

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

TITLE: INMATE DRESS

J-100

EFFECTIVE DATE: 10/3/98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

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.

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.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: SHOWERING

J-200

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1266, D.B.P.P.M. Section D-500

POLICY

Once assigned to a cell, inmates may be permitted to shower every day. Inmates will be required to shower at least every other day. All inmates whose work assignments cause them to require more frequent showers will be permitted to shower whenever necessary. Each inmate will be allowed ten (10) minutes to shower.

Disciplinary action will be taken against any inmate who refuses to shower.

PROCEDURE A. SHOWERS - ALL INMATES

DIRECTIVE 1:

Shower times are at the discretion of inmates housed in cells with showers. However, inmates are required to shower at least every other day. Inmates with no shower in cells will be allowed access to a shower at least every other day and more often if conditions permit.

Multiple Cells Without Showers:

The Deck Officers will:

- Announce via the intercoms cell number to prepare for showers.
- Have all inmates vacate the cell when the door is opened.
- Visually observe the inmates go to the Day Room shower area and secure the door.

- Allow the inmate ten (10) minutes to shower.
- Announce via the intercom that the shower time is over.
- Have all inmates vacate the shower room and visually observe them and return to their cell.
- Log in the Station Log book which cells were given showers and the initials of the officer providing the showers.

Single Cells:**The Deck Officer will:**

- Announce via the intercoms the cell number and inmate's name to prepare for a shower.
- Open the inmate's cell door and allow the inmate to exit.
- Visually observe the inmate go to the shower and secure the door after they enter.
- Allow the inmate ten (10) minutes to shower.
- Unlock the shower door and visually observe the inmate go back to their cell.
- Log in the Station Log book that a shower was offered and whether or not the inmate showered along with the initials of the officer providing the shower.
- Repeat this procedure for each single cell on the deck.

DIRECTIVE 2:

- Multiple single cell inmates may be showered at the same time in Day Rooms with multiple showers if their classification allows it.

PROCEDURE B. DISCIPLINARY ISOLATION AND ADMINISTRATIVE SEGREGATION INMATES**DIRECTIVE 4:**

Showers for Administratively Segregated inmates will be done during their 1 hour Day Room access. Showers for Disciplinary Isolation inmates will be conducted between 0700 and 2300 hours. Disciplinary Isolation male inmates and non-class member DI females will be afforded the opportunity to shower every other day.

Yeager vs. Smith Class Members may be afforded the opportunity to shower every day.

With these inmates, the Deck Officers will follow the same procedure as for single cells.

DIRECTIVE 3:

Depending on Facility and inmate safety concerns, it may be necessary to escort some inmates to the shower areas instead of allowing them to walk down the tier past other cells. Protective Custody Inmates, High Protective Custody Inmates and Civil Detainees will be escorted to and from the shower areas.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: CLOTHING & LINEN EXCHANGE

J-300

EFFECTIVE DATE: 10-3-98

REVISED: 12-11-00

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 1, Article 13, Section 1271

POLICY

All inmate clothing and linens will be exchanged for clean clothing and linen in accordance with the Laundry exchange schedule. All male inmates will be issued one set of outer clothing, two pair of socks, two pair underwear and one set of linen. Female inmates will be issued two sets of outer clothing, two pair of socks, two pair of underwear, one bra and one set of linen. Outer garments and linen will be exchanged once a week. Undergarments and socks will be exchanged twice a week. Blankets will be changed one Deck per week on a rotating basis. Mattresses will be exchanged when contaminated or in need of repair.

PROCEDURE A. LAUNDRY SCHEDULE

A laundry schedule will be distributed and followed. Any deviation in this schedule must be approved by a supervisor.

LAUNDRY EXCHANGE SCHEDULE

MALE INMATES

DAY	SHIFT	ITEMS
Tuesday:	0600-1400	Boxers, Socks, Towels, Sheets, Mattress Covers
Friday:	0600-1400	Boxers, Socks, Pants, Shirts.

FEMALE INMATES

Tuesday:	0600-1400	Bras, Panties, Socks, Towels, Sheets,
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Mattress Covers

Friday: 0600-1400 Bras, Panties, Socks, Pants, Shirts

NOTE: Bras and panties will be washed in the washer and dryer located on C-Deck and exchanged on an as needed basis. The washer and dryer will only be used to wash bras and panties.

DIRECTIVE 1:

The Laundry Officer will be responsible for the laundry exchange.

General Population male inmates will be issued the following items:

- Pair of pants
- Shirt
- (2) Pair of underwear
- (2) Pair of socks
- Pair of shower shoes
- Towel
- (2) Sheets
- Blanket

General Population female inmates will be issued the following items:

- (2) Pair of pants
- (2) Shirts
- (2) Pair of socks
- (2) Pair of panties
- Bra
- Pair of shower shoes
- Towel
- (2) Sheets
- Blanket

In addition, female "Class Member" inmates will receive:

- Thermal shirt upon request

- Thermal pants upon request

The Officer issuing the thermals will indicate on the station card that the inmate received thermals and the date given.

- Jacket to be worn outside if requested.

The inmate may only possess the jacket while on appointments out of the Facility. The jackets will be maintained and stored in the Laundry room.

Inmate Laborers will receive:

- Thermal shirt as needed
- Pair of coveralls
- Pair of Underwear
- Pair of socks
- Pair of work shoes
- Pair of shower shoes

Inmate Laborers may exchange (1) set of their dirty clothing and towel for one (1) set of clean clothing and a towel for every day they work.

PROCEDURE B. OFFICER DUTIES DURING GENERAL POPULATION INMATE LAUNDRY PASS

All officers at the Central Receiving Facility will follow the Laundry schedule and coordinate their schedules so the inmates will receive clean laundry or linen in accordance to the guidelines as set by Title 15.

DIRECTIVE 2:

The Laundry Officer will:

- (1) Get the Laundry inmate laborers from the inmate laborer cell and take them to the Laundry storage room.
- (2) Have the inmate laborers sort, fold and inventory all clean laundry.
- (3) Check and follow the laundry exchange schedule outlined in Procedure A.
- (4) At the earliest opportunity, call the Deck receiving clothing exchange and obtain the population count for that Deck.

- (5) If a condition exists at the Deck that will keep you from exchanging laundry, call the next Deck. Reschedule the missed Deck for a later pass on the same day.
- (6) Escort the I.L.□s with the clothing or linen along with an empty clothing cart to the Deck receiving laundry exchange.
- (7) Ensure all inmates are locked down prior to starting laundry pass.
- (8) Have the inmates pass the dirty laundry through the bars into a drag bag held open by two inmate laborers.
- (9) Exchange clean laundry for dirty laundry on a one-for-one basis.
- (10) Place all infected laundry in a yellow bag.
- (11) Load all dirty laundry onto the laundry truck and take it to the Lerdo Minimum Facility to be washed. Pick up clean laundry and return to CRF.
- (12) Make up bedrolls for dress-out.
- (13) Clean the Laundry Room.
- (14) Check all Decks and offices to see if any supplies are needed.

PROCEDURE C: INMATES MISSING SCHEDULED LAUNDRY PASS

When inmates on any deck scheduled for laundry exchange return from court, hospital, etc., after the Laundry Officer has passed laundry for that Deck, the Deck Officer will:

- Have the inmate write a request for his or her laundry.

The Laundry Officer will:

- Fill the request as soon as possible.
- Go to the Deck and exchange laundry in accordance with procedure.

PROCEDURE D. LOST, DAMAGED OR MISSING CLOTHING OR LINEN

If an inmate is missing an item of laundry at the scheduled laundry pass, they must report the missing item to the Laundry Officer.

DIRECTIVE 3:**The Laundry Officer will:**

- Interview the inmate to determine why the clothing or linen is missing.
- Notify the Deck Officer the inmate is missing the item and have the Deck Officer to check the inmates cell to determine if the item is missing.
- Replace the missing item if it is determined the inmate does not have their proper issue. (Refer to Directive 1 for the correct amount of laundry issue.)
- Have an I.L. repair damaged clothing or linen with the sewing machine.
- If warranted, write the inmate up for disciplinary action if it can be determined that they intentionally damaged clothing or linen.

PROCEDURE E: INVENTORY OF LAUNDRY OR LINEN

The Laundry Officer(s) will keep an inventory of all clothing or linen at the Central Receiving Facility.

DIRECTIVE 4:**The Laundry Officer will:**

- Count and record all clothing or linen items in Laundry Storage Room and laundry which is in circulation.
- Take damaged and worn out laundry or linen out of circulation.
- Fill out order form to replace damaged and worn out clothing or linen items.
- Give the Administrations Sergeant a copy of the inventory count on the first Monday of the following months:
 1. January
 2. April
 3. July
 4. October

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: HAIR CARE SERVICES

J-400

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

Inmate will be allowed to shave daily, unless there is a specific Court Order to the contrary and to receive hair care services once a month.

All hair car equipment shared among inmates will be sterilized before and after each use. A sterilizing chemical and method of use, meeting the requirements of Article 12, Sections 979 and 980 of the California Code of Regulations will be used when sterilizing hair care equipment.

Disciplinary isolation inmates will not receive hair care services while on disciplinary isolation.

Male and female hair services will be available on Saturday and Sunday of the week with fifteen minutes allowed for each haircut. The hair care schedule will be arranged an assigned Search and Escort officer's duty from 0900 to 1500 hours.

DIRECTIVE 1:

The designated barber area at the Central Receiving Facility is holding Cell #1005 on C-Deck.

DIRECTIVE 2:

The barber supplies and haircutting equipment will be stored in the storage room at the rear of the A-Deck break room.

PROCEDURE A. HAIRCUTS - MALES

Haircuts will only be given to male inmates in the designated barber shop area. The Search & Escort Officer will schedule the movement of inmates from the Decks to the Barber Shop area with the A-Deck Control Officer.

The S&E Officers will:

- Collect all requests for haircuts from inmates on their deck.
- Have the assigned Search & Escort Officer escort the inmates requesting haircuts from the Deck to the barber shop area. No more than two inmates will be taken to the barber shop area at a time.

The Officer responsible for the barber shop will:

- Keep a log of all haircuts given listing the inmates by name and booking number.
- Inventory the contents of the grooming supply kit prior to the I.L. barber entering the barber shop area.
- Ensure that the grooming supply kit inventory list is maintained in the barber shop at all times.
- Search all inmates entering and exiting the barber shop for contraband and weapons.
- Lock the I.L. barber and the inmate requesting the haircut in the barber shop.
- Monitor the cutting of hair allowing no more than fifteen minutes per hair cut.
- Ensure the I.L. barber cleans and disinfects all grooming supplies used after each hair cut.
- Ensure the I.L. barber cleans the interior of the barber shop after completing all haircuts for the day.
- Check the grooming supply kit to ensure all hair tools are present when the barber is finished cutting hair.
- Search the I.L. barber for contraband and weapons prior to returning him to

his cell.

- Lock the barber shop area when not in use.

The hair grooming supply kit will consist of one each of the following:

- Spray bottle.
- Pair of electric shears.
- Four shear attachments
- Pairs of scissors.
- Safety razor.
- Shear head brush (toothbrush).
- Container of Barbicide disinfectant.
- Bib.
- Comb.
- Graduated cylinder canlor bottle, clipper oil (baby oil).
- Extension cord.

PROCEDURE B. HAIRCUTS - FEMALES

Haircuts will be given to female inmates in the designated barber shop area. The Search & Escort Officer will schedule the movement of inmates from the deck to the barber shop area with A-Deck Control. No more than two inmates will be taken to the barber shop area at a time. Female inmates and male inmates will not be given haircuts at the same time.

- Collect all requests for haircuts from the officer assigned to C-Deck.

- Have the C-Deck Officer search inmates entering and exiting the haircutting area for contraband and weapons.
- Escort inmates to the holding cell for haircuts.
- Lock the I.L. barber and inmate requesting the haircut in the holding cell.
- Inventory and hand the necessary hair care tools through the food slot or bars to the I.L. barber from the lock box by the Female Deck duty station.
- Monitor the cutting of hair allowing no more than fifteen minutes per haircut.
- Inventory the contents of the grooming supply kit prior to the I.L. barber entering the barber shop.
- Ensure the I.L. barber cleans and disinfects all grooming supplies used after each haircut.
- Ensure the I.L. barber cleans the interior of the haircutting cell after completing all haircuts for the day.
- Retrieve all haircutting tools and re-inventory them to ensure all the tools handed out are returned.
- Re-secure the haircutting tools in the lock box.
- Search the I.L. barber for contraband and weapons prior to returning her to her cell.

PROCEDURE C. DISINFECTING IMPLEMENTS

All implements will be disinfected each time prior to use on anyone.

Non-Electrical instruments with sharp point or edge:

- Clean with soap (or detergent) and water.
- Totally immerse in 70% isopropyl alcohol for 10 minutes.

Non-Electrical instruments without sharp point or edge.

- Clean with soap (or detergent) and water.

- Totally immerse for 10 minutes in:

An EPA registered disinfectant with demonstrated bactericidal, fungicidal and veridical activity used according to manufacturer's instructions or 70% Isopropyl Alcohol.

Electrical Instruments:

- First remove all foreign matter.
- Disinfect with an EPA registered disinfectant with demonstrated bactericidal, fungicidal and veridical activity used according to manufacturer's instructions.
- Store in a clean covered place.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: FOOD SERVICE

J-500

EFFECTIVE DATE: 10-3-98

REVISED: 10-9-98

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Article 11

POLICY

The Central Receiving Facility Kitchen will prepare meals for the inmate population. Food service for the inmates will be under the direction of the Detention Bureau Food Manager and prepared under the supervision of a Supervising Cook. All meals will be prepared by the CRF Kitchen and taken to the appropriate Decks for serving to the inmates. All beverage containers will be delivered first. Food carts will be delivered two at a time from the kitchen to ensure that the food is hot when served to the inmates.

Food will be served three times in any 24 hour period. At least one of these meals will include hot food. Supplemental food must be served if more than 14 hours pass between meals. If an inmate misses a regularly scheduled meal, the inmate will be provided with a sandwich and beverage in lieu of that meal. A minimum of 15 minutes will be allowed for the actual consumption of each meal. Inmates will be served all meals in their cells.

A daily menu will be prepared by the Food Service Manager, or their designee, one week in advance. The menu will strive to reduce repetition of food items in a short period and shall include all food groups that are set up by the California Board of Corrections within the Minimum Jail Standards (Title 15, Section 124) for each meal of breakfast, lunch and dinner.

The Kitchen staff will prepare all meals for inmates using the guide in the Minimum Jail Standards as an absolute minimum for food served. The Food Services Manager shall ensure, as a minimum, each meal served in the jail meets the standards set forth in Title 15, Section 1241.

DIRECTIVE 1:

At no time will a food tray be placed on the floor and pushed under the cell door. This is not sanitary and is inhumane.

PROCEDURE A. RECEIVING AND SERVING FOOD TO GENERAL POPULATION.**DIRECTIVE 1:**

Food carts and beverage containers will be delivered to the Decks on the following schedule:

Breakfast	0430 hours
Lunch	1100 hours
Dinner	1700 hours

Meals will be served immediately after the carts are received.

The Supervising Cook will:

- Ensure all food and beverage carts are sent to the individual Decks as soon as they are loaded, via the Center elevator.

The Deck Officers will:

- Receive the food carts and drink carts from the elevator as they arrive and serve immediately.
- Escort the Inmate Laborers with the food and drink carts to all tiers of each deck.
- Watch the Inmate Laborers as they walk the food and drink carts from cell to cell and between the tiers.
- Tell Inmate Laborers which tier to start with.
- Count the trays, cups and flatware as they are served to inmates.
- Supervise as the Inmate Laborers pass the food trays into the cells.
- Allow the Inmate Laborers to eat after all cells on the deck have been served.

PROCEDURE B. SERVING FOOD TO INMATES THAT MISS FEEDING

When the inmates return from Court, hospital or other appointments, the IRC Officer will:

- Ask the Transporting Officer if the inmates have been fed.
- Return inmates that have been fed to their respective decks.
- Provide sandwiches and beverage to inmates that have not been fed.
- Have inmates eat in one of the Court Holding Cells.
- Return the inmates to their respective Decks after being fed.

DIRECTIVE 2:

For sanitary and health reasons inmates are not allowed to store uneaten food in their cells.

PROCEDURE C. CLEANING OF DECKS/CELLS AND RETURNING FOOD CARTS**The Deck Officer:**

- Have the Inmate Laborers collect the trays, cups, bags and trash flatware from the cells.
- Count the trays, cups and flatware as they are collected. If all are not returned, refer to cell search procedures, Section C-300 of the Detention Bureau Policy and Procedure Manual.
- Have the Inmate Laborers put the collected items on the appropriate food cart and place the carts in the center elevator for return to the kitchen.
- Have the Inmate Laborers clean the Deck area and provide cleaning supplies to all the cells.

PROCEDURE D. SPECIAL DIETS/PREGNANT INMATES**DIRECTIVE 3:**

Special diets for medical purposes shall be recommended only by the Detentions Bureau Medical Staff. The menu for any medical diet shall be prepared by the medical staff or authorized physician and presented to the Detentions Bureau Food Services Manager or his designate for implementation. The Medical Authority ordering a medical diet shall specify the length of time the diet will be served.

When the inmate requires a special diet, the Medical Staff will:

- Notify the CRF Kitchen Staff and Shift Supervisor in writing:
- The notification will include:
 - The inmate's name and booking number.
 - The inmate's housing assignment.
 - The type of meal required.
 - Length of time the meal should be served.
 - Any special instructions.
- Notify the Deck Officers where the inmate is housed.
- The notification will include:
 - The inmate's name and booking number.
 - The inmate's housing assignment.
 - Any special instructions.

The Deck Officer will:

- Write that the inmate receives a special diet and any special instructions on the inmate's station card.

- Log each time an inmate receives a special diet in the station log.

The Supervising Cook will:

- Mark the special diet tray with the inmate's name, booking number and cell location.
- Deliver the special diet tray with food carts as outlined in Procedure A.

DIRECTIVE 4:

All special diet trays will be served during normal inmate feeding. The officer supervising feeding will check the inmate's wristband to ensure the proper inmate is receiving the special diet. The inmate will not be allowed to refuse a special diet tray in lieu of a regular meal.

DIRECTIVE 5:

The 0700-1900 female Deck Officer will give A-Deck Control the number of sandwiches required for pregnant inmates. This should be done at the same time the Deck Count is called in. The A-Deck Control Officer will furnish the Kitchen staff with the required number of sandwiches. The sandwiches will arrive with the dinner meal and should be given to pregnant inmates during the evening. Pregnant inmates will also receive milk three times per day.

PROCEDURE E. DISCIPLINARY DIETS**DIRECTIVE 6:**

Disciplinary diet will not be prepared or served at the Central Receiving Facility without approval from the Facility Manager. If a disciplinary diet is served, it will meet the standards set forth in Title 15, Section 1247.

DIRECTIVE 7:

Metal eating utensils will not be permitted inside the Facility for use by staff members because of their ready use as weapons by inmates. Only plastic utensils will be used by staff members and inmates.