

**Slip** to health services. Informational pamphlets are available.

Pregnancy testing is available upon request. Information pamphlets are available. If you are pregnant and desire information on abortion and rights to have an abortion, you can submit a **Medical Request Slip** to health services. (PC 3405/4028)

### **RECREATION**

Outside recreation is scheduled for at least three hours weekly, as weather permits. There are TV's, board games and newspapers in the housing areas.

### **RELIGIOUS SERVICES**

Religious services and studies are provided to interested inmates and posted in housing units. You may request to see the chaplain by completing a **Religious Request Slip** and giving it to housing staff. All questions of a religious nature should be directed to the chaplain.

### **LIBRARY**

Ask an employee for your housing location's scheduled day. To get a library book, complete a **Library Request Slip** and give it to housing staff.

### **CUP & SPOON/PLASTIC BIN & LID**

Some facilities issue inmates a cup and spoon. Both items shall be returned upon release. A replacement fee will be deducted from your account in the event either item is lost or damaged. If used by your facility, you will be issued a property bin and lid. A replacement fee will be deducted from your account in the event either item is lost or damaged.

### **PROGRAMS & ACTIVITIES AVAILABLE**

Services available include information on education, INROADS classes, ROP programs, & individual & group activities. Further information is available in the Individual/Family Services and Education Programs document.

### **COMMISSARY**

Commissary is available once a week. Contact housing staff for your day and time. Your booking number must be entered correctly and completely on the commissary form. You must have money in your account to order commissary items. If you order items and there is no money in your account, your order will not be filled.

-Commissary items and permissible amounts are listed on commissary order forms and are subject to

change. It is your responsibility to ensure you do not exceed the established limits

-A care bag containing basic hygiene items and writing materials may be ordered from commissary for a fee (free to indigent inmates). The fee will be shown as a negative balance in your account and will automatically be deducted if funds become available.

**Do not open your clear commissary bag until you have confirmed that all items charged against your account are within the bag. If any item is missing, notify a commissary worker before the bag is opened.**

### **INMATE ACCOUNTS**

Someone may deposit money into your inmate account the following ways:

Deposit cash, cashier's check, or money order at the facility where you are housed.

Mail cashier's check or money order to the facility where you are housed.

On-Line Deposits- Visit [www.sbpackages.com](http://www.sbpackages.com) or call (888) 218-7444.

Western Union- (800) 634-3422

### **PRISON RAPE ELIMINATION ACT**

The San Bernardino County Sheriff's Department strives to ensure that all of our detention facilities protect inmates from all forms of sexual misconduct, including harassment from staff and other inmates. Contact any staff member if you have been the victim of sexual misconduct or assault. Sexual harassment includes, but is not limited to, repeated statements or comments of a sexual nature, derogatory comments about body or clothing, or repeated obscene language or gestures. Inmates may report sexual misconduct to any staff member, through face to face contact, an inmate request slip, inmate grievance form, or the 24hr Jail Crisis hotline (from the inmate housing telephone dial \*9090#).

### **INMATE VOTING**

Inmate voting guides, registration forms, and ballots are available at the San Bernardino County Registrar of Voters. Inmates are encouraged to contact the Registrar directly for information regarding a specific election or see your housing staff for voting information. The Registrar-Recorder will make the final determination regarding an inmates' right to vote.

Registrar of Voters  
777 East Rialto Ave.  
San Bernardino, Ca. 92415

THIS SECTION LEFT BLANK FOR FACILITY  
SPECIFIC INFORMATION.

**San Bernardino County  
Sheriff's Department**

# **DETENTION & CORRECTIONS BUREAU**

## **INFORMATION BROCHURE**



# **INMATE RULES AND REGULATIONS**

**This pamphlet outlines the rules and regulations of the facilities and lists the programs and privileges available to the inmates. Additional rules and regulations may apply to specific facilities.**

### **IDENTIFICATION CARDS**

A photo ID card is issued to each inmate. The ID must be worn in plain view at all times. In the event you lose or alter your ID card, a \$3.00 replacement fee will be deducted from your account. If funds are unavailable in your account the fee will be shown as a negative balance and will automatically be deducted if funds become available.

### **CLASSIFICATION**

Each inmate will be interviewed and assigned to housing according to classification. Inmates sentenced to more than 60 days can request to have a classification review.

### **INMATE MOVEMENT**

No inmate will move anywhere through the facility without his ID card. All inmates will walk with their hands folded in front of them at waist level.

### **RESTRICTED AREAS**

Red lines are painted on the floor in certain areas of the facilities. These are restricted areas and inmates shall not enter those areas unless instructed to do so by staff.

### **INMATE RULES AND DISCIPLINE**

Any violation of jail regulations may result in disciplinary actions in accordance with the provision of the California Minimum Jail Standards for local detention facilities. A discipline may consist of special housing, special diet and/or the loss of privileges (TV, telephone, commissary or visiting). Violations of any law may involve prosecution and discipline. Each discipline is reviewed by the designated discipline hearing officer. Disciplines may be appealed using the grievance process.

### **The following behavior or activity will result in disciplinary action resulting in loss of good and work time and/or prosecution:**

#### **OFFENSES AGAINST PERSONS**

Including but not limited to: Taking a hostage, battery on employee or fellow inmate, forced sexual penetration/sexual assault, robbery, extortion, mutual combat, assault w/ deadly weapon, etc.

#### **OFFENSES AGAINST PROPERTY**

Including but not limited to: Any destruction of county property by arson, breakage or sabotage. Destroying jail issued clothing, utensils or bedding items. Unauthorized tampering of equipment, or malicious

mischief. Food tampering, passing, hoarding or theft. Possessing excessive commissary items, excessive medication, excessive mail and/or photographs.

#### **ADMINISTRATIVE OFFENSES**

Including but not limited to: Tattooing, any business dealings between inmates, altering or destroying ID card, unauthorized moving of housing location, any type of unauthorized communication between inmates, and making, possessing, or consuming alcoholic beverages.

#### **SECURITY VIOLATIONS**

Including but not limited to: Fashioning or possessing weapons, possession of tools, saws, files, smuggling of contraband or rifling through desks or documents.

#### **OFFENSES AGAINST FACILITY TRANQUILITY**

Including but not limited to: Strikes or major disturbances, attempted escapes, disturbance toward staff, challenging an employee to fight, loud tumultuous behavior, refusing to obey a direct order, drug related activities, drunkenness, manufacturing of home brew, gambling, consenting mutual sexual acts w/ other inmates, interfering with gates or cell doors, and calling "man down" when no emergency exists.

#### **DEFACING FACILITY PROPERTY**

Inmates are not allowed to write on, paste pictures on, or deface the walls or bunks inside the facility. Nothing is to be placed over the vents, lights, windows or bars.

#### **INMATE WORKER VIOLATIONS**

Absent from work without permission, exhibiting poor work habits or refusing to work or comply with inmate worker standards.

#### **CONTRABAND**

You will not make or possess any weapon or illegal drugs. Any item not sold in commissary, any item not issued by the facility, or any item altered from its original purpose is considered contraband.

#### **SMOKING**

Smoking is prohibited in all San Bernardino County Jail Facilities. Tobacco items and matches/lighters are contraband and possession will result in disciplinary action.

### **HAIR/HAIRCUTS**

To prevent the concealment and movement of contraband and weapons, inmates shall not manipulate their hair in any fashion including but not limited to braids, ponytails, cornrows, or twists. Artificial hair that is woven, sewn, or glued into the hair may be allowed once it has been searched for contraband. Cutting names, numbers, or designs into the hair is forbidden.

Pre-trial inmates can request a haircut after their initial 30 days in s and every 30 days thereafter. Sentenced male inmates shall have hair maintained at required levels of grooming standards for their work assignments. Contact your work supervisor for those requirements. All inmates shall maintain required levels of grooming standards.

### **REQUEST SLIPS**

You may inquire about your court appearance date, account balance or other information including Writ of Habeas Corpus and Civil Rights Complaint forms by completing an *Inmate Request Slip* and giving it to housing staff. Information regarding destination, court, transfers, or release dates cannot be released to Federal Inmates; for this information, you must contact the Bureau of Prisons through your attorney.

### **GRIEVANCES**

Grievance forms are available in each housing area. If you have a grievance, complete the Inmate Grievance Form and give it to an employee no more than ten days from the time the incident occurred (one complaint per grievance). The employee will sign it and provide you a copy. The grievance will be answered within ten days. An appeal may be submitted within ten days of receiving your response. Abuse of the grievance process will result in disciplinary action.

### **TELEPHONES**

Telephones are located in all housing areas (collect or prepaid calls only). All inmate telephone calls are recorded and may be monitored. Any misuse or destruction of a telephone will result in disciplinary action.

### **MAIL**

Mail is delivered to each housing unit daily. All outgoing mail must have your name, booking number, housing location and the return address of the facility written on the front of the envelope:

- **Adelanto Detention Center, 9438 Commerce Way, Adelanto, CA 92301**
- **Central Detention Center, 630 E. Rialto, San Bernardino, CA 92415**
- **Glen Helen Rehabilitation Center, PO Box 9490, San Bernardino, CA 92427**
- **West Valley Detention Center, 9500 Etiwanda, Rancho Cucamonga, CA 91739**

Any incoming money received through the mail will not be processed until the following work day. Do not seal the envelope as outgoing and incoming mail is subject to being scanned, read and inspected. Legal mail will be inspected for contraband but not read.

You can help improve better mail service and prevent mail from being returned by telling your family and friends the following:

**Do not** send blank paper, envelopes or stamps.  
**Do not** put perfume, powder or cologne on the mail.  
**Do not** kiss the correspondence.  
**Do not** send stained or extremely dirty letters.  
**Do not** send more than 10 photographs.  
**Do not** send anything gang related.  
**Do not** send nude or partially nude photos or drawings.  
**Do not** use white out, crayons, markers, glue, tape, glitter, stickers or labels.  
**Do not** send metal or plastic. All magazines and books (paperback only) must come directly from the publisher or bookstore.

### **VISITING**

Visiting is Wednesday through Sunday.  
Visitors must call (909) 887-0364  
24 hours in advance to schedule a visit.

### **SICK CALL**

Nurse sick call is held daily and MD sick call is held during the week. Medical services are available after completing a *Medical Request Slip* and giving it to housing staff. A co-payment of \$3.00 will be deducted from your account for self-initiated, non-emergency requests. If no funds are available in your account at the time the services are rendered, the fee will be shown as a negative balance in your account and will automatically be deducted if funds become available. However, no co-payment will be deducted for future follow-up exams that may be required. No inmate will be denied medical services due to lack of funds.

Any inmate may request information on the "HIV/AIDS" virus by submitting an *Inmate Request*

**INMATE RULES AND REGULATIONS**

Inmates with disabilities are required to follow the same rules and regulations as other inmates.

**CONTRABAND**

Inmates with disabilities and their mobility devices and other property are subject to contraband searches.

**SERVICE ANIMALS**

Due to safety and security concerns service animals are prohibited from living inside the jail facilities.

**INMATE WORKERS**

Inmates with disabilities are eligible to be Inmate Workers based on their classification. If you have been sentenced on your case and want to be an inmate worker, complete an Inmate Request Slip and address it to Support Services. Work time credits shall not be denied based solely on your disability. However, you may lose work time credits if you receive a discipline.

Inmates with disabilities may be eligible for Work Release and Electronic Monitoring programs.

**OTHER CONCERNS**

If you have questions or concerns you do not believe rise to the level of a grievance but do not feel jail staff is providing appropriate assistance, you may address a letter to "ADA Compliance" at:

c/o Administrative Support Unit  
9500 Etiwanda Avenue  
Rancho Cucamonga CA 91739

**RELEASES**

When you are released, if you require assistance through the release process, speak to your housing unit deputy as soon as possible.

**INMATE ACKNOWLEDGEMENT**

By signing below, I acknowledge the following: I received a copy of this pamphlet; it was read to me if I so desired; I may obtain another copy of it upon request; I may request to have its contents explained to me at any time.

\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Date/Time

Deputy: \_\_\_\_\_

**San Bernardino County  
Sheriff's Department**

**DETENTION &  
CORRECTIONS  
BUREAU**

**INFORMATION BROCHURE**



**INMATES  
WITH  
DISABILITIES**

**This pamphlet provides information on the programs and services available to inmates with disabilities. This pamphlet provides information in addition to the Inmate Rules and Regulations pamphlet**

## **AMERICANS WITH DISABILITIES ACT**

The San Bernardino County Sheriff's Department is committed to the Americans with Disabilities Act and related legislation within its Detention and Corrections facilities. However, the safety and security of the facilities, employees, visitors, and inmates is of paramount importance. With that in mind, the Department shall take necessary steps to prevent any discrimination against those with disabilities. The purpose of this pamphlet is to assist you in understanding and identifying resources for you during your time in our facilities.

## **IDENTIFICATION**

Inmates with disabilities are issued a blue wristband. This is to assist staff in recognizing you have a disability and may need assistance or more time to respond to directions. Do not remove the band. If it is damaged, immediately notify the housing deputy to obtain a replacement.

## **INTERPRETERS**

Interpreters are available at the discretion of the shift supervisor. Communication with pen and paper is also available.

## **CLASSIFICATION**

Access to programs and services is not limited by your disability, but it shall be determined by your classification level. You will be assigned housing based on your classification, not your disability.

## **HEALTH SERVICES**

If your disability requires Health Services' non-emergency attention complete a medical request slip. If you have an emergency notify any staff member.

## **REQUEST SLIPS**

If you have any specific requests for non-medical information directly related to your disability, you may address request slips to the Administration Sergeant of your facility.

## **ASSISTANCE DEVICES**

Assistance devices you are assigned are meant for your use only. Allowing other inmates to use assistance devices may subject you to discipline. Any inmate found in possession of a device not assigned to them is subject to discipline for possession of contraband.

## **PROGRAMS AND SERVICES**

Inmates with disabilities are encouraged to take advantage of programs and services that appeal to them. These include commissary, drug and alcohol dependency and rehabilitation, educational programs, library, recreation yard, religious services, visiting, voting, and work programs.

## **LIBRARY**

The library has a selection of large print and Braille books available for inmates with vision disabilities. Complete a library request slip specifying your need or speak to your housing deputy

or custody specialist for assistance.

## **TTY ACCESS**

Although TTY communication devices are not in every unit, they are available for any inmate who may need one. Speak to your housing staff members.

## **FACILITY DOCUMENTS**

If you need assistance reading any facility department generated document such as booking papers or Request Slip answers, ask a staff member for assistance.

## **GRIEVANCES**

Inmates with disabilities who believe they are the subject of disability discrimination should use the grievance procedure outlined in the Inmate Rules and Regulations pamphlet. The inmate should indicate on the grievance form that it is disability related and address it to the facility Administrative Sergeant.

## **12.200. INMATE GRIEVANCES:**

**210.00. INMATE GRIEVANCE POLICY:** The inmate grievance system is a process through which inmates may seek formal review of issues, relating to conditions of confinement.

Inmate grievances alleging staff misconduct may be handled by the facility's supervisory staff. Staff investigating these grievances may need to consult the Internal Affairs Division.

Grievance forms shall be available to inmates at all times. Staff shall not dissuade inmates from formally communicating their grievances.

Inmates shall not use this process to submit grievances or grievance appeals to represent another inmate or group of inmates. The process is intended to address specific concerns that are personal to the inmate making the grievance or appeal.

Inmates may obtain assistance in preparing a grievance or grievance appeal from another inmate, or outside resources such as family or an attorney. However, obtaining assistance shall not be a valid reason for exceeding the time limit for submission. (Refer to Title 15, Section 1073 and Penal Code Section 832.5.)

(Rev. 03/2013)

**218.00 EMERGENCY GRIEVANCE REGARDING IMMIMENT SEXUAL ABUSE:** An inmate may file an emergency grievance alleging he is subject to a substantial risk of imminent sexual abuse. Staff members receiving these grievances shall immediately forward the grievance to a shift supervisor. The shift supervisor shall provide the inmate with an initial response within 48 hours, and shall complete and return the Inmate Grievance Investigation (ASU#050402) to the inmate within five calendar days. The investigation shall document whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

(Add. 03/2013)

**220.00. INMATE GRIEVANCE PROCEDURE:** Inmates at time of booking shall receive a copy of the Inmate Rules and Regulations explaining grievance and grievance appeal procedures.

Inmates may file grievances relating to conditions of confinement.

Inmates desiring to file grievances shall request Inmate Grievance Forms (ASU #050401) from staff. Staff shall not assist inmates in completing the form. Staff shall ensure the form is signed by the inmate. Upon receiving the grievance,

## **12.200. INMATE GRIEVANCES:**

staff shall enter his name, employee number, date, and time received. The Inmate shall be given the yellow copy of the grievance.

Inmates shall place a single complaint or reasonable number of closely related issues on one grievance form. Grievances containing multiple unrelated issues shall be accepted, however, supervisors may reject multi-grievances that are difficult to investigate together. Inmates shall receive written reasons for the rejections.

Inmates shall have ten calendar days after the date of the incident to file a grievance. Inmates shall not have a time limit to report a grievance regarding allegations of sexual abuse or sexual assaults. (Refer to Title 15 Section 1073.)  
(Rev. 03/2013)

**220.05. EXCEPTION TO INITIAL GRIEVANCE FILING:** Inmates reasonably believing the issues are sensitive, or their safety or well-being would be placed in danger if the grievance contents became known by the inmate population at large, may request to submit the grievance forms directly to a supervisor.

An inmate who alleges sexual abuse or assault may submit a grievance without submitting it to the staff member who is the subject of the complaint.  
(Rev. 02/2013)

**230.00. GRIEVANCES INVOLVING STAFF MISCONDUCT:** If, during a grievance investigation, the investigator becomes aware of misconduct by an employee of the Department, the investigator shall immediately notify the facility commander via the chain of command. The facility commander shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and harassment.  
(Add. 03/2013)

**230.05. GRIEVANCES INVOLVING STAFF SEXUAL MISCONDUCT:** If, during a grievance investigation, the investigator becomes aware of sexual misconduct by an employee of the Department, the investigator shall immediately notify the facility commander. Acts of employee sexual misconduct will generally be handled through the administrative investigation process. If the facility commander orders that an administrative investigation be initiated, the inmate shall be provided a Inmate Grievance Extension Form (ASU #001001) indicating in the comments area a personnel investigation has been initiated and he shall be informed, in writing, of the outcome of that investigation once it is concluded. Following an administrative investigation that was initiated by an inmate grievance, the Internal Affairs Division shall respond to the inmate, in writing, of the disposition of the investigation within 30 days of the conclusion of

## **12.200. INMATE GRIEVANCES:**

the administrative investigation. If during the administrative investigation it is determined that there may have been a criminal act committed then a criminal investigation will be conducted and the administrative investigation will be tolled until the criminal investigation is complete.

Investigations into allegations of staff sexual misconduct may require additional investigation time. The investigator shall issue a completed investigation regarding the merits of any portion of a grievance alleging sexual abuse within 90 days of the inmate's initial filing of the grievance. There may be circumstances when investigators will need more than the 90 day time frame. The investigators may have up to 70 additional days, if the normal time period is insufficient to make an appropriate decision. The investigator shall notify the inmate in writing using the Inmate Grievance Extension Form (ASU #001001) anytime investigations require more than 90 days and provide an estimated date when the investigation will be completed. (Refer to Bureau policy Section 12.270.00)

(Rev. 03/2013)

## **240.00. SUPERVISOR/ WATCH COMMANDER RESPONSIBILITIES:**

(Refer to facility specific policy).

**250.00. INVESTIGATION PROCEDURE:** Staff shall attempt to resolve grievances at the lowest possible level. Staff able to resolve complaints shall note the resolutions achieved by completing the Inmate Grievance Investigation form (ASU#050402) and forwarding the form to a supervisor.

All grievances shall be forwarded to supervisors for review.

Supervisors conducting reviews may assign an appropriate staff member from the appropriate division to investigate unresolved grievances.

Staff generally shall not handle grievance reviews or investigations if they are the subject of the grievance.

Staff shall ensure completed grievance investigation results are forwarded to the inmate's new housing facility if the inmate has been transferred from the facility where the grievance was initiated. (Refer to facility specific policy.)

(Rev. 03/2013)

**252.00. INMATE GRIEVANCE LOG:** Inmate grievance logs shall be maintained at each facility. Logs shall contain:

- Inmate grievance number
- Date grievance received

REVIEWED 05/2013

**12.200. INMATE GRIEVANCES:**

- Inmate's name and booking number
- Grievance issue
- Staff member grievance assigned
- Date grievance assigned
- Date completed grievance is due
- Date inmate received the answered grievance
- Involved employee

(Refer to facility specific policy)

(Add. 03/2013)

**254.00. GRIEVANCE REPORT NUMBER:** Every inmate grievance shall be assigned a nine digit number consisting of the following information:

- First two numbers shall be the two digit numerical facility designator
- Next two numbers shall be the last two digits of the current year
- Next two numbers shall be the two digit number of the current month
- Last three numbers shall be a three digit sequential serial number, beginning with 001. This sequential serial number shall begin with the number 001 at the beginning of each month

(Add. 03/2013)

**260.00. DISPOSITION:** Completed grievance investigations shall be written in a professional manner and contain one of the following determinations:

- |                |  |
|----------------|--|
| "UNFOUNDED"    | The investigation clearly established the allegation is not true.  |
| "EXONERATED"   | The investigation clearly established the allegation is not a violation of law or department policy.   |
| "SUSTAINED"    | The investigation established the allegation is true.  |
| "INCONCLUSIVE" | The investigation established insufficient evidence to prove or disprove the allegation.   |
| "FRIVOLOUS"    | The investigation established the complaint is totally and completely without merit or offered for the sole purpose of harassing the employee. |

Staff shall deliver the completed grievance investigation form and review the results with the inmate. Staff shall enter his name, employee number, the date and time that the response was delivered, and have inmates sign the completed

REVIEWED 05/2013



## **12.200. INMATE GRIEVANCES:**

form. Once the completed grievance investigation forms are signed and inmates are given copies, the grievance process shall be considered complete.

In the event the inmate refuses to sign the grievance investigation form staff shall write "REFUSED" on the inmate's signature line. Once inmates are given their copies, staff shall forward original forms to a supervisor.

The original shall be placed in the inmate's booking jackets, and a copy shall be placed in an administrative grievance file. Administrative copies shall be retained in accordance with Bureau Policy Section 11.550.00.

(Rev. 03/2013)

**270.00. GRIEVANCE PROCEDURE TIME LIMIT:** The facility has ten days to complete and return the Inmate Grievance (ASU#050402) to the inmate. The grievance time period begins when the staff member receives and signs the inmate's grievance and the time concludes when the inmate signs his copy of the completed Inmate Grievance Investigation.

Staff shall notify inmates by using the Inmate Grievance Extension form (ASU#001001) anytime investigations require more than ten days. The inmate shall be notified and the form shall be signed within the original ten days of the grievance. Inmate grievance investigation notification forms shall have an estimated completion date. It shall not be routinely used unless there is a viable reason for the added time. Original copies of the inmate grievance investigation notification forms shall be attached to the original inmate grievance forms. Inmates shall be provided with a copy. (Refer to Title 15, Section 1073.)

(Rev. 03/2013)

**280.00. GRIEVANCE APPEALS:** Inmates dissatisfied with the outcome of the initial grievance may file a grievance appeal.

The first level of a grievance appeal shall be assigned to a lieutenant or the lieutenant's designee.

Grievance appeals not resolved at the first level may be appealed to the facility commander. The facility commander, or designee, shall be the final authority for the disposition of grievances.

Each level of appeal shall be completed in accordance with Bureau Policy Section 12.270.00 and a written response shall be required at each level. Appeals shall not be given a new grievance number; the original assigned number shall be used.

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**12.200. INMATE GRIEVANCES:**

Grievance appeals shall be retained in accordance with Bureau Policy Section 11.550.00.

Grievance appeals shall be filed within ten calendar days from date of the inmates' receipt of their grievance investigations. Subsequent appeals shall also be filed within ten calendar days from the date the previous appeals were delivered to the inmate.

(Rev.05/2009)

**280.05. GRIEVANCE PROCESS ABUSE:** To prevent abuse of the grievance process with frivolous grievance submittals, generally, each inmate, may file a maximum of four independent grievances regarding separate issues within any calendar week (Sunday through Saturday), provided the grievances are filed within the ten day limit.

It shall also be considered an abuse of the grievance process for inmates to continually submit grievances regarding an issue that has already been resolved. Supervisors may return repetitive submittals having similar issues. Frivolous grievances and frivolous grievance appeals may be subject to disciplinary action.

Inmates may be disciplined for filing a grievance related to an alleged sexual abuse only when the investigation determines the allegation was unfounded or frivolous and the inmate filed the grievance with malicious intent. (Refer to inmate rules and regulations ASU #060803 and Bureau Policy Section 12.280.08.)

(Rev. 03/2013)

**280.08. REJECTIONS:** Grievances or grievance appeals written in a manner that is obscene, abusive, or does not meet any other requirement of the grievance process may be rejected by the supervisor. Inmates shall be informed in writing as to the reasons why their grievances have been returned.

(Rev.05/2009)

## **12.600. INMATE MAIL**

**600.00 DEFINITION:** Inmate mail is incoming and outgoing correspondence. The words mail and correspondence are used interchangeably throughout this policy.

**605.00 INMATE MAIL:** Inmates may send and receive unlimited volumes of mail. Inmate mail shall be scanned and inspected for contraband, and may be read outside the presence of inmate to ensure facility safety and security. Outgoing mail shall have a complete return address indicating inmates' name, booking number and facility address. Staff shall return outgoing inmate mail not containing correct return address information.

Outgoing correspondence is not U.S. mail until it has been deposited in an official mail receptacle belonging to the U.S. Postal Service or handed to a mail carrier. Until such time, correspondence is merely personal property of inmates, subject to jail rules and regulations.

(Rev. 07/2010)

**620.00 INDIGENT INMATES' PERSONAL MAIL SUPPLIES:** Indigent inmates are defined as inmates who are without funds. Indigent inmates shall be supplied with two postage paid envelopes each week for personal mail. Indigent inmates shall obtain postage paid envelopes from care bags when ordered as a commissary item. Indigent inmates missing commissary deliveries shall complete a request slip and submit it to staff. Staff shall provide indigent inmates with care bags, debit their accounts, and ensure request slips are filed in the inmate's booking jackets. (Refer to Title 15 Section 1063 and Bureau Policy 12/2200.)

(Rev. 03/2012)

**640.00 PROCESSING INCOMING INMATE MAIL:** Staff shall check JIMS to obtain inmate booking numbers and housing locations when not provided. Staff shall make every effort to verify inmates are in-custody prior to opening mail. Staff shall return mail to senders if inmates are not in custody. Staff may accept mail with postage due, as long as the facility is not billed for the postage. Staff shall accept incoming mail without a return address and deliver such mail to inmates. (Refer to Bureau Policy Section 12/670.00.)

(Rev. 07/2010)

**640.10 DEAD MAIL DEFINITION:** When mail cannot be delivered or returned, it shall be considered dead mail. Publications shall not be considered for dead mail disposition. (Refer to Bureau Policy Section 12/670.00.)

Rev. 07/2010)

**640.20 DISPOSITION OF DEAD MAIL:** Dead mail shall be forwarded to the Dead Letter Branch of the U.S. Postal Service. Staff shall document the names, booking numbers, and dates the mail was sent to the U.S. Post Office on

## **12.600. INMATE MAIL**

the Dead Letter Logs (ASU#090501). These logs shall be retained in an administrative file at the facility for three years.

Dead Letter Branch  
St. Paul Mail Recovery Center  
United States Postal Service  
P.O. Box 69001  
St. Paul, MN 55116-9001

(Add. 05/2009)

**645.00 UNAUTHORIZED ITEMS:** Certain items contained in letters or on envelopes may be deemed contraband and shall not be accepted. Unacceptable items include, but are not limited to, writing paper, envelopes, stamps, lipstick, perfume, cologne, powder, kissed impressions, white-out, white-out tape, crayon, marker, paint, glue, tape, glitter, stickers, gang-related letters/symbols, stained or dirty letters or envelopes, metal or plastic, hard cover books, food items, gum, or any other contraband.

Greeting cards with mechanical animation, sound devices, or over 8½" x 11" shall not be accepted.

Photographs and illustrations containing gang related or sexual depictions shall not be accepted.

Newspaper, magazine, and periodical publications shall not be delivered if they contain material that could incite a riot, murder, arson, violent racism, encourage violence towards law enforcement or encourage retaliation or intimidation towards victims of crime, or any other forms of violence, descriptions for making weapons, explosives, poisons or destructive devices, blueprints, drawings or similar descriptions of a facility; or information depicting, encouraging or describing methods of escape from a facility, procedures for the brewing of alcoholic beverages, or the manufacturing of controlled substances; sexually explicit material including but not limited to pictorial depictions of nudity showing genitalia, unclothed buttocks, female breasts exposing nipples or areola, or material showing actual or simulated sexual acts.

Staff shall complete an Unauthorized Items Form (ASU#061201) upon receiving contraband or unauthorized items. Copies of completed forms shall be filed in the inmate's booking jackets and a copy forwarded to the inmate.

Staff shall return unopened unacceptable mail to the sender when return addresses are provided. Staff shall place opened mail discovered to contain unacceptable materials or contraband on the inmates' property. Criminal

## **12.600. INMATE MAIL**

investigations shall be conducted on mail containing contraband of a criminal nature.

(Rev. 03/2012)

**650.00. DELIVERY/STORAGE OF INMATE MAIL:** Only Staff shall handle inmate mail. Staff shall not direct inmates to collect or hand out inmate mail. Mail shall be delivered to inmates without unnecessary delay.

Staff shall hold inmates' mail when inmates are out to court or an appointment and deliver as soon as practicable upon their return to housing units.

Mail and publications addressed to inmates shall be forwarded to inmates transferred to another facility.

Staff shall deliver mail for inmates housed in the hospital jail ward.

Mail for inmates no longer in custody shall be returned to the mailroom for disposition. (Refer to Bureau Policy Sections 12/690.10 and 17/1340.)

(Rev. 07/2010)

**670.00. RETURNING INMATE MAIL TO SENDER:** Mail addressed to inmates not in custody, which has been opened, shall not be resealed. Staff shall enclose the mail in a sheriff's department envelope and mail it back to the sender when a return address is provided. Staff shall mark original envelopes "Not in Custody".

Staff shall forward publications addressed to inmates' no longer in custody to the facility's library. Such publications shall be distributed to inmates who request them. (Refer to Title 15, Section 1066 and Bureau Policy Section 12/640.10.)

(Rev. 07/2010)

**670.05. BAIL AGENT MAIL:** Staff shall not accept mail addressed to inmates containing business cards or any advertisement soliciting services for bail. Staff shall place the mail in sheriff's department envelopes, and return them to sender. (Refer to California Code of Regulations Title 10, Section 2079 Soliciting of Bail.)

(Rev. 07/2010)

**680.10. LETTERS, PHOTOGRAPHS, AND GREETING CARDS:** Inmates shall be allowed to retain up to 20 letters, ten photographs, and ten greeting cards at any given time. Letters, photographs, and greeting cards shall not be accepted if larger than 8½ x 11 inches. When daily incoming mail or materials exceed what inmates are allowed to keep in their possession, staff shall place excess new mail on the inmates' property and complete an Unauthorized Items

## **12.600. INMATE MAIL**

Form (ASU #061201) for inmates' notification. Inmates shall be allowed to exchange old mail for new mail with property staff. Safety staff shall ensure inmates comply and keep only the allowed amount of mail. Excess mail shall be seized as contraband and placed in the inmate's property. (Refer to Bureau Policy 12/2200 and Inmate Rules and Regulations ASU form#060803.)  
(Rev. 05/2009)

**690.10. PUBLICATIONS:** Publications are defined as newspapers, magazines, and periodicals.

**UNSUBSCRIBED PUBLICATIONS:** Bulk publications or publications appearing to be mass mailed to all or a significant portion of the jail population, including those addressed to the individual, shall not be delivered directly to the inmate. Publishers shall only be permitted to provide the facilities with one publication for every one hundred inmates. Such publications shall be retained in the facility's library. Inmates may check out such publications by submitting a Library Request Slip. Publications shall be retained in the library for a maximum of three months.

**UNSOLICITED PUBLICATIONS:** Unsolicited publications mailed directly to inmates shall not be delivered and shall be discarded. Unsolicited publications include, but are not limited to:

- Materials for which the apparent primary purpose is to solicit a commercial transaction, or to promote products and or services for the purpose of entering into a commercial transaction.
- Materials labeled as advertising, including advertisements for bail agent and legal services.
- Catalogues, credit card applications, real estate brochures, periodical subscription cards, and other mail soliciting the sale of goods or services and based on the promise to pay upon receipt.

Publications shall be opened and inspected for contraband and shall be free from staples or metal fastening devices. Publications containing materials which inmates are not authorized to possess shall be discarded.

Inmates may be denied the privilege of receiving or retaining publications if the materials are used to deface walls, cover windows, bars, light fixtures, or for any purpose other than reading. Mail privileges may also be denied based on contents as described in Section 12.645.

Inmates may keep in their possession, no more than six items of reading material. Reading material may include magazines, newspapers, paperback books or periodicals. In addition to the above limit, inmates may be permitted to retain up to three holy books of any religion.

REVIEWED 08/2013

**12.600. INMATE MAIL**

Excess reading materials shall be placed on inmates' property. (Refer to Bureau Policy Sections 12.645.00, 12.680.10, 12.690.10, and Inmate Rules and Regulations ASU form #060803.)  
(Rev. 08/2013)

**690.15 BOOKS:** Staff shall only accept paper back books mailed through the U.S. Postal Service directly from a publisher or book distributor.

Staff shall inspect the books for contraband. (Refer to Bureau Policy Section 12.645.00)  
(Add. 07/2010)

REVIEWED 08/2013

## **12/700. LEGAL MAIL**

**710.00. LEGAL MAIL:** Official, privileged, legal, or confidential mail is considered legal mail. Legal mail may be sent confidentially to or from state or federal courts, members of the State Bar, holders of public office, and the Corrections Standards Authority.

Inmates may correspond confidentially with the facility commander or media, although this is not technically considered legal mail.

(Refer to Title 15, Chapter 1063, Section C.)

(Rev. 06/2008)

**712.00. OUTGOING LEGAL MAIL:** Inmates sending legal mail shall hand it to safety staff. Safety staff shall inspect the mail for contraband and have the inmate seal the mail in their presence. Safety staff shall place their initials and employee number over the sealed portion and place the mail with the outgoing mail.

(Rev. 07/2010)

**714.00. INCOMING LEGAL MAIL:** Staff shall open legal mail only in the presence of inmates and inspect it for contraband. (Refer to Bureau Policy Section 6/940.00.)

(Rev. 07/2010)

**715.00. LEGAL MATERIALS AND SUPPLIES:** Facilities shall accept legal materials and supplies that are either physically brought or mailed into the facilities by the inmate's attorney of record, public defender, or legal representative.

Legal materials and supplies may include writing tablets, legal writing pads, court paperwork, court orders, court forms, reports, or photographs pertaining to the case. All legal material or supplies shall be individually marked with the inmate's name and case number.

Facilities shall accept postage paid envelopes (similar to ones sold in inmate commissary) stamped with the return address of the legal representative. Staff shall not accept such letters for outgoing inmate legal mail if they have been altered in any way. Altered envelopes and mail shall be returned to the inmate.

Staff shall inspect the legal materials and supplies prior to distributing them to the inmate and ensure they are free of staples, paper clips or any metal or plastic items. Staff inspecting items that are physically brought in shall immediately inspect such items. Staff shall return the items to the legal representative if they do not comply with policy.



## **12/700. LEGAL MAIL**

Facilities shall not accept materials or supplies if they are accompanied by personal letters, personal photographs, or any other form of personal property, or items other than described as legal supplies or materials.

Legal materials or supplies mailed into the facility shall be returned to sender if they do not comply with the provisions outlined in the policy.

Legal reference books shall only be accepted from a publisher or book distributor. (Refer to Bureau Policy Sections 12/645.00, 12/690.10, 12/690.15, and 12/2030.00.)

(Rev. 07/2010)

**720.00. INDIGENT INMATES' LEGAL MAIL:** Indigent inmates shall be supplied with writing paper and envelopes for legal mail as often as needed. Indigent inmates shall fill out request slips for supplies and submit forms to staff. Staff shall verify inmates have less than \$2.00 in their accounts and have had no more than that amount in their account for ten consecutive days. After verification, staff shall deliver appropriate envelopes and writing paper to indigent inmates and ensure request slips are filed in inmates' booking jackets.

Staff shall ensure outgoing letters are marked "Legal Mail" and place them in an interoffice envelope. Staff shall mark the interoffice envelope "Indigent Inmate Legal Mail" and forward to the Inmate Services Unit. The Inmate Services Unit shall provide postage stamps via a postage metering machine and send the inmates' mail to the Post Office.

Facilities in need of mail supplies for indigent inmates shall obtain unstamped envelopes and writing paper from the Inmate Services Unit. (Refer to Title 15, Section 1063 and Bureau Policy 12/710.00.)

(Rev. 07/2010)

**750.01 MISREPRESENTATION OF MAIL AS LEGAL:** Facility commanders or their designees may deny the ability to exchange legal mail with inmates. Acts which may warrant denial include but are not limited to:

- False representation of the sender's identity or qualifications;
- Attempts, or acts to introduce contraband into the facility;
- Attempts to commit, or the actual commission of an act of violence within a facility;
- Encouraging inmates to violate the law, or department, bureau, or facility policy.

Attorneys may appeal their denial of correspondence, in writing, to facility commanders. Inmates may appeal through the grievance procedure.

(Rev. 07/2010)

REVIEWED 05/2013

## **18.000 THE AMERICANS WITH DISABILITIES ACT**

**069.00. INMATES WITH DISABILITIES AND PROGRAMS:** Inmates with disabilities are entitled to and shall be provided an equal opportunity to participate in and benefit from the same programs as all other inmates. These programs include, but are not limited to:

- Clothing Exchange
- Commissary
- Court and Legal Issues
- Educational Programs
- Law Library
- Legal Mail
- Outside Recreation
- Religious Services
- U.S. Postal Service
- Work Assignments
- Work Release
- Video Court
- Voting

Inmates with disabilities shall not be denied access to programs based on their disability. They shall have access in a manner consistent with their classification level.

(Add. 04/2013)

**085.00. INMATES WITH DISABILITIES AND GRIEVANCES:** An inmate with a disability who believes he is the subject of disability discrimination shall use the

## **18.000 THE AMERICANS WITH DISABILITIES ACT**

grievance procedure described in the Bureau Policy Section 12.200. The inmate should indicate in the box provided on the grievance form that the grievance is disability related. The grievance should be addressed to the facility Administrative Sergeant, who is the ADA coordinator for each facility.

The Administrative Support Unit shall notify the County's Public Access ADA Coordinator of all complaints alleging disability discrimination or other ADA violations. (Refer to Bureau Policy Section 12.200 and County Policy 06-13 Standard Practice).

(Add. 04/2013)

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

**200.05. INTRODUCTION:** The Prison Rape Elimination Act (PREA) is a federal act established to address the prevention and elimination of sexual assault and rape in correctional systems. PREA applies to all in-custody inmates.

The Department maintains a zero tolerance policy toward all forms of sexual abuse and sexual harassment. All allegations of sexual abuse and sexual harassment shall be investigated.

The Sheriff's Department strives to ensure all of our detention facilities protect inmates from all forms of sexual assault, including harassment by staff and other inmates. Staff shall not discourage or intimidate an inmate from reporting sexual misconduct or assault. When a staff member learns that an inmate is subject to a substantial risk of imminent sexual abuse, that staff member shall take immediate action to protect the inmate.

Staff members shall immediately report:

- Any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in the facility
- Retaliation against inmates or staff who report such incidents
- Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation

The facility shall report all allegations of sexual abuse and sexual harassment to the Facility's designated PREA Compliance Manager.

Staff shall not reveal or discuss any information related to the sexual abuse report to anyone other than to the extent necessary, as specified in bureau policy, to make treatment, investigation, and other security and management decisions.

(Add. 06/2013)

### **201.00. DEFINITIONS:**

**GENDER NONCONFORMING:** A person whose appearance or manner does not conform to traditional societal gender expectations.

**INTERSEX:** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

**PREA COMPLIANCE MANAGER:** A designated supervisor at every detention facility who will be responsible for coordinating the facility's efforts to comply with PREA.

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

**PREA COORDINATOR:** The Department's designated staff member who will be responsible for ensuring compliance with the PREA standards at all detention facilities.

**SEXUAL ABUSE (inmate on inmate):** Any of the following acts where the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

**SEXUAL ABUSE (staff, contractors or volunteers on inmate):** Includes any of the following acts, with or without inmate consent:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

### **SEXUAL HARASSMENT:**

- Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate toward another
- Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures

**TRANSGENDER:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

**UNFOUNDED ALLEGATION:** An allegation that was investigated and determined not to have occurred.

**UNSUBSTANTIATED ALLEGATION:** An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.  
(Add. 06/2013)

**202.00. NON-SAFETY STAFF RESPONSIBILITIES FOR INMATES REPORTING SEXUAL ASSAULTS:** Any staff member (including Professional Staff, Culinary, Maintenance, and Chaplains) is considered a first responder when an inmate reports a sexual abuse or harassment incident. When an inmate reports a sexual assault to a non-safety staff member, the staff member shall immediately contact a safety staff member. The non-safety staff member shall separate the victims and suspects if it is safe to do so. The staff member shall immediately summon assistance.

An inmate may report a sexual assault through an inmate request slip, grievance, jail crisis hotline, a third party (inmates or members of the public), anonymously, or through face to face contact. When a member of the public reports a sexual abuse or sexual harassment incident on behalf of an inmate they shall be immediately forwarded to a sworn shift supervisor.  
(Add. 06/2013)

**204.00. SAFETY STAFF RESPONSIBILITIES FOR INMATES REPORTING SEXUAL ASSAULTS:** Upon learning that an inmate may have been sexually abused, safety staff shall:

- Separate the victim and the suspect
- Notify a shift supervisor (as soon as practical)

REVIEWED 05/2013

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

- Preserve and protect any crime scene until appropriate steps can be taken to collect evidence. If abuse occurred within 72 hours, ensure the victim does not engage in any actions that may destroy physical evidence (showering, drinking, eating, brushing teeth, washing clothing, etc)
- Gather basic information about the assault:
  - ✓ When the assault occurred
  - ✓ Who they were assaulted by
  - ✓ The location of the assault

If sworn staff is unavailable, professional staff shall order the victim not take such actions that could destroy physical evidence.

The information gathered shall be written in a supplemental report and submitted to the staff member in charge of the investigation by the end of the safety staff's shift.

Safety staff shall evaluate the necessity for immediate medical attention and request health services to provide such care. Health services shall not provide examinations related to the sexual assault. If the inmate requires examinations, the shift supervisor or his designee shall contact the Law Enforcement Medical Services (LEMS) who will notify the Sexual Assault Response Team (SART).

(Add. 06/2013)

**205.00. SUPERVISOR RESPONSIBILITIES FOR CONDUCTING INMATE ON INMATE SEXUAL ASSAULT INVESTIGATIONS:** The shift supervisor, with the rank of corporal or above, shall be responsible for evaluating the circumstances surrounding the sexual assault that occurred between inmates. The shift supervisor will make an initial determination as to the severity of the incident reported and the necessity for the involvement of the Specialized Investigations Division. If the Specialized Investigations Division is not needed, a qualified safety supervisor shall be assigned to investigate.

The investigator shall conduct tape recorded interviews with the victim, witnesses, and suspect. Department Manual Sections shall be adhered to when collecting evidence and for initiating medical examinations. (Refer to Department Manual Sections 5.115 (Evidence) and 3.244 (Medical Examinations for Sexual Assault Victims)).

Supervisors shall complete the Sexual Abuse Checklist (ASU #120712).

Supervisors shall ensure the case is forwarded to the District Attorney for review and a copy of the report shall also be forwarded to the Administrative Support Unit for data collection and reporting purposes.

(Add. 06/2013)

REVIEWED 05/2013

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

### **205.05. SUPERVISOR RESPONSIBILITIES FOR CONDUCTING SEXUAL ASSAULT INVESTIGATIONS INVOLVING STAFF AND INMATE:**

In the event that a supervisor becomes aware of a sexual assault involving a staff member, the supervisor shall notify the facility commander immediately. The facility commander shall notify the Deputy Chief of the Detention and Corrections Bureau.

Sergeants shall conduct a tape recorded interview with the victim inmate to determine the validity of the complaint based on the circumstances and evidence. If the sergeant or his supervisor determines there is evidence that an assault may have taken place a criminal investigation shall be conducted. The Facility commander and Deputy Chief shall be notified and the Specialized Investigations Division will take over the investigation. If it is determined the inmate may have been sexually assaulted by a staff member, the inmate shall be transferred to another facility, and the facility the inmate was transferred to shall ensure the inmate is contacted by the facility's PREA Compliance Manager. Once the criminal investigation is complete supervisors shall ensure the case is forwarded to the District Attorney's Office for review and a copy of the report shall also be forwarded to the Internal Affairs Division and the Administrative Support Unit.

If it is determined there is no evidence of a criminal act, the facility commander and the Deputy Chief shall be notified and an administrative investigation may be conducted.

For the purposes of PREA, consensual sexual relationships between staff and inmates are considered sexual assaults against the inmate.  
(Add. 06/2013)

**209.00 REPORTING REQUIREMENTS:** Inmates may report sexual abuse or sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents to any staff member using the following methods:

- Verbally, which shall be documented in an Interoffice Memorandum and submitted to the facility's PREA Compliance Manager
- Inmate request slip
- Inmate grievance form
- Jail crisis hotline

The Jail Crisis Hotline has been established for inmates to report sexual abuse or sexual harassment by staff or other inmates. All hotline complaints shall be investigated.

REVIEWED 05/2013



## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

Inmates and staff shall be permitted to report such incidents to any rank or position they feel comfortable reporting to.

The general public may also report sexual abuse and sexual harassment on behalf of the inmate. Staff shall accept such reports made in writing, anonymously, and from third parties and shall promptly submit these documents to the facility's PREA Compliance Manager. Staff shall document any verbal reports and on an Interoffice Memorandum and submitted to the facility's PREA Compliance Manager.

Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security for reporting purposes.

Information regarding sexual abuse and sexual assault and how to report these occurrences shall be displayed in the Public Information Plan, inmate orientation video, inmate rules and regulations pamphlets and the information shall be posted in areas with high inmate traffic.

Staff may utilize the (Sexual Assault Services Hotline) to privately report the sexual abuse and sexual harassment of inmates.  
(Rev. 02/2014)

**209.05. PREA NOTIFICATION:** If a call is received through the Jail Crisis Hotline from an inmate housed in a San Bernardino County jail facility or from an outside source and any of the criteria listed below is applicable:

- A. An in-progress inmate-on-inmate sexual assault
- B. A sexual assault which occurred within 24 hours of the call
- C. A sexual assault involving any jail staff member
- D. Or the inmate is reporting he/she needs medical attention as a result of a sexual assault:

We-Tip will immediately contact the San Bernardino County Sheriff's Dispatch Supervisor. The Dispatch Supervisor will then immediately notify the on-call PREA Coordinator from the Corrections Standards & Operations Division-Administrative Support Unit.

If a call is received through the Jail Crisis Hotline from an inmate housed in a San Bernardino County jail facility or from an outside source and the reported inmate-on-inmate sexual assault incident occurred 24 hours or more before the time of the call:

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

We-Tip will send the reported sexual assault notification to the attention of the PREA Coordinator via fax to the San Bernardino County Sheriff's Department, Corrections Standards & Operations Division, Administrative Support Unit.  
(Add. 02/2014)

**210.00. PREA COORDINATOR:** The Administrative Support Unit Commander shall be the Department's designated PREA coordinator ensuring compliance with all facilities.  
(Add. 06/2013)

**212.00. PREA COMPLIANCE MANAGER:** Each facility shall have a PREA compliance manager designated by the facility commander. The facility commander shall also designate an alternate PREA Compliance Manager in the event the primary is unavailable. The PREA compliance managers shall be responsible for coordinating the facilities efforts to comply with PREA. The PREA Managers shall also be responsible for:

- Monitoring retaliation
- Completing the Survey on Sexual Violence Adult Incident Forms (U.S. Department of Justice Form #SSV-IA) when a sustained finding of sexual abuse or sexual harassment has occurred. The compliance manager shall submit such forms to the Administrative Support Unit

(Add. 06/2013)

**212.05. PREA COMPLIANCE MANAGERS OUTSIDE AGENCY NOTIFICATION:** Upon receiving an allegation that an inmate was sexually abused while confined at another agency's facility, the facility commander that received the allegation shall notify the facility commander or appropriate office of the agency where the alleged abuse occurred. Such notification shall be:

- Provided immediately
- Documented and investigated, a copy of our investigation shall be forwarded to the outside agency

(Add. 06/2013)

**214.00. DEPARTMENT'S RESPONSIBILITY TO PROTECT AGAINST RETALIATION:** The department shall be responsible for protecting all inmates and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other inmates or staff.

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

The PREA Compliance Manager shall utilize multiple protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims, and emotional support services for inmates or staff that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

For at least 90 days following a report of sexual abuse, the PREA Compliance Manager shall monitor the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation. Such Monitoring shall be documented on the Retaliation Monitoring Form (ASU#130326). Areas the Compliance Manager shall monitor include:

- Any inmate disciplinary reports
- Housing
- Program changes
- Negative performance reviews
- Reassignments of staff

The Compliance Manager shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need, and document the additional monitoring. In the case of inmates, such monitoring shall also include periodic status checks.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the Compliance Manager shall take appropriate measures to protect that individual against retaliation. Such measures may be transferring or monitoring the inmate.

The department's obligation to monitor shall terminate if the agency determines that the allegation is unfounded.

(Add. 06/2013)

**215.00. SEXUAL ABUSE INCIDENT REVIEWS:** Every sexual abuse incident, including allegations that have been unsubstantiated, shall have an oral review board convened. Allegations determined to be unfounded shall not require a review. The review board shall conduct a thorough assessment of the conditions and circumstances surrounding the sexual abuse incident.

The Detention and Corrections Bureau PREA Coordinator shall chair the board with the following members: Facility Executive Officer and the facility's PREA

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

Compliance manager, the Bureau's Health Services Administrator, and a supervisor from Behavioral Health Services.

Such reviews shall ordinarily occur within 30 days of the conclusion of the investigation.

ASU shall submit a report of the review board's findings to the facility commander and PREA Compliance Manager. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

(Add. 06/2013)

**220.00. SEXUAL ABUSE DATA COLLECTION AND STORAGE:** The Administrative Support Unit shall be responsible for collecting accurate, uniform data for every allegation of sexual abuse at the Type II and Type I facilities. ASU shall update the incident-based sexual abuse data at least annually.

The data collected shall include at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.

The agency shall maintain, review, and collect data as needed from all available incident-based documents, including criminal reports, investigation files, and sexual abuse incident reviews.

Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice no later than June 30th.

The Administrative Support Unit shall ensure sexual abuse data is securely retained for a minimum of 10 years after the date of the collection.

(Add. 06/2013)

**220.05. SEXUAL ABUSE DATA REVIEW FOR CORRECTIVE ACTION:** The Administrative Support Unit shall review collected data in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by:

- Identifying problem areas
- Taking corrective action on an ongoing basis
- Provide ongoing training
- Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole.
- Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide

## **7.200 SEXUAL ABUSE AND SEXUAL HARASSMENT**

an assessment of the agency's progress in addressing sexual abuse.

The annual report shall be submitted to the Deputy Chief of the Bureau of Detention and Corrections. Upon approval, the sexual assault statistics shall be placed on the Department's website.

(Add. 06/2013)

REVIEWED 05/2013

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**12/1100.00 (30) Newspapers:**

**12/1110.00 (30) Newspaper:** The floor deputy shall be responsible for the collection and distribution of newspapers to the inmate population on a daily basis.

Daily newspaper exchange shall be conducted in the following manner:

- Newspapers are delivered to the jail each day
- Bridge personnel shall forward the newspaper to each inmate housing area
- Commercial inserts are removed from each newspaper prior to distribution

Housing areas shall receive the following amount of newspapers:

- Male side - twenty-two (22) newspapers
  - Female side – seven (7) newspapers
- (REVIEWED. 06/02/12)

**12/1110.00(32). NEWSPAPERS:** Newspapers are purchased for the inmates from the Inmate Welfare.

SUN TELEGRAM (23 copies)

- (6) Female Facility;
- (4) M-1;
- (4) M-2;
- (1) A-Block;
- (2) B-Block;
- (1) C-Block;
- (1) D-Block;
- (1) J-Block;
- (1) I & K-Blocks.

## **12.1100. NEWSPAPERS**

**1110.00. NEWSPAPERS:** The facility administrator of a Type II facility shall develop and implement a written plan to make available upon request a daily newspaper in general circulation, including a non-English language publication (if requested), to assure reasonable access to interested inmates.

(Rev. 07/2011)

REVIEWED 05/2013

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**12.1100 (37) NEWSPAPERS**

**12.1110.00 (37) NEWSPAPERS:** Daily newspaper exchange shall be conducted in the following manner:

- Newspapers are delivered to the jail each day
  - Bridge personnel shall forward the newspaper to each inmate housing area
- Commercial inserts are removed from each newspaper prior to distribution