

KERN COUNTY SHERIFF'S DEPARTMENT

Lerdo Maximum-Medium Facility Policies and Procedures

TITLE: JAIL LOGS

M-500

EFFECTIVE DATE: 7-25-05

REVISED:09-27-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

Maximum-Medium Facility staff will maintain jail logs that contain complete and accurate information pertaining to the operational activities routine and unusual. Jail logs are a vital source of information for jail staff and an important form of documentation.

Procedure A. Use of Jail Logs

The Shift Supervisor will:

- ☞ Review and initial the jail logs to ensure that jail personnel are recording complete and accurate information during each shift.

Staff will:

- All entries into jail log will be written in ink
- Maintain complete and accurate jail logs pertaining to their specific duties during their respective shifts. Jail logs will include at a minimum:
 - Personnel on duty
 - Time and results of inmate population, counts and bed checks
 - Time and results of security checks made
 - Date, name, and booking number of inmates received
 - Time, date, name, and booking number of inmates released
 - All shift activities, routine, or unusual incidents, as well as action taken
 - Time meals are served
 - Time medication is passed
 - All inmate movement
 - Notations of problems or disturbances

- All visits to their respective work stations
- All housing officers will log all special diets served
- Maintain a log for the jail segregation area during their respective shifts. This log will include in addition to the above:
 - Date and time of all admissions or releases from the segregation area and by what authority
 - Medical requests and medical care delivered to inmates in segregation
- Read the duty station clipboard containing specific information pertaining to the assigned duty station when reporting for duty and prior to relieving on-duty personnel. This clipboard will contain:
 - Memo's, C&I's, etc. pertaining to specific inmates housed in that area
 - Memo's, C&I's, etc. relating to unusual incidents
 - Memo's, C&I's, etc. pertaining to security of staff and/or inmates
 - Any memo or report a supervisor feels staff should be aware of

KERN COUNTY SHERIFF'S DEPARTMENT

Lerdo Maximum-Medium Facility Policies and Procedures

TITLE: RADIO PROCEDURES

M-600

EFFECTIVE DATE: 7-25-05

REVISED:9-26-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

The Maximum-Medium Facility handheld radios and intercom systems are to be used for routine and emergency communication between staff members. The purpose of this policy is to ensure that communications transmissions by facility staff may be promptly and accurately received and acted upon.

DIRECTIVE #1

At no time will officers indulge in unnecessary chatter, click microphones, or use profanity on the radio.

DIRECTIVE #2

Radio call signs are assigned by shift assignment.

Example: Officers assigned to Max 1 will use the call sign Max1.

Officers leaving the facility for transportation or hospital guard, use in ascending order:

Lerdo Tom 1
Lerdo Tom 2, etc.

Division Lieutenant - Assigned call sign
Lincoln (assigned number)

Shift Supervisors will use the following call signs:

Max Sam 1 - Day Shift Senior Sergeant
Max Sam 2 - Day Sergeant
Max Sam 3 - Night Shift Senior Sergeant
Max Sam 4 - Night Sergeant

Max Sam 5 - Administrative Sergeant

Administration
Admin

Duty Office
Max Base

Utility Officer
Utility 1

Procedure A. Staff Duties and Responsibilities

The Shift Supervisor will:

- Ensure policies and regulations regarding hand held radios are adhered to by all staff

