

**KERN COUNTY SHERIFF'S DEPARTMENT**  
**Central Receiving Facility**  
**Policies and Procedures Manual**

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**TITLE: INMATE LABORERS**

**N-100**

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**EFFECTIVE DATE: 10-3-98**

**REVISED: 5-12-03**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 5-12-03**

**REFERENCE: Title 15, Section 1060**

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**Policy**

The Central Receiving Facility will utilize Inmate Laborers for specific assigned tasks to assist with the functioning of the facility. The Shift Supervisor of Squad 1 (Day Shifts) and Squad 4 (Night Shifts) will designate an Officer to act as the IL Coordinator for their respective shifts. The IL Coordinator will be responsible for selecting, hiring and terminating their assigned inmate laborers. The Administrative Sergeant will designate an Officer to act as the IL Coordinator for IL's assigned to Utility / Laundry details.

Inmate Laborers will wear a black wristband to distinguish them as assigned to an inmate labor crew. Inmate laborers will be housed separately from the rest of the inmate population.

**DIRECTIVE 1: INMATE LABORER ASSIGNMENTS**

Inmate laborers will be assigned to the following positions for a minimum of 30 days:

- Dress Out IL's ( 2 inmates for each shift )
- IRC IL ( 1 bilingual inmate for each shift )
- Utility Crew ( 8 inmates )
- Laundry Crew ( 8 inmates )
- C Deck IL ( 2 inmates for each shift )
- Metro Court IL ( 1 inmate )

**DIRECTIVE 2: INMATE LABORER COORDINATOR**

The following are the duties and responsibilities of the IL Coordinator:

- Input all housing and movement entries into CJIS as required.
- Review requests for assignments and forward those to CRF Classification for review.
- Interview the perspective inmate and complete all required paperwork for the

assigned inmate.

- Monitor inmate assignments and process new requests for inmate laborers to fill upcoming vacancies.
- Review and process requests for termination of inmate laborers.

The Shift Supervisor, Administrative Sergeant or Facility Manager must approve all terminations.

**Eligibility for inmate laborers will be determined by, but not limited to, the following:**

- Must be classified General population
- No significant gang affiliation (actual member or significant association to be verified by Classification)
- Bail must be below \$50,000 (except inmates with USBP holds)
- No significant "Keep-Away" orders or major disciplinary violations (to be verified by Classification)
- No prior assaultive behavior to staff or other inmates
- No medical conditions or physical limitations which would pose a liability
- No current charges which pose an escape or security risk

**CRF Classification will be responsible for conducting the security / gang screening as described above.**

The CRF Classification Officer will do the following:

- Review the inmate's file for any significant gang affiliation or other disqualifying conditions.
- Confirm that the inmate has sufficient time to be assigned as an inmate laborer.
- Return the findings to the Inmate Laborer Coordinator for the assignment process.
- Make all appropriate entries into CJIS.

**DIRECTIVE 3: ASSIGNING AND TERMINATING OF INMATE LABORERS WILL BE CONDUCTED AS FOLLOWS:**

**ASSIGNING IL'S:**

- All requests for inmate laborers will be submitted to the Inmate Laborer Coordinator.
- The Inmate laborer Coordinator will review and screen the application and submit it to Classification for review in a timely manner to ensure that the position does not become vacant.

- Conduct an interview with the inmate and complete the inmate laborer agreement form.
- Re-house, apply the Black wristband and re-classify the inmate.
- If not pre-arranged give the inmate their job assignment.
- Make all appropriate entries into CJIS

**TERMINATION OF IL'S:**

- Inmate Laborers who violate facility rules or fail to perform their duties as required will be terminated.
- Inmates may be removed from IL status for administrative reasons \* as well.
- The Shift Supervisor, Administrative Sergeant, or Facility Manager must approve any termination or administrative removal of IL's.
- A C&I and CJIS incident must be completed on any IL terminated for rule violations, etc.
- A CJIS incident is required for any IL removed for administrative purposes.
- The IL Coordinator and Classification must be notified of the circumstances of the firing so that the appropriate documentation and CJIS entries can be accomplished.

\* (Administrative removal is for CRF accommodation, medical reasons, conflicts or other issues which are not the fault of the involved IL and does not require any disciplinary action or negative classification review)

**DIRECTIVE 4:**

In the event a vacancy occurs to an inmate laborer assignment and the IL Coordinator will not be able to fill the vacancy in a timely manner, the Shift Supervisor or Administrative Sergeant can approve an inmate for assignment. The procedure as outlined above in Directive 2 and 3 will be followed. The completed assignment information will be forwarded to the Inmate Laborer Coordinator for final processing.

**INMATE LABORERS RULES:****Inmate Laborers will:**

- Not trade job assignments.
- Report for work on time.
- Be neatly groomed and fully dressed while working.
  
- Not leave their assigned job area without an officer escort.

- Not communicate with Inmate Laborers of opposite sex.
- Not communicate with inmates from other facilities, housing units or cells.
- Not take food or drinks back to the designated Inmate Laborer cells.
- Not enter the Kitchen area unless assigned to that specific job.

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**TITLE: MEDICAL SICK CALL**

**N-300**

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**EFFECTIVE DATE: 10-3-98**

**REVISED:**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 1-15-03**

**REFERENCE: Title 15, Article 10**

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**POLICY**

The medical staff will hold daily sick call for the inmate population. It will be the responsibility of the Facility personnel to see that any inmate requesting medical attention is seen by medical staff.

**PROCEDURE A. NURSE'S SICK CALL**

**Staff members will:**

- Provide any inmate with a Sick Call referral slip when requested.
- Evaluate the inmate's complaint to determine if a nurse should be notified immediately.
- Deliver referral slips to the medical staff as soon as practical.

**The Medical staff will:**

- Compile a daily roster of inmates for Sick Call.
- Evaluate inmate and provide needed treatment.
- Refer inmates to the doctor or dentist as required.

**The Deck Officer will:**

- Monitor the inmates during Nurse's Sick Call.
- Log in the station log book the time Sick Call began.

**PROCEDURES B. DOCTOR'S SICK CALL****The Medical Staff will:**

- Send a roster with inmates names to each Deck .

**The Infirmary Officer will:**

- Escort the inmates to the medical clinic and stay with them at all times.
- Remain with the inmates until they have all been seen by the doctor.
- Escort the inmates back to their respective Deck(s) upon completion.

**PROCEDURE C. SECURITY RISK INMATES TO DOCTOR'S SICK CALL****DIRECTIVE 1:**

Security risk inmates may be restrained with handcuffs prior to removal from their Deck. Additional restraints may be used if necessary to maintain security or protect other inmates or staff.

**If applicable, the Escorting Officer will:**

- Place security restraints on the inmate prior to leaving the deck area.
- Remove only those restraints necessary during exam or treatment as requested by medical staff.
- Notify the On-Duty Shift Supervisor if additional assistance is required.

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**TITLE: MEDICAL INSTRUCTION SHEET**

**N-400**

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**EFFECTIVE DATE: 10-3-98**

**REVISED:**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 1-15-03**

**REFERENCE: Title 15, Article 10**

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**POLICY**

It shall be the policy of the Central Receiving Facility to insure that instructions from the Medical or Mental Health staff is complied with. The Shift Supervisor will review the medical instruction sheet to determine if the instructions are appropriate, necessary and within policy. The Medical staff will keep accurate records of those instructions.

**PROCEDURE A.**

**The Medical and Mental Health Staff will:**

- Fill out a Medical Instruction Sheet on any inmate who requires any special handling and/or in need of unusual items of any type. The instruction sheet will include appropriate explanations.
- Place a copy in the Inmate Medical File.
- Forward the original Medical Instruction Sheet to the Shift Supervisor.

**The Shift Supervisor will:**

- Review to determine if appropriate, necessary and within policy.
- Sign or refuse the Medical Instruction Sheet.
- Have an S&E process the Medical Instruction Sheet.

**The Deck Floor Officer will:**

- Place Medical Instruction Sheet on the Medical Instruction Sheet Board.
- Following all instructions on the Medical Instruction Sheet.
- When an inmate is moved, see that the Medical Instruction Sheet goes with them.

**The Jails Clerks will:**

- Place original Medical Instruction Sheet in the inmate file.



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**TITLE: RELIGIOUS SERVICES**

**N-500**

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**EFFECTIVE DATE: 10-3-98**

**REVISED:**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 1-15-03**

**REFERENCE: Title 15, Article 6, Section 1072,  
DBPPM-G-600**

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**POLICY**

Religious services or Clergy visits will be provided to meet the spiritual needs of inmates. The inmate's freedom of religion, both to participate or to abstain, will be protected.

**DIRECTIVE 1:**

The following inmates will not be allowed to attend any type of group religious services, however, if provided, they may make arrangements through the Bureau Chaplain for individual visits with the clergy of their choice.

- Inmates classified as Administrative Segregation.
- Inmates with gang classifications.
- Inmates with "keep aways".
- Inmates housed in Disciplinary Isolation.
- Inmates who are under medical isolation.
- Inmates with a security level greater than six (6).

**DIRECTIVE 2:**

Female inmates will be provided Clergy consultations or religious services, if provided, separate from the male inmates.

**DIRECTIVE 3:****PROCEDURE A: INMATE PROCEDURE MOVEMENT****The Deck Officer will:**

- Have the inmate wishing a Clergy visit to sign up after Sunday morning after breakfast. The list will include each inmate's name and booking number.
- Present the list to the Clergy upon arrival to the Facility.
- Provide a visiting room to the Clergy on the Deck where the inmate is housed or other appropriate area.
- Escort the inmate to the visiting room.
- After the Clergy visit, return the inmates to their cell.

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**TITLE: LIBRARY SERVICES**

**N-600**

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**EFFECTIVE DATE: 10-3-98**

**REVISED: 5-12-03**

**APPROVED BY: C.R.F. Division Commander**

**REVIEWED: 5-12-03**

**REFERENCE: Title 15, Article 6, Section 1064, DBPPM G-500**

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**POLICY**

Inmates will be allowed access to books and periodicals from the Facility library cart. Each inmate will only be allowed two books or periodicals in his/her possession at any one time. Library books and periodicals will be distributed every Saturday between 0700 and 1500 hours.

Disciplinary isolation inmates will be not be allowed library privileges.

CRF may accept books and periodicals as donations from civic groups. Those books become the property of the Detentions Bureau. Individuals cannot bring books or periodicals to inmates without the approval of the Facility Manager.

Inflammatory literature that may incite misbehavior or criminal activity within the facility is unauthorized material and will not be allowed in the library. Refer to definition of unauthorized material in DBPPM G-500 for details.

**PROCEDURE A. DISTRIBUTION OF LIBRARY BOOKS**

**The Deck Officer will:**

- Notify all cells of library pass and for inmates to place unwanted library books at the housing cell door.
- Retrieve the book cart from the A-Deck storage cell.
- Use the assigned deck IL (if needed) to take the library cart down each housing tier to collect and pass the library books.
- Return the cart to the A-Deck storage area when library pass is completed.
- Log the library pass in the deck log book.

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**TITLE: INMATE NEWSPAPERS**

**N-700**

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**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 5-12-03**

**REFERENCE: Title 15, Article 5, Section 1066**

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**POLICY**

One copy each of the local newspaper and the Spanish language paper, will be supplied to each tier on each deck. The newspapers are paid for by the Inmate Welfare Fund. Disciplinary isolation inmates will not have access to the newspapers.

**DIRECTIVE 1:**

Newspaper will not be given to inmates until housekeeping assignments have been completed pursuant to Department Bureau Manual, Section D-100.

**DIRECTIVE 2:**

Administrative segregation inmates will be allowed to have the newspaper for 30 minutes each day.

**DIRECTIVE 3:**

Staff will initiate disciplinary action on any inmate who destroys or removes any portion of the newspaper.

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**TITLE: COMMISSARY**

**N-800**

**EFFECTIVE DATE: 10-3-98**

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**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 5-12-03**

**REFERENCE:**

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**POLICY**

The Central Receiving Facility will provide inmate commissary through Swanson. Swanson will be responsible for the purchase, inventory, storage and distribution of commissary items. Inmates who are being housed at C.R.F. and inmates housed at the Facility, will be eligible to submit Commissary Request Forms.

Inmates will be allowed to purchase and maintain in their possession only those items and quantity listed on the Commissary Items and Limits Form (see [CRFPPM N-800a](#)). Any inmate with funds of three dollars or less will be considered indigent, and will be given a welfare commissary bag.

Disciplinary isolation inmates will not receive commissary, however, they will be given a welfare commissary bag once a week. Inmates on Suicide Watch will not receive commissary until released off of Suicide Watch.

Commissary passes will be made at the Facility once a week, Swanson will be responsible for keeping the schedule current.

**PROCEDURE A. PROCESSING COMMISSARY SLIPS**

**The Deck Officer Will:**

- Give Commissary Request Slips to the eligible inmates the night before the scheduled distribution of commissary and after the last scheduled Lerdo Transfer bus leaves.
- Return the filled out Commissary Request Slips to the Jail Clerical Office by 2300.
- Indigent inmate will write "Welfare" on the Commissary Request Form when requesting a welfare commissary bag.

**PROCEDURE B: GENERAL POPULATION INMATES**

- Announce commissary
- Escort the Swanson employee and monitor the distribution of commissary.
- If an inmate returns from court or medical appointment and had purchased commissary, notify the Swanson employee if he/she is still in the facility.

**PROCEDURE C: INMATES MISSING COMMISSARY**

- Check to see when the inmate last received commissary.
- If less than ten days from commissary pass write "Request denied" and the last date the inmate received commissary.
- Return the inmate request form to the jail office for filing.

**PROCEDURE D. INMATES RELEASED BEFORE RECEIVING COMMISSARY PASS****The Releasing Officer will:**

- Notify Swanson that the inmate is being released.
- If the credit is not applied prior to release, instruct the inmate to wait until the next day to return and pick up any money due to them from the Jail office clerk.
- Any money not retrieved within thirty days after their release will be removed from their account.

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**TITLE: INMATE EXERCISE**

**N-900**

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**EFFECTIVE DATE: 10-3-98**

**REVISED: 5-12-03**

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**REFERENCE: Title 15, Sections 1065**

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**POLICY**

Inmates who are not under disciplinary isolation, suicide watch or medical quarantine and have been in custody at least five days, will be allowed a minimum of three hours of exercise and recreation distributed over a period of seven days.

Inmates must be fully clothed while on the exercise yard. Inmates who are removed from the exercise yard for visits, sick call, etc., will be allowed to return if their cell is still in the exercise yard.

**PROCEDURE A. RECREATION AND EXERCISE**

**The S & E Officer will:**

- Search the exercise yard area for contraband and inspect for damaged equipment prior to opening the yard. Any damaged equipment will be reported to the Administrative Sergeant.
- Ensure the exercise yard is kept clean and neat at all times.
- Conduct a head count prior to escorting inmates to the exercise yard.
- Escort the inmates to the exercise yard via the back elevator.
- Upon arrival at the exercise yard, verify the count is the same as when initially removed from their cell.
- At all times watch for unusual activity and violations of facility rules.
- Log each inmate's name, booking number, and cell location in the Exercise Yard Book.

**When the exercise period is completed, the S&E Officer will:**

- Advise inmates the exercise time is over
- Confirm the inmate count and escort the inmates back to their cells.
- Return and check the exercise yard for contraband and/or weapons.

**PROCEDURE B. UNUSUAL ACTIVITIES:**

Unusual activities can be defined as, violation of facility rules or a breach of jail security.

**THE S&E OFFICER WILL:**

- Write a Crime & Incident Report if they locate contraband, weapons, damaged equipment or notice any hazardous condition.
- Log all incidents in the Exercise Yard Log Book and notify Shift Supervisor.

**PROCEDURE C. EMERGENCY INCIDENTS**

- Notify Shift Supervisor
- Call for assistance as necessary
- Log the incident in the Exercise Yard Log Book
- Write a Crime & Incident Report

**THE A-Deck Control Officer will:**

- Lock down A-Deck
- Direct assisting personnel to the exercise yard.

**The Shift Supervisor will:**

- Respond to the exercise yard, take necessary action to ensure the incident is resolved.
- Enter the incident and outcome in the Shift Supervisor's Log Book.



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**TITLE:       LAW LIBRARY**

**N-1000**

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**APPROVED BY:   C.R.F. Division Manager**

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**REFERENCE:     Title 15, Article 5, Section 1064**  
**Bounds vs. Smith, 430 U.S. 817, 828 (1977)**  
**DBPPM Section G-300**

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**POLICY**

All inmates shall be entitled to use the law library. Staff will ensure that inmates requesting to use the library are provided access in accordance with the guidelines set forth in this section. Each facility will establish written procedures to implement this policy.

**DEFINITIONS:**

**1.     LAW LIBRARY**

A library established in a local Detention Facility for the exclusive use of inmates researching legal questions in case preparation or filing of meaningful legal papers.

**2.     PROPRIA PERSONA**

Propria persona is referred to as "Pro Per" status and is granted by Court Order directed to the Sheriff, entitling an inmate to represent themselves in a pending criminal matter.

**3.     CO-COUNSEL**

Status granted by Court Order directed to the Sheriff, entitling an inmate to assist their Attorney in researching and preparing a defense in a pending criminal action.

**PROCEDURE A.   LAW LIBRARY ACCESS FOR CRF INMATES**

**DIRECTIVE 1:**

Inmates who are Pro Per, Co-Counsel or request and/or need the use of the law library will need to be re-classified to the Pre-Trial Facility.