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# Departments & Agencies

## Jail

**DIVISION OF THE SHERIFF: Care and custody of prisoners.**

*The Glenn County Jail Handbook*

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### **Contact:**

Larry Jones - Sheriff / Coroner  
Lt. Tim Asbury - Jail Division Commander

### **Contact Phone:**

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### **Fax:**

530-934-6427

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### **Address:**

141 South Lassen Street  
Willows, CA 95988

### **Visiting Hours:**

**Male inmates - Tuesday's & Wednesday's 9:00 AM to 1200 Noon  
and 1:00 PM to 4:00 PM**

**Female inmates - Saturday's 9:00 AM to 1200 Noon**

Current Applications - Open Recruitment for Correctional Officer for  
application visit [www.countyofglenn.net/Personnel](http://www.countyofglenn.net/Personnel)

Located on the I-5 corridor midway between Redding and Sacramento, California Glenn County has a population of approximately 26,900. Bordered on the west by the Mendocino National Forest and on the east by the Sacramento River the area serves as a gateway to year round recreation opportunities including boating on two lakes and the Sacramento River; lake, river and stream fishing; camping; hiking; close proximity to wildlife sanctuaries; and hunting of big game, upland birds, and waterfowl. There are varied sports activities for adults, children, and teenagers. Residents can enjoy numerous civic organizations, local theater groups, choral groups, and a historical society. Motor sport enthusiasts can enjoy SCCA sanctioned races and events at Thunderhill

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## Opinion Poll

There is no poll posted at this time.

Raceway. The county has one golf course, which is centrally located for easy access. Educational opportunities include an off-site junior college campus. The successful candidate is offered an opportunity to live in an area of moderately priced housing without the crowding, traffic and air pollution impact of the more metropolitan areas.

**Services**

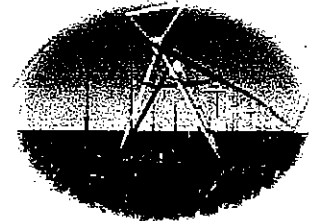
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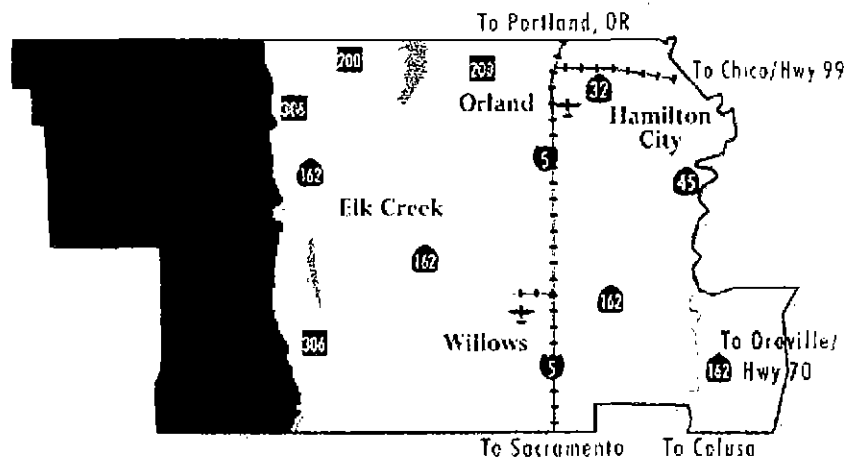
## History

**Glenn County** is located in the United States about half way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Interstate 5 corridor taking you through rich farm land, and the Sacramento River bounding the east side of the County.

**Glenn County** is located near Chico State University and Butte College, with plentiful water sports and close to the snow in winter. **Glenn County** is rich in cultural events, including the County Fair, Harvest Festival and the historic Lamb Derby.



With over 1,188 farms, agriculture remains the primary source of **Glenn County's** economy. Major commodities include rice, almonds, milk products, prunes and livestock. **Glenn County** was incorporated on March 5, 1891. It's County seat, Willows, was created March 11, 1891. **Glenn County** was developed out of the northern portion of Colusa County and was named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime, and a man of great prominence in political and commercial life in California. **Glenn County** has a population of 26,950.



For more information on **Glenn County** please visit our resource links section.

SECTION II

INMATE GRIEVANCE PROCEDURE

The Inmate Grievance Form is to be used when the inmate has a question or complaint regarding custody treatment, medical treatment, jail policies and procedures, or other related matter. A grievance may include complaints against the substance of policies as well as their application. A grievance complaint involving a disciplinary disposition (major incident report) will be rejected. The grievance mechanics shall not be confused with the established disciplinary process. Inmate grievances may be filed in all matters except the following:

1. Legal decisions as directed by the courts.
2. Inmate disciplinary procedures.

Specific appeal procedures are provided for disciplinary actions.

Grievance forms with more than one (1) inmate's name will be rejected. No inmate will be subjected to disciplinary actions for submitting a grievance.

1. PURPOSE:

To establish a consistent and equitable procedure for handling inmate grievances by providing the inmate with communication procedures that can answer questions and reduce the necessity for many formal legal challenges and inquiries. This procedure is intended to fill the inmate/staff communications void between the jail "kite" and the court writ form.

2. PROCEDURES:

- a. The grievant has five working days after the occurrence of any specific incident in which to file a grievance. A Policy grievance may be filed at any time. The inmate shall complete an Inmate Grievance Form and submit it to the duty Correctional Officer.
- b. The duty Correctional Officer will investigate the grievance and take appropriate action. If it is not resolvable at the Correctional Officer level, it will be submitted to the next level. (See 5 below)
  - (1) A written reply must be forwarded to the inmate within the necessary time limits.
  - (2) The original reply shall be given to the grievant. The Jail Sergeant shall retain a copy. A copy shall also be made of the grievance and placed in the inmate's package.
- c. Appeals
  - (1) The grievant has five working days to file an appeal to the Undersheriff.
  - (2) The Undersheriff shall respond to the grievant as soon as possible, not to exceed ten working days.
  - (3) Parties concerned may extend any time limit upon mutual agreement.

3. INMATE GRIEVANCE LEVELS

There are five levels at which an inmate grievance can be resolved. Every attempt will be made to resolve the grievance at the lowest level possible.