

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE:	SUPPLIES	NO: E-102
EFFECTIVE DATE:	08/05/92	REVISED: 10/17/19
APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
REFERENCE:	Title 15 Section 1280; DBPPM Section D-100	

POLICY:

The Utility-1 Deputy will monitor Facility supplies usage and ensure that there is a sufficient stock of sanitation and housekeeping supplies available at the Lerdo Pre-Trial Facility.

DIRECTIVE 1: MAINTAINING SUPPLIES

The Utility Deputy will:

- Maintain sufficient quantities of sanitation and housekeeping supplies to meet daily and weekly Facility needs;
- Maintain a sufficient quantity of supplies to meet short-term emergency needs in the event of a natural disaster or other prolonged disruption in supply orders;
- Inventory, order, maintain, and replenish supplies for the Pods;
- Network with approved vendors and the Lerdo Warehouse to meet Facility supply needs;
- Maintain supplies in accessible locations;
- Store all flammable or toxic items in the locked storage cabinet located in the Receiving parking lot;
- Maintain Material Data Safety Sheets (MSDS) for sanitation and housekeeping supplies used at the Pre-Trial Facility.

KERN COUNTY SHERIFFS OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE: FACILITY CLEANLINESS – UTILITY DEPUTY

E-110

EFFECTIVE DATE: 02/01/93

REVISED: 10/14/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVISED: 10/14/19

REFERENCE:

POLICY:

The Utility Deputies will be responsible for the cleanliness and sanitation of all areas of the Lerdo Pre-Trial Facility except those areas assigned to other labor crews and the housing areas of inmates.

DIRECTIVE 1:

Inmate laborers may be used for cleaning non-secure areas of the Pre-Trial Facility such as Administration, upstairs corridors, pod control rooms, etc. Work release inmates will also clean those areas when directed to do so by the Administrative staff.

DIRECTIVE 2:

The areas of responsibility for the Utility Deputies will include, but are not limited to the following:

- The Administrative Section of the Facility;
- All staff restrooms and locker rooms;
- All Classrooms;
- The Chapel;
- The Mental Health Offices;
- Medical Administration Office;
- All Control rooms Central Control;
- Law Library;
- Master Control;
- Pod Control Rooms;
- Visiting Rooms;
- Shift Supervisor's Office;
- Squad Room;
- All Corridors;
- Warehouses;
- Boiler Rooms;
- Laundry Rooms;

- Storage areas;
- Receiving;
- Receiving Control;
- Loading Dock;
- Control Room Windows;
- H Corridor Control Room;
- All Air Conditioning Vents.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section Policies and Procedures

TITLE: HAZARDOUS MATERIALS

E-120

EFFECTIVE DATE: 4/01/08

REVISED:10/14/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED:10/14/19

REFERENCE:

POLICY:

Many materials stored and used in the Pre-Trial facility pose health or safety hazards if stored or used incorrectly by staff or inmates. Because of these potential hazards, it is necessary to maintain an effective hazardous material storage and identification system to ensure that all materials are accounted for and easily identifiable. Use of this classification of materials by any inmate workers will require direct supervision by an assigned staff member at all times. Hazardous materials will only be issued to inmates assigned to designated maintenance or utility crews. A current material safety data sheet shall be provided for all poisonous, toxic, or hazardous substances and shall be available upon request.

DEFINITIONS

Hazardous Material: All flammable, caustic, and toxic materials.

- For examples refer to Table A

MSDS: Material Safety Data Sheets

DIRECTIVE #1

No hazardous material shall be placed into service in the Pre-Trial facility without the approval of the Maintenance Supervisor or the Pre-Trial Administrative Sergeant. When approving the addition of any hazardous material to the facility, the Maintenance Supervisor or the Administrative Sergeant will ensure a MSDS is added to all facility binders.

DIRECTIVE #2

An inventory list of all hazardous materials will be maintained at each worksite by the Maintenance Supervisor, Pre-Trial Administrative Sergeant or their designee.

PROCEDURE A. HAZARDOUS MATERIAL STORAGE

The Maintenance Supervisor will designate a Maintenance staff member as a facility hazardous materials control staff member. The Administrative Sergeant will designate a Support Services/Utility staff as a facility hazardous materials control staff member. The facility hazardous materials control staff member will:

- Ensure all flammable, toxic and caustic materials are stored in locked areas inaccessible to inmates;
- Ensure incompatible substances are stored separately;
- All flammable materials and substances are stored or discarded in approved storage containers;
- Ensure all hazardous materials are stored in their original container or otherwise labeled to ensure they can be easily identified in accordance with their MSDS;
- Ensure all flammable, toxic and caustic materials are not stored or used in a way that could contaminate food, food utensils and equipment, or bedding.

PROCEDURE B. HAZARDOUS MATERIAL USE

Any facility hazardous materials control staff member using hazardous materials will:

- Wear the appropriate personal protective equipment;
- Report and document any hazardous incident to the Maintenance Supervisor or the Administrative Sergeant;
- Use only limited quantities needed to complete each job;
- Review MSDS to ensure proper application, ventilation and safety concerns;
- Dispose of any excess materials in accordance with the corresponding MSDS.

The use of poisonous compounds to control weeds, rodents, insects, and other pests shall be used according to labeled instructions. Restricted pesticides shall be applied only by a certified pest control applicator or under the direct supervision of a certified pest applicator.

- All food, food utensils, and equipment, bedding and other equipment, materials and items that will come in contact with food, staff, or inmates must be completely protected during the time pesticide application is being conducted. Pesticides shall be applied only in such a manner as to prevent skin contact and other exposure to inmates and staff.

TABLE A**Common Flammable, Toxic, and Caustic Substances****Class I Liquids Toxic Substances**

Gasoline Ammonia
Benzine (Petroleum ether) Chlorine
Acetone Antifreeze
Hexane Duplicating fluid
Lacquer Methyl alcohol
Lacquer thinner Defoliants
Denatured alcohol Herbicides
Ethyl alcohol Pesticides
Xylene (Xylol)
Contact cement (flammable)
Toluene (Toluene)
Methyl ethyl ether
Methyl ethyl ketone
Naphtha Y, M, and P

Class II Liquids Caustic Substances

Diesel fuel Lye
Motor fuel Muriatic acid
Kerosene Caustic soda
Cleaning solvents Sulfuric acid
Mineral spirits Tannic acid
Acetone

Class III Liquids

Paint (oil base)
Linseed oil
Mineral oil
Neatsfoot oil
Sunray conditioner
Guardian fluid

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE: SHOWERING

NO: E-142

EFFECTIVE DATE: 08/05/92

REVISED: 10/15/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/15/19

REFERENCE: Title 15, Section 1266

POLICY:

Inmates will be permitted to shower daily, once assigned to a housing unit or infirmary. 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: General Population Inmates

The Housing Control Deputy will:

- Have the inmate close the shower door;
- Allow the inmate ten (10) minutes to shower;
- Open the shower door and allow the inmate to exit.

Procedure B: Disciplinary Separation and Administratively Segregated Inmates

Showers for administratively segregated inmates will be done during their 1 hour day room access. Male inmates and non-class member females serving disciplinary separation will be afforded the opportunity to shower every other day. Yeager vs. Smith class members may be afforded the opportunity to shower every day.

The Housing Control Deputy will:

- Use the intercom to ask the disciplinary separation inmate if they want to shower;
- Open the inmate's cell door and allow them to exit;
- Open the shower door and allow the inmate to enter;

- Have the inmate close the shower door;
- Allow the inmate ten (10) minutes to shower;
- Open the shower door and allow the inmate to exit;
- Close the inmate's cell door after they enter their cell;
- Log on form F-411 that a shower was offered and whether or not the inmate showered;
- Repeat this procedure for each disciplinary isolation inmate in the housing unit;
- Have last inmate to shower close the shower door when finished.

Procedure C: Infirmory Inmates**The day and night Infirmory Deputy will work together and will:**

- Ask the inmate housed in the infirmary if they want to shower;
- Open the infirmary cell door and allow the inmate to exit;
- Make sure the inmate follows any special instructions posted on their cell door (i. e. masks, gloves, etc.);
- Close the inmate's cell door;
- Escort the inmate to the infirmary shower;
- Open the infirmary shower door and allow the inmate to enter;
- Close the infirmary shower door;
- Allow the inmate ten (10) minutes to shower;
- Open the infirmary shower door and allow the inmate to exit;
- Close the infirmary shower door;
- Escort the inmate to their cell;
- Open the inmate's cell door and allow them to enter;
- Close the cell door;

- Log in the station logbook that a shower was offered and whether or not the inmate showered;
- Repeat this procedure for each inmate housed in the infirmary.

The infirmary shower will be disinfected after being used by an inmate with a contagious or infectious disease.

The search and escort or infirmary Deputy will have an infirmary inmate laborer spray down the entire shower with a spray bottle containing disinfectant.

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE: CLOTHING & BEDDING EXCHANGE

NO: E-143

EFFECTIVE DATE: 08-05-92

REVISED: 10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/17/19

REFERENCE: Title 15, Article 13, Section 1262, 1271

POLICY:

Clothing exchange shall be performed on a fixed schedule that ensures appropriate sanitation and hygiene for all inmates. Inmate undergarments shall be exchanged twice each week, outer garments, bedding, and towels shall be exchanged once each week. Deviation from the schedule below shall only be done due to unexpected security issues.

Day	A Pod	B Pod	C Pod	D Pod	E Pod	F Pod	H pod
Monday	0715	1300					1045
Tuesday			0715		1045	1300	
Wednesday		0715		1300			1045
Thursday	1045		1300			0715	
Friday				0715	1045		

DIRECTIVE 1

The following items shall be issued to inmates housed at the Pretrial facility;

- All general population inmates
 - (2) brown pants, (2) brown shirts
 - (1) thermal shirt, (2) pair of socks
 - (2) white sheets, (1) white towel, (1) blanket
 - (1) pair shower shoes

- Female inmates
 - (2) pair of panties
 - (2) bras
 - (1) pair of shoes

- Male inmates
 - (2) pair of boxers
 - (1) pair of shoes

- Inmate laborers
 - (2) khaki pants
 - (2) khaki shirts
 - (1) pair work shoes

Procedure A: Laundry Pass / Duties**The Laundry Deputies will:**

- Call the control Deputy where the IL's are housed to have the laundry IL's readied for work;
- Make wristband(s) and dress out any new IL's;
- Collect all dirty laundry from Receiving;
- Take the female IL's to the infirmary for medication, collect dirty laundry from infirmary;
- Return to laundry warehouse to sort dirty laundry and prepare for first pass;
- Notify the housing control Deputy to announce laundry pass.

Inmates Not Locked Down:

- Place the IL's in the laundry exchange room with the clean laundry and cart for dirty laundry;
- Go into the unit and verify that each inmate is exchanging all of the items being exchanged that day;
- Search the cell of any inmate claiming they do not have an item to exchange;
- Direct the inmate(s) to the exchange room and supervise the exchange.

Inmates Locked Down:

- Have the Control Room Deputy announce for inmates to place dirty laundry out the food slot onto the floor;
- Take the laundry cart and IL's into the unit;
- Have the IL's collect the dirty laundry cell by cell and verify all items are present;
- Supervise the IL's passing the clean laundry.

The Housing Control Deputy will:

- Announce to the inmates that clothing or linen is to be exchanged and to line up with their dirty laundry, or to place it out the food slot on the floor;
- Open the appropriate housing unit door and monitor the inmate movement.

The Housing Floor Deputy will:

- Check each cell for excessive laundry while the inmates are lined up;

- Monitor the inmates and handle any issues that may arise.

Procedure B: Laundry Pass – Infirmary Inmates**The Infirmary Deputy will:**

- Supervise the infirmary IL as clean laundry is exchanged for dirty at each cell;
- Direct the IL's in the proper method to Yellow bag items soiled with body fluids;
- Direct the IL's in the proper method to Red bag items saturated with body fluids
- Escort the IL to place bagged bio-hazard laundry in appropriate location(s).

Procedure C: Inmates Who Miss Scheduled Laundry Pass**The Laundry Deputies will:**

- Review missed laundry requests to confirm the inmate was unavailable at the regular pass time;
- Utilize Friday afternoon as the make-up day for missed laundry pass due to court or medical appointments;
- Contact the Control room Deputy with the names of the inmates eligible for a make-up pass;
- Ask the Deputy to have the inmate(s) line up at the unit door with their dirty laundry;
- Respond to the unit with all necessary laundry, IL's, and cart for dirty laundry;
- Confirm the inmate has the all dirty items for the pass, have them place the items in the dirty laundry cart;
- Give the clean laundry items to the inmate;
- Write on the request slip that items were given, give the inmate the yellow copy, and forward the white copy to admin.

Procedure D: Processing Laundry / Linen**Dirty Laundry - The Laundry Deputies will:**

- Ensure dirty laundry is not mixed with clean laundry;
- Direct some IL's to sort dirty laundry as it is received during clean laundry passes;
- Have the IL's bag the dirty laundry, take the bags to the loading dock;
- Take the dirty laundry to the Minimum Laundry Facility no later than 0900.

Clean Laundry - The Laundry Deputies will:

- Pick-up all clean laundry for the Pre-Trial Facility;
- Return to the laundry warehouse to sort laundry and prepare for second pass;
- Have IL's make bedrolls for Receiving. A bedroll consists of:
 - One blanket
 - Two sheets
 - One towel
 - Two pair of socks.
- Place the bedrolls in carts and place in Receiving dress out area;
- Ensure Receiving has been re-stocked with clean laundry prior to end of shift.

Procedure E: Missing or Damaged Clothing / Linen**The Laundry Deputies will:**

- Notify the Housing Floor Deputy if an inmate is missing an item at pass time;
- Replace the missing item if it is determined the inmate does not have the required issue.

The Housing Floor Deputy will:

- Attempt to find the missing laundry by searching the inmate's housing unit;
- Initiate discipline against any inmate in possession of excess laundry;
- Initiate discipline against any inmate who damages issued laundry items.

Procedure F: Inventory of Clothing / Linen**The Laundry Deputies will:**

- Keep an adequate inventory of clothing / linen at the Pre-Trial Facility;
- Discard severely damaged and worn out laundry items;
- Obtain new clothing / linen from the Lerdo Warehouse to replace discarded items.

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE: HAIR AND NAIL CARE SERVICES

E-144

EFFECTIVE DATE: 08/05/92

REVISED: 10/15/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/15/19

REFERENCE: Title 15, Section 1267

POLICY:

Inmates will be allowed to receive hair/nail care services at least once a month, unless there is a specific court order to the contrary.

All grooming equipment shared among inmates will be sterilized before and after each use.

Inmates will not receive hair/nail care services while serving disciplinary separation.

Inmates confined to the Infirmary will be allowed hair/nail care services with the approval of the medical staff.

Inmates will have their hair cut by an inmate laborer barber of the same sex as the person receiving the haircut.

DIRECTIVE #1

Hair/Nail care services will be conducted inside of the inmate housing units as requested by **General Population** inmates. Hair/Nail care services will be conducted and logged in the floor officer's logbook at least once a month for each unit.

DIRECTIVE #2

Hair/Nail care boxes will be removed from the units and replaced in the Deputy's workstation prior to the end of each shift. All Deputies will be responsible to check the hair/nail equipment prior to the start and at the end of every shift.

DIRECTIVE #3

Hair/Nail care services will be conducted inside the pod interview room as requested by Administratively Segregated inmates. Hair/Nail care services will be conducted and logged in the floor officer's logbook at least once a month for each unit.

DIRECTIVE #4

All hair/nail care services performed in the designated mental health units will be performed only under the direct supervision of a facility mental health staff member and a Detention Deputy.

DIRECTIVE #5

The Utility One Deputy will ensure that hair/nail-cutting supplies are maintained in each Pod. The pod Deputy will notify the Utility One Deputy (leave a phone message) if any hair/nail equipment is damaged or needs to be replaced.

The hair/nail care supply kit will consist of one each of the following:

- Pair of electric shears with electrical cord;
- (2) Shear attachments;
- Shear head brush (toothbrush);
- Container of Barbicide disinfectant (8 oz only);
- Bib;
- Comb;
- Extension cord;
- Clipper oil;
- Nail clippers; (Attached to box)
- Guidelines for Facility Barber Operations. (**Attachment A**)

Procedure A: Hair/Nail Care- General Population Inmates**The Floor Deputy will:**

- Check the hair/nail care supply kit to ensure all items are included in the inventory; (If any equipment is missing follow **Procedure F** of this policy.)
- Log time and unit number using hair/nail care supply kit in the floor office logbook;
- Place a hair/nail care supply kit inside housing unit upon request.

The Control Deputy will:

- Supervise the haircuts from the control room.

When all haircuts have been completed, the Floor Deputy will:

- Remove the hair/nail care supply kit upon completion of hair/nail care service, as deemed necessary by the officer or at the end of each shift;
- Check the hair/nail care supply kit to ensure all items are included in the inventory;
- Log completion time and unit number that used the hair/nail care supply kit in the floor office logbook.

Procedure B: Administratively Segregated Inmates**The Floor Deputy will:**

- Review any request for haircuts/nail care;
- Review all security issues for inmate requesting haircut/nail care;
- Go to the inmate labor pod and select a barber;
- Search the barber for contraband and weapons;
- Escort the barber to the pod scheduled for hair/nail care.
- Check the hair grooming supplies to ensure that all supplies are present;
- Have the barber set up the equipment in the laundry exchange area;
- Tell the Control Deputy when the barber is ready to begin;
- Escort one inmate at a time to step out for hair/nail care;
- Monitor the inmate and barber during the haircut;
- Allow at least 15 minutes for the haircut/nail care;
- Search the inmate for contraband and weapons;

- Check the hair/nail care grooming supplies to ensure that all supplies are present;
- Escort the inmate to his housing unit;
- Log completed hair/nail care in logbook;
- Search the barber for contraband and weapons;
- Repeat the above until all hair/nail care has been completed;
- Return the barber to his unit.

Procedure D: Infirmary Inmates**The Infirmary Deputy will:**

- Review any request for hair/nail care;
- Get the approval of the medical staff for the hair/nail care;
- Review all security and medical issues for inmate requesting hair/nail care;
- Go to the inmate labor pod and select a barber;
- Check the hair/nail care grooming supplies to ensure that all supplies are present;
- Allow at least 15 minutes for the hair/nail care;
- Log completed haircuts in logbook;
- Search the barber for contraband and weapons;
- Repeat the above until haircuts have been completed;
- Return the barber to his unit.
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Procedure E: Disinfecting Grooming Implements

- All implements will be disinfected before and after being used on an inmate. They will be disinfected as follows:

- Non-Electrical instruments:
 - Clean with soap and hot water;
 - Disinfect with Barbicide.
- Electrical Instruments: (Special care should be taken to ensure all liquids used to clean and disinfect electrical equipment should be done only on the outer portions of the units and never when plugged in. Electrical units should never be submerged in any liquid for any reason.)
 - First remove all foreign matter;
 - Clean with soap and hot water;
 - Disinfect with Barbicide.

Procedure F: Missing hair/nail care equipment.

Any Deputy who discovers any missing hair/nail care equipment will:

- Check the logbook to obtain the last unit the equipment was used in;
- Search unit and immediate area for equipment;
- If not located, notify shift supervisor.

The Shift Supervisor will:

- Ensure a thorough search of the pod is conducted;
- Ensure a detailed CJIS incident is completed;
- Notify the Administrative Sergeant via email to have the equipment replaced (if not located.)

Procedure A: Released / Transferred Inmates**The Housing Control Deputy will:**

- Notify the inmate being released or transferred to bring out all county issued property including their mattress.

- If notified by escorting Deputy of a damaged mattress;
 - Write CJIS incident using the appropriate code (4043 Damaged but repairable, 4044 Destroyed);
 - Initiate discipline action on the inmate if not being released;
 - Indicate in CJIS incident name and booking number of inmate responsible, if being released or not, and any prior property destruction incidents.

The Housing / Infirmary / S&E Deputy will:

- Verify the inmate has all of their county issued property;
 - Mattress
 - All general population inmates;
 - (2) brown pants, (2) brown shirts
 - (1) thermal shirt, (2) pair of socks
 - (2) white sheets, (1) white towel, (1) blanket
 - (1) pair shower shoes
 - Female inmates
 - (2) pair of panties
 - (2) bras
 - (1) pair of shoes
 - Male inmates
 - (2) pair of boxers
 - (1) pair of shoes
 - Inmate laborers
 - (2) khaki pants
 - (2) khaki shirts
 - (1) pair work shoes

- Inspect the mattress for damage;
- Escort transferring inmates with a good mattress to their new unit;

- Escort suicide inmates and their mattress to the infirmary.
- Released or transferring inmate(s) with damaged mattress;
 - Notify the control room Deputy of the mattress condition (damaged or destroyed), inmate's name and booking number;
 - Escort the inmate to dressout, place the mattress in appropriate marked location (damaged, to be sanitized);
 - If the inmate is not being released, issue inmate non-damaged, sanitized mattress.

Procedure B: Suicide Watch Inmates**The Infirmary Deputy will:**

- Process the inmate for suicide watch placement;
- Inspect the mattress for damage;
- If mattress is damaged or destroyed, confirm with escorting Deputy that the housing control Deputy was notified;
- Direct the infirmary IL to sanitize the mattress and transport it to the dressout area and place in the designated area.

Procedure C: New Arriving Inmates**The S&E Deputy will:**

- Issue inmate a non-damaged, sanitized mattress at the time of dressing out;
- Escort inmate and mattress to assigned housing location.

Procedure D: Mattresses and Body Fluids

- Mattresses (with intact covers) coming in contact with any body fluid can be sanitized on site by bagging the mattress in a clear trash bag and placing it in the "to be sanitized" area in dressout;
- Mattress foam that is stained only not saturated with body fluids must be Yellow bagged according to DBPP D-600 and placed in the dressout area for transport to Minimum Laundry;
- Mattress foam that is saturated with body fluids must be Red bagged according to DBPP D-600 and placed in the bio-hazard container behind receiving **NOT** left in dressout.

Procedure E: Repairing / Replacing Damaged Mattresses**The Utility Deputy will:**

- Confirm mattresses placed in the designated damaged location can be repaired;
- Mattresses found to have significant foam damage beyond repair should be placed in a clear trash bag and placed in the facility trash;
- Transport mattresses to be repaired to the Minimum Laundry;
- Review CJIS mattress codes 4043, 4044 to locate repeat violators;
- Advise the Admin Senior of repeat violators for possible criminal charges.

- Email the Pretrial Admin Senior or Sergeant and advise him/her:
 - How many mattresses were transported to Minimum Laundry for repair;
 - Number of destroyed mattresses;
 - Number of new mattresses placed in service and;
 - Date mattresses were transported.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section Policies and Procedures

TITLE: INMATE LABORERS E-160

EFFECTIVE DATE: 03/01/93

REVISED: 10/16/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/16/19

REFERENCE: Title 15, Section 1060

POLICY

Designated inmates from both the Pre-Trial and Maximum-Medium Facilities will be used to create an inmate labor work force. Work assignments may include tasks in and around the Pre-Trial Facility as needed. Pre-Trial inmates will not work outside the security areas of the Pre-Trial Facility unless strictly supervised and only as approved by the Facility manager or his designee.

DIRECTIVE #1

Inmate laborers will be housed in designated pods. Male and female inmate laborers will not be mixed nor will Pre-Trial and Maximum-Medium Inmate Laborers be mixed during work assignments.

Inmate labor selection and coordination of inmates from the Pre-Trial Facility will be done by appointed officers. The appointed officer(s) will oversee the coordinating of inmate labor and all inmate labor assignments.

Pre-Trial inmate laborers will wear distinctive clothing to distinguish them from general population inmates.

DIRECTIVE #2

Pre-Trial inmate laborers generally will not be used in cleaning non-secure areas of the Facility such as; Administration, visiting corridors, and pod control rooms unless approved by the Facility Manager or his designee and only when strictly supervised. Work Release Inmates will be used in cleaning secure areas whenever practical.

DIRECTIVE #3

When it is determined by any deputy that a work strike is taking place, the Shift

Supervisor will be notified. The Shift Supervisor will appraise the situation and consider the following before determining which course of action to pursue:

- Whether strikers have announced when the strike will end;
- Violence;
- The number of workers involved;
- The prospects for neutralizing the problem;

If it is determined by the Shift Supervisor that an extended work strike is taking place, the Shift Supervisor will notify the Section Manager to determine a further course of action.

Procedure A: Eligibility of Inmates

The Pod Deputy receiving any request will:

- Forward the request to the I.L. coordinator.

The Inmate Laborer coordinator will make sure the inmate:

- Is classified as General Population;
- Is not a Federal Inmate;
- Has no greater than the following CJIS classification security levels:
 - STAFF ASSAULTIVE - N
 - ESCAPE HISTORY - N
 - INMATE ASSAULTIVE - N
 - I/C WEAP/IMPLMNT POSS - N
 - I/C CRIMES/OTHER - N
 - I/C UTI/DRUG POSS - N
 - DISCIPLINARY HISTORY - N
 - OFFENSE SECURITY - 05
- Has no Keep-Always currently in custody at the Pre-Trial Facility;
- Has minimal or no gang affiliations as determined by Classification.

If the inmate does not meet the above listed criteria, the Inmate Laborer coordinator will:

- Return the request to the inmate with the reason he/she is not eligible for the program.

If the inmate is eligible to become an inmate laborer the Inmate Laborer coordinator will:

- Contact classification for a final review and approval;
- Clear kitchen workers by medical staff prior to assigning for food service;
- Make final evaluation and selection of inmate laborers;
- Conduct an interview and orient newly selected inmate laborers;
- Assign each inmate laborer a specific job assignment;
- Have inmate laborer clothing issued;
- Issue a black wristband.

The Classification Officer will:

- Change the inmate's housing and classification code to the designated inmate-labor status and housing unit.

Inmate laborers will:

- Not trade job assignments;
- Report for work on time;
- Be neatly groomed and fully dressed while working;
- Not leave their assigned job area without an officer escort;
- Not communicate with inmate laborers of opposite sex;
- Not communicate with inmates from other facilities or housing units;
- Not take any items or food from their housing area to their work assignment (except one empty cup for water consumption while working);
- Not take any items or food to their housing area from their work assignment (except one empty cup for water consumption while working);
- Not enter staff dining or the kitchen area unless assigned to that specific job.

Procedure B: Removing an Inmate from Inmate Laborer Status**The Deputy will:**

- Receive approval from the Shift Supervisor to remove inmate from work status.
- Notify Classification;
- Change the inmate's wristband;
- Ensure a staff member of the same sex dresses out the inmate and takes inmate laborer's clothing;
- Move the inmate to the appropriate housing;
- Complete a CJIS-Incident Report;
- Route a copy of the CJIS-Incident to the Inmate Laborer Coordinator;
- Initiate Disciplinary Action if warranted.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section Policies and Procedures

TITLE:	FACILITY MAINTENANCE & MODIFICATIONS	E-200
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EFFECTIVE DATE: 03/01/93

REVISED: 10/16/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/16/19

REFERENCE: Title 15, Section 1280

POLICY:

All staff members will continually monitor and inspect their work sites in order to detect and report any needed repairs and maintenance. Shift Supervisors will be responsible for overall daily inspections of the entire facility.

Procedure A: Non-Emergency Maintenance Problems

All facility staff will:

- Observe, inspect and monitor their assigned workplace to detect needed repairs and maintenance;

If repairs are needed log onto Sheriffnet and complete a Maintenance Request Form;

Procedure B: Emergency Maintenance Problems

Staff will:

- Isolate the affected area;
- Take all necessary measures to preserve facility security;
- Take all necessary steps to prevent the injury of staff and inmates;
- Notify the Shift Supervisor as soon as possible;
- Complete a Maintenance Request Form as soon as practical;
- Designating it as "emergency repair approved".

The Shift Supervisor will:

- Go to the affected area and access the situation;
- Ensure all appropriate measures have been taken to preserve facility security and prevent injuries;
- Initiate a Maintenance call out, if required.

Procedure C: Additions / Modifications

Employees requesting additions / modifications, to existing structures will submit a memo through the chain of command to the Administrative Sergeant. The memo will contain the following information:

- Addition or modification requested;
- Who will pay for the material if material is needed;
- Justification for addition or modification.

The Administrative Sergeant will:

- Process the request and notify the requestor if the addition or modification has been approved by the Facility Manager.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section

Policies and Procedures

TITLE: FOOD SERVICE

E-302

EFFECTIVE DATE: 03/06/93

REVISED: 10/16/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/16/19

REFERENCE: Title 15, Article 11, Section 1240

POLICY:

The Lerdo Kitchen, operated by Canteen Food Services, will prepare meals for the inmate population under the direction of the Lerdo Inmate Services Division. All meals will be transported to the Pre-Trial Facility by Canteen employees.

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.

DIRECTIVE 1

The Shift Supervisor will be responsible for ordering the number of meals to be prepared. Only the Shift Supervisor and the Master Control Deputy will call the Kitchen with food orders. No other employees are permitted to place food orders.

Procedure A: Ordering Inmate Meals

The Deputy at each inmate housing area will:

- Notify the Master Control Deputy of the number of inmates at their housing location.

The Master Control Deputy will:

- Initiate the Inmate Meal Count Form (Appendix A);
- Give the Inmate Meal Count Form to the Shift Supervisor.

The Shift Supervisor, or designee, will:

- Authorize, by signature on the Inmate Count Meal Form, the number of meals to be prepared;
- Telephone the number of meals to the Kitchen not later than:
 - Breakfast.....0100
 - Lunch.....0800
 - Dinner.....1300
- Place the completed Inmate Meal Count Form in the Inmate Meal Count Book which is kept in the Shift Supervisor's Office;
- Forward the Inmate Meal Count Forms from the previous calendar month to the Administrative Sergeant.

The Administrative Sergeant, or designee, will:

- Maintain a file of the Inmate Meal Count Forms

DIRECTIVE

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

- Breakfast: 0230 hours.
- Lunch: 0900 hours.
- Dinner: 1500 hours.

DIRECTIVE

All food and beverage carts will be delivered to the loading dock and distributed in the following order:

- Pods A, B, C, and D; and Infirmary.
- Pods E, F, H.

Procedure B: Receiving And Serving Inmate Food

The Master Control Deputy will:

- Call the Housing Control Deputy in each pod and tell him that their food carts and beverage containers have arrived on the dock.

The Search and Escort Deputy will:

- Receive the food carts and drink carts from the loading dock as they arrive;

- Take the temperatures of hot food as the trays arrive and record the temperatures on the Meal Count Form;
- Count to make sure the number of trays is correct, then sign for them;
- Ensure that inmates confined to the court holding cells receive their meal.

The Master Control Deputy will:

- Notify the Housing Control Deputy the trays are ready to be picked up.

The Housing Control Deputy will:

- Notify the Housing Floor Deputy that the carts are ready to be picked up;
- Announce to the units to get ready for chow 15 minutes before serving;
- Have the inmates of each unit line up for chow no more than 5 minutes before the floor officer begins to serve each unit;
- Turn off the housing unit television and telephones;
- Initiate disciplinary action against Inmates that are not lined up for chow.

The Housing Floor Deputy will:

- Use chow servers to obtain the food carts;
- Obtain the temperature of the hot portion of the meal and record it in their log book;
- Enter each unit with the chow carts and serve the meals;
- Hold all unused trays for use in other pods if needed;
- Notify master control when a need arises for additional trays.

Procedure C: Serving Food to Locked Down Inmates**The Housing Control Deputy will:**

- Announce to the inmates that meal serving will begin;
- Ensure that all inmates are locked-down;

- Open the housing unit door.

The Housing Floor Deputy will:

- Escort the chow serving inmate laborers with food trays and drinks into the housing unit;
- Have the inmate laborers serve the inmates through the cell door or food slots.

Procedure D: Serving Food To Inmates Who Miss A Meal.**The Court Deputy will:**

- Provide inmates that return from court or hospital with sandwiches and beverage if they have not received a meal;
- Have the inmates eat in the holding cell;
- Return the inmates to their housing units after they eat.

Procedure E: Cleaning Housing Units**The Housing Floor Deputy will:**

- Have the chow serving inmate laborers collect the trays after allowing at least 15 minutes for each unit to eat;
- Have the meal servers put the collected trays on the food carts and then clean the sally-port area;
- Place the cleaning equipment in each housing unit and require that the unit be cleaned prior to the phones and televisions being activated;
- Return the trays and tie-down straps to the dock area.

Procedure F: Special Diets/Pregnant Inmates

When an inmate requires a special diet, the medical staff will:

- Notify the Kitchen, the Infirmary Deputy, and the Shift Supervisor in writing of all special diets;
- Call the Kitchen daily and verify the diet tray list;
- Keep a list of all inmates that require a special diet tray;

- Update the list on a daily basis;
- Include in the notification:
 - The number and type of diets needed;
 - Inmate name, booking number, location, and type of diet.

The Kitchen will:

- Make the proper number and type of diet trays needed for Pre-Trial;
- Label each diet tray with the type of diet, inmate name, booking number, and location;
- Deliver diet trays to Pre-Trial.

The Infirmary Deputy will:

- Send a copy of the medical staff notification of special diets to the Housing Deputy where the inmate is housed to Court Receiving.

The Housing Deputy will:

- Maintain a "special diet list" posted at each housing location;
- Indicate in the station log each time an inmate refuses a special diet meal or snack.

The Deputy receiving chow will:

- Obtain special diet list from the Infirmary Deputy/medical staff;
- Ensure diet trays go to the appropriate locations.

The Deputy supervising the serving of a meal will:

- Check the inmate's wrist band to ensure the proper inmate is receiving the special diet;
- Notify the medical staff when an inmate refuses a special diet tray.