

# Kern County Sheriff's Office – Mojave Sub-Station Jail 2016 Staffing Plan

---

The staff positions outlined below are for security operational purposes. This staffing plan is a guideline and shall be flexible according to facility and departmental needs. Serious incidents may result in limited operations for varied amounts of time on limited occasions.

The staffing plan below establishes basic security staffing position and levels to ensure a safe and secure environment for inmates and staff.

Real time video monitoring of receiving, holding cells, live scan/dress out room and hallways shall provide additional inmate safety.

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

Serious/emergency incidents or staffing may result in restricted operation of the Mojave facility.

## **Normal Operation:**

This schedule provides full staffing for routine operations without incident.

Normal Operation: Sergeant\*/Senior (except weekends)

<b>Jail Office</b>
<b>Y</b>

\*Night Sgt. On-duty 7 days weekly  
Day Sgt. On-duty Mon-Fri

## **Limited Operation:**

This schedule reflects a reduction of staff and operations in one or more areas of the facility due to a limited or unexpected event.

Example of limited events: Tours, inspections, and training.

Example of unexpected events: Excessive ill staff, scheduling errors, hospital transportation runs.

Limited Operation: Sergeant\*/Senior (except weekends)

<b>Jail Office</b>
<b>Y</b>

\*Night Sgt. On-duty 7 days weekly  
Day Sgt. On-duty Mon-Fri

### Restricted Operation:

This schedule is utilized during critical incidents or emergency events that result in the halting of several or all facility operations and/or significant staff reduction.

Example of critical incidents: Inmate death, a major assault or inmate disturbance, and power disruptions.

Example of emergency events: Natural disasters, fire, riots, civil unrest, and terrorism.

Restricted Operation: Sergeant\*/Senior (except weekends)

<b>Jail Office</b>
<b>N</b>

\*Facility Closure

### Mojave Jail Facility Description:

The Kern County Sheriff's Office (KCSO) operates a type one jail facility in conjunction with its sub-station patrol operations in Eastern Kern County. The Mojave jail opened in 1975 with a Board of State and Community Corrections rated bed capacity of 14, but averages only 4–6 inmates.

The Mojave jail provides booking and short term housing accommodations for male and female inmates that have no immediate medical or mental health needs. Also, if no female Deputy is on duty, new female arrestees are transported to the Sheriff's Central Receiving Facility in Bakersfield. Inmates booked at the jail facility stay less than 24 hours due to daily transportation to the Sheriff's reception facility (CRF) in Bakersfield. Some stay over the weekend or holiday and are transported on the next court day, making 48–72 hour stays the maximum amount. During the week inmates transported from Bakersfield for court appearances in Mojave court are held at the facility.

There are 3 (4) man cells, (2) single cells, and 1 holding cell. Mojave jail has a jail/booking office, receiving/holding area which leads to three hallways; first hallway has two attorney booths and 2 (4) man cells, a shower is centered between the cells. The second hallway has a holding cell, live-scan finger print / dress-out room, kitchen, laundry room, storage room and janitorial supply closet. The third hallway has the (2)

single cells, and 1 (4) man cell with a shower centered between the single cell and a door way leading to the (4) man cell.

There is a sub-station Deputy Sergeant assigned to overall supervision of both the sub-station and jail; a Detentions Senior Deputy manages the jail staff and day to day operation issues. There are four Detentions Deputies, one per each 12 hour shift to staff the facility.

**In developing the above staffing plan, the Kern County Sheriff's Office in conjunction with its Detentions Bureau and Mojave 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 has had no judicial findings for the Mojave jail facility.

3) *Any findings of inadequacy from Federal investigative agencies:* The Kern County Sheriff's Office Mojave 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. The exit briefing for the 2014 inspection mentioned a lack of female staff when female inmates were present. KCSO is awaiting the final inspection report.

5) *All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated):* Blind spots due to physical design and opportunities for misconduct due to the staffing structure have been mitigated by the installation of a recorded surveillance system. The surveillance footage is routinely reviewed by supervisors to ensure compliance with KCSO policies.

6) *The composition of the inmate population:* New open case arrests, warrant arrests for Eastern Kern County and the surrounding area which includes parts of Los Angeles and San Bernardino counties, and court holding inmates for the Mojave Branch of the Kern County Superior Court.

7) *The number and placement of supervisory staff:* The facility supervisor is on duty primarily during the day, and often fills in on other shifts for staff off on vacation, training, or ill. During shifts in which only line staff are on duty, there are sub-station patrol Deputies that come into the facility periodically.

8) *Institution programs occurring on a particular shift:* As a temporary holding facility there are no programs provided at the Mojave jail.

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:* In 2011 the Kern County Sheriff's Office had an incident of staff misconduct at the Mojave jail facility. In response, KCSO installed a surveillance system which records all staff interaction with inmates while detained at the facility. This has been an effective deterrent against all KCSO policy violations.

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