

KERN COUNTY SHERIFF'S OFFICE

Kern County Justice Facility Policies and Procedures

TITLE:	WELLNESS CENTER	A-110
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EFFECTIVE DATE: May 12, 2018

REVISED:

APPROVED BY: Justice Facility Section Manager

REVIEWED:

REFERENCE: Sheriff's Office Policy B-100, K-820, JFPPM D- 310

POLICY:

The purpose of the Justice Facility Wellness Center is to provide employees with health information and promote physical fitness. The Wellness Center is for the exclusive use of Sheriff's Office employees. This policy establishes authorized employees and procedures for use.

DEFINITIONS:

Hazard: Any condition that may adversely affect the health and safety of staff.

Off duty: Days or hours an employee is not scheduled to work (Break/lunch times are not considered off duty).

DIRECTIVE #1

Sheriff's Office employees may use the Wellness Center during off duty hours or regular days off. Employees on "light" duty or any restricted duty status must have written permission from their physician prior to using this facility. Employees uncertain about their own state of physical fitness or health are encouraged to consult with their own private physician prior to engaging in any strenuous physical activity. Contract staff or other persons not employed by the Sheriff's Office are not permitted to enter or use the equipment.

DIRECTIVE #2

Employees will adhere to Sheriff's Office and County policies regarding employee conduct while utilizing the Wellness Center. Use of the facility equipment can be dangerous and can cause injury if used improperly or if used by a person having

physical problems. Equipment should not be used unless the user has read and understands the user manual for the safe and proper use of the equipment. Employee misconduct or improper use of equipment may be cause for disciplinary action.

Procedure A: Wellness Center Use

User Manuals are available in the Wellness Center and on SheriffNet. Staff may access equipment user manuals on the Justice Facility Page under the Wellness Center file.

Staff will:

- Review user manuals prior to use of equipment;
- Sign in when they arrive to work out and sign out when leaving the facility;
- Wear proper workout clothing; shirts, shorts, sweats, tennis or running shoes, etc. (Refer to Sheriff's Office Policy K-820 Arrest Control Training);
- Be responsible for stripping their own weights and returning all plates, dumbbells, and bars to their appropriate racks;
- Not allow plates, bars, dumbbells, or weight stacks to drop. Gently lower equipment to avoid injury to yourself, others or damage to the equipment or facility;
- Use a clean towel and disinfectant to clean equipment before and after use;
- Not remove equipment from the facility;
- Report fire, health or safety hazards to the on-duty shift supervisor;
- Report injuries to the Shift Supervisor;
- Complete a report for any injuries or incidents.

Shift Supervisors will:

- Respond to reports of injury;
- Ensure employee injury reports are completed.

Upon being notified of damaged or inoperable equipment the Shift Supervisor will:

- Notify the Administrative Sergeant via phone, phone message or email;

- In the absence of the Administrative Sergeant, post an “out of order” sign on in operable equipment.

Administrative Sergeant or designee will:

- Post an “out of order” sign on damaged or inoperable equipment upon being notified;
- Coordinate the repair or removal of inoperable equipment.

Procedure B: Cleaning

The Wellness Center will be cleaned, sanitized and inspected once a week at the direction of the Administrative Sergeant or designee (**Refer to JFPPM D- 310 attachment D**).

Administrative Staff will:

- Supervise and direct female inmate laborers;
- Empty trash can;
- Sanitize equipment;
- Clean glass;
- Replenish cleaning supplies;
- Sweep and mop floor;
- Replenish health and wellness pamphlets or brochures.

KERN COUNTY SHERIFF'S OFFICE

Kern County Justice Facility Policies and Procedures

TITLE: INMATE LAUNDRY **D-410**

EFFECTIVE DATE: May 12,2018 **REVISED:** 12/21/18

APPROVED BY: Justice Facility Section Manager **REVIEWED:**

REFERENCE: Title 15, Section 1260-126; Yeager vs Smith; DBPPM D-400, DBPPM D-600

POLICY:

Clothing and linen exchanges will be conducted a minimum of one time per week to collect soiled laundry and issue clean laundry. Undergarments shall be exchanged a minimum of twice per week. Outer garments, bedding and towels will be exchanged once per week. Blankets will be exchanged once every three months in compliance with Title 15 and DBPPM Section D-400 in accordance with the schedule outlined in directive two.

DIRECTIVE #1

The following clean items will be issued to inmates housed in the Justice Facility;

- Pants (2)
- Shirts (2)
- Socks (2 pair)
- Footwear (1 pair)
- Male Inmates- Boxer shorts (2) and Thermal top (1)
- Female inmate- Sports bra (2), Panties (2), and Thermal top (1)

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

- Towel (1)
- Blanket (1)
- Mattress cover (1)
- White sheet (1)

Female "Class Members" (Yeager vs Smith) will be allowed to exchange their underwear as needed.

Justice Facility Inmate laborers will be allowed to exchange their soiled clothing and towel for clean items as needed. Justice Facility Inmate Laborers will be issued the following:

- Pants (2)
- Shirt (2)
- Socks (2 pair)
- Footwear (1 pair)
- Additional Footwear (1 pair)- Additional pair of appropriate footwear based on work assignment.

DIRECTIVE #2

The designated Facility Laundry Deputy will manage the facility laundry inventory under the direction of the Administrative Sergeant. The laundry deputy will be responsible for coordinating and supervising inmate laundry exchange in accordance with the facility operations schedule.

DAY	MODULE A	MODULE B	MODULE C	MODULE D	INFIRMARY
MONDAY	0730 O	0915 U/L			1215 O
TUESDAY			0730 O	0915 U/L	
WEDNESDAY	0915 U/L	0730 O			1215 U/L
THURSDAY			0915 U/L	0730 O	
FRIDAY	MAKE UP	MAKE UP	MAKE UP	MAKE UP	MAKE UP

O= Outer garments / U = Under garments / L= Linens

Procedure A: Processing New/ Clean Laundry

An adequate supply of clean clothing and linen will be stored in the Justice Facility.

Laundry Deputy will:

- Maintain the supply of clothing and linen in a clean storage area;

- Track all incoming clean clothing and linen received from the Inmate Services Laundry Unit;
- Report any shortages to the Inmate Services Laundry Unit Supervisor and the Justice Facility Administrative Sergeant;
- Direct and supervise the inmate laborers assigned to laundry production (i.e. sorting, folding, counting and cleaning of laundry areas);
- Ensure that there is an adequate supply of bed rolls in the facility;

A "Bed Roll" will consist of:

- Blanket (1)
 - Mattress Cover (1)
 - White Sheet (1)
 - Towel (1)
 - Socks (2 Pair)
- Record all items of clothing/linens needed as new or replacements when ordered from the Warehouse;
 - Order new clothing/linen from the Lerdo Warehouse to be delivered to the Inmate Services Laundry Unit for stamping to replace that which has been discarded.

Procedure B: Processing Soiled Laundry

Properly marked soiled clothes bins will be used to collect soiled clothing/linen in the Justice Facility.

Laundry Deputy will:

- Supervise inmate laborers in the collection of soiled laundry;
- Provide personal protective equipment to inmates handling soiled laundry;
- Collect soiled laundry bins from dress out, receiving, infirmary and the soiled laundry staging closets;
- Collect all soiled laundry exchanged by inmates during laundry pass;

- Supervise the delivery and pick up of soiled laundry to the Inmate Services Laundry Unit;

Procedure C: Laundry Exchange

Laundry exchanges will be done in a manner consistent with the safety and security of inmates. Whenever possible inmates will remain secured in the housing unit and the exchange of laundry will be conducted through the housing unit dayroom pass-through. Laundry exchange may be conducted inside the housing unit using the cell pass through in areas of administrative segregation or when inmates are not permitted access to the dayroom.

Laundry Deputy will:

- Coordinate laundry pass with housing deputies;
- Facilitate laundry pass with the use of inmate laborers whenever possible;
- Conduct laundry pass using a laundry cart stocked with Justice inmate clothing items and an empty bin to collect soiled laundry;
- Confirm the inmate has all the dirty items for the exchange;
- Ensure each inmate places their dirty laundry in the appropriate cart and receives clean laundry in exchange for their soiled laundry;
- Resolve inmate issue related to laundry items during the exchange whenever possible;
- Supervise inmate laborers at all times.

Housing Deputy will:

- Enter the housing unit and check each cell for excessive laundry while inmates are exchanging laundry items;
- Monitor inmate interaction with inmate laborers;
- Handle any problems or issues that may arise during laundry exchange;
- Document the laundry pass in the station log book.

Procedure D: Inmates Who Miss Scheduled Laundry Pass**Housing Deputy will:**

- Provide the inmate an inmate request form;
- Review inmate requests for laundry items;
- Exchange soiled items with clean items from the module clean clothing and linen storage room;
- Place soiled laundry items in designated bins and storage rooms;
- Complete deputy portion of the request and provide the inmate copy to the requesting inmate with the clean clothing items;
- Forward the file copy of the inmate request slip to facility administration.

If clean items are not available in the module clean clothing and linen storage room, inmates will be advised of the make-up clothing and linen exchange day and time and the inmate request form will be placed in the laundry deputy's mail box located in the facility squad room.

Laundry Deputy will:

- Review all inmate requests for laundry items;
- Review JMS and laundry exchange schedule to confirm the inmate was unavailable during scheduled laundry exchange (i.e. court, medical appointments, etc.);
- Coordinate the laundry exchange with housing deputies;
- Confirm the inmate has all the dirty items for the exchange;
- Ensure each inmate places their dirty laundry in the appropriate cart and receives clean laundry in exchange for their soiled laundry;
- Complete deputy portion of the request and provide the inmate copy to the requesting inmate with the clean clothing items;
- Forward the file copy of inmate the request slip to facility administration.

Procedure E: Lost/Missing or Damaged Clothing/Linen**Laundry Deputy will:**

- Notify the floor deputy the inmate has lost/missing or is in possession of a damaged item;
- Replace the lost/missing or damaged item if it is determined the inmate does not have their complete laundry issue as described in directive one.

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 damaged or excess laundry.

DIRECTIVE #3

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

Procedure F: Damaged Laundry**Laundry Deputy will:**

- Separate and inventory damaged laundry items;
- Record damaged laundry by number of items or by weight recorded on the scale in Inmates Services Laundry Unit;
- Report damaged laundry to the Justice Facility 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 Inmate Services Section for review.

KERN COUNTY SHERIFF'S OFFICE

Kern County Justice Facility Policies and Procedures

TITLE:	FIRST-AID KITS	H-1310
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EFFECTIVE DATE: May 12, 2018

REVISED:

APPROVED BY: Justice Facility Section Manager

REVIEWED:

REFERENCE: Title 15, Section 1220; PC 6030

POLICY

The Sheriff's Office Safety Officer has consulted with a licensed physician to assemble a list of first-aid materials consistent with the types of injuries that our employees might incur. The Kern County Justice Facility will maintain first-aid kits containing approved materials in areas of the facility to allow employees to have immediate access to them.

DIRECTIVE #1

First-aid kits will be inspected monthly so their contents may be replenished as necessary. Kern Medical Staff are responsible for providing all items included in the first aid kits. (Refer to Attachment A, First-Aid Material, Physician's Approval Form).

Procedure A: First Aid Locations

First aid kits will be made available in the following locations within the facility:

- All Module Floor Offices
- Administration Breakroom
- Mail Room
- Clerical Office
- Receiving
- Medical/Behavioral Health Administration
- Clinic
- Infirmary
- Shift Supervisor's Office
- Classification/Programs Office
- Laundry Warehouse
- Utility Warehouse
- Maintenance Warehouse
- Main Gate

Procedure B: First Aid Kit Inspection**Utility Deputy will:**

- Maintain a Safety Officer approved first-aid check off list in all first-aid kits (Refer to Attachment B, Justice Facility First-Aid Check list);
- Use the check off list included in each kit to conduct a monthly inventory of the contents;
- Check seals and expiration dates on packaged materials;
- Replenish missing, soiled or expired items;
- Obtain first-aid materials from Kern Medical staff as needed;
- Clean and/or sanitize first-aid kits, keep them free of dirt, dust, or other contaminants;
- Notify the Administrative Sergeant or designee of any problems or issues related to first-aid kits.

Administrative Sergeant or designee will:

- Periodically check the first-aid kits for compliance;
- Follow up on obtaining necessary supplies as needed.