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| Index as: | Revised: 12/13/00 |
| Directives | Reviewed: 02/07/02 |
| Memorandums | Reviewed: 02/19/03 |
| Policy and Procedure Manual | Revised: 08/12/04 |
| Procedure and Policy Manual | Reviewed: 05/08 |
| | Revised: 08/10 |
| | Revised: 07/14 |
| | Reviewed: 11/19 |

POLICY AND PROCEDURE MANUAL

I. PURPOSE

- A. The Corrections Division Policy and Procedure Manual has been prepared to meet four specific goals:
1. To standardize policies, rules, and procedures within the Corrections Division.
 2. To provide a ready reference of rules, policies and procedures governing Corrections Division Operations for all concerned or interested individuals, both within and outside the Sheriff's Office.
 3. To provide written reference of Corrections Division Operations for management personnel to ascertain the Corrections Divisions compliance or noncompliance with mandated, statutory and judicial directives and orders.
 4. To comply with the California Code of Regulations Title 15 Minimum Standards for Local Detention Facilities, which include biennial inspections of all facilities by the Board of State and Community Corrections, as mandated by sections 6031, 6031.1, and 6031.2 of the California Penal Code.

II. POLICY

A. Manual Defined:

1. The Corrections Division Policy and Procedure Manual supersedes all existing orders and manuals, which are divisional in scope. It constitutes office policy and contains those procedures, which affect two or more

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correctional facilities and support services of this division.

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2. Correction Division orders, which have not yet been incorporated into this manual, are to be considered as extensions of the manual.
3. Unless specifically accepted, each facility, unit and employee assigned to the Corrections Division shall be governed by the policies and procedures set forth in this manual. These policies and procedures shall be considered extensions of the Sheriff's Office General Orders Manual.

III. VALIDITY OF MANUAL CONTENT

- A. Any section or statement in this manual found to be illegal, incorrect, or inapplicable, shall not affect the validity of the remaining contents.
- B. In the event that any section or statement in this manual conflicts with the Sheriff's Office General Orders Manual, the General Order shall supersede the Corrections Division Policy and Procedure Manual.
- C. Titles in this manual shall not govern, limit, modify or affect the scope, meaning or intent of any chapter, section or sub-section of this manual.

IV. FORMAT OF THE MANUAL

- A. The Policy and Procedure Manual will be divided into sections called inserts. Each insert will be coded for easy reference (100.01, 200.02, etc.).
- B. At the top right hand corner of each page of the order will be the order's coded number.
- C. At the top left hand corner will be the words:
Corrections Division
Policy and Procedure Manual
Mendocino County Sheriff's Office
- D. Two spaces under the above will be:
Index as:
 1. The name of the insert will be under this title; also it will be indexed several different ways.

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V. GRAMMATICAL CONSTRUCTION

- A. The content of this manual shall be interpreted in accordance with the grammatical rules outlined as follows:
 - 1. The present tense shall also include the past and future.
 - 2. The masculine gender also includes the feminine.
 - 3. The singular also includes the plural.
 - 4. "SHALL" is mandatory, "MAY" is permissive.
- B. Reference to employees, members, staff or personnel includes all personnel of the Corrections Division, both sworn and non-sworn, full-time and part-time.

VI. DIVISIONAL PROCEDURAL CHANGES

- A. Suggestions for additions and revisions shall be submitted through proper channels to the Corrections Division Commander for review and approval. The reason(s) for the change(s) and/or revision(s) shall be furnished. Major policy changes will be submitted to the Sheriff for review and approval.
- B. Procedural and policy changes, revisions and/or additions shall occur in the same manner as outlined in the Sheriff's Office General Orders Manual.

VII. MANUAL UPDATE

- A. As per Title 15, CCR, Section 1029, all Title 15 sections of this manual shall be reviewed annually. The review date will be reflected in the upper right hand of each policy and procedure.
- B. There will be an annual review of the Corrections Division Policy and Procedure by the Corrections Division Commander or designee.
 - 1. This review is an evaluation of security and control of the facility. The evaluation will review physical inmate counts, searches of the facilities and inmates, contraband control, and key control.
- C. This section shall not preclude policy updates during other times of the year.
- D. Notification of updates to policies and procedures will be e-mailed to all members of this division.

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VIII. MANUAL DISTRIBUTION

- A. The manual will be kept in MapDrive under Q:\Corrections(Jail)\Jail Policies & Procedures. All members will have access and will be expected to know the policies and procedures.

IX. INDEX TO THE MANUAL

- A. A cross-referenced subject index will also be placed in MapDrive. It will be updated as policies and procedures are added.

X. MANUAL CONTENTS

- A. The manual shall contain the following chapters:
 - Article 1. General Instructions
 - Article 2. Inspection and Application of Standards
 - Article 3. Training, Personnel, and Management
 - Article 4. Records and Public Information
 - Article 5. Classification and Segregation
 - Article 6. Inmate Programs and Services
 - Article 7. Discipline
 - Article 8. Minors in Jails
 - Article 9. Minors in Temporary Custody in a Law Enforcement Facility
 - Article 10. Minors in Court Holding Facilities
 - Article 11. Medical/Mental Health Services
 - Article 12. Food
 - Article 13. Inmate Clothing and Personal Hygiene
 - Article 14. Bedding and Linens
 - Article 15. Facility Sanitation and Safety
 - Article 16. Intake/Reception, Booking, Release/Transfer Ops
 - Article 17. Housing
 - Article 18. Off-Site
 - Article 19. Transportation/Court Procedures
 - Article 20. Maintaining Security

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Article 21. Searches

Article 22. Facility Sanitations/Safety

Article 23. Emergencies

XI. SHERIFF'S OFFICE GENERAL ORDERS

- A. A "General Order" establishes the policies, procedures and standards of the Sheriff's Office. Only the Sheriff, or designee, may make, change, or suspend a General Order.

XII. CORRECTIONS DIVISION SPECIAL ORDERS AND DIRECTIVES

- A. "Directives" are authoritative statements directing someone to do something, or, to the giving of knowledge, advice, or guidance. Directives give guidelines for action or performance of duties.
1. Directives shall be numbered as follows:
 - a. Year, month, day, than number of directive for that day
For example: 2004-02-24-No1
 2. Directives will stand until rescinded by the Sheriff, or designee, and will be considered standard operating procedure(s) at the time of issue.
 3. It shall be the responsibility of the Sheriff's Secretary to assign Directive numbers and maintain a file of issued directives.
 4. It shall be the responsibility of each person, division, and section affected to maintain a file of issued Directives for future reference.

XIII. CORRECTIONS DIVISION MEMORANDUMS

- A. Memorandums are issued to provide immediate and temporary direction, or to recall and remind the receiver of earlier orders, directives, or incidents.
1. These memorandums will be of such a nature they can be periodically purged due to the short duration of their utility.
- B. Sergeants shall not issue memorandums unless specifically approved by either the Corrections Division Commander or a Corrections Lieutenant.

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