

## CMJ - Housing Operations

### 4000.1 STAFFING/RESPONSIBILITIES

#### (a) Guard Station Staffing

1. All Guard Stations will be staffed by a Guard Station Deputy/SSO/CSA. The guard station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.
2. The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake/Release Center.
3. The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility.
4. The Fourth Floor Guard Station will coordinate the operations of modules D, E, and F, as well as, directing inmate movement on and between other floors of the facility.
5. The Roof Recreation Guard Station will direct all roof recreation activities and coordinate all inmate movement to and from the roof. (Note - Will only be staffed during hours of operation).

#### (b) Module Staffing

1. All housing modules will be staffed by a Module Deputy/SSO/CSA with assistance as needed from Prowler Deputies. The module will be staffed 24 hours a day, 7 days a week.
2. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
3. Modules A-F will house inmates cleared for regular housing as well as other classifications of inmates including:
  - i. High Security (HS)
  - ii. Administrative Housing (AH), Levels 1-3
  - iii. Protective Custody (PC), Levels 1-3
  - iv. Civil Commitments (Civil-6600/CPC-1332/CC-1209)
  - v. Problem Inmate (PIM)
4. Module O will house inmates with health care needs as well as other classifications of inmates listed above.

#### (c) Guard Stations

1. For the cleaning of secured areas such as Guard Stations refer to CCOM Section 2400.2 – Inmate Housekeeping.

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#### 4000.2 DOCUMENTATION

(a) Work Station Log

1. All Guard Station and Module staff will maintain a 24-hour daily log. The information on the log will include but is not limited to:
  - i. Name of the assigned staff for each shift
  - ii. Date and shift times
  - iii. Time, number, and status of counts
  - iv. Time and schedule of chow hall.
  - v. Incidents, title and report numbers
  - vi. Safety check times and observations.
  - vii. Other information pertinent to the shift

(b) Safety Check Log

1. For more information on documentation of safety checks, refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

#### 4000.3 RECEIVING INMATES

- (a) The Second Floor Guard Station staff will coordinate incoming inmate movement with the Intake Release Center (IRC) Second Floor Guard Station staff.
- (b) After being searched, inmates will go to the Third or Fourth Floor Guard Station from the Second Floor Guard Station. The inmates will be escorted by a Deputy.
- (c) Each guard station will process new inmates according to procedures as outlined their respective policy sections.
- (d) The module staff will review the inmate's module card and identification card to ensure the inmate has arrived at the assigned module. If the inmate cannot be housed in the module as assigned by Classification staff, classification level, no open bunk), the module staff will contact classification staff for a housing assignment.
- (e) The cell and bunk assignment will be made and entered into JMS by Classification staff based upon available space and the inmate's compatibility with other inmates. Compatible inmates may be assigned to the same tank.
  1. Classification staff will write the date, tank, cell, and bunk assignment on the mod card.
  2. The mod card will then be placed in the mod cardholder.
- (f) The Module Deputy will provide the new inmate with full jail issued bedding, refer to CCOM Section 1600.2(g) – Orange County Jail Rules.
- (g) The inmate will be informed of where the jail rules are posted.

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- (h) Inmates newly received into custody or who have been in custody less than four days may be provided the following hygiene items by a supply maintained in the module office.
  - 1. 1 toothbrush
  - 2. 1 disposable razor
  - 3. 1 comb
  - i. Inmates in custody four (4) days or longer will be required to purchase these items from commissary or receive them in a welfare pack if they are indigent.
- (i) The module staff will direct the inmate to the assigned area after having conducted a search of the inmate and his personal effects. Visual cell checks by module staff.

#### 4000.4 COURT PREPARATION

- (a) The midnight court Deputy will deliver a copy of the court roster to each module.
- (b) The module staff will examine the roster to determine if all listed inmates are actually housed in the module.
  - 1. Listed inmates not in the module must be located by the module staff. The court information must then be relayed to the staff at the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
- (c) The module staff will then prepare the correct number of colored cards to be placed on the module cards of the inmates.
- (d) Inmates going to court must be dressed in a full issue of jail clothing. The module staff will ensure that inmates are properly dressed prior to leaving the module.
- (e) For allowable items at court, refer to CCOM Section 1600.2(o) – Court.
- (f) Inmates claiming to be due for a court appearance, who are not on the list will require the module staff to check with Inmate Records.
  - 1. The staff will request a careful check of records in order to prevent an "over detention" which could jeopardize prosecution and subject the County to liability.
- (g) Module staff will ensure that Specialty Housing inmates are not placed in the module vestibule until after all the other court inmates have departed the module.

#### 4000.5 INMATE MEALS

- (a) Unless otherwise specified, all inmates will eat in the chow hall.
- (b) The chow hall will be supervised by the Housing Sergeant who will coordinate inmate movement with the Guard Station staff. The Sergeant will record the meal times in the Inmate Meal logbook which will be retained in the Guard Station.
- (c) [REDACTED]

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- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- (d) The Guard Station staff will be responsible for the visual control of inmate movement to and from the chow hall.
1. The Guard Station staff will arrange the release of inmates from housing areas in such a manner as to maintain a continuous flow through the serving line.
  2. The Guard Station staff coordinating chow hall movement will notify any other Guard Station staff when movement is required to or from their floor.
    - i. The floor guard station staff will call the Module staff and advise when to send the tank or group of inmates to the chow hall. The Module staff will utilize security procedures regarding mass inmate movement at all times.
    - ii. When the tank or group of inmates has completed their meal and has been excused from the chow hall, the guard station staff will call the module staff advising the tank or group of inmates is returning. The Module staff will open the vestibule door and allow the inmates return to their assigned housing location.
- (e) For additional details regarding Chow Hall General Guidelines, refer to CCOM 2306.2 – Inmate Meals.
- (f) In-Cell Feeding
1. When inmates are fed on an in-cell basis, the Guard Station staff will call the Module staff for a count of meals required.
  2. When the in-cell meals have been prepared, a Prowler Deputy and two inmate workers, wearing proper hats and plastic gloves will deliver the meals to each inmate. The Prowler Deputy will assure that each meal is complete and the service carts are kept at the proper temperature during the entire serving process. The module staff will document on the 24 hour Log the time in-cell meals are delivered to inmates.
  3. At the completion of the meal, the assigned tank area sweeper or inmate worker will collect any serving trays and sweep up all trash generated from the meal. The module staff will document on the 24 hour log the time in-cell trays are collected. The serving trays will then be counted and immediately returned to the kitchen.
  4. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Prowler Deputy will assure that all special diets are delivered to the proper inmate.
  5. For more information on the delivery of religious diets, refer to CCOM Section 2304.3 - Religious Diets.
  6. All inmates will be given a minimum of fifteen (15) minutes to eat their meals.

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#### 4000.6 COUNT TIMES AND CORRESPONDING TYPES

For more information about count times and corresponding types, refer to CCOM Section 1719 - Inmate Counts.

#### 4000.7 INMATE MOVEMENT

##### 4000.7.1 INMATE PASSES

■ [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

(b) Passes may be generated from another location within the jail complex. Inmate workers may be used to distribute movement passes throughout the jail. Only sworn staff is to give passes to the inmate workers for distribution.

1. All non-sworn employees are to present passes to the floor guard station for distribution by inmate workers. Guard station staff should make every effort to expedite passes.

(c) Anytime a Module staff member receives a pass and the inmate is not within the module, the Module staff will inform the individual who generated the pass that the inmate is not available.

(d) If the inmate is not housed in the module, the Module staff will check the movement log or check JMS for the new housing location and forward the pass to that location.

(e) When the inmate is no longer housed in this facility, the Module staff will inform the individual who generated the pass.

##### 4000.7.2 GENERAL INMATE MOVEMENT

(a) During mass movement for meals, roof recreation, chapel or clothing exchange, etc., the Module staff will be informed by the Guard Station to prepare the inmates for movement.

(b) Inmate movement to court transfer:

1. Inmates will be escorted in groups to or from the Central Men's Jail (CMJ) second floor Guard Stations by CMJ Court and Prowler Deputies through the connecting corridor to the IRC.

■ [REDACTED]

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- [REDACTED]
- (c) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member shall maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

#### 4000.8 RECREATION

- (a) Dayroom
1. For more information about dayrooms, refer to CCOM Section 2006.1(b) – Dayrooms and CCOM Section 1600.2(k) – Dayrooms/Recreation Areas.
- (b) Outdoor Recreation
1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module staff will announce scheduled roof recreation to inmates over the P.A. system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
  2. The housing guard station staff will direct movement of inmates to and from the roof recreation area with coordination through the roof guard station. The housing guard station staff will ensure that all inmates have been searched prior to movement to the roof.

#### 4000.9 VISITING

- (a) The Module staff will become aware of a pending visit when the Visiting or Attorney/Bonds Guard Station staff calls or sends a pass to the module.
- (b) The Module staff will determine if the inmate is available for a visit. The module staff will quickly inform the Visiting or Attorney/Bonds staff of an inmate's unavailability and the expected duration.
- (c) Inmates will be notified over the public address system of the visit. Inmates will be instructed to be dressed in full jail issue for the visit.
- (d) Module staff will not require inmates to participate in visits. Inmates may refuse any public or official visit.
- (e) Booth assignments are made by the Attorney/Bonds or Visiting Deputy. Changes made by the Module staff, for the good order and efficiency of the modules operation, must be relayed to the Visiting/Attorney/Bonds Deputy to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.

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#### 4000.10 RELIGIOUS SERVICES

It is the policy of the Orange County Sheriff's Department (OCSd) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

- (a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- (b) Preparing For Chapel Service
  - 1. Staff will notify inmates when religious programs are scheduled.
  - 2. Specialty Housing inmates will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.
- (c) At the times scheduled for chapel services an escort Deputy will meet the approved visiting church group at Main Control and escort them to the chapel.
  - 1. Each group may consist of no more than six (6) persons.
  - 2. Each person must sign in and wear a visitor's badge.
  - 3. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
- (d) Items such as instrument cases, boxes or large bags, will be checked for contraband items.
- (e) The Main Control staff will notify the Third and Fourth Floor Guard Station to prepare those inmates wishing to attend the service.
- (f) A member of staff from each individual module will make an announcement over their P. A. system for those inmates wishing to attend to get dressed in full jail issue and lineup in the vestibule. The Module staff will notify the Housing Guard Station of the number of inmates that wish to attend.
- (g) The Housing Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. [REDACTED]
- (h) Inmates will be escorted to the chapel by one or more escort Deputies, the size of the group dictating the number of escorting Deputies.  
[REDACTED]
- (i) [REDACTED]
- (j) When services end, the Deputy in the chapel will advise the Guard Station staff who will assign a prowler to open the chapel door to permit the inmates to exit the chapel.
- (k) Inmates will then be escorted back to their modules and the chapel will be secured. Visitors will be escorted to the first floor and exit through Main Control sally port.

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#### 4000.11 INMATE RELEASE

- (a) Notification of inmate releases will originate through the IRC and Second Guard Station.
- (b) The Module staff will instruct the inmate to bring all personal and jail issue items, to the module vestibule. Cells or bunk areas are to be left in clean condition.
- (c) Prior to handing a module card to an inmate and sending the inmate to release, the Module staff will verify the inmate's identity by:

■ [REDACTED]  
[REDACTED]

■ [REDACTED]  
[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]  
[REDACTED]

■ [REDACTED]  
[REDACTED]

- (d) Each item of jail property, bedroll, towel, sheets, and blanket will be checked for quantity and condition by the Prowler before being carried to the bedding supply room by the inmates.

■ [REDACTED]  
[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

- (f) After the inmate's identity has been verified, the inmate will be handed the module card and directed to the Second Floor Guard Station.
- (g) The Housing Prowler will direct the inmate to sanitize the mattress. Any items left by the inmate such as Jail property will be recycled. Valuables will be handled by the Module staff the same as found property with a known owner.
- (h) A Deputy will escort the inmate(s) to the Second Floor Guard Station.

#### 4000.12 LINE-UP PROCEDURE

- (a) The purpose of a physical line-up is to present to the witness of a crime six subjects with similar physical characteristics and to request these witnesses to identify the suspect, if the suspect is present. Although the witnesses are not told, the line will contain one inmate who has been arrested for the specific crime affecting them.



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- (b) Line-ups are requested by the District Attorney's office or police agencies and sometimes immediately after booking in order to obtain a complaint. The court also orders line-ups at the request of either the prosecutor or the defense.
- (c) Selecting the Line-up
  - 1. Forms listing the day and time of scheduled line-ups and involved suspects are received by the Operations Sergeant from Investigations. The Operations Sergeant assigns a Deputy to select the participants.
- (d) Suspect Refuses to Participate
- (e) Fill-in Refuses to Cooperate
  - 1. Whenever an inmate, other than the suspect, expresses an unwillingness to cooperate, notify the Operations Sergeant immediately. The inmate will be advised of the consequences for "Failure to Obey a Directive." Voluntary compliance will be attempted.
  - 2. Inmates who continue to refuse to cooperate will be segregated from other participants at once and a report will be written charging "Failure to Obey a Directive".
  - 3. No special privilege or reward is to be promised to any inmate for participation in a line-up.

#### **4000.13 2ND GUARD STATION**

The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake Release Center.

- (a) Supervision
  - 1. Guard Station staff will receive direction and supervision from the Operations Sergeant.
  - 2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
  - 3. Reports and other documents will be placed on the Sergeant's desk as they are received.

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- (c) Visual Supervision of Inmates

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the facility and staff is not compromised. In these instances the Central Men's Jail Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.

(d) Intake of Inmates from the IRC

1. The Second Floor Guard Station staff will coordinate incoming inmate movement with the IRC Second Floor Guard Station staff.
2. No inmate movement will be initiated from the IRC to the Central Men's Jail without notification of the Central Men's Jail Second Floor Guard Station staff.
  - i. The Guard Station staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
3. All incoming inmates from the IRC will be under as escort or possess either a movement pass or their module card.
4. The Second Floor Guard Station staff will review the module cards for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the Module Card.
5. Any discrepancies in the Module Cards will be reported to the IRC Second Floor Guard Station or Classification staff. No inmates will be accepted into the Central Men's Jail until the discrepancy has been resolved.
6. All inmates transferred to the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
  - i. When inmates are received from the IRC, the following should be done immediately:
    - A. Enter inmate's full name (last name first)
    - B. Booking Number
    - C. Enter the time the inmate was received.
    - D. Where the inmate is going (A, B, C, D, E, F, O, or R).
    - E. Add the total number of inmates received to the previous count for running total.
7. The Second Floor Guard Station staff will direct the inmates to their pre-assigned housing area.
8. Module Cards will be carried to the appropriate housing locations by Prowler Deputies.

(e) Release of inmates via the IRC

1. The Second Floor Guard Station staff will coordinate outgoing inmate movement with the IRC Second Floor Guard Station staff.

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2. No inmate movement will be initiated from the Central Men's Jail to the IRC without approval from the IRC Second Floor Guard Station staff.
3. Inmates being transferred to a hospital will be sent through the warehouse dock or the second floor inmate corridor to the IRC for transport.
4. A Deputy will escort the inmates to the Second Floor Guard Station.
5. Unescorted inmates being released will hand carry their Module Cards to the IRC Release Guard Station. In this case, the Module Card will substitute for a movement pass for the individual inmate.
  - i. Second Floor Guard Station staff will review the module card for completeness and accuracy.
  - ii. Second Floor Guard Station staff will verify the identity of each inmate being released, utilizing the photograph and other information on the module card.- v. Any discrepancy will be resolved prior to the inmate being sent to release.
- vi. Staff will work with Classification as needed to assist with identifying the inmate.
- vii. Staff will notify a Sergeant if attempts to verify the identity of the inmate have failed.
- viii. If necessary, staff will complete an identification livescan to aid Deputies in verifying the identity of an inmate prior to the inmate being sent to release.
- 6. All inmates transferred from the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
  - i. After Inmate Records notifies the Second Floor Guard Station of inmates to be released or transferred, the following should be done:
    - A. Enter the inmate's full name (last name first)
    - B. Booking Number
    - C. Enter the time the inmate was released/transferred.
    - D. The location from where the inmate came (A, B, C, D, E, F, O, or R).
    - E. Document the time, method of identification, and the Deputies' name/PID.
    - F. Subtract the total number of inmates released from the running count to obtain a new total.

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#### (f) Facility Master Movement Log Reconciliation

1. At each Paper Count the Population Density Report prepared by the 3rd Floor Guard Station shall be compared to the Facility Master Movement Log.
  - i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.
  - ii. Once the Facility Master Movement log and the Population Density Report match, the running total will be highlighted.
2. End of day Statistics
  - i. Count the total number of inmates received and add them to the beginning count.
  - ii. Subtract the number of inmates released or transferred from the total to determine the ending count.
  - iii. This ending number must match the Facility Master Movement log running total.
3. Operations Sergeant
  - i. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day.
4. Watch Commander
  - i. The Watch Commander shall verify the accuracy of the provided statistics.
  - ii. The 24-hour statistics from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the system-wide Custodial Statistical Report.

#### (g) Classrooms

1. The Guard Station staff will coordinate movement from the modules to and from the classrooms on the second floor.
2. The Operations Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. [REDACTED]

#### (h) Inmate Barber Shop

1. The second floor guard station staff will direct and coordinate all inmate barber shop movement.
2. The guard station staff will also ensure inmate barbers are familiar with the procedure for maintaining hygiene equipment.

#### (i) Official Facility Visitors

1. Official visitors escorted from the IRC by IRC personnel to the Central Men's Jail via the second floor-connecting corridor for the purpose of a tour will be required to check in at the Main Control Guard Station.

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2. All visitors will sign the Visitors Control Log and be issued a visitors badge.
3. The Second Floor Guard Station staff will notify the Central Men's Jail Operations Sergeant of the visitors' arrival.

(j) Second Floor Detention Bench

For information on detention bench procedures, refer to CCOM Section 1800.5 – Detention Bench.

#### **4000.14 MODULES "O&R" AND MEDICAL FLOOR OPERATIONS**

Treatment and care for inmates with health care needs will be provided on the medical floor by trained medical personnel. Deputies will provide the security necessary to ensure the protection of the staff and inmates. The Module "O" office will perform the functions of this floor. The Module Office is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

(a) Supervision

1. Module O & R staff will receive direction and supervision from the Operations Sergeant.
2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
3. Reports and other documents will be placed on the Sergeant's desk as they are received.
4. Disciplinary hearings for inmates housed on the Second floor will be conducted by the Operation's Sergeant.

(b) Staffing – Responsibilities



2. Responsibilities for the floor are specifically spelled out in the Memorandum of Understanding between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
  - i. Matters of judgment regarding health care services will be the sole provinces of the health services staff.
  - ii. Sheriff's Department staff will retain control over and set policies for maintaining security within the jails and jail premises. This shall include the identification of proper housing for inmates.
  - iii. Sheriff's staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and Correctional Health Services (CHS) staff
  - iv. Jail personnel will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.

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3. CHS staff will not open cell doors.
  4. The Module staff must be notified by CHS staff before sending any inmate to the Central Men's Jail Infirmary.
  5. CHS staff will notify the Module "O" staff of any housing change requests. The staff will then coordinate the change with Classification.
  6. The second floor prowler Deputy will conduct a safety check of the entire medical housing area within thirty (30) minutes of the beginning time of the previous check. A safety check in Module R will be conducted within forty-five (45) minutes of the beginning time of the previous check. All safety checks will be logged on the Module "O" office safety check log. For more information on safety checks, refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.
- (c) Sheltered Living Cells
1. Inmates assigned to sheltered living cells will be afforded the privileges of regular housing inmates.
  2. Each inmate assigned to a sheltered living cell will have an "Inmate Activity Log". The Module staff and Prowler Deputies will maintain the logs in the module office.
  3. For more information about documenting ADA (Americans with Disabilities Act) inmate activity, refer to CCOM Section 8000.2 - ADA Procedures.
    - i. The Prowler Deputy conducting the activity, shower, roof recreation, phone calls, or dayroom, is responsible to ensure the times and/or refusals are properly entered on the "Inmate Activity Log".
    - ii. They will ensure each inmate receives all privileges unless medical restrictions listed on the "Notice of CHS Restrictions" do not allow for specific activities.
    - iii. The Operations Sergeant will regularly inspect these logs to ensure they are accurate and complete.
    - iv. Sheltered living cell individual inmate activity logs shall be collected and reviewed at the end of each month by the Housing Sergeant for completeness and accuracy.
    - v. Any discrepancies shall be corrected immediately.
    - vi. The last page of each log will be signed indicating they have been reviewed and forward them to the day Shift Commander who will do the same.
      - A. After review by the Watch Commander, they will be forwarded to the Division Commander's office. The Watch Commander shall also review the logs and maintain them for two years.

#### **4000.15 THIRD FLOOR GUARD STATION**

The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility. The Guard Station is a fixed post

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and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

(a) Supervision

1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
3. Reports and other documents will be placed on the Sergeants' desk as they are received.

(b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
  - i. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor. Staff will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.

■ [REDACTED]
  - ii. [REDACTED]

■ [REDACTED]
  - iv. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor. The Guard Station staff will keep the chargers, batteries and radios operational at all times. Unserviceable equipment will be delivered to the Transportation Sergeant for repairs at County Communications. The day shift Guard Station staff will keep a record of equipment out for repair.

■ [REDACTED]

■ [REDACTED]

(c) Visual Supervision of Inmates

1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.

(d) New Bodies, Transfers, and Releases

1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the third floor.



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- i. The Third Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
- ii. Inmates transferred from one module to another module on the third floor will not be recorded on the log.
- iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the third floor.
- iv. The logs will be kept in the guard station for 30 days, and then stored.

#### (e) Third Floor Detention Bench

For information on detention bench procedures, refer to CCOM Section 1800.5 – Detention Bench.

#### **4000.16 FOURTH FLOOR GUARD STATION**

The Fourth Floor Guard Station will coordinate the operations of modules D, E, and F, as well as directing inmate movement on and between other floors of the facility. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

#### (a) Supervision

1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
3. Reports and other documents will be placed on the Sergeants' desk as they are received.

#### (b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor.
  - i. Staff will be constantly aware of each door's status and the working order of all equipment.
  - ii. All doors will remain closed unless an authorized person is passing through.



[REDACTED]



[REDACTED]

- i. The keys will only be issued in times of an ERT deployment or at the direction of the Sergeant.
- ii. Entry to Armory is restricted to sworn personnel only

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- iii. Armory key MUST be checked out through Guard Station staff
  - iv. Guard Station staff must log out key usage on Guard Station log
- 5. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor.
  - i. The Guard Station staff will keep the chargers, batteries and radios operational at all times.
  - ii. Unserviceable equipment will be delivered to the Administrative Deputy for necessary repairs
  - iii. The day shift Guard Station staff will keep a record of equipment out for repair.
- 6. The Guard Station staff will utilize the public address system when necessary.
  - [REDACTED]
- (c) Visual Supervision of Inmates
  - 1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.
- (d) New Bodies, Transfers, and Releases
  - 1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the fourth floor.
    - i. The Fourth Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
    - ii. Inmates transferred from one module to another module on the fourth floor will not be recorded on the log.
    - iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the fourth floor.
    - iv. The logs will be kept in the guard station for 30 days, and then stored.
- (e) Fourth Floor Detention Bench

For information on detention bench procedures, refer to CCOM Section 1800.5 – Detention Bench.

#### **4000.17 ROOF RECREATION GUARD STATION**

The Central Men's Jail will provide the opportunity for outdoor recreation for all inmates. The Roof will coordinate movement of inmates to and from the roof recreation areas. The Roof Recreation area is a fixed post when inmates are present; under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

The Roof Guard Station will be staffed by [REDACTED]  
[REDACTED] The Roof Prowlers will remain outside in the recreation area when inmates are

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present. The Roof Correctional Services Assistant will remain inside the Roof Guard Station when inmates are present. The door providing access to the Roof Guard Station will remain closed and locked while inmates are on the roof.

1. The Roof Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Roof recreation staff will direct movement of inmates to and from the roof recreation areas, with coordination through the Housing Guard Stations. The staff will oversee all inmate activity during roof recreation periods.
3. The Guard Station staff Correctional Services Assistant will keep the Guard Station supplied with materials, as required. Reports and other documents will be forwarded to the Housing Sergeant for approval.

[illegible]

- vi. The Roof Prowlers will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:
  - A. Fence areas (lower and upper perimeter)
  - B. Gates, chains, and locks
  - C. Inmate lavatory
  - D. Elevators and elevator vestibule area
  - E. Outer perimeter area

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- vii. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Roof Prowlers and be reported to the Housing Sergeant prior to the next roof recreation period.

#### (c) Visual Supervision of Inmates

1. Visual supervision of inmates in the roof recreation area will be the responsibility of the roof prowlers.
2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Roof Prowlers to notify personnel to remedy the problem.
3. Outdoor recreation activities will include sports equipment, jogging, and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.
4. Inmates must be fully dressed while en route to or from the roof and will not move in or out of the recreation area individually unless directed by the Roof Prowlers. Inmates may drop jumpsuits to the waist while on the roof.
5. Roof recreation staff will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
  - i. Boxing and martial arts (Karate, Judo, etc.)
  - ii. Wrestling
  - iii. Climbing walls or doors
  - iv. Destroying equipment or structures
  - v. Converting jail property or supplies to weight lifting equipment
  - vi. Marking on jail walls, windows, floors, etc.
  - vii. Soiling the recreation area
6. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module staff will inform the Visiting staff of the inmate's recreation activity.
7. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
8. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
9. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the Central Men's Jail roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities.

#### (d) Inmate Movement

1. Inmates will be called to the roof recreation area by the Roof Recreation staff. This will be accomplished through contact with the Guard Station on the floor

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where inmate movement will originate. The floor Guard Station staff will ensure all inmates have been searched prior to movement to the roof recreation area.

2. The Housing Guard Station staff will count the inmates and notify the Roof Recreation Guard Station CSA prior to sending inmates to the roof.
3. The Roof Prowlers will count each individual inmate when entering and leaving the roof. The number of inmates entering and leaving the roof will be entered in the roof recreation log. This count will be verified with the Housing Guard Station staff. The CSA will also record the time inmates enter and leave.
4. The Roof Recreation staff will follow the schedule of inmates to attend roof recreation for each day. The staff will ensure that all inmates will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
5. The roof recreation weekly schedule begins on Sunday and ends on Saturday.
6. Changes in the roof recreation schedule will be made by the Roof Recreation staff as necessary.
  - i. For more information about inmate movement, refer to CCOM Section 1203.1 – Inmate Security Procedures.
  - ii. Specialty Housing Inmates being escorted to the roof via elevator should be limited to medical inmates, i.e. Mod "O" inmates, and inmates being moved in restraints
    - A. Any other Specialty Housing inmates should be escorted via escalator

#### (e) Specialty Housing Inmates

1. The Roof Recreation staff will be aware of the classification of these inmates and will assure that inmates are given roof recreation with compatible inmates as directed by Classification.
2. All inmates will be escorted to the roof according to their classification restrictions (i.e. Waist chains and leg restraints).
3. Mechanical restraints (handcuffs, waist chains and leg restraints) will not be applied during the recreation period.

#### (f) Guard Station Documentation

1. The Roof Recreation Guard Station CSA will also maintain a log book which contains the following information:
  - i. Housing tank and number of inmates receiving roof recreation
  - ii. Time inmates enter and leave the roof
  - iii. Number of inmates entering and leaving the roof
  - iv. Other pertinent information

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#### **4000.18 MEDICAL PROWLERS**

Central Men's Jail will assign one Medical Prowler to each of the following locations: Second Floor, Third Floor, and Fourth Floor.

##### Medical Prowler Responsibilities:

- (a) CHS staff will provide Second Housing Guard Station medical passes for all inmates who need to be seen by CHS. The Medical Prowlers will pick up the medical passes from Second Housing Guard Station for their assigned floor and distribute the passes to the appropriate housing locations at the start of their shift. The Medical Prowlers will be responsible for coordinating all inmate movement to and from medical areas.
  - 1. At no time will the Second Floor Medical Prowler position run vacant. The Operations Sergeant will assign a Shift Relief Deputy or other position as needed to staff the Second Floor Medical Prowler position.
- (b) The Medical Prowlers will receive supervision from a Sergeant.
- (c) The Medical Prowlers will make frequent checks of all medical spaces in their assigned areas located outside the housing modules, including the restrooms and closets and inspect security devices and security items (medical equipment, keys, etc.).
- (d) The Medical Prowlers will be assigned to work with medical staff who will have the responsibility of medical observation of the inmates.
- (e) Span of Control:
  - 1. The Second Floor Medical Prowler is responsible for all inmate supervision and security in the Second-Floor medical area.
  - 2. The Third and Fourth Floor Medical Prowlers are responsible for all inmate supervision and security in their floor's medical area.
- (f) Medical Waiting Area: The Second Floor Medical Prowler will periodically check the Medical Waiting Area to ensure security and compliance with jail rules and regulations applicable to that location.
- (g) The Medical Prowlers may assist in other areas, as directed by their Sergeant, when there are no inmates present in the medical area.