

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: WEEKLY FACILITY INSPECTIONS

D-100

EFFECTIVE DATE: 02-16-08

REVISED: 09-25-2019

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15 Section 1280

POLICY

The Max-Med Facility will be inspected a minimum of once each week. This policy establishes a system for inspection and delineates the areas of responsibility for each sergeant assigned to the facility.

Based on a rotating schedule, each sergeant will be responsible for the inspection, proper maintenance and sanitation of their area of responsibility.

GOALS OF THE INSPECTION PROCESS:

To ensure:

- That mechanical/security items are functioning properly.
- The facility is maintained in a clean and sanitary condition.
- That records are being kept in an orderly and accurate manner.
- That staff are completing all of their duties, ensuring the areas of their responsibility are being maintained in all aspects.
- That each work area has a complete supply of forms, office supplies, and cleaning supplies.
- That the physical plant appearance, in regards to ceiling, floor and wall repair and paint, is kept at a high level of quality.
- That lighting, air conditioning/heating, plumbing and electrical items are in proper operating condition.

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DEFINITION OF AREAS:

See attached inspection sheets.

AREA-1 [Attachment: Area 1](#)

MENTAL HEALTH OFFICE, VISITING ROOMS(Inmate Side),
DRESS OUT, RECEIVING, RECEIVING CONTROL,
DUTY OFFICE, ATTORNEY VISITING ROOMS

AREA-2 [Attachment: Area 2](#)

DORMS 1-4, LAUNDRY ROOM, SENIORS OFFICE, BREAK ROOM,
SQUAD ROOM, CLINIC OFFICES

AREA-3 [Attachment: Area 3](#)

DORMS 5-9, MAINTENANCE CLOSET, PROPERTY ROOM,
SUPPLY CLOSET, CLASSROOM, SGTS OFFICE, CLASSIFICATION
OFFICE, CLINIC CELLS, DELIVERY SALLYPORT

AREA-4 [Attachment: Area 4](#)

M-1, M-2, S-1 & S-2 TIERS, REC YARD, REC YARD OFFICE,
ALL RESTROOMS

AREA-5 [Attachment: Area 5](#)

ADMINISTRATION OFFICES, LOBBY, VISITING ROOMS (VISITORS
SIDE), OUTSIDE AREAS/PARKING LOT

AREAS OF RESPONSIBILITY/ROTATION SCHEDULE:

AREAS-1, 2, 3, 4:

Each security sergeant assigned to the Max-Med Facility will follow the
below listed chart regarding the rotation for the area of responsibility.

AREA-5:

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Area 5 will not be included in the rotation schedule. Area-5 is a fixed assignment and is the responsibility of the Administrative Sergeant.

	AREA-1	AREA-2	AREA-3	AREA-4
JANUARY	SQUAD-1	SQUAD-2	SQUAD-3	SQUAD-4
FEBRUARY	SQUAD-2	SQUAD-3	SQUAD-4	SQUAD-1
MARCH	SQUAD-3	SQUAD-4	SQUAD-1	SQUAD-2
APRIL	SQUAD-4	SQUAD-1	SQUAD-2	SQUAD-3
MAY	SQUAD-1	SQUAD-2	SQUAD-3	SQUAD-4
JUNE	SQUAD-2	SQUAD-3	SQUAD-4	SQUAD-1
JULY	SQUAD-3	SQUAD-4	SQUAD-1	SQUAD-2
AUGUST	SQUAD-4	SQUAD-1	SQUAD-2	SQUAD-3
SEPTEMBER	SQUAD-1	SQUAD-2	SQUAD-3	SQUAD-4
OCTOBER	SQUAD-2	SQUAD-3	SQUAD-4	SQUAD-1
NOVEMBER	SQUAD-3	SQUAD-4	SQUAD-1	SQUAD-2
DECEMBER	SQUAD-4	SQUAD-1	SQUAD-2	SQUAD-3

The area of responsibility will change the first day of each month and the Sergeant assigned to the area is responsible for conditions existing in the area assigned for the duration of the month of assignment.

Procedure A. Conducting Area Inspections

Each Shift Supervisor will:

- Comply with the area rotation schedule.

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- Inspect your area of responsibility each week and complete the area inspection sheet.
- Note any deficiencies in the inspection sheet.
- Note if the deficiency is pre-existing or new since the last inspection.
- Note any prior action regarding the deficiency.
- Take the proper action to correct the deficiency and note the action taken.
- Deficiencies in need of repair will be submitted to Maintenance using a Maintenance Request Form.
- A copy of each submitted Maintenance Request Form will be kept in the Sgts Office until the repairs are completed.
- Log in the Shift Supervisor Log Book the area and date of inspection.
- A copy of the area inspection sheet will be maintained by the responsible Shift Supervisor for one calendar year.
- Forward the original area inspection sheet to the Administrative Sergeant.

The inspection sheet copies will be purged each January.

Procedure B. Record Keeping

The Administrative Sergeant will:

- Maintain Inspection Sheets for a minimum of 5 years from the date of inspection.
- Maintain Maintenance Request Form copies for monitoring and proof the repairs were completed.

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TITLE: INMATE LAUNDRY

D-400

EFFECTIVE DATE: 02-16-08

REVISED: 07-08-16

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15: Article 13 and 14; Yeager vs Smith; DBPPM D-600, H-100

POLICY

Clothing and linen exchanges will be conducted a minimum of one time per week to collect soiled laundry and issue clean laundry. Undergarments and socks will be exchanged a minimum of twice per week in compliance with Title 15 and DBPPM Section D-400, in accordance with the schedule outlined in directive two.

DIRECTIVE 1

Inmates will be issued clean socks and footwear, clean outer garments and clean undergarments in the following quantities:

Pants (2)
Shirts (2)
Socks (2 pair)
Footwear (1 pair)

Undergarments:

Male – Shorts “boxers” (2) and thermal undershirt (1)
Female – Bra (1) panties (2) thermal undershirt (1)

In addition, inmates will be issued clean linens in the following quantities:

Towel (1)
Blanket (1)
Sheets (2)

Female, “Class Member” inmates will:

- Be allowed to exchange their underwear as needed

Maximum-Medium inmate laborers will:

- Be issued tan- colored clothing
- Be allowed to exchange a set of their soiled clothing and towel for a set of clean clothing as needed
- Be issued additional footwear depending on their work assignment

DIRECTIVE 2

The designated Facility Laundry Deputy will conduct laundry passes and manage the facility laundry inventory under the direction of the Administrative Sergeant.

LAUNDRY EXCHANGE SCHEDULE:

MONDAY:	Tiers/Clinic (Exchange all clothing)
TUESDAY:	Dorms 1 – 9 (Linen exchange of undergarments)
WEDNESDAY:	Tiers/Clinic (Linen exchange of undergarments)
THURSDAY:	Dorms 1 – 9 (Exchange all clothing)
FRIDAY:	Make up day

Procedure A: Processing New/Clean Laundry

The Laundry Deputy will:

- Maintain a clean storage area for clean clothing and linen
- Be responsible for all incoming clean clothing/linen received from the Bureau Laundry Unit. Report shortages to the bureau laundry senior. If the senior is absent, contact the Inmate Services Administrative Sergeant.
- Direct and supervise inmate laborers in laundry production. All laundry will be sorted, folded, counted and maintained in a clean storage area.
- Ensure essential items are rolled together with linen and maintain an adequate supply
 - A “bedroll” will consist of:
 - Blanket (1)
 - Sheets (2)
 - Towel (1)
 - Socks (2 pair)
 - Thermal (1)

- Order new clothing/linen from the Lerdo Warehouse to be delivered to the Bureau Laundry Unit for stamping to replace that which has been discarded
- Record all items of clothing/linen, new and replacements ordered from the Warehouse.

Procedure B: Processing Soiled Laundry During Laundry Pass

The Laundry Deputy will ensure the use of an appropriate laundry bin to collect soiled laundry during laundry exchange.

- Ensure the laundry IL's place the dirty laundry a laundry bin.
- Supervise delivery and pick up of clean/dirty laundry to/from Bureau Laundry .

Procedure C: Laundry Exchange

The Laundry Deputy will:

- Announce the laundry exchange
- Before entering the Max or S-tiers for laundry exchange ensure that all movement in the area has been suspended.
- Conduct laundry exchange on the Max and S-tiers through the cell bars only
- Conduct laundry pass using a laundry cart stocked with Max-Med inmate clothing items and an empty bin to collect soiled laundry
- Facilitate laundry pass with the use of inmate laborers whenever possible
- Ensure each inmate places their dirty laundry in the appropriate cart and receives clean laundry in exchange for their soiled laundry.

The Housing Deputy will:

- Stand at the housing unit door or enter the tier and monitor laundry exchange.
- Check each cell or housing area for excessive laundry
- Handle any problems that arise during the laundry exchange.
- Log the laundry pass in the work station log book

Procedure D: Clinic Cells 5-8 (Reference DBPPM D-600 Infested/ Contaminated Clothing and Bedding)

The Laundry Deputy will:

- Communicate with medical staff to ascertain information for handling clothing and linen that may be infectious or contaminated from inmates on medical observation or in isolation.
- Handle contaminated clothing in accordance with DBPPM D-600

Procedure E: Inmates Who Miss Scheduled Laundry Pass

The Housing Deputy will:

- Have the inmate complete a Request Form for laundry exchange.
- Give the inmate request form to the Laundry Deputy or put it in the Laundry Deputy's mail box located in the squad room.

The Laundry Deputy will:

- Check the laundry mailbox daily
- Respond to requests for laundry exchange as soon as possible

Procedure F: Lost or Missing Clothing/Linen

The Laundry Deputy will:

- Notify the Housing Deputy the inmate is missing the item.
Replace the missing item if it is determined the inmate does not have their complete laundry issue as described in directive one.

The Housing Deputy will:

- Attempt to find the missing laundry by searching the inmate's housing unit.
- If warranted, initiate disciplinary action against the inmate and/or any other inmate found to be in possession of excess laundry.

DIRECTIVE 3

All damaged laundry will be delivered to the Bureau Laundry Unit to be disposed of with the exception of contaminated clothing placed in red bags (Refer to DBPPM D-600).

Prior to delivery, laundry items will be separated and inventoried by weight or individual items. A report of damaged laundry will be submitted to the Max-Med Administrative Sergeant weekly.

DIRECTIVE 4

The Administrative Sergeant will conduct random audits of laundry passes at least once quarterly to ensure all passes are completed. The results of these audits will be sent to the facility manager and maintained on file for five years.

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TITLE: INMATE SHOWERS

D-500

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1266, C.C.R.

POLICY

All inmates housed at the Maximum-Medium facility shall be given adequate opportunity to maintain an acceptable level of personal hygiene. Inmates shall be permitted to shower upon assignment to a housing unit and at least every other day or more often when possible. Inmates in disciplinary isolation may be limited to showering every other day. Staff will ensure that inmates are allowed access to the shower in accordance with the guidelines set forth in this section.

Procedure A. Inmate Showers

Housing Officers will:

- Ensure that all inmates are given the opportunity to shower after reporting to their assigned housing unit.
- Ensure that all showers in each housing unit they are supervising are functioning properly.
- Notify the shift supervisor when a shower is inoperative.

Max Officers will:

- Ensure inmates housed on the S-1 and S-2 tiers and Clinic Cells are given the opportunity to shower as frequently as possible
- Maintain a shower log indicating when showers are given and when inmates refuse.
- Turn in the shower log at the end of shift to the shift supervisor

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The Shift Supervisor will:

- Review and approve the shower logs at the end of each shift
- Ensure that repairs to showering facilities are completed in a timely manner
- Forward the shower logs to the Administrative Sergeant.