

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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**TITLE: SEARCH PROCEDURES**

**D-100**

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EFFECTIVE DATE: 06-08-95

REVISED: 11/11/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REFERENCE: Detention Bureau Manual C-500, C-550; P.C. 4030

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### **POLICY:**

The Pre-Trial Section recognizes that the introduction, movement, and trafficking in contraband within detention facilities compromises facility security and endangers staff and inmates. The Pre-Trial Section also recognizes that personal searches of individuals may necessarily invade personal rights, thereby requiring a balance between the need to promote facility security and safety and the need to limit the invasion of the privacy interests of the prisoner being searched.

Application of any and all search procedures will be in strict accordance with the Detentions Bureau Policy (DBPPM), Section C-500 and C-550, and the following procedures.

### **Procedure A: Receiving Pre-Arraigned Inmates**

Any Deputy accepting a Pre-Arraigned inmate to be housed in Pre-Trial will **not** conduct a strip search on that inmate unless reasonable suspicion exists and a supervisor has authorized the search per (DBPPM), Section C-550.

Classification shall be notified, and administratively segregated housing shall be obtained to house Pre-Arraigned inmates. If no administratively segregated housing is available, the classification supervisor shall be notified to obtain the appropriate housing.

A Pre-Arraigned inmate may be placed in general inmate population if a documented emergency exists and there is no reasonable alternative to such placement.

All Pre-Arraigned inmates housed in Pre-Trial shall be dressed in yellow clothing prior to being housed.

Upon return of any Pre-Arraigned inmate from his or her arraignment, they will be redressed in brown clothing and rehoused according to their current classification.

### **Procedure B: Inmates Returning to Housing Units**

It will be the responsibility of the Escorting Deputy to conduct a search of the inmate and inmate property whenever the inmate returns to the unit. If the Deputy determines that there is reasonable suspicion to believe the inmates is concealing a weapon or contraband, the Deputy will obtain the Shift Supervisor's written authorization to conduct a strip search in accordance with Section C-550 of the Detentions Bureau Policy and Procedure Manual.

A Pat Down Search will be done on any inmate who is moved within this facility unless the inmate has just been strip-searched. This will include, but is not limited to, inmates who are:

- Returning from LARP/SAP;
- Returning from the Infirmary;
- Moved from other Pods or Infirmary;
- Returning from Church;
- Returning from a non-contact visit;
- Returning from a contact visit;
- Returning from Psych-Tech visits outside of C Pod;
- Returning from the Law Library.

**DIRECTIVE 1- RANDOM SEARCHES**

To ensure the safety of staff and inmates, random pat down searches may be made of any inmate at any time or place by a staff member of the same sex.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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<b>TITLE:</b>	<b>CONTRABAND</b>	<b>D-110</b>
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EFFECTIVE DATE: 07/28/08

REVISED: 11/11/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/11/19

REFERENCE: LPTPP D-300, DBPPM I-100

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### **POLICY**

Deputies will handle and properly dispose of any contraband in accordance with the standard operating procedures of the Pre-Trial facility. Contraband found in an inmate's possession will result in disciplinary action or criminal charges and will be documented in a JMS incident or an Incident Report.

### **DEFINITION:**

Contraband: Inmates are allowed to possess only the type and quantity of items authorized by the Sheriff. All other items are deemed contraband this includes but is not limited to: Jewelry (including jail-made items, unless not removable), items not sold or provided by commissary, excess of one-half cubic foot of papers, books newspapers, magazines, greeting cards, letters or other combustible materials per inmate, money, any electrical or musical instrument, make-shift weapons of any type, any items used to make tattoos, jail made alcohol, perishable foods or liquids not consumed within fifteen minutes of meal service, any clothing or bedding beyond standard issue or that has been destroyed or modified in any way, medication in excess or that is not prescribed, any other item that is an inherent threat to the security, safety and good order of the facility.

### **Procedure A: Handling Contraband**

#### **Any Deputy locating contraband will:**

- Attempt to determine the inmate(s) in possession of the contraband;
- Check with medical staff when uncertain whether medication or medical items represent contraband;
- Notify the Shift Supervisor of any inmate in position of excess legal documents;

- If an inmate(s) is positively identified as being in possession of contraband, determine what type of documentation and, disciplinary or criminal action is needed;
  - Document all incidents and reports in accordance with the Kern County Sheriff's Office Report Writing Manual.
- Remove and destroy the contraband in a safe manner.

**The Shift Supervisor will:**

- Review any notifications of excess legal documents;
  - Coordinate with the Administrative Sergeant, Law Librarian, or Federal Liaison Sergeant to store excess legal paperwork.
- Review and approve all incidents and reports.

**KERN COUNTY SHERIFF'S OFFICE**  
**Lerdo Pre-Trial Section**  
**Policies and Procedures**

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**TITLE: HANDCUFF AND LEG IRON MANAGEMENT**

**D-250**

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EFFECTIVE DATE: 09/14/94

REVISED:11/10/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/10/19

REFERENCE:

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**POLICY:**

To ensure the safety and security of staff and inmates, the Lerdo Pre-Trial Facility will maintain an adequate supply of hard restraints such as handcuffs, leg iron, and waist chains.

**Procedure A: Maintaining a Supply of Hard Restraints**

**The Search and Escort Deputy assigned the duty of Court Deputy at the Pre-Trial Facility will:**

- Maintain an adequate amount of hard restraints in Receiving;
- Notify the Pre-Trial Administrative Sergeant, by memorandum, whenever there is a shortage of hard restraints.

**The Administrative Sergeant or designee will:**

- Order all hard restraints from the Lerdo Warehouse via a Lerdo Warehouse Supplies Request Form.

**Procedure B: Weekly Inventory of Hard Restraints**

**The Shift Supervisor will:**

- Assign an officer each Saturday, during the day shift, to inventory the Pre-Trial supply of hard restraints.

**The Officer assigned to conduct the Inventory will:**

- Complete a Pre-Trial Hard Restraints Inventory Form (Attachment A);

- Fax a copy of the Inventory to the Lerdo Warehouse (Fax: 391-7884) as soon as practical but in any case before the end of the shift. The original completed form will be forwarded to the Administrative Sergeant;
- Lubricate the Hard restraints with WD-40, or a similar lubricant.

**Procedure C: Repair of Hard restraints**

**Any staff member discovering that any item of hardware is defective will**

- Forward the item to Maintenance Staff.

**KERN COUNTY SHERIFF'S OFFICE**  
**Lerdo Pre-Trial Section**  
**Policies and Procedures**

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**TITLE: PAROLE HEARINGS**

**D-270**

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EFFECTIVE DATE: 07/11/92

REVISED: 10/14/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/14/19

REFERENCE:

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**POLICY:**

State Parole, California Youth Authority, Sheriff's Parole and Community Corrections Center hearings will be conducted at the Pre-Trial Facility. Notification of such hearings will be provided to the Housing Shift Supervisor and the Administrative Sergeant prior to the hearings being conducted.

**DIRECTIVE 1**

State Parole, California Youth Authority and Community Corrections Center hearings will be conducted in the Classroom waiting rooms. Sheriff's Parole hearings will be conducted in the Classroom .

**DIRECTIVE 2**

State Parole, California Youth Authority, and Sheriff's Parole personnel will be authorized to enter the security area and escort inmates to and from the court holding cells for their hearing.

**DIRECTIVE 3**

On occasion, witnesses will appear to testify at the hearings. No purses, backpacks, fanny packs, or similar containers are allowed in the secure area. Witnesses should leave such articles in their vehicles or with their companions. All non-law enforcement witnesses will be searched by the Deputy assigned to the hearings by either of the following methods:

- Pat down;
- Metal detector.



**Procedure A: State Parole, California Youth Authority, and Sheriff's Parole Hearings**

**Upon receiving notification that hearings will be conducted, the Housing Shift Supervisor will:**

- Assign a Search and Escort Deputy to stage the inmates scheduled for hearings in the Court Holding cells.

**The Search and Escort Deputy will:**

- Escort the inmate(s) from their pod;
- Place the inmate(s) in the court holding cells and segregate each according to sex and classification;
- Return the inmate(s) to their pod after the hearing;
- Search the inmate(s) before returning them to their unit.

**Procedure B: Witness Appearance**

**The Administrative Clerk will:**

- Request the witnesses remain in the lobby until summoned by an Deputy ;
- Notify the assigned Search and Escort Deputy of the presence of civilian witnesses in the lobby.

**The Search and Escort Deputy will:**

- Respond to the lobby;
- Issue an Escorted Visitor Identification Tag to the civilian witness;
- Conduct a search as specified in Directive #3;
- Escort the witness while in the secure area of the facility;
- Escort each witness into the secure area, in the order of their appearance;
- At the conclusion of their appearance, escort the witness from the secure area;
- Retrieve the visitor's identification tag.

**KERN COUNTY SHERIFF'S OFFICE  
Lerdo Pre-Trial Section  
Policies and Procedures**

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**TITLE: LIGHTING**

**D-290**

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EFFECTIVE DATE: 01/05/93

REVISED: 10/14/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/14/19

REFERENCE:

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**POLICY**

To establish a uniform guideline for lighting inside the housing units that will provide security and good visual observation of all areas inside the units.

**DIRECTIVE**

Between the hours of 0400 and 2300 hrs., the following lights will be turned on.

- Upper mezzanine lights;
- Lower mezzanine lights;
- Overhead lights.

Between the hours of 2300 and 0400 hrs. the following lights will be turned on.

- Upper mezzanine lights;
- Lower mezzanine lights.

**NOTE:**

On occasion, there may be a need to have more lighting than is listed above. During those situations, any additional lights needed for security may be turned on. At the end of the situation, the lighting will return to the normal lighting listed above.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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**TITLE: SUPERVISOR'S INMATE HOUSING INSPECTIONS D-301**

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EFFECTIVE DATE: 10/25/10

REVISED: 11/11/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/11/19

REFERENCE: Title 15, Article 15, Section 1280

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### **POLICY**

The Pre-Trial Facility will be inspected regularly by every shift supervisor to ensure that it is clean, sanitary and safe.

### **DIRECTIVE #1**

The Sergeant of each shift will inspect their assigned areas and ensure they are in compliance with facility cleanliness standards as follows: Clean showers, clean floors, clean walls (no graffiti in cells or dayroom), no paper stuck to cell walls or lights, door jambs and locks clear (no door poppers), trash in trash bags, no excess clothing or linen, clothing and linen are not on the floor, no clothes-lines inside the cells, and light switches are free of any debris (plastic or cloth lines, or razors).

### **DIRECTIVE #2**

The specified areas of the facility will be searched once (Shakedown completed), by each Shift Supervisors on a (Quarterly) rotational basis scheduled as outlined in Directive #3.

### **DIRECTIVE #3**

The specified areas of the facility will be inspected once, every month, by each Shift Supervisors on a (Quarterly) rotational basis scheduled as follows:

A & H Pod cells, officer station, sally port, mop storage closet, & recreation-yard.  
Squad 1 Jan, Feb, Mar  
Squad 2 Apr, May, Jun  
Squad 3 Jul, Aug, Sept  
Squad 4 Oct, Nov, Dec

B & D Pod cells, officer station, sally port, mop storage closet, & recreation-yard.

Squad 1 Apr, May, Jun

Squad 2 Jul, Aug, Sep

Squad 3 Oct, Nov, Dec

Squad 4 Jan, Feb, Mar

E & F Pod cells, sally port, & recreation-yard

Squad 1 Jul, Aug, Sep

Squad 2 Oct, Nov, Dec

Squad 3 Jan, Feb, Mar

Squad 4 Apr, May, Jun

Infirmery & C Pod cells, officer station, sally port, mop storage closet, & recreation-yard.

Squad 1 Oct, Nov, Dec

Squad 2 Jan, Feb, Mar

Squad 3 Apr, May, Jun

Squad 4 Jul, Aug, Sep

Sergeants will inspect and ensure the cleanliness of the following areas during every inspection:

- Staff Dining
- Kitchen/ Loading Docks
- Receiving
- Receiving Dress-Out
- Court Holding Cells
- Court Office
- CDC Dress-Out Room
- Property Storage Rooms (A and B Warehouses)

#### **DIRECTIVE #4**

One supervisor's inmate housing inspections form (**Attachment A**) will be completed by the shift sergeant and forwarded to the facility manager prior to the end of their last assigned shift of every month.

#### **Procedure A: Inspection**

The Shift Supervisor will:

- Inspect their assigned areas once, each month.
- Assign a deputy to ensure that any required cleaning is accomplished.

The assigned Deputy will:

- Ensure cleaning is accomplished.

- Inspect and report to the Shift Supervisor when the area is cleaned.

The Shift Supervisor will:

- Re-inspect the area cleaned.
- Complete a copy of Attachment "A" of this policy and forward it to the Pre-Trial facility manager.

**KERN COUNTY SHERIFF'S DEPARTMENT**  
**LERDO PRE-TRIAL Section**  
**POLICIES AND PROCEDURES**

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**TITLE: CELL INTERCOM USE**

**D-305**

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EFFECTIVE DATE: 1/16/93

REVISED: 6/01/99

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/13/19

REFERENCE:

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**POLICY:**

The primary purpose of the cell intercom is to inform staff of an emergency situation.

The secondary purpose of the cell intercom is to monitor inmate activities and inform inmates of events or announcements.

**DEFINITION:**

An emergency as addressed in this section would include, but not be limited to, a sick or injured inmate, smoke or fire in a cell, flooding, broken plumbing in a cell, or any situation involving safety or security of inmates or staff.

**DIRECTIVE 1**

The intercoms will be functional at all times so that Inmates can utilize them to communicate with staff and to advise staff of unusual circumstances or emergencies within the unit. In addition, Deputies may randomly monitor inmate conversation or activities within the various cells or housing units to maintain facility security.

**DIRECTIVE 2**

Deputies will monitor inmate conversation or activities in individual cells whenever an inmate is locked down for any reason.

**KERN COUNTY SHERIFF'S OFFICE**  
**Lerdo Pre-Trial Division**  
**Policies and Procedures**

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**TITLE: INMATE DRESS - GENERAL**

**D-500**

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EFFECTIVE DATE: 07/11/92

REVISED: 5/18/98

APPROVED BY: Pre-Trial Section Manager

REVIEWED: 11/13/19

REFERENCE:

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**POLICY:**

Inmates held in this facility will be consistent in their dress. All inmates will adhere to the following dress code:

- While in their cells, all inmates must wear some type of clothing. The minimum clothing allowed is their underwear;
- No bedding articles or towels will be worn as clothing;
- No inmate will wear any article of clothing in any manner, that tends to disrupt the harmony of the facility or tends to identify them as belonging to any particular group;
- Any time an inmate leaves their cell, they must be fully dressed.

**Procedure A: Enforcing Inmate Dress**

**All facility staff will:**

- Ensure that all inmates conform to this procedure.
- Not allow any inmate or group of inmates, to wear more or wear less clothing, than stated in the procedure, without the approval of the Shift Supervisor.