

# Pre-Trial Detention Facility      Standard Operating Procedures

Welcome to the  
Ventura County Sheriff's  
Pre-Trial Detention Facility



## Standard Operating Procedures Manual

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# Ventura County Sheriff's Office

## Pre-Trial Detention Facility

### Standard Operating Procedure

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Section 1 Chapter 1

### ***Facility Stores***

Drafted: August 6, 2003

Reviewed: June 2022

Revised: April 13, 2018

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### **PURPOSE:**

To establish procedures for the distribution and maintenance of supplies from Facility Stores.

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### **GENERAL PROVISIONS:**

The Stores SST reports directly to the Facility Administrative Sergeant. The activities inherent to the job requires coordination with division Administrative personnel, Facility Stores Technician, and the Level Supervisors concerning availability and distribution of supplies and materials, local merchants, GSA Purchasing and is familiar with the VCFMS purchasing procedure.

#### **I. JOB DESCRIPTION**

- A. Directly responsible for the operation of the Facility Stores.

#### **II. TASKS AND DUTIES:**

- A. Prepares orders and attends to the procurement, receipt and storage of facility supplies and materials.
- A. Conducts inventories of stores stock.
- B. Maintains the orderly rotation of stock and attends to the internal distribution thereof.
- C. Ensures that pertinent inventory records and other logs and records pertaining to his/her activities are updated and properly maintained.
- D. Ensures that office, communications and other equipment under his/her control are properly utilized and maintained in good working order.
- E. Ensures that his/her assigned area is clean and free of hazards.

## PROCEDURES:

### **I. ORDERING OF SUPPLIES:**

- A. The Facility Stores Technician shall monitor stock in the facility stores room each day and note any items requiring a reorder.
- B. Open Account Orders
  - 1. Items not available through [REDACTED] shall be purchased through open account outlets or with the Procurement Card.
    - a. A current list of open accounts, and what types of items can and may be purchased there, is kept by the Divisional Administrative Sergeant.
  - 2. Purchases through the VCFMS system will be entered on the computer. The BDO number will be given to the vendor when the order is placed.
  - 3. The Facility Stores Technician shall maintain copies of billings and invoices. After attaching Budget and Account numbers, the billings and or invoices shall be forwarded to both Detention Administration and the Business Office via the brown mail system or may be hand delivered.

### **II. JANITORIAL AND STATIONERY SUPPLIES:**

- A. Cleaning Crew SST will collect the chemical jugs from each quad and take them to [REDACTED]. The [REDACTED] inmate worker will refill the jugs and send them [REDACTED] to each quad.
- B. Staff can make arrangements for pick up of special need items from Facility Stores after contacting the Facility Stores Technician.
- C. [REDACTED] All items taken from Facility Stores must be signed out for on the "Sign Out" clipboard in the Facility Stores office.

### III. CLEANING CARTS:

A. A list of the following supplies have been provided to each housing unit for consistency on what supplies shall be maintained and accounted for on every cleaning cart:

1. Toilet brush
2. Scrub brush
3. Hand broom and dust pan
4. Push broom
5. Green scrub sponge
6. Spray bottle Glass Cleaner
7. Spray bottle Disinfectant
8. Extra plastic trash bag for dayroom trashcan
9. Mop
10. Mop bucket

B. Procedure for inspecting cleaning carts:

1. Each cleaning cart will be inspected by the Housing SST or Security Deputy before it is placed in an individual cell such as segregated housing, special housing, disciplinary segregation, or in a dayroom. The cleaning cart will be inspected again when it is removed from either the dayroom or individual cell. Any missing equipment will be searched for and recovered. Appropriate disciplinary actions will occur when inmates are found to have equipment after the cleaning cart has been removed.
2. The SST or Security Deputy will make an entry in the redbook that the cart was inspected before being placed in with the inmate(s) and again after the cleaning cart was removed. Any issues pertaining to missing equipment will be noted in the redbook.

C. Restocking Supplies:

1. [REDACTED] every Quad will receive janitorial cleaning supplies. Dawn shift Deputies for medical and segregated housing will restock all janitorial supplies.
2. Office supplies on all levels will be stored at all level controls. Dawn shift Deputies working medical and segregated and level SST's will restock supplies.

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Section 1 Chapter 2

***Food Services***

Drafted: August 10, 2012

Reviewed: June 2022

Revised: April 13, 2018

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**PURPOSE:**

To describe the procedures for operating the kitchen at the Pre-Trial Detention Facility.

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**POLICY:**

It shall be the policy of the PTDF to maintain a secure, clean, and efficient food service operation. Inmates shall receive three hot meals a day under normal operations, which meet or exceed Title 15 regulations.

**GENERAL PROVISIONS:**

Members of the PTDF Cooking Staff will prepare all meals. Inmate workers will be used to move bulk food to and from storage, clean food preparation and storage areas, clean food trays and kitchen carts, and transport food carts to and from the kitchen.

**PROCEDURES:**

**I. INMATE WORKER SUPERVISION**

- A. Inmate workers shall be supervised at all times by Cooks or Deputies.
- B. Civilian cooks are generally responsible for food preparation, food service and clean up of the kitchen area.
- C. Deputies are responsible for security and making sure that the inmates carry out the instructions given by the Kitchen staff.
- D. Nothing in this section is intended to prevent a member of the cooking staff from giving instructions to inmate workers during the course of his/her duties.

**II. FACILITY RULES AND REGULATIONS**

- A. All members of the staff are responsible for ensuring that inmates comply with all facility rules.
- B. All members of the cooking staff shall report any observed violations of jail rules to the Kitchen Deputy.
- C. All violations of the facility rules will be handled by the Kitchen Deputy.
- D. To the extent practical, the cooking staff will be excluded from the inmate discipline process to prevent conflicts between inmates and Cooks and to promote efficient kitchen operations.
- E. Inmates who display assaultive or threatening behavior will be handled by Sworn Staff only.
- F. Civilian employees are not authorized to use physical force to gain compliance.
- G. Nothing in this section is meant to deprive any civilian employee of the right to self-defense.

**III. KNIFE LOCKER**

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]

**IV.**

A. In the event that the shift leader leaves without checking in the keys or the keys are misplaced during the shift:

1. An area lockdown will be initiated.
2. The Facility Sergeant will be notified immediately.
3. Any personnel who left the facility with keys will be contacted and advised to return to the facility.
4. An area search will be conducted while an attempt is made to contact staff who might have the keys.

5. [REDACTED]

**V. FOOD TRAYS**

A. Jail population reports [REDACTED] will be made available to the kitchen staff for the purpose of planning the number and types of meals needed.

B. Kitchen staff will stock the food carts based upon the population report including special diets.

C. Special diets must be cleared by Medical or the Chaplain.

**VI. FOOD CONTAMINATION**

A. Should any member of the kitchen staff, (security personnel, cooks, inmates, etc.) cut or scrape himself so that blood or any body fluids are exposed to food, the food will be immediately disposed of.

B. The Cooks will immediately disinfect the entire area and related equipment with a bleach disinfectant.

C. All appropriate reports will be completed by uniformed staff as soon as possible.

**VII. CHEMICALS**

A. A storage room must be designated to accommodate all chemicals at all times.

- B. The only persons permitted to issue chemicals are the Kitchen Deputy and the Cook Shift Leader.
- C. The Kitchen Deputy and the cooks will take responsibility for the use and application of all chemicals.
- D. Inmates required to work with chemicals will wear complete applicable safety equipment (goggles, aprons, plastic gloves, hairnets, etc.) and will work under the direct supervision of the Kitchen Deputy or Cook.

## **VIII. TRAY LINE**

- A. The Kitchen Deputy and a Cook will be present to supervise the tray line and control portions, ensuring that all trays receive equal portions.
- B. Kitchen workers will wear hairnets at all times and disposable gloves (on both hands) shall be worn when working with food.
  - 1. All exposed facial hair shall be covered.
- C. The Kitchen Deputy and Cooks will issue gloves on an as needed basis.
- D. The Shift Leader is in charge of the kitchen at all times.
  - 1. The Cooks will direct the work activities of the inmates.
  - 2. The Kitchen Deputy will be in charge of security in the kitchen at all time when inmates are present.
  - 3. The Cooks and the Kitchen Deputy will work together to ensure a smooth and harmonious operation.
- E. The Kitchen Deputy/Cook office door will be closed and locked at all times.
- F. Except when receiving or delivering supplies, all storage areas in the kitchen are to remain locked.
  - 1. Inmates must be monitored by a Cook or the Kitchen Deputy while they work in any storage area.

## **IX. KITCHEN RESTROOMS**

- A. There are three restrooms in the kitchen:



1. The female staff restroom
2. The male staff restroom
3. One inmate restroom

**NOTE:** These designations are to be followed under all circumstances. There are no exceptions.

B. Restroom Cleaning:

1. The restrooms will be cleaned every evening, or as needed.
2. The Kitchen Deputy or Shift Leader will supervise the inmates cleaning the restrooms.
3. The inmates will use the proper equipment located in the utility closet.

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Section 1 Chapter 3

***Kitchen Access/Kitchen Deputy***

Drafted: August 10, 2012

Reviewed: June 2022

Revised: April 2018

**PURPOSE:**

To establish a procedure for maintaining facility security while allowing authorized access to the kitchen and food service areas.

**POLICY:**

Access to the Facility Kitchen shall be limited to personnel and inmate workers on Food Service assignments.

**PROCEDURES:**

**I. KITCHEN ACCESS [REDACTED]**

A. [REDACTED]

B. [REDACTED] The staff door is to remain locked at all times, except when the Kitchen Deputy or a Food Services employee is present.

C. The following guidelines shall be followed in the use of [REDACTED].

1. This exit is to be used by staff only when performing assigned duties.

a. [REDACTED]  
[REDACTED]

2. [REDACTED]

**II. DIRECT KITCHEN ACCESS [REDACTED]**

- A. [REDACTED]

**III. INMATE WORKERS ASSIGNED TO FOOD SERVICE**

- A. No inmate worker assigned to the kitchen or Food Service duties shall be allowed to go to the loading dock without an escort who shall be either a Deputy or a designated full-time Food Service employee.

1. [REDACTED]

2. [REDACTED]

- B. Food Service employees authorized to escort food service inmate workers on loading dock operations are limited to the following personnel:

1. Food Service Manager
2. Food Service Supervisor
3. Warehouse person/driver
4. Cook Shift Leader

- C. When it is necessary for any authorized Food Service Employee to take a Food Service inmate worker away from the Kitchen/Jail facility, the Kitchen Deputy must be advised. The Deputy will then inform the Facility

Sergeant of the activity. If a Kitchen Deputy is not available, the Facility Sergeant must be notified by Food Services before the inmate workers being taken from the facility.

#### **IV. KITCHEN DEPUTY**

##### **A. Job Description**

1. Directly responsible for the custody/security aspects of the Pre-Trial Detention Facility Kitchen.

##### **B. Relation to System**

1. Reports directly to the Watch Commander or Facility Administrative Sergeant. The activities inherent to the job require coordination with Pre-Trial Detention Facility Staff and Food Service Supervisor concerning Pre-Trial Detention Facility Kitchen operations.

##### **C. Tasks and Duties**

1. Works closely with Food Service personnel in supervision of inmate workers to facilitate cleanliness and routine tasks in the Pre-Trial Detention Facility Kitchen.
2. Train newly assigned workers concerning kitchen policies and procedures.
3. Inspect inmate workers for cleanliness, wounds or open cuts prior to work.
4. Accompanies Food Service personnel and inmate workers outside whenever necessary.
5. Watches for security violations that may occur in the kitchen and documents issues as needed.

- 6. Conducts routine checks of the kitchen and food stores for contraband or safety hazards.
- 7. Writes incident and/or disciplinary reports whenever necessary.
- 8. Works closely with Food Service management to accomplish necessary kitchen tasks.

V.

[Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

4. [Redacted]

5. [Redacted]

6. [Redacted]

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Section 2 Chapter 1

***Security and Fire Systems***

Drafted: March 7, 2003

Reviewed: June 2022

Revised: April 2018

**PURPOSE:**

To establish a policy instructing personnel on the capabilities of the facility's security and fire systems.

**POLICY:**

Pre-Trial Detention Facility personnel shall be familiar with the operational capabilities of the Facility's emergency systems and shall utilize each component of the system in accordance with the prescribed emergency procedures.

**GENERAL PROVISIONS:**

**I. SECURITY SYSTEMS**

**A. Emergency Alarm (Panic Alarm)**

1.



a. When a Panic Alarm is activated, all SST's and sworn staff shall:

1)



2)

B. Camera Monitors

1.

C. Interlock System

1.

D. Sewer Alarm

1. The emergency system incorporates a sewer overflow alarm. This alarm, which is both visual and audible, alerts the Central Control Officer when there is a sewer overflow so that maintenance can be notified for response.

**II. FIRE CONTROL SYSTEM**

A. Sprinkler System

1. Deluge

- a. The deluge systems are located in the reception and release sally ports and property storage area. The deluge sprinklers create a water curtain to hold back heat and smoke;

When the deluge sprinkler is activated, large amounts of

water will flow out of several heads onto the fire. [REDACTED]

2. Automatic Sprinklers

- a. The automatic sprinkler systems are located [REDACTED]. The automatic sprinkler puts water directly on the fire, and is activated when heat melts the fusible link in the sprinkler head. The automatic system cannot be operated manually.

3. Pre-Action Sprinklers

- a. The pre-action sprinklers are located in a relatively few areas of the jail where inmates are housed. The pre-action system is activated by a two-step process:

1) [REDACTED]

B. Manual Pull Boxes

1. The manual pull boxes are located [REDACTED]. When the lever is pulled, an alarm is activated in Central Control and the Fire Control Center.

**III. PRE-ACTION VALVE**

- A. The pre-action valve is a valve located [REDACTED]. The pre-action valve is now kept in the open position so that water is continually in the pipes leading to the fire sprinkler system. In the event that a sprinkler head is damaged, allowing water to escape, the pre-action valve can be closed by turning the valve.

**IV. SYSTEM INSPECTION**



- A. A designated Sergeant shall be responsible for the maintenance of life support equipment and the above-mentioned fire control and emergency alarm systems through regular inspections with GSA Maintenance and IT Services.

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Section 2 Chapter 2

***Security Control System***

Drafted: October 16, 2002

Reviewed: June 2022

Revised: May 4, 2016

**PURPOSE:**

To establish guidelines for the monitoring and operation of security control systems within the facility.

**POLICY:**

The security control system is designed to operate the facility at an optimum level of security and efficiency. Operating the facility with the security control system requires following guidelines set forth in the following policy and procedures.

**GENERAL PROVISIONS**

There are two facets associated with the security control system, the Quad Control System and the Level Control System. The procedures regarding each system are outlined below.

**PROCEDURES:**

**I. QUAD CONTROL SYSTEM**

A.



B.



[REDACTED]

C.

[REDACTED]

D.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**II. LEVEL CONTROL SYSTEM**

A.

[REDACTED]

[REDACTED]

interlocked group. The quad entry door, section doors and quad

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Inmate intercoms will be inspected every [REDACTED] prior to the [REDACTED]. All inmate housing areas will be inspected. This includes: [REDACTED]

1. The deputy will push the call button inside and outside the cell.
2. The quad officer will verify if the call button is available and lit for each cell at their respective locations. Communicate with the deputy to verify the speaker is working.
3. When all intercoms have been inspected in the quad, [REDACTED] the deputy will repeat the process with the level control officer.
4. The quad and level control officers will log on the checklist when function is inoperative. The completed checklists will be given to the Facility Sergeant. A redbook entry should also be noted.

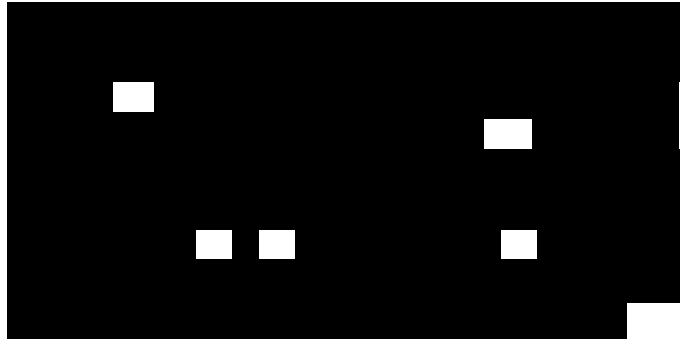
5. The Sergeant will phone [REDACTED] to generate a work order for the buzzers that need repair. He/she will photo copy the checklist and forward the original list to the Facility Administrative Sergeant who will retain it on file.
  - a. [REDACTED] No personnel other than authorized [REDACTED] should enter into any locked cabinetry associated with the control system.
  - b. Any technical problems with the touch screens at level control should be brought to the attention of [REDACTED] using standard procedures.

### III. COMPLETE CONTROL SYSTEM FAILURE

- A. In the event of a total system failure, and if the release of inmates is necessary, the release should take place following the subsequent guidelines.
  1. [REDACTED] will be the first step taken in the event of a control panel failure. This release can be used in both emergency and non-emergency situations and will release one cell at a time. If an inmate needs to be removed from his cell for any reason and the control panel is not functioning, the steps for release are as follows:
    - a. Call the security deputy from level control and advise him or her of the situation.
    - b. [REDACTED] The deputy will enter into the section and go to the cell for release. The deputy will open the door and escort the inmate to the appropriate location. Repeat this process for other necessary cells.
      - 1) [REDACTED]

a) When the Watch Commander orders the evacuation of inmates, the quad officer will request deputies respond to the affected area.

b)



c) The movement security deputy will escort the inmates from the section to the proper location. When the movement security deputy has completed his/her movement, repeat the process for each section.

d) Upon completion of the evacuation, [REDACTED]

B. [REDACTED]

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

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Section 3 Chapter 1

[REDACTED] [REDACTED] *to Emergencies (Panic Alarm)*

Drafted: March 18, 2010

Reviewed: June 2022

Revised: April 2018

**PURPOSE:**

To establish a policy and procedure for a [REDACTED] [REDACTED] during an emergency (Panic Alarm) within the Pre-Trial Detention Facility (PTDF).

**BACKGROUND:**

[REDACTED]

**POLICY:**

[REDACTED]

**PROCEDURES:**

**I. OBSERVATION AND NOTIFICATION**

- A. When there is an emergency in the PTDF, [REDACTED]  
[REDACTED]

- B. The personnel in the affected area shall notify [REDACTED] of the nature of the emergency and specific location of the incident.
- C. [REDACTED]
- D. [REDACTED] describing the location of the incident, providing pertinent information, announcing the [REDACTED] assignments while initiating a Facility Lockdown.

**II. DEPUTY RESPONSE**

- A. [REDACTED]
- B. [REDACTED]
- C. The Responders who arrive at the scene will quickly access the situation; broadcast a basic description of the circumstances, and request additional Responders if practical or needed.
- D. The Responders shall not enter any location in the facility without sufficient staff present to quell any given problem.
- E. [REDACTED]
- F. If a Responder broadcasts that no further assistance is needed, additional Responders will return to their assigned work locations.
- G. [REDACTED]
- H. [REDACTED]



**III. CENTRAL CONTROL/ELEVATORS SST RESPONSE**

- A. View any monitors looking for the possible location of the emergency.
- B. Announce the emergency [REDACTED]  
[REDACTED]
- C. Listen for any additional radio traffic and provide updated broadcasts if practical.
- D. [REDACTED]
- E. [REDACTED]
- F. Once the Responders have exited the elevators, the Elevator SST will return all of the elevators to the appropriate staging areas.
- G. Once advised by the affected area supervisor, the Level Control SST, or Watch Commander, the Central Control SST will terminate [REDACTED] and continue with routine activity.

**IV. QUAD MONITOR/LEVEL CONTROL SST RESPONSE**

- A. When there is an emergency in a Quad or on or near Level Control, the Quad monitor or Level Control SST in the affected area shall [REDACTED]  
[REDACTED]
- B. [REDACTED] the initiating SST will monitor the situation. If a Responder arrives on scene and becomes involved or pre-occupied in the incident and the incident appears to be quickly or dangerously escalating, and requires more Responders or resources than are present, the initiating SST, in the clear absence of a supervisor or incident commander, can request additional Responders or resources. Once a supervisor or incident commander is on scene all requests for Responders or resources will be made only at their direction or approval.

- C. The Quad monitor in the affected Quad or Level Control SST on the affected level may provide periodic updates during the emergency via the radio, describing the emergency, location of the incident, or other descriptive information.

**V. SUPERVISOR RESPONSE**

- A. The Senior Deputy assigned to the affected area shall respond to supervise the scene and assess the need for additional responders, [REDACTED]  
[REDACTED]
- B. The Senior Deputy assigned to the affected area shall notify the Watch Commander of the circumstances as soon as practical.
- C. If there was an actual emergency, the Watch Commander will update the Facility Manager via a Redbook entry, email, or phone call.

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Section 4 Chapter 1

***Central Control- Job Responsibilities***

Drafted: September 6, 2001

Reviewed: June 2022

Revised: March 15, 2013

**PURPOSE:**

To identify the role and job description of the officer assigned to Central Control.

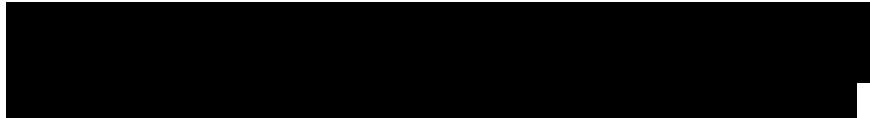
**PROCEDURES:**

**I. CENTRAL CONTROL OFFICERS**

**A. Central Control Officer**

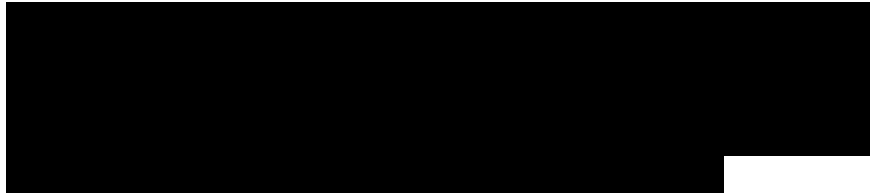
**1. Job Description**

a.

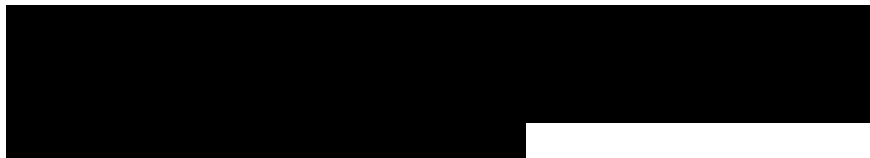


**2. Relation to System**

a.



b.



3. Tasks and Duties

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. Maintains the effectiveness of the control systems.
- e. Ensures that all prescribed logs and records are updated and maintained.
- f. Ensures that all equipment and systems in Central Control are properly utilized and maintained in good order.
- g. [REDACTED]
- h. Responsible for ensuring that all plain clothed personnel have the proper I.D. showing.

B. Elevator Control Officer

1. Job Description

- a. [REDACTED]

2. Relation to System


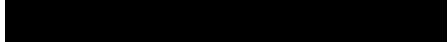
- a. [REDACTED]

b.



3. Tasks and Duties

a. Coordinates the inter-level movement of staff, visitors and inmate's throughout the facility.

b. Is responsible for the movement of elevators   


c. Monitors  the individual elevator cars.

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Section 4 Chapter 2

***Housing Operations- Job Responsibilities***

Drafted: February 26, 2003

Reviewed: June 2022

Revised: March 15, 2013

**PURPOSE:**

To outline the responsibility of the housing monitors, which include both sworn and civilian staff.

**PROCEDURES:**

**I. HOUSING LEVEL CONTROL OFFICER (SST)**

A. Job Description

1. Responsible for the efficient operation of the Level Control Center to which he is assigned.

B. Relation to System

1. The Housing Level Control Officer reports to his respective Level Senior Deputy or Facility Sergeant. He interacts primarily with personnel of operating units on his respective Level and with Central Control.

C. Tasks and Duties:

1. Observes and controls inmate and personnel movements on his assigned level.

2. [REDACTED]

3. Controls floor traffic [REDACTED] quadrants on his level.

4. [REDACTED]

5. Executes emergency procedures in coordination with Central Control.
6. Ensures the updating and maintenance of all logs and records under his responsibility.

## II. HOUSING SECURITY DEPUTY

### A. Job Description

1. Performs tasks essential to the maintenance of order and security in his assigned housing level, enforces facility rules and regulations in his assigned area, conducts security checks for the purpose of contraband interdiction, and conducts [REDACTED] scans to insure inmate safety & facility security.

### B. Relation to System

1. Under the direction of the Level Supervisor, the Housing Security Deputy is responsible for maintaining security and discipline in the housing area.

### C. Tasks and Duties

1. Conducts [REDACTED] searches of housing and service areas.
2. Conducts security searches in the housing levels.
3. Searches inmates for contraband [REDACTED]
4. Responds to and takes appropriate action to suppress disturbances within the facility. He/she will immediately notify the Level Senior Deputy when an inmate is removed from his housing location and spoken to regarding his conduct while in custody.
5. Investigates and submits reports on crimes and/or violations of rules committed in his assigned area and makes arrests as laws require.
6. Implements contingency plans in the event of emergencies such as major disturbances, fires, etc.

7. Assists in facilitating the movement of inmates from housing to service areas.
8. Coordinates and supervises inmate clothing exchanges.

### **III. SPECIAL HOUSING DEPUTY**

#### **A. Job Description**

1. Responsible for maintaining security in the Special Housing unit of the Facility.

#### **B. Relation to System**

1. The Special Housing Deputy works under the supervision of the [REDACTED] Senior Deputy. He coordinates his activities with the medical staff's activities.

#### **C. Tasks and Duties**

1. Provides security to the Special Housing Unit of the Facility.
2. Monitors and controls the movement of inmates and authorized personnel throughout the said unit.
3. Works closely with medical and classification personnel in administering to the special needs of Special Housing inmates.
4. Works closely with the medical staff in controlling the introduction of contraband into Special Housing.
5. Assists medical personnel in assessing inmate/patients' suitability for medical programs and services.
6. Coordinates movement and transportation of inmate/patients to external medical facilities.
7. Provides assistance to classification personnel in assessing the progress of inmates in Special Housing.
8. Ensures that a high degree of security and discipline is maintained in Special Housing.



9. Maintains and updates all prescribed logs and records.
10. Ensures that his assigned area is clean and free of hazards.

#### **IV. HOUSING OFFICER**



##### **A. Job Description**

1. The Housing Officer's primary responsibility is for the security, safety and general welfare of all inmates within the housing unit. The Housing Officer is also responsible for the coordination of all custody operations within the quad.

##### **B. Relation to System**

1. The Housing Officer reports to and performs duties under the general supervision of the Level Supervisor. The Housing Officer will interact with the Housing Deputy, staff members and inmates to coordinate the daily activities affecting the quad.

##### **C. Tasks and Duties**

1. Maintain security of the quad by controlling the movements and activities of the inmates within the quad. Security of the quad booth will be maintained by having the door closed at all times.
2. Operates and monitors security doors and communications equipment within the quad.
3. Monitors and updates all logs relevant to the movement of inmates, i.e. court, visiting, roof, interviews, medical, re-arrests and releases.
4. Supervises the serving of inmate meals.  
(Quad "G" is to be done by the security deputy)
5. Distributes inmate mail in all quads.   

6. Responds to inmate requests via "kites".
7. Coordinates and supervises inmate workers and ensures the cleanliness of the quad.

8. Coordinates, supervises and ensures that inmates thoroughly clean their section and individual cells daily. Extensive cleaning will take place [REDACTED] in preparation of an inspection.
9. Reports violations of jail rules and submit appropriate reports in a timely fashion.
10. Advises the supervisor of any intelligence gathered relevant to jail security.
11. Updates all records pertaining to the quad.
12. Ensures that the computer, surveillance and other equipment is in proper working order.
13. Maintain and order stationary supplies for the quad booth and cleaning supplies for the quad.
14. Conducts count in all quads while the inmates, including the worker, are locked down during normal count times.

## **V. HOUSING QUAD MONITOR (DEPUTY/SST)**

### **A. Job Description**

1. The Housing Monitor is responsible for the efficient operation of the Quad to which he / she is assigned.

### **B. Relation to System**

1. A Housing Monitor can be an SST or Deputy. The Housing Quad monitor reports to his/her respective Level Senior Deputy or Facility Sergeant. He/She interacts primarily with the deputies, fellow SST's, medical staff, and civilian staff on his/her respective Level and with Central Control.

### **C. Tasks and Duties:**

1. Observes and controls inmate movement within his/her assigned quad.
2. [REDACTED]
3. Controls movement to and from his/her quad.

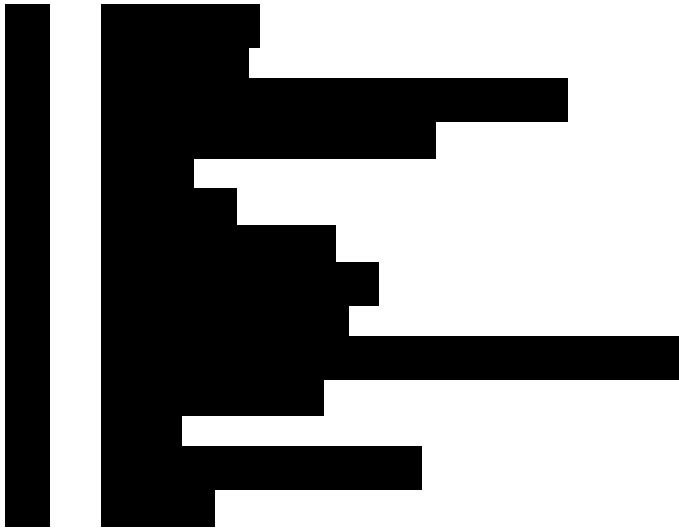
4. [REDACTED]
5. Follows PTFD Policy and Procedures and enforces inmate rules and regulations.
6. Ensures that the electronic Redbook, in addition to any other logs, are maintained and hourly notations are made concerning maintenance activity, significant movement, cell scans, feeding, medical/psych staff visits, disturbances, ill or injured inmates, clothing/bedding issues and any other events that are noteworthy.
7. Ensures that his/her quad and workstation are clean and common quad areas are free from clutter, fire, safety hazards, security and policy violations.
8. Responds to inmate verbal requests and written requests via "kites" and/or other written communications.
9. Coordinates the efficient flow of medical and civilian staff to and from his/her assigned quad.

**VI. INMATE MOVEMENT REASONS**

- A. To ensure the correct movement authority is listed when housing or re-housing of an inmate, the following shall be used [REDACTED]

[REDACTED]

[REDACTED]



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Section 4 Chapter 3

**Level One Control- Job Responsibilities**

Drafted: March 3, 2003

Reviewed: June 2022

Revised: March 2018

**PURPOSE:**

To establish policy regarding the responsibilities of Level 1 Control personnel.

**POLICY:**

The Level One Control Officer is responsible for the efficient operation of Level One Control. The responsibilities include, calling for and processing inmates going to and coming from court, remands, releases, key count and the safe movement of both staff and inmates through the level.

**PROCEDURES:**

I. LEVEL ONE CONTROL SCHEDULE

[REDACTED]

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. Check the following areas for cleanliness, damage and graffiti
  - 1. All three elevator sally ports
  - 2. HOJ sally port
  - 3. Release corridor
  - 4. Hallways
  - 5. Interview/Bail room

[REDACTED]

- A. Run court list, [REDACTED]
  - 1. [REDACTED]
  - 2. [REDACTED]
  - 3. Court date, enter the appropriate date

- 4. Time period, select appropriate time period
- B. Review court list for Keep Aways (note on list in RED PEN), check for inmates still in Men's & Women's booking and note on list
- C. Print Todd Road Transfer list
- D. Body Scans
- E. New houses from booking to housing
- F. Releases

[REDACTED]

- A. Send workers to HOJ
- B. Confirm HOJ is ready to begin court, HOJ will advise if anyone will remain on Stand-by
- C. Notify Men's and Women's booking if they have anyone needed for court
- D. [REDACTED]
- E. [REDACTED]
- F. Coordinate with Public Reception for any Remands, EMU Releases and/or Specific pick ups
- G. [REDACTED]

[REDACTED]

- A. The Property Deputy should give you a break, if he is not available contact the [REDACTED] Sr. Deputy.

[REDACTED]

- A. [REDACTED]
- B. [REDACTED]

[REDACTED]

- A. Run the afternoon (p.m.) court list following the same guidelines.
- B. Mark your Court list and notify Men's/Women's Booking, Special Housing and Segregated Housing of any court they have.
- C. The Property Deputy should relieve you for lunch [REDACTED] If he is busy, call the [REDACTED] Senior Deputy to find someone to relieve you.

[REDACTED]

A. [REDACTED]

[REDACTED]

A. [REDACTED]

[REDACTED]

A. The HOJ food carts come back.

[REDACTED]

A. Approximate break time. (Usually by Property Deputy) If Property Deputy is not available, call the [REDACTED] Senior Deputy to find a person to provide a break.

[REDACTED]

A. Dinner [REDACTED]

[REDACTED]

A. [REDACTED]

[REDACTED]

A. [REDACTED]

B. [REDACTED]

1. [REDACTED]

2. [REDACTED]

3. Contact the following locations [REDACTED]  
[REDACTED]

- a. Central Control
- b. Property
- c. Public Reception

4. [REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]

## II. COURT

A. [REDACTED] Control will announce when court begins, however the normal times are:

1. AM- call for court when instructed to do so by HOJ [REDACTED]  
[REDACTED]
2. PM- call for court when instructed to do so by HOJ [REDACTED]  
[REDACTED]

**NOTE:** Before you begin court you must notify Women's Booking, Men's Booking, of any inmates in those areas that are scheduled for court.

If an inmate is on the court list but not yet housed on the level, the Housing Officer should locate the inmate and notify [REDACTED] Control of the inmate's location.

B. Call HOJ and ask if you can send court. You need to notify HOJ for all movement [REDACTED]

C. If you are missing any inmates for court check the following locations:

1. Booking
2. Medical
3. Property (The inmate may have been pulled for transfer)

Any classification of inmate can be temporarily housed in those areas.



**III. COURT RETURNING**

A. When the I/M's return from court highlight through their name, booking number, and locator. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**IV. COURT ADD-ONS**

A. HOJ will occasionally call with court add-ons. Write the information on the COURT LIST as close to where their name would be alphabetically. HOJ will contact the levels themselves.

**V. INMATES NOT ON THE COURT LIST**

A. If an inmate is not on the court list, contact HOJ and ask if they want that inmate [REDACTED]

**VI. NEW HOUSINGS**

A. The Booking deputy

1. Call the level control SST [REDACTED]

**VII. KEY COUNT**

A. Key counts should be done [REDACTED] each day.

Contact the following staff/locations for key numbers:

	Phone	M/M
Sr. Deputy	[REDACTED]	[REDACTED]
Men's booking counter	[REDACTED]	[REDACTED]
Men's Photo counter	[REDACTED]	[REDACTED]
Property	[REDACTED]	[REDACTED]
Women's Booking	[REDACTED]	[REDACTED]

Classification



B. Red book entry

1. Make a red book entry in the [redacted] Control Red Book as follows: [redacted]

[redacted]

C. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

**VIII. RELEASES**

A. There are several steps in the release process. It is vital the proper inmate be released at the proper time.

B. A deputy or SST will notify you that they have releases.

C. [redacted]

D. Do not mix classifications that are not mixed for court.

E. [redacted]

F. The deputy will bring the release jackets to the [redacted] booth.

G. [redacted]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

**(MAKE SURE YOU ARE RELEASING THE CORRECT INMATE)**

H. Release Authorization

1. Types of Releases

- a. [REDACTED] Own Recognizance  
(Agreement of Defendant to appear on Own Recognizance)  
Look for the green OR form. Make sure that it is filled out and signed.
- b. [REDACTED] Served Sentence
- c. [REDACTED] Stay of Execution
- d. [REDACTED] Probation
- e. [REDACTED] Dismissed
- f. [REDACTED] Fine Paid - Look for a bail fine receipt
- g. [REDACTED] Posted Bail - Look for the Bail Bond
- h. [REDACTED] No Complaint
- i. [REDACTED] Statue of Limitations
- j. [REDACTED] Court Order
- k. [REDACTED] Deceased
- l. [REDACTED] Modification
- m. For all releases, check for a Notice of Registration form and confirm that it is completed.
- n. DO NOT RELEASE THE FOLLOWING FROM YOUR CORRIDOR!
- o. [REDACTED] CDC prison run.
- p. [REDACTED] Border Patrol
- q. [REDACTED] Out of County Warrant
- r. [REDACTED] Work Furlough

2. RELEASE TO:

- a. This will be blank or it will read "self", or have the name of the person or agency the inmate is to be released to.
  - 1) Blank or "self": The inmate can be released to him or herself.
  - 2) A person or agency: This inmate shall be released to the person or agency specified. The person transporting the inmate will sign for the inmate in the (RELEASE TO) box on the booking form.

**VERIFY THE IDENTITY OF THE PERSON RECEIVING THE INMATE**

3. RELEASE OFFICER:

- a. Write your Employee ID number under the RELEASED BY box on the booking form.

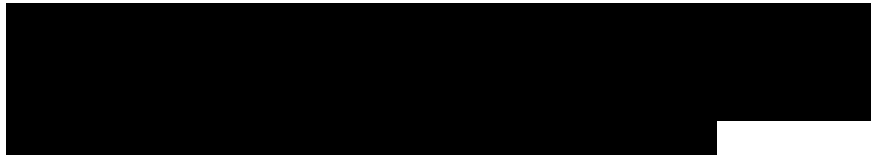
5. RELEASE DATE/TIME:

- a. Today's date and time.

b.



c.



I. Notice of Registration required form:

- 1. If there is a Notice of Registration Requirement form in the jacket, make sure that it has been filled out, signed, and that all copies have the thumbprint on them.

J. OR Form:

- 1. AGREEMENT OF DEFENDANT TO APPEAR UPON OWN RECOGNIZANCE RELEASE (OR FORM): This form is used for inmates released on their own recognizance and will be filled out by CIR staff.

2. The Release Deputy should have the inmate sign this form. If it is not signed when you receive the release jacket have the inmate sign it before the inmate is released.
3. The court appearance information should also be filled out. If it is not, contact CIR. This information must be filled out before the inmate is released.
4. There are two OR forms completed by CIR, one original and one copy, the copy is to be given to the inmate and the original stays with the release jacket.

K. Release inmate:

1. Before the inmate has been released from the computer:
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. When all of the inmates are finished, count inmates and count the inmate jackets, then open the release door.

L. Release jackets:

1. Place the release jackets on top of the trays located on the filing cabinet. [REDACTED]

**IX. REMANDS**

- A. See Divisional Policy Section 7, Chapter 7

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Section 4 Chapter 4

***Level 3 & 4 Control- Job Responsibilities***

Drafted: April 27, 2005

Reviewed: June 2022

Revised: May 4, 2016

**PURPOSE:**

To provide clear and efficient procedures for operating Levels 3 and 4 Control while maintaining the safety and security of jail staff, inmates and of the facility.

**POLICY:**

The Level 3 and 4 Control SST's are responsible for operations that affect the housing levels [REDACTED]

**PROCEDURES:**

**I. UNIT LISTS**

- A. Quad SSTs print their own unit lists as needed for feeding and armband counts.

**II. POPULATION**

- A. Population lists will be printed and checked corresponding to [REDACTED]  
The number of inmates that the quad monitor accounts for will be checked for accuracy with the list the level SST prints and logged in the red book.  
[REDACTED]

**III. COURT LISTS**

- A. Run court lists Monday through Friday except court holidays [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]

**IV. MEDICAL TREATMENT ORDERS (MTO)**

- A. Quad SSTs print their own "MTO" lists as needed.

**V. INMATE INTERCOM INSPECTIONS (BUZZER CHECKS)**

- A. Buzzer checks schedule:
  - 1. The Housing Sergeant will ensure the buzzer checks are conducted [REDACTED]
  - 2. The [REDACTED] and [REDACTED] SSTs or deputies conduct and assist with buzzer checks [REDACTED]
- B. All housing units will have buzzer checks:
  - 1. All Quads
  - 2. 3-MS, 3-DS, 4-MS
  - 3. Special and Segregated Housing
- C. Buzzer checks shall be conducted in the following manner
  - 1. The Quad Officer shall:

a.



2. The Quad and/or the Level Control Officers will:

- a. Have the inmate(s) press the buzzer to determine if the buzzer is audible and lit for each cell at their respective locations.
- b. The staff member will communicate with the inmate to verify the speaker is working.
- c. The Quad and Level Control Officers will log on the checklist when function is inoperative. The REMARKS section of this form will be used for cells requiring ISD maintenance.
- d. The completed checklists will be given to the Housing Senior Deputy who will turn them in to the Administrative Sergeant before the end of his/her shift.

3. The Level and Quad/Housing SST/Deputy shall make an entry in their respective Redbook indicating who conducted the buzzer check and time completed.

4. The Admin Sergeant will:

- a. Phone the ISD hot line at [REDACTED] to generate a work order for the buzzers that need repair.

**VI. INMATE CLOTHING AND BEDDING REQUESTS**

A. The Reception Center SSTs will order clothing each night to ensure there are a sufficient number of bedrolls for new housing inmates.

B. Level Control no longer keeps blankets and sheets in [REDACTED]

C. The Level Control SST is responsible for sending dirty laundry to the Kitchen prior to [REDACTED]



**VII. MAJOR AND MINOR WRITE-UPS**

- A. SSTs and Housing Deputies enter their own minor and major violations into [REDACTED]
- B. It is the responsibility of the Housing Senior Deputy to view the disciplinary queue and organize and conduct hearings.

**VIII. WORKER LIST**

- A. The Quad H SST can print the worker list as needed within the quad.

**IX. RELEASES/TRANSFERS**

- A. When contacted with a release the following shall be done:
  - 1. The property deputy sends the release list directly to the Quad.
  - 2. If the inmate is being transferred instead of released, the Level Control SST is responsible for ensuring the inmate's property is placed in a plastic bag with the name and booking number written on the outside.
  - 3. The inmate will be sent out to level with a movement order, his buff card, and a full issue of clothing, 1 mattress, 2 sheets, 1 blanket and a towel.

- B. [REDACTED]

- C. When the inmate is released from housing.
  - 1. Seal the inmate's property bag if necessary.
  - 2. Check the inmate's name and booking number on his armband with the buff card to verify the correct inmate is being sent for release.

**X. MAIL**

- A. Mail is picked up by [REDACTED]
- B. The mail is sorted into the trays for the quads and MS.
- C. The Quad SSTs will pick up the mail and the SST or Deputy will distribute it to the inmates.

**XI. BREAKS**

- A. Refer to Divisional Policy, Employee Procedures, Section 2 Chapter 4.

**XII. WATCH TOUR**

- A. Refer to Divisional Policy, Cell Scan policy, Section 12 Chapter 4

**XIII. VISITS FOR INMATES HOUSED IN MS FOR DISCIPLINARY REASONS**

- A. Inmates housed in MS on discipline are not allowed personal visits.
- B. If an inmate is housed in MS and is not on discipline, the visit is initiated by Public Reception.
- C. Level Control SST shall notify Deputies who will arrange for the inmate to be moved to the appropriate location for the visit to be completed.
- D. Visits for MS are to be entered into the computer by the Level Control SST.

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Section 4 Chapter 5

***Property Room Deputy- Job Responsibilities***

Drafted: August 5, 2004

Reviewed: June 2022

Revised: March 15, 2013

**PURPOSE:**

To define the job responsibilities of the Property Room Deputy.

**PROCEDURES:**

**I. PROPERTY ROOM DEPUTY**

**A. Job Description**

1. The Property Room Deputy is responsible for the general operation of the Inmate Property and Clothing Room.

**B. Relation to System**

1. The Property Room Deputy is responsible to the Level 1 Senior Deputy and interacts primarily with the Booking Deputies, Level One Control, Levels 3 & 4 Control, Housing Quads, Central Inmate Records and Public Reception.

**C. Tasks and Duties**

1. Receives inmates' personal property and clothing and undertakes the storage and release of property. The Property Room Deputy shall be the only person who will log and store inmate property and clothing in the Property Room. The Women's Booking Deputy can take female inmate property and clothing to the Property Room where the assigned Property Room Deputy will collect, log and store the property.
2. Issues jail clothing, property box, welfare kit, jail rulebook and towel to new inmates.

3. Responsible for and operates inmate clothing room and back-up laundry equipment.
4. Ensures adequate supply of jail clothing for issuance to new inmates.
5. Ensures that all logs and records pertaining to his function are properly maintained.
6. Ensures that equipment and supplies under his control are properly utilized, maintained and/or issued.
7. Receives inmates for release and transfer.
8. Releases inmates' personal property if requested and complete the proper documentation.
9. Generates report and attempts to contact inmates, if required, whose property has arrived from Todd Road after the inmate has been released.
10. Supervises inmate workers assigned to Level One.
11. Responsible for the cleanliness of the Property room, inmate shower, and the release/transfer area.
12. Responsible for calling down inmates for release and transfer.
13. Responsible for the security of the Property Room.
14. Responsible for answering Property Room related kites.

D. Security Measures

1. The Property Room Deputy shall not leave the Property Room door unlocked when he/she leaves the release/transfer area.
2. Inmate workers shall not be left unattended inside the Property Room without a deputy present.
3. Inmate workers are not allowed to be in the area of the Property Room where the inmates' valuable property is stored.

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Section 4 Chapter 6

**Administrative Housing Unit**

Drafted: August 28, 2007

Reviewed: June 2022

Revised: April 3, 2015

**PURPOSE:**

To define the use of and policies governing the use of the Administrative Housing Unit.

**POLICY:**

This policy will outline the handling of inmates housed within the Administrative Housing Unit of the Pre-Trial Facility. Administrative Segregated inmates that require two deputies during movement or Additional Precaution (AP) during movement shall be housed in this section when practical.

**PROCEDURES:**

**I. GENERAL PROCEDURES**

- A. All inmates housed in Administrative Housing must be handcuffed behind their back prior to leaving their housing unit sally port.
- B. All inmates entering the Administrative Housing unit for dayroom or returning to their housing unit must be handcuffed behind their back prior to entering.

**EXCEPTION:**

[REDACTED]

- C. Television sets will be off when the dayroom is not in use. When an inmate is in the dayroom the volume of the television will be at a level that does not create a security issue.

- D. [REDACTED]

- E. [REDACTED]
- F. Administrative Housing shall not be left unmanned for an extended period of time. If the deputy needs to be away from the Administrative Housing workstation, the [REDACTED] supervisor or the Medical Deputy will be notified and proper coverage will be arranged.
- G. [REDACTED]
- H. Inmates housed in Administrative Housing will be allowed safety razors while in the dayroom during their assigned dayroom time. Refer to Divisional Policy Section 12- Chapter 1 for details on the distribution and collection of razors in Administrative Housing. If an inmate has properly obtained a safety razor and is rehoused to Administrative Housing the razor will be taken from the inmate.
- I. Administrative Housing inmates on discipline will serve the discipline in their cell.
- J. Inmate workers will never be allowed in the Administrative Housing unit without a deputy or SST supervising his activities.
- K. All inmates being released or transferred from the Administrative Housing Unit must have their person and property searched for contraband. Any contraband shall be seized and forwarded to the Classification Unit for review.

## II. DAYROOM

- A. Dayroom program
  - 1. Inmates housed in Administrative Housing will be allowed to use the dayroom [REDACTED] according to the established schedule, one inmate at a time. The only exception is when two inmates are housed in the same cell; both inmates can use the dayroom at the same time.
  - 2. If an inmate is in court during his assigned dayroom time, he will be given the opportunity to use the dayroom later that day. An entry on the inmate's monitoring log will be made and will state the inmate was in court during his normal dayroom time.

- 3. If an inmate refuses to go to dayroom, an entry shall be made on the inmate's monitoring log. The following procedure will be used to facilitate dayroom privileges:
  - a. Prior to an inmate being placed in the Administrative Housing dayrooms, the dayrooms shall be searched.
  - b. [REDACTED]
  - c. The inmate will hand all dayroom materials to the deputy through the pass through.
  - d. [REDACTED]
  - e. The inmate will then be moved to a dayroom. If there are two inmates housed in the same cell, they will be moved one at a time to the dayroom. This movement shall be treated as a [REDACTED] move regardless of their classification.
  - f. [REDACTED]
  - g. When dayroom time is over the inmate will be returned using the same procedure.
  - h. [REDACTED]
  - i. The Administrative Housing Deputy should take the opportunity to search the cell of inmates during their dayroom time for contraband when practical.

**III. SPECIAL HOUSING DAYROOM**

- A. A deputy will physically escort inmates in Special Housing to Administrative Housing for dayroom. Up to four inmates of compatible classifications may use the same dayroom.

#### IV. VISITING

- A. Visits for inmates housed in Administrative Housing will be completed using the [REDACTED] visiting rooms.
- B. Contact visits for inmates housed in Administrative Housing will be conducted in the interview room at [REDACTED].
- C. Inmates housed in Administrative Housing will be strip searched upon completion of a contact visit. [REDACTED]
- D. Inmates may not take anything with them to visiting. If the visit is with the inmate's attorney he may take legal materials. Materials shall be searched for contraband.
- E. If a Administrative Housing inmate has a physical limitation or body deformity that limits his ability to use a telephone while belly chained, he may have one hand removed from his belly chain and secured in a handcuff. The handcuff will be secured to the belly chain handcuff, extending his range of motion while using the telephone in the [REDACTED] visiting rooms. This is not mandatory and is an option for extreme cases. The deputy shall contact a Sergeant or Senior Deputy for approval before removing the handcuff from one of the inmate's hands.

#### V. LAW LIBRARY

- A. The law library will be thoroughly searched prior to the next inmate entering. [REDACTED]
- B. [REDACTED] inmates will be belly chained and shackled prior to going into the Law Library. [REDACTED]

#### VI. STRIP SEARCHES

- A. Strip searches in Administrative Housing will be conducted in the following manner:



1. The inmate will already be locked down in [REDACTED] [REDACTED]. The deputy will be outside and observe through the window.
2. The inmate will hand any item that he might have to the deputy through the pass through. The items will be searched for contraband. Items that do not fit through the pass through will be left on the floor and searched after the inmate is secured and moved away from the items.
3. The inmate will hand one article of clothing at a time to the deputy through the pass through for inspection.
4. Once the inmate is completely stripped, the deputy will order the inmate to submit to a full examination of his person (i.e. hair, ears, mouth, hands, feet, body creases).
5. When the strip search is complete, the deputy will hand the inmate his clothes and have him get dressed.
6. During this process the deputy should continually keep the inmate under observation and be aware of items that may be dropped on the ground or stepped on.

## **VII. HAIRCUTS**

- A. Inmates that request to cut their hair will be given the hair trimmer kit during their assigned dayroom time.
- B. Classification will be notified when an inmate requests a haircut but is unable to do so without assistance. A suitable worker will be chosen by Classification. The inmate receiving the haircut will be belly chained and shackled. Two deputies will monitor both inmates.
- C. The deputy assigned to Administrative Housing needs to account for all items in the hair trimmer kit.

## **VIII. ROOF**

- A. Any Administrative Housing inmate that would like roof time without handcuffs / belly chains and shackles must have been evaluated by Classification and sign a behavioral contract before being allowed unsecured roof time.

B. If an Administrative Housing inmate refuses to go to the roof, an entry shall be made on the inmate's monitoring log.

C. All [REDACTED] inmates must be escorted by sworn staff to and from the roof.

**IX.**

A.

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Section 4 Chapter 7

***Temporary Storage of Inmate's Jail-House Property***

Drafted: March 22, 2013

Reviewed: June 2022

Revised: March 24, 2014

**PURPOSE:**

To establish policy regarding the placement of inmate property into a designated secured storage area.

**POLICY:**

Inmate property shall be placed into a designated secured storage area to alleviate any issues of missing inmate property during temporary storage. The property storage shall be properly documented according to the below listed procedures.

**PROCEDURES:**

**I. DESIGNATED INMATE PROPERTY STORAGE CLOSET FOR INMATES HOUSED IN 3MS, 3DS, 4MS, SAFETY CELL, AND HOSPITAL**

- A. Inmate property shall be placed in the designated Property Storage Closet, [REDACTED]
1. The storage closet, which shall remained locked when secured, shall be used to store inmate property for the following circumstances:
    - a. Inmates who have been sent to the hospital for treatment with a prolonged stay (1 day or more).
    - b. Inmates housed in [REDACTED] (on disciplinary segregation)
    - c. Inmates housed in [REDACTED] (on disciplinary segregation)
    - d. Inmates housed in disciplinary segregation in [REDACTED]
    - e. Inmates sent to a safety cell on [REDACTED] Safety Precautions

- f. Inmates housed Special Housing (Medical) who are on [REDACTED] Safety Precautions

**II. DESIGNATED INMATE PROPERTY STORAGE FOR INMATES HOUSED IN SPECIAL HOUSING**

- A. For inmates who are placed on [REDACTED] Safety Precautions, their property shall be stored in the secured locker located [REDACTED]
- B. The inmate's Activity Log shall be updated and reflect the location of the property.

**III. DESIGNATED INMATE PROPERTY STORAGE FOR INMATES HOUSED IN ADMINISTRATIVE HOUSING**

- A. If an inmate's property needs to be stored for reasons other than [REDACTED] Safety Precautions, the inmate's property shall be stored [REDACTED]

**IV. INMATE ACTIVITY LOG**

- A. If any of the above listed movement is conducted and an inmate's property is stored in the above listed storage areas, the location of the inmate's property shall be logged in the Inmate Activity Log to identify the proper location of the property.
- B. A JIR documenting the incident (i.e. Suicidal Inmate, Inmate Sent to Hospital) SHALL contain where the property was stored. No JIR's are required for property stored due to movement into Disciplinary Segregation.
- C. The deputy who is in charge of the housing section where the inmate movement originates from is responsible for the storage of the inmate's property and to assure the appropriate entry is made into the inmate activity log.

- 1. Example: [REDACTED]