must wear an undershirt or sweatshirt.
10. Inmates with disabilities will be afforded the same opportunity for recreation as all other inmates.
11. All inmates who are not serving disciplinary shall be afforded three (3) hours of time in a recreation yard for the purposes of exercise per every seven (7) day period.
12. All inmates who are not serving disciplinary shall be afforded seven (7) hours of time out of their cell for the purpose of recreating.
13. Staff shall clearly document in the Jail Management System for those inmates in celled units the use and/or offering of both exercise and out of cell time with start and end times.
14. Exceptions to the out of cell time can be made for documented instances where there is a safety or security concern.

PROCEDURE: SHARED RECREATION YARD N421A

1. During scheduled times, the Housing Officer will announce recreation time to the housing area.
2. All inmates who want to participate must be fully dressed and report to a specified area to await the Housing Officer.
3. When all inmates are ready, the Housing Officer will notify Central Control. (See Inmate Movement F-007).
4. The inmates will enter the recreation yard. (See Inmate Movement F-007).

5. At the conclusion of the recreation period, the inmates will be advised, either over the intercom or by the Housing Officer that recreation is over. They will line up at the exit door. Central control will allow them to exit and return to their housing unit. (see F-007)

PROCEDURE: NON-SHARED RECREATION YARD


1. All inmates who want to go to the recreation yard, must be fully dressed.
2. During non-lockdown times, inmates may request to go to the recreation yard.
3. Housing Officers may require that inmates enter and exit the recreation yard on the half hour.
4. The Housing Officer will open the recreation door to allow the inmates to enter and exit the recreation yard.

PROCEDURE: OUT OF CELL TIME FOR CELLED UNITS

1. In all celled units staff will be provided schedules by facility Classification staff that outlines the times each cell(s) will be allowed out of their cell for the purposes of recreating.
2. All out of cell time will be documented in the Jail Management System (JMS).

PROCEDURE: OUT OF CELL TIME FOR DORMS

1. Correctional Staff supervising a dorm housing unit will be required to allow all inmates in the housing unit the opportunity to come out of their quad area for a minimum of one (1) hour each day.
2. In cases where in-house discipline is imposed, and the inmate is confined to their bunk area for the day, staff shall ensure the following day the inmate receives two (2) hours of tier time out of their quad the following day.
3. Staff do not need to document individually that individuals in their dorm have received the required seven (7) hours per week of out of cell time due to the fact the dorm is an open style housing area where all inmates receive significantly more than seven (7) hours of recreation each week.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed: 8/31/23

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: RELIGIOUS PROGRAMS & ACCOMMODATIONS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. M-010**

REVISED: October 26, 2021

REFERENCES:

HCCF P&P L-006
PC 4027, 4573.5
Religious Land Use and Institutionalized Persons Act of 2000, 42 U.S.C 2000cc (RLUIPA)
Title 15 - CCR 1072
Turner v. Safley (1987) 482 U.S. 78

FORMS:

Volunteer Rules and PREA Acknowledgement

POLICY:

All inmates in the Humboldt County Correctional Facility have the right to practice the religion of their choice and to worship in any manner which does not conflict with legitimate considerations of safety and security, or with the rights of others. All inmates will be given equal access to religious and spiritual resources, services, instruction, and counseling. No religious philosophy, group, or organization will be favored over others, nor provided with any advantage in terms of access to the inmates, procedural restrictions, or staff actions. Conversely, no inmate or inmates will be required to be exposed to any religious philosophy, materials, or activities unless it is on a purely voluntary basis. Facility approved religious diets shall be made available to inmates whose religion mandates specific dietary requirements.

DEFINITIONS:

Correctional Programs Coordinator – Employed by the Sheriff’s Office, this person oversees and coordinates inmate programs and the volunteer services.

Religious Observations – Approved items, food, or services which assist the inmate in the practice of their religion while in custody.

Religious Diet – Breakfast, lunch, and dinner served according to an approved religious diet (see L-006).

Religious Item – An item that has significant religious meaning to a person practicing a certain faith. Items may include, but are not limited to: prayer rugs, head coverings, beads. Approval of religious items will be made by the Facility Manager or designee, with input from the Religious Oversight Committee.

Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) – Law enacted to protect individuals, houses of worship, and other religious institutions from discrimination in zoning and land marking laws.

RLUIPA Balancing Test – If a facility regulation substantially burdens an inmate’s exercise of religion, HCCF must show that the burden is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest.

Religious Volunteer – A person who has requested clearance into the facility to conduct religious services or religious counseling to inmates on a scheduled or as requested basis, and has successfully completed the Volunteer Clearance process (see M-016).

Turner Factors – Four part test use by the U.S. Supreme Court in *Turner v. Safley* (1987) 482 U.S. 78, to determine if a prison regulation is reasonably related to a legitimate penological interest (First Amendment challenge):

1. Is a legitimate penological interest that is rationally related to the disputed regulation (the disputed regulation being the denial or modification of the requested religious accommodation)?
2. Do alternative means of practicing the religion remain open to the inmate if the requested accommodation is denied?
3. What impact will accommodation of the request have on guards and other inmates, and on the allocation of prison resources generally?
4. Are there ready alternatives to the current policy that would accommodate the inmate at de minimis cost to the facility? The existence of obvious, easy alternatives may be evidence that the regulation is not reasonable, but is an exaggerated response to facility concerns.

GENERAL INFORMATION:

1. All requests for religious services/accommodations will be taken seriously and will be reviewed to ensure that the request reflects an inmate’s sincerely held religious belief and to determine whether HCCF can fulfill the request. In response to a request for religious accommodations, HCCF may (1) grant the request for accommodation, or (2) in consultation with the Office of County Counsel, apply the RLUIPA balancing test and the *Turner* factors, and either offer the inmate a modified accommodation or deny the requested accommodation.

The burden lies with the Department to show that any decision to deny or modify an inmate's sincere request for religious accommodation was done in a thoughtful manner (through application of the RLUIPA balancing test and the *Turner* factors) that serves a compelling governmental interest and furthers the governmental interest through the least restrictive means possible (i.e. means of accomplishing the governmental interest that places the lowest burden on the inmate's exercise of religion). The RLUIPA balancing test is more stringent than the *Turner* factors and both tests should be met and documented.

2. Modesty is a key component of some religious practices. To achieve the required level of modesty, practitioners may be required to wear head coverings. Arrestees at intake shall not be permitted to retain their personal religious head coverings without first being subject to a complete search. However, in an attempt to preserve modesty during the search, the inmate will be taken to a private area before the head covering is removed and searched to ensure the hair and covering are free of contraband and weapons. After the search is done and it is determined that the length of the head covering is not of sufficient length to be used to hang oneself, it is returned to the arrestee/inmate. If the length is determined to be a safety hazard, the inmate shall be given the option of having a designee of their choice provide them with a replacement head covering that does not present a safety risk or, if funds are available, the Programs division may help facilitate the purchase of an appropriate head covering.
3. Inmate participation in religious counseling or services is voluntary.
4. Religious services and counseling will be held in the multi-purpose rooms in the housing areas when possible to keep inmate movement at a minimum.
5. Authorized representatives from any recognized religious group may be issued facility clearance to minister to the needs of inmates, providing there is a demonstrated need for their services and support, and no reason exists to believe that their presence in the detention facility would be contrary to the maintenance of order and discipline in the facility. (See M-016.) Such recognition shall be extended to the religious groups or organization as long as no reason exists to believe that their representation is false, spurious, or motivated by any intention to engage in criminal activity, and no reason exists to believe that group is inciting, or intends to incite misconduct or criminal behavior on the part of any inmate.
6. Religious Volunteers are not to visit, counsel, or conduct services to any inmates(s) to whom they are related. This does not restrict their right to visit inmates during normal non-contact visiting periods in their capacity as family members.
7. Religious books, pamphlets, tracts, or other related materials may be furnished by religious organizations. These materials must be approved by the Administrative Supervisor prior to volunteers delivering them to the inmates.

8. The Facility Manager or their designee may, at their discretion, deny, curtail, postpone, or discontinue access to the detention facility by any or all religious groups and representatives if and when such would be in the best interests of the Sheriff's Office and the inmates. Shift Supervisors, with approval of their Lieutenant, may discontinue religious programs and activities and remove religious representatives from the detention facility on a temporary basis in any instance where such action is required to maintain the safety and security of the facility. If any religious representative is going to be removed on a permanent basis, they will be notified by in writing by the Facility Manager and given the opportunity to appeal. That appeal would be reviewed by the Sheriff or their designee and the individual notified in writing of the decision.
9. Inmates in restrictive housing due to behavioral issues or classification status, may request religious services on an Inmate Request Slip (see P&P M-002). In these situations, the services may be provided through glass similar to a public visit. Such services will be approved by the Administrative Supervisor and coordinated with the Shift Supervisor.
10. Authorized representatives from religious groups who have successfully completed the Volunteer Clearance process will be provided a civilian orientation and be required to sign a Volunteer Rules and PREA Acknowledgement Form (see P&P M-016).
11. A schedule of organized religious services, programs, and activities will be posted in each housing unit. The various activities and programs will be listed with scheduled times and locations. The list will be updated as required by the Administrative Supervisor.
12. The scheduling of special religious programs and activities during holiday periods and seasons will be coordinated between the Correctional Programs Coordinator, the Administrative Supervisor, and the leader of a religious organization(s) involved.
13. Every effort will be made to make reasonable accommodations for religious observances that may conflict with institutional schedules (such as meals or lockdowns).
14. Inmates who wish to receive religious items shall submit a request to the Facility Manager or designee for approval. The request will be reviewed to ensure that the inmate holds a sincere belief that the item holds religious significance (to the inmate) and to determine whether the item would jeopardize safety and security of inmates or the facility. If a legitimate safety/security concern arises, an alternative means may be used (such as: a picture of the item may be provided to the inmate).
15. The cost of providing religious accommodations that are not traditionally provided by HCCF or through religious volunteers (e.g. symbolic holiday religious foods, headdresses, or religious items to be used in prayer or ceremonies) must be paid by the requesting inmate or another person on behalf of the inmate, such as a family member. Inmates must also

make arrangements to obtain any requested items of religious worship that are allowed in the facility, but not readily available to the HCCF. All such religious items must be expressly approved by the Facility Manager prior to delivery to the inmate.

16. Religious Volunteers who conduct services or activities in the program classrooms must assume responsibility for the supervision and conduct of the inmates attending such services. Should an emergency arise, or any other condition which necessitates assistance, the religious volunteer responsible will immediately contact Central Control via the available telephone and advise them of the situation.
17. Religious Volunteers conducting religious rites and ceremonies utilizing sacramental wine will substitute with a non-alcoholic communion wine or juice. The introduction and use of beverages containing alcohol or other illegal stimulants in the detention facilities is a violation of Penal Code 4573.5.
18. Special religious ceremonies may be held with the approval of the Facility Manager.
19. HCCF recognizes modesty is a key component of some religious practices and doctrines.
20. Staff shall ensure inmate privacy when the professed religion requires modesty, provided the practice does not compromise the safety and security of the facility, staff, or other inmates.
21. At intake, arrestees wearing a head covering for modesty as required by a religion may be allowed to retain their head covering once a thorough search is completed. Searches will be conducted in a location that ensures privacy.
22. Religions that may require head coverings may include, but are not limited to:
 1. Amish
 2. Christian
 3. Islamic
 4. Jewish
 5. Muslim
23. In the event the religion of the inmate requires a head covering but the inmate was not in possession of one upon arrest, the inmate shall work with the Correctional Programs Coordinator to make arrangements for the appropriate head covering to be delivered to the facility.
24. At any time during an inmate's incarceration, correctional staff may request to search an inmate's religious head covering. For modesty purposes, this must be done by same gender staff and in a private area.

PROCEDURE: Head Coverings

1. Arrestees who enter Pre-Book wearing what appears to be a religious head covering will be asked if it is for religious purposes. If the inmate says it is not, it will be removed and placed into the property bag.
2. If the arrestee says the head covering is religious in nature, the deputy will ask what religion to determine legitimacy. If the deputy believes that the arrestee is being sincere, the deputy will ask if they wish to retain it during their incarceration.
3. If the arrestee wishes to retain the head covering, the deputy will explain that it must be removed and searched prior to the arrestee being housed. The deputy will explain that this search can be done in a private area if the arrestee wishes.
4. If the arrestee wishes to have the head covering removed in private, deputy(s) of the same gender will escort the arrestee to the Dress Out room (N127).
5. The deputy(s) will ask the arrestee to remove the covering and hand it to the deputy for searching.
6. The arrestee's hair will be searched.
7. After it is determined that the hair and cover are free of contraband and/or weapons, the covering will be returned to the arrestee.
8. Two (2) photos will be taken of the arrestee (one with the covering and one without). If possible, a photo will be taken in a private area and the photo will be imported into the JMS. If unable to take the second photo in a private area, to ensure modesty, the Shift Supervisor will ensure all inmates are moved out of N125 and only staff needed to ensure safety will be in sight of the inmate during the photo. After the photo is taken, the inmate will be allowed to put the head covering back on.
9. At any time during the incarceration, correctional staff may request to search the head covering, but must do so in a private area.

PROCEDURE: Scheduled Programs

1. Religious Volunteers will enter the facility during scheduled times.
2. The receptionist will contact the housing unit deputy to see if inmates are available for services/counseling and if they wish to attend.

3. If inmates are available and wish to attend, the receptionist will advise Central Control that volunteers will be entering the facility and where they want to go.
4. The housing deputy(s) will advise the inmates of what type of religious services will be available in the housing unit.
5. The religious volunteers will enter the housing areas and go to the assigned room as designated by the housing deputy. Inmates who wish to participate will then be allowed to enter the room.
6. Upon completion of services, inmates may be searched and then allowed to return to their normal activities.
7. The religious volunteers will gather and account for all materials used for their program.
8. When all materials are accounted for, the housing deputy(s) will call Central Control to allow the religious volunteers to exit the housing unit.

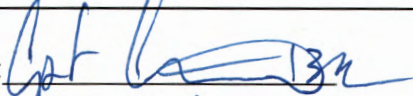
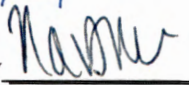
PROCEDURE: One-On-One Counseling Requests

1. An inmate may request one-on-one religious counseling with a religious volunteer by submitting an Inmate Request to the Correctional Programs Coordinator.
2. The Correctional Programs Coordinator will determine if the inmate's request is approved, modified, or denied in accordance with General Information, Paragraph 1, above.
3. If denied or modified, the Correctional Programs Coordinator will document the reasons for denial or modification, including analysis pursuant to RLUIPA and the *Turner* factors as outlined in General Information, Paragraph 1, above, and place the document in the inmate's classification file. The Programs Coordinator will also answer the request and return it to the inmate.
4. If approved (or modified in such a way that the counseling will occur), the Correctional Programs Coordinator will make notification to the appropriate volunteer that they may visit the inmate.
5. If the request is approved, but there is not a volunteer for that religion or denomination, the Correctional Programs Coordinator will attempt to locate a volunteer, if possible.
6. Once a volunteer is located and has sufficiently gained a facility clearance, they will be instructed when to come visit the inmate.
7. When the volunteer comes to visit the inmate, he/she will check in with the receptionist.

8. The receptionist will contact the housing unit deputy to see if the inmate is available for services/counseling.
9. If the inmate is available, the receptionist will advise Central Control that the volunteer will be entering the facility and where he/she wants to go.
10. The housing deputy will advise the inmate that he/she has a visit.
11. The housing deputy will place the inmate into the appropriate areas/room.
12. The religious volunteer will proceed to the location of the visit.
13. Upon completion of session, the religious volunteer will advise the housing deputy that the session is over.
14. When all materials are accounted for, the housing deputy(s) will call Central Control to allow the religious volunteers to exit the housing unit.
15. The housing deputy will rehouse the inmate.

PROCEDURE: Religious Diets

See Policy L-006.

Approved by: Duane Christian, Captain Facility Manager	Signature: 
	Date Signed 10/26/21
	County Counsel Review 

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: SHERIFF'S WORK ALTERNATIVE PROGRAM (SWAP)

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. M-011**

REVISED: October 18, 2018

REFERENCES:

PC 4017, 4018, 4024.2, 4024.3
County Ordinance 931.1
HCCF Policy B-002

FORMS:

Inmate Request Form (HCSO 0326.3)
Notice to Appear for Work Form (HCSO 0378.13)
Revenue Recovery Agreement (HCSO 0378.1)
Requirements and Rules (HCSO 0378.01)
SWAP Application (HCSO 0372.3)
SWAP Medical Questionnaire (HCSO 0372.4)
Unexcused Absence Penalty Policy (HCSO 0378.93)
California Occupational Safety and Health Act of 1973. As of 1991

POLICY:

The Humboldt County Sheriff's Office provides the Sheriff's Work Alternative Program (SWAP) as an option to incarceration. This program allows citizens sentenced to county jail time to retain their jobs by performing community service type labor as assigned by Sheriff's Office Staff. This program also acts as a population management tool for the HCCF.

DEFINITIONS:

Sheriff's Work Alternative Program (SWAP) – A voluntary work release program that is an alternative to incarceration. SWAP is authorized by Penal Code Section 4024.2 whereby qualified persons committed to the Humboldt County Correctional Facility remain out of custody and report on a scheduled basis to a work crew or fixed work site. These individuals may perform manual labor under the supervision of a correctional deputy or site supervisor.

SWAP Crew fee- A daily fee approved by the Board of Supervisors that is charged to public and non-profit entities when inmate work crews supply daily labor on a contractual basis.

SWAP Field Deputy – A Correctional Deputy II assigned to SWAP to supervise inmate crews working in the community.

(PPE) Personal Protective Equipment – Refers to protective clothing, helmets, goggles, or any other items designed to protect the wearer's body from injury.

(I.I.P.P.) Humboldt County's Injury and Illness Prevention Plan – A written, effective Injury and Illness Prevention Program is required for every California employer. This program is designed to help departments provide better work place protection for County employees, and to reduce losses resulting from accidents and injuries. This operational manual will be kept with the SWAP Supervisor and available to all officers assigned to the SWAP office.

SWAP Supervisor - A Supervising Correctional Deputy in charge of the day-to-day operations of the SWAP program.

Sheriff's Farm- Approximately 80 acres of County property located next to the Rohnerville Airport that through a contractual agreement, is used and maintained by SWAP to grow vegetables and raise livestock.

GENERAL INFORMATION:

1. Individuals applying for SWAP must be sentenced to commit to the Humboldt County Correctional Facility for no more than three hundred sixty five (365) days or they must be in custody in the Humboldt County Correctional Facility with 365 days or less remaining on their sentence.
2. As a mutual agreement with Humboldt County Superior Courts, individuals sentenced to county jail on VC 23152 charges, may be required to remain in HCCF for a period of time prior to their acceptance onto the program.
3. SWAP staff who are assigned to approve applicants to the SWAP program will take the following factors into account when determining if a SWAP applicant is eligible. These factors may include, but are not limited to;
 - Severity of the crime
 - Criminal history
 - Behavior while in custody (past & present)
 - Probation reports
 - Past program history
 - Ability to do manual labor
 - Sentencing restrictions
 - Public or victim safety

4. The SWAP Supervisor or designee determines the assignments and work schedules for SWAP participants. Several factors are taken into account when determining assignments and work schedules. Those may include, but are not limited to the person's work schedule, their residence, location of SWAP work assignments, their area of expertise, etc.

5. SWAP work assignments may include but are not limited to:
 - Cutting brush at designated sites
 - Cutting and/or spitting wood at the Sheriff's Wood Lot or Sheriff's Farm
 - Working at the Sheriff's Farm
 - Washing cars at the County Motor Pool or at designated sites
 - Cleaning at the Sheriff's Animal Shelter
 - Cleaning and/or picking up trash at designated sites
 - Mowing and/or landscaping at designated sites
 - Painting at designated sites
 - Light maintenance at designated sites
 - Filing paperwork at designated sites
 - Scanning documents at designated sites
 - Shredding documents at designated sites
 - Light construction at designated sites

6. Upon approval to the program, participants must read and sign a form acknowledging they understand the requirements and rules for SWAP (see Requirements and Rules form HCSO 0378.01).

7. Participants who do not fulfill their SWAP agreement may be terminated from the program and may face disciplinary action up to and including termination and return to custody, and /or additional criminal charges (PC 4024.2.4 (c)).

8. Records of participation will be kept on all individuals participating in the program. These records are updated each day the participant works. The SWAP Field Deputy or designee shall update the records.

9. Participants will earn PC 4019 credits while serving their sentence on the SWAP Program. Participants who have been granted credit for time served on their minutes will have that amount and the appropriate amount of PC 4019 credits deducted from their total sentence. Inmates approved for the SWAP Program will have the total number of days served, the PC 4019 credits for those days and any education credits deducted from the total sentence.

10. Participants who fail the program or are rearrested may lose all PC 4019 credits earned up to that point. The SWAP Supervisor or designee will conduct periodic reviews of terminated participant's behavior and work assignments to determine if some or all of the lost PC 4019 credits may be returned.

11. Participants may be terminated from the program for program rule violations. This list may include, but is not limited to;
 - a. Stealing
 - b. Disobeying staff or site supervisor's orders
 - c. Unacceptable behavior
 - d. Being under the influence of alcohol or drugs (prescription or illegal)
 - e. Leaving a work site without permission of the site supervisor
 - f. Multiple unexcused absences
 - g. Arrested
 - h. Violation of any program rules while on disciplinary
 - i. Failure to follow safety rules
12. After acceptance on to the program and prior to the first day of work, SWAP staff shall train the participant on safety and operational procedures. This training shall be documented and retained in the participant's SWAP file.
13. Vegetables and livestock produced at the Sheriff's Farm may be used by the facility to assist in feeding the inmate population. Excess livestock may be sold to the public at fair market value.
14. Participants who come down with a long term illness or injury that affects their ability to do physical labor and who obtained a physician's note, will be accommodated to the extent of the program. If accommodations cannot be met, the participant may be required to do remaining time in custody. These circumstances will not be considered a termination and disciplinary action will not be rendered.

PROCEDURE: ACCEPTANCE TO PROGRAM, IN CUSTODY

1. Inmates may request applications for SWAP by completing an Inmate Request Form (HCSO 0326.3).
2. The Housing Deputy will give the inmate the application.
3. Housing Deputy will forward the application to the SWAP Supervisor or designee.
4. The SWAP Supervisor or designee will make copies of inmate/applicant's sentencing minutes for the SWAP file.
5. The SWAP Supervisor or designee will request comments on the inmate/applicant from the classification staff. For applicants sentenced to time with one day suspended to enter a residential treatment program, will require comments from the Probation Department. Applicants sentenced to "Terminal Probation" must receive approval from their Probation Officer.
6. Upon return of comments, the Alternative Programs Supervisor or designee will review all information gathered.

7. The SWAP Supervisor or designee will call the housing area of the inmate/applicant and ask for the inmate/applicant to be sent to the SWAP office.
8. At the interview the SWAP Supervisor or designee will gather remaining information on the inmate/applicant.
9. At the conclusion of the interview the SWAP Supervisor or designee will run warrant checks, and research the inmate/applicant to determine if he/she qualifies for the program.
10. If the interview and checks are approved, the SWAP Supervisor or designee will give the inmate/applicant the SWAP paperwork to complete.
11. If the inmate/applicant is admitted into the program, the SWAP Supervisor or designee will orient the inmate/applicant on the program and the rules.
12. The SWAP Supervisor or designee will call S-1 or S-2 to notify them that the inmate/applicant is to be released on to SWAP.
13. The SWAP Supervisor or designee will complete a Revenue Recovery Agreement form (HCSO 0378.1). The original will be forwarded to the Humboldt County Revenue Recovery Office, the pink copy will be given to the participant, and the yellow copy will be placed in the participants SWAP file.
14. The inmate/applicant will be given their work assignment, schedule, and then released from custody.
15. The SWAP Supervisor or designee will rebook the inmate/applicant using the sentencing minutes.

PROCEDURE: ACCEPTANCE TO PROGRAM, NOT IN CUSTODY

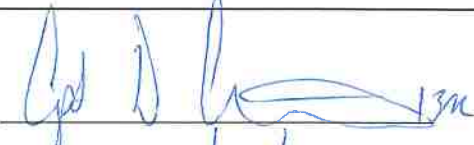
1. Prior to their commitment date and on specified days, individuals committed to custody will check in with the receptionist to see the SWAP Supervisor or designee and will be interviewed to see if they qualify for the program.
2. Prior to the interview the SWAP Supervisor or designee will run the individual for warrants, conduct a criminal history check to determine if DNA is required, and review any prior incarcerations to determine behavior and program participation.
3. The SWAP Supervisor or designee will interview the applicant and gather information on the individual.
4. If the interview and checks are approved, the SWAP Supervisor or designee will give the inmate/applicant the SWAP paperwork to complete.
5. If the applicant is accepted into the program, the SWAP Supervisor or designee will orient the applicant on the program and have the applicant review and sign all safety rules, and

rules of conduct while assigned to the program. The housing unit deputy or designee will then book the applicant into the Jail Management System (see B-002).

6. The SWAP Supervisor or designee will complete a Revenue Recovery Agreement form (HCSD 0378.1). The original will be forwarded to the Humboldt County Revenue Recovery Office, the pink copy will be given to the participant, and the yellow copy will be placed in the participants SWAP file.
7. If the individual is not accepted into the program he/she will be advised to commit to HCCF as scheduled.

PROCEDURE: REMOVAL FROM PROGRAM

1. The SWAP Supervisor or designee will send a Mandatory Meeting Letter to a participant who violates the rules of the program. The letter will have a date and time the participant must come to a meeting with the SWAP Supervisor or designee. This letter may be sent via US Postal Service or hand delivered to the participant at the work site.
2. During the mandatory meeting the SWAP Supervisor or designee will explain the violation allegations and allow the participant to explain their side.
3. Based on reports, records, and the participant's explanation the SWAP Supervisor or designee will determine if the facts are founded or unfounded.
4. If it is determined that the facts are unfounded the participant will remain on the program.
5. If it is determined that the facts are founded, the participant may be placed on disciplinary or terminated from the program and returned to custody. The SWAP Supervisor or designee will determine this by the seriousness of the violation and/or chance that the participant will violate again.
6. Participants on disciplinary may be terminated from the program for any rule violation.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 10/18/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: INMATE VISITING

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. M-012**

REVISED: August 3, 2023

REFERENCES:

Title 15 - 1062
Penal Code 4570, 4570.5, 4575
HCCF Policy & Procedures E-005, E-006, F-007 & F-008

FORMS:

JMS Visitation Log
Request to Visit Inmate (HCSO 0323.1)

POLICY:

The Humboldt County Correctional Facility provides the opportunity for family and friends of inmates to visit on a regular basis given the limitations necessary to ensure safety and security.

DEFINITIONS:

Inmate Movement Card - A photo identification card that remains at the Housing Deputies workstation in the inmate's current housing location. The card will be used to verify an inmate's identification, classification, and other pertinent information.

Internal Movement Log - A computer (JMS) generated form the Housing Deputies use to log inmates in and out of the housing unit.

Jail Management System (JMS) - A computerized system that maintains all pertinent information about individuals booked into the Humboldt County Correctional Facility from the time of arrest to release from custody.

Major Life Activities – Caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

Non-Contact Visit - A visit that takes place over a phone system in a designated visiting area.

Qualified Individuals with Disabilities – People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Request To Visit Inmate - A form that is completed by the person requesting to visit an inmate. Once completed is given to the receptionist. This form is completed each time a person requests to visit.

Service Animal – A Dog or Miniature Horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability.

Visiting Area - One of three rooms where approved visitors visit with inmates. Visitors are separated from inmates by concrete and glass. Visitors are allowed to converse with the inmates over a phone system. These rooms have a maximum capacity of 18 people. Each room is equipped with one ADA accessible station.

GENERAL INFORMATION:

1. Only the Facility Administrator, Facility Manager, Correctional Lieutenant or Shift Supervisor may authorize an exception to the visiting policy. Exceptions may be granted for emergency and hardship reasons.
2. Visitation between the inmates and their families and friends will be non-contact visiting.
3. All visiting schedules are consistent with inmate classification.
4. Visiting schedules are subject to change.
5. Inmates who are not restricted due to disciplinary action are entitled to a minimum of two (2), half hour visits per week.
6. Each visiting session will last approximately one half hour.
7. Inmates must adhere to the visiting rules, or they will be removed from the visiting room and are subject to disciplinary action.
8. Visitors will be asked to verify their identity and age with a photo I.D. Any of the following forms of identification will suffice.
 - a. Drivers license.

- b. State issued Identification card
 - c. DMV print out indicating current application for one of the above.
 - d. Federal or U.S. Military I.D.
 - e. Valid US Passport
 - f. Foreign Passport w/current stamp of legal entry into the US
 - g. Mexican Matricular ID. Card
9. Visitors must adhere to the rules or they will be instructed to leave the facility.
 10. Visitors must be eighteen years of age, or accompanied by a parent, guardian or show proof of emancipation.
 11. Due to the fire rated maximum capacity of eighteen (18) persons per visiting area, only two visitors are allowed at a time.
 12. Any inmate or visitor to be deemed handicapped under ADA will be scheduled to visit using one of the ADA accessible visiting booths.
 13. Visitors will not be allowed to visit if they are wearing provocative or revealing clothing which may include, but is not limited to low cut tops, short skirts, see-through clothing, etc. In addition, any attempt to expose genitals or breasts will result in immediate removal from the visiting area and may result in suspension and/or loss of visitation privileges. *(Exceptions to this is breast feeding, in those cases the visitor is required to keep their breasts covered for the duration of the breast feeding)*
 14. For visitors with Service Animals please refer to HCCF Policy and Procedure C-012.
 15. Visits may only be cancelled if a legitimate operational or safety and security concern exists.
 16. In the event a visit is cancelled the reason for cancelling it shall be documented in the JMS by an incident report. The incident report shall be reviewed and approved by the Facility Manager or their designee.

PROCEDURE:

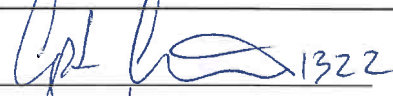
1. The inmates will be informed of the visiting process by the Housing Unit Deputies through the Inmate Orientation Process.
2. Visitors will personally register with the receptionist (room N-117) prior to being allowed to visit.
3. When the visitor arrives at reception to check in they will complete a Request to Visit Inmate Form. The Request to Visit Inmate Form and a valid form of ID. (as listed in General Information #8) must be presented to the receptionist.

4. When a request to visit an inmate is received, the receptionist brings up the Visitation Log in the JMS and verifies the visitor's name has been entered into the log. The receptionist will check for any visiting **restriction** listed for that name. The receptionist then places the following information on the Facility Visiting Log form.
 - a. inmate's name
 - b. inmate's booking number
 - c. inmate's housing
 - d. designated visiting time
 - e. designated visiting room number
5. The receptionist records the visit on the Visitation Log in the JMS and assigns a visiting time and a visiting room. All minor children will be listed on this log under their parent or guardians name. If the visitor's name hasn't been entered into the JMS Visitors Log the receptionist will complete it at this time.
6. The receptionist records the time on the Request to Visit Inmate Form, and writes the assigned visiting time, visiting room, and inmates booking number on the form.
7. Visiting registration will be closed approximately ten (10) minutes prior to the scheduled visiting session.
8. The receptionist calls the appropriate Housing Deputy and gives them the names of the inmates scheduled for the next visiting session
9. After the Housing Deputy receives the visiting list, the officer notifies the inmate(s) of the pending visit.
10. The Housing Deputy **will** perform a pat search on each inmate leaving the housing area and issue the inmate(s) a movement card (See P&P F-007). The Housing Deputy will then log the inmate(s) out, in the Internal Movement Log.
11. Approximately five minutes prior to a scheduled visit, the Housing Deputy notifies the Central Control Operator of the intended destination of the inmate(s) and requests the inmate be allowed access to the designated visiting area.
12. The Central Control Operator maintains control of the elevator and all doors leading to and from the visiting and housing areas (See P&P F-007).
13. At the completion of the visiting session, the Central Control Operator will announce, via the intercom, "Visiting is now over." The Central Control Operator maintains control of the doors and elevators to allow the inmates to return to their housing or work areas (See P&P F-007) and to let the public visitors out of the facility.

14. Upon arriving at their housing area the Housing Deputy **will** perform a pat search of each inmate and remove the inmate movement card(s) prior to allowing the inmates to re-enter the main living area (See P&P F-008) and will log the inmates back in, using the Internal Movement Log.

PROCEDURE: Removing Visitors During an Emergency

1. In the event of an emergency in which the Shift Supervisor has ordered a "Lockdown", the Central Control Operator will alert the civilian visitors that visiting is terminated and they must evacuate the area. (See P&P E-006)
2. In the event of a fire, Correctional Staff shall escort visitors out of the facility using the appropriate evacuation routes. (See P&P E-005)
3. Physically challenged, wheelchair bound, elderly, or other civilian visitors who require assistance, shall be assisted out of the facility with the appropriate number of Correctional Staff to safely move the visitors down the stairs. (See P&P E-005)

Approved by: Duane Christian, Captain Facility Manager	Signature:  1322 Date: 8/3/23
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: ATTORNEY AND PROFESSIONAL VISITS

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996 **No. M-013**

REVISED: July 20, 2018

REFERENCES:

Title 15 CCR - 1062, 1068

PC 825, 825(b), 825.5, 636, 4570, 4570.5, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574

CA Evidence Code 1030, 1031, 1032, 1033

HCCF Policy & Procedures B-003, E-006, F-007, F-009, M-010 & M-016

FORMS:

Attorney Inmate Visit Request Declaration Form (HCSO 0323.2)

Facility Clearance Application Form (HCSO 0323.41)

Inmate Request Form (HCSO 0325.3)

M-013APX – Mobile Electronic Authorization Form

POLICY:

The inmates incarcerated in the Humboldt County Correctional Facility are allowed reasonable access to attorneys and other professional visitors, restricted only by measures necessary to maintain security and safety.

DEFINITIONS:

Attorney Of Record - The attorney retained by the inmate or appointed for the inmate by the court.

Confidential Visit - Approved visits conducted in an interview room or a visiting booth, in which there is no audio monitoring device or in which the audio monitoring device may be manually deactivated.

Confidential Visitor - Individuals defined as Confidential Visitors are attorneys, licensed physicians, and clergyman.

Contact Visit - A visit that takes place in a room where there are no physical barriers between the inmate and the visitor.

Contact Visiting Room - A designated room within the secure perimeter of the facility where an approved contact visit may occur confidentially when the audio-monitoring devices have been manually deactivated.

IWF Computer – A computer(s), purchased with Inmate Welfare Funds, for the use by pro per inmates to view/listen to discovery for the defense of their criminal case in which they are acting in

pro per. Attorneys who do not have a laptop computer may request use of an IWF computer to show their client discovery in the criminal case that they represent them in.

Jail Management System (JMS) - An automated system used for booking and other jail management functions.

Mobile Electronic Device – A mobile electronic device includes a lap-top computer, tablet computer, or any other electronic instrument possessing characteristics similar to any of the above-listed devices.

Mobile Electronic Device Authorization Form – A form professional visitors are required to sign prior to bringing a mobile electronic device into the facility.

Non-Contact “Confidential” Visiting Booth - A private booth with a physical separation between the inmate and the visitor. Private conversations take place over a hand held set incapable of being listened to or recorded by Corrections staff. These booths are also equipped with a locked paper pass-through.

Non-Contact Visiting Station - One of several stations designated by number located in the inmate-visitor non-contact visiting room. A physical glass barrier separates the inmate from the civilian visitor. Visits are conducted over hand held sets that may be audibly monitored and/or recorded by Corrections Staff.

Photo ID - An acceptable form of identification with a photograph. Examples include: a California or out of state Driver’s License or DMV issued identification card, government agency issued ID card or other official ID card issued by a professional agency subject to the approval of the Shift Supervisor.

Visitation Log – A computerized log of both public and professional visits occurring within the Humboldt County Correctional Facility (HCCF).

GENERAL INFORMATION:

1. Confidential Visitors, as defined, may visit confidentially with inmates. They will be assigned to a non-contact confidential visitation booth or a contact visiting room within the secure perimeter of the Facility.
2. Confidential visits only occur during non-lockdown times. (See P&P E-006) The Shift Supervisor, Correctional Lieutenants and Facility Manager may make exceptions if arrangements are made in advance of the visit.
3. After the arrest, any attorney at law entitled to practice in the courts of record of California, may, at the request of the inmate or any relative of the inmate, visit the inmate.
4. Visits are conducted on a first come first serve basis. No reservations for rooms or booths will be taken.
5. All professional visitors must adhere to the posted rules or they may be instructed to leave the facility.
6. Inmates must adhere to the visiting rules, or they will be removed from the visit and subject to disciplinary action.

7. No physical contact between professional visitors and inmates of any kind is allowed.
8. Attorneys are urged to only bring in materials needed for their visit. Attorneys who want to work on other cases while waiting may bring in up to two additional files. In all cases, all files being brought in through the secure perimeter of the facility must be presented for inspection by Correctional Staff and the HCCF Legal Office Assistants and may be searched.
9. Weapons, purses, briefcases, etc. are not allowed inside the facility and may be left in a locker in the lobby area.
10. All professional visitors and any items they may be carrying must pass through and clear the metal detector screening.
11. The only items that may be given to the inmate by the attorney are legal papers. Attorneys **must advise** the receptionist of their intent to give the inmate legal paperwork prior to the visit.
12. Inmates will be allowed to take paperwork or other materials that pertain to the visit. All items will be inspected for contraband by the housing officer prior to an inmate leaving the housing unit and upon his/her return to the housing unit.
13. Legal paperwork to be given to an inmate shall have all fasteners removed.
14. Any legal materials brought in by the attorney that are intended for the inmate will be inspected by staff in the presence of the attorney. Staff shall not read any legal documents. The inspection of legal documents may consist of riffling, shaking, bending, and feeling paying close attention to all folded or bound edges.
15. Foods, including gum and mints, beverages, tobacco products, matches, lighters, pocketknives or any weapon or tear gas product are **strictly prohibited**.
16. A Shift Supervisor may deny entry of certain items on a case-by-case basis based upon a valid concern for security and safety. Should this become necessary, the Shift Supervisor shall log the incident and advise the Staff Lieutenant in writing.
17. Audio recorders and cameras (still or video) **are strictly prohibited** without permission of the Facility Manager or designee or by Court Order
18. Attorneys wishing to bring in laptops for official business must complete a Mobile Electronic Device Authorization Form, which must be approved by Administration prior to bringing a mobile electronic device into the facility.
19. Any attorney violating the restrictions contained in the Mobile Electronic Device Authorization Form shall have their mobile device clearance revoked.
20. In the event the use of a computer is deemed necessary by the Facility Manager or their designee for official use by professional visitors and the visitor does not have one, an IWF computer will be provided by the facility.
21. Except as provided above in regards to mobile electronic devices, cellular phones, electronic bibles or any other electronic devices **are strictly prohibited**, with the exception of battery

operated pagers and solar or battery operated calculators, the latter of which must be approved on a case by case basis by the Shift Supervisor.

22. In the event any violations of the above listed prohibited actions occur, the Correctional Supervisor on duty will provide written documentation to the Facility Manager describing the nature of the violation. Any violations of the above listed prohibited actions may result in the loss of visiting privileges for violators at the discretion of the Facility Manager or their designee.
23. Interpreters with facility clearance, as directed by the court, may accompany professional visitors while visiting an inmate.

PROCEDURE: Attorneys, court appointed Paralegals, Public Defender Investigators and Private Investigators appointed by the court.

1. Attorneys must present a photo ID and their current State Bar Card to the receptionist in Room N117. The photo ID will be exchanged for a pink visitor pass to be worn by the attorney while in the facility.
2. Paralegals or state licensed private investigators acting on the behalf of the inmate's attorney of record may conduct confidential visits with inmates but first must complete the Facility Clearance process. Facility Clearance Application Forms (HCSD # 0323.41) are available at the reception counter.
3. Once cleared for entry into the facility, paralegals or state licensed private investigators must have their employers address a letter, on their office letterhead, to the Operations Lieutenant. The letter shall contain the name of the person who will be visiting, and the capacity the person will be acting in (i.e. investigator, paralegal, etc.) This letter will expire one (1) year after the date it was approved.
 - a. Upon the approval of the Operations Lieutenant or his/her designee, the letter shall be forwarded to the on-duty shift supervisor with a copy to the Receptionists. The original letter will be placed in the inmate's booking file in processing. The receptionists' shall maintain their copy of the letter in a file in N117.
 - b. Once facility clearance has been approved, the Operations Lieutenant or his designee shall ensure the individual is added to the JMS as a Professional Visitor and the appropriate level of clearance is documented.
 - c. Persons acting on behalf of an attorney who arrive at the facility without a letter of authorization on file shall be denied a visit.
4. Attorneys, or those approved professionals acting on their behalf, will advise the receptionist of the inmate they want to visit by name and if they have legal papers to give to the inmate. If the inmate is a John or Jane Doe, the attorney must identify the inmate by booking number and charges.
5. Visits from any attorney other than the attorney of record shall be preceded by an inmate request form from the inmate requesting the visit or a signed Attorney Inmate Visit Request

- Declaration form that contains a statement by the attorney under penalty of perjury that either (a) the inmate's family has retained the attorney to consult with the inmate or (b) the inmate contacted the attorney directly and requested a consultation.
6. The signed Attorney Inmate Visit Request Declaration form shall be placed in the inmate's booking file.
 7. Unless there is a request for a non-contact visit, attorneys, or those approved professionals acting on their behalf, will be assigned to a contact attorney visiting room.
 8. If the attorney or their representative is requesting to bring in a mobile electronic device, the LOA will verify that there is a current Mobile Electronic Device Authorization Form on file. If there is, the attorney will be allowed to bring in the device.
 9. In the event an attorney or their representative is requesting to bring in a mobile device and doesn't have a Mobile Electronic Device Authorization Form on file they will be given one to fill out and it shall be forwarded to Administration for approval. Once approved, the attorney or their representative will be allowed to bring their mobile device into the facility.
 10. If the attorney is requesting the use of a IWF computer, the Facility Manager or designee will determine the validity of the request and, if valid, provide an IWF computer for attorney use. If the request is deemed invalid the Facility Manager or designee will advise the attorney of the reason for the denial.
 11. For contact visits the receptionist will assign the visitor to contact visiting room N312A, N324, S358, S359, S443, or S445. If an attorney is requesting a non-contact visit they will be assigned to a one of the non-contact confidential visiting booths located in the visitation area.
 12. The receptionist will telephone the appropriate Housing Officer or Rover and ascertain if the inmate is available for the visit.
 - a. Inmates attending programs or on work detail may be interrupted to visit with their attorneys, or those approved professionals acting on their behalf.
 - b. If the inmate is being seen by the medical or mental health staff, is in court, or pending transport to a medical appointment or court, the visitor will be notified and asked to return later.
 13. The receptionist will advise the Housing Officer or Rover which visiting room or booth has been assigned and if the visitor will be leaving any legal paperwork for the inmate.
 14. The receptionist will enter the visitor into the Visitation Log of the JMS.
 15. After the registration is completed, the receptionist will inform the visitor which booth or room they are assigned to use and where to go (door or elevator).
 16. Once all bulk items (i.e. briefcases, purses, weapons etc.) are secured in a locker available in the public lobby, the visitor will pass through the metal detector.

- a. If the metal detector alarms, the visitor will be asked to walk back through and remove any metal objects (watches, change, rings, belts, etc.) and pass through the metal detector again. If the metal detector continues to alarm, the receptionist shall advise the Shift Supervisor.
- b. The Shift Supervisor may take the following actions:
 1. Utilize the hand held metal detector to clear the-visitor if they claim to have a surgically implanted piece of metal.
 2. Conduct a pat down search of the visitor using an officer of the same gender.
 3. The visitor may decline to be searched and leave the facility.
 4. Cancel the visit.
17. Once they have successfully passed through the metal detector, attorneys and other professional visitors may keep personal belongings such as wallets, watches, jewelry, change, and pens while they visit with the understanding that **under no circumstances** shall any personal belongings be given to inmates. No pocketknives, tobacco products, matches or lighters are allowed inside the facility and must be secured in a locker prior to entry.
18. A Shift Supervisor may deny entry of certain items on a case-by-case basis based upon a valid concern for security and safety. Should this become necessary, the Shift Supervisor shall log the incident and advise the Staff Lieutenant in writing.
19. The receptionist will telephone Central Control to request the visitor elevator (#2 or #5).
20. If the visit is a contact visit assigned to a contact visiting room, the receptionist will notify Central Control to allow the visitor through the exit sally port (door N157A) to access security elevators #1, #3 or #6.
21. Prior to entering elevator #1, #3 or #6, the visitor may be met by Correctional Staff from the processing area to inspect any legal papers to be given to the inmate as well as any files or reference books carried in by the visitor, or any other items allowed by the Shift Supervisor into the visit.
22. The Housing Officer will notify the inmate of the visit.
23. Prior to leaving the housing area, the Housing Officer shall pat down the inmate and shall search any materials that the inmate is taking to the visit.
24. Inmates classified as Administrative Segregation as an escape or assaultive risk will be escorted to the visiting area in belly chains and leg irons. One hand may be removed from the handcuff to allow the inmate to write. Inmates in restraints will be secured to the chain fixed to the visiting booth or station. Other inmates without restraints **shall not** be allowed in the same room with inmates in restraints.
25. At the completion of the visit the visitor will notify Central Control by depressing the nearest intercom button.

26. Central Control will allow the visitor to exit the facility and notify the Housing Officer that the inmate is ready to return.
27. Upon returning to his/her housing area, the Housing Officer shall pat search the inmate and search anything that the inmate brings back from the visit prior to allowing them into the general housing area or their cell. Inmates may be strip-searched following a contact visit. See P&P F-009.
28. The visitor will exit the facility and check out with the receptionist. They will exchange their pink visitor pass for their photo identification.
29. The receptionist will enter the departure time into the Visitation Log of the JMS.

PROCEDURE: Law Enforcement, Probation and Parole Officers

1. All law enforcement officers not in uniform must present a badge and/or a photo ID card issued by their appointing agency to the receptionist prior to accessing the facility.
2. All non-uniformed visitors shall wear an issued photo ID card from their appointing agency or a visitor pass at all times while inside the facility.
3. All firearms and knives shall be secured outside of the facility. A secure weapons locker is available in corridor N105 to temporarily store such items. Keys for the weapons lockers are issued by the receptionist in exchange for photograph identification.
4. Law enforcement officers who need to conduct private contact interviews with inmates out of the sight of other inmates can use rooms N137 and N138 on a space available basis. If necessary Law Enforcement officers may access the facility through door N111A with the approval of the Shift Supervisor in advance of the interview.
5. The receptionist shall advise the Shift Supervisor of all visiting law enforcement officers.
6. Probation and Parole officers may have confidential contact visits with inmates. These visits may occur in the multi-purpose rooms in or associated with the housing units or the contact visiting rooms N312A, N324, S358, S359, S443, or S445 may also be used.

PROCEDURE: Bail Bond Persons

1. Bail bond persons must present proper photo ID to the receptionist in Room 117.
2. Bail bond persons may conduct non-contact interviews with inmates located in the processing area and prior to housing in the bond interview room N115-N116. See P&P B-003.
3. If the inmate has already been housed, the bail bond persons may conduct non-contact interviews in a non-contact confidential visiting booth or at a non-contact visiting station.
4. Bail bond persons may not enter the facility to conduct bond business unless presenting a person for booking on bail bond surrender.

PROCEDURE: Private Medical and Mental Health Providers

1. Licensed medical and mental health practitioners (i.e. physicians, dentists, psychiatrists, psychologists) who are not employed with the facilities contracted health provider or the County Department of Mental Health or the County Department of Health and Human Services may have contact confidential visits with inmates once they have fulfilled the following requirements:
 - a. Present proper photo ID and physician's ID card and;
 - b. Have been appointed by the court and a proper court order has been received allowing the visit, or;
 - c. Been approved to access the facility by the Facility Manager or his/her designee.
2. To gain access to the facility absent a court order, the licensed medical or mental health provider shall submit a letter on their office letter head, directed to the Facility Manager and the Facility Health Care Provider or Director of Mental Health. The letter shall contain information concerning the nature of the visit, any equipment he/she may wish to bring into the facility, the date the doctor will be arriving, the doctor's name and the inmate's name.
3. Upon the approval of the Facility Manager and the Facility Health Care Provider or Director of Mental Health, copies of the letter shall be distributed to the on-duty shift supervisor to be filed in the inmate's booking file, and to the receptionist to be filed in Room N117. The original letter shall be forwarded to the Facility Health Care Provider to be filed in the inmate's medical record.
4. Medical doctors or psychologists arriving at the facility with their personal equipment shall be allowed to retain it, however, all medical bags and equipment shall be searched.
5. The receptionist shall telephone the Facility Health Care Provider and advise them of the arrival of the doctor. They will respond to the lobby area and escort the doctor to the area where the examination will occur.

PROCEDURE: Ordained Members of the Clergy

1. Ordained members of the clergy who have not previously received facility clearance may visit with inmates they are requesting to counsel or advise on religious matters in a non-contact confidential visiting booth during normal visiting hours.
2. Ordained clergy must present a photo ID and a ministerial identification card to the receptionist in Room N117.
3. The receptionist shall notify the Shift Supervisor of the clergy member's request to visit and to verify the ID if necessary.

4. Such visits shall be non-contact and will occur on a space available basis in the non-contact confidential visiting booths.
5. Clergy who want to perform on-going religious services with the inmate population shall be referred to the Inmate Programs Coordinator for facility clearance. The receptionist may give them a facility clearance application form or the business phone number of the Inmate Programs Coordinator.
6. Those clergy members and volunteers conducting religious programs who have prior facility clearance and have been issued facility volunteer photo-ID cards, may have contact visits with inmates and conduct services in a manner consistent with established policies and procedures.

PROCEDURE: Process Servers employed by the District Attorney's Family Support Division

1. Only process servers employed by the District Attorney's Family Support Division, who have prior facility clearance, may have contact visits with inmates for the purpose of serving legal papers.
2. Such visits may occur in contact visiting rooms N312A, N324, S358, S359, S443, or S445 on a space available basis.
3. The process server shall present their issued Facility Clearance Identification Card to the receptionist. If none was issued, a photo identification card will be required to verify their identity and check to determine if their name appears in the JMS as having Facility Clearance. If the process server's name is on the Facility Clearance List they will be given a pink visitor pass to wear while in the facility in exchange for their photo ID.
4. All papers to be given to inmates by process servers are subject to search by Correctional Staff prior to the visit.
5. Process Servers may only bring into the facility those papers and materials which are necessary to the visit and must pass through and clear the metal detector.

PROCEDURE: Other Professional Visitors Including Program Interviewers from Community Treatment Programs, State Adoptions Workers, Social Workers, etc.

1. Professional visitors, with prior Facility Clearance and proper ID, will be assigned to a non-contact confidential visiting booth on a space available basis. The Professional visitor shall inform the receptionist if they have paperwork for the inmate to sign. All the paper work to be brought into the Facility will be searched by Correctional Staff prior to the visit.
2. Professional visitors who have not previously received facility clearance, and do not have a Facility Clearance Identification Card or are not listed on the Facility Clearance List, may interview inmates in a non-contact visiting station during the inmate's regular scheduled visiting.

3. Professional visitors must present a photo ID and agency, department or program issued ID card or business card to the receptionist in Room N117.
4. The receptionist will notify the Shift Supervisor who will verify the identity of the visitor and, if appropriate, approve the visit on a space available basis.

Approved by: Duane Christian, Captain
Facility Manager

Signature:  1322

Date Signed: 7/20/18

Reviewed by CC: NAD

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE VOTING**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. M-014****REVISED:** January 27, 2020**REFERENCES:**

HCCF P&P I-002
 Title 15 - CCR 1071
 Attorney General Opinion No. 05-306
 AB 109 & AB 117

POLICY:

Inmates in the Humboldt County Correctional Facility shall be allowed to register to vote and to submit absentee ballots for local, state and federal elections pursuant to the election codes.

DEFINITIONS:

AB 109 & AB 117 – Criminal Justice Realignment Act where inmates sentenced on charges defined as low-level felony and sentenced, on or after October 1, 2011, to a term of more than one year in the county jail.

Absentee Ballot - A ballot submitted by a registered voter in lieu of voting at a polling place.

Affidavit of Registration - A form used for registration of voters.

Correctional Programs Coordinator - The person appointed by administration to oversee and coordinate inmate programs.

Mail Officer - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

GENERAL INFORMATION:

1. To qualify to vote, inmates must be:
 - i. A citizen of the United State of America.
 - ii. A resident of the State of California.
 - iii. 18 years of age or older as of the day of the next election.
 - iv. Registered at least twenty-nine (29) days prior to the election.

2. Completed inmate Voter Registration forms and absentee ballots shall be handled as legal mail. (See I-002)
3. Completed absentee ballots for Humboldt County shall be delivered to the Humboldt County Clerk's Office by way of the United States Postal Service.
4. Persons in jail that may vote are:
 - A. Serving a misdemeanor sentence (a misdemeanor never affects a right to vote)
 - B. Because jail time is a condition of probation (misdemeanor or felony)
 - C. Serving a felony jail sentence
 - D. Awaiting trial
5. Persons in jail that may not vote are:
 - A. Currently serving a felony state prison sentence in the county jail
 - B. Currently in county jail awaiting transfer to a state or federal prison for a felony conviction
 - C. Currently in county jail for a parole violation
 - D. Currently on parole with the California Department of Corrections and Rehabilitation

PROCEDURE: INMATES WHO ARE REGISTERED TO VOTE IN HUMBOLDT COUNTY

1. Registered inmates will submit an Inmate Request Form to the Correctional Programs Coordinator requesting an Absentee Voter Ballot application.
2. The Correctional Programs Coordinator will research the inmate's current custody status and determine their eligibility to vote based off the criteria described under General Information above.
3. The inmate will complete the Absentee Voter Ballot application and give it to the Housing Deputy (See I-002).
4. The Mail Officer will pick up and process the mail. (See I-002)


PROCEDURE: INMATES WHO REQUEST TO REGISTER TO VOTE IN HUMBOLDT COUNTY

1. Inmates who request to register to vote must submit an Inmate Request to the Correctional Programs Coordinator.
2. The Correctional Programs Coordinator will research the inmate's current custody status and determine their eligibility to vote based of the criteria described under General Information above.

4. The inmate will complete the Affidavit of Registration and forward it, by way of the United States Postal Service, to the County Recorder/Clerk's Office (See I-002).

PROCEDURE: INMATES WHO ARE REGISTERED TO VOTE IN ANOTHER COUNTY.

1. An inmate may request an Absentee Ballot from another county by sending the following information to the Registrar of Voters in their county of residence:
 - a. Name and Address (as registered);
 - b. Personal Signature; and
 - c. The address to which the ballot is to be sent.

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 1/27/20
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: TEMPORARY RELEASE**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 16, 1996**M-015****REVISED:** May 1, 2023**REFERENCES:**

PC 2900.5, 4018.6, 4532 (e), 4573, 4573.5, 4574, & 4576
 Title 15 CCR 1070
 HCCF P&P B-101, B-102, D-002, D-003, D-005, D-006, F-009

FORMS:

Temporary Release Agreement (HCSO 0318.1)
 Application for Temporary Release from Custody (HCSO 0318.2)
 Failure to Return Letter (HCSO 378.95)

POLICY:

The Humboldt County Correctional Facility may allow inmates, who fit the specified criteria, to leave the facility on a temporary basis to handle family emergencies or to complete specific arrangements in preparation for their return to the community.

DEFINITIONS:

BOLO – **Be On the LookOut**. A transmission sent out by HCSO Emergency Dispatch via radio, advising patrol units to be on the lookout for a person of interest, wanted person, escapee, ect.. The Bolo will contain any appropriate information that would assist LE Officers in locating the subject.

Failure to Return Letter – An electronically generated letter completed and sent to the Court when inmates fail to return from a court ordered temporary release or court ordered pass. The letter template is retained on the County Intranet.

Family emergencies - are usually defined as:

A. Deaths or seriously/critically ill IMMEDIATE family member.

- Parents
- Grandparents
- Spouse

- Siblings (includes step & half)
- Children (includes step)
- Wife in childbirth

B. A situation that can only be effectively resolved by the inmate and if not resolved immediately would result in a substantial loss of or damage to personal property or effects.

Temporary Administrative Release – A temporary release of a Sentenced inmate from custody for the purposes of a family emergency or to prepare for re-entry into the community. Approval of this type of release is determined by Facility Administration.

Temporary Court Ordered Release/Pass – A temporary release from custody ordered by the Superior Court. These are normally ordered by the courts for Unsentenced inmates. This process can be used by inmates who have been denied a Temporary Administrative Release by Facility Administration.

Temporary Release Review/ Verification – An extensive review and verification process done by classification staff on inmates applying for a temporary release from custody. This review may include but is not limited to:

- Verification of reason for temporary release
- Disciplinary history
- Program failures
- Review of RAP sheet
- Warrant check; cases pending
- Review of Probation stipulations (if on probation)
- Verification of address where the inmate will be staying
- Warrant check of others at residence

GENERAL INFORMATION:

1. All applications for an emergency temporary release will be processed as soon as possible in consideration of the emergency.
2. Inmates involved in a program(s) who are preparing to be released to the community may be granted a temporary release for purposes directly related to the program(s) they are involved in as determined by the Facility Manager or designee.
3. Only sentenced inmates are considered for a temporary release from custody. Unsentenced inmates must petition a pass through the Courts.
4. Only the following personnel have the authority to approve a temporary release of a sentenced inmate:
 - Correctional Lieutenant
 - Correctional Captain
 - Duty Officer (if Facility Manager and Correctional Lieutenant are unavailable).
 - Sheriff/Undersheriff

5. If the application for temporary release is not approved, the inmate will receive the specific reason in writing.
6. Staff will document in the JMS Incident Report any instance where an inmate fails to return or is late returning from their temporary release.
7. In cases where Correctional Staff learn that an inmate who has been granted a Court Ordered pass is a potential danger to the community, the On-Call Magistrate will be called immediately. The Shift Sergeant or designee will brief the Magistrate with the information. If the Magistrate rescinds the pass, the appropriate law enforcement agency(s) have jurisdiction where the inmate was residing will be notified.
8. Inmates will not receive custody credits while out on temporary release in excess of 3 days.

PROCEDURE:

1. When an inmate is requesting a temporary release from the facility to handle a family emergency, or prepare for re-entry into the community, they should send an inmate request form to Classification. A Classification officer will give the inmate an "Application for Temporary Release from Custody" (HCSO 0318.2) and instruct them to complete the top half of the application in detail.
2. The completed form will be forwarded to classification staff.
3. Classification staff will research and complete the center section of the application, make a recommendation, sign, and attach all supporting documents to the application.
4. The application and supporting documents will be forwarded to the Facility Manager or designee.
5. In an emergency and in the absence of classification staff, the center section of the form will be completed by the Shift Sergeant.
6. The Facility Manager or designee will review the application and supporting documents. The decision to grant or deny a temporary release will be documented on the application form.
7. If the Facility Manager or the designee rejects the application it will be returned to classification staff/Shift Sergeant to distribute the copies as indicated on the bottom of the application.
8. If the application is approved, the classification staff/Shift Sergeant will complete a "Temporary Release Agreement" (Form 0318.1) listing all the terms and conditions of the temporary release as directed by the approving authority.
9. The classification staff /Shift Sergeant will distribute the copies of the application as indicated but will keep the agreement until the actual time of release.

10. Classification staff/Shift Sergeant will read each condition to the inmate before the inmate signs the agreement and before he/she is released. In the event the inmate refuses to sign or refuses to comply with any of the terms or conditions, the temporary release shall be revoked.
11. After the inmate has read and signed the terms and conditions of release, classification staff/Shift Sergeant will also date and sign the agreement.
12. The inmate is released in accordance with policy and procedures B101 and B102. The inmate the inmate's housing will be changed to "NIJ Pass" in the JMS. The personal property vault will be maintained as a 'HOLDVAULT'.
12. Prior to release the inmate may be required to wear an electronic ankle monitor during his/her entire temporary release and is expected to maintain proper working order of the electronic ankle monitor i.e., charging.
13. Classification staff/Shift Sergeant will distribute the agreement form as indicated on the bottom of the form.
14. Upon the inmates return to custody, Correctional Staff will thoroughly strip search the inmate (see F-009), body scan the inmate (F-024), administer any drug or alcohol tests in accordance with the release agreement, inventory clothing and property brought back by the inmate, issue new clothing and bedding, and re-house the inmate.
15. In the event the inmate is found to be in possession of contraband illegal to possess within a correctional facility upon return, the officer discovering the contraband shall document their findings in JMS Incident Report as well as the appropriate crime report charging the inmate criminally. The contraband shall be booked into evidence.
16. In the event the inmate is late returning from a temporary pass or does not pass drug or alcohol tests, an incident report will be written and disciplinary action will be taken (see D-005 or D-006).
17. Upon the inmates return to custody, the Shift Sergeant will make the necessary adjustments to the inmate's sentence if the inmate has been out of custody longer than 3 days. (Note: The day the inmate is released on pass and the day he/she returns from the pass will not be adjusted.)

PROCEDURE: Failure to Return From a Court Ordered Pass

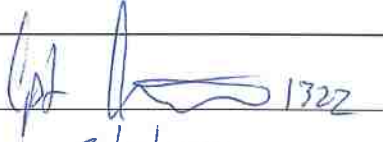
1. When an inmate fails to return from a court ordered pass, the Shift Supervisor or designee shall:
 - a. Document the incident on a Failure to Return Letter.
 - b. A copy of the Temporary Release Agreement/Court Order and all pertinent court minutes will be attached to the Failure to Return Letter.
 - c. A scanned copy of the paperwork from subsection a. and b. will be attached to the inmate's booking in JMS.

2. The Shift Supervisor or designee shall release the inmate's booking using the appropriate release code for Failure to Return.
3. Any personal property and/or money belonging to the inmate will be booked into evidence.
4. The Shift Supervisor will assign a Correctional Deputy to write a crime report for escape. (See P&P D-002)
5. Upon approval of the report, the Shift Supervisor will forward the report to the DA's Office for filing.

PROCEDURE: Failure to Return From a Temporary Administrative Release

1. When an inmate fails to return from a temporary administrative release, the Shift Supervisor or designee shall assign a deputy to write a criminal report for escape.
2. The Shift Supervisor will ensure that all notifications are made and information is disseminated as per E-004.

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 5/1/23

HUMBOLDT COUNTY CORRECTIONAL FACILITIES
POLICIES AND PROCEDURES

SUBJECT: FACILITY SECURITY CLEARANCE

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: February 23, 1996

M-016

REVISED: November 25, 2019

REFERENCES:

Penal Code 11105 b (1)
HCCF Civilian Security Orientation Handbook

FORMS:

Facility Rules and Regulations/PREA Acknowledgement
Facility Clearance Application Form (HCSO 0323.41)
Security Clearance Check & Personal History Statement

POLICY:

The Humboldt County Correctional Facility allows volunteers, contractual employees, vendors, and employees of other departments, who have a legitimate need for clearance into the facility. To maximize safety and security, security clearance checks and orientations are conducted prior to allowing persons clearance into the facility.

DEFINITIONS:

Civilian County Employee - Any Humboldt County employee not working for the Sheriff's Office, who has a legitimate need for facility access as determined by the Facility Manager.

Contractual Employee - For the purposes of this policy a contractual employee is defined as a person working under a contractual agreement with the County of Humboldt or the Humboldt County Sheriff's Office to provide services to or in the Correctional Facility.

Criminal History Check - A check of an individual's criminal history for the purpose of facility security. This check may include but is not limited to warrant checks. The sources of information for the criminal history check may include but are not limited to:

California Department of Justice
Federal Bureau of Investigation

Local and State Law Enforcement Agencies
Other Government agencies
Jail Management System (JMS)

Full Security Check - A screening process conducted on Contractual Employee applicants to determine current or past conduct that may jeopardize the safety and security of the facility. This check may include but is not limited to contacting employers, volunteer groups, personal references, criminal history check, finger print check, and polygraph or Voice Stress Analyzer (VSA) test.

Jail Management System (JMS) - An automated system used to book and keep all pertinent information regarding an inmate's incarceration in the Humboldt County Correctional Facility.

Law Enforcement Personnel - Any person employed by a law enforcement agency as a peace officer, probation officer, or correctional officer.

Level I Access - Level I access limits the individual to confidential visiting booths. **NO Access into the Security Perimeter** unless under escort. This level requires a modified security check. This level may include but is not limited to:

Paralegals (with letter on file from the attorney of record)
Social Workers
Drug Intake Screeners

Level II Access - Level II access limits Attorneys to confidential visiting booths or interview rooms. **NO Access into staff or inmate housing areas.** This level does not require a security check. Attorneys must present a valid California Bar card and have valid picture ID. This level includes Private Investigators (with letter on file from the attorney of record).

Level III Access - Level III access limits the individual to interview rooms and inmate housing areas in the normal course of their duties or programs. **NO Staff Areas** unless under escort. Level III access is for individuals who only need access on a periodic basis. This level requires a modified security check. This level requires the person to wear a pink visitor pass given to them by the LOA in Reception. This level may include but is not limited to:

Vendors
Volunteers
Other County Employees as deemed necessary by Administration
Contracted Teachers – Modified Security Clearance

Level IV Access - Level IV access allows the individual unescorted access throughout the facility for the purpose of conducting their job, with the exception of electrical and mechanical rooms. This level requires a modified or full security check, depending on the position. This level may include but is not limited to:

Contracted Doctors – Modified Security Clearance
Contracted Nurses – Full Security Clearance
Contracted Medical Staff – Full Security Clearance

Level V Access - Level V access allows the individual unescorted access throughout the entire facility as needed. This level requires a modified security check. Included in this level are county employees such as:

Maintenance
Information Services

Modified Security Check - A modified screening process conducted on all individuals requesting facility access to assure to the extent possible, that their current or past conduct will not jeopardize the safety and security of the facility. This check may include but is not limited to contacting employers, volunteer groups, personal references, and a criminal history check. A modified security check will be conducted for occasional clearances, volunteers, vendors and employees of other county departments, who have a legitimate need for access into the facility.

Inmate Programs Coordinator - Person designated by the Facility Manager to oversee programs and volunteer services.

Volunteer - A person who has been accepted into the volunteer program and who, of their own free will, provides services to the facility without monetary compensation.

GENERAL INFORMATION:

1. All individuals applying for any facility access will have security checks completed prior to unescorted access into the facility.
2. Facility clearance will be denied if the applicant does not meet the criteria established by this policy.
3. The Facility Manager or designee has the authority to deny, terminate or temporarily suspend any facility access to ensure the safety and security of the facility.
4. Those individuals requesting one-time access for a specific purpose may be approved on a case by case basis by the Shift Supervisor after confirming their ID and running them for warrants. If the individual is going to want more than one-time access, they will need to apply for facility clearance.
5. Clearance ID cards will be issued to all individuals who have a Level IV or V access. These cards **must** be worn at all times while in the facility. The clearance ID Cards will

- have a picture of the individual, their first name only, and the reason for clearance on the front side. The backside will have the individual's full name, description and other pertinent information.
6. In the event that ID cards need to be updated or reissued, the Operations Lieutenant or designee will notify all individuals that have clearance to the facility. All expired cards will be returned prior to getting a new card.
 7. If an individual or organization discontinues service or is terminated, the ID cards will be returned to the Operations Lieutenant or designee.
 8. Individuals approved for Level III Access will not receive a clearance, ID card. They shall have their name entered into the JMS by the Operations Lieutenant or designee.
 9. At the time an individual on the Level II Access list wants to enter the facility he/she will present a picture ID to the receptionist at room N117, state their business and ask permission to enter. If entry is authorized, the receptionist will take the individual's ID and give them a visitor pass. Upon departure from the facility the individual will return the visitor pass and get their ID card in return.
 10. Prospective contractual employees will complete a Facility Clearance Application and forward it to the Compliance Sergeant or designee. The Compliance Sergeant or designee will complete a criminal history check within one (1) week. After the criminal history check is completed, a Contractual Employee ID card will be issued and will be provisional pending completion of a security clearance check and personal history statement.
 11. In the event an individual forgets his/her ID card, the individual will not be allowed to enter without written or verbal authorization from a Correctional Lieutenant or the Captain.
 12. In the event an ID card is lost or stolen, the individual must contact the Compliance Sergeant or designee and report the loss as soon as practical. The Compliance Sergeant or designee will make the appropriate notices and issue the individual a new ID card.
 13. A pink visitor pass will be issued to those individuals approved for level II clearance.
 14. Facility clearance ID cards will be issued to individuals who have been given levels IV & V clearance to the facility.
 15. Non-uniformed Law Enforcement personnel must present their badge and agency ID to the receptionist and they will be given a pink visitor pass to wear inside the facility.

16. Private Rehab Intake Counselors needing to conduct interviews with an inmate may do so in a Non-Contact "Confidential" Visiting Booth.
17. All records and files pertaining to the security clearance check of applicants shall remain secured in a locked area controlled by the Facility Manager or his/her designee.
18. At orientation the individuals will be oriented on how to enter the facility, the rules of the facility, and how to conduct themselves while in the facility. At the conclusion of this orientation the individual will sign a Facility Rules and Regulations/PREA Acknowledgement form.
19. Individuals using radios will check-out a radio from Reception upon entering the facility. Reception will notify Central Control of the radio number and who it was issued to.
20. Upon leaving the facility the individual will check out with the receptionist, return the pink pass and retrieve their ID. If the individual used a Facility radio that will need to be turned in as well.

PROCEDURE: Other County Departments/ Private Organizations

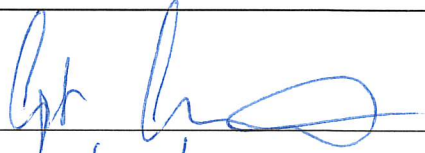
1. The individuals shall complete the Facility Clearance Application Form and turn it in to the receptionist or send it in to the Compliance Sergeant or designee.
2. If turned into the receptionist, he/she will forward the application to the Compliance Sergeant or designee.
3. The Compliance Sergeant or designee will complete the facility clearance.
4. After the security clearance check is completed, the person conducting the check will make their comments on the facility clearance application, return it to a Correctional Lieutenant for his/her approval or rejection, and enter the person's information into the JMS if approved.
5. If the facility clearance is denied the Lieutenant denying it will notify the individual in writing of the denial and reason and document the date of notification on the facility clearance application.

PROCEDURE: Volunteers

1. Individuals requesting to perform volunteer work in the facility must inquire at the receptionist station N117.
2. Receptionist will give the individual a Facility Clearance Application Form.
3. The individual will complete the Facility Clearance Application Form and return it to the receptionist.

4. The receptionist will forward the application to the Compliance Sergeant or designee.
5. The Compliance Sergeant or designee will review the application for completeness and then confer with the Administrative Sergeant to determine if a spot is available for a volunteer in that program.
6. If a spot is available for the person, The Compliance Sergeant or designee will complete the facility clearance.
7. After the security clearance check is completed, the person conducting the check will make their comments on the facility clearance application, return it to a Correctional Lieutenant for his/her approval or rejection, and enter the person's information into the JMS if approved.
8. If the facility clearance is denied the Lieutenant denying it will notify the individual in writing of the denial and reason and document the date of notification on the facility clearance application.

Approved by: Captain Duane Christian
Facility Manager

Signature: 

Date Signed: 11/25/19

HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: **INMATE MARRIAGES**

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: April 14, 1996

No. M-017

REVISED: July 20, 2018

REFERENCES:

P.C. 2601(e)

FORMS:

Inmate Request Form (HCSD 0326.3)

Inmate Marriage Authorization Form (HCSD 0000.0)

POLICY:

The Humboldt County Correctional Facility will allow inmates to marry while in custody, provided they meet the criteria and have obtained written approval by the Facility Manager or designee.

DEFINITIONS:

Inmate Marriage Authorization Form – A form the inmate must complete and turn in to Facility Administration to determine if the marriage will be approved. The reverse side of the form contains instructions and information for this process.

GENERAL INFORMATION:


1. All paperwork associated with the marriage shall be handled by the fiancée only. STAFF DOES NOT DELIVER PAPERWORK.
2. Due to safety and security of the facility, every effort will be made to conduct inmate marriages in a public visitation room. If a conference room is deemed appropriate by Administration, the bride and groom will be separated by a table. The bride and groom will be allowed to hold hands during the ceremony.
3. A warrant check shall be done on the fiancée prior to the marriage being approved. Marriage requests will not be granted if the fiancée has outstanding warrants.
4. Inmate to inmate marriages are not allowed.
5. Inmates will not be allowed to get married while they are on disciplinary.

6. No cell phones, cameras, or recording devices shall be allowed in with the fiancée.
7. For ceremonial purposes, rings may be exchanged during the ceremony. At the conclusion of the ceremony, the “out-of-custody” newlywed must take the rings with them.
8. Ceremonies will not be scheduled by the Inmate Programs Coordinator until the marriage license has been paid for.
9. Fiancée must abide by all visitation rules. This includes dress code.
10. Witnesses for the wedding will be correctional staff.

PROCEDURES:

1. Inmates must submit an Inmate Request Form to the Inmate Programs Coordinator requesting an Inmate Marriage Authorization Form.
2. The Inmate Programs Coordinator will return an Inmate Marriage Authorization Form to the inmate.
3. The inmate must have the fiancée complete the form and return it to the Inmate Programs Coordinator.
4. The Inmate Programs Coordinator will see that a background check is done on the fiancée.
5. Upon completion of the background check, the Inmate Marriage Authorization Form and background information shall be forwarded to the Operations Lieutenant for approval.
6. If denied, the Operations Lieutenant will return a copy of the Inmate Marriage Authorization Form to the inmate explaining the reason for denial.
7. If approved, the Inmate Programs Coordinator will contact the fiancée. The Inmate Programs Coordinator shall schedule a date and time for the ceremony.
8. It is the fiancée’s responsibility to contact the County Clerk’s Office.
9. A few minutes prior to the ceremony, the Inmate Programs Coordinator will contact the Shift Supervisor to let him/her know about the ceremony.
10. The correctional staff witnessing the ceremony will call the housing unit to instruct the housing deputy to send the inmate to the ceremony location..
11. After the ceremony and prior to being rehoused, the inmate will be pat searched. (see F-008)

Approved by: Duane Christian, Captain
Facility Manager

Signature: 

Date Signed: 7/20/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: INMATE PHONE ACCESS**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. M-018****REVISED:** July 11, 2018**REFERENCES:**

Title 15 - CCR 1067, 1068

PC 851.5

Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131

Rehabilitation Act of 1973 § 504

POLICY:

Inmate telephones are strategically located at booking and throughout the Humboldt County Correctional Facility providing reasonable access to allow inmates to contact legal counsel, family, friends and members of the public.

DEFINITIONS:

ASL Services - A contracted company providing video sign language interpreting services for hard of hearing inmates through internet based video conferencing software.

Inmate Telephones - A telephone system with security features, separate from the County telephone system, provided exclusively for inmate use, through a contract with a private telecommunication provider.

Telecommunication Device for the Deaf (TDD)/Teletypewriter(TTY) - A machine that employs graphic communication in the transmission of coded signals through a wire or radio communication system, used by those with hearing impairments or who are deaf.

GENERAL INFORMATION:

1. Except those made pursuant to Penal Code 851.5, all telephone calls made by inmates from the facility are collect calls subject to the billing provisions established and controlled by the contract telecommunication provider.
2. The use of the inmate telephones is a privilege that may be revoked as a disciplinary sanction or restricted temporarily for security and safety reasons (i.e. inmate transportation, inmate disturbance or lockdowns).

3. Inmates who have lost their phone privileges as a disciplinary sanction, retain the right to access legal counsel through the inmate telephones.
4. An inmate with restricted phone privileges must contact the area Housing Deputy for access to the phone for legal calls.
5. Inmates may access legal counsel through the inmate telephones located in Processing and their housing units.
6. Inmates may contact their appointed Criminal Attorneys through the inmate telephone system by dialing a pre-programed number. A list of these pre-programed numbers will be posted near each inmate phone
7. Phone calls to private and appointed counsel are marked as "free" and "confidential" in the inmate telephone system. All other calls made by inmates, except those calls made to attorneys, are subject to monitoring and recording and are periodically reviewed by staff for safety and security reasons.
8. Inmates who are hard of hearing, deaf or cannot speak may request to use the TDD equipment.
9. The Inmate Programs Coordinator may program "Free" calls on a temporary basis to community-based substance abuse treatment providers to assist inmates in the application process.
10. Upon request, private phone numbers may be blocked to prevent unwanted calls from inmates.
11. Each housing unit has at least one (1) ADA accessible phone.

PROCEDURE: INMATE TELEPHONE CALLS AT BOOKING:

1. Upon completion of the booking process and except where physically impossible, but no more than three (3) hours after arrest, all arrestees will be given the opportunity to complete three (3) free local calls or collect long distance phone calls.
2. An arrestee who is identified as a custodial parent of a minor child is entitled to make two additional calls at no expense if the calls are completed to telephone numbers within the local calling area to a relative or other person for the purpose of arranging for the care of the minor child or children.
3. If it is physically impossible for the arrestee to make phone calls within three (3) hours after his or her arrest, the booking officer shall document the circumstances in an incident report in the JMS.
4. Arrestees held in sobering, safety, or holding cells who have not had an opportunity to use the phone, shall be allowed to make at least three (3) completed phone calls prior to housing or release.

PROCEDURE: INMATE TELEPHONE CALLS FROM DORM AREAS:

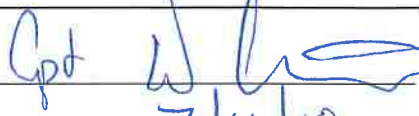
1. Inmate telephones located in the housing dorms will be activated after the morning head count and after the housing unit has satisfactorily passed an inspection for cleanliness by the Housing Deputy.
2. Inmate Telephones will be deactivated at 2300 hrs (11:00 p.m.) nightly.
3. An inmate's use of the telephone may be suspended for disciplinary purposes. (See D-004 and D-005)

PROCEDURE: INMATE TELEPHONES LOCATED IN LOCK DOWN HOUSING UNITS

1. Access to inmate telephones located in celled housing units will be accomplished as follows:
 - a. These phones will be activated at 0800 hrs. once the housing unit has satisfactorily passed an inspection for cleanliness. The phones in these areas will be deactivated at 2300 hrs (10:00 p.m.).
 - b. Inmates in these housing areas will have an opportunity to use the phone for a minimum of ten (10) minutes per day. Exceptions are those inmates who have had their phone privileges revoked for disciplinary reasons.
 - c. Deputies will make every effort to allow inmates to use the phone as time allows, however other facility activities and duties may be of higher priority.

PROCEDURE: Hearing Impaired Inmates

(See P&P C-012)

Approved by: Duane Christian, Captain Facility Manager	Signature:  Date Signed: 7/11/18
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: COMMISSARY**APPROVED BY:** Captain Duane Christian, Facility Manager**DATE:** April 14, 1996**No. M-019****REVISED:** December 6, 2022**REFERENCES:**

Title 15 - CCR 1265
P.C. PC 4025

POLICY:

The Humboldt County Correctional Facility maintains and operates a commissary for the purpose of providing inmates access to items such as; food/snack items, hygiene products, pre-paid postage envelopes, writing materials, and other approved merchandise.

DEFINITIONS:

Bubble Order Forms – An order form provided by the commissary vendor that allows inmates in areas without tablets or phone access to order commissary. The inmate completes the form by filling in bubbles with a pencil that correspond to the product they wish to order. These forms are scanned to the vendor by Programs staff, completing the ordering process.

Commissary - A service established within the Humboldt County Correctional Facility, in which inmates may purchase items such as; food/snack items, hygiene products, pre-paid postage envelopes, writing materials, and other approved merchandise.

Hygiene Kit - A kit sold to all inmates at the time of booking who will be held over 24 hours. This kit contains writing materials and personal care items described in Title 15 sec. 1265. Hygiene Kits are provided free of charge to indigent inmates.

Indigent – Any inmate showing a zero (including \$5.00 or less), or negative balance in their Inmate Trust Account.

GENERAL INFORMATION:

1. The Inmate Welfare Fund may contract with an outside vendor to provide pre-packaged commissary to the inmates.
2. Commissary is made available to the inmates once a week. Indigent inmates have access to needed personal hygiene products, writing materials and Tylenol (generic brand) through the commissary.

3. Profits gained by sales of commissary goods are deposited in the Inmate Welfare Fund.
4. During the week prior to commissary being downloaded (Monday mornings) inmates can enter their orders through the phones or tablets in their assigned housing units, if for some reason the phones or tablets are not available bubble sheet/ order forms and a list of items will be available through housing unit officers.
5. Inmates are allowed to purchase up to \$200.00 of merchandise per week.
6. Indigent inmates may order certain items, at no charge to them. These items will be determined by the Facility Manager or designee. A list of these items may include, but not limited to;
 1. Acetaminophen
 2. Hygiene Kit(s)
 3. Clear Soap
 4. Shower Shoes (one (1) pair every 30 days)
 5. Reading Glasses
 6. Tablet Ear Buds
 7. Contact Solution
 8. Denture Adhesive
 9. Denture Cleaning Tablets

PROCEDURE: Placing Orders in Housing Units With Phones

1. The inmate will place his/her order via the phones in their housing unit.
2. On Monday mornings, programs staff will go to the programs office to start the download process on the commissary vendor's website.
3. Programs staff will check for inmates on disciplinary sanctions and modify their orders to meet sanctions placed on them.
4. Programs staff will finalize orders and place download to the commissary vendor.
5. The commissary orders are packaged at the vendor's packaging warehouse and sent via a ground delivery system to the facility on Wednesday of the same week, barring any unforeseen delays.

PROCEDURE: Placing Orders Using Order Forms or Bubble Sheets

1. For those housing units are inmates requiring bubble sheets or order forms to order commissary, they will be provided by the deputy upon request.
2. The Housing Deputy will pick up completed bubble sheets or order forms from the inmates no later than 1800 hours Sunday.

3. The forms will then be given to the rover and the rover will then place them in the Commissary Mailbox in processing prior to 0600 hours on Monday.
4. On Monday morning the Program's Office will collect the bubble sheet forms and check them to make sure that the Inmate's name and booking number have been written and filled in properly on the top portion of the form.
5. Programs staff will take the forms to the Program's Office for processing.
6. Programs staff will manually enter in order sheets and the bubble order forms into the computer.
7. Programs staff will check for inmates on disciplinary sanctions and modify their orders to meet sanctions placed on them.
8. Programs staff will finalize orders and place download to the commissary vendor.

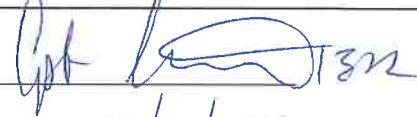
PROCEDURE: Commissary Delivery

1. Barring any unforeseen delays, the commissary orders are delivered to the receiving area (Room 153) by the ground delivery service on Wednesday afternoon.
2. Central Control will notify the Work Crew Leader or Kitchen staff of the shipment.
3. Upon being notified, the Work Crew Leader/ Kitchen Staff on duty will inspect the delivery for any damage and sign for the delivery. If any of the containers are soiled / damaged a note will be made and sent to the Program's Office for documentation for damages of product.
4. On Thursday the commissary packages will be sorted into housing unit groups. by the Work Crew Leader.
5. The Work Crew Leaders will remove all "out-of-custody" and "disciplinary" orders and forward them to Programs for processing.
6. The Work Crew Leader delivers the commissary to the housing units, where it is stored for the night shift to hand out.
7. The night shift Housing Deputy will call the inmate up to receive their order.
8. The inmate inventories their order. The Housing deputy documents any shorted items or damaged items on the receipts (2).
9. The inmate and deputy sign the receipts (2).
10. The inmate retains one receipt and the other is forwarded to the Programs office.

11. Within 3 to 5 days, Programs staff will credit or replace any items that were documented properly by housing officer.

PROCEDURE: Commissary Packages Received / Inmates released prior to delivery

1. Commissary orders that are received for inmates that have been released prior to delivery will have 5 business days (one (1) week) to pick-up in person or leave an Inmate Request Form (HCSO 0326.3) giving permission for a specific individual to pick-up commissary for them. (i.e. orders will be held from order date seven (7) full days (5 business days)) After the day the commissary will be dispersed / destroyed.

Approved by Duane Christian, Captain Facility Manager	Signature:  Date Signed: 12/6/22
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HUMBOLDT COUNTY CORRECTIONAL FACILITY
POLICIES AND PROCEDURES

SUBJECT: PRO PER INMATES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: December 1, 2006

No. M-020

REVISED: July 20, 2018

REFERENCES:

Title 15 Sections 1063, 1064, 1067, and 1068
P&P D-006, D-007, F-006, F-007, I-002, J-004, M-002, M-013, M-016, & M-021

FORMS:

Inmate Request Form HCSD 0326.3
Legal Information Request Form (Provided by Legal Research Associates)

POLICY:

The Humboldt County Correctional Facility has established procedures for inmates representing themselves in criminal matters who may need additional resources and materials to assist in the preparation of their defense.

DEFINITIONS:

Court Runner - An individual appointed by the court to assist Pro Per inmates in researching case law and legal issues in preparation of their defense. Their duties may include but are not limited to copying documents, filing court paperwork, research, witness contacts, etc. Any person appointed by the court as a Court Runner, shall obtain facility clearance (M-016) prior to being allowed into the Facility.

Indigent - Any inmate showing a zero or negative balance in their Inmate Trust Account.

Correctional Programs Coordinator – Employed by the Sheriff’s Office, this person oversees and coordinates inmate programs and the volunteer services.

Legal Mail - Mail sent between the inmate and any member of the State and Federal Courts, a member of the State Bar, State Board of Corrections, the Facility Manager, the Facility Administrator or holder of a Public Office.

Pro Per Crate - A plastic crate issued to Pro Per inmates for the purpose of storing legal paperwork and supplies regarding their case. This crate is constructed of hard plastic and measures approximately 17 inches long, 14 inches wide, and 11 inches tall. A maximum of two (2) crates may be issued to a Pro Per inmate.

Propria Persona (Pro Per) - An individual who is a principal in a criminal matter, and has been authorized by a Judge to act as his/her own counsel.

IWF Computer - A computer(s), purchased with Inmate Welfare Funds, for the use by pro per inmates to view/listen to discovery for the defense of their criminal case in which they are acting in pro per. Attorneys who do not have a laptop computer may request use of an IWF computer to show their client discovery in the criminal case that they represent them in.

GENERAL INFORMATION:

1. The Humboldt County Correctional Facility provides inmates with reasonable access to legal reference material through written request to the facility's legal services contractor.
2. All legal calls will be made on the inmate phones located within each housing unit.
3. The Compliance Officer shall verify an inmate's Pro Per status before he/she can benefit from any of the services established for Pro Per inmates.
4. Pro Per status may only be granted by the Judge presiding in the inmate's criminal case.
5. If an inmate in Pro Per retains or is appointed counsel, or the matter on which he was acting in Pro Per is dismissed or otherwise settled, the inmate's Pro Per status is no longer valid and the Pro Per services shall cease.
6. Inmates in Pro Per are expected to follow all facility rules and display good behavior while in custody. Access to these services may be suspended if behavior is such that facility security is compromised or if continuous disciplinary action must be taken by HCCF staff.
7. For safety and security of the facility and at the recommendation of the local Fire Marshal, supplies, paperwork, books, etc., will be limited to what can be stored in the drawer located below the inmates bunk and what can fit inside of up to two (2) crate(s) issued by the Correctional Programs Coordinator. Specific supplies are limited as follows:
 - a. 1 Accordion file folder
 - b. 10 Manila File Folders
 - c. 10 Pencils
 - d. Legal Pre-Stamped Envelopes
 - e. 2 Legal pads

- f. 50 Plastic Paperclips
 - g. 5 Pencil Tip Erasers
 - h. 5 Sheets of Carbon Paper
 - i. 10 DVD or CD discs provided by the DA's Office as discovery
8. In the event an inmate in Pro Per acquires more than the allowed amount of paperwork and supplies, the inmate will be allowed to determine what items will be placed in a sealed property bag and placed with their stored personal property.
 9. Any person appointed by the court as a Court Runner, shall obtain facility clearance prior to being allowed into the Facility. Access may be denied if the individual does not pass the background process. Any paperwork the Court Runner needs to give the inmate shall be given to Correctional staff to deliver to the inmate once it has been searched for contraband. (See P&P M-013)
 10. Court Runners will not be allowed to bring in supplies for the Pro Per inmate. The Court Runner may only bring in paperwork associated with legal reference material, legal forms and paperwork copied for the Pro Per inmate. All material brought in by the Court Runner, to be given to the Pro Per inmate, shall be searched, staples and metal clips shall be removed.
 11. Court Runners who violate facility rules or otherwise compromise the safety and security of the facility, its staff, visitors or inmates, will be denied access to the facility. The Shift Supervisor shall document the incident. A Correctional Lieutenant shall review the incident and make a recommendation to the Facility Manager or designee as to whether facility access should continue to be denied or reinstated. The court shall be notified in writing of the incident and the outcome of the review via County Counsel.
 12. Nothing in this policy or procedure shall preclude the lawful discipline of inmates, including inmates in Pro Per, for violating facility rules and regulations. Disciplinary action shall be taken in accordance with the policy and procedures in D-006 and D-007.
 13. In no case shall access to courts and legal counsel be suspended as a disciplinary measure.
 14. Use of a typewriter, computer, or ink pen for preparation of documents, is not allowed. The courts will accept paperwork filled out in pencil.
 15. Court trial clothing will be accepted in accordance with P&P J-004.
 16. An inmate's access to Pro Per services and status as a Pro Per shall terminate upon sentencing.
 17. Charges for Pro Per supplies will be deducted from the inmate's Trust Account.

PROCEDURE: PRO PER STATUS VERIFICATION

1. Inmates must petition the court for Pro Per status.
2. A copy of the court minutes designating the inmate, as Pro Per shall be routed to the Compliance Officer from Processing. The Pro Per inmate may notify the Compliance Officer by submitting an Inmate Request Form.
3. The Compliance Officer will verify the information that an inmate is acting in Pro Per by reviewing court documents located in the inmate's booking file.
4. Once verification has been made, the Compliance Officer will notify the Correctional Programs Coordinator to initiate additional services for the inmate.
5. If court minutes are received which reflect a change in the inmate's representation status, a copy of the court minutes shall be immediately forwarded to the Compliance Officer and the services will be discontinued.

PROCEDURE: REQUESTING AND ISSUING PRO PER SUPPLIES

1. Inmates in Pro Per may purchase legal supplies through commissary. Items not available on commissary can be purchased through the Correctional Programs Coordinator by submitting an Inmate Request Form.
2. Upon receiving a request for Pro Per supplies, the Correctional Programs Coordinator will review the request and fill the order. Charges will be deducted from his/her Inmate Trust Account.
3. Indigent Pro Per inmates may purchase supplies by submitting an Inmate Request Form to the Correctional Programs Coordinator. The cost of the supplies will be applied as a negative balance to the inmate's Trust Account.
4. The following supplies may be ordered:
 - a. 1 Accordion file folder
 - b. 10 Manila File Folders
 - h. 10 Pencils
 - i. Legal Pre-Stamped Envelopes
 - e. 2 Legal pads
 - f. 50 Plastic Paperclips
 - g. 5 Pencil Tip Erasers
 - h. 5 Sheets of Carbon Paper

PROCEDURE: ACCESSING DISCOVERY FROM DIGITAL MEDIA

1. When discovery in the form of Digital Media is provided by the Office of the District Attorney or a Magistrate of the Court to a Pro Per inmate, the inmate shall be allowed to use a IWF Computer provided by the facility to view/listen to the media.
2. When practical, after being requested by a Pro Per inmate, a computer shall be provided for the inmate's use to access the provided court documents, audio and/or video.
3. The shift supervisor will ensure all plugs and cables necessary are provided with the computer and it is documented in the "Notebook" section of the inmates booking in JMS.

PROCEDURE: REQUEST FOR LEGAL REFERENCE MATERIAL

1. Pro Per inmates may access the Legal Research Assistance Program by completing an Inmate Request form.
2. During normal rounds, the housing officer will pick up the Inmate Request forms. The housing officer will sign, date and time the request and give the inmate the back copy of the request form.
3. The housing officer will provide the Pro Per inmate with a Legal Information Request Form.
4. Once the Pro Per inmate has completed the Legal Information Request form, the housing officer will forward the form to the Correctional Programs Coordinator.
5. The Inmate Programs Coordinator will FAX the form to the legal research services provider.
6. Mail sent to the Facility from the legal research services provider will be forwarded to the Correction Programs Coordinator for processing. The mail will then be forwarded onto the mail officer for sorting by housing unit to be delivered by the night-shift housing officers.

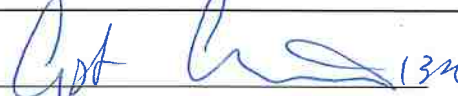
PROCEDURE: PHONE USAGE

1. All legal calls will be made on the inmate phones located within each housing unit. All calls are collect.
2. Any incidents of misuse of the inmate phones by inmates in Pro Per will be documented in a written incident report and routed through the chain of command to Facility Manager for review. The telephone call will be immediately terminated and the inmate returned to his or her bunk or cell.

3. The Compliance Officer shall ensure that the court is notified through County Counsel, of any incident involving the misuse of the phone.
4. Inmates in Pro Per may continue to access the courts or legal counsel by way of "Legal Mail".

PROCEDURE: PRO PER STATUS RESTRICTIONS

1. If an inmate in Pro Per displays violent, threatening or aggressive behavior prior to or while being moved to the visit with court runner, the observing officer shall immediately notify the Shift Supervisor. If deemed necessary by the Shift Supervisor, the resources may be suspended for up to 24 hours.
2. If the resources are suspended, the officer will document the incident and the suspension in an Incident Report and submit it to the Shift Supervisor.
3. The Shift Supervisor will approve or disapprove the report. If approved the report will be forwarded to facility management staff.
4. Facility management staff shall review the report and instruct the Compliance Officer to submit a memo to County Counsel that summarizes the incident and what action was taken.
5. County Counsel will notify the court of the incident and the action taken.

Approved by: Captain Duane Christian, Facility Manager	Signature:  Date: 7/20/18 Reviewed by CC: <u>NAD</u>
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HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: LEGAL RESEARCH ASSISTANCE PROGRAM

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: June 1, 2005 **M-021**

REVISED: July 11, 2018

REFERENCES:

Title 15 Sec. 1064

FORMS:

Inmate Request Form (HCSD 0326.3)

Legal Information Request Form (Provided by Legal Research Associates)

POLICY:

It is the policy of the Humboldt County Correctional Facility to provide inmates reasonable access to legal reference information through written request to the Facility's private legal services contractor.

DEFINITIONS:

Correctional Programs Coordinator – Employed by the Sheriff's Office, this person oversees and coordinates inmate programs and the volunteer services.

Pro Per Inmate – Inmates acting in Propria Persona, representing themselves in a criminal case with the approval of the court.

Mail Officer - A Correctional Deputy assigned to process incoming and outgoing inmate mail through the facility.

GENERAL INFORMATION:

1. Funding for the Legal Research Assistance program is subject to the availability of Inmate Welfare Funds and the approval of the Facility Administrator or designee.
2. Inmates may request a Legal Information Request Form by submitting an Inmate Request Form to the housing deputy.

3. Housing deputies shall keep a supply of Legal Information Request Forms in their housing unit.
4. Inmates not deemed Pro Per will be allowed one request for legal research information in a 30 days period.
5. Pro Per inmates are not restricted to the number of requests that they can submit.
6. Inmates will be allowed to include up to 5 items on each request (e.g. 5 cases; 5 statutes; 5 packets, or any combination thereof).
7. The legal research services provider will give priority to requests submitted by Pro Per inmates, and to requests that have immediate impending court dates.
8. The legal research services provider will research and ship responses to the facility by overnight courier within 3 working days of receipt. If any response requires more time than this, the legal research services provider will send a memo to the inmate giving the reason for the delay.
9. Responses sent by the legal research services provider will be packaged in an open-ended envelope and marked with information necessary to deliver it to the requesting inmate.
10. Staff shall not duplicate any of the material sent to inmates by the legal research services provider.

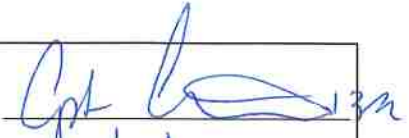
PROCEDURE:

1. The inmates may access the Legal Research Assistance Program by completing an Inmate Request Form.
2. During normal rounds, the housing deputy will pick up the Inmate Request Forms. The housing deputy will sign, date and time the request and give the inmate the back copy of the request.
3. Once the request is signed off the deputy will provide the inmate with a Legal Information Request Form.
4. When the inmate has completed the Legal Information Request form, the housing deputy will forward the form to the Correctional Programs Coordinator.
5. The Correctional Programs Coordinator will record the date and time that the Legal Information Request Form was received and then FAX the form to the legal research services provider. The Correctional Programs Coordinator shall number each request and maintain a tracking log.
6. Mail sent to the Facility from the legal research services provider will be forwarded to the Correctional Programs Coordinator for processing.
7. The Correctional Programs Coordinator will log in each response from the legal research services provider as received in the hard and/or computer file with the date and time of receipt.

8. Once logged in, the Correctional Programs Coordinator will place the LRA responses in the appropriate mail basket for delivery to the housing unit during the night-shift.

Approved by: Duane Christian, Captain
Facility Manager

Signature:



Date:

7/11/18

HUMBOLDT COUNTY CORRECTIONAL FACILITY

POLICIES AND PROCEDURES

SUBJECT: VIEWING OF COMMERCIAL VIDEO MOVIES

APPROVED BY: Captain Duane Christian, Facility Manager

DATE: March 16, 2015

M-023

REVISED: August 13, 2018

REFERENCES:

Title 17, United States Code, Public Law 94-553
90 stat. 2541

FORMS:

POLICY:

The Humboldt County Correctional Facility will allow the re-broadcast of commercially produced films in compliance with federal law regarding copyrighted materials. These films are intended as an inmate program, for the purpose of reinforcing good behavior.

DEFINITIONS:

Commercially Produced Film – A movie, documentary, or other video production regulated by The Motion Picture Association of America.

Movie Licensing Company. – A company that provides both public performance licensing rights and licensed movies to non-theatrical markets, including correctional facilities and other markets.

Online Movie Rental Service - Online company that provides movie rentals in DVD format. The following materials will not be accepted:

- a. Any materials tending to incite murder, arson, riot, violent racism or any other form of violence, escape or any gang related materials.
- b. Any material concerning gambling or lottery.
- c. Any material concerning drug manufacturing, explosive or weapons manufacturing.
- d. Any boxes or other containers not sent directly from the publisher.
- e. Any mail not containing a complete return address.
- f. Any book, newspaper or periodical containing sexually explicit material as defined above.
- g. Any materials not mentioned above, including those creating a hostile or sexualized work environment, may be deemed inappropriate by the

Facility Manager or designee for safety or security concerns. The Facility Manager or designee must articulate the reason for refusing the materials in writing and send a copy to the inmate ordering the material as well as the publisher that distributed the material.

DVD - An optical disk that can store a very large amount of digital data, as text, music, images, or video movies.

Inmate Programs Coordinator - Person designated by the Facility Manager to oversee programs and volunteer services.

Inmate Welfare Fund - An account separate from that of the Inmate Trust Fund, in which moneys are deposited from sources such as: profits gained by operating a store (commissary), refunds, rebates or commissions received from a telephone company, interest or increment accruing on funds invested and donations.

GENERAL INFORMATION:

1. Public performance licensing rights will be purchased using monies from the Inmate Welfare Fund.
2. Movies to be shown in the Correctional Facility will be rented from an internet movie provider using monies from the Inmate Welfare Fund.
3. Only movies authorized by the Facility Manager or designee will be shown.
4. The primary objective of this program is to reinforce good inmate behavior.
5. Correctional or civilian staff are **NOT** allowed to bring in movies they own or have rented, for viewing by the inmates.
6. The viewing of these movies will be an incentive program for inmates housed in N219.
7. For the remainder of the jail population videos may be shown via a mobile cart that can be requested through the Inmate Programs Coordinator as an incentive for good behavior, or as part of a pre-approved housing unit program.

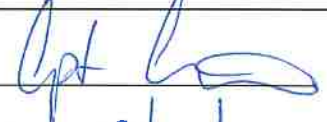
PROCEDURE: Receiving and Viewing Movies for N219 Housing Unit

1. The Inmate Programs Coordinator will purchase licensing rights to show movies within the facility. These rights will be purchased from a movie licensing company, using monies from the Inmate Welfare Fund. These licensing rights will be purchased annually based on the average number of inmates able to view the films.

2. Rentals from an on-line movie rental company will be paid for using monies from the Inmate Welfare Fund.
3. Only movies authorized by the Facility Manager or designee will be shown and may not include:
 - Any material tending to incite murder, arson, riot, violent racism or any other form of violence, escape or any gang related materials.
 - Any material containing sexually explicit material as the basis for the film.
 - Any material not mentioned above deemed inappropriate by the Facility Manager
4. The Facility Manager or designee will select DVD movies via an on-line movie rental company.
5. When DVD movies arrive via US postal service, the mail person will forward them to the Inmate Programs Coordinator for distribution.
6. The Inmate Programs Coordinator will distribute the movie to N219 with a date to be returned.
7. The S-6 Housing Deputy will return the movie to the Inmate Programs Coordinator on or before the date set above.
8. The Inmate Programs Coordinator will return the movie via the US Postal Service.

PROCEDURE: Viewing Movies in General Housing

1. Any deputy wishing to show a movie to their housing unit shall request it via memorandum, which is approved by their Supervisor, and forwarded to the Programs Office for review.
2. If approved the Programs Office will facilitate getting the mobile video cart and DVD movies to the housing unit.
3. Upon completion of the movie viewing, the mobile video cart and DVD movies shall be returned to the Programs Office.

Approved by: Duane Christian, Captain Facility Manager	Signature  Date Signed: 8/13/18
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HUMBOLDT COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION

COURT HOLDING
POLICIES AND PROCEDURES

EFFECTIVE DATE JUNE 2023

REVISED JULY 2023

POLICY STATEMENT

This manual is provided to establish procedures and guidelines for the detention of prisoners in the temporary court holding facilities of the Humboldt County Sheriff's Office. The policies are consistent with the requirements of the California State Law and the California Board of Corrections.

As in any standard directive, policy or procedure, situations will arise which are not specifically addressed. In these situations, the Supervisor shall be consulted, and good judgement shall prevail. These policies and procedures are intended to reflect our most important considerations: the safety of employees, public safety and the safety and security of the prisoners.

The regulations outlined in this manual shall be followed at all times unless exigent circumstances arise. Exigent circumstances necessitating deviation shall be duly documented and forwarded to the Sheriff.

These policies are to be used in concert with the Humboldt County Sheriff's Department's General Orders and certain orders and procedures by the Humboldt County Correctional Facility.

COURT HOLDING FACILITY MANUAL

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2.1000 MISSION STATEMENT

It is the mission of the Humboldt County Sheriff's Department to provide secure, safe and humane facilities for the temporary detention of persons charged with crimes that require their incarceration. It is the intent of the Humboldt County Sheriff's Court Holding Facility to meet or exceed standards established by the California Board of Corrections regarding the operation, staffing and management of the temporary holding facility.

2.1001 ORGANIZATION

The Sheriff is the ultimate authority over the court holding facilities. The Court Services Division Commander shall oversee the management of the court holding cells. The Division Commander shall ensure that all court services personnel have a general knowledge of these procedures. First line supervisors shall be responsible for ensuring compliance with these procedures as well as other emergency plans.

2.1003 PRE-BOOKING PROCEDURES/COURT COMMITMENTS

ARRESTING/TRANSPORTING OFFICER'S RESPONSIBILITY:

- (A) Conduct a pat down search of the prisoner to make sure that the person does not have any items that could inflict harm on the deputies or other prisoners during the transport from the court to the holding facility.

- (8) No firearms are permitted in the court holding facilities. The arresting/transporting deputies will secure their weapon(s) in lockers outside the holding cell area prior to entering. Any weapons located on a prisoner will be secured in the locker and processed in a manner which conforms to chain of evidence procedures.

- (C) Report to court services supervisor any prisoners exhibiting these conditions:
 - (1) Pregnant or nursing females
 - (2) Combative persons
 - (3) Mentally disturbed persons
 - (4) Persons with known communicable diseases

- (5) Persons under medical treatment or claiming to need medical treatment
 - (6) Suicidal persons
 - (7) Developmentally disabled or handicapped persons
 - (8) Persons with diabetes or epilepsy
 - (9) Persons infested with vermin
- (D) Call for a female deputy to respond whenever the subject is a female and the court deputy is not. Searches should be performed by female arresting/transporting deputy; otherwise, transport female prisoner directly to the Humboldt County Correctional Facility.
- (E) Remove all weapons (including knives, chemical weapons) and place in a bag separate from other property.
- (F) Remove all property from the prisoner including all items in accordance with section 2.1219 (Suicide Prevention Program). Nothing should be left with the prisoners except for the basic clothing they are wearing. Be sure to remove any item that could be used as a weapon against you, another deputy or another prisoner. Remove anything that may be used to damage or deface a cell.
- (G) Bring the prisoner into the holding area; the prisoner is to remain cuffed at all times during the pre-booking procedures, including search. Just prior to placing prisoner in the assigned holding cell, the handcuffs will be removed.
- (H) Take custody of any contraband and then book the confiscated property into evidence.
- (I) The property will go to Humboldt County Jail with the prisoner. Upon arrival at the Correctional Facility the transporting deputy will be required to stand by until the prisoner is again searched and accepted for incarceration.
- (J) The officer shall log the prisoner's name and other information on the daily log. He/she shall ensure that all firearms remain secured outside the detention area before transporting the prisoner up the stairwell.

TEMPORARY HOLDING BEFORE TRANSPORT

The transporting deputy will classify the prisoner in the holding cell. The Humboldt County Sheriff's Correctional Facility classification system will be used as a general guide for the holding cells.

- (A) The deputy shall ascertain that a full and complete pre-entry pat down search

has been conducted prior to placing the prisoner into the holding cell.

- (B) When a cell is vacant of all prisoners, the assigned Court Officer will inspect the cell for damage and for items that may have been left. The Court Officer will note any cell damage on a cell inspection log. He/she will compare damage listed on the cell inspection log to any new damage upon the prisoner's release. If new damage is noted and the perpetrator known, he/she can be charged with PC4600 (damaging a jail, felony). A deputy will then complete a crime report.
- (C) A prisoner (new bookings only) is entitled to make telephone calls per PC851.5; refer to section 2.1067-8 of this manual. For this reason new bookings should be transported in an expedited manner to the correctional facility.

2.1006

DEFINITIONS

The "**temporary court holding cells**" operated by the Humboldt County Sheriff's Court Services Division is identified by the California Board of Corrections as a "**temporary court holding facility.**" This facility is used for the confinement of persons for twelve (12) hours or less pending their transfer to the custody of another facility or their appearance in court. It is the policy of the Court Services Division that **No Inmate** shall be held in any holding cell exceeding **four hours**.

The term "**prisoner**" shall refer to a person who is in custody in a detention or sentenced facility; or who has been remanded to custody by the court; or who has been placed under arrest and is to be transported to a detention facility for booking. A prisoner is any person deprived of his/her liberty and kept under involuntary custody or confinement.

The term "**deputy**" or "**officer**" refers to sworn deputies of the Humboldt County Sheriff's Department acting as bailiff to the Humboldt County Superior Court. The term "**Court Service Supervisors**" refers to the Sergeant or Lieutenant in Court Services.

2.1002

RATED CAPACITY OF HOLDING CELLS

The Board of Corrections regulations mandate the following capacities for the holding cells in the Humboldt County Court Facilities.

Courthouse Holding Facility:

- H-1 7 prisoners maximum
- H-2 7 prisoners maximum

2.1007 SEARCHES: DEFINITIONS AND LIMITATIONS

ROUTINE (ALLOWABLE) SEARCHES

(A) NORMAL PAT-DOWN SEARCH

The pat down is the standard type of protective search used by officers in the field for the purpose of checking an individual for weapons. It involves a thorough frisk or patting down of clothing for the purpose of locating any weapons or dangerous items that could pose a danger to the deputies or others.

(B) BOOKING SEARCH (Fresh arrest/remands)

This search involves a thorough patting down of the prisoner's clothing. All pockets, cuffs, collars, etc. of clothing are checked in order to locate all property, contraband and possible weapons.

The following more thorough searches are performed only at the correctional facility:

EXCEPTIONAL (RESTRICTED) SEARCHES

Strip or body cavity searches of the type described below are **prohibited** at the Humboldt County Court Holding Cells. In the event of a court order requiring such a search, the prisoner shall be transported to the jail for the order to be performed. In situations where the officer has a strong belief or has received information that the prisoner is concealing items, they will be removed to the Humboldt County Correctional Facility for further search.

(A) STRIP SEARCH OR VISUAL BODY CAVITY SEARCH

The search requires a person to remove or rearrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person. (PC4030c) this is a search which shall **not** be performed in the holding cell; such searches shall be referred to the Humboldt County Correctional Facility.

(B) PHYSICAL BODY CAVITY SEARCH (Court Order required)

This is a search which includes a medical intrusion into a "body cavity." "Body cavity" searches **SHALL NOT** be conducted in the court holding cells, such searches shall be

referred to the Humboldt County Correctional Facility.

2.1010 COURT-ORDERED SEARCHES

Section 4030 of the California Penal Code requires a magistrate's search warrant in order for the body cavity search to be performed on misdemeanor or infraction prisoners (C & D, above). The same section also requires prior written approval by the supervisor or ranking officer on duty, but does not apply to reasonable searches for weapons or contraband substances, or to prevent the destruction of evidence. For strip or cavity searches, prisoners will be delivered to custody for that purpose. No body cavity searches will be performed in the Humboldt County Court Holding Facility.

2.1012 EMERGENCY SUSPENSION OF STANDARDS/REQUIREMENTS

The standards and policies in this manual have been reviewed as carefully as possible to both comply with law and approved practice, as well as to allow sufficient flexibility for officers to cope with unforeseen circumstances. Nevertheless, in the event of a life-threatening emergency in the court holding cells, the Sheriff may temporarily suspend or alter these standards and regulations as the emergency dictates. The prevailing concern always shall be the preservation of life and the safety of the officers and prisoners, as well as the public.

In the light of this overriding concern for preserving life, the Sheriff may, in the event of a life-threatening emergency, use his/her discretion to momentarily set aside any of these rules in the interests of protection human life. The Court Services Commander shall notify the Board of Corrections in writing in the event that such a suspension lasts longer than three days. Additionally, he/she shall insure that an incident report is taken. In no event shall any suspension continue more than fifteen (15) days without the approval of the Chairman of the Board of Corrections for a time specified by him.

2.1024 COURT HOLDING FACILITY TRAINING

Deputies and bailiffs who are responsible for prisoners held in the court holding facilities are required to satisfactorily complete a minimum of eight (8) hours of specialized training. Such training shall include but not be limited to:

- (A) Applicable jail minimum standards
- (B) Jail Operations liability
- (C) Prisoner Segregation/Classification
- (D) Emergency procedures and planning

(E) Suicide prevention/Mental disorder recognition

Such training shall be completed as soon as practical, but in any case, not more than one year after the date of the assigned responsibility or the effective date of these regulations.

In the event that juveniles are held in any court holding cell the deputies assigned to the court holding area shall be familiar with section 2105.5 of this manual.

2.1027 NUMBER OF PERSONNEL (MINIMUM)

- (A) Whenever there is a prisoner in custody in the court holding facility, there shall be at least one deputy sheriff on duty. The deputy shall be immediately available and accessible to prisoners in the event of an emergency. The deputy shall not have any other duties which would conflict with the supervision and care of prisoners in an emergency. The deputy sheriff shall remain in the immediate vicinity of the secure area, at all times while assigned to this position.
- (B) Whenever one or more female prisoners is in custody, there shall be at least one female deputy sheriff who shall be immediately available or accessible to such females. If a female deputy is not available, females will not be placed into holding cells.

2.1028 FIRE AND LIFE SAFETY STAFF

Pursuant to Penal Code 6030(c), whenever a prisoner is in custody, there shall be at least one person on duty at all times who meets the training standards established by the State Fire Marshal for general fire and life safety which relate specifically to the facility.

2.1032 FIRE SUPPRESSION PRE-PLANNING

The Humboldt County Court Holding area is equipped with automatic fire sprinklers and smoke detectors in the sally-port area and inside each cell. The fire protection equipment is monitored while prisoners are present. A fire hose is available in the main hallway and a fire extinguisher is located in the corridor outside the holding cell area.

A fire prevention inspection for the court holding facility will be conducted monthly at the direction of the court services supervisor. The fire prevention inspection shall consist of a visual examination of all sprinkler heads, smoke detectors, fire hose and hose bibs to ensure that they are intact with no evident damage. The examination of fire extinguisher will also be conducted to ensure that they are in place and fully charged. All inspections of the facilities and equipment will be documented on a logbook kept in

the Main Security Office Administrative Files. An annual fire inspection will be conducted by the Fire Marshal with the assistance of this office as required.

Note: Annual fire inspections are required by Health and Safety Code Sections 13146.1 (a) and (b). Monthly fire prevention inspection reports must be retained for a period of two years.

In the event that a fire or other emergency makes an evacuation of prisoners necessary, the prisoners shall be moved to the Jail or other area of safe refuge, as quickly as the circumstances of prisoner confinement and the safety of staff, the public, and the prisoners themselves, will allow. The primary evacuation route is through the stairwell exit door located in the sally-port.

EVACUATION ORDERS

Immediately notify the division commander or supervisor in charge (SIC). If evacuation is needed due to smoke or fire in the courthouse proceed via the stairwells - do not use the elevators. Do proceed via stairwells until they have been declared clear.

1. If evacuation is needed there are four stairwells on the court floor, one on the west side and three on the east side. In case of fire or smoke in either of the stairwells **-EXIT VIA THE CLEARED STAIRWELL**. The holding cells will be evacuated one at a time. The order of evacuation will be determined by the SIC.
2. In case of evacuation, bailiff assignments have been designated by court room numbers.
3. If evacuation is needed due to fire or smoke below on the first floor and the stairwells leading down are not passable, the stairwells may be used to proceed up to the fourth floor, then exit onto the refuge located on the roof of building B (the roof above court OPS) to await rescue.
4. If the fourth floor exit is not passable, proceed to the top of the fifth floor and to the ease roof refuge to await rescue.
5. When evacuating in-custodies, using public stairwells, chain all in custodies together by classification and use fourth street access to the correctional facility.
6. Remember to re-con all stairwells before proceeding with an evacuation.

REFER TO THE ATTACHMENTS TO THIS MANUAL FOR EMERGENCY PROCEDURES

2.1039**DOCUMENTATION OF ROUTINE CELL CHECKS**

Any time a prisoner is in custody in the courthouse holding cells, a record shall be kept of each check made on that prisoner. These checks shall be documented on the daily facility log as defined in section (f) A documentation process by which a safety check is reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of safety checks. The following list comply with all requirements listed in this section:

1. Cell checks shall be made every half hour (15 minutes) on all prisoners, by a visual check.
2. Prisoners in restraints shall be checked at intervals of no more than fifteen (15) minutes.
3. After such visual checks, an entry shall be made in the log book indicating the date, time, cell number, initials or pin number of the person making the check.
4. In the event a juvenile is held, regular checks for safety and security must be entered in the log.

2.1041

5. Juveniles shall not be placed in a holding cell unless there is a qualified probation officer to attend him/her. The court supervisor shall hold regular cell checks at intervals of no more than fifteen (15) minutes on juveniles.

PRISONER RECORDS

Since the holding cells are for court holding only, no commitment papers, court orders, reports of disciplinary actions, or medical information will be maintained at the court holding area. All will be sent to the correctional facility. For our own records, the daily activity and booking forms are sufficient. If additional information is for any reason necessary, the Sheriff s Records Division or correctional facility should be consulted.

The Humboldt County Correctional Facility maintains individual arrest files on all persons in custody. These records include booking information and personal property receipts. Individual booking files containing the above information are maintained at the facility.

2.1044**CRIME/INCIDENT REPORTS**

It is the policy of the Humboldt County Sheriff s Department to maintain a written record of all incidents or crimes which result in damage to county property or physical harm, or serious threat of physical harm, to any employee (including correctional officers and deputies), prisoner, or other person in the holding facility.

The bailiff s are responsible for reporting all incident/crimes, which occur in the court holding areas, to the court services supervisors and appropriate correctional staff, as soon as practical following the event. The deputies shall complete incident reports on all non-criminal events in the court holding areas. Deputies will prepare all crime reports. These reports shall completely and concisely document the incident/crime. The report shall be directed to the court services supervisors, and after review, the original copy shall be filed at the sheriff s department records division, with a copy sent to the correctional facility. All reports should be completed and approved prior to the end of the work day.

The court service supervisors shall ensure that all crimes are investigated and that those that meet the criteria shall be submitted to the District Attorney's Office for complaint.

The court services supervisors and other appropriate command levels are responsible for immediately reviewing such (completed) reports. In the case of death or attempted suicide in the holding facility, a report must be made as per Section 2.121 8 below.

2.1045 PUBLIC INFORMATION PLAN

Since the holding cells are for temporary holding only, many items of public interest associated with jails/prisons (programs, education, services, etc.) do not apply.

In the event of an incident or emergency that involves the holding cells, in which the news media seeks information, the court services supervisors shall follow the Humboldt County Sheriff s Departmental General Orders pertaining to press releases.

2.1050 CLASSIFICATION PLAN

Definition: "**Classification**", in a custodial setting, refers to the systematic subdivision or segregation of the confined population into groups based on security and program needs, to the extent permitted by facilities available. This subdivision or segregation covers a range of levels from physical, to auditory, to visual separation from other inmates.

The holding cells will follow the classification plan in use by the Humboldt County Correctional Facility to the fullest extent possible, given the space and accommodation limitations of the facilities available. By and large, classifications in the court holding cells will fit into either: (1) general population, (2) special handling, (3) protective custody, or (4) male/female.

"**General population male**" prisoners who are charged with criminal (not civil) offenses normally comprise the largest classification of prisoners and are kept segregated from the other classifications listed as follows:

"Administrative Segregation or Special Handling" prisoners include an assortment of miscellaneous categories, including co-defendants, medical, potential enemies, gang or assaultive to staff. For case security purposes, co-defendants may also require separation from each other, and thus would receive the special handling classification.

Persons who may become the target of physical attacks shall be segregated in a **"Protective Custody"** (PC) classification apart from general population. Possible targets would include child molestation suspects, homosexuals, informants, persons associated with the law enforcement community, and prominent or newsworthy personalities, etc.

"Male and Females" will be separated from one another and by the three classifications above. Female prisoners shall not be placed in the holding facility or holding cells without a female deputy on duty. If no appropriate female employees are on duty, female prisoners will immediately be transported to the main jail for booking/detention. Male and female prisoners must be kept separated at all times while in the holding facility.

If the sex of a prisoner cannot be determined at the time of arrest and segregation from other prisoners is not possible, that prisoner shall be transported to the Humboldt County Correctional Facility for booking and detention.

Juvenile prisoners (those under age 18) shall not be placed in the same cell with adult prisoners. See Section 2.1050.5 of this manual for exceptions.

The Supervisors may make other segregation or classification of prisoners as is deemed necessary to provide for safety of staff, prisoners, (as in the case of violent or high-risk prisoners) or to aid in an investigation.

2.1050.5 CLASSIFICATION AND DETENTION OF JUVENILES

Definitions:

"Temporary Custody" means that the minor at this time is not at liberty to leave the law enforcement facility.

"Secure Detention" means that a minor is being held in temporary custody in a law enforcement facility and is locked in a holding cell.

"Non-Secure Custody" means that a minor's freedom of movement is controlled by the staff of the facility; and (1) the minor is under constant personal visual supervision by the staff, (2) the minor is not locked in a room or enclosure, and (3) the minor is not physically secured to a cuffing rail or other stationary object.

"**Law Enforcement Facility**" means a police facility. It does **not** include a jail, which has the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

"**Court Holding Cells**" means a locked room or secure enclosure under the control of the sheriff's Department Court Services Division's deputies which is primarily for the temporary confinement of adult prisoners.

Rules for the Detention of Juveniles:

1. Segregation

State law generally requires the segregation of juveniles (under age 18 years) from adults (W&I 208). There shall be no sight or sound contact between minors held in temporary custody and adult prisoners who are detained in the facility. However, a limited number of exceptions to this rule have been made. The legislature has authorized (W&I 208.1) the temporary confinement of certain minors in adult facilities under controlled conditions.

Except as provided in W&I 208(c) and 208.1, the only situations in which a minor and an adult may be in the same room are incidentally to either,

- A) Booking, or the
- B) Movement of persons in custody within the facility.

Additional exceptions and qualifications for confining juveniles include the following:

- A) The minor age 16 or over who has been alleged to have committed a violent felony and whose case has been transferred to the jurisdiction of a criminal court may be temporarily housed in a controlled adult situation.
- B) The confining facility shall provide for the protection of the minor within the secure facility, taking into account factors including the age, maturity, and potential vulnerability of minors who may come into contact with adults within the facility.
- C) A minor placed in a situation of possible contact with adults shall be supervised in a manner that assures his or her safety and protection from assault or other predatory behavior by any adult within the facility.

No minor described in W&I 601 (truant, curfew, habitually disobedient) may be detained in the holding facility.

Certain juveniles described in W&I 602 (wards of court, convicted of crime) may be

held in secure confinement for up to six hours in a lockup as described in W&I 207.1.

W&I 207.1 (d) states: "A minor 14 years of age or older who is taken into custody by a peace officer on the basis of being a person described in W&I 602, and who, in the reasonable belief of the peace officer, presents a serious security risk of harm to self or others, may be securely detained in a law enforcement facility that contains a lockup for adults if all of the following conditions are met:

- A) The minor is held in temporary custody for the purpose of investigating the case, facilitating release of the minor to a parent or guardian, or arranging transfer of the minor to an appropriate juvenile facility.
- B) The minor is detained in the law enforcement facility for a period that does not exceed six (6) hours. {See exceptions; disaster, extraordinary conditions, W&I 207.1 (g)}
- C) The minor is informed at the time he/she is securely detained of the purpose of the secure detention, the length of time the secure detention is expected to last, and the maximum six-hour time the secure detention is authorized to last. {See W&I 207.1 (g)}
- D) Contact between the minor and adults confined within the facility is restricted in accordance with W&I 208. Juveniles must be separated from adults by sight and sound. Juveniles must not be able to see, hear, speak or otherwise be in contact with adult prisoners.
- E) The minor must be adequately supervised.
- F) A log or other written record is maintained by the law enforcement agency showing the offense which is the basis for the secure detention of the minor in the facility, the reasons and circumstances forming the basis for the decision to place the minor in secure detention, and the length of time the minor was securely detained.

Other juveniles described under W&I 602 (wards of Court convicted of crime) may be held in temporary custody in a law enforcement facility.

2. Right of Minors

The following shall be made available to all minors held in temporary custody:

- A. Food, if the minor has not eaten within the past four (4) hours, or is otherwise in need of nourishment, including any special diet required for

the health or medical needs of the minor.

- B. Access, upon request by the minor, to licensed attorneys. {Title 15, Section 1377(a)}
- C. Privacy during visits with family, guardian, and/or attorney.
- D. A means of activity such as reading materials or games.
- E. Reasonable access to a telephone, as per W&I 627 (b).

3. Secure Detention

There is no Secure Detention holding cells for minors available on the court floor. Minors are **NOT** to be placed into the adult holding cells. Minors are to be transported directly to court. After the minors court appearance they are **TO BE** transported back to the Juvenile Detention Center immediately.

4. Non-Secure Detention

Minors held in non-secure custody shall receive adequate supervision which, at a minimum, includes constant personal visual observation and supervision by a probation officer. Bailiff s will check with the probation officer and minors no less than every thirty (30) minutes on an irregular schedule. All checks will be documented, {Also see W&I 207.1(d), quoted in full, above}.

5. Other Provisions Referenced

The policies in this manual relating to suicide risk/prevention (section 2.1219), the use of restraints (section 2.1058), medical assistance and services to adult prisoners (section 2.1200 et seq) shall also apply to all minors held in temporary custody.

2.1051 COMMUNICABLE DISEASES; QUARANTINE

Each remand/fresh arrest prisoner brought into the holding area should be screened with great care for any health or medical problems. If it is suspected that the prisoner has a communicable disease such as tuberculosis, hepatitis (a, b, or c), STD., AIDS, vermin, or impetigo, he/she is to be immediately transferred to the correctional facility for booking and a full medical screening.

If a prisoner shows signs of injury or illness, or if he/she claims to be injured or ill,

he/she is to be transported back to the correctional facility and medical staff notified. If life threatening, immediately notify correctional staff and medical so as to arrange transport to the hospital, meanwhile notifying the court supervisors. **Err on the side of caution.** If there are any questions or observations concerning possible health or medical problems of a prisoner, that prisoner shall **not** be accepted into our court holding area.

It is crucial that all staff members be aware of and follow universal precautions relative to infectious disease. Every prisoner should be considered a potential carrier of communicable disease. Hand washing and glove use must be practiced with **ALL** prisoners.

If it is later learned that a prisoner who had used a cell was infested with vermin, that cell shall **not** be used again until it has been disinfected. A sign shall be placed on the cell door to this effect. Anything inside the cell that is removable (toilet paper, blanket, etc.) shall be sealed inside a plastic bag, and as required, marked for destruction. (See Vermin Control, 2.1212).

Likewise, equipment (handcuffs, etc.) contaminated by bodily fluids, by which HIV and/or hepatitis B are transmitted, must be disinfected after use with hot water and bleach, diluted to 1:10 ratio; soak twenty (20) minutes.

2.1052 MENTALLY DISORDERED PRISONERS

A remand/fresh arrest prisoner shall be deemed mentally disordered if he/she appears to be a danger to him/herself or others, or if he/she appears gravely disabled. Such a prisoner shall not be held at the temporary holding facility. The prisoner shall be removed to either County Mental Health or the Humboldt County Correctional Facility at the supervisor's direction.

2.1056 DETOXIFICATION

This facility shall **NOT** be used for any type of detoxification. Prisoners believed to be under the influence of alcohol or drugs shall be immediately transported to the Humboldt County Correctional Facility for evaluation.

2.1057 PHYSICALLY OR DEVELOPMENTALLY DISABLED PRISONERS

Prisoners who are determined to be physically or developmentally disabled shall not be housed in the Court Holding Cells. They shall be transported directly to court once received from the Humboldt County Correctional Facility and are to be returned

immediately to the correctional facility after their court appearance in compliance with section 2.1206 of this manual.

Physically or developmentally disabled prisoners are to be under escort at all times and classified as Administrative Segregation-Special Handling under section 2.1050 of this manual.

Definitions:

Developmentally Disabled- Those inmates who have been identified to have a disability caused by mental retardation, cerebral palsy, epilepsy, autism, physical disability or a combination of those handicaps.

Medical Inmates- Those inmates who have physical handicaps, communicable diseases or other medical conditions, or that have orthopedic or prosthetic devices that might necessitate housing separate from other inmates.

Mentally Disordered Inmates- For the purpose of this policy, Mentally Disordered Inmates are those who appear to be a danger to themselves or others, or are gravely disabled.

2.1058 USE OF RESTRAINT-RELATED DEVICES

Restraint devices in the Court Holding Facility are limited to the following:

- A. Metal handcuffs and leg irons.
- B. Belly Chains and cuffs.
- C. Spit guards.

Restraint devices are aids to provide better control of a prisoner. They do not immobilize; they merely restrict a prisoner's range and rapidity of movement, impeding, or limiting action, and reducing the risk a particular prisoner represents. On the court floor restraints are only used for inmate movement to and from court. In no case shall restraints be used as a punishment. (Penal Code Section 2652 & 2652.5)

Should a prisoner become combative, display signs of mental disorder, become a danger to himself or others, or reveal an intent to harm himself, others, or the facility, the officer shall notify a supervisor and/ or correctional officers for assistance. The inmate must be returned immediately to the Humboldt County Correctional Facility. An inmate exhibiting this behavior is not to be placed into a holding cell on the court floor.

In the event a prisoner is in a holding cell when the above behavior is observed by an officer, immediately notify a supervisor and call for assistance. The prisoner is to be kept under constant visual observation until back up arrives to remove the inmate for the holding cell and escort the inmate back to the correctional facility.

The Court Supervisor on duty shall immediately notify the Correctional Facility Shift Supervisor of the inmate's actions or behavior so that they can make a determination of the action needed based on their policies and procedures.

INFORMATION

This procedure does not pertain to the restraint of inmates necessary for security reasons, i.e. movement from holding cell to courtroom, while in the courtroom, etc.

2.1062 VISITING

Since the facility is for court detention only (4 hours or less), there are no provisions for visiting. If a prisoner (adult or juvenile) requests to see his/her attorney, and makes arrangements for the attorney to come to the court holding area, the attorney must be allowed to visit, staffing level permitting.

2.1067 ACCESS TO TELEPHONE

Per P.C. 851.5, "Immediately upon being booked, and, except where physically impossible, no later than three (3) hours after arrest, an arrested person has the right to make at least three (3) completed telephone calls...to an attorney of his/her choice or a public defender...a bail bondsman, or a relative or other person." A phone call to an attorney shall not be monitored, eavesdropped upon or recorded.

The arrested person shall be entitled to make at least three (3) such calls at no expense, if the call are completed to telephone numbers within the local calling area.

All phone calls will take place in the **Humboldt County Correctional Facility** after booking.

2.1068 ACCESS TO THE COURTS AND COUNSEL

Due to the fact that the court holding facility is designed to hold prisoners for four (4) hours or less, most prisoners will not seek a visit from legal counsel. If a prisoner is to be transported to the correctional facility, the prisoner may (and should be expected to)

make arrangements to meet with an attorney at the correctional facility, rather than in our court holding cell.

However, if a prisoner to be held in our facility requests to see an attorney, and makes arrangements for him/her to come to the facility, an attorney visit shall be allowed, staffing levels permitting.

Only attorneys may visit or communicate with a prisoner.

All attorney's visits shall be conducted in the H-2 room, with a deputy on guard. On no occasion shall an attorney and inmate be left alone unguarded. If there is not a bailiff on duty to monitor the visit, it shall not occur.

Attorney-client consultations are guaranteed confidentiality; therefore, the privacy of consultations shall be protected.

2.1071 VOTING

If a prisoner who is a registered voter in Humboldt County is in court holding on an election day, and the prisoner is not expected to be released from custody at least two (2) hours before the polling places close, and the prisoner is capable of voting (i.e., not intoxicated) and expresses a desire to vote, the bailiff shall notify the Humboldt Correctional Facility so that an absentee ballot may be obtained.

2.1081 PLAN FOR PRISONER DISCIPLINE

Discipline will not be administered in the court holding area or cells. If a prisoner violates a law while in custody, a crime report shall be taken and submitted so complaint or on-site arrest can be made. If the prisoner violates a holding facility rule, an officer shall write an incident report, and when the prisoner is transferred back to the correctional facility, the correctional facility will be advised of the incident. A copy of that report will be sent to the Humboldt County Correctional Facility.

2.1200 RESPONSIBILITY FOR HEALTH CARE SERVICES

State Law prohibits a jail or holding facility from allowing any lack of care, whatsoever, which would injure or impair the health of a prisoner confined. Even though our facility and holding cells are for temporary holding only, this law still applies.

Arresting/transporting officers and bailiffs are responsible for immediately notifying the court services supervisor and jail medical unit when the need, or likely need, for medical care arises.

The court services supervisor and/or officers shall have the responsibility to ensure

provisions of emergency and basic health care service to all prisoners in accordance with minimum jail standards. Officers have the responsibility of summoning appropriate medical assistance, and for applying emergency first aid, pending the arrival of the medical team.

Non-serious or less than life-threatening ailments, conditions, and injuries will be referred to the jail medical unit for treatment. Potentially life-threatening conditions shall be transported to the emergency room of the designated medical center by ambulance, and the jail medical unit shall be notified.

2.1206 MEDICAL/MENTAL HEALTH PROVISIONS

Medical aid shall be summoned for seriously ill or injured prisoners in accordance with Section 2.1218.1 of this policy.

Prisoners requiring the use of wheelchairs should be considered to have a disability that this facility is not equipped to handle. Placement of any prisoners with impaired mobility will be evaluated by the court services supervisor in coordination with the jail medical unit. These prisoners shall be transported to the Humboldt County Correctional Facility as per Section 2.1057 of this policy. Prisoners having eyeglasses that are medically required, should be allowed to retain those eyeglasses, unless the eyeglasses present a danger to the prisoner or others. Inmates who are medically impaired or disabled will be taken directly to court and not placed in a holding cell. When finished in court, they will be returned directly to the correctional facility.

Pregnant and/or nursing women, mentally disordered patients, developmentally disabled prisoners, prisoners in need of special medical programs (including diets), prisoners known or suspected to have communicable diseases, and prisoners requiring medication, all demand services at a level that this facility may not be able to meet. Therefore, prisoners in these categories may be transported to the correctional facility per Sections 2.1003(e), 2.1051, 2.1052, and 2.1058 of this policy.

Information regarding a prisoner's medical or mental health status shall be disclosed to the jail medical unit.

2.1206.5 REPORTING OF COMMUNICABLE DISEASES

Prisoners may be carriers of infectious or contagious disease; such diseases may endanger the health of other prisoners and officers, as well as posing serious management issues for those concerned.

All remanded/fresh arrest prisoners who are found to have a communicable disease will

be brought to the attention of the jail medical unit for their recommendation on placement.

In case an employee has been exposed to a communicable disease via contact with body fluids, splashing of body fluids in mucous membranes or open wound, etc., he or she should immediately inform court services supervisor and seek medical attention. Any employee not already aware that he/she may have been exposed to a communicable disease shall be notified by the court services supervisor. Moreover, the court service supervisor shall attempt to determine if the affected cell was used by another prisoner after the infected prisoner used that cell. If it is determined that other prisoners may have been exposed, the court services supervisor shall notify the jail medical unit, whereupon they will notify the potentially affected prisoner in person, or by mail if not in custody.

2.1207 RECEIVING AND SCREENING

All fresh arrests and remands will be transported to the Humboldt County Correctional Facility for booking and medical evaluation. In the event the transporting deputy has knowledge of a specific illness or disability of a prisoner, he/she shall notify the correctional officer preparing the medical screening form.

2.1208 SPECIAL MENTAL DISORDER ASSESSMENT

It is the responsibility of the bailiffs to maintain adequate surveillance of all prisoners during the shift. Any abnormal behavior, or changes in behavior shall be immediately reported to the court services supervisor. (Refer to Section 2.1024 regarding training). Service officers are especially cautioned to report to the court services supervisors any observation of behavior indicating possible withdrawal, hallucination, and depression. (Suicide prevention policies, see Section 2.1219 below.)

2.1212 VERMIN CONTROL

While vermin and impetigo are not in the life-threatening category, they are highly contagious. Any vermin infested prisoner brought into this facility shall be brought to the immediate attention of the court services supervisor. It is the policy of this office to transfer such prisoners to the custody of the correctional facility where reasonable quarantine procedures may be followed. Infested prisoners shall not be placed in a cell with uninfested prisoners.

In the event that a vermin infested prisoner goes unnoticed, the procedures below shall be followed. In all cases, the court services supervisor shall be informed immediately.

It is not unusual for officers to observe what appears to be a lice infestation of a

prisoner during processing or subsequent to placement in a cell. The most common observation will involve adult lice and/or nits (eggs) on the scalp or other hairy portions of the body. Lice can also infest clothing, especially along seams of inner surfaces.

The three types of lice most commonly found in detention environments are the head louse, the body louse, and the crab (pubic) louse. The crab louse may be observed in the pubic area and, in some cases, the eyebrows and eyelashes. It is also possible for some forms of mites to be present on prisoners, including scabies. Lice do not jump, but transfer by direct contact with the person, clothing or other personal belongings.

As our holding cells do not have a shower or laundry, there are no provisions for showering a prisoner or washing a prisoner's clothing.

Should the facility and/or equipment be contaminated by a prisoner, the contaminated cell(s) shall be posted with a "contaminated" sign. The cell(s) or area(s) shall not be used until after they have been thoroughly cleaned.

The infested area(s) and equipment will be treated with a non-toxic pesticide, such as Pyrethrin. After treatment, all area(s) and equipment should be thoroughly cleaned. A heavy vermin infestation will require the services of a licensed pest control contractor. In the case this becomes necessary, the court services supervisor will confer with the Humboldt County Correctional Facility administrators for guidance.

Any articles belonging to a prisoner should be sealed in a plastic bag, closed with a secure knot, and stored with prisoner's belongings. As lice cannot survive over 24 hours away from a host body, they will soon die.

Should an employee become infested with lice, he/she should report infestation as injury/illness in the usual manner.

If the employee's clothing becomes infested with lice, the clothing should be dry cleaned or washed in detergent and water at a temperature of 140 degrees. Commercial products such as "Silox", "R & C", and "Dri Code" are available at hardware stores and pharmacies to delouse clothing.

2.1216 SELF-TREATMENT BY PRISONER

All medication will be approved and administered by the jail medical unit, except in extenuating, life-threatening circumstances, (heart medicine such as nitroglycerin, etc.), which the medical unit has already cleared.

2.1218 PRISONER DEATHS

In the event that an officer discovers that a prisoner may have died while in custody, he/she shall immediately summon assistance and begin life-saving measures such as first aid and CPR. Other employees shall:

- A. Summon paramedic and ambulance response.
- B. Apply, or arrange for the administration of emergency first aid.
- C. Notify the court services supervisor, who shall be responsible for notifying the collection supervisor in charge and the Sheriff via the chain of command.

If death has indeed occurred, immediate action should be taken in advance of appropriate investigation. Steps to preserve evidence and secure the scene include:

- A. Remove other prisoners from the scene as soon as possible.
- B. Isolate, individually if possible, prisoners who were in or around the area of the decedent.
- C. Preserve the area as a possible crime scene.
- D. Restrict access to the area.
- E. Detain all possible witnesses for interview by the investigating authority.

The court services supervisor will designate the appropriate deputy to complete the initial report. All employees shall complete required supplemental reports, as directed.

In the case of death or attempted suicide in the holding facility, the following information must be included in the report:

- 3. Date and time, *if* known, that the prisoner entered holding facility.
- 4. Time of last cell check, and who made the check, when victim was alive and well.
- 5. Time victim found in present condition, and who found victim.
- 6. Time first aid was started, what type of aid was administered, and by whom.
- 7. Time paramedics were called, and what time they arrived.
- 8. Time the victim left the holding facility.

9. Names of paramedics, ambulance personnel, coroner's personnel.
10. Name of Agency conducting investigation.

It shall be the court services supervisor's responsibility to see that all departmental policies and procedures relating to inmate death are followed.

California Government Code Section 12525 requires that in any case in which a person dies while in the custody of a law enforcement agency, or local correctional facility, the agency shall report in writing to the California Attorney General within ten (10) days after the death, all facts in their possession concerning the death. The written reports shall include incident reports, coroner's reports, death certificates, and other reports relating to the death. The Bureau of Criminal Statistics (BCS) is responsible for maintaining the Death in Custody Reports submitted to the Attorney General.

Death-in-custody reports should be submitted to:

**Bureau of Criminal Statistics
Statistical Data Center
P.O. Box 093427
Sacramento, CA 04203-4170**

In the event of a death of a juvenile in-custody, a copy of the report shall also be forwarded to:

**Board of Corrections
600 Berent Drive
Sacramento, CA 95814-0185**

There will be a medical and operational review of every in-custody death of a minor.

2.1218.1 SERIOUSLY ILL OR INJURED PRISONERS

If a service officer finds that a prisoner may be seriously ill or injured, the officer shall immediately summon assistance and alert the court services supervisor. The jails medical unit should be immediately requested. Should circumstances warrant, paramedics and ambulance may be requested.

Any outside inquiries regarding seriously ill prisoners shall be referred to the Humboldt County Correctional Facility.

2.1219 SUICIDE PREVENTION PROGRAM

Upon admitting prisoners to the court holding cells, deputies must always be alert for those individuals exhibiting signs of potential suicide. (Refer to Section 2.1024 for training).

Generally, persons at risk are:

- A. Prominent persons charged with embarrassing crimes.
- B. Persons held for alcohol or drug related charges.
- C. All juveniles held in adult facilities.
- D. Persons with a history of self-destructive acts.
- E. Individuals who state their intention of suicide.
- F. Prisoners who appear depressed.
- G. A female who has given birth within the past year, and is charged with the murder or attempted murder of her infant child.
- H. A male, who at this admission, is a first-time arrestee.

Prisoners having visible scars on their wrists or neck indicating prior suicide attempts, and prisoners displaying indications of suicide intent shall not be placed in our court holding cells.

Suicides generally occur within the first eight (8) hours of incarceration. Additional welfare checks, supplementing the regular fifteen (15) minute checks, should be conducted and documented in the log. The state of intoxication of a person upon incarceration greatly increases the likelihood of suicide. As special attention and documentation of observation is critical for intoxicated persons, it is court services policy that such prisoners be transferred directly to the correctional facility.

Isolation is generally regarded as highly dangerous for potentially suicidal prisoners, and officers are encouraged to place such prisoners with other appropriate prisoners rather than to separate or isolate them totally. Detention environments that eliminate or restrict visual or verbal stimulation to the prisoner may contribute to the problem. Nevertheless, while it is true that any human presence can be calming to a troubled prisoner, employees are cautioned that professional counseling cannot be provided by untrained or un-licensed persons, however well-intentioned. If it appears that a prisoner is totally unable to cope with incarceration, the situation shall be brought to the attention of the court services supervisor for transfer to the custody of the Humboldt County Correctional Facility.

2.1220 EMERGENCY FIRST AID KIT

The first aid kit is located on the wall outside H-1. The box is marked "First Aid Kit." The kit will consist of numerous bandages and compresses of various sizes, tourniquets, eye wash with the sterile pads, burn ointment, antiseptic wipes, rubber gloves, ammonia inhalants, adhesive tape, pair of scissors, splinter forceps, and a CPR mask.

Inspection of the contents of the first aid kit for purposes of replenishment shall take place no less than once per month during the regular inspection of the facility by the court services supervisor. Inspections and replenishment shall be logged on the appropriate form.

2.1246 FOOD SERVING

Food service, when applicable, will be provided by the Humboldt County Correctional Facility in a manner prescribed under Title 15. The court services supervisors will ensure that all inmates are returned to corrections at mealtime. No food will be served in the court holding cells and no inmates held over the lunch hour.

2.1272 MATTRESSES

Due to the time and space limitations inherent in a temporary court holding cell, no prisoner will be permitted to remain in any holding cell who would require the issuance of a mattress.

2.1280 FACILITY SANITATION

The holding facility will be kept in a clean and safe condition at all times.

Custodial staff are primarily responsible for maintaining the holding areas in a clean and safe condition. When emergency repairs are necessary, bailiffs shall notify the court services supervisor at once.

At the beginning of their shifts, bailiffs shall visually inspect the two cells, and sally-port for contraband. If necessary, arrangements will be made to sweep and clean the areas.

At the end of the court day the holding cell doors are to be locked and chained open so custodial staff may gain access to clean and sanitize the facilities.

Additional duties:

The assigned bailiffs shall also inspect lights, locks, and plumbing fixtures for damage and proper operation. Any defects shall be immediately brought to the attention of the court services supervisor.

The assigned bailiffs shall ensure that booking supplies and forms, and first aid supplies are sufficiently available. Any items needing restocking shall be brought to the attention of the court services supervisor.

2.1299 CONCLUDING COMMENT

The policies and procedures enumerated in this manual are intended to reflect the most important considerations of the Humboldt County Sheriff's Court Services Division: the safety of officers, employees, the public, and the security and safety of the prisoners. This manual of procedures are to be used in conjunction with the Humboldt County Sheriff's Department's General Orders and are subject to change by order of the Sheriff.

The court holding cells are used in the holding and transporting of prisoners between the jail and courts, and as such, our custodial role is a transitory one. Deputies will make every attempt to limit the holding period to less than two (2) hours for any inmate awaiting his or her court appearance.

2.1300 COURT HOLDING POLICES AND PROCEDURES MANUAL

The Court Holding Policies and Procedures Manual shall be reviewed on an annual basis. The review will occur during the month of July of each year. In the event the review results in any modification to the current policies or procedures, the required or requested changes will be sent up the chain of command for approval. Once approved the Court Services Sergeant will review the procedures with staff and document the update on a departmental training sheet.

2.1029

EMERGENCY PROCEDURES

FIRE

A. Fire Alarm Procedures

1. When an alarm is activated, Court Security personnel will initiate a search for the cause the fire alarm in the area indicated on the courthouse alarm system. The alarm panel is located in the main security station on the second floor on the courthouse.
2. The Sheriff's court security personnel will immediately notify dispatch, the Presiding Judge, court Executive Officer, Risk Management or Safety Officer and Building Maintenance that a fire alarm has gone off and that we are attempting to determine the cause of the alarm.

Note: Evacuation is not recommended at this time. Employees and inmates should be advised to remain calm and await further direction.

3. If it is determined that the incident is a false alarm, Court Security will immediately advise each person listed above.
4. In the event a fire or smoke is discovered, follow the procedures in Section C.
5. If a determination is made that there should be a partial of full evacuation, Court Security will notify dispatch and the chain of command. Court Security will then implement the Emergency Evacuation Plan.

Note: Refer to Section 2.1032 Fire Suppression Preplanning and Evacuation Procedures.

B. Fire Alarm Critical Task List

1. Notify all court supervisors via radio and pager.
2. Begin search in the area of the alarm.
3. **Notify Dispatch1.....445-73 19**
4. Notify Risk Management.....445-7657
5. Notify Building Maintenance445-7621
6. Notify Presiding Judges..... 269-1291
7. Notify Court Administration..... 269-1263

C. Actual Fire Procedures

1. Any person discovering fire or smoke shall IMMEDIATELY :
 - a. Activate a fire alarm pull-box located in the hallways.
 - b. Notify dispatch, reporting exact location and type of fire.
 - c. Dispatch will notify the fire department and court supervisors will direct a member of the department to meet the responding units.
 - d. If it is determined by the Supervising Officer in Charge that an evacuation is necessary, the emergency evacuation plan will be implemented.
2. Attempt to extinguish small fires with fire extinguishers or wall mounted fire hose. Be certain to use the appropriate extinguishing agent for the type of materials used.
 - a. **DO NOT** use water on any materials other than ordinary combustibles (i.e. wood, paper, etc.)
 - b. **NEVER** use water on energized electrical equipment.
 - c. **NEVER** enter or remain in any environment where toxic fumes or smoke may be present. Burning products such as plastics, create deadly fumes.
 - d. Once the fire department is summoned for assistance, **Do Not Cancel** them. Escort them to the scene to evaluate the extent and origin of the fire.
3. If advised by the Supervisor in Charge via radio or verbal command, all available personnel shall report for assignments. Bailiffs assigned to in-

custody matters shall return prisoners to the court holding area if directed.

4. In the event evacuation is required:
 - a. Refer to the Emergency Evacuation Plan
 - b. Be sure to close doors behind you.
 - c. Do not break windows to vent smoke.
 - d. Do not use elevators.

5. Follow the procedures in Section 2.1032 EVACUATION PROCEDURES and Assignments Fire/Evacuation.

NATURAL DISASTERS

In the event of a natural disaster (earthquake, etc.) render **critical** first aid and follow the evacuation procedure if necessary or when ordered. Refer to Departmental General Orders 99-2 **Disaster Response, Employees.**

EVACUATION PROCEDURES

IMMEDIATELY notify the Division Commander or Supervisor in Charge (SIC).

IF evacuation is needed due to smoke or fire in the Courthouse, **PROCEED** via the stairwells. **DO NOT USE THE ELEVATOR!**

DO NOT proceed via stairwells until they have been declared clear.

1. If evacuation is needed there are four stairwells on the court floor (see diagram), one on the West side and three on the East side. In case of fire in either of the stairwells - **EXIT VIA THE CLEARED STAIRWELL.** The holding cells will be evacuated one at a time. The order of evacuation will be determined by the SIC.

2. In case of evacuation, bailiff assignments have been designated by court room numbers (see attached assignment sheet).

3. If evacuation is needed due to fire or smoke below on the first floor and the stairwells are not passable, the stairwells may be used to proceed up to the fourth floor, then exit onto the refuge located on the roof of building B (the roof above Court OPS) to await rescue.

4. If the fourth floor is not passable, proceed to the top of the fifth floor and to the east

roof refuge to await rescue.

5. When evacuating in-custodies, using public stairwells, chain all in-custodies together and use the 4th Street access to the jail.

EVACUATION OF THE HAND-I-CAP

1. Identify all the disabled and move them to a safe refuge area as identified by the SIC. Wait for extraction by emergency personnel. Continue to re-evaluate the safe refuge areas as needed and take appropriate steps to remove the hand-I-cap as needed.

1. **REMEMBER** to re-con all stairwells before proceeding with an evacuation.

FIRE/ EVACUATION ASSIGNMENTS

SECONDFLOOR

Each Courtroom Bailiff is responsible for the following:

Court Room # 1	In-Custodies
#2	"I" Street Stairwell
#3	Check North Side of floor
#4	Check South Side of floor
#5	Monitor Elevators
#6	Check East Hallway
#7	5 th Street Stairwell
#8	4 th Street Stairwell

Back-up Officers will assist in moving the in-custodies and the hand-i-cap.

Deputies not assigned will report to SIC for assignments.

Always use Exits free of fire or smoke.

Do Not use Elevato

ESCAPE

In the event of an escape from the holding area or courtroom transmit an escape alarm via your radio and or panic button. Immediately notify your supervisor as to the description of escapee and direction of travel, and follow the listed procedure.

1. Officers involved will notify their supervisor and provide the identification of the inmate.
2. The supervisor will direct officers to search in the direction of escape.
3. The supervisor will contact Sheriff's dispatch and Central Control with the following information:
 - a. The escapee's name
 - b. Physical description and clothing description
 - c. Possible direction of travel
4. The supervisor will notify the chain of command.
5. The supervisor will obtain all crime reports prior to the end of the current shift.

Officers discovering a possible escape and lock down their area and conduct a count of inmates. All inmates will be returned to the Jail Court Officer.

1. The supervisor will contact the correctional facility's central control and request a lock of the court holding cells the court supervisor will be immediately notified. If a determination is made by the supervisor in charge that the security of the holding cell area or the courtrooms are in danger of disruption the following will occur:
 1. Supervisor will notify dispatch to notify the Sheriff, Presiding Judge and request back-up be sent to the court floor.
 2. Supervisor will order bailiffs to secure their courtrooms (lock outer doors, staff to judge's chambers).
 3. Supervisor will order all inmates returned to the holding cell area and returned to the correctional facility via the secure stairwell.
 4. Bailiff s will stand by for further orders.

down and provide identification of the possible escapee if known.

2. The supervisor shall order a search of the court facility and perimeter.
3. The supervisor will notify the chain of command immediately.
4. The supervisor will coordinate with the Humboldt County Correctional Facility until the investigation is completed and any necessary crime, incident or supplemental reports have been completed.

Refer to Humboldt County Correctional Facility Policies and Procedure-Inmate Escape E-004.

DISTURBANCE IN THE HOLDING AREA

In the event of a disturbance within the holding area, transmit an emergency alarm or request assistance via radio. Notify the Jail Court Officer and attempt to defuse the situation. Administer first aid if necessary. Submit a written report to your shift supervisor documenting any injuries and the circumstances of the disturbance. Complete any crime or incident reports prior to the end of the current shift.

CIVIL DISTURBANCE

In the event of a civil disturbance occurring in the courthouse or on the court floor in the vicinity of the court holding cells, the court supervisor will be immediately notified. If a determination is made by the supervisor in charge that the security of the holding cell area or the courtrooms are in danger of disruption the following will occur:

2. Supervisor will notify dispatch to notify the Sheriff, Presiding Judge and request back-up be sent to the court floor.
3. Supervisor will order bailiffs to secure their courtrooms. (Lock outer doors, staff to go to the Judge's chambers.)
4. Supervisor will order all inmates returned to the holding cell area and returned to the correctional facility via the secure stairwell.
5. Bailiff s will stand by for further orders.

HOSTAGE POLICY

In the event of a hostage situation, contain the suspect and the hostage. Do not negotiate with the suspect. Use of deadly force will be used as a last resort and only when a life is in immediate peril (Sheriff's Department General Order 92-3). Delay the suspect and follow **Departmental General Order 99-1, Hostage Negotiations, Barricaded Suspects.**

USE OF FORCE POLICY

In accordance with the department's Use of Force Policy (General Order 92-3), deputies shall exercise good judgement in any use of force. Personnel using any force against an individual will make an oral report to their immediate supervisor as soon as possible, followed by written report on form H.C.S.D. 0075.9 "Use of Force".

TESTING OF EMERGENCY EQUIPMENT

Emergency equipment including back-up lighting systems, panic alarms and general conditions in the courtroom and holding cell area shall be visually checked on a daily basis with any concerns documented and forwarded to the court supervisor on duty. A full testing of all alarms will be conducted on a weekly basis. Should any alarm be found inoperative any emergency equipment defective, the supervisor shall report the defective item immediately.

Report any safety hazards discovered immediately, using **FORM RMOS-Safety Hazard Condition Incident Report**.

Note: prior to testing any panic alarms the following offices must be notified:

1. Sheriff's dispatch445-7319
2. Advanced Security Systems442-0681

Note: prior to testing man-down alarms, notify all officers that a testing is occurring!

STORAGE OF SECURITY DEVICES

Inspections of security devices including necessary equipment for evacuations (chains, handcuffs, leg irons, etc.) shall be inspected at least quarterly. These items shall be kept in either the main security station outside the holding area, or locked in storage lockers outside the holding area.

No weapons, ammunition, chemical agents or other weapons shall be stored inside the sally-port of the holding cell area. These items will only be stored in locked gun cabinets in the main security station.

Deputies will check out holding cell keys at the beginning of their shift, to be returned to the main security office on the court floor. The court supervisor will account for the keys at the end of shift and place them in the locked key box.

3.0000 GENERAL H.C.C.F. PROCEDURES

Personnel will need to refer to the following Humboldt County Correctional Facility Policies and Procedures.

- E-1 Implementation of Emergency Plans
- E-2 Responsibilities and Authority of Command Officers in an Emergency
- E-003 Earthquake After Action
- E-4 Inmate Escape
- E-5 Evacuation Plans
- E-6 Facility Lock down
- E-007 Fire Plan
- E-8 Hostage Situations
- E-9 Inmate Death Investigations
- E-013 Inmate Disturbances and Riots
- E-014 Bomb Threats
- E-015 Suicide Prevention
- E-016 Toxic Spills

- F-017 Court Movement and Staging

- G-1 Control Holds
- G-2 Use of Restraint Devices G-003
- Use of Tear Gas

ADDENDUM

COURT HOLDING FACILITIES

PROCEDURES

ADDENDUM: JUNE 2014

TITLE 15 SECTION:

1024. COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING:

All regularly assigned deputies to Court Services have completed a POST certified Police Academy and are tenured Deputy Sheriff II's. Each deputy receives 6-8 hours annual training in use of force, which includes, but is not limited to, pain compliance techniques, handcuffing, use of OC spray, Tasers, and lethal force. In addition to this training, each deputy assigned to courts is mandated to read the policy and procedure manual for Court Holding and receives informal field training by their supervisor and experienced bailiffs. In addition, the deputies must complete 24 hours of POST certified training in every two year training cycle. This training includes, but is not limited to, Forced Option Simulator, First Aid, and Policy and Procedure daily training bulletins. It should also be noted that all annuitants working in Court Services receive the same training as regular deputies and all of the annuitants have a minimum of 25+ year's law enforcement training with the majority retiring with a supervisory rank.

1028. FIRE AND LIFE SAFETY STAFF:

One of my regularly assigned Bailiffs has been assigned to Court Services for the past 17 years. He is a certified EMT I, and is currently an Acting Captain in the Volunteer Fire Department in Fortuna California, where he has been employed for the past 30 years. He has an extensive first aid bag that meets annual inspections from Public Health. It should also be noted that if there is any kind of medical emergency in courts, the Humboldt County Correctional Staff Medical responders are within seconds from the incident. The Correctional Facility and Courthouse share the same building and are connected by stairs and an elevator. If my qualified Fire and Safety Officer is off duty, the bailiffs fall under the Humboldt County Correctional Facilities policy and procedures in this area. The Courts also have a wheel chair that can be used if an inmate is in need of one after a court appearance. It should also be noted that the Courthouse is centrally located in Eureka and the response of Fire paramedics and ambulances are within minutes of the facility.

Court Services has an emergency evacuation plan in place and the bailiffs have the plan affixed to their courtroom podiums. Each bailiff has a particular responsibility during an evacuation and

it is spelled out on the procedure for their courtroom. The bailiffs escorting the inmates from the jail to courts also have unique responsibilities during an evacuation, and their plan is posted next to the stairwell and elevator. The plan is reviewed on a continual basis.

1029: POLICY AND PROCEDURES MANUAL:

There are (4) Court Holding Cells. One of the four Holding Cells is used by Juveniles only, as they are transported from Juvenile Hall on an as needed basis. The juvenile holding cell is isolated from the adult holding cells, and the juveniles are under constant supervision by the Probation Officers that transported them to the Courthouse.

Each day the holding cells are inspected by a bailiff to ensure that there is no contraband left in the cell, the plumbing is functioning (each cell has a functioning toilet and sink), and the cell has toilet paper. The Court Services supervisor inspects the cells on a monthly basis and denotes the inspection on a log placed in the Court Services Sergeant's Office. Each cell is cleaned every week by the Courts custodial staff. In addition, there is a log sheet placed on each Holding Cell door to be completed whenever an inmate is placed in the cell. The inmates name, gender, custodial status (segregation, house alone, protective custody, and general population) is denoted on the log, as well as, the time the inmate enters and exits the cell. The observation times that the bailiff's check on the inmate is also denoted on the log. Visual inspections are to be done no later than every fifteen minutes. Visual inspections are logged. The average length of stay in a holding cell is about 15 minutes. The holding cells are never occupied by more than one inmate at any given time. The bailiff placing the inmate in the cell, or removing the inmate, signs the log. Each month the logs are changed and the used logs are placed on a clip board in the Court Services Sergeant's office, available for inspection. The Holding Cells are inspected annually by the State of California.

Key control is accomplished as follows. There is a locked key box in the Court Services office. The lock box contains 8 sets of numbered keys that are assigned to bailiffs on a daily basis. The keys open the bailiff's office, secured court hallways, the stairwell leading to the Correctional Facility, the elevator connecting courts with the Correctional Facility, and the holding cells. The key box also contains keys for the Jury Deliberation rooms and gun lockers. The lock box inventory is checked every night before locking. Each key is numbered and entered in a Key Folder located in a file cabinet in the Court Services Sergeant's office. The log contains the information of where each key is issued. A copy of the Key log is also given to the Court Administration Officer via the Court Custodial Supervisor.

The Humboldt County Correctional Facility administration reviews, evaluates, and documents internal and external security measures annually.

1030. Suicide Prevention Regulation

Court Holding deputies strictly follow the Humboldt County Correctional Facility policies and procedures relating to Suicide Prevention Regulation section (k) **Plan for mental health consultation following return from court.** as determined by the mental health director.

The Court Holding Cell Policy and Procedure Manual is located in the Court Services Sergeant's Office, in the Sergeant's in basket, and is accessible to the bailiffs 24/7.

1046. DEATH IN CUSTODY

In the event of an inmate death while in Court and/or in a Court Holding Cell, the review will fall under the Humboldt County Sheriff's Office authority. The protocol will mirror the Humboldt County Correctional Facilities in-custody death policy and procedure.

Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

1047. Serious Illness or Injury of a minor in an adult Detention Facility

Prisoner Deaths

2.1218 (i) Juveniles are brought to the court facility under the supervision, care, and responsibility of the Probation Department. The probation department is responsible for notifying the court of jurisdiction and the parents, guardian, or person standing in loco parentis.

1051. COMMUNICABLE DISEASES:

In the event of an inmate having a communicable disease, the Humboldt County Correctional Facility medical staff denotes the health issue and classifies the inmate as medically segregated. The jail staff documents each inmate's classification rating and notifies the bailiffs of the classification before the inmate comes to court. If the inmate has a contagious health issue that cannot be adequately neutralized, the Judge is made aware of the issue and a decision is made to keep the individual at the jail until he or she can come to court in a safe manner.

DETENTION OF MINORS:

Minors are in the custody of the Humboldt County Probation Department and are housed in Juvenile Hall which is located within 5 miles of the Humboldt County Courthouse. When a minor needs to appear in court, he or she is transported by one or two probation officers to the Courthouse. The Probation Officers and inmate enter the Courthouse via the secured basement parking area. The bailiffs are notified by radio that Probation is in the basement, at which time we request the Correctional Officer operating the secured elevator send the elevator to the basement to bring the Probation Officers and juvenile to court. Once on the elevator landing for the courts, the bailiff will escort the Probation Officers and inmate to the appropriate court. If

the court is not ready to hear the inmate's matter, the juvenile will be placed in the court holding cell. The Probation Officers will sign the log and remain at the holding cell to observe the juvenile through the large window of the holding cell. All aspects of the juvenile's behavior while in the holding cell are monitored by the Probation Officers. When the court is ready to hear the juvenile matter, the court notifies the bailiff, who notifies the Probation Officers, who escort the juvenile into court and remain with the individual until the hearing is over. When the hearing is concluded the inmate and Probation Officers return to the basement, via the elevator, and return to Juvenile Hall. While at the Courthouse, the juveniles are segregated from the adult population at all times pursuant to Welfare and Institutes Code Section 208. There is never contact between the adult and juvenile inmates while in the Courthouse.

The Court Holding Cell Policy and Procedure Manual is located in the Court Services Sergeant's Office, in the Sergeant's in basket, and is accessible to the bailiffs 24/7.

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Title 15 1122.5 Pregnant Minors

This court facility uses the jail policy HCCF G-002 Use of Restraint Devices for pregnant persons.