

Kern County Sheriff's Office Detentions Bureau 2016 Minimum Facility Staffing Plan

The purpose of this staffing plan is to establish basic security staffing protocols to ensure a safe and secure environment for inmates and staff.

Real time video monitoring of holding cells and the recreation area shall provide additional inmate safety.

Staff positions identified for security operational purposes are guidelines and shall be flexible according to facility needs.

Serious incidents at other facilities may result in limited operations for varied amounts of time. Normal minimum staffing levels on weekends shall be two less than weekdays.

DEFINITIONS

Normal operations – Regular daily operations that occur without incident under normal procedures resulting in no staff reductions.

Limited operations – Reduction of staff or facility operations in one (1) or more areas of the facility due to a limited or unexpected event.

Restricted operations – Critical or emergency event resulting in halting of several or all facility operations and/or significant staff reduction.

Limited event – Example: tours, inspections, training.

Unexpected event – Example: ill staff, scheduling errors, hospital transportation runs.

Critical event – Example: death, major assault, power disruption.

Emergency event – Example: natural disaster, fire, riot, civil unrest, terrorism.

Normal Operation:

Sergeant
Senior

Squad 1 Days	
Barracks	4
D/O	1
Gate 1	1
Female	2
Gate 5	1
S/E	4
Bks 15/16	1
Total DD	13

Squad 2 Days	
Barracks	4
D/O	1
Gate 1	1
Female	2
Gate 5	1
S/E	4
Bks 15/16	1
Total DD	13

Squad 3 Nights	
Barracks	4
D/O	1
Gate 1	1
Female	2
Perimeter	1
S/E	3
Bks 15/16	1
Total DD	12

Squad 4 Nights	
Barracks	4
D/O	1
Gate 1	1
Female	2
Perimeter	1
S/E	3
Bks 15/16	1
Total DD	12

Limited Operation:

Sergeant
Senior – may be tasked to assist with line staff duties

Squad 1 Days	
Barracks	4
D/O	1
Gate 1	1
Female	2
Gate 5	1
S/E	1-3
Bks 15/16	1
Total DD	10-12

Squad 2 Days	
Barracks	4
D/O	1
Gate 1	1
Female	2
Gate 5	1
S/E	1-3
Bks 15/16	1
Total DD	10-12

Squad 3 Nights	
Barracks	4
D/O	1
Gate 1	1
Female	2
Perimeter	0-1
S/E	1-3
Bks 15/16	1
Total DD	9-12

Squad 4 Nights	
Barracks	4
D/O	1
Gate 1	1
Female	2
Perimeter	0-1
S/E	1-3
Bks 15/16	1
Total DD	9-12

Restricted Operation:

Sergeant

Senior – reassigned to facility operations / emergency duties

Squad 1 Days		Squad 2 Days		Squad 3 Nights		Squad 4 Nights	
Barracks	4	Barracks	4	Barracks	4	Barracks	4
D/O	1	D/O	1	D/O	1	D/O	1
Gate 1	0-1	Gate 1	0-1	Gate 1	0-1	Gate 1	0-1
Female	2	Female	2	Female	2	Female	2
Gate 5	0-1	Gate 5	0-1	Perimeter	0-1	Perimeter	0-1
S/E	1-2	S/E	1-2	S/E	1-2	S/E	1-2
Bks 15/16	1	Bks 15/16	1	Bks 15/16	1	Bks 15/16	1
Total DD	8-11	Total DD	8-11	Total DD	8-11	Total DD	8-11

Minimum Jail Facility Description:

The Minimum jail facility opened in the 1940's and is the oldest of the Sheriff's jail facilities. Minimum has a male facility section with a board rated capacity of 714, and a separate female section with a Board of State and Community Corrections rated bed capacity of 96 inmates. Prior to 2014, the Male Minimum facility was comprised of 22 wooden barracks positioned around a football size yard with each barracks having its own small yard area fenced off separately from the main yard area and the other barracks. In 2014, four barracks in the male section were removed and a new concrete/cinder block dormitory style housing unit was constructed to replace them. The new male dormitory housing houses (120) inmates in triple bunked beds. The remaining 18 wooden barracks each house up to (42) inmates in triple bunked beds. Based on the facility and agency operational needs two barracks are usually maintained empty in a ready state for emergency housing. Two other barracks at a time are closed undergoing maintenance on a rotational basis. The County of Kern and the Sheriff's Office intend to replace additional wooden barracks as funds become available.

The Female Minimum section has just three wooden barracks positioned in a "U" shape with an open yard area in the center. Each of the remaining male barracks houses (42) inmates in triple bunked beds, and (32) females are housed in double bunked beds in the female section. The current male and female barracks utilize communal toilet and shower areas.

The new dormitory housing provides increased staff oversight from a staff observation area just outside of the housing unit, and the inmates will have the benefit of individual toilet and shower stalls.

Both the male and female sections are managed by a detentions Lieutenant, 10 supervisory staff, 69 detentions security staff, 4 sheriff's aides, and 8 civilian support staff. There are two medical staff on site at all times, mental health staff respond from the larger Pretrial facility to provide all necessary treatment. The facility operates on three eight hour shifts with 11 to 14 staff assigned each shift. The male section has both male and female staff assigned, while the female section only has female staff assigned.

The facility houses pretrial, un-sentenced and sentenced inmates, parole violators, but excludes all inmates with child abuse charges. California AB109 Prison Realignment has shifted non-violent, non-sexual, non-serious prisoners to county jails resulting in higher capacity, longer jail stays, and more prison level inmates. Inmates spend most of their time secured in their housing unit or yards with outside access limited to going to and from places such as medical, classes, or work.

Male Minimum's primary access is through its administrative area which is off limits to inmates unless escorted for janitorial work. It has open clerical staff areas as well as multiple administrative offices, the shift supervisor's office, an open security staff squad room and small rooms for professional inmate visits. Situated between the administration area and the secured inmate area is the duty office staffed by (1) Deputy but accessed by all security staff. It handles a number of functions such as keys, inmate count, and computer processing of releases, inmate property, and much of the daily functions for the inmates. There is a large recreation room used for church services and secured when not in use. It is monitored on closed circuit camera monitors by the duty office Deputy.

Next to the duty office is the facilities medical station which has two medical staff on duty 24/7 and perform daily nurse's and doctor's sick call for inmates, and medication passes. For medical staff's safety inmates do not access this area without a Deputy present. Attached to the medical area is a large room used for dressing out new arriving or released male inmates as well as the location of an airport style scanner used for searches. This room remains secured when not in use.

Gate 1 at Male Minimum is a non-inmate access office area with a large open bench seating area across from it. Gate 1 processes new arriving inmates, and inmates going to and from work assignments, court or off compound medical appointments. It also controls inmate access to the dinner dining hall and the laundry area for clothing exchange. Attached to the Gate 1 area is the commissary building which is managed by contracted staff that process the inmate's commissary orders from all four of the Sheriff's facilities, no inmates are used.

Adjacent to the security area is a full function kitchen that prepares meals for all three jail facilities on the Lerdo compound. The kitchen is managed by a contracted company and utilizes inmates for food preparation during the daytime which is overseen by a Sheriff's Deputy. The laundry facility handles the cleaning of laundry for all four of the

Sheriff's jail facilities and is next to the kitchen area. It is a high traffic area that is staff during the day by security staff and inmate laborers.

At the north end of the male facility is Gate 5, a small office area used to process inmates going to and from classes during the daytime hours. Outside of the gate there are multiple classrooms and off compound areas such as the maintenance building, an auto/body shop, and the offices of the Sheriff's Bureau Support Services section. Areas outside the compound require staff escort and buildings are secured when not in use.

Female Minimum's primary access faces the Max-Med jail facility parking lot and leads to its office area, and two small interview style rooms. One is used only by medical staff for nurse or doctor sick call and passing medications, the other is used by mental health, or for professional visits. The rooms window blinds offer limited privacy from security staff's view. There is a large utility room used for supplies, dressing out new arriving or released inmates, and laundry exchange.

Female Minimum can be accessed from the Male Minimum facility quickly through a locked gated path to respond to any urgent situation. Along the path are classroom buildings used during the daytime for female inmates. Females are escorted along this path for in person visiting which is provided to both male and female inmates on different days and times using a large open visiting area with picnic style tables that is positioned across from the administration entrance. Inmates are then searched using the scanner before returning to their housing units.

In developing the above staffing plan, the Kern County Sheriff's Office in conjunction with its Detentions Bureau and Minimum facility manager, have considered the following factors:

1) *Generally accepted detention and correctional practices:* The Kern County Sheriff's Office continually looks at National Institute of Corrections updates and other organizations updates. Kern County Sheriff's Office is a member of the American Jail Association, and the National Sheriff's Association. We constantly network with other jails in the State of California and some jails out of state to keep up to date, and seek better ways to ensure safety and security of the facility.

2) *Any judicial findings of inadequacy:* The Kern County Sheriff's Office received a judicial ruling in *Yeager v Kern*, 1987 requiring them to provide specific services to pregnant and post-partum inmates. There have been no judicial findings of inadequacy at the Minimum facility.

3) *Any findings of inadequacy from Federal investigative agencies:* The Kern County Sheriff's Office Minimum jail facility has not had any Federal investigative findings of inadequacy.

4) *Any findings of inadequacy from internal or external oversight bodies:* The Kern County Sheriff's Office participates in biannual inspections from the Bureau of State Community Corrections (BSCC) to ensure compliance with Title 15 and Title 24

regulations. KCSO did not have any deficiencies in its 2014 inspection that required a corrective action plan.

5) *All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated):* Despite the age of the facility, the operational methods restrict inmate movement entirely during off peak activity hours and inmates let out of their housing unit generally walk unaccompanied in response to directions from a PA system telling them to report to a certain location like the chow hall, gate 5, or med pass.

The amount of time staff spend inside the inmate barracks is limited to security checks, searches, or dealing with a specific inmate issue. Security checks are often done by all staff in a rotating method. Daytime brings an abundance of activity with no means of privacy or place of concealment. Areas not in use are secured.

6) *The composition of the inmate population:* The composition of the Kern County Sheriff's Office Minimum jail facility inmate population varies. Most of the inmate population is either: local residents of Kern County that violate various state laws; detainees held on warrants from other jurisdictions due to proximity to the Los Angeles area or from the substantial amount of highway traffic through the County; some prison discharges on parole from State Prisons or parole violators that now spend their revocation time in local jail facilities under the AB109 legislation.

7) *The number and placement of supervisory staff:* The Lieutenant, in addition to the overall responsibility of facility operations and the administration oversees the Sheriff's compliance section and is tasked as the agency PREA coordinator. He coordinates with Medical, Mental Health, and works closely with the other Lerdo managers to coordinate inter-facility staffing and overtime issues. He provides guidance and decisions to the Sergeant handling the daily operations of the Compliance section and to the Sergeant handling implementation and compliance of PREA. The facility administrative Sergeant and Senior oversee many support services, a few of which are vehicles, keys, supplies, clerical staff, public issues, criminal complaints, inmate discipline, and inspections. Operations are handled by a Sergeant and/or a Senior Detentions Deputy each shift to oversee daily security and operational issues, respond to emergencies, and manage the schedules and overtime to ensure adequate staffing.

8) *Institution programs occurring on a particular shift:* The Minimum facility is the primary location for inmate classes. Numerous classes dealing with life skills such as parenting, child support, domestic violence, and anger management are provided to help inmates learn how to be a caring partner and parent. There are both English and Spanish substance abuse classes, as well as job skills like GED, auto/body and computer to aid inmates once released in obtaining jobs that require completion of high school. The Matrix program consists of education centered on drug or alcohol independence, ways to recognize triggers, and how to avoid common pitfalls. It is a 90 day program and once completed inmates become eligible for different release

programs such as the electronic monitoring. They also can be considered for release to a group home to continue building on the tools the classes provided.

Classes called seeking safety are cognitive behavioral classes focusing on PTSD and substance abuse. They teach inmates to develop safer coping skills for healthier lifestyles, to change their behaviors and reduce recidivism. Inmates who complete the class become eligible for alternative release programs, outpatient mental health, and rehabilitation services.

9) *Any applicable State or local laws, regulations, or standards:* There are no applicable State or local laws that apply to staffing in a county jail. State Regulations under Title 15 of the Board of State Community Corrections require adequate staffing to ensure inmate safety.

10) *The prevalence of substantiated and unsubstantiated incidents of sexual abuse:* The Kern County Sheriff's Office has had a few instances of staff misconduct which were promptly investigated and prosecuted. This has sent a strong message to staff that there is a zero –tolerance for sexual harassment or abuse. There were no reports of abuse at Minimum 2015.

11) *Any other relevant factors:* There are no other relevant factors at Minimum that affect its ability to detect, prevent, and respond to issues of sexual abuse, assault, or harassment of inmates in its care and custody.