

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: WEAPONS USE and STORAGE

I-300

EFFECTIVE DATE: 10/3/98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: PC831.5(g), PC12403.7, DBPPM F-200, DPPM C-700, Graham v. Conner (1989) 490 US 386, Tennessee v. Garner

POLICY

No person, facility staff or allied agency personnel shall enter the jail facility with a weapon. Allied agency staff shall secure firearms, chemical agents, batons, or knives in the lockers provided. Facility staff shall follow directive #1.

DIRECTIVE 1 : STAFF WEAPONS

Staff carrying firearms, knives, survival tools, or other weapons shall secure them in the gun lockers or their personal locker prior to entering the facility security area.

WEAPON USE

- Staff approved and trained to carry weapons in the performance of their duties will adhere to the training and policies DBPPM Section F for the type of weapon being utilized.

WEAPON STORAGE

- Staff assigned to the facility may use the gun lockers or their personal lockers for securing their weapons. If personal lockers are used, they shall be locked any time they are unattended.
- Staff members will make sure that they remove their weapons from the gun lockers prior to leaving the facility at the end of their shift. No staff member will take the key to a gun locker home.

DIRECTIVE 2 : FACILITY WEAPONS

Facility weapons such as shotguns, Pepperball guns, batons, and stun shield shall be stored in a locked cabinet or room where authorized staff may easily access them in case of emergency.

FACILITY WEAPON USE

- Any staff member trained and authorized in the use of chemical agents, may use them as necessary inside the facility according to the training they received.
- Any staff member trained and authorized in the use of the stun shield, baton, or Pepperball gun may be used inside the facility according to the training they received and under the approval and/or guidance of the shift supervisor.
- Firearms may be used outside the Facility for perimeter security in the event of an emergency under the approval of the shift supervisor.
- Firearms may never be taken or used inside the Facility **except** with the approval of the Facility Manager, Watch Commander, or Assistant Sheriff.

FACILITY WEAPON STORAGE

- Shotguns, ammunition and riot batons shall be secured in the Facility Command Post cabinet #1, and shall be accessible by the shift supervisor.
- Pepperball guns, ammunition, and regular batons shall be secured in the Facility Command Post cabinet #11, and accessible by the shift supervisor.
- Stun Shields shall be secured in the Receiving Control room and the storage room north of the shift supervisor's office. They shall be accessible for use by staff trained in their use and with the shift supervisor's approval.

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: CELL INSPECTIONS

I-700

EFFECTIVE DATE: 10/3/98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1066

POLICY

Every cell in the Facility will be inspected periodically for plumbing, electrical and structural damages, as well as security, fire and health hazards.

Cell inspections will also be made whenever an inmate is released, transferred to another facility or is re-assigned to another housing location.

Cell inspections will be made in addition to cell searches which are conducted for security purposes.

Cell inspections will be conducted by the Shift Supervisor during his daily rounds. Problems noted will be corrected by the on-duty Deck Officers or referred to maintenance personnel.

The inspection forms will be submitted once a week to the Shift Supervisor. All completed forms will be maintained by the Administrative Sergeant.

DEFINITIONS

Security hazards: Include objects or conditions which may assist an inmate in injuring himself or others, or assists in escape attempts.

Fire hazards: Include electrical damages, as well as flammable paper products such as excess letters, magazines, cardboard boxes, newspapers.

Health hazards: Include conditions which may affect the health and safety of inmates and staff, such as defective plumbing and ventilation, as well as poor cleanliness and hygiene.

DIRECTIVE 1:

Matches, lighters, and flammable liquids are prohibited.

DIRECTIVE 2:

All security, fire and health hazards, as well as serious damages or malfunctions will be corrected immediately. Damages or malfunctions which do not pose an immediate security, health or safety hazard will be corrected as soon as possible. If an area is not clean, it will be cleaned as soon as possible.

When removing any personal property from an inmate's cell, care should be taken not to discard or dispose of legal papers, letters, magazines, newspapers, or any personal property which the inmate feels is of value to him or her. The steps outlined in Procedure E-110 of the Bureau Policy and Procedure Manual will be followed when disposing of inmate personal property.

PROCEDURE A. CELL INSPECTIONS

The Deck Officers on each shift will:

- Inspect every cell and pipe chase access in his/her assigned station at the beginning of each shift for:
 1. Plumbing damages or malfunctions.
 2. Electrical damages or malfunctions.
 3. Structural damages.
 4. Security hazards.
 5. Fire hazards.
 6. Health hazards.
 7. Cleanliness.

8. Excess inmate property.

- Notify the Shift Supervisor whenever any damages, malfunctions or hazards are found or reported.
- Submit a maintenance request to correct any damages, malfunctions or hazards that do not require immediate attention as outlined in CRFPPM Procedure O-300.
- Write a Crime & Incident Report whenever there is reason to believe that any damages, malfunctions or hazards were intentionally caused by an inmate. Write the report using the investigation format whenever a suspect can be identified.
- Submit the report for complaint following CRFPPM Procedure A-200.
- Each Saturday, complete and submit an inspection form to the Shift Supervisor.

The Shift Supervisor will:

- Arrange to have any damages, malfunctions or hazards corrected.
- Forward inspection forms to the Administration Sergeant.

The Administrative Sergeant will:

- File inspection forms in a monthly file.
- Maintain the yearly file for at least 5 years.

PROCEDURE B. EXCESS INMATE PROPERTY

When an excess amount of inmate personal property is found in a cell, the Officer will:

- Seize the excess materials and notify the Shift Supervisor.
- Allow the inmate to choose which items will be kept in his cell.

- See that the excess material of value is booked into the inmate's property using the proper procedure.

PROCEDURE C. MAINTENANCE INSPECTIONS

At least once a month, a member of the Facility Maintenance Staff will:

- Inspect the pipe chases and other ancillary areas of the facility for any conditions that would cause a security hazard, fire hazard, or health hazard. This inspection will include a visual inspection of each of the horizontal fire dampers in the facility's heating and ventilation system. This inspection will be logged by the maintenance personnel.

DIRECTIVE 4:

Only one half ($\frac{1}{2}$) cubic foot of papers or other combustible materials will be allowed for each inmate. These materials include, but are not limited to, newspapers, magazines, greeting cards, letters and books. The $\frac{1}{2}$ cubic foot does not include legal papers or linen, mattresses, towels and clothing issued to the inmate.

DIRECTIVE 5:

When removing any personal property from an inmate's cell, care should be taken not to discard or dispose of legal papers.