

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Maximum-Medium Facility Policies and Procedures

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**TITLE: FACILITY TOURS**

**A-100**

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**EFFECTIVE DATE:** 02-16-08

**REVISED:** 09-25-19

**APPROVED BY:** Maximum-Medium Facility Manager

**REFERENCE:**

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### **POLICY**

Staff will cooperate with government agencies and private sector groups in order to foster good working relationships and positive public relations, as long as facility security and safety is not compromised. The Section Lieutenant, Administrative Sergeant, or Shift Supervisor may approve tours. No one under the age of eighteen will be allowed to tour the security areas of the facility without the approval of the Section Lieutenant.

### **DEFINITION(S):**

**Private sector group:** any established public service groups that exist for the benefit of individuals or the general public.

### **Procedure A. Tours**

#### **Staff members receiving a tour request will:**

- Refer the person making the request to the Section Lieutenant.
- In the absence of the Lieutenant, refer the request to:
  - Administrative Sergeant
  - Shift Supervisor

#### **The Section Lieutenant or designee will:**

- Determine if the tour will be allowed.
- Check with the Shift Supervisor(s) for any possible conflicting schedules.
- Approve or disapprove the request.

- Notify the requesting person or group of the approval or disapproval.
- Notify the following of approved requests:
  - Duty Office
  - Section Lieutenant
  - Shift Supervisor
  - Administrative Sergeant
  - Sheriff Support Specialist
- If the tour involves juveniles, send the request to the Lieutenant for approval.
- The Administrative Sergeant or designated staff member will conduct the tour.
- All tour personnel will be given a visitor badge which will be issued by the Duty Office.
- The officer conducting the tour will be responsible for maintaining security and control over the tour group at all times.
- At the conclusion of the tour all visitors will be accounted for and the visitor badges will be returned to the Duty Office.

# KERN COUNTY SHERIFF'S DEPARTMENT

## Lerdo Maximum-Medium Facility Policies and Procedures

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**TITLE:** INMATE COUNT

**A-200**

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**EFFECTIVE DATE:** 7-25-05

**REVISED:** 09-25-2019

**APPROVED BY:** Maximum-Medium Facility Manager

**REFERENCE:** Title 15, Section 1029(a) (6) & (7)

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### **POLICY**

To maintain facility security and to ensure that all inmates are accounted for, an inmate head and card count will be conducted at the beginning and end of each shift. An inmate Station Card Count will be done at the beginning of each shift. The station card count will be checked against the CJIS-IMS generated In-Custody Inmate List and with the Duty Officer. Any discrepancies will be reconciled.

### **DIRECTIVE #1**

While making a head count the inmate must be clearly seen. If the inmate's head or other area of skin cannot be seen, the officer will personally check on the inmate to verify the inmate's physical presence and well being.

### **Procedure A. Dorm Count**

#### **The Dorm Officer will:**

- At the beginning of each shift verify the card count against the CJIS-IMS generated In-Custody Inmate List;
- Investigate and correct any discrepancies;
- Conduct a head and card count of their respective dorms at the following times:
  - immediately upon assuming control of the duty station
  - one hour prior to the end of the shift
  - any other time the need arises
  - meal pass
- Summon the assistance of a second officer;

- Turn televisions off during count;
- Physically enter the dorm and make a head count;
- Instruct inmates in the shower or bathroom to remain where they are;
- Instruct inmates on the phone to remain where they are;
- Instruct all other inmates to sit on their assigned bunk until the count is completed;
- Call the count in to the duty office;
- Report any discrepancy in the count to the shift supervisor;
- Attempt to resolve any discrepancy in the count.

**The Search & Escort Officer will:**

- Assist the dorm officer with count if the station is a one man station;
- Remain by the door during count attentive to the safety of the counting officer.

**Procedure B. Max Count****The Max 1 Officer will:**

- Be responsible for inmates in Max-1 tier, S-1 tier and S-1-19

**The Max 2 Officer will:**

- Be responsible for inmates in Max-2 tier, S-2 tier, safety cell and clinic cells

**The Max Officers will:**

- At the beginning of each shift verify the card count against the CJIS-IMS generated In-Custody Inmate List;
- Investigate and correct any discrepancies;
- Conduct a head and card count of their respective areas at the following times:

- immediately upon assuming control of the duty station
- one hour prior to the end of the shift
- any other time the need arises
- meal pass
  
- Walk the tiers and physically count each inmate;
  
- Call the count in to the duty office;
  
- Report any discrepancy in the count to the shift supervisor;
  
- Attempt to resolve any discrepancy in the count.

**Procedure C. Dorm 9 Count****The Search & Escort Officer will:**

- Be responsible for accounting for those inmate laborers Dorm 9
  
- At the beginning of each shift verify the card count against the CJIS-IMS generated In-Custody Inmate List;
  
- Reconcile any discrepancies;
  
- Make a head count of the inmate laborers at the following times:
  - immediately upon assuming control of the inmates
  - one hour prior to the end of the shift
  - any other time the need arises
  
- Inmate laborers will gather in dress out for head count;
  
- Or they may be counted at their job sites but the S&E officer is accountable for the accuracy of the count;
  
- Report any discrepancy in the count to the shift supervisor;
  
- Attempt to resolve any discrepancy in the count.

**Procedure D. Duty Officer Responsibility****The Duty Officer will:**

- Be responsible for making a card count of the inmate card file;
- Call for housing counts;
- Make a card count at the following times:
  - immediately upon assuming control of the duty station
  - one hour prior to the end of the shift
  - any other time the need arises
- Compare the card count with the counts received by the max, dorm and S&E officers;
- Report any discrepancy in the count to the shift supervisor;
- Attempt to resolve any discrepancy in the count.

**Procedure E. Inmates Not Accounted For**

**If an inmate cannot be accounted for, the officer discovering the discrepancy will:**

- Notify the Shift Supervisor;
- Recount and check for errors;
- Check the log book and movement log;
- Check the court, appointment, and hospital lists;
- Check the Inmate Management System to make sure the inmate is still in custody.

**The Duty Officer will:**

- Recount and check for errors;
- Check any movement slips in the duty office;
- Check computer with the clerical staff;

- Check the Inmate Management System to make sure the inmate is still in custody.

**If the inmate still cannot be accounted for, the Shift Supervisor will:**

- Order a facility lock down;
- Notify the facility Manager;
- Initiate a search of the facility;
- Initiate escapes procedures Section C-600.