

San Francisco Sheriff's Department

Custody and Court Operations Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT

The San Francisco Sheriff's Department works with the public, and criminal justice and community stakeholders to safeguard the lives, rights, and property of all people we serve. We strive to complete our mission in a manner that maintains the trust and confidence of the people of San Francisco.

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Chapter 1 - Role and Authority

Authority and Legal Assistance

100.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the San Francisco Sheriff's Department shall operate and maintain local detention facilities in this state. In addition to the authority vested by state law, the San Francisco County jails operate in accordance with these laws, constitutional mandates, regulations, and local ordinances.

100.2 POLICY

It is the policy of this Department that San Francisco County jails will be maintained by all lawful means for the incarceration of persons suspected of violating the law or who have been adjudicated as guilty of committing a crime or civil offense by a competent legal authority, as prescribed by law, and for the involuntary commitment of persons subject to civil commitments.

100.3 LEGAL FOUNDATION

The San Francisco Sheriff's Department recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement personnel with the authority to incarcerate suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.

100.4 LEGAL ASSISTANCE

The following are examples of areas where the services of the Sheriff's Legal Counsel and City Attorney assist the Department:

- (a) Analyze and alert the Custody Operations Division (COD) Chief Deputy to county jail-related case law.
- (b) Serve as a legal consultant in the construction and review of new county jail policies and procedures.
- (c) Serve as a legal consultant on issues related, but not limited to:
 - 1. Use of force
 - 2. Faith-based requests
 - 3. Complaints and grievances
 - 4. Allegations of wrongdoing by staff
- (d) Serve as legal counsel in legal matters brought against this department and the Sheriff.

100.4.1 LEGAL LIAISON

The Sheriff will designate the Sheriff's Legal Counsel to act as a liaison between the Department and the City Attorney's Office. The Sheriff's Legal Counsel will maintain an open relationship with the City Attorney's Office in order to move quickly on emerging facility issues that could have significant legal implications for the Department.

Annual Review and Performance-Based Goals and Objectives

101.1 PURPOSE AND SCOPE

The San Francisco Sheriff's Department is dedicated to the concept of continuous improvement in the services provided on behalf of the public and in accordance with applicable laws, regulations and best practices in the operation of its jail facilities. This policy establishes review criteria to measure and evaluate the success of achieving established goals and objectives.

101.2 POLICY

The San Francisco Sheriff's Department shall strive to continually improve the operation of its facilities to ensure they are safe, humane, and protect incarcerated persons' constitutional and statutory rights. To this end, the Department shall conduct an annual (calendar) review to evaluate its progress in meeting stated goals and objectives.

101.3 ANNUAL REVIEW

The Custody Division Chief should ensure that annual management reviews are conducted of, at a minimum:

- (a) Statutory, regulatory, and other requirements applicable to the operation of its jail facilities.
- (b) Lawsuits and/or court orders/consent decrees.
- (c) Department policies, procedures, directives, and post orders that guide the operation of its jail facilities.
- (d) Fiscal operations and accounting procedures.
- (e) Personnel issues/actions that include but are not limited to on-the-job injuries, internal affairs investigations, employee grievances, employee discipline, selection, and recruitment.
- (f) Compliance with internal/external inspections of the facility.
- (g) Condition of the physical plant, infrastructure, and maintenance efforts.
- (h) Cleanliness of the facilities.
- (i) Incarcerated person profiles and trends that measure:
 - 1. Incarcerated person population (Average Daily Population).
 - 2. Incarcerated person population by gender.
 - 3. Highest one-day count.
 - 4. Bookings/releases.
 - 5. Percentage of male incarcerated persons.
 - 6. Percentage of female incarcerated persons

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Annual Review and Performance-Based Goals and Objectives

7. Juveniles in custody.
8. Felony and misdemeanor incarcerated persons in custody.
9. Pretrial and sentenced population.
10. Medical and mental health beds.
11. Meal counts (regular, medical, court meals).
12. Early releases.
13. Alternative-to-incarceration participants.
14. Special needs incarcerated persons.
15. Classification issues.
16. Incarcerated person grievances (founded/denied).
17. Demographics (age, race, gang affiliation).
18. Court movement.
- (j) Security issues that include:
 1. Incarcerated person-on-incarcerated person assaults.
 2. Incarcerated person-on-staff assaults.
 3. Major disturbances.
 4. Deaths in custody (natural/suicide/homicide/accidents).
 5. Suicide attempts
 6. Escape and escape attempts (15 CCR 1030).
- (k) Incarcerated person programs including:
 1. Education.
 2. Commissary.
 3. Drug and alcohol programs.
 4. Faith-based services.

101.4 CRITERIA TO MEASURE PERFORMANCE

The following items will be used to measure and evaluate the level of success in achieving the department's stated goals:

- (a) Fiscal year budget surpluses or successful operations even with budget reduction
- (b) Findings from independent financial audits
- (c) Incarcerated person grievances
- (d) Documentation that department investigators have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.34)
- (e) Documented training hours received by staff

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Annual Review and Performance-Based Goals and Objectives

- (f) Completed audits of the policy and procedures manuals
- (g) Review of safety cell log sheets

101.5 MANAGEMENT REVIEW RESULTS

The COD Chief Deputy may employ several methods to assess performance, including the following:

- (a) **Performance analysis** - Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in its jail facilities are meeting the mission of the Department and whether department policies and procedures are in alignment with statutes, regulations and court orders.
- (b) **One-to-one interviews** - Scheduled interviews with COD staff held in private to encourage candid responses to help identify issues or conditions that should be targeted for review or correction.
- (c) **Questionnaires** - Questionnaires should be used as a group method to solicit suggestions and information about what operations are in need of adjustment or where program resources should be directed.
- (d) **Staff debriefing** - Staff should be periodically debriefed, especially after an emergency operation or incident, to identify aspects of facility operations that may need to be addressed by the Facility Commander and supervisors.
- (e) **Inspection findings** - The Department is subject to a variety of administrative inspections (standard-setting authorities, command staff, grand jury, jail advocates). These annual inspections should be used to identify ongoing issues in the operation of its facilities.

101.6 MANAGEMENT REVIEW RESULTS

To the extent practicable the individuals responsible for the development of a COD management review should follow the guidelines established in the Administrative Communications Policy and Annual Facility Inspection Policy to document and support the findings. A complete report of the review results should be submitted to the appropriate level in the chain of command for final approval.

The results of COD management reviews should be used in the ongoing process of continuous improvement. They should be used to direct changes in the operation of its jail facilities to identify successful operations that might be replicated in other facilities. They should not, however, include specific identifying information of incidents or involved individuals.

The results of management reviews may be used in full or in part to respond to inquiries from interested groups, such as the local legislative body, courts, grand jury or others, to provide information on issues concerning the operation of its facilities, including action planning whenever appropriate.

Division Commander Role

102.1 PURPOSE AND SCOPE

To define the assignment and authority of the Custody Operations Division Commander.

102.2 POLICY

The San Francisco Sheriff's Department has a single administrator for the Custody Operations Division (COD) who is responsible for the administration, control and management of the county jails.

102.3 CUSTODY OPERATIONS DIVISION ROLE

- (a) The Custody Operations Division Commander is appointed by the Sheriff with the rank of Chief Deputy.
- (b) Assignment to or transfer from the position of COD Commander will be at the discretion of the Sheriff. Tenure in this position will be at the discretion of the Sheriff.

102.4 CUSTODY OPERATIONS DIVISION COMMANDER RESPONSIBILITIES

- (a) The COD Commander shall be responsible for the safe, efficient and lawful administration, operation, control and management of all the county jails.
- (b) All jail facilities, personnel, and incarcerated persons are the responsibility of the COD Commander and are accountable to the COD Commander.
- (c) Upon approval from Sheriff's Administration, it shall be incumbent on the COD Commander to respond promptly to all lawful requests from federal, state and local legislative and executive bodies for information about the San Francisco County Jail system.
- (d) Facilitate required monthly COD meetings with all Facility Commanders, Jail Health Services, the Classification Unit, Central Records and Warrants Unit, and SFGH Ward 7D/7L. Ensure minutes from the meetings are documented and distributed to all participants.

Facility Commander Role

103.1 PURPOSE AND SCOPE

To define the assignment and authority of the Facility Commander.

103.2 POLICY

It is the policy of the San Francisco Sheriff's Department to assign to each jail facility a Facility Commander who is responsible for the 24-hour operations of the jail facility.

103.3 FACILITY COMMANDER ROLE

- (a) Facility Commanders are appointed by the Sheriff with the rank of Captain.
- (b) Assignment to or transfer from the position of Facility Commander at a specific facility will be at the discretion of the Sheriff.
- (c) Facility Commanders report directly to the Custody Operations Division (COD) Chief.

103.4 FACILITY COMMANDER RESPONSIBILITIES

The Facility Commanders will be responsible for:

- (a) The overall safe operation of the assigned jail facility.
- (b) The overall safety of staff and incarcerated persons assigned to the facility.
- (c) Reviewing and responding to employee and incarcerated person grievances and other inquiries that may be made by lawful authorities.
- (d) Coordinating all Programs, Health Care, and PLS access in the facility with the Program Administrator and other responsible entities.
- (e) Ensuring compliance with all Department policies, procedures and practices, Title 15 and Title 24 of the California Code of Regulations, and all related laws governing local detention facilities.
- (f) Promoting management objectives and cultivating teamwork by all persons working within the facility and across the Division.
- (g) Attend required monthly COD Chief Deputy and management meetings.
- (h) Facilitate required Facility Commander meetings as follows:
 - 1. Regularly meet with Facility assigned supervisors.
 - 2. Meet with union representatives as needed.
 - 3. Monthly, meet jointly with Facility supervisors and the Jail Health Services Manager. Meeting times should be flexible to enable all to attend. Minutes from these meetings will be documented.
 - 4. Regularly schedule meetings with the Food Service Manager and Programs staff.

Watch Commanders

104.1 PURPOSE AND SCOPE

Each shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with department policies, procedures, practices, functions and objectives. To accomplish this goal, a Watch Commander (WC) heads each watch and is supported by the Assistant Watch Commander.

104.2 WATCH COMMANDER

The Watch Commander for a San Francisco Sheriff's Department Facility, Section or Unit reports to the Facility, Section, or Unit Commander, and is responsible for the safe and efficient management of all assigned department members and functions of that Facility/Section/Unit for an assigned shift.

Watch Commanders must prioritize daily tasks, and direct and support subordinates assigned to those tasks, ensuring their job responsibilities are completed in the safest and most efficient manner. The Watch Commander provides direction and coordination of shift objectives and tasks for completion to the Assistant Watch Commander.

In some Facility/Section/Units, a Watch may not be staffed with a supervisor, and in this case the most senior Deputy Sheriff on the Watch will be the acting Watch Commander. In those instances, that person shall:

- Manage incidents that arise during the shift/watch
- Ensure staffing for the on-coming watch is sufficient
- Brief the on-coming watch
- Process requests for PTO when appropriate

Procedural links:

- [Custody and Court Operations Procedure Manual: 104.1 WATCH COMMANDER PRIMARY DUTIES](#)
- [Custody and Court Operations Procedure Manual: 104.2 WATCH COMMANDER AT WARD 7D/7L](#)

104.3 ASSISTANT WATCH COMMANDER

The Assistant Watch Commander for a San Francisco Sheriff's Department Facility, Section, or Unit reports to the Watch Commander and is responsible for the safe and efficient management of all assigned staff and to assist in the operations of the watch.

Procedural link:

[Custody and Court Operations Procedure Manual: 104.3 ASSISTANT WATCH COMMANDER/BOOKING SUPERVISOR AT IRC](#)

Biennial Facility Inspection

105.1 PURPOSE AND SCOPE

Biennial facility inspections are the collection of data designed to assist administrators, managers, and supervisors in the management of the custody facilities by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the biennial facility inspection.

105.2 POLICY

This department will use a formal biennial inspection process of its facilities, whenever practicable and consistent with local, state and federal law, to ensure practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards (15 CCR 1029(a)(2)). Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations. This process shall include all Sheriff incarcerated person housing and temporary holding facilities.

105.3 COD CHIEF DEPUTY RESPONSIBILITY

The COD Chief Deputy is responsible for collecting performance indicators and other relevant data to generate and provide a biennial inspection of all custody facilities. The Chief Deputy and each Facility Commander will ensure inspections are conducted whenever practicable and consistent with local, state, and federal law, as outlined below for each facility type on a biennial basis.

biennial inspections may be used in preparation of inspections by outside entities, such as inspections by a government inspection authority, professional organization, or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare each facility for the outside or third-party evaluator.

105.4 INSPECTION AREAS

The biennial inspection should include the following areas in the assessment process:

- (a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Facility Commander, key program staff and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.
- (b) **Policy review** - A review of all county jail policies and procedures should be conducted to ensure that policies are up to date and accurately reflect the requirements and activities related to the jail operation.
- (c) **Record review** - A review of the records that support jail activities, medical records, and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

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Biennial Facility Inspection

- (d) **Benchmark review** - A review of the Department-stated goals and objectives should be discussed with each Commander, program managers, and other key providers of programs. This will provide the opportunity to identify any areas that require correction additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.
- (e) **On-site inspections** - The assessment team should conduct on-site inspections of each facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the jail assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency.
- (f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records, and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.
- (g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the county jail system. The completed report and any analysis and documentation required to justify costs, policy revisions, or any other administrative requirements should be submitted to the Sheriff.
- (h) **Monitor progress** - The COD Chief Deputy and each Facility Commander will ensure that approved recommendations are being instituted by the responsible program providers.

Post Orders/Procedures

106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the development of post orders/procedures and the training of members assigned to each post to include a pre-established department approved format.

106.2 POLICY

To develop comprehensive post orders /procedures for every position. Copies of the orders/procedures are maintained at each post or available electronically. Members shall be familiar with the post orders before working a position.

106.3 DEVELOPMENT

Clear procedures shall be incorporated into post orders for regular daily activities including, but not limited to, safety checks, head counts, meals, sick call, out of cell time, clothing exchange, mail distribution and response to emergencies, such as fires, natural disasters and criminal acts.

106.4 REVIEW AND UPDATE

Post orders and procedures shall be reviewed annually and updated by the Facility Commander or the authorized designee. Post orders should also be reviewed whenever there is a change in command at a Facility. The Department will notify affected union(s) of any creation of or changes to post orders/procedures to the extent required by the Meyer Miliias Brown Act.

106.5 TRAINING

The Facility Commander shall ensure that all members assigned to posts are properly trained to perform all of the duties and responsibilities described in the post orders/procedures. This is particularly true in fire, life-safety and the emergency response procedures.

Chapter 2 - Organization and Administration

Prohibition on Incarcerated Person Control

201.1 PURPOSE AND SCOPE

The purpose of this policy is to define the requirement that staff should at all times exercise control of the incarcerated person population under their supervision and should prevent incarcerated persons from controlling other incarcerated persons within the facility.

201.2 POLICY

All staff, including support staff, contractors, and volunteers should exercise control and supervision of all incarcerated persons under their control. It is the policy of this department to prohibit any staff member to implicitly allow, or by dereliction of duty allow, any incarcerated person or group of incarcerated persons to exert authority over any other incarcerated person (Penal Code § 4019.5; 15 CCR 1083(b)).

201.3 EDUCATION, DRUG, OR ALCOHOL PROGRAM ASSISTANTS

Nothing in the policy is intended to restrict the legitimate use of incarcerated persons to assist a facilitator/teacher in the instruction of educational, violence prevention, or drug and alcohol programs. Any program that uses incarcerated persons to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize an incarcerated person program assistant to engage in disciplining other incarcerated persons.

Equipment Inventory and Supplies

202.1 PURPOSE AND SCOPE

Each facility must have the materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing, and inventory of those items.

202.2 POLICY

The Facility Commander shall ensure that all county jail property and fixed assets are inventoried annually. Sheriff's Financial Services shall ensure that all supplies purchased are reconciled with the invoice prior to payment.

The County Jail maintains secure storage areas for the purpose of storing food, supplies and equipment. The Facility Commander shall maintain oversight of all storage areas. The contracted food service entity will work in conjunction with the Facility Commander regarding food storage areas.

With the exception of medical supplies, which are ordered by the medical staff, and food items which are ordered by the contracted food service agency, financial services is responsible for the purchasing and acquisition of materials and equipment for all facilities under the Sheriff's control. Supplies and equipment that are not needed for immediate use should be stored in a secure storage area.

Requisition forms from the requesting party should be completed and sent to the storekeeper. Any encumbrance to each facility's budget requires review and approval by the Custody Division Chief and the CFO.

The CFO, in conformance with established policies, is responsible for negotiating all other purchases and ensuring they are paid in a timely manner.

202.3 PURCHASING

The Facility Commander, along with the Storekeeper and the CFO, are responsible for managing the purchasing process to ensure that amounts and types of purchases fall within budget parameters. The Storekeeper must also ensure that facilities purchasing process complies with applicable laws, regulations, and department policies.

With approval of the Facility Commander, small purchases of under \$200 that are a critical need may be procured by way of a petty cash fund or Department credit card.

Personnel with spending authority and SBBS should adhere to the following strategies:

- (a) Be knowledgeable about the city and county's requirements and procedures for purchasing goods and services.
- (b) Provide information describing the types of goods and services required to operate the facilities/units.

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Equipment Inventory and Supplies

- (c) Ensure that staff with spending authority follow procedures that outline the process for submission and approval of purchase requisitions.
- (d) Review purchase requisitions to verify the need, urgency, and priority.
- (e) Monitor service contracts to ensure facilities are receiving the scope and quality of services specified in the contract.
 - 1. Finance will ensure that all service contracts that involve the Custody Division are supplied to the Chief of that Division. Finance will also ensure that contract compliance training is provided.
- (f) Regularly monitor expenditures to make certain the purchase of goods and services are charged to the appropriate accounts and within budget limits.
- (g) Keep purchase records as required by the Records Retention Policy to maintain the integrity and availability of purchasing documents, including requisitions, purchase orders, receiving reports, and invoices.

202.4 EQUIPMENT INVENTORY

The Storekeeper will conduct an audit on all supplies quarterly. The results of the audits will be forwarded to the Sheriff via the chain of command. The CFO may also conduct an interim audit on all fixed assets in order to maintain a complete and accurate accounting of equipment and its location.

Tool and Culinary Equipment

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the incarcerated person population. While there are times that specific incarcerated workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff (15 CCR 1029(a)(6)).

203.2 POLICY

It is the policy of each facility to securely store, inventory, control and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items (15 CCR 1029(a)(6)).

203.3 CUSTODY TOOLS

Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, dustpans and floor polishers.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Any time tools are brought into a secure area where incarcerated persons are present, staff supervising the area shall count the number of tools brought in to ensure that the same number of tools is taken out and the condition of the tool is the same as when the tool was issued.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon (15 CCR 1029(a)(6)). incarcerated persons who are assigned tasks that require these tools shall be closely supervised.

An inventory of all tools used and stored within the secure perimeter of each facility shall be developed and maintained by each Facility Commander. Tools will be inventoried by an assigned staff member at least once every 24 hours. The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

- (a) Detaining and searching any incarcerated person who had access to the tool.
- (b) Conducting a thorough search of the immediate area for the missing item.
- (c) Initiating a facility-wide search.

The deputy responsible for the supervision of the use of the missing tool will prepare and submit a memo to the Watch Commander documenting the specific tool that is missing and the circumstances of the disappearance. The memo will be forwarded to the Facility Commander.

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Tool and Culinary Equipment

203.4 MAINTENANCE OR CONSTRUCTION TOOLS

Maintenance or construction tools are those tools and equipment that are brought into and out of the secure perimeter of the facility by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into each facility.

Prior to entering the secure perimeter of the facility, the contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where incarcerated persons are present, the incarcerated persons shall be locked down or removed from the area by staff supervising the area.

When the person has finished working in the area, a deputy will ensure that all tools are accounted for by checking with the contractor/SBBS. In the event of a discrepancy, the on-duty supervisor shall be immediately notified and appropriate action taken to locate or account for the items. Once all tools have been accounted for, the incarcerated persons may be released from lockdown.

203.5 KITCHEN EQUIPMENT

Culinary tools are located in the kitchen and include common tools used in the preparation, service and delivery of meals.

All kitchen knives or metal tools with sharp edges shall be stored in a locked cabinet. There shall be an outline of the tool's assigned location in the cabinet so that any tool missing from the cabinet can be easily identified. When in use, all knives shall be tethered to the work area. All tools shall be returned to the secure cabinet when not in use.

The deputy assigned to the kitchen shall inventory all kitchen tools at the beginning of their shift and prior to the arrival of incarcerated workers. Kitchen tools will only be issued to incarcerated persons who have been classified as incarcerated workers. Staff will supervise incarcerated persons at all times when they are using tools.

Each tool issued will be assigned to an individual incarcerated worker and logged. When an incarcerated worker is finished with a tool, the tool shall be checked in and documented. Incarcerated workers shall not be permitted to pass tools between each other except under the direct supervision of staff.

All tools will be returned to the kitchen tool cabinet at the end of each shift and must be accounted for prior to any incarcerated worker being released from the work assignment.

In the event that a kitchen tool is missing, the deputy shall immediately notify the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool. A thorough search for the tool will be undertaken and the deputy responsible for the supervision of the use of the tool shall document the event. The documentation with all relevant information shall be forwarded to the Facility Commander.

Garbage and Refuse Removal

204.1 PURPOSE

To ensure incarcerated persons do not use the removal of garbage or refuse as an opportunity for escape or to retrieve contraband.

204.2 GARBAGE AND REFUSE REMOVAL

All items, carts, containers and boxes (large enough to hide an incarcerated person) being removed from a facility shall be thoroughly searched by the deputy prior to taking the garbage to an outside location to ensure no one is secreted in the cart.

- (a) Facility garbage will be sealed in clear plastic bags.
- (b) Garbage from the housing units will be delivered to a designated location identified by each facility. Once at the designated location, all garbage shall be searched under the direct supervision of a deputy. Facility items that should not be thrown away will be retrieved under the direction of a deputy.

Incarcerated Person Records

205.1 PURPOSE AND SCOPE

This policy establishes the protocols required to create and maintain accurate records of all persons booked and confined in San Francisco County Jail facilities.

205.2 POLICY

It is the policy of this department that all records shall be complete and comprehensive, resulting in reliable data that provides information about each incarcerated person's period of confinement, as well as histories of previous confinement in San Francisco County. incarcerated person records are official department documents and should be used for official business only. incarcerated person records are a vital component of the criminal justice system and should only be released to authorized persons.

205.3 RECORD MAINTENANCE

It shall be the responsibility of the Custody Operations Division (COD) to ensure records, both electronic and physical, on all persons who have been committed or assigned to each jail facility are maintained, including but not limited to the following (15 CCR 1041):

- Information gathered during the booking/intake and admission process as provided in the incarcerated person Reception Policy
- Photographs and fingerprints cross-referenced to the booking number
- Duration of confinement
- Cash and property inventory and receipts
- Classification records, including incarcerated person classification levels and housing restrictions.
- Housing history records and housing cards. Housing cards shall be maintained in a secure area where the incarcerated person is currently housed. Housing cards shall follow the incarcerated person when they are transported outside the facility (i.e. to court, hospital/clinic appointments/ emergency care, to another jail, etc.).
- Reports of disciplinary actions and dispositions (i.e. Request for Discipline, Loss of Time, Breach of Contract and Appeal forms for Major Rule Violations, etc.).
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Request forms
- Special visit forms
- Court orders, appearances, documents, and the disposition of hearings
- Work documentation
- Program documentation

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Incarcerated Person Records

- Visitation records
- Telephone records

Nothing in this policy restricts records being stored electronically in lieu of physical copies.

205.3.1 COURT ORDERS OF NAME OR GENDER CHANGE

In addition to any Departmental transgender policies or procedures, when a court order is received that involves a name or gender change of an incarcerated person, the CRW shall document the change in the incarcerated person's records.

205.4 RELEASE OF INCARCERATED PERSON RECORDS

Incarcerated person records are confidential and shall be used for official business only. Any release of incarcerated person records shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the incarcerated person (15 CCR 1045). A copy of the release authorization document shall be maintained in the incarcerated person record file.

205.5 ELECTRONIC RECORD MAINTENANCE

All incarcerated person records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date and time any person who has accessed the information. The COD Chief Deputy shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

205.6 RECORDS RETENTION

Incarcerated person records shall be maintained consistent with the established records retention schedule.

Key and Electronic Access Device Control

206.1 PURPOSE AND SCOPE

The control and accountability of facility/building keys and electronic access devices are vital factors in maintaining a safe and secure environment for incarcerated persons, staff, volunteers, contractors and the public (15 CCR 1029(a)(6)). This policy outlines the methods that the Department will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term "key" as used in this policy includes all physical means of access to or exit from the secure areas of each facility/building.

206.2 POLICY

It is the policy of this department that all keys used to access secure areas of a facility/building or to exit the secure areas of a facility/building are strictly controlled. Employees and supervisors will be held accountable for the security and safety of each facility/building. All key control activities shall be accurately documented on a daily basis (15 CCR 1029(a)(6)).

206.2.1 KEY IDENTIFICATION

All keys that open any doors within a facility/building shall be marked with unique identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set and the number of keys on the ring. The identifying numbers or code on keys shall not correspond to numbers/codes on locks. Keys are not to be referred to by their identification code in front of incarcerated persons or visitors. Keys attached to a permanent ring will not be removed by any employee.

A separate secure document (master index) identifying all keys of a Facility, Section, or Unit will be maintained by the Facility/Section/Unit Commander or designee.

206.2.2 KEYSSET CONTENTS

Keysets issued to staff for use within an incarcerated person housing area of a facility/building shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter. Exterior door keys shall not be permitted inside an incarcerated person housing area except during an emergency requiring access to the exterior doors.

206.2.3 KEY CONTROL

Facility/building keys shall be maintained within a secure room or multiple secure rooms designated by each facility and work location. These rooms shall have controlled access for designated employees only. Within each facility or work location, each Watch will designate an individual to be responsible for key control and collection/distribution.

Issued keys must remain in the employee's physical possession at all times. Under no circumstance are issued keys to be placed on a surface, left in a drawer or left unattended for any period of time. Employees shall not possess any key for which they have not been authorized.

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Key and Electronic Access Device Control

When it is necessary to pass keys between employees, keys are to be handed to another person and not slid on the ground or tossed in the air.

Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Facility, Section or Unit Commander or the authorized designee.

Watch Commanders or supervisors shall ensure that all keys are accounted for at the beginning and end of each shift. In the event that all keys are unaccounted for by the oncoming Watch Commander, the off-going Watch may not be relieved until the missing keys are accounted for.

Under no circumstances will security keys be made available to incarcerated persons regardless of their status.

206.2.4 LOCK POLICY

All security perimeter entrances, Control Room doors and cell doors shall be kept locked, except when used for admission or exit of employees, incarcerated persons or visitors, and in an emergency. Operators of sally ports shall ensure that only one of the doors of a sally port is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit. Each time the override function is engaged, the deputy must notify the watch commander.

206.2.5 TESTING

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation. This testing shall be documented and a weekly report forwarded to the Facility Commander.

206.2.6 EXTERIOR DOOR AND ARMORY KEYS

Keys for exterior doors to a facility/building and the armory shall be kept in a locked cabinet in a secure location, outside of the facility's incarcerated person housing area.

Emergency evacuation keys are only to be removed with permission of the Incident Commander or Watch Commander. Emergency evacuation keys shall never be in an incarcerated person housing unit or area where incarcerated persons are present unless authorized by the Incident Commander or Watch Commander in an emergency.

206.2.7 MISSING KEYS

Deputies who discover a key or keyset is missing, misplaced or stolen shall immediately make a verbal report to a supervisor, shall prepare a written memo prior to the end of the watch and shall document the daily logbook. The supervisor shall immediately initiate a search for the missing key(s). If a reasonable effort to locate the key fails, the supervisor shall order a lockdown of the jail facility, Ward 7D/7L or courtroom. All incarcerated persons shall be locked in their cells/housing units or in holding cells. incarcerated persons shall not be allowed to pass into or out of the facility or leave the court holding cell without being thoroughly searched for the missing key. The supervisor shall, as soon as practical, notify the Facility/Section Commander regarding the loss of the key when it was discovered and the circumstances involved.

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A methodical and thorough search of the entire facility or courtroom area will be made by the deputies.

Additional deputies may be called to assist with the search. If, after a thorough search, the key or keyset is not located, the Facility/Section Commander will determine whether to re-key any locks that may have been compromised and whether this should be done immediately.

The Facility/Section Commander shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Sheriff of their findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

Keys must be returned/collected before the end of the Watch or prior to leaving a facility or work location. If keys that are inadvertently taken home or locked in an employee's locker, the employee shall return to their worksite immediately or allow access into their locker for retrieval of the keys.

206.2.8 DAMAGED KEYS OR LOCK

Damaged keys or locks shall be promptly reported to a supervisor. When possible, no part of a broken key shall be left in the lock. All portions of the damaged key must be given to a supervisor, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practical. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No incarcerated person shall be secured in a cell, detention room or area that has inoperable locks.

206.2.9 KEY CARDS

Key cards may be issued for each employee assigned to a facility/building.

- (a) Temporary key cards will be available for employees on a temporary assignment.

206.3 KEY CONTROL RECORDS

A shift roster will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets. Key control measures shall be documented by designated staff on logs and forms, and the records retained in accordance with established records retention schedules.

206.4 ELECTRONIC ACCESS DEVICES

Proximity cards, fobs or other devices may be issued to staff to allow access to restricted or controlled areas of a facility. In the event of a lost or stolen device, an employee shall notify their supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

Daily Activity Logs and Watch Reports

207.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of each Facility, Section and Unit in the department. They provide a means for supervisors to review events and emergency situations that have occurred.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of specific functions and the operation of a Facility, Section or Unit.

207.2 POLICY

This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and Watch Reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences. The term "deputies" throughout the Department policy and procedure manuals refers to all sworn staff of every rank.

207.3 PROCEDURES

Deputies assigned to specific positions and posts shall prepare an accurate accounting of daily activities and shall document those activities in the daily activity log. The daily activity log and Watch Report is a permanent record of daily activities and assignments. Deputies who falsify any official document may be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

Deputies will adhere to the following procedures when preparing entries into a daily activity log or Watch Report:

- (a) Unless entries are logged into an electronic record, entries will be in ink.
- (b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.
- (c) Entries shall include the name and badge number of the individual making the entry.
- (d) Entries shall reflect the date and time of the event logged.
- (e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.
- (f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

207.4 DAILY ACTIVITY LOGS

Facilities/Sections/Units have logs that serve to document pertinent activities. These logs should be updated at least daily. There are logs that encompass the overall functions on the Facility/Section/Unit and others that focus on discreet parts of the Facility/Section/Unit.

These logs include, but are not limited to:

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Daily Activity Logs and Watch Reports

- Bookings and releases
- Formal incarcerated person count at the beginning and end of each shift
- Key count and exchange
- incarcerated person safety checks, security checks, Safety Cell placements, pill call, inspections, and routine activities
- incarcerated persons received and/or moved from a housing unit
- Unusual incarcerated person behavior and disciplinary actions
- Hospital runs or coverage at the hospital for an incarcerated person/arrestee
- All searches and discovered contraband
- The times the supervisor made rounds
- Engineer/building infrastructure problems and/or inspections
- Alarms and security equipment tests
- Unusual occurrences or issues that affected or may affect operations
- Use of emergency equipment
- Any use of force

The daily activity log information for each Facility/Section/Unit will be brought to each muster briefing whereby the past 24 hours of activity, and anticipated future activities, shall be reviewed to the oncoming shift. At the start of a team's workweek, the supervisor shall summarize the activities that occurred on their regular days off. The daily activity log will be made available to Sheriff's employees to review. The daily activity log will be retained in accordance with established records retention schedules.

Additional information for the Daily Activity Logs may be found at each Facility/Section/Unit and will be covered during employee training.

207.5 WATCH REPORTS

Facility/Section/Unit Commanders or designees shall prepare a Watch Report to accurately record the attendance and daily assignments of on-duty personnel on each Watch for that Facility, Section or Unit. Changes made to initial staffing, assignments and attendance should be documented whenever reasonably possible. The prepared Watch Reports shall, at a minimum, include:

- (a) Personnel on-duty and medical/mental health staff (i.e. jails, Ward 7D/7L) when known.
- (b) Day, date, Facility/Section/Unit and Watch
- (c) Name, badge number and signature of the employee preparing the report
- (d) On-duty employees and their assignment
- (e) Off-duty employees and their status for the day (i.e. RDO, SL, FH, etc.)

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The Watch Report will be retained in accordance with established records retention schedules.

Additional information for the Watch Reports may be found at each Facility/Section/Unit and will be covered during employee training.

207.6 SUPERVISOR RESPONSIBILITIES

Facility/Section/Unit commanders shall ensure that supervisors review the daily activity logs and Watch Reports during the course of each shift absent exigent circumstances. Supervisors shall sign and include the date and time of review on each log or report, before the end of the shift. When appropriate, supervisors shall include comments in the logbook with regard to an incident or unusual occurrence.

Administrative and Supervisory Inspections

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to observe incarcerated person living and working conditions. Inspections are useful in identifying deficiencies, and to ensure processes are working properly, which may be replicated elsewhere in a facility.

208.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff throughout the county jails daily, to facilitate and encourage communication among administrators, managers, supervisors, staff employees, incarcerated persons, and the visiting public.

208.3 INSPECTIONS

Supervisor inspections shall occur in all occupied areas of the facility on a daily basis, including weekends and holidays. Facility Commanders are responsible for ensuring that scheduled and unscheduled inspections, visits and contacts are conducted to minimally include:

- (a) General conditions of the facility.
- (b) Working conditions of employees.
- (c) Living and working conditions of incarcerated persons.
- (d) Communication between supervisors, employees, incarcerated persons, contractors, and the visiting public.
- (e) Compliance with policies.
- (f) Safety, security and sanitation concerns.
- (g) incarcerated person concerns.
- (h) Meal services.

208.3.1 AREAS TO BE INSPECTED

For additional information see Cleanliness and Inspection Policy.

208.4 INSPECTIONS OF SECURITY EQUIPMENT

Facility Commanders shall be responsible for ensuring regular inspections of all security devices, identifying those in need of repair or maintenance. Persons conducting the inspections will provide a written report of the results of the inspection. The Facility Commander shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules. (see Building Maintenance and Repairs Policy and Records Maintenance and Release Policy).

208.5 DOCUMENTATION AND REPORTING

Deputies and supervisors conducting the inspection or tour shall document the activity in the appropriate forms or facility logs. Documents should include any significant findings that indicate

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remedial action or training that may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should be noted.

Supervisors shall review the logs daily and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate, and commendable actions are also appropriately addressed.

Perimeter Security

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a facility's perimeter, to ensure that incarcerated persons remain inside the perimeters, and that visitors, vendors, volunteers and employee access is granted only with proper authorization and through designated safety vestibules and sally ports. The secure perimeter of a jail facility will provide protection from the escape of persons being processed, held or housed, and will act as a defense against the entry of unauthorized persons. It shall be maintained to prevent contraband from entering the secure areas of a facility (15 CCR §1029).

209.2 POLICY

All entry points to the secure perimeter of a jail facility shall be monitored and controlled continuously by Control Room deputies and/or a posted deputy at the entrance and exit to the facility. The perimeter shall be inspected, maintained, monitored and assessed to ensure its physical integrity and prevent unauthorized entry, incarcerated person escape and contraband from entering the facility.

209.2.1 VISITORS

Each facility shall be maintained as a secure area and no person shall enter any portion of the inner perimeter without authorization. All visitors shall be required to provide valid government-issued photo identification, such as a valid driver's license, valid passport or military identification. Visitors shall be required to print their name legibly on the visitor log and state the reason for the visit. Visitors must wear a visitor's badge at all times and shall be escorted by staff at all times while they are in secure areas of the facility, unless indicated otherwise by their Facility Clearance pass (see Incarcerated Person Visitation Policy, Search and Seizure Policy and Facility Clearance Policy).

Deputies assigned to a jail facility Front Lobby or entrance security post shall ensure the following items are available:

- (a) Current Alpha List
- (b) Facility and Revoked Clearance Binder
- (c) Daily Court List
- (d) Visitor Log
- (e) Facility Sign-In/Sign-Out Sheets

Training will be conducted at each facility on security procedures at building entrances, as well as on the storage of visitor belongings and visitor movement within the facility.

209.3 GUIDELINES

The secure perimeter shall be maintained by assigned deputies. Each Facility Commander or designee shall ensure that a staffing plan is in place to monitor the secure perimeter of the

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facility. Suspicious activity at or near the perimeter shall immediately be reported to the Watch Commander and to the Control Room.

Individuals suspected to be in violation of any law may be subject to detention or arrest. Warrant checks should be conducted on all individuals who are on the property without proper authorization. Individuals found to be loitering on or around the perimeter of the facility may be stopped and questioned to determine the circumstances of their presence.

Control Room deputies and front gate deputies (where applicable) shall identify all persons seeking to gain access to the secure perimeter of a facility. Persons delivering goods or services shall identify themselves prior to being allowed access to the delivery area.

Except for JHS supplies, including medication, materials delivered to or transported from the facility's secure perimeter shall be inspected for contraband. Vendors making deliveries into the secure area of the facility will do so under the supervision of deputies.

Keys to the secure perimeter shall be easily identifiable and issued only in emergency situations or with the authorization of the Facility/Unit Commander (see Key and Electronic Access Control Policy).

Weapons lockers are provided either outside the secure perimeter entrance, in the vehicle sally port, or prior to the inner secure perimeter of a facility. All weapons must be secured prior to an individual being allowed to enter the inner perimeter of any facility.

Operation of the sally port doors will be done in such a manner as to effectively control movement into and out of the secure outer perimeter of the facility. Control Room staff shall immediately report malfunctions or failures to the on-duty supervisor. Only one vehicle sally port door shall be opened at any one time.

All outer perimeter security doors, except for the public lobby entrance during specified hours, will be kept locked, except when in use by staff or in emergency situations. All inner perimeter doors to housing units, plumbing and electrical chases, atriums and storage rooms will be kept locked when not in actual use.

No one will be permitted to leave the inner perimeter of a jail facility, unless they have been identified by the Control Room Deputy or deputy at the facility entrance/exit post.

Accessibility - Facility and Equipment

210.1 PURPOSE AND SCOPE

This policy is intended to ensure that staff and the general public have access to the facility, in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (29 USC § 794).

210.1.1 DISABILITY DEFINED

A disability is any physical or mental impairment that substantially limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity. Additionally, disability includes a physical or mental impairment that would inhibit a person's ability to meet the requirements established by the Department for conducting visitation or other business in the facility.

210.2 POLICY

The San Francisco Sheriff's Department prohibits discrimination of persons with disabilities. The San Francisco Sheriff's Department adheres to the ADA and all other applicable federal and state laws, regulations and guidelines in providing reasonable accommodations to ensure that the facility is reasonably accessible to and usable by individuals.

210.3 ACCOMMODATIONS

As part of the compliance with the ADA and the commitment to provide access to persons with disabilities, the Department will provide reasonable accommodations that include, but are not limited to:

- Vehicle parking areas that accommodate cars and vans or other vehicles with wheelchair lifts.
- Public areas that are wheelchair accessible.
- Drinking fountains that can accommodate wheelchairs or other mobility devices.
- ADA-compliant elevators.
- Restroom areas that are wheelchair compliant and meet ADA standards for accessibility.
- Search areas and metal detection devices, including private areas where alternative search methods may be performed.
- Services and equipment for the deaf and hard of hearing.
- Visitor check-in areas.
- Visitation areas, including attorney interview rooms that can accommodate wheelchairs and other mobility devices.

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210.3.1 MEMBER RESPONSIBILITIES

Employees receiving a request for accommodation should make reasonable attempts to do so. If a request cannot be reasonably accommodated, a supervisor should be notified.

Employees becoming aware of any potential or actual ADA violation should document the issue in a memorandum and forward the memorandum to the Facility Commander with a copy to the ADA coordinator.

Employees receiving a complaint of disability discrimination or inability to reasonably access the facility, or any other complaint related to the ADA, should document the complaint and refer the matter to the ADA coordinator with a copy sent to the employee's chain of command.

210.4 ADA COORDINATOR

The Department has an appointed staff member serving as the ADA coordinator, whose primary responsibilities include, but are not limited to, coordinating compliance with ADA requirements. For ADA compliance requirements that involve an incarcerated person, the Custody Operations Division Executive Officer shall function as a liaison to the ADA coordinator.

The ADA coordinator should be knowledgeable and experienced in a variety of areas, including:

- (a) The department's structure, activities and employees, including special issues relating to the requirements of the county jail.
- (b) The ADA and other laws that address the rights of people with disabilities, such as Section 504 of the Rehabilitation Act (29 USC § 794).
- (c) The accommodation needs of people with a broad range of disabilities.
- (d) Alternative formats and technologies that enable staff, incarcerated persons and the public with disabilities to communicate, participate and perform tasks related to county jail activities.
- (e) Construction and remodeling requirements with respect to ADA design standards.
- (f) Working cooperatively with staff, incarcerated persons and the public with disabilities, as well as with local disability advocacy groups or other disability groups.
- (g) Negotiation and mediation.

210.4.1 DISSEMINATION OF INFORMATION

The ADA coordinator will be responsible to ensure the dissemination of information to staff and visitors on issues specifically related, but not limited to:

- Services available to members of the public who are disabled.
- Accessing services to accommodate disabilities.
- Registering complaints or grievances relating to issues involving the ADA.

210.5 TRAINING

The ADA coordinator should work with the Training Unit Commander as appropriate, developing training regarding issues specifically related, but not limited to:

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- (a) The requirements of Section 504 of the Rehabilitation Act (29 USC § 794).
- (b) Department policies and procedures relating to ADA requirements.

Facility Tour

211.1 PURPOSE AND SCOPE

This policy provides guidelines to Sheriff's employees when requests are received to tour jail facilities.

211.2 POLICY

It is the policy of the San Francisco Sheriff's Department to protect the privacy rights of incarcerated individuals and to ensure the safety and security of the County Jails. All tours that are approved by any manager in the department must be reported through the chain of command to the Sheriff or designee for final authorization.

211.3 TOURS OF CUSTODY FACILITY

Authorized tours of jail facilities are subject to Department and facility rules and restrictions as follows:

- (a) Facility tours of jail housing units may be requested through the Sheriff, Undersheriff, Assistant Sheriff or Sheriff's Communication Staff. The Custody Operations Division (COD) Chief Deputy shall be informed of permitted tours.
- (b) Tours of multiple jail facilities or involving a government agency (i.e., Civil Grand Jury, Fire Department, Board of Correction, etc.) may be requested through the COD Chief Deputy.
- (c) Informal tours may be requested through the Facility Commander at that jail location. The COD Chief Deputy shall be notified of any approved informal tours.
- (d) Contracted service providers (DPH, food service provider, etc.) may request a tour through the COD Chief Deputy and shall:
 - 1. Provide the names and identifying information of all tour members for a criminal history check.
 - 2. Ensure a contracted service provider employee with a valid Facility Clearance Card escorts and remains with the tour group at all times.

Persons who tour a jail facility must be at least 18 years of age. Tours may be terminated based on the safety and security needs of the facility and/or if tour members' behavior results in a threat or disruption to jail operations.

A record of all facility tours should be maintained in accordance with applicable retention requirements.

Victim Notification of Incarcerated Person Release

212.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an incarcerated person held for those crimes is released, and that victims receive any other notification required by California law.

212.2 POLICY

It is the policy of this department to act in accordance with all laws regarding victim notification.

212.3 PROCEDURE

The Department shall ensure that a system is in place for individuals to request release notification on any incarcerated person housed in a San Francisco County jail facility.

In the event that an individual contacts a jail facility and requests notification on any incarcerated person housed in a facility, staff should gather contact information from the requestor and forward the information to the Central Records Warrant Unit (CRW) for follow-up.

212.4 NOTIFICATION

Deputies tasked with the release of an incarcerated person or investigating an escape shall verify whether there is a required release notification in the incarcerated person's file. Deputies shall document notification efforts in the incarcerated person's file (JMS).

Unless ordered by the court or a supervisor, no victim information shall be provided to any incarcerated person by any employee, contract service provider, or volunteer of the Department. Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

212.4.1 REQUIRED NOTIFICATIONS

CRW staff or the authorized designee shall make a reasonable and good faith effort to make all notifications required by law including:

- (a) Notice to any person a court identifies as a victim of the offense, a family member of the victim, or a witness to the offense not less than 15 days prior to the release of any person convicted of stalking under Penal Code § 646.9 or convicted of a felony involving domestic violence (Penal Code § 646.92(a)).
- (b) Notice to any person a court identifies as a victim of the offense, a family member of the victim, or a witness upon escape and capture of any person convicted of violating Penal Code § 646.9 or convicted of a felony offense involving domestic violence (Penal Code § 646.92(d)).
- (c) Notice to any victim or other affected person who has requested notification that an incarcerated person convicted of the offenses listed in Penal Code § 679.02(a)(13)

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has been ordered placed on probation and the proposed date of release (Penal Code § 679.02(a)(14)).

- (d) If the crime was a homicide, notice to the next of kin of the victim within 60 days of an incarcerated person's placement in a reentry or work furlough program, or of the incarcerated person's escape (Penal Code § 679.02(a)(6)).
- (e) Notice of the release of any incarcerated person to victims of crime who have requested to be notified
- (f) Notice to law enforcement agencies known to be involved with the case upon any escape and capture of an incarcerated person.

Notification should be made by telephone, certified mail, or electronic mail, using the method of communication selected by the person to be notified, if that method is reasonably available. In the event the person's contact information provided to the Department is no longer current, the Department shall make a diligent, good faith effort to learn the whereabouts of the victim in order to comply with these notification requirements. Notification shall only be left on a messaging system if the person has indicated in the notification request that such notification is acceptable or if staff has attempted and cannot make other contact with the person.

Community Programs

213.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for developing community programs and to define the eligibility criteria for participants in Community Programs.

213.2 POLICY

It is the policy of the San Francisco Sheriff's Department to provide alternatives to incarceration for pre-sentenced and sentenced individuals based upon an individual risk assessment and consistent with public safety goals. The Department has the discretion to place any eligible incarcerated person in an alternative program.

213.3 PROGRAM GUIDELINES

Community programs are subject to the approval of the Administration Operations Division (AOD) Commander or the authorized designee.

- (a) Incarcerated persons released to an alternative program will be released pursuant to the Sheriff's Department authority, based on:
 - 1. 1203.016 PC (Home Detention)
 - 2. 1203.017 (Involuntary Home Detention)
 - 3. 1203.018 PC (Pre-sentenced Home Detention)
 - 4. 3081(b) PC (County Parole)
 - 5. 4024.2 PC (Sheriff's Work Alternative Program (SWAP))
- (b) Eligibility for Alternative Programs
 - 1. Pre-sentenced incarcerated persons may become eligible for Pretrial Electronic Monitoring (PTM) or other alternatives to incarceration by:
 - (a) Court order
 - (b) A condition of Own Recognizance (OR) or bail
 - (c) Per 1203.018 PC (must meet all eligibility criteria)
 - 2. Sentenced incarcerated persons (must meet all eligibility criteria)
 - (a) A 1170 (h)(5)(A) PC straight sentenced individual shall be reviewed for electronic monitoring when they have 9 months, 6 months and 3 months remaining on the sentence. For persons with a sentence of more than two years, the person shall be eligible to apply for an electronic monitoring review after 50% of the sentence has been served, and every three months thereafter.
 - (b) Will be considered Heightened Scrutiny.
 - (c) An 1170 (h)(5)(B) PC split sentenced individual may be eligible to participate in community programs pending a review of the incarcerated person's risk assessment and treatment plan.

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3. SWAP/PREP
 - (a) incarcerated persons must be able to complete SWAP obligations within one year.
 - (b) An incarcerated person must have served 50% of a sentence in custody before becoming eligible to participate in SWAP.
- (c) Electronic Monitoring/Home Detention (EM)
 1. There must be a minimum of 30 days remaining in the incarcerated person's sentence.
 2. An incarcerated person sentenced to more than one year will be reviewed for release to EM when they have 9 months, 6 months and 3 months remaining on the sentence.
 3. An incarcerated person sentenced to less than a year will be reviewed for release to EM when at least 50% of the sentence is completed.
 - (a) An incarcerated person not released to EM after the first review will have a second review when 70% of the sentence is completed.
- (d) Out of county SWAP/EM commitments may be served in San Francisco if the person lives in San Francisco.
 1. Out of County commitments are subject to the same constraints as in county commitments.
- (e) Ineligibility for Alternative Programs
 1. Persons who are ineligible for alternative programs, who meet at least one of the criteria below, requires a review and approval by sworn supervisor.
 - (a) A Stay Away/Restraining Order from persons and places including:
 1. A Stay Away order from a place or person
 2. A Temporary Restraining Order (TRO)/Civil Protective Order (CPO) from a named person
 - (b) A prior felony conviction within the past seven years requiring registration under the 290 Law. If approved would be under heightened scrutiny.
 1. The seven-year period is from this time the individual was released from incarceration.
 - (c) Inappropriate behavior in a custody setting, including:
 1. Physical altercations
 2. Documented conflict with department employees or contract service providers
 3. Multiple Serious or Major Rule Violations
 4. Documented threats

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5. Administrative Separation status (excluding protective custody incarcerated persons) with an MR3/MR4 status.
2. Persons who are ineligible for alternative programs based on at least one of the criteria below and wish to appeal may do so by contacting the Unit Commander in writing.
 - (a) Ineligible offense per the Alternative Program Eligibility Chart
 1. Current charge and/or conviction in the past 5 years
 - (b) A current misdemeanor charge, or past conviction, that requires a 290 Registration.
 - (c) A 273.6 Domestic Violence restraining order or a violation of a CPO in the past 18 months pursuant to a conviction of 273.6.
 1. The 18 months shall be counted from 18 months of the current release from incarceration.
 - (d) Have an active hold with the California Department of Corrections and Rehabilitation (CDCR)
3. Persons who are ineligible for alternative programs due to the criteria below, requires a review and approval by the Sheriff.
 - (a) A felony charge or past conviction, less than seven years, that requires a 290 Registration.
- (f) If the court rules that an individual is ineligible for an alternative program, the Sheriff's Department will give great deference to the court ruling.

Procedural link:

[Custody and Court Operations Procedure Manual: 213.1 ALTERNATIVE PROGRAM ELIGIBILITY PROCEDURES](#)

213.4 TRANSPORTATION TO PROGRAMS

The Sheriff's Department will facilitate the transportation of incarcerated persons to programs as directed by issued court orders.

- (a) Prior to transporting a sentenced incarcerated person to a program, deputies must have:
 1. A Commitment specifying that the sentence may be served in a residential treatment program that the Department has on file.
 - (a) A Transportation Order, may be included in the Commitment, stating that the Sheriff will transport the incarcerated person to a specific residential treatment program.
 2. An acceptance letter from the program.
- (b) Prior to transporting a person serving time as part of a split sentence in a residential treatment program, the person must be evaluated for electronic monitoring.

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1. If the person does not meet the Alternative Sentence Eligibility requirements, the matter must be referred to a Community Programs Unit sworn supervisor. The supervisor shall refer a heightened scrutiny case to the Unit Commander.
- (c) incarcerated persons shall not be released to a program until cleared by the Central Records and Warrants Unit (CRW) (i.e. warrant and hold check).

Procedural link:

[Custody and Court Operations Procedure Manual: 213.2 TRANSPORTATION TO PROGRAMS PROCEDURE](#)

213.5 RESIDENTIAL TREATMENT PROGRAMS

- (a) Residential treatment programs are subject to site visits as would any other residential location for an electronic monitoring participant.
- (b) Residential treatment programs do not have the authority to waive the requirement for electronic monitoring.
- (c) A person serving a split sentence in a residential treatment program, who has an electronic monitoring device, shall have the device removed when the constructive portion of the sentence is complete.
- (d) Sentenced individuals who abscond from a residential treatment program are subject to arrest and **shall not**:
 1. Receive credit for time served for any time spent in the treatment program. Upon being notified that the person absconded, Community Programs deputies shall inform the CRW of that fact.
 2. Be transported to another residential treatment program, for one year from the date of the event.

213.6 ELECTRONIC MONITORING PRE-TRIAL DEFENDANT LOCATION REQUEST

Without a subpoena duces tecum returnable to a court or signed search warrant, information derived from any GPS equipment will not be supplied to any person or entity outside the San Francisco Sheriff's Department.

Without a subpoena duces tecum returnable to a court or signed search warrant, any information regarding any actions taken by Sheriff's Department members based on any GPS information will not be supplied to any person or entity outside the San Francisco Sheriff's Department.

Refer to the Administration and Field Subpoenas and Court Appearances Policy for direction on submitting a subpoena.

213.7 ATTACHMENTS

[See attachment: Alternative Programs Eligibility Checklist.pdf](#)

[See attachment: Alternative Programs Eligibility Chart Guidelines.pdf](#)

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[See attachment: Alternative Programs Ineligibility List.pdf](#)

Out of State Commitments

214.1 PURPOSE

To provide guidelines to the Community Programs and the Central Records and Warrants Unit (CRW) for the processing of out of state commitments.

214.2 POLICY

The San Francisco Sheriff's Department allows persons with an out of state commitment to serve their sentence in the county jail or in an alternative to custody program in order to meet the requirements of the court order.

214.3 OUT OF STATE COMMITMENTS

Out of state commitments may be served in a San Francisco County Jail or through an alternative to custody program provided that the court commitment stipulates that the person may serve the sentence in the county of San Francisco. The originating jurisdiction shall define the amount of time required to be served.

The convicted person is responsible for all fees associated with either placement. Fees may be waived by a sworn supervisor for San Francisco residents based on a financial analysis. A money order or cashier's check are acceptable. A credit/debit card for funds associated with electronic monitoring are acceptable. All other forms of payment are not acceptable.

The convicted person serving time in either placement shall follow all Department rules, orders and directions given by employees and contract service providers. Any violation may result in removal from either placement and a referral back to the originating jurisdiction.

214.4 COMMITMENT PROCESSING

Community Programs will accept and process all requests pertaining to out of state commitments. A Community Programs deputy shall forward the commitment to CRW for verification of the commitment and length of time to be served in custody and/or in an alternative to custody program.

- (a) For a sentence served in custody CRW shall establish the surrender date and notify the Intake and Release Center (IRC). The IRC will notify Community Programs when the convicted person may be picked up from custody to serve their remaining time in an alternative to custody program, if applicable.
- (b) For a sentence served in an alternative to custody program, Community Programs deputies shall review all documents to determine eligibility and may require the arrest report regarding a security and/or scrutiny concern. Community Programs shall establish the start date for an alternative to custody program to be served.

Intra-Facility Employee Transfers

215.1 PURPOSE

To provide the method for requests and transfers of shifts within a Custody Operations Division (COD) facility.

215.2 POLICY

It is the policy of the San Francisco Sheriff's Department to permit employees to request a transfer to other shifts within a Custody Operations Division facility.

215.3 REQUEST FOR TRANSFER

- (a) A written request shall be sent via the chain of command.
 - 1. The request should be sent to the Facility Commander with a copy to the COD Chief Deputy and Department Personnel Manager.
 - 2. Each request for a shift shall be discrete. Requests for multiple shifts on one request will not be accepted.
 - 3. So that there is a consistent date and time stamp for all requests, all requests must be submitted via the requestor's Sheriff's email account.
 - 4. Written requests will be kept on file and considered when vacancies occur, or other staffing changes are necessary as determined by the Department.
- (b) Pending requests will be acted on based on earliest date and time stamp.
- (c) Regular days off assigned are not guaranteed.
- (d) A supervisor will be advised to speak directly to the employee who will have up to 48 hours from notice of their transfer to accept or decline the transfer. The supervisor shall document this communication by sending a confirming email to the employee.
- (e) If the employee declines the transfer, the employee must submit a new written request if they want to be considered for a future transfer.
- (f) Supervisors will ensure their approval/denial is in conformance to any Union agreements in effect at the time of the approval/denial.

Staffing Plan

216.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of each facility, staff, visitors, incarcerated persons and the public.

216.2 POLICY

It is the policy of the San Francisco Sheriff's Department to ensure the safety, security and efficient operation of each facility by assigning deputies according to a detailed staffing plan that is developed and maintained in accordance with law. The term "deputies" refers to all sworn staff of every rank throughout the Department policy and procedure manuals.

216.3 STAFFING PLAN REQUIREMENTS

The Custody Operations Division (COD) Chief and Facility/Section/Unit Commanders shall ensure that a staffing plan conforming to the class type, job functions, and size of each facility is prepared and maintained as described in the following section. The plan should detail all deputy assignments, including work hours and weekly schedules, and should account for all possible time, including but not limited to, staff details, leave (FMLA, etc.), holidays, vacations, training schedules and other atypical situations (15 CCR 1027).

At minimum, the staffing plan will include the following:

- Facility/Section/Unit administration and supervision
- Training Officers and new recruits who may not count against minimums
- Incarcerated person management including programs, exercise and out of cell time, visiting, transportation, medical appointments, court, etc.
- Facility events and support services

216.4 DUTY HOURS

Schedules are available for deputies in accordance with Collective Bargaining Agreements. Watch and duty hours may vary based on job classification and individual assignments.

- (a) The Facility/Section/Unit Commander will ensure employees are provided proper notice of Watch and schedule assignments in keeping with the Collective Bargaining Agreements.
- (b) Employees will arrive at musters on time, in the proper uniform and with the proper emergency equipment. At the conclusion of briefings/muster deputies must report directly to their assigned post and relieve the prior shift.

Meal Breaks:

Deputies assigned to a jail or working in a jail either on overtime or as a detailed assignment are provided with an encumbered meal break. Meal times are determined by the assigned supervisor. While on meal break, deputies are expected to remain in the jails with their radios on and at an

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audible level in the event of an emergency. Deputies will be punctual when returning from a meal break. Deputies may request permission from the Watch Commander to leave a jail facility while on their meal break.

216.5 STAFFING/WATCH MINIMUMS

There shall be, at all times, sufficient staff designated to remain in each facility for the supervision and welfare of incarcerated persons, to ensure the implementation and operation of all programs and activities as required by Title 15 CCR Minimum Jail Standards, and to respond to emergencies when needed. Sworn employees on duty must not leave the facility while incarcerated persons are present without a supervisor's approval and should not be assigned duties that could conflict with the proper supervision of incarcerated persons (15 CCR 1027).

The Sheriff's Department Custody Operations Division (COD) has established a minimum jail staffing plan and minimum post requirements for each jail facility, that must be staffed on each Watch, to provide a basic level of operations and safety in the jails. Minimum jail staffing levels are set through the Memorandum of Understanding and Letters of Agreement between the City and County of San Francisco and the affected collective bargaining unit agreements.

- (a) Changes of minimum staffing levels in response to alternative shifts and change of duties or functions require the approval of the Sheriff and meet and confer with the bargaining units.
- (b) Minimum staffing levels include a minimum number of supervisors and minimum number of deputies.
- (c) Minimum staffing must be met at the beginning of the Watch, except when a facility is waiting for a confirmed deputy to arrive who was detailed from another facility. In this case, the Watch Commander may allow the Watch to begin below minimum staffing.

Each facility that houses or detains female incarcerated persons/arrestees will have established female Watch minimums in that particular facility. When both male and female incarcerated persons are held at a facility, a minimum of one male and one female deputy shall be on-duty, and immediately available and accessible, in the facility at all times.

- (a) At least one female deputy will be assigned to a female incarcerated person housing area.
- (b) A male deputy may be assigned to a female incarcerated person housing area jointly with a female deputy.
- (c) A male deputy may be assigned to cover a female housing area in the absence of a female deputy for a meal break and/or when coverage is needed to support other jail operations, but for no more than two hours.

The COD Chief Deputy or designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules (Penal Code § 4021; 15 CCR 1027).

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216.6 EMERGENCY STAFFING

It is the policy of this department to be prepared to operate safe and secure facilities in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order of a facility may include, but are not limited to, an outbreak of infectious disease, a natural disaster or other disruption.

In the event that a Facility/Section/Unit Commander becomes aware that a staffing emergency exists or may occur, deputies who are present may be ordered to remain at each or all facilities based on the type of emergency. Facility/Section/Unit Commanders will notify the Sheriff. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

- (a) A facility may go to a lockdown. Minimum activities, including visiting, exercise and other programs will be suspended only if necessary. Meals, cleaning, medical services, court transportation and attorney visits will continue. Other activities will be assessed by the Facility/Section/Unit Commander on a case-by-case basis.
- (b) Deputies from other areas of the department who have passed the Supplemental CORE course may be used to fill vacancies in a facility.

In the event of a health-related staffing emergency, the Department of Public Health and Jail Health Services (JHS) shall be notified in accordance with the Communicable Diseases Policy.

216.7 STAFFING ANALYSIS

The Sheriff or designee shall complete an annual (calendar year) comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs. Results of this staffing analysis will not be used to reduce CBA-established staffing minimums outside the union negotiation process.

The Facility/Section/Unit Commander should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.13). Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, incarcerated persons and the public.

216.7.1 DATA COLLECTION FOR ANALYSIS

The following data should be collected and included in the annual staffing analysis:

- All categories of leave usage for each deputy working in facilities
- Annual hours of authorized overtime expended during the previous year
- Details of any unusual occurrence or significant issues in dealing with incarcerated persons that were related to staffing during the previous year
- Details of claims or litigation, if any, that were related to staffing levels and were initiated against each facility in the previous year

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- Labor contracts/collective bargaining agreements and letters of agreement relating to staff
- Concerns raised by Department employees
- Annual training requirements that affected staffing levels in facilities with incarcerated persons
- Access to incarcerated person concerns expressed by members of the public
- Investigations or reports by the grand jury or other government agency, or ombudsperson

216.8 REPORTING

The facility staffing plan shall be made available for review to the Board of State and Community Corrections (BSCC) staff at the time of their biennial inspection. The Facility Commander shall report the results of the BSCC biennial review and recommendations to the officials with fiscal responsibility for the facility (15 CCR 1027).

Facility Clearance

217.1 PURPOSE AND SCOPE

To provide standards and guidelines for ensuring the safety and security of Department secured facilities while allowing access to individuals providing services.

217.2 POLICY

To ensure individuals who provide services to the San Francisco Sheriff's Department have a method of obtaining approved clearance to enter secure facilities (i.e. jails, Ward 7D/7L, etc.).

CCSF employee identification cards, Department identification cards, Facility Clearance Cards, and any type of temporary pass issued by the Facility, Section, or Unit must be worn by non-uniformed persons on the outermost clothing of their upper torso while at a secure facility.

217.3 FACILITY CLEARANCE REQUEST

- (a) Criminal history checks may include a warrant check and fingerprint scan and are completed on individuals who request admittance to a secure facility.
 - 1. Consistent with legal requirements, the Department reserves the right to query criminal justice information systems on any individual requesting to enter a secure facility for any reason.
- (b) Facility Clearance Request Forms shall be submitted by Department members, the contracted food service provider, or Five Keys Charter School Administration, to the Background Investigation Unit (BIU) Clearance Officer, at least two business days prior to the anticipated time of admittance.
 - 1. The BIU Clearance Officer will complete a criminal history check, determine if the individual is eligible for a Facility Clearance Card, and will return the Request Form to the sender.
- (c) Temporary Facility Clearances are valid from 1 to 21 days and require a warrant and criminal history check. These clearances are not renewable. They may be done at the Facility.
- (d) Long Term Facility Clearances are valid from 22 days up to 2 years and are reviewed annually by the Clearance Officer. Individuals who require a Long-Term Facility Clearance shall apply for a Long-Term Clearance at the same time as they apply for a Temporary Clearance.
 - 1. A complete criminal history check, warrant check, and Live Scan fingerprint will be conducted to determine eligibility.
 - 2. Applicants shall use an approved BIU form and make an appointment to be fingerprinted.
 - 3. The BIU investigator will wait for fingerprint results before determining whether or not the applicant's clearance request is approved or denied.
- (e) Religious representatives must contact the Sheriff's Rehabilitative Services Coordinator (RSC) to submit a Facility Clearance Request Form.

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- (f) A Department contractor or service provider may request a Temporary Facility Clearance for an individual for a specific reason and period of time. Contractors must contact a department supervisor in order to submit a Facility Clearance Request Form.
- (g) An orientation class may be required as part of the clearance process.
- (h) An individual issued a Facility Clearance Card shall apply for a new Facility Clearance Card at least 10 days prior to the expiration date of their current Clearance Card.

217.4 DENIAL OF A REQUEST FOR CLEARANCE

- (a) An individual's facility clearance request may be denied for:
 - 1. A falsified document or statement on the application
 - 2. Unverifiable address
 - 3. No valid government-issued picture identification
 - 4. Currently on active probation or parole
 - 5. Currently on Post Release Community Supervision as authorized by AB109 and any trailing legislation affecting the State's Realignment.
 - 6. Currently on Court Mandated Supervision pursuant to a split sentence as authorized by AB109 and any trailing legislation affecting the State's Realignment.
 - 7. Convicted as a sex offender and required to register as such
 - 8. A conviction of a sex crime against a minor
 - 9. Falling under Section 115.11 of the Prison Rape Elimination Act
 - 10. A felony conviction of 187 P.C. or 192 P.C. or any subsection
 - 11. Having committed an act of terrorism defined in sections 2331-2339D of the United States Code.
 - 12. Conviction of any felony involving drugs, weapons, gangs, or violence within the last three years from the date of the application, or any other felony within one year of the date of the application or, if no convictions, has an extensive criminal record (five or more arrests) with drugs or violent crimes within the previous five years.
 - 13. Felony charges pending adjudication.
 - 14. Being released from incarceration within two years of the date of the application, pursuant to serving a sentence upon a conviction of a crime or parole violation.
 - 15. Having an outstanding felony or misdemeanor warrant
 - 16. Unpaid traffic warrants (proof of payment must be provided before approval)
 - 17. Having a previously revoked Facility Clearance Card

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217.5 EXCEPTIONS TO DENIAL OF A REQUEST FOR CLEARANCE CARDS

Exceptions to a Denial of a Request for Clearance Cards apply when a person who was previously in custody and participated in a Department in-custody program and continues in a post-release program capacity or job placement. If approved, this person may be granted access to the grounds of a secure facility but not access inside of a secure facility.

These exceptions are only for individuals who were in Sheriff Programs. If on probation, state parole, or Post Release Community Supervision following their release from Department custody, they must have permission from the supervising agency to participate.

There are no exceptions for those who fall under the Denial of a Request for Clearance section, criteria 7–10 while at the initial clearance level. Applicants may appeal through the appeal process as indicated in this policy.

217.6 ACCESS WITHOUT A FACILITY CLEARANCE CARD

The following individuals do not need a Facility Clearance Card to gain access to a secure facility when on official business.

- (a) Representatives of the below agencies must present a current valid department picture identification card to enter a secure facility at any time, excluding Change of Watch. Uniformed officers do not need to wear their identification on their outermost clothing.
 - 1. Law enforcement officers
 - 2. Probation Department officers
 - 3. State and Federal Parole officers
 - 4. City Attorney, District Attorney, and Public Defender: attorneys, investigators, and their representatives.
 - 5. State or CCSF department employees who have an appointment and/or are meeting with a department employee.
 - 6. Labor representatives
- (b) Attorneys must present a current California State Bar Association Card, valid picture identification, and an authorization letter.
 - 1. Attorneys with an expired California State Bar Association card may be allowed admittance only at the discretion of the Facility or Watch Commander.
 - 2. Attorney representatives and private investigators may only interview incarcerated persons represented by the attorney of record. A representative must present a letter on official letterhead or court order identifying the bearer as a legal representative of the attorney of record or licensed private investigator. The letter must include:
 - (a) Capacity in which the representative is visiting the incarcerated person including the court matter/number.
 - (b) Incarcerated person's name

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- (c) Representatives full name, date of birth, and California Driver's License or other valid picture government-issued identification.
 - (d) Licensed private investigators must present a valid Department of Consumers Affairs, Bureau of Security and Investigative Services Division private investigator license and license identification card with a picture and the license number.
- 3. The letter is valid for six months from the date of approval and a copy will be retained at the facility.
- (c) A Division Commander or the Facility/Watch Commander may approve a Facility Clearance at the facility level for a single event, program, or tour in which a Temporary or Long-Term Facility Clearance Card is not required.
 - 1. A service provider without a Facility Clearance Card requires a deputy escort in areas accessible to incarcerated persons.
 - 2. For service providers requiring access to administrative areas, the deputy escort is at the discretion of the Facility/Watch Commander.
- (d) Off-duty employees are allowed to enter the designated administrative areas of any secure facility. Permission must be requested and received from the Division Commander, Facility Commander, or Watch Commander prior to entering a non-administrative area.

217.7 TEMPORARY PASS

Individuals who are on the facility clearance list and have a temporary pass for the facility may be either:

- (a) Monitored by an approved Department member who will be in a vicinity to visually observe their movement.
- (b) Escorted by an approved Department member who will be in the individual's direct presence during movement.
- (c) Not monitored and free to move in the facility following facility rules.

The temporary pass will have one of the above designations clearly marked on the pass. The deputy issuing the temporary pass will check the individual's facility clearance level prior to issuing the pass. The deputy shall ensure the pass is worn on the outer clothing of their upper torso.

217.8 REVOKED CLEARANCE CARDS

- (a) A Facility Clearance Card may be suspended or revoked for a review of an unusual occurrence and investigation, any violation of Department policies or procedures, and/or facility rules, including but not limited to:
 - 1. Contraband or illegal items brought into a secure facility
 - 2. Sexual contact or physical contact with an incarcerated person, of any nature (i.e. hugging, kissing, etc.), within a secure facility
 - 3. Use of facility access for purely social, non-business purposes

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4. Violations of any federal, state, or local law
- (b) The Facility/Section/Unit Commander, Watch Commander, or designee may authorize the termination of a visit or interview when inappropriate conduct is observed and documented.
- (c) The Facility/Section/Unit Commander may deny a Facility Clearance Card for any written, articulable reason that indicates a possible threat to the security of the facility. If the individual is denied access by either the Facility or Division Commander, that person may appeal the denial by forwarding a written request of appeal directly to the Undersheriff.
- (d) Prior to a Facility/Section/Unit Commander or designee recommending a revocation of a Facility Clearance Card, they shall interview the subject, if feasible, and obtain a statement of facts prior to making the recommendation.
- (e) If the Division Commander or designee revokes a Facility Clearance Card they will notify the BIU Unit Commander or designee of the date, time and reason for the revocation. The BIU Unit Commander or designee will:
 1. Verify the individual is on the facility clearance list, send a notification via email to the department, and remove the person from the authorized facility clearance list.
 2. Notify the individual whose clearance was revoked and notify their employer and supervisor just before or immediately after the person is notified.
 - (a) The individual may be informed as to the reason that led to the revocation, however, their employer and supervisor are not provided with specific information that led to the revocation.
 - (b) Do not inform the individual of the reason that led to the revocation if providing that information would compromise an ongoing investigation.
 3. If unable to confiscate the clearance card at the time of the incident, instruct the individual to surrender their Facility Clearance Card to the Clearance Officer.
- (f) The Division Commander or designee who revoked a Facility Clearance Card will contact the BIU Unit Commander to make the notifications.
 1. Division/Facility/Section/Unit Commanders must ensure clearance cards are confiscated from the individual, noting the date and time confiscated, and are forwarded to the Clearance Officer.
 2. The Division Commander or designee shall send all relevant documents including the statement of facts to the Undersheriff. In the absence of the Undersheriff, the documents shall be forwarded to the Assistant Sheriff or designee.
- (g) The Undersheriff (Assistant Sheriff in their absence) shall either uphold or dismiss the Facility Clearance Card revocation.

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- (h) In an Internal Affairs Unit (IAU) or Criminal Investigations Unit (CIU) investigation, notification of a Facility Clearance Card revocation may go to the Division Chief Deputy, Captain, or to the BIU Unit Commander to conduct the notifications.
- (i) A Facility Clearance Card revocation appeal may be made through the chain of command to the Division Commander from which the card was revoked, to the:
 - 1. Undersheriff
 - 2. Sheriff (whose decision is final)

217.9 ATTACHMENTS

[See attachment: Facility Clearance Request Form.pdf](#)

[See attachment: Facility Security Rules Contract.pdf](#)

Chapter 3 - Specialized Units and Programs

Jail Training Officer Program

300.1 PURPOSE AND SCOPE

The jail training officer program is intended to provide a standardized program to facilitate the deputy's transition from the academic setting to the actual performance of jail procedures.

It is the policy of this department to assign all deputies to a structured jail training officer program that is designed to prepare a deputy to perform in a custody assignment and to provide training on all skills needed to operate in a safe, productive and professional manner.

300.2 MINIMUM TRAINING REQUIREMENTS

All deputies shall successfully complete the Supplemental Corrections Officer Core Course (CORE) as described in 15 CCR 179, prior to a jail assignment supervising incarcerated persons.

Individuals assigned to work in the facility prior to completing the required training may do so only when under the direct supervision of a fully trained deputy (15 CCR 1020(a)).

300.3 TRAINEE APPEAL RIGHTS

A trainee who can articulate a conflict with the trainer, beyond routine activities, may contact the Jail Training Coordinator (JTC) directly.

A trainee who believes a negative evaluation on a Daily Observation Report (DOR) is based on a personality conflict rather than performance may appeal the DOR to the JTC.

300.4 JAIL TRAINING PROGRAM - 7 WEEKS

The Jail Training Program is designed to build upon the conceptual foundation taught in the basic academy and CORE. The jail training program consists of at least 7 weeks of training described below.

300.4.1 WEEK 1 - FACILITY ORIENTATION

The trainee will be assigned to a Jail Training Officer (JTO). The JTO will, at a minimum:

- (a) Brief the trainee on the purpose, scope, and responsibilities expected during the training program.
- (b) Explain the evaluation system and acquaint the trainee with the rating forms that will be used.
- (c) Provide the trainee with any required equipment or materials.
- (d) Tour the entire facility and support services with the trainee.
- (e) Introduce the trainee to the Facility Commander and key supervisory, administrative and support personnel.

300.4.2 WEEK 2-6 - TRAINEE SHADOWING JTO

In this phase, the trainee will be exposed to the many duties at each post, including transportation and special functions, by observing the JTO demonstrate how each task is to be performed. The JTO should provide instruction to the trainee and encourages the trainee to ask questions.

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Time should be made available during this training to allow the trainee to study policies and procedures, directives, post orders and any other materials deemed necessary by the JTO.

The JTO will monitor the trainee's progress by asking questions on the materials and demonstrations that have been provided to the trainee.

The work performance of the trainee will be evaluated and recorded daily by the JTO. Areas of deficiency will be discussed, and remedial training provided if deemed necessary by the JTO and approved by the JTO coordinator.

300.4.3 WEEK 7 - JTO SHADOWING TRAINEE

During this phase, the trainee will be directed to work independently in each area that training has been provided.

The independent activities of the trainee will be monitored by the JTO and a supervisor.

The work performance of the trainee will be evaluated and recorded by the JTO. Areas of deficiency will be discussed, and remedial training provided if deemed necessary by the JTO.

300.5 EXTENSION OF JAIL TRAINING PROGRAM

The basic program of training may be extended by the JTO Coordinator after review and consultation with the Facility Commander. Notification to the Division Commander must be prior to the commencement of the extension of training. A decision to extend the period of training will be based on a determination of what is in the best interest of the individual, facility and department.

300.6 FAILURE OF JAIL TRAINING PROGRAM

After unsuccessful attempts at providing remedial education to the trainee during extension periods, a recommendation to fail any trainee in the program shall be made by the assigned JTO Coordinator in writing, through the chain of command after review and consultation with all JTOs who have been assigned to the trainee. Final determination and subsequent actions on any JTO Program failure recommendation are the sole prerogative of the appointing officer.

300.7 TRAINING OFFICER

The Jail Training Officer (JTO) is an experienced deputy trained in overseeing, training and evaluating entry-level deputies in the application of their previously acquired knowledge and skills.

300.7.1 SELECTION PROCESS

Jail Training Officers should be selected based on certain requirements, including:

- (a) A desire to perform the training mission.
- (b) A minimum of three years as a San Francisco deputy.
- (c) A demonstrated ability to be a positive role model.
- (d) Successfully passed an internal oral interview selection process.
- (e) Evaluation by supervisors and current JTOs.

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- (f) Achieved an overall comprehensive score of Competent and Effective or higher on their most recent Performance Evaluation.
- (g) If a JTO is not available, a non-probationary deputy may be used temporarily.

300.7.2 TRAINING

All JTOs shall successfully complete a 40-hour course of instruction prior to being assigned a trainee.

All JTOs must complete a 24-hour update course every three years while assigned to the position of JTO.

300.8 JAIL TRAINING OFFICER RESPONSIBILITIES

- (a) JTOs should complete and submit a Daily Observation Report (DOR) on the performance of their assigned trainee to the JTO's immediate supervisor on a daily basis.
- (b) JTOs should review the DORs with the trainee each day.
- (c) JTOs shall be responsible for signing off all completed topics contained in the Jail Training Manual.

300.9 JAIL TRAINING COORDINATOR

The Jail Training Coordinator will be selected from the rank of sergeant or above by the Facility Commander or the authorized designee. The Jail Training Coordinator's responsibilities include:

- (a) Assigning trainees to JTOs.
- (b) Conducting JTO meetings.
- (c) Maintaining and ensuring JTO/trainee DORs are completed in a timely manner.
- (d) Ensuring the jail training manual issued to each trainee is current.
- (e) Monitoring individual JTO performances.
- (f) Monitoring the overall JTO program.
- (g) Developing ongoing training for JTOs.
- (h) A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the Jail Training Coordinator at the end of the training.
- (i) Conducting an exit survey with the trainee at the end of the training.
- (j) Providing a report to the Facility Commander recapping:
 - 1. Performance of trainees
 - 2. Performance of JTOs
 - 3. Training program recommendations

Central Records and Warrants Unit

301.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the San Francisco Sheriff's Department Central Records and Warrants Unit (CRW). The policy addresses department records and requests for Incident Reports.

301.2 POLICY

It is the policy of the San Francisco Sheriff's Department to maintain department records securely, professionally, and efficiently.

301.3 CENTRAL RECORDS AND WARRANTS

301.3.1 UNIT COMMANDER

The Sheriff shall appoint and delegate certain responsibilities to the Central Records and Warrants Unit Commander. The CRW Unit Commander shall be directly responsible to the Custody Operations Division Commander or the authorized designee.

The responsibilities of the CRW Unit Commander include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Central Records and Warrants Unit.
- (b) Scheduling and maintaining Central Records and Warrants Unit time records.
- (c) Supervising, training, and evaluating Central Records and Warrants Unit staff.
- (d) Maintaining and updating Central Records and Warrants Unit procedures.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

301.3.2 RECORDS SECTION

The responsibilities of the CRW Records Section include but are not limited to:

- (a) Updating the Automated Firearms System to reflect all Department issued firearms and any firearms relinquished to the Department and the subsequent disposition to the DOJ pursuant to Penal Code § 34010 (Penal Code § 29810) (see Firearms Policy).
- (b) Entering into the Automated Firearms System information about each firearm that has been reported stolen, lost, found, recovered, held for safekeeping, or under observation within seven calendar days of the precipitating event (Penal Code § 11108.2).
- (c) Maintaining master case records for:
 - 1. Restraining and Protective Orders (CARPOS)
 - 2. Missing Persons (MPS)
 - 3. Wanted Persons (WPS)

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4. Stolen Vehicles (SVS)
 5. Stolen Property (APS)
 6. Supervised Release File (SRF)
 7. Supervised Release File (SRF)
 8. Stolen Boat (ABS)
 9. Sex and Arson Registry (CSAR)
- (d) Reviewing and processing DHS/ICE Immigration Detainers and Requests for Notification per San Francisco Administrative Code 12 I.3(d).
 - (e) Receiving, reviewing, tracking, and providing Public Records Requests per the Public Records Act (PRA), Freedom of Information Act (FOIA), and the San Francisco Sunshine Ordinance.
 - (f) Receiving, reviewing, and tracking Subpoena Duces Tecum (SDT).
 - (g) Verifying warrant information for law enforcement per DOJ guidelines to include placing and dropping holds on warrants in AWS/CLETS.
 - (h) Providing Pick-up Notices to the Transportation Unit.
 - (i) Disseminating information to proper stakeholders using the Notification and Alert process.
 - (j) Daily Incident Report 24 Hour Recap Notification.
 - (k) Depository of all Department Operation Orders.

301.4 CONFIDENTIALITY

Central Records and Warrants Unit employees have access to information that may be confidential or sensitive in nature. Central Records and Warrants Unit employees shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Central Records and Warrants Unit procedures.

301.5 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by deputies of the San Francisco Sheriff's Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the CRW Unit Commander or authorized designee. The Unit Commander or designee should promptly contact the District Attorney's Office (DA) and request a determination as to whether the petitioner is factually innocent of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a determination from the DA affirming factual innocence, the Unit Commander or designee shall ensure that the arrest record and petition are sealed for later destruction and

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the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Unit Commander or designee should respond to a petition with the Department's decision within 60 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

301.6 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The IRC and CRW shall ensure a process is in place when an individual is arrested and released and no accusatory pleading is filed, so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

- (a) The individual is issued a certificate describing the action as a detention.
- (b) All references to an arrest shall be deleted from the arrest records of the Department and the record reflects only a detention.
- (c) The California DOJ, Bureau of Criminal Identification and Investigation, is notified to delete all references of an arrest from the arrest record.

301.7 ORDER TO EXPUNGE CRIMINAL RECORDS

The CRW shall have a process in place when an order to expunge criminal records is received to ensure all criminal history records stored by the Department are removed.

301.8 CRW RECORDS SECTION PROCEDURES

Procedural link:

[Custody and Court Operations Procedure Manual: 301.1 CRW RECORDS SECTION PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 301.2 CRW RECORDS SECTION POST POSITIONS AND DUTIES](#)

[Custody and Court Operations Procedure Manual: 301.3 CRW RECORDS SECTION - POST 1](#)

[Custody and Court Operations Procedure Manual: 301.4 CRW RECORDS SECTION - POST 2](#)

[Custody and Court Operations Procedure Manual: 301.5 CRW RECORDS SECTION - POST 3](#)

[Custody and Court Operations Procedure Manual: 301.6 CRW RECORDS SECTION - POST 4](#)

[Custody and Court Operations Procedure Manual: 301.7 CRW WARRANTS SECTION DUTIES](#)

[Custody and Court Operations Procedure Manual: 301.8 CRW, WARRANTS SECTION – MIDNIGHT SHIFT DUTIES](#)

[Custody and Court Operations Procedure Manual: 301.9 CRW, WARRANTS SECTION – DAY SHIFT DUTIES](#)

[Custody and Court Operations Procedure Manual: 301.10 CRW, WARRANTS SECTION - SWING SHIFT DUTIES](#)

Court Services Section

302.1 PURPOSE

The San Francisco Sheriff's Department Court Services Section provides deputies as bailiffs in criminal, civil, traffic, and juvenile courts in San Francisco County.

302.2 POLICY

The San Francisco Sheriff's Department will ensure the safe and secure operations of the Superior Court of California for the County of San Francisco.

302.3 BAILIFF RESPONSIBILITIES

Sheriff's deputies serve as bailiffs in courtrooms and should be familiar with department policies and procedures, courtroom procedures and demeanor, incarcerated person movement, and response to critical situations. Deputies maintain the order of the court and provide protection to judicial officers, court employees, defendants, jurors, and the public (the term "deputies" throughout the Department policy and procedure manuals refers to all sworn staff of every rank).

Deputies perform general and specific law enforcement duties within a courtroom and in the public access areas leading to the courtrooms.

Procedural link:

[Custody and Court Operations Procedure Manual: 302.1 BAILIFF RESPONSIBILITIES](#)

[Custody and Court Operations Procedure Manual: 302.2 COURTROOM PROTOCOL](#)

[Custody and Court Operations Procedure Manual: 302.3 ADMINISTRATIVE MATTERS](#)

[Custody and Court Operations Procedure Manual: 302.4 JURY](#)

[Custody and Court Operations Procedure Manual: 302.5 CIVIC CENTER COURTHOUSE IN-CUSTODY PROCEEDINGS](#)

Court Training Officer Program

303.1 PURPOSE

The San Francisco Sheriff's Department Court Training Officer Program is designed to provide deputies with formal on the job training in the duties of a bailiff in criminal, civil and juvenile courts in San Francisco County.

303.2 COURT TRAINING OFFICER (CTO)

A Court Training Officer (CTO) is an experienced deputy especially selected and trained to conduct court training. It is the responsibility of the CTO to thoroughly review the training guide materials with the newly assigned deputy (trainee) and to demonstrate proper court procedures. Trainees will be required to perform various duties under the guidance and supervision of the assigned CTO and CTO supervisor. The trainee's performance will be evaluated daily by the CTO and weekly reviews will be conducted by the CTO supervisor.

Court Training Officers are entrusted to create a positive learning environment while maximizing the opportunity for the deputy to learn on the job and perform at the highest possible level. A CTO must be fair, firm and professional, providing a clear, straight forward approach to the accomplishment of the Court's and the Department's mission.

The Court Training Officer shall complete a daily observation sheet for each day that a trainee is assigned. The document shall be reviewed by a supervisor assigned to the Courts. This document must be reviewed with the trainee.

303.3 COURT TRAINING MANUAL

The Court Training Manual is structured for the deputy trainee to become familiar with relevant department policies and procedures, legal codes and ordinances, courtroom demeanor, incarcerated person movement, response to critical situations, etc. The material is comprehensive and will be reviewed and discussed with the trainee in great detail, giving examples and demonstrations when possible. It is the responsibility of the deputy trainee to understand the material before initialing training section material that was reviewed.

303.4 ATTACHMENTS

See attachment: [Court Training Officer Manual.pdf](#)

Transportation Unit

304.1 PURPOSE

The San Francisco Sheriff's Department Transportation Unit provides for safe and secure incarcerated person transportation operations between jail and prison facilities, courts, medical and mental health facilities, and to and from outside agencies.

304.2 UNIT RESPONSIBILITIES

Sheriff's deputies assigned to the Transportation Unit are trained in incarcerated person transportation and are licensed to operate marked and unmarked transportation vehicles. Deputies may wear the Department Class B or C uniform and shall carry and maintain the following documents on their person while on duty:

- (a) A valid California Driver's License for the vehicle type they are operating
- (b) Department and City employee identification cards
- (c) Current Department of Motor Vehicle Medical Examination Certificate

The Transportation Unit transports incarcerated persons for:

- (a) Local and out of county civil, criminal and family court
- (b) Court-ordered commitments to/from state prison, out of county detention facilities, and mental health facilities.
- (c) Release from custody
- (d) Any transport directed to complete the mission of the Department

For additional information on the transportation of incarcerated persons and required documentation see Transportation of Incarcerated Persons Policy.

Deputies on out-of-county transports shall be provided meals and lodging pursuant to the Controller's Accounting Policies and Procedures, Employee Travel and Business Expense criteria.

On/Off Ward 7D/7L

305.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for deputies assigned to provide for the safety and security of incarcerated persons and arrestees while at Zuckerberg San Francisco General Hospital (ZSFGH) Ward 7D/7L, and when assigned to other duties such as lunch relief (i.e., Off-Ward, PES or on a Hospital Run).

305.2 POLICY

The San Francisco Sheriff's Department operates Ward 7D/7L at ZSFGH for incarcerated persons who require housing at the hospital for on-going medical and/or mental health treatment.

305.3 SHERIFF'S RESPONSIBILITIES

The San Francisco Sheriff's Department provides a continuous presence at Ward 7D/7L. Deputies working with the Department of Public Health (DPH) staff, ensure incarcerated persons are taken to scheduled appointments, are admitted, released and transported to and from the hospital to the jails, and provide assistance at the request of DPH staff when dealing with an aggressive or combative patient. In addition, deputies provide for the security of incarcerated persons and act as a secondary resource for others in the hospital emergency room or when housed in another hospital ward.

Deputies assigned to Ward 7D/7L report to and function under the Facility Commander assigned to County Jail #2.

Procedural link:

[Custody and Court Operations Procedure Manual: 305.1 WARD 7D/7L POSITIONS](#)

[Custody and Court Operations Procedure Manual: 305.1.1 CONTROL ROOM](#)

[Custody and Court Operations Procedure Manual: 305.1.2 HOUSING UNIT/RELIEF DEPUTY](#)

[Custody and Court Operations Procedure Manual: 305.1.3 TRANSPORTATION/RELIEF DEPUTY](#)

[Custody and Court Operations Procedure Manual: 305.1.4 RE-OPENING OF WARD 7D](#)

305.4 WARD 7D/7L HOUSING

The Responsible Physician or designee will decide what medical/psychiatric housing is appropriate for all incarcerated persons. When the decision is made that the appropriate level of care cannot be met in Ward 7D/7L, the Responsible Physician or designee will notify the Watch Commander. The Watch Commander will arrange staffing to maintain security and safety of the incarcerated person and public based on known factors and housing history of the incarcerated person while the incarcerated person is housed Off-Ward.

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On/Off Ward 7D/7L

305.5 MEAL CARDS

Deputies assigned to Ward 7D/7L, and deputies assigned to guard incarcerated persons who are in ZSFGH PES, on an MEH Run or Off-Ward, are provided a meal card and are required to eat their meal in the kitchen at Ward 7D/7L unless approved otherwise by the Watch Commander. The cafeteria hours and the maximum meal allowance for one meal will be discussed by the Ward 7D/7L deputy when the deputy from the jail is provided a meal relief.

- (a) The Ward 7D/7L Unit Commander will be issued meal cards from ZSFGH Food and Nutrition Services.
- (b) Deputies assigned from a jail will be provided a meal break and the meal card after being on duty for a minimum of four hours.
 - 1. One meal card is allotted to those working an 8-hour shift.
 - 2. Two meal cards are allotted to those working a 12-hour shift.
- (c) Meal cards have a set dollar amount for one meal and deputies are not allowed to charge more than that amount on a meal card. If a deputy wishes to purchase more items than allowed on a card, the deputy is to pay for those items in a separate transaction using their own funds.
- (d) Deputies must ask for a receipt from the cashier for the purchased meal. Deputies will sign their name and enter their badge number on the receipt and give it to the Ward 7D/7L Watch Commander or designee and log the meal.
- (e) Deputies not assigned to Ward 7D/7L will return the meal card to the Watch Commander or designee.
- (f) Meal cards will not be shared with another employee or guest. They are only for those deputies assigned to Ward 7D/7L and deputies assigned to guard incarcerated persons who are in ZSFGH PES, on an MEH Run or Off-Ward.
- (g) Food purchased using a meal card will not be given to others.

305.6 OFF WARD 4011.7 AND 4011.9 ELIGIBILITY

incarcerated persons admitted and housed on a hospital ward other than Ward 7D/7L are considered Off-Ward. An incarcerated person charged with or convicted of a misdemeanor or felony, who is in need of medical or surgical hospitalization may have the deputy removed from the incarcerated person while the incarcerated person is in the hospital, if it reasonably appears that the incarcerated person is physically unable to effectuate an escape or the incarcerated person does not constitute a danger to life or property (Penal Code 4011.7 applies to misdemeanors and 4011.9 applies to a felony). Consideration for this action only applies to incarcerated persons who are housed Off-Ward.

Procedural link:

[Custody and Court Operations Procedure Manual: 305.2 OFF-WARD INCARCERATED PERSON SECURITY PROCEDURES](#)

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Custody and Court Operations Procedure Manual: 305.2.1 USE OF RESTRAINT GEAR FOR OFF-WARD INCARCERATED PERSONS

Custody and Court Operations Procedure Manual: 305.2.2 ELIGIBILITY 4011.7 AND 4011.9

Chapter 4 - Emergency Planning

Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within each jail facility, the courts, and Ward 7D/7L, and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, incarcerated persons, and all others who enter a facility where incarcerated persons are present while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire and evacuations are addressed in other policies.

When possible the Incident Command System (ICS) should be employed for both small and large events.

400.2 POLICY

It is the policy of this department to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within a facility.

400.3 GUIDELINES

The Sheriff's Department has developed and published emergency response plans that apply to all facilities where incarcerated persons are present, and that address the following (15 CCR 1029(a)):

- (a) Fires
- (b) Escapes
- (c) Disturbances/riots
- (d) Taking of hostages
- (e) Mass arrests
- (f) Natural disasters
- (g) Periodic testing of emergency equipment
- (h) Storage, issue and use of weapons, ammunition, chemical agents and related security devices

The Department's emergency response plans are intended to provide Sheriff's employees with current methods, guidelines and training for minimizing the number and severity of emergency events that may threaten the security of each facility or compromise the safety of staff, incarcerated persons or the public. In addition, the Department has developed a Critical Incident Notification Policy to include persons to be notified in any type of emergency (Refer to Critical Incident Notification policy).

The Department's emergency response plans should include procedures for continuing to house incarcerated persons in a facility; the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities; incarcerated person

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transportation options; and contact information for a mutual aid response by local agencies (see Evacuation Plan Policy).

Emergency response plans are made available to Sheriff's employees working each facility in a manner that allows them to implement the plan for the area in which they work or have responsibility for.

400.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of a facility, such as a riot, hostage situation, or serious assault against staff, deputies shall immediately notify the Control Room and the Watch Commander. Deputies may immediately respond by locking down an incarcerated person-occupied area in order to maintain safety, provide security and re-establish control over a situation. The Watch Commander will immediately assess the situation, respond to the scene if appropriate, and determine a plan of action (i.e., additional staff, level of lockdown, ICS etc.). The Watch Commander or designee may order a partial or full lockdown of a portion or the entire facility.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order. The lockdown shall remain in effect for as short a period of time as practical and justified, or upon the conclusion of the incident or investigation. When a lockdown results in the suspension of Title 15 rights or exceeds two hours in length, the Facility Commander shall be notified. When a lockdown is anticipated to extend beyond 24 hours from the time of the initial occurrence, the Division Commander shall be contacted for approval or denial of the lockdown continuing Deputies may be detailed and reassigned in response to any facility emergency.

Services for incarcerated persons in lockdown may be suspended and/or rescheduled at the direction of the Watch Commander or designee. Compliance with all Title 15 regulations and department policies will remain in effect, as applicable, and for all unaffected areas within the facility. incarcerated person visiting and out of cell time may be suspended for up to a maximum of 24 hours from the time of the initial occurrence. The Sheriff or Undersheriff must approve a suspension of visiting or out of cell time beyond 24 hours.

[Custody and Court Operations Procedure Manual: 400.4 LOCKDOWN PROCEDURES](#)

400.5 HUNGER STRIKE

Upon being made aware that one or more incarcerated persons are engaged in a hunger strike, the staff will notify the Watch Commander, who will notify the Facility Commander of actions taken to resolve or address the hunger strike. The Facility Commander should evaluate the basis for the strike and seek an appropriate resolution. Should the Facility Commander be unable to resolve the complaint(s) leading to the strike, the Facility Commander will notify the Custody Operations Division Commander and Jail Health Services who will in turn notify their chain of command.

[Custody and Court Operations Procedure Manual: 400.5 HUNGER STRIKE PROCEDURES](#)

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400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Facility Commander or designee shall notify Jail Health Services (JHS) to review, coordinate and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike. If an incarcerated person is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

JHS should monitor the health of incarcerated persons involved in the hunger strike and make recommendations to the Facility Commander or the supervisors responsible for oversight.

400.6 RESPONSE TO DISTURBANCES

Deputies should isolate the disturbance to the extent possible. Deputies should immediately notify the Watch Commander of the incident. The Watch Commander shall notify the Facility Commander when appropriate. The Watch Commander or Facility Commander may direct additional staff as needed to resolve the disturbance (15 CCR 1029(a)(7)(B)). Based on the seriousness of the event, the Facility Commander shall notify the Division Commander.

400.6.1 REPORTING

The Watch Commander shall ensure an Incident Report is completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

400.7 RIOTS

Riots occur when incarcerated persons forcibly and/or violently take control or attempt to take control of any area within the confines of a county jail. Deputies should make reasonable attempts to prevent person-on-person violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation. When appropriate, a supervisor should report immediately to direct any actions taken.

400.7.1 RESPONSE TO RIOTS

Procedural link:

[Custody and Court Operations Procedure Manual: 400.1 RESPONSE PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 400.2 WATCH COMMANDER AND SUPERVISORS](#)

[Custody and Court Operations Procedure Manual: 400.2.1 INCIDENT CONCLUSION](#)

[Custody and Court Operations Procedure Manual: 400.3.1 INCARCERATED COUNTS](#)

[Custody and Court Operations Procedure Manual: 400.3.2 SEARCH](#)

[Custody and Court Operations Procedure Manual: 400.6 RIOT PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 400.7 HOSTAGE PROCEDURE](#)

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400.7.2 QUALIFIED HEALTH CARE PROFESSIONALS RESPONSE

A supervisor or designee should notify JHS and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

The Responsible Physician or designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

400.7.3 DEBRIEFING

All responding staff, including medical responders, shall be operationally debriefed on the incident as soon as practical after the conclusion of the incident. Supervisors shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response.

400.8 HOSTAGES

The Department does not recognize the taking of hostages as a means of escape for any incarcerated person, or a reason to relinquish control of the county jail environment, a courtroom or Ward 7D/7L. Hostage takers shall not be granted additional weapons or ammunition, and/or an exchange for or additional hostages. All staff, contractors, and the public shall be informed of the "no hostage" policy prior to entering a facility for the first time.

Individuals who are taken hostage shall lose their authority to direct others regardless of rank or position.

It is the policy of the San Francisco Sheriff's Department to use all available resources necessary to bring about a successful end to a hostage situation (15 CCR 1029(a)(7)(B)). Refer to the Hostage and Barricade Incidents Policy for additional information on response to hostage incidents.

400.8.1 RESPONSE TO HOSTAGE INCIDENT

The supervisor/deputy responding to the scene should attempt to identify the number of hostage-takers, hostages, weapons, and demands made by the hostage-takers.

400.8.2 REPORTING AND DEBRIEFING

Following the conclusion of a hostage incident, the Incident Commander shall ensure that an Incident Report is completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

400.9 ESCAPES

Upon being made aware that an incarcerated person escape may have occurred, or did, in fact, occur in a jail facility, courtroom or Ward 7D/7L, (i.e. direct observation, knowledge of an

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unescorted incarcerated person in an unauthorized area, count does not clear, etc.) the deputy shall immediately notify a supervisor and the Control Room.

Procedural link:

[Custody and Court Operations Procedure Manual: 400.3 ESCAPE PROCEDURES](#)

400.9.1 REPORTING

The Incident Commander or Watch Commander and the deputy who reported the escape shall submit an Incident Report to the Facility/Section Commander. The CIU shall conduct an investigation and file criminal charges against the escapee. The Facility/Section Commander should review the reports and develop action plans to minimize the risk of future occurrences.

400.10 CIVIL DISTURBANCES OUTSIDE OF THE JAIL

Upon being notified that the Intake and Release Center (IRC) will be needed in response to a civil disturbance involving mass arrests, the IRC Watch Commander shall notify the Facility Commander. The Facility Commander shall review the event and determine whether it warrants notification of the Sheriff.

The size of the event may also require a suspension of normal operations that are not critical to the IRC operations, and/or implementation of alternate staffing plans. To accommodate the influx of incarcerated persons, the Division Commander shall develop a housing plan that will not adversely affect the safety and security of other jail facilities. Program spaces, such as exercise yards, classrooms, and dayrooms, may be used to temporarily house a limited number of additional incarcerated persons.

In the event that the IRC can no longer accept additional incarcerated persons without compromising the safety and security of the facility or other facilities, mutual aid may be requested from allied counties. Title 15 CCR standards may be temporarily suspended. The Division Commander shall notify the California Board of State and Community Corrections (BSCC) in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the BSCC (15 CCR 1012).

400.11 REVIEW OF EMERGENCY PROCEDURES

Each Facility Commander shall review emergency response plans at least once each year. This review should be documented with reports submitted to the Division Facility Commander or designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- (a) Assignments of persons to specific tasks in emergency situations.
- (b) Instructions in the use of the alarm systems and signals.
- (c) Systems for the notification of appropriate persons outside of the facility.
- (d) Information on the location and use of emergency equipment in the facility.
- (e) Specification of evacuation routes and procedures.

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400.12 TRAINING

Each jail facility, the Courts, and Ward 7D/7L will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. Deputies shall also receive refresher training at least annually in the emergency response plans. The Division Commander and Facility Commanders are responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or muster training), mock practical exercises, and drills. Each type of emergency covered in this policy and other emergency response plans (Fire Safety Policy, Critical Incident Notification Policy and Evacuation Plan Policy) must be included in the training.

The Division Commander shall forward an annual report through the chain of command to the Sheriff on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report. Facility Commanders will document actions taken to address training deficiencies and forward that information to the Division Chief.

All Facility Emergencies training shall be documented by the Division Commander and retained in accordance with established records retention schedules.

Extraction Team

401.1 PURPOSE

To provide direction in the execution of an Extraction Team during a cell extraction and/or movement of a resistant, hostile, disruptive and/or combative incarcerated person(s).

401.2 POLICY

The San Francisco Sheriff's Department Custody Operations Division (COD) may be required to remove a resistant incarcerated person from a location and move them to another location utilizing an extraction team. The term "deputies" throughout the Department policy and procedure manuals refers to all sworn staff of every rank.

401.3 CREDIBLE THREAT

When an incarcerated person in a secure location (cell, housing unit, etc.) has made a credible threat to resist or the incarcerated person is actively resisting orders to move to another secure location, the door shall not be opened until a supervisor has arrived on scene, except during a life-threatening emergency.

Deputies should use verbal communication skills to gain voluntary compliance from the incarcerated person in an attempt to resolve the situation. Deputies should attempt to identify the incarcerated person's reasons for refusing to move. At any time throughout the extraction and removal process, the incarcerated person shall have the opportunity to comply with the deputy's orders.

Procedural link:

[Custody and Court Operations Procedure Manual: 401.1 EXTRACTION PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 401.1.1 PRELIMINARY PREPARATIONS](#)

[Custody and Court Operations Procedure Manual: 401.1.2 OPERATIONS PLANNING](#)

[Custody and Court Operations Procedure Manual: 401.1.3 OPERATIONS EXECUTION](#)

401.4 ATTACHMENTS

[See attachment: Extraction Implementation Plan.pdf](#)

[See attachment: Extraction Operations Guide.pdf](#)

Fire Safety

402.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in a jail facility, building, courtroom, hospital, or clinic represents a significant risk to the safety and security to employees, incarcerated persons, patients, contractors, and the public. The purpose of this policy is to clearly identify and conform to applicable federal, state, and/or local fire safety codes, and to establish a process of creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation (see Evacuation Plan Policy).

402.2 POLICY

It is the policy of this department that fire prevention strategies are a high priority.

The Sheriff shall ensure a fire alarm and suppression system, as required by law, are installed, maintained, and periodically tested. Any variance, exception, or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to the occupants of each facility (15 CCR 1029(a)(7)(A); 15 CCR 1032 et seq.).

402.2.1 FIRE CODES

The Department shall conform to all federal, state, and local fire safety codes.

402.2.2 FIRE PREVENTION RESPONSIBILITY

All employees and contractors who work in a facility/building are responsible for the prevention of fires. Often times, the major cause of death in a facility/building fire is the presence of smoke and smoke inhalation. Employees should be trained and given the tools/equipment to carry out the tasks necessary to reduce the risk of fire and to exit a smoke environment.

402.3 FIRE SUPPRESSION PRE-PLANNING

Pursuant to Penal Code § 6031.1, the Division Commander shall, in cooperation with the local fire department or other qualified entity, ensure plans for responding to a fire are developed. The plan shall include but is not limited to (15 CCR 1032):

- (a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.
- (b) Fire prevention, safety inspection plans, and record retention schedules developed by designated staff or as required by applicable law.
- (c) Fire prevention inspections as required by Health and Safety Code § 13146.1(a) and (b), which requires inspections at least once every two years.
- (d) Documentation of all fire prevention inspections, all orders to correct, and all proofs of correction should be maintained for a minimum of two years or as otherwise required by law (see Records Retention Policy).
- (e) An evacuation plan (see the Evacuation Plan Policy).

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- (f) A plan for the emergency housing of incarcerated persons in case of fire (see the Evacuation Plan Policy).
- (g) A plan for the cross-training of fire department responders and facility staff via drills, which should occur at least quarterly, if practicable.

402.4 FIRE PREVENTION EQUIPMENT

All required fire alarms, sprinklers, and detection devices shall be in good working order at all times. Fire alarm systems consist of smoke detectors, sprinklers, sprinkler activation notification and pull stations. In most situations, smoke exhaust systems and sprinklers will automatically activate.

Should any device become inoperative, each Facility Commander or designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible and that staff is provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the facility or building shall be reassessed for habitability.

402.5 FIRE SUPPRESSION EQUIPMENT

Each Facility/Section/Unit Commander shall ensure the facility/building is equipped with the necessary fire suppression equipment (e.g., fire hoses, extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of fire suppression equipment will be shown on the facility/building schematic.

While employees are not trained as firefighters, each Facility/Section/Unit Commander or designee will ensure staff is trained to respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

402.5.1 SELF-CONTAINED BREATHING APPARATUS

Each jail facility shall maintain sufficient quantities of self-contained breathing apparatus (SCBA) for staff to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary. The Department is responsible for developing and implementing a written respiratory protection program that includes fit testing and training. Deputies directly involved with the fire should don a SCBA, deploy fire extinguishers, and have Jail Health Services (JHS) standing by to aid the injured.

[Custody and Court Operations Procedure Manual: 402.1 FIRE RESPONSE PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 402.1.1 WATCH COMMANDER AND SUPERVISOR RESPONSIBILITIES](#)

[Custody and Court Operations Procedure Manual: 402.1.2 RESPOND TO THE SCENE](#)

[Custody and Court Operations Procedure Manual: 402.2 RESPONSE ACTIONS](#)

[Custody and Court Operations Procedure Manual: 402.3 CONTROL ROOM ACTIONS](#)

[Custody and Court Operations Procedure Manual: 402.4 RESPONDING TO A FIRE/SMOKE](#)

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[Custody and Court Operations Procedure Manual: 402.4.1 HOUSING UNIT FIRE ALARM LIGHTS](#)

[Custody and Court Operations Procedure Manual: 402.5 POST INCIDENT](#)

402.6 FIRE TRAINING

Each Facility/Section/Unit Commander is responsible for ensuring that within the first six months of assignment to a Facility/Section/Unit employees shall receive training on the use of the SCBA (if in a jail) and the facility/building firefighting equipment sufficient to demonstrate proficiency.

Employees on each shift shall receive refresher training at least quarterly on the use of fire suppression equipment.

Each shift in a jail facility will have at least one designated deputy as a fire marshal who is trained to maintain the facility's fire suppression equipment, including the SCBA.

402.7 INSPECTIONS AND TESTING

The Department shall appoint at least one deputy for each facility who is qualified to perform and document fire and safety inspections on a monthly basis to ensure that fire safety standards are maintained (15 CCR 1032). These inspections will be focused on, but not limited to, fire prevention, staff training and proficiency, fire suppression equipment availability and functionality, alarms, fire detectors, fire safety equipment, and staff familiarity with prevention and suppression techniques, suppression pre-planning, SCBA use, emergency response, fire safety equipment use, and the evacuation plan.

The Facility Commander or designee shall ensure deputies designated as fire marshals conduct monthly fire and safety inspections of the facility and that all fire safety equipment is tested at least quarterly (15 CCR 1029(a)(7)(E)). A written report with the fire marshal's findings, corrective actions taken and recommendations shall be submitted to the Facility Commander and a copy placed in the facility fire/life safety binder.

A Sheriff's Bureau of Building Services (SBBS) employee shall be assigned to coordinate with local or state fire officials for the inspections as required once every two years, pursuant to Health and Safety Code § 13146.1(a); and Health and Safety Code § 13146.1(b). The result of all fire inspections and fire equipment testing shall be provided to the Facility Commander and the Sheriff, and the records maintained for at least two years (15 CCR 1032(b)). SBBS will be responsible for testing each Facility Fire Alarm System.

Facility/Section/Unit Commanders shall ensure corrective measures are taken and documented after each fire and safety inspection of the equipment and facility/building.

- (a) In the annual fire and life safety inspection, if minor discrepancies are noted and the fire clearance is granted or withheld, the Facility Commander shall correct the discrepancy and a re-inspection shall be conducted.

Procedural link:

[Custody and Court Operations Procedure Manual: 402.6 TESTING OF FIRE EQUIPMENT](#)

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402.7.1 FURNISHINGS

All furnishings allowed in a jail facility shall meet fire authority standards for fire performance characteristics.

402.7.2 FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS

The Division Commander or designee, in collaboration with the local environmental health expert, will review the type of materials introduced into a jail facility to ensure that flammable, toxic, and caustic materials are controlled and used safely. All such materials will be safely stored and only used by incarcerated persons under the direction of deputies.

402.8 EMERGENCY HOUSING OF INCARCERATED PERSONS

The Division Commander or designee shall develop a plan for the emergency housing of incarcerated persons in the event of a fire (15 CCR 1032(e)). The plan should include procedures for continuing to house incarcerated persons in the facility, identification of alternate facilities and the potential capacity of those facilities, incarcerated person transportation options, and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary. Refer to the Evacuation Plan Policy for emergency housing of incarcerated persons.

Evacuation Plan

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide evacuation strategies and to establish procedures, responsibilities, and training requirements for the staff of the San Francisco Sheriff's Department in case of an emergency evacuation in a building, jail facility, courthouse, hospital or clinic where incarcerated persons are present.

403.2 POLICY

The employees, patients, volunteers, contractors, incarcerated persons and the public should have an evacuation plan that can be implemented in the event a portion of any facility or building requires evacuating due to an emergency (e.g. fire, smoke, flood) (15 CCR 1032(d)). All Sheriff's employees should be knowledgeable about this policy and evacuation strategies and procedures of the facility or building in which they work.

403.3 EVACUATION STRATEGIES

The San Francisco Sheriff's Department Evacuation Plan Policy and Procedures will be implemented in the event of a fire, natural disaster, human-caused event or other emergency (15 CCR 1032(d)). An Incident Commander, building manager/engineer, Watch Commander or other person of authority may declare an area, a floor or an entire building be evacuated of all persons. With the exception of Sheriff's employees needed to contain the emergency and/or execute the evacuation of individuals from the area, floor or building, all others will be evacuated to a designated assembly area. At a minimum evacuation planning and strategies shall address the following:

- Location of facility/building floor plans if it is not a Sheriff's facility
- Removal of building employees, contractors and the public (a minimum of 500 feet away from a building) to a designated assembly area.
- Procedures on removing and moving incarcerated persons from secure locked areas
- Relocation areas to be used for hospital/clinic patients or securing/housing incarcerated persons in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for staff
- Reporting requirements

The Facility/Section/Unit Commanders shall ensure that Evacuation Plans where there are Sheriff employees working or provide contracted services are reviewed and updated as needed and at least annually.

403.3.1 EXITS

All facility exits should be marked with signs that clearly indicate the direction of traffic.

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Except for temporary reasons, such as maintenance or repairs, all building exits shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, a person's ability to observe or use any exit.

403.3.2 EVACUATION ROUTES

Public evacuation routes will be posted in all public areas of a facility/building. Deputies should be familiar with their assigned facility/building evacuation routes for building employees, the public, patients, and incarcerated persons.

403.3.3 EMERGENCY HOUSING OF THE INCARCERATED

The Department shall develop a plan on the emergency housing of incarcerated persons in the event of a full or partial evacuation of a jail facility. The plan will address when incarcerated persons should shelter in place, identification of alternate relocation facilities, and the potential capacity of those facilities, incarcerated person transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

Procedural link:

[Custody and Court Operations Procedure Manual: 403.1 EVACUATION PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 403.2 WATCH COMMANDER AND SUPERVISOR RESPONSIBILITIES](#)

[Custody and Court Operations Procedure Manual: 403.2.1 RESPOND TO THE SCENE](#)

[Custody and Court Operations Procedure Manual: 403.2.2 IDENTIFY AND NOTIFY](#)

[Custody and Court Operations Procedure Manual: 403.2.3 EVACUATE BUILDING OCCUPANTS](#)

[Custody and Court Operations Procedure Manual: 403.3 DEPUTY RESPONSIBILITIES](#)

[Custody and Court Operations Procedure Manual: 403.4 MOVING INCARCERATED PERSONS](#)

[Custody and Court Operations Procedure Manual: 403.5 EVACUATION TO A JAIL FACILITY FOR HOUSING](#)

[Custody and Court Operations Procedure Manual: 403.6 POST EVACUATION](#)

403.4 TRAINING DRILLS

Facility/Section/Unit Commanders should ensure that drills of the Evacuation Plan are conducted at least annually, or more often if required by code, on each shift and for all facility/building locations. Drills should include staff and building employees. The local fire agency may be invited to participate in one or more drills annually. Nonviolent and compliant incarcerated persons may participate upon the approval of the Sheriff or designee. Violent and/or dangerous incarcerated persons or those known to be a flight risk will not be involved in the drills.

Drills should be designed to ensure all staff are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants.

Chapter 5 - Management of Incarcerated Persons

Population Management System

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of incarcerated person population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Department to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY

It is the policy of the Department that an incarcerated person population management system shall be established and maintained to account for the admission, processing, and release of incarcerated persons. The Facility Commander or designee is responsible for ensuring that daily reports of the facility's incarcerated person population are completed and maintained by the staff. Information may be located in the Classification Unit, by review of Incident Reports, and through data reports in the Jail Management System (JMS). The reports shall reflect the average daily population of sentenced and non-sentenced incarcerated persons by categories of adult male, adult female and juvenile male and juvenile female. The Facility Commander should collect and submit the data to the Custody Operations Division (COD) Chief, and then to the Sheriff, in a monthly report within 10 working days of the end of each month. The Sheriff or designee should maintain the data in an accessible format for historical purposes, trend analysis and to respond to funding opportunities (15 CCR 1040).

500.3 DATA COLLECTION

For each reporting period, the report should include but is not limited to:

- (a) Current number of beds in:
 - 1. Compliance with local or state standards
 - 2. General housing
 - 3. Medical/mental health
- (b) Average daily population (ADP) for:
 - 1. Minimum security
 - 2. Maximum security
 - 3. High security
 - 4. Administrative separation
- (c) Highest one-day incarcerated person population
- (d) Number and/or percentage of:
 - 1. Bookings
 - 2. Incarcerated persons by gender
 - 3. Non-sentenced incarcerated persons

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4. Felony incarcerated persons
 5. Pretrial incarcerated persons released
 6. Sentenced incarcerated persons released early due to lack of space
 7. Incarcerated persons receiving psychotropic medication
- (e) Number of incarcerated persons:
1. Enrolled in work release program
 2. Enrolled in work furlough program
 3. Assigned to home electronic monitoring program
- (f) Number of:
1. Incarcerated person-on-incarcerated person assaults (monthly)
 2. Incarcerated person-on-staff assaults (monthly)
 3. Escapes/attempted escapes
 4. Active misdemeanor warrants
 5. Active felony warrants
 6. Incarcerated person grievances and dispositions
 7. Incarcerated person disciplinary reports and dispositions
- (g) Any other demographic information (e.g., gang activity)

The Sheriff or designee is responsible for ensuring that all required information is supplied to the Sheriff's Administration for forwarding to the Board of State and Community Corrections as required (15 CCR 1040).

Incarcerated Person Counts

501.1 PURPOSE AND SCOPE

Incarcerated person counts are vital to the security of the facility, the safety of the staff, and the welfare of the incarcerated persons. This policy establishes guidelines for the frequency of incarcerated person counts, which ensures that all incarcerated persons and their status can be accounted for at any time.

501.2 POLICY

It is the policy of this department to account for all incarcerated persons within and under the control of each facility through scheduled and other counts as needed (15 CCR 1029(a)(6)).

501.3 GUIDELINES

The Division Commander or designee shall be responsible for ensuring that each facility has a written procedure establishing the process and frequency of counts. Each jail facility shall conduct Incarcerated person physical counts at least twice within an eight-hour shift, and three times during a twelve-hour shift. Emergency counts may be conducted at the direction of the Facility/Watch Commander. Electronic counts may be used but shall not be substituted for regularly scheduled physical counts.

All counts shall be documented on an activity log. Counts shall include all Incarcerated persons in custody (including those working in the Kitchen/Laundry area, in the education corridor, at medical, in an interview, and those who are off-site, such as at the hospital or court).

Any discrepancy in the count should immediately be reported to the Watch Commander and resolved prior to the release of the shift personnel responsible for the count.

In the event an escape is discovered, the Watch Commander will initiate action to investigate the escape by promptly notifying other law enforcement agencies and the Facility Commander, initiating a search, and complying with other procedures in accordance with facility and department policies.

A complete report of the incident will be prepared and provided to the Facility Commander, Custody Operations Division Commander, Undersheriff and Sheriff as soon as practicable.

All count sheets shall be signed by the Watch Commander. Count sheets shall be maintained for a period of time prescribed by statute, ordinance or policy.

Procedural link (Housing Unit):

[Custody and Court Operations Procedure Manual: 501.1 DEFINITIONS](#)

[Custody and Court Operations Procedure Manual: 501.2 GENERAL](#)

[Custody and Court Operations Procedure Manual: 501.3 HOUSING UNIT COUNT PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 501.3.1 COUNT DEPUTY](#)

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[Custody and Court Operations Procedure Manual: 501.3.2 COUNT RECORDS](#)

[Custody and Court Operations Procedure Manual: 501.3.3 Incarcerated person TRACKING](#)

Procedural link (Intake/Release Facility):

[Custody and Court Operations Procedure Manual: 501.4 Intake/Release Facility Incarcerated person Count Procedure](#)

[Custody and Court Operations Procedure Manual: 501.4.1 Incarcerated person COUNT](#)

Incarcerated Person Reception and Booking

502.1 PURPOSE AND SCOPE

The San Francisco Sheriff's Department has a legal and methodical process for the reception of arrestees into the Intake and Release Center (IRC). This policy establishes guidelines for security needs, the booking and classification processes, identification of medical/mental health issues and the seizure and storage of personal property for arrestees prior to being released or transferred to a housing or other type of facility.

502.2 POLICY

This department shall use the following standardized policies when receiving arrestees to be booked into the IRC. This is to ensure security within the facility and that arrestees are properly booked and afforded their applicable rights.

502.2.1 VEHICLE SALLY PORT

The entrance point for law enforcement agencies entering the IRC with an arrestee is through the vehicle sally port entrance on Harriet Street. Sally port gates will only be opened when all other doors in the area are secure and there is no incarcerated person movement in the area. Only one sally port door shall be open at any time.

502.2.2 MEDICAL SCREENING PRIOR TO BOOKING

All individuals will be medically screened prior to acceptance. Individuals who exhibit certain behaviors or conditions should not be accepted into custody at the San Francisco Sheriff's Department IRC. These may include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition or who is seriously injured, including pregnancy, that may require immediate medical attention, supervision or medication.
- (c) Individuals who are exhibiting self-injurious behavior or who are obviously in crisis.
 - 1. If the deputy taking custody of an individual believes they may be a suicide risk, the deputy shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (d) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to themselves or others.
- (f) Any individual who claims to have or is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).

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- (g) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to their health or safety.
- (h) Any individual who appears to be a danger to themselves or others due to a mental disorder, or who appears gravely disabled.
- (i) Any individual who needs restraint beyond the use of handcuffs or leg restraints for security reasons.
- (j) Any individual obviously suffering from drug or alcohol withdrawal.

502.3 BOOKING

Persons that have cleared the medical screening process will be received from any law enforcement agency. Arrestees and their property shall be searched for contraband by the arresting agency before being accepted for booking. Prior to entering the IRC, the arresting and/or transporting officer must have the arrestee's property inventoried and placed into a property envelope or bag with their name, date of birth and the date written on the outside of the envelope. A Field Arrest Card must be completed and transported with the arrestee. If the arrestee is TGN (transgender, gender variant or non-binary) the arresting officer must include the following:

- (a) Name (preferred name) if different from the booking (legal) name
- (b) Preferred pronoun
- (c) The arrestee's sex from a choice of male, female or non-binary
- (d) Gender identity filled in next to the TGN notation

The booking deputy will ensure all arrest or commitment paperwork is present to qualify the arrestee for booking.

Any discrepancies or missing paperwork should be resolved before accepting the arrestee for booking from the arresting or transporting officer.

Prior to accepting custody of an arrestee who claims to have been arrested due to a mistake of the arrestee's true identity or an arrestee who claims that identity theft led to the issuance of a warrant in the arrestee's name, deputies shall make reasonable efforts to investigate the arrestee's claim of identity fraud or mistake. Staff shall notify a supervisor when an arrestee makes a claim of mistaken identity or identity fraud.

Procedural Link:

[Custody and Court Operations Procedure Manual: 502.1 PURPOSE](#)

[Custody and Court Operations Procedure Manual: 502.2 BOOKING PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 502.3 ABSENTIA BOOKING PROCEDURE](#)

502.3.1 JOHN AND JANE DOE BOOKINGS

Regardless of the status of a person's identity status, all persons that have been medically cleared for booking must be accepted.

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All arrested persons with unknown names or aliases discovered at the time of ID Processing shall have this information added to their Field Arrest Card and entered into the appropriate field within JMS. The Facility or Watch Commander may use discretion when applying this procedure for Mass Arrests.

502.3.2 MASS ARRESTS

The Sheriff's Department receives mutual aid requests for multiple arrest situations from law enforcement partners through the Field Operations Division and/or the Custody Operations Division. The IRC will assist arresting agencies with the facilitation of multiple arrests or mass arrest situations, whether planned or spontaneous.

Procedural Link:

[Custody and Court Operations Procedure Manual: 502.4 MASS ARREST PROCEDURE](#)

502.3.3 IMMIGRATION DETAINERS

No individual will be accepted for booking solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

502.3.4 NOTIFICATIONS FOR FOREIGN NATIONALS, DIPLOMATIC AND CONSULAR REPRESENTATIVES

The San Francisco Sheriff's Department honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

Whenever a deputy books a person that is a foreign national or has diplomatic and consular privileges and immunities, the deputy shall promptly advise the person that they are entitled to have their government notified (Penal Code § 834c). If the individual wants their government notified, the deputy shall begin the notification process.

502.4 CONSULAR NOTIFICATION

502.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS

The CJ#1 Facility Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to deputies in a Foreign National Contact Log. There is a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms to be faxed and retained for the record.

502.4.2 CONSULAR NOTIFICATION OF BOOKING

Deputies assigned to booking incarcerated persons shall:

- (a) Inform the foreign national, without delay, that they may have their consular officers notified of the arrest or detention and may communicate with them. Deputies shall ensure this notification is acknowledged and documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

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- (c) If the foreign national's country is not on the list for mandatory notification but the foreign national requests that their consular officers be notified, then:
 - 1. Notify the nearest embassy or consulate of the foreign national's country of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
 - 2. Forward any communication from the foreign national to their consular officers without delay.
- (d) If the foreign national's country is on the list for mandatory notification, then:
 - 1. Notify the nearest embassy or consulate of the foreign national's country, without delay, of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
 - 2. Tell the foreign national that this notification has been made and inform them without delay that they may communicate with their consular officers.
 - 3. Forward any communication from the foreign national to their consular officers without delay.
 - 4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the incarcerated person's file.

Deputies should never discuss anything with consulate personnel beyond the required notifications, such as whether the incarcerated person is requesting asylum. Requests for asylum should be forwarded to the Watch Commander.

502.5 SEARCHES

Based on the booking deputy's determination of the type of search to be conducted, a deputy shall search the incarcerated person (see Searches Policy) and inventory their property prior to being dressed in. Items of possible evidentiary value may be turned over to the arresting or transporting officer for processing or processed according to the facility's rules for handling evidence. Approved personal property, clothing, shoes and money will be accepted and inventoried on the JMS Property/Clothing/Money inventory record. Items not approved will be returned to the arresting or transporting officer and a description of the items shall be documented on the Field Arrest Card and booking record.

Incarcerated persons will be dressed into standard issued jail clothing. All incarcerated persons shall be issued clothing consistent with their preferred gender identity and/or expression. Incarcerated persons will be given jail shoes except if the incarcerated person is wearing shoes that contain a medical device or prosthetic. In these instances, JHS must be consulted and will grant or deny clearance of the shoes before the shoes are removed from the incarcerated person.

Inventoried items of rare or unusual value should be brought to the attention of a supervisor. The incarcerated person's signature should be obtained on any forms used to record money and property.

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It is the policy of the Department to ensure at least two female-identified deputies (excluding supervisors) are on duty on each shift at the IRC.

All searches will be conducted by deputies whose gender identity matches the incarcerated person being searched with the exception of the protocols in the TGN policy.

In no circumstance will JHS or Department employees examine an incarcerated person for the sole purpose of determining gender according to the incarcerated person's genitalia (see Searches Policy).

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the occupied cell of a person of the opposite identified gender unless a member of the same identified gender as the person in custody is present (Penal Code § 4021).

502.6 INCARCERATED MONEY AND PROPERTY CONTROL

All money and property received from incarcerated persons at the time of booking shall be inventoried. A receipt should be signed by the incarcerated person and referenced to the booking number before the admission is completed. The original copy of the property receipt will be retained and placed in the incarcerated person's file and/or with the property. A second copy will be provided to the incarcerated person during the intake process.

Controlled or scheduled drugs that are not prescribed (other than marijuana) will not be accepted.

At the request of an incarcerated person, property and/or money can be released to a person not currently in custody.

Procedural Link:

[Custody and Court Operations Procedure Manual: 502.5 MONEY DEPUTY PROCEDURES](#)

502.6.1 VERIFICATION OF INCARCERATED PERSON'S MONEY

All money should be placed in a separate envelope and sealed by the arresting officer. Amounts over \$100 must be verified by a Sheriff's supervisor.

Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property should also be sealed in an envelope. All envelopes should clearly indicate the contents on the front. The person sealing it should legibly initial and enter their badge number across the sealed flap. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

Once booked into Department custody, incarcerated persons are not allowed to have money in their possession. Should an individual be found with money in their possession, that money will be considered contraband and confiscated. All confiscated money will be deposited into the Incarcerated Person Welfare Fund.

- (a) Deputies will confiscate contraband monies and will submit a completed Incarcerated Person Confiscated Money Form to a supervisor for approval.

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- (b) Once the Incarcerated Person Confiscated Money Form is approved, the Form and the money will be delivered to the Custody Operations Division (COD) Commander or designee.
- (c) Monthly, the COD Commander will submit the monies, the Forms and a report to the Department Chief Financial Officer (CFO).
- (d) Contaminated money that is contraband must be placed in a clear plastic bag, sealed, and marked contaminated on the outside of the bag.

502.6.2 PROPERTY STORAGE

All incarcerated person property should be stored in the CJ #1 Property Room with excess storage capacity in the basement. Only authorized and/or assigned deputies may access the Property Room and only for the purpose of depositing or retrieving property or to conduct duly authorized work, including maintenance and other duties as directed by the Facility or Watch Commander.

Procedural Links:

[Custody and Court Operations Procedure Manual: 502.6 PROPERTY ROOM PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 502.6.1 CLOTHING INVENTORY](#)

[Custody and Court Operations Procedure Manual: 502.6.2 BULK PROPERTY](#)

[Custody and Court Operations Procedure Manual: 502.6.3 COMMISSARY](#)

[Custody and Court Operations Procedure Manual: 502.6.4 NARCOTICS](#)

[Custody and Court Operations Procedure Manual: 502.7 RELEASING PROPERTY, CLOTHING AND MONEY PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 502.7.1 RETURNING PROPERTY/ CLOTHING/NARCOTICS/MONEY TO AN INCARCERATED PERSON BEING RELEASED](#)

[Custody and Court Operations Procedure Manual: 502.7.2 RELEASING PROPERTY/CLOTHING TO OUTSIDE AGENCIES](#)

[Custody and Court Operations Procedure Manual: 502.7.3 INCARCERATED PERSONS TO COUNTY PAROLE](#)

[Custody and Court Operations Procedure Manual: 502.8 DOCUMENTING LOST OR MISSING CLOTHING/PROPERTY](#)

[Custody and Court Operations Procedure Manual: 502.9 FILING PROPERTY FORMS](#)

[Custody and Court Operations Procedure Manual: 502.10 PROPERTY CAROUSEL OPERATION](#)

502.7 IDENTIFICATION (ID) PROCESSING

The identity of a person is established using fingerprints, photographs, palm prints and DNA profiles. The information is matched against a local database from the San Francisco Police Department, California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

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Demographic factors such as age, gender identity, race, date of birth, ethnicity, height, weight and distinguishing marks may also be used to identify the individual.

Any person arrested, who is issued a booking, court or docket number must be fingerprinted for the purpose of creating a local criminal history record. Fingerprint technicians follow all required mandates of the DOJ and FBI. Technicians will sign and date the back of the Field Arrest Card, indicating that processing has been completed before placing the incarcerated person in the ID holding cell.

Incarcerated persons booked on additional charges after the initial charging information has been entered into the JMS system and ID Processing was completed shall be ID processed again. Physical ID Processing will take place at the IRC for:

- (a) On view felony and misdemeanor charges
- (b) Local indictments
- (c) Felony and misdemeanor DA warrants
- (d) Fugitive warrants

If the incarcerated person has been transferred from the IRC to another facility, the facility's Watch Commander will make arrangements with the IRC Watch Commander for the incarcerated person to be transported to the IRC for ID processing.

502.7.1 LEGAL BASIS FOR DETENTION

Arrestees admitted to the facility shall be notified of the official charge for their detention by receiving a printout of their charges when they have been searched and are dressed in. They will also receive the Information for Arrestees form explaining phone calls, release mechanisms and bail information.

502.7.2 ADMISSION OF SEX OFFENDER REGISTRANTS

If the person is being admitted to or released from the county jail, the CRW shall, within 15 working days of both receipt and release of the person, forward the registrant's change of address information to the Department of Justice. If the person is being admitted to the facility, the CRW need not provide a physical address for the registrant but shall indicate that they are serving a period of incarceration (Penal Code § 290.13).

502.8 SCREENING AND CLASSIFICATION PROCESS

Screening Process:

Upon the completion of ID Processing, incarcerated persons are interviewed by Classification staff.

Classification Process:

Once ID Processing and screening has been completed, the Classification Unit will interview the incarcerated person for a housing assignment. The classification interview is an attempt to gather a comprehensive record of information on each incarcerated person to identify the needs of the

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incarcerated person and to ensure proper housing assignments. The incarcerated person shall be asked if the incarcerated person served in the U.S. military. The response shall be documented and made available to the incarcerated person, the incarcerated person's counsel and the District Attorney (Penal Code § 4001.2).

502.9 INCARCERATED TELEPHONE CALLS

Every incarcerated person detained in the Intake and Release Center shall be entitled to at least three completed telephone calls immediately upon being admitted and no later than three hours after arrest. Either the arresting or booking deputy must ask the incarcerated person if they are a custodial parent with responsibility for a minor child as soon as practicable, but no later than three hours after the arrest, except when physically impossible. If the incarcerated person is a custodial parent with responsibility for a minor child, the incarcerated person shall be entitled to make two additional telephone calls to arrange care for the minor child (Penal Code § 851.5).

The calls may be of a duration that reasonably allows the incarcerated person to make necessary arrangements for matters that they may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversations and the Watch Commander may use their judgment in determining the reasonable duration of the calls.

There is no obligation for deputies to make a telephone call on an incarcerated person's behalf, for example in the case of a person who is so intoxicated that they cannot make a call. Deputies are not required to wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the telephone calls once the person awakes.

502.9.1 TELEPHONE CALL GUIDELINES

Calls between the incarcerated person and their attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded. A sign containing the information as required in Penal Code § 851.5 in bold block type shall be posted in a conspicuous place where the incarcerated persons make their booking telephone calls and within the custody facility. The public defender's telephone number shall be posted with the sign. The signs shall be in English, Spanish and any other language spoken by a substantial number of the public, as specified in Government Code § 7296.2, who are served by this agency (Penal Code § 851.5).

502.9.2 ONGOING TELEPHONE ACCESS

Ongoing telephone access for incarcerated persons who are held at IRC will be in accordance with the Incarcerated Telephone Access Policy.

502.10 TRANSITION FROM RECEPTION TO HOUSING

Sworn staff are responsible to ensure only incarcerated persons who qualify are placed into cells designated for movement to housing. Incarcerated persons who will not be placed into cells designated for movement to general population housing include:

- (a) Those who are eligible for release following citation.
- (b) Those who are intoxicated or under the influence of any chemical substance.

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- (c) Those who are arranging bail. They shall be permitted a reasonable amount of time to make telephone calls before moving to general population.

Procedural link:

[Custody and Court Operations Procedure Manual: 502.11 HOUSING FACILITIES INCARCERATED PERSON INTAKE PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 502.11.1 RECEIVING INCARCERATED PERSONS FOR HOUSING](#)

[Custody and Court Operations Procedure Manual: 502.11.2 SEARCHES](#)

[Custody and Court Operations Procedure Manual: 502.11.3 HOUSING NEW INCARCERATED PERSONS](#)

[Custody and Court Operations Procedure Manual: 502.11.4 CJ#4 FRONT OFFICE DEPUTY](#)

502.10.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff shall respond promptly to medical symptoms presented by incarcerated persons to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

All deputies and Jail Health Services (JHS) staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Deputies who suspect that an incarcerated person may be suffering from an overdose or experiencing withdrawal symptoms shall promptly notify JHS.

A deputy is responsible for performing a safety check of the sobering cells at least once every 30 minutes.

502.11 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detained arrestee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.910).

The Department shall display the required signage that complies with Penal Code § 851.91 advising an arrestee of the right to obtain the Judicial Council forms.

502.12 ATTACHMENTS

[See attachment: Gender Identity Preference Form.pdf](#)

[See attachment: Information for Arrested Persons.pdf](#)

Incarcerated Handbook and Orientation

503.1 PURPOSE AND SCOPE

To provide for the orientation of incarcerated persons in the San Francisco Sheriff's Department jail facilities. The purpose of the orientation is to inform incarcerated persons of the county jail routine, rules, incarcerated persons' rights, and services.

503.2 POLICY

The Division Commander shall provide an effective method of orienting all incoming incarcerated persons that includes an incarcerated person handbook. The orientation should take place within 72 hours of an incarcerated person's admission and in any event prior to the incarcerated person being moved to general population housing and should be an ongoing process in the housing area so that the information is available to the incarcerated persons throughout their entire time in custody.

503.3 INITIAL ORIENTATION

To assist with the incarcerated person's transition into a jail housing environment, the orientation will include, but not be limited to, the following topics, supplemented by a more detailed incarcerated person handbook that will be provided to each incarcerated person (15 CCR 1069):

- (a) Facility rules and disciplinary actions
- (b) Correspondence, visiting, and telephone rules
- (c) Incarcerated person grievance procedure
- (d) Medical, dental, and mental health services, including family planning and birth control
- (e) Possibilities for pretrial release
- (f) Programs and activities, including application procedures
- (g) Classification/housing assignments and appeal procedures
- (h) Court appearance, where scheduled, if known
- (i) Availability of personal care items and opportunities for personal hygiene
- (j) Emergency procedures (e.g., fires, evacuations)
- (k) Sexual abuse and sexual harassment information, including the following (28 CFR 115.33):
 - 1. Facility's zero-tolerance policy
 - 2. Prevention and intervention
 - 3. Instruction on how incarcerated persons can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
 - 4. Treatment and counseling for victims of sexual abuse or sexual harassment
 - 5. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously

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6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.53)
7. Information regarding confidentiality, monitoring, and mandatory reporting
 - (l) Contacting foreign consuls
 - (m) Requests for religious accommodations and services
 - (n) Emergency procedures (e.g., fires, evacuations)
 - (o) Voting, including registering to vote
 - (p) Direction for pregnant incarcerated persons, including the information required in Penal Code § 3407(e) and 15 CCR 1058.5
 - (q) The right to be taken before a magistrate in this county if held on an out-of-county warrant (Penal Code § 821; Penal Code § 822)
 - (r) How to contact Public Defender, Prisoner Legal Services, and obtain law library access
 - (s) Community Programs eligibility and application process

In addition to English, orientation information will be provided in the most commonly used languages for the incarcerated person population.

The Sheriff should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to incarcerated persons who do not speak English or any of the other languages in which the orientation information is available (See Limited English Proficiency Services Policy).

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the incarcerated person's permanent file (28 CFR 115.33).

503.4 ORIENTATION FOR INCARCERATED PERSONS WHO ARE NON-READERS, VISUALLY IMPAIRED, OR HAVE A HEARING DISABILITY

Incarcerated persons who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have the materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.16).

Incarcerated persons who have hearing disabilities shall be provided with interpretation services. Reasonable efforts should be made by the staff to assist the incarcerated person in understanding the information. Employees may also contact Bay Area Communication Access.

Incarcerated Safety Checks

504.1 PURPOSE AND SCOPE

To establish a requirement for conducting visual safety checks for all incarcerated persons in housing units, holding cells, observation cells, sobering cells, safety cells and restraint chairs. Observations made during safety checks also includes the inspection of the physical facility (i.e. cell walls, windows, bars, housing unit doors, escape attempt, etc.). The Sheriff's Department maintains accurate records of safety checks on documents and forms.

504.2 POLICY

It is the policy of the San Francisco Sheriff's Department that all deputies (the term "deputy" used throughout Department policies and procedures includes all sworn employees) shall conduct safety checks (rounds) on all incarcerated persons, at a frequency determined by incarcerated person custody status, housing classification, and applicable state law. This will occur to provide a safe environment for individuals confined at each facility, in accordance with all applicable laws.

504.3 SAFETY CHECKS (ROUNDS)

Deputies shall adhere to the following guidelines when conducting safety checks of incarcerated persons, to include but not limited to, those in housing units, holding cells, observation cells, sobering cells, safety cells and restraint chairs. Supervisors are responsible for ensuring deputies are performing safety checks according to this policy, on each watch at each facility (15 CCR 1027; 15 CCR 1027.5):

- (a) Safety checks shall be conducted and documented at least twice every 60 minutes with no more than a 30 minute lapse between safety checks.
 1. Incarcerated persons in a safety cell or restraint chair shall have a safety check performed twice every thirty minutes.
- (b) Safety checks shall be conducted on an irregular schedule (staggered) so that incarcerated persons cannot predict when the checks will occur.
- (c) Deputies shall perform safety checks by personal, direct visual observation sufficient to determine whether the incarcerated person is experiencing any stress or trauma.
- (d) Cameras and monitors may supplement the required visual observation safety checks, but they shall not replace direct visual observation.
- (e) Safety checks will be clearly documented on permanent forms (i.e. Housing Unit/Holding Cell Observation Form, Safety Cell Observation Form, Sobering Cell Observation Form, Restraint Chair Observation Form, etc.) in accordance with department policies.
- (f) Deputies shall accurately and legibly record actual times, deputy's name/badge and observations made during the safety check on the designated permanent form for that safety check.
 1. Safety check forms shall not contain lines (boxes) that are incomplete or empty between required entries. Drawing a line through a required entry is prohibited.

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- (a) If a safety check was missed (i.e. medical emergency, disturbance, etc.), deputies shall state the reason the safety check was missed on the applicable line and initial the entry. The deputy shall notify their supervisor who will also initial the line.
- 2. Safety checks are performed when incarcerated persons occupy a holding cell, housing unit, etc. When incarcerated persons are no longer present in a designated holding cell, housing unit, etc., the safety checks are not required and are not documented on the safety check form.
 - (a) When incarcerated persons return to a holding cell, housing unit, etc. entries shall resume on the very next line of the safety check form.
- (g) Safety check entries shall never be made in advance of the actual check. Safety check entries made in this manner do not represent factual information and are prohibited.
- (h) A supervisor must review completed safety check forms for completeness daily.
 - 1. A supervisor will review, sign and date all safety check forms used during the Watch prior to the end of the Watch and will review the forms for completeness, accuracy, and legibility.
 - 2. The Facility Commander or designee shall review and sign all safety check forms.

Procedural Link:

[Custody and Court Operations Procedure Manual: 504.1 IRC HOLDING CELL OBSERVATION PROCEDURES](#)

504.3.1 SAFETY CHECK DOCUMENTATION

All safety checks shall be documented. Documentation shall include (15 CCR 1027.5):

- (a) The actual time when each safety check occurred.
- (b) The location where each safety check occurred, such as a cell, module, or dormitory number.
- (c) Initials or member identification number of staff who completed the safety check.

Safety check documentation shall be reviewed at regular intervals by the Facility Commander and supervisors. The review shall include any noted inconsistent documentation or any untimely completion of safety checks (15 CCR 1027.5).

504.4 ATTACHMENTS

[See attachment: Housing Unit Holding Cell Observation Form 8 Hour Facility.pdf](#)

[See attachment: Housing Unit Holding Cell Observation Form 12 Hour Facility.pdf](#)

Special Management Incarcerated Persons

505.1 PURPOSE AND SCOPE

Incarcerated persons who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with Administrative Management incarcerated persons is essential to maintaining a safe, secure and humane environment. This policy establishes guidelines and procedures for interacting with Administrative Management persons in the custody of the San Francisco Sheriff's Department.

505.2 POLICY

The San Francisco Sheriff's Department shall provide secure and separate housing of an incarcerated person that has been identified to need Administrative Management. Incarcerated persons identified shall not have more deprivation of privileges than is necessary to obtain the objective of protecting the incarcerated person, staff, or the public. Separation must not adversely affect an individual's health and well-being.

Each incarcerated person placed in Administrative Management shall have an individualized assessment and ongoing reassessment of security, duration or length of separation, and a reasonable time frame in which administrative management is reviewed for continuation (15 CCR 1053).

505.3 ADMINISTRATIVE MANAGEMENT INCARCERATED HOUSING

The safety and security of a facility is dependent on a classification system that identifies incarcerated persons who pose a risk to themselves or others. incarcerated persons who pose such a risk should be promptly and appropriately separated from the general incarcerated person population until such time that they no longer pose a risk. Staff must have the ability to promptly separate these incarcerated persons pending further review and/or investigation.

Incarcerated persons will generally be assigned to Administrative Management through the Objective Classification System and processes. The Facility commander or the Watch Commander has the authority to immediately place any incarcerated person into Administrative Management when it reasonably appears necessary to protect the incarcerated person or others (15 CCR 1081(d)).

505.4 ADMINISTRATIVE MANAGEMENT INCARCERATED HOUSING CRITERIA

Administrative Management incarcerated persons fall into several categories that pertain to the specific population and issues that need to be addressed while housed in San Francisco County Jails.

505.4.1 ADMINISTRATIVE SEPARATION

The physical separation of an incarcerated person who would risk the safety and security of themselves, others or the facility. Criteria include:

- (a) Escape Risk or History of Escape

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- (b) Assaultive Behavior
- (c) Disruptive Behavior
- (d) Membership or Association of a Security Threat Group/Street Gang
- (e) Documented Threat/ Issue
- (f) Own Request-approved by the Classification Unit or Facility Commander.

505.4.2 CIVIL COMMITMENTS

Persons found by the court to be a danger to themselves or others, or unable to provide for their own basic needs because of a mental illness. Civil Commitments do not have pending criminal matters and must be kept separate from those that do or are serving a sentence. Types of civil commitments that would be identified may be:

- (a) Mental Health Commitments identified under CA Penal Code 1370
- (b) Sexually violent Predators identified under CA Welfare and Institutions Code 6600
- (c) Conditional Released offender as identified under CA Penal Code 1610
- (d) Mentally disordered offenders identified under CA Penal Code 2970

505.4.3 MEDICAL HOUSING

incarcerated persons identified by Jail Health Services (JHS) to need medically specific housing such as:

- (a) Medical Dorms equipped with medical equipment
- (b) Medical Isolation Rooms
- (c) Medical Observation Rooms

505.4.4 NON-DESIGNATED HOUSING (FORMERLY SENSITIVE NEEDS YARD (SNY))

Incarcerated persons identified to house and program together regardless of their designation. Designations include incarcerated persons with protective custody issues or security threat group/ gang dropouts. Being assigned to Non-Designated Housing is mixed with General Population incarcerated persons who are participating in services and programs.

- (a) Incarcerated persons designated for Non-Designated Housing will be reviewed and approved by Classification, Programs, Jail Behavioral and Medical Services and Facility Staff.

505.4.5 PROTECTIVE CUSTODY

Incarcerated persons with specific evidence or information gathered through intelligence gathering that result in a specific danger to the subject. Incarcerated persons who may have concerns regarding their safety or security in a jail environment due to the nature of their case or specific charges.

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505.4.6 PSYCHIATRIC HOUSING

Incarcerated persons identified by Jail Behavioral Health Services to needing mental health services in a designated Psychiatric Housing unit include.

- (a) Incarcerated persons identified to be housed in the Psychiatric Sheltered Living Units are to be monitored by Jail Behavioral Health Services and provided with additional resources.
- (b) Psychiatric Administrative Separation. incarcerated persons who fit Administrative Separation criteria in addition to suffering from severe mental health issues.
- (c) Psychiatric Observation Cells. incarcerated persons who have a higher risk to harm themselves or others. incarcerated person will be aggressively monitored by Jail Behavioral Health Clinicians.

505.4.7 RESTRICTIVE HOUSING (DISCIPLINARY)

Incarcerated persons who have a sustained Prisoner Rules of Conduct violation while in custody. incarcerated persons placed in Restrictive Housing will be under review during the Request for Discipline process and a judgment has been made with loss of privileges. All Requests for Discipline shall be adjudicated.

505.4.8 STEP-DOWN HOUSING/INCENTIVE BASED HOUSING

- (a) A strategy and approach that identifies incarcerated persons who present a clear and present danger to staff, other incarcerated persons and the facility where Classification and the Facility will assign, transition and monitor incarcerated persons based on their behavior and allow them to demonstrate that they can be housed in less-restrictive housing.
- (b) Designated program staff will have an orientation and assess the needs of the incarcerated person. Programs and sworn staff will provide a series of steps focused on living a life free of criminal activity, violence and/or drug use.
- (c) Reinforcement evaluations will be used to monitor program participation and progress.

505.5 ADMINISTRATIVE SEPARATION AND RESTRICTIVE HOUSING REVIEW GUIDELINES

The Facility Commander shall be notified when any incarcerated person is placed into Administrative Management, specifically Administrative Separation and/or Restrictive Housing. Notification will include the circumstances and criteria met leading to the order to separate from general population.

Within 72 hours of the incarcerated person being housed in Administrative Separation or Restrictive Housing, the Facility Commander or the designee must review the circumstances surrounding the separation to determine which of the following actions shall be taken:

- (a) The incarcerated person is designated for Administrative Separation or Restrictive Housing
- (b) The incarcerated person is designated for Protective Custody

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- (c) The incarcerated person remains separated pending a disciplinary hearing for Restrictive Housing
- (d) The basis of placement is unfounded and the incarcerated person will be returned to General Population.

A supervisor and a classification officer shall review the status of all incarcerated persons who are housed in Administrative Separation. The initial review shall occur within the first seven days in custody and will be reviewed every other week thereafter. The review should include information about these incarcerated persons whether their status is still warranted.

If other reasonable housing options exist that will provide for the safety of the incarcerated person and the facility, the incarcerated person will be rehoused.

In reviewing an alternative housing decision for an incarcerated person in Protective Custody, the safety of the incarcerated person should receive the utmost consideration.

505.6 MAINTENANCE OF PROGRAMS AND SERVICES

Administrative Management shall consist of separate and secure housing but shall not involve any deprivation of privileges other than what is necessary to protect the incarcerated persons or staff (15 CCR 1053).

If Restrictive Housing is needed, the Request for Discipline process will determine any temporary loss of privileges based on of the violation the Prisoner Rules of Conduct.

Incarcerated persons who are classified and fall under any Administrative Management criteria except Restrictive Housing shall be allowed reasonable access to programs and services as well as any privileges outlined under 15 CCR.

Nothing in this policy prohibits change the delivery of programs or services to separated incarcerated persons in order to provide for the safety and security of other incarcerated persons and staff. Separated incarcerated persons shall receive increased monitoring to include, at a minimum, visits by members of program staff upon request as well as JHS.

Deputies, program staff, and qualified health care professional visits shall be documented in the appropriate records or logs and retained in accordance with established records retention schedules.

505.7 HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of Administrative Management- Administrative Separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the incarcerated person's attitude and outlook.

- (a) Unless medical attention is needed more frequently, each incarcerated person should receive regular visits by medical staff. A medical assessment should be documented in the incarcerated person's medical file.
- (b) A health care professional shall also conduct weekly mental health evaluations.

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When an incarcerated person fits the criteria for Psychiatric Housing due to the presence of a serious mental illness, the staff will document the incarcerated person's Field Arrest Card notifying that a Jail Behavioral Health Services referral is requested. Staff shall notify the qualified health care professional immediately.

When reasonably practicable, sworn staff will monitor an incarcerated person's behavior for suicidal ideations following admission to the Psychiatric Sheltered Living Unit. If the incarcerated person displays such behaviors, sworn staff will notify a qualified health care professional and a supervisor to determine if safety cell placement is necessary or alternative housing such as Psychiatric Observation or referral to the Psychiatric Emergency Services at ZSFGH is available.

Persons Held on a Civil Commitment

506.1 PURPOSE AND SCOPE

This policy provides safeguards to ensure that persons held solely under a civil commitment are afforded appropriate standards of custody. Any person held on a civil commitment is any person in custody held for a reason other than for criminal matters. They are required to follow all jail rules, and nothing in this policy prevents the application of discipline under the Incarcerated Person Discipline Policy when failing to follow the rules.

506.2 POLICY

It is the policy of the San Francisco Sheriff's Department that persons held on a civil commitment not have any direct contact with incarcerated persons held on criminal matters. Any restrictions placed on persons held on a civil commitment must be for legitimate purposes that cannot be reasonably accomplished through less restrictive means.

506.3 SCREENING

Persons held on a civil commitment should undergo the same screening process as incarcerated persons, including attention to whether the person poses an enhanced security concern. An enhanced security concern indicates the person poses an enhanced threat to staff or others due to the person's past criminal behavior, criminal sophistication or other actions.

The Facility Commander or designee should review the screening documents to ensure any enhanced safety concerns are appropriately addressed and part of the person's record.

506.4 ORIENTATION

Persons held on a civil commitment should receive orientation materials that explain the rules that are applicable to them. Classification staff should meet one-on-one with persons held on a civil commitment during orientation to review the orientation materials and conditions of custody with them. Staff should specifically review the grievance process with the person held on a civil commitment and encourage them to use the grievance process when appropriate.

506.5 CONDITIONS OF CONFINEMENT IN HOUSING

All persons held on a civil commitment must be housed separately and placed in holding areas or cells separate from incarcerated persons with criminal matters. The Classification Unit will determine if the person held on a civil commitment has any criminal matters pending or is on State Parole.

If the person held on a civil commitment has pending criminal matters, the person shall be housed according to their classification level until all criminal matters are adjudicated, but then, must be housed separately.

506.5.1 USE OF RESTRAINTS AND TRANSPORTATION

Persons held on a civil commitment should not be placed in leg or waist restraints absent an enhanced security concern.

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Persons held on a civil commitment shall be transported separately from other incarcerated persons and should not be placed in leg or waist restraints absent an enhanced security concern.

506.5.2 RECREATION

Persons held on a civil commitment shall be given recreation time separately from other incarcerated persons.

506.5.3 ACCESS TO MAIL AND TELEPHONE

Persons held on a civil commitment shall have the same access to the law library, books, periodicals, and magazines as any other general population incarcerated person, except incoming books and magazines must only be restricted based on a substantial government interest. Government interests that would justify confiscation of incoming books, periodicals or magazines from a person held on a civil commitment may include:

- (a) Maintaining facility security and safety, including restricting materials addressing improvised weapons or promoting aggression.
- (b) Preventing dangerous conduct.
- (c) Complying with a court order or court-ordered treatment plan.

Outgoing and incoming mail may be inspected but not read unless there is specific and articulable information to believe a particular security or safety issue is at hand.

Persons held on a civil commitment shall be given telephone time separate from other incarcerated persons.

506.5.4 VISITING

Persons held on a civil commitment shall visit separately from incarcerated persons with criminal matters.

506.5.5 MENTAL HEALTH CARE

Persons held on a civil commitment who are detained due to mental health disorders should be provided with:

- (a) An interview with their established mental health care provider and/or a review of their records by the assigned mental health professional.
- (b) A review of the reasonable options available to address their continued mental health care. The mental health professional and the Facility Commander or designee should identify benefits or restrictions that may advance the purpose of the person held on a civil commitment's confinement. Examples include:
 - 1. Restricting or providing special access to books or periodicals as part of the civil detainee's treatment.
 - 2. Providing special access to mental health care professionals or other visitors.
- (c) A conference with the person held on a civil commitment's mental health care provider or JHS prior to the decision to discipline the civil detainee.

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506.5.6 ADMINISTRATIVE SEPARATION

Persons held on a civil commitment who are determined to be prone to escape, assault staff or other incarcerated persons, disruptive to jail operations, or likely to need protection from other incarcerated persons may be administratively separated.

506.6 SEARCHES

Strip searches of persons held on a civil commitment must be justified by probable cause, unless the Watch Commander can articulate a specific security concern that would make a strip search reasonable under the circumstances. The specified concern shall be documented in the person held on a civil commitment's record.

Absent an enhanced security concern or reasonable suspicion that the person held on a civil commitment possesses or has access to contraband, there should be no cell search when the person held on a civil commitment is not present. Non-invasive cell inspections for security purposes may still be conducted.

Management of Weapons and Control Devices

507.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons and emergency equipment stored in secure facilities and where incarcerated persons are present.

507.2 POLICY

It is the policy of the San Francisco Sheriff's Department that the presence and the use of weapons in the county jails, in the courts, and at Ward 7D/7L will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained in and are qualified to use.

507.3 FIREARMS AND AMMUNITION

With the exception described below, armed personnel shall secure all firearms and ammunition in gun lockers located at designated entry points prior to entering the interior of a secure facility or court holding cell, where incarcerated persons are present. Firearms and ammunition shall not be brought into or stored inside the control points of a secure facility. If it is necessary to load or unload a firearm, personnel shall facilitate the safe loading and unloading of the firearm.

Firearms and ammunition shall only be allowed inside the secure interior of a facility or court holding cell where incarcerated persons are present, when it is necessary to protect the safety and security of staff, incarcerated persons, contractors, volunteers or the public, and when directed by an Incident Commander, and under the direct supervision of a supervisor.

507.4 OTHER WEAPONS AND TOOLS

Department approved weapons and tools, including, but not limited to, pepper projectiles, batons, conducted electrical weapons, impact weapons, weapon-fired projectiles, distraction devices, and riot and emergency equipment may be possessed and used only by deputies who have received department authorized training and are qualified to use them.

These weapons and tools when not in use will be secured in a locked Emergency Equipment Room (formerly known as EOC), arsenal and/or armory or locked area that is inaccessible to incarcerated persons and non-sworn staff and shall only be allowed inside the secure facility or a court holding cell where incarcerated persons are present, with the approval of the Facility Commander, Watch Commander or authorized designee.

507.5 STORAGE OF WEAPONS AND CONTROL DEVICES

All facilities/buildings where incarcerated persons are present will have an armory, arsenal and/or locked Emergency Equipment Room, that shall be secured at all times and located in a secure and readily accessible repository outside of an incarcerated person housing area, and outside of any incarcerated person movement or activity areas. Access to the armory and/or Emergency Equipment Room shall be limited to sworn staff only.

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The following equipment shall be stored and secured in the armory, arsenal and/or locked Emergency Equipment Room:

- (a) All department-approved weapons
- (b) All department-approved control devices and associated supplies
- (c) All security, riot and emergency equipment, such as helmets, shields, protective vests, restraint equipment, pads, bullhorns, and other tools

The armory, arsenal and/or locked Emergency Equipment Room will have a list of the equipment posted inside the room, along with a list of the Incident Command System (ICS) clipboards and forms (i.e. Incident Commander position checklist, Section Chief position checklist, etc.). The locations of these rooms, the keys to the rooms, and the specific types and quantities of equipment, will be retained at the facility level and covered during employee training.

507.5.1 WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure interior of the county jails, court holding cells and Ward 7D/7L. Deputies are issued an individual gun locker that shall be secured with a locking mechanism. Extra gun lockers shall remain vacant for visiting law enforcement officers to secure their weapons and ammunition before entering the interior of a facility. Long guns shall be secured in designated lockers with a locking mechanism.

507.5.2 INVENTORY

The Facility/Section/Unit Commander shall designate one or more trained staff to be responsible for maintaining all weapons, chemical agents and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility's weapons and control devices on a monthly basis.

To facilitate the inventory, all weapons, chemical agents and control devices shall be stored in assigned locations inside the armory. A log sheet shall be maintained within the armory arsenal and/or Emergency Equipment Room at all times, detailing the location of each item. The removal of any weapon, chemical agent or control device shall be documented on the log sheet, showing who removed the item, the date and time of removal and the reason for removal. An additional log entry shall be made indicating the date and time of the item's return.

The Watch Commander and the Facility Commander shall be immediately notified if any weapon, chemical agent or control device is determined to be missing. An immediate and thorough search of the facility shall take place to locate the item.

507.5.3 REVIEW, INSPECTION AND APPROVAL

Every control device and chemical agent will be periodically inspected and tested for serviceability and expiration dates by the Facility/Section/Unit Commander or designee. The Facility/Section/Unit Commander or designee is responsible to ensure replacement of outdated or unserviceable items.

Incarcerated Person Classification

508.1 PURPOSE AND SCOPE

This policy describes the San Francisco Sheriff's Department's classification process, which is designed to identify security and health issues so that incarcerated persons may be held and housed in such a way as to foster safe and secure facilities (15 CCR 1050).

508.1.1 DEFINITIONS

Definitions related to this policy include:

Civil detainee - Any person held in custody for a reason other than for criminal matters.

508.2 POLICY

The Sheriff's Department shall employ an objective classification system when determining appropriate housing for incarcerated persons. Incarcerated persons will be assigned to housing based on gender identity, age, criminal sophistication, seriousness of crime(s) charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused or harassed, and other criteria which will provide for the safety of the incarcerated persons and staff.

508.3 CLASSIFICATION PLAN

The Sheriff's Department shall create and maintain a classification plan approved by the Sheriff to guide staff in the processing of individuals brought into the custody of the Sheriff.

The plan shall include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan shall include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms, and a process to ensure that all classification and housing records are maintained in each incarcerated person's file(s). The plan shall include an evaluation of the following criteria (15 CCR 1050):

- Age
- Gender identity
- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Presence or absence of substance abuse
- Potential risk of safety to others or self
- Special management status
- Special needs assessment for vulnerable incarcerated persons
- Behavioral or physical limitations or disabilities and physical/mental health needs

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- Suicidal ideation
- Escape history and degree of escape risk
- Prior assaultive or violent behavior
- The need to be separated from other classifications of incarcerated persons (e.g., gang affiliation, confidential informant, former law enforcement, etc.)
- Prior convictions for sex offenses against an adult or child
- Whether the incarcerated person is TGN (transgender, gender variant, or non-binary)
- Previous sexual victimization or trauma
- The incarcerated person's own perceptions of their vulnerability
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Department (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff
- Any other requirements for a classification plan under 15 CCR 1050

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement and reclassification where appropriate.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).

508.3.1 INCARCERATED PERSON RESPONSE TO SCREENING

Incarcerated persons may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41):

- (a) Whether the incarcerated person has a mental, physical, or developmental disability.
- (b) Whether the incarcerated person is TGN.
- (c) Whether the incarcerated person has previously experienced sexual victimization.
- (d) The incarcerated person's own perception of their vulnerability.

508.3.2 JUVENILES

Juveniles that are in the Sheriff's custody are governed by specific laws and regulations regarding their safety and constitutional rights that are different from adults. If an employee discovers that an incarcerated person may be a juvenile, the employee shall take whatever actions are needed and complete the proper documentation (see Temporary Custody of Juveniles Policy).

508.4 INTAKE CLASSIFICATION

The classification process begins with a review of any initial classification information obtained after the reception and booking process and it has been determined that the person arrested will not be immediately released from custody. The Classification process of the incarcerated person

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will be conducted as soon as possible but no later than 24 hours after the incarcerated person's arrival at the facility, after which the incarcerated person will be moved to housing.

The review of the Field Arrest Card for initial charges as well as circumstance relating to the arrest, criminal history, institutional criminal history, current behavior, and disciplinary history will be documented and numerically scored. The score will correspond to the corresponding security level.

The Objective Classification System utilizes a point system to determine an incarcerated person Classification level.

- (a) 1 to 4 Points – Minimum (MIN) - Incarcerated person has the least potential for disruption based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.
- (b) 5 to 9 Points – Medium (MED) - Incarcerated persons may require monitoring based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.
- (c) 10+ - Maximum (MAX) - Incarcerated person may require more restrictive housing based on history, convictions of violent charges, an objective point system rating, re-classification and/or in-custody behavior.

The questions, answers and observations from the incarcerated person's classification interview will be documented. Sub-codes used by the Classification Unit are based on an incarcerated person assessment and management tool to maximize the safety of incarcerated persons, visitors and employees and will be documented on the Field Arrest Card when applicable.

Housing will then be determined.

Individualized determinations shall be made about how to ensure the safety of each incarcerated person (28 CFR 115.42).

508.5 INTAKE CLASSIFICATION HOUSING

Initial housing will be determined after the Classification Intake process. A supplemental and/or follow-up interview will be conducted to follow up on any issues that result after the initial Classification Intake Process. Depending on the individual, this may be a brief interview.

Incarcerated persons will be housed according to custody classification levels assigned. Mixed custody level incarcerated persons will not be housed together in general population except:

- (a) In a direct supervision facility
 1. Incarcerated persons with MIN and MAX custody levels cannot be housed together in a cell.
 2. Exceptions include incarcerated persons designated in Administrative Management and approved by the Classification Unit Commander/Designee or Facility Commander.
 3. Incarcerated person workers with different classification level may be housed in designated worker housing areas.

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Incarcerated persons assigned to general population will be housed in general population housing. Incarcerated persons assigned to Administrative Management will be housed according to specific criteria met and what resources are needed.

508.5.1 OVERRIDE

The Classification Deputy has the authority to override the scores when it appears necessary to more appropriately assign housing. The override capability exists to use the classification deputy's training and expertise in those instances when the numerical scores are not reflective of the incarcerated person's potential security or health risk based on the totality of information and the individual assessment. All overrides will be reviewed and documented by a Classification supervisor within 24 hours to either approve or deny the override.

508.6 REVIEWS AND APPEALS

Once an incarcerated person is classified and housed, the person may appeal the decision of the Classification Deputy by filing a grievance (See Incarcerated Person Grievance Policy).

508.6.1 PERIODIC CLASSIFICATION REVIEWS

A Classification Deputy shall review the status of all incarcerated persons who have been incarcerated in the facility for more than 30 days. Additional reviews should occur each 30 days thereafter or when new information affecting the incarcerated person's management is received. The review should examine changes in the incarcerated person's behavior or circumstances and should either raise, lower, or maintain the classification status (28 CFR 115.41).

Housing and program assignments for each transgender or intersex incarcerated person shall be reassessed at least twice each year to review any threats experienced by the person (28 CFR 115.42), however, the Sheriff's Department will conduct a review every 30 days.

Incarcerated person risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the incarcerated person's risk of sexual victimization or abusiveness (28 CFR 115.41).

At any point during a person's incarceration, deputies may request a review of the person's classification. The reason for the review, the review itself, and the outcome of the review shall be documented. Nothing in this section shall prohibit deputies from immediately moving an incarcerated person to another location in the facility based on exigent circumstances. Under such circumstances, the deputies moving the incarcerated person must immediately document the action and notify the Classification Deputy.

508.6.2 INCARCERATED PERSON REQUESTED REVIEW

Incarcerated persons may request a review of their classification plan no more often than 30 days from their last review (15 CCR 1050).

508.7 CLASSIFICATION SPACE ALLOCATION

The classification plan depends on the ability of the facility to physically separate different classes of incarcerated persons. To ensure that allocated space meets the current population needs, the

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COD Chief Deputy or designee should periodically meet with representatives of the Classification Unit to discuss the fixed resources (e.g., cells, dorms, dayrooms).

The COD Chief Deputy should inform, at least quarterly, to the Sheriff and/or Undersheriff on the facilities' infrastructure and physical space issues, to operate safely and securely, and to perform its mission.

508.8 DOUBLE-OCCUPANCY CELLS USED FOR SINGLE OCCUPANCY

Single-occupancy cells may be used to house the following categories of incarcerated persons:

- Maximum security
- Administrative Management
- Administrative Separation
- Medical condition or disabilities (upon consultation with Jail Health Services (JHS) and the availability of medical beds)
- Mental health disorder (upon consultation with JHS mental health staff and the availability of mental health beds)
- Civil Commitments
- Sexual predators
- Any incarcerated person with an elevated risk of being taken advantage of, being mistreated, or becoming a victim of sexual abuse or harassment
- Any other condition or status for single-occupancy housing

The classification supervisor shall notify the Facility Commander or designee when single-occupancy cells are not available for housing the above described incarcerated persons. In such cases, an assessment shall be used to identify incarcerated persons in the above categories who may be safely housed together.

Incarcerated persons who appear to be developmentally disabled will be referred to JHS for an assessment and evaluation. If the incarcerated person is determined to be developmentally disabled JHS will recommend the type of housing needed for the safety of the incarcerated person and will make any mandated notifications.

508.9 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, work, and program assignments should be made to separate incarcerated persons at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Incarcerated persons identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other incarcerated persons and staff. All incarcerated persons identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, incarcerated persons at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment

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of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).

Housing and program assignments of a transgender or an intersex incarcerated person shall include individualized consideration for the incarcerated person's health and safety and any related supervisory, management, or facility security concerns (15 CCR 1050). A transgender or an intersex incarcerated person's views with respect to their own safety shall be given serious consideration.

Lesbian, gay, bisexual, transgender, or intersex incarcerated persons shall not be placed in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement, or legal judgment (28 CFR 115.42).

508.9.1 TRANSGENDER (TGN), GENDER VARIANT, NON-BINARY INCARCERATED PERSONS

The acronym TGN includes transgender, gender variant and non-binary individuals. The gender identity and gender expression with whom an incarcerated person identifies may be different than their anatomy. When TGN incarcerated persons are arrested the officer must complete the applicable section of the Field Arrest Card. When the incarcerated person is brought to the Intake/Release Facility (CJ #1) JHS and Sheriff's deputies will follow-up to ensure records and documentation have been entered into the Jail Management System (JMS). TGN incarcerated persons shall be referred to by their preferred name and pronoun as it appears on the Field Arrest Card. See Incarcerated Person Reception and Booking Policy for further details regarding TGN incarcerated persons through the intake, booking, reception process at CJ #1.

Incarcerated persons that do not agree with the housing decision may appeal the decision by requesting to meet and speak with the Classification Review Board. They may contact the Human Rights Commission and may request a Human Rights Commission representative to speak on their behalf.

The Classification Review Board shall convene when a discrepancy arises between the inmate's housing preference and the assessment of the Classification Unit related to a TGN placement in either male or female housing units. This convening shall occur no more than 72 hours after the discrepancy arises, excluding weekends or holidays.

Procedural Link:

[Custody and Court Operations Procedure Manual: 508.1 TRANSGENDER \(TGN\) PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 508.1.1 POST-ARRAIGNMENT HOUSING](#)

508.10 STAFF TRAINING IN CLASSIFICATION

Classification deputies should receive training specific to incarcerated person classification before being assigned primary classification duties. Individuals not specifically trained in classification may work in classification provided that they are under the immediate supervision of a trained and qualified staff member.

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508.10.1 MANDATORY RESTRAINT LEVEL

The Classification Unit assigns mandatory restraint levels when such restraints are necessary based on the incarcerated persons' security risk whenever the incarcerated person is out of their cell and whenever the incarcerated person is being transported out of the facility.

Additional deputies for escort may be assigned by the Classification Unit or at the discretion of the Watch Commander.

Each facility may modify/assign reasonable restraint level requirements for incarcerated persons being moved within the jail facility. Any instance of raising the restraint level without Classification oversight must be reported to the Classification Unit within 24 hours.

Only Classification staff may lower restraint levels.

508.11 ATTACHMENTS

See attachment: [Voluntary Gender Identity Preference Form.pdf](#)

Incarcerated Urinalysis Testing

509.1 PURPOSE AND SCOPE

This section establishes a procedure to ensure that all urine samples obtained from incarcerated persons for laboratory analysis are collected and processed in a uniform method which consistently maintains the approved chain of evidence or custody.

509.2 POLICY

This policy is a disciplinary process and evidence control system for controlled substance-related offenses by incarcerated persons by using urinalysis testing.

509.3 REASONS FOR TESTING

A supervisor may order random urinalysis for incarcerated persons in any identifiable unit of the facility or any identifiable program area or on any identifiable group of incarcerated persons. They may also order or approve urinalysis when there are articulable security concerns that reasonably justify the search, including when:

- (a) Deputies have reason to believe the incarcerated person used drugs and/or the incarcerated person is alleged to have been involved in an act of violent misconduct.
- (b) The incarcerated person is found to be in possession of suspected illicit drugs or associated paraphernalia, or when these are detected or found in an area controlled, occupied, or in habited by the incarcerated person.
- (c) The incarcerated person is found to be in possession of suspected illicit drugs and deputies are unable to obtain a sample of the substance.
- (d) Deputies receive information from a source that the incarcerated person is currently under the influence of, or has recently used, illicit drugs or alcohol.
- (e) Prior to and after an incarcerated person participates in a Parent/Child Visit.
- (f) When assigned as an incarcerated person worker.

509.4 PROCEDURAL LINK

[Custody and Court Operations Procedure Manual: 509.1 URINE SAMPLE COLLECTION PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 509.1.1 PRE-COLLECTION DUTIES](#)

[Custody and Court Operations Procedure Manual: 509.1.2 COLLECTION OF URINE SAMPLES](#)

[Custody and Court Operations Procedure Manual: 509.1.3 PROCESSING AND DOCUMENTATION OF TESTS RESULTS](#)

[Custody and Court Operations Procedure Manual: 509.1.4 DESCRIPTION OF OFFENSES](#)

Incarcerated Person Movement

510.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of incarcerated persons between areas within facilities and transportation from the facility to court, medical appointments, or other jurisdictions (15 CCR 1029(a)(6)).

510.2 POLICY

The staff should be vigilant in the control and movement of incarcerated persons between areas within the facility and when transporting persons outside the secure confines of the facility. Control may be by direct or indirect visual observation. All staff should consider all incarcerated person movement as high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

510.3 INCARCERATED PERSON MOVEMENT

Deputies shall not allow incarcerated persons to leave their assigned housing area unless they have approved activities that may include, but are not limited to:

- (a) Court
- (b) Transportation to another facility
- (c) Visiting
- (d) An interview
- (e) Report to a work assignment
- (f) Dental or medical care
- (g) Attending educational classes or religious services
- (h) Release
- (i) Facility emergency
- (j) As deemed appropriate by staff

Movement of incarcerated persons in a facility shall be done in an orderly manner with incarcerated persons walking in a single-file line when possible. All those present shall maintain situational awareness during incarcerated person movement and shall consider the design of the facility, areas of poor visibility and the presence of other incarcerated persons. Staff shall avoid moving incarcerated persons through areas where they may have access to dangerous contraband.

- (a) incarcerated person conduct during movement shall be strictly enforced. incarcerated persons will:
 - 1. Obey commands of staff at all times.
 - 2. Not eat or drink during movement.
 - 3. Not engage in loud talking, running, horseplay or boisterous conduct during movement.

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4. Not loiter in unauthorized areas and will report immediately to their assigned destination.
 5. Be appropriately dressed during movement.
- (b) All housing deputies will maintain an accurate incarcerated person out-count at all times.

Procedural Link:

[Custody and Court Operations Procedure Manual: 510.1 INCARCERATED PERSON MOVEMENT PROCEDURES](#)

[Custody and Court Operations Procedure Manual: 510.1.1 INCARCERATED PERSON MOVEMENT TO AND FROM IRC](#)

[Custody and Court Operations Procedure Manual: 510.1.2 INCARCERATED PERSON MOVEMENT SCHEDULE AT IRC](#)

[Custody and Court Operations Procedure Manual: 510.1.3 INCARCERATED PERSON MOVEMENT CJ#2](#)

[Custody and Court Operations Procedure Manual: 510.1.4 INCARCERATED PERSON MOVEMENT CJ#5](#)

Crowding

511.1 PURPOSE AND SCOPE

One of the determining factors in maintaining a safe and secure jail is to limit the incarcerated person population to the number of beds constructed in each incarcerated person classification level. Occasionally, emergencies occur that will require the county jail to exceed its approved bed capacity. This policy establishes the approved bed capacity of the facility, addresses temporary population excess, and provides a plan for gathering statistics and projecting long-term space needs via a jail needs assessment.

511.2 POLICY

It is the policy of the San Francisco Sheriff's Department to manage the incarcerated person population, to the extent as is reasonably possible to avoid exceeding each facility's approved bed capacity. The approved bed capacity of each facility is retained by the facility and Custody Operations Division (COD). The bed capacity at County Jail #2 is 392 and County Jail #3 is 768. The Sheriff is responsible for ensuring that the number of incarcerated persons does not exceed the approved bed capacity at each facility.

Each facility has housing units in a variety of configurations with the intent that all those incarcerated can be separated according to the facility's classification plan. County Jail #2 has dormitories and County Jail #4 has 2-man, 6-man, 12-man cells and dormitories that provide additional challenges for the classification of incarcerated persons. These facilities, due to architecture, generally require a 10% to 15% bed vacancy in order to comply with classification requirements.

In the event of an emergency that causes a facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the incarcerated person population to the approved bed capacity as soon as reasonably practicable. The Department will take affirmative action to address excess population. In the event that the incarcerated person population remains over capacity or continues to increase, a crowding committee will be formed at the direction of the Sheriff, to examine any and all methods to ensure that any over-capacity facility's population is reduced and remains within the approved bed capacity.

511.2 CROWDING COMMITTEE

The Sheriff or designee is responsible for forming the crowding committee and for facilitating its meetings. When the number of incarcerated persons exceeds the approved bed capacity of a facility, the Sheriff should schedule a meeting with the committee for the purpose of identifying potential solutions to reduce the population to, or below, the approved bed capacity.

A complete report describing facility population, conditions and mitigation recommendations should be provided to all members of the committee, as well as being released to the public.

The committee membership should include, but not be limited to, the following:

- (a) The Sheriff

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- (b) The Facility Commander
- (c) A member of the local judiciary
- (d) A representative of the City Attorney's Office
- (e) A representative of the Public Defender's Office
- (f) A representative from the Mayor's Office
- (g) One or more members of the public

511.3 FACILITY NEEDS ASSESSMENT

In the event that each county jail maintains an average 80 percent occupancy rate consistently for one year, the Department should initiate a jail needs assessment. The assessment initiates a systematic process that is designed to identify a variety of operational issues and program needs, and may indicate when renovation or replacement of the facility is warranted.

511.4 INCARCERATED POPULATION REPORTS

Each Facility Commander is responsible for ensuring that detailed daily logs of the facility's incarcerated person population and other demographic information are completed and maintained by the staff. These logs shall reflect the monthly, average daily population of sentenced and non-sentenced incarcerated persons by categories of male and female as of midnight of each day. The number of incarcerated persons occupying holding cells shall also be counted at midnight each day. An incarcerated population report summarizing this information shall be created daily through the Classification Unit and distributed to the Sheriff's administration. The Custody Division Chief Deputy shall provide the Board of State and Community Corrections with applicable incarcerated person demographic information as described in the Jail Profile Survey (15 CCR 1040).

Use of Restraint Chair

512.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of a restraint chair.

512.2 POLICY

It is the policy of this department that a restraint chair shall be used only to prevent self-injury, injury to others or property damage.

Restraints chairs shall never be used for retaliation or as punishment and shall not be utilized any longer than is reasonably necessary to control the incarcerated person. Restraint chairs are to be applied only when less restrictive methods of controlling the dangerous behavior of an incarcerated person have failed or appear likely to fail (15 CCR 1029(a)(4); 15 CCR 1058).

512.3 USE OF RESTRAINT CHAIR

Supervisors shall proactively oversee the use of a restraint chair on any incarcerated person and shall require the approval of the Watch Commander or higher authority prior to use.

The following provisions shall be followed when utilizing a restraint chair to control an incarcerated person (15 CCR 1058).

JHS will communicate with a Sheriff's supervisor about the incarcerated person's status, recommendations for removal of restraints, and additional safety or comfort measures that should be taken. As soon as practicable, but within eight hours of placement in restraints, the incarcerated person must be evaluated by a mental health professional to assess whether the incarcerated person needs immediate and/or long-term mental health treatment. If the Watch Commander or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from the restraint chair after four hours, the incarcerated person shall be taken to a medical facility for further evaluation.

Procedural link:

[Custody and Court Operations Procedure Manual: 512.1 RESTRAINT CHAIR PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 512.2 RESTRAINT CHAIR PLACEMENT PROCEDURE](#)

512.4 RANGE OF MOTION

Incarcerated persons placed in a restraint chair for longer than two hours should be allowed the movement of their extremities. Range-of-motion exercise will consist of movement of the extremities for a minimum of 10 minutes every two hours.

512.5 FOOD, HYDRATION, AND SANITATION

Incarcerated persons who are confined in restraint chairs shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be

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provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the incarcerated person.

Offering food and hydration to incarcerated persons will be documented to include the time, the name of the person offering the food or water/juices, and the incarcerated person's response (accepted, rejected).

512.6 AVAILABILITY OF CPR EQUIPMENT

CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where incarcerated persons in restraint chairs are held.

512.7 RESTRAINED INCARCERATED HOLDING

Under no circumstances will an incarcerated person be housed with other incarcerated persons (15 CCR 1058).

512.8 PREGNANT INCARCERATED PERSONS

Incarcerated persons who are known to be pregnant or are in labor, delivery or recovery from a birth will not be placed in a restraint chair.

512.9 ATTACHMENTS

[See attachment: Restraint Chair Placement Removal and Safety Check Form.pdf](#)

Supervision of Incarcerated Persons

513.1 PURPOSE AND SCOPE

It is the policy of the San Francisco Sheriff's Department to provide for the safety and security of the public, staff and incarcerated persons through incarcerated person supervision.

513.2 POLICY

It is the policy of the San Francisco Sheriff's department that supervision of incarcerated persons will be conducted in a professional, respectful manner, recognizing the dignity of each individual. It is acknowledged that some incarcerated individuals pose significant danger to others, behavioral problems or may act out in a dangerous or disruptive manner, in which case the appropriate level of response, including the use of force, may be required.

513.3 SUPERVISION OF INCARCERATED PERSONS

At all times, there shall be sufficient staff designated to remain in the facility for the supervision and welfare of incarcerated persons, to ensure the implementation and operation of all programs and activities as required by Title 15 CCR Minimum Jail Standards, and to respond to emergencies when needed. Deputies should not be assigned duties that could conflict with the supervision of incarcerated persons (15 CCR 1027). At no time will incarcerated persons be left unsupervised.

When male incarcerated persons are housed at a facility, a minimum of one male deputy shall be on-duty at all times. When female incarcerated persons are housed at a facility, a minimum of one female deputy shall be on-duty at all times.

Staff of the opposite identified gender are to announce their presence when entering an incarcerated person housing unit.

The Facility Commander or designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules (Penal Code § 4021; 15 CCR 1027) (see Staffing Plan Policy and Records Maintenance and Release Policy).

513.4 VERIFICATION OF INCARCERATED PERSON IDENTITY

At least once per day, all incarcerated persons will be identified by a deputy on duty during a dayshift/team to ensure the information on the incarcerated person's wristband matches the information in the Jail Management System.

Procedural link:

[Custody and Court Operations Procedure Manual: 513.1 ADMINISTRATIVE TASKS](#)

[Custody and Court Operations Procedure Manual: 513.2 HOUSING UNITS, HOLDING CELLS, SAFETY/SOBERING CELLS](#)

[Custody and Court Operations Procedure Manual: 513.3 PROGRAM/CLASS SUPERVISION](#)

[Custody and Court Operations Procedure Manual: 513.4 HOUSING UNIT MEETINGS](#)

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[Custody and Court Operations Procedure Manual: 513.5 INCARCERATED WORKERS](#)

Searches

514.1 PURPOSE AND SCOPE

To comply with Federal and State laws and case decisions while maintaining the safety of incarcerated persons and jail facilities, employees and the public.

514.2 POLICY

The San Francisco Sheriff's Department will conduct searches that meet the requirements of federal and state law while maximizing security in jail facilities and the safety of all persons in the county jail system. Under no circumstances shall searches be conducted as a punitive measure.

514.3 PAT (CURSORY) SEARCHES

A search consisting of a pat-down or body frisk of a clothed person, including an examination of pockets, shoes and socks. A pat search may include the removal and examination of outer clothing including, but not limited to, hats, wigs, coats, jackets, and multiple layers of bulky clothing.

- (a) Pat searches should be conducted by sworn employees of the same gender identity as the person to be searched, whenever possible.

When such searches are conducted:

- (a) At intake, the transporting officer will conduct a pat search and a non-intrusive sensor and scanning device (which may include a full body scanner) search prior to the booking process.
- (b) Once the booking has been completed, any person not qualifying for a strip- search will be pat searched and scanned with a non-intrusive sensor and/or a scanning device as part of the dress in process prior to transfer to a housing facility.
- (c) Pat searches or searches by non-intrusive sensor and/or scanning devices, including full body scanners, may be conducted on incarcerated persons at any time.

Searches of employees:

- (a) All employees entering a jail facility may be subject to a non-intrusive sensor and/or scanning device search.
- (b) All packages, briefcases, purses, or other containers may be searched for contraband prior to entering the jail.
- (c) All employees may be subject to a non-intrusive sensor and scanning device search before entering a jail facility.

Searches of civilians including contract employees:

- (a) All civilians who enter the jail facility to visit, conduct interviews or provide any service that requires entering a jail facility may be subject to a non-intrusive sensor and I or scanning device search.
- (b) All packages, briefcases, purses or other containers will be searched for contraband prior to entering the jail.

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- (c) A pat search may be conducted if approved by the watch commander and when a sworn employee has reasonable suspicion a civilian may possess contraband.
- (d) The approved pat search will be conducted by a sworn employee of the same gender identity, in a private location and in a professional manner.
- (e) The civilian to be searched must be advised of their right to refuse the pat search and leave the jail facility. This must be documented in the incident report.
- (f) If the civilian refuses the pat search, the person will be escorted out of the jail and off the jail grounds and will be denied future access to the jail.
- (g) An incident report must be completed any time a pat search is conducted on a civilian and I or whenever a civilian refuse such a search.
 - 1. The report must include the reasonable suspicion articulated and any contraband found on the civilian.
 - 2. Any criminal conduct by civilians may result in arrest for criminal prosecution.
- (h) Searches of employees:
 - 1. All employees entering a jail facility may be subject to a non-intrusive sensor and I or scanning device search.
 - 2. All packages, briefcases, purses, or other containers may be searched for contraband prior to entering the jail.
 - 3. All employees may be subject to a non-intrusive sensor and scanning device search before entering a jail facility.

514.4 STRIP SEARCHES

A search that requires a person to remove or arrange some or all of their clothing to permit a visual inspection of the breasts, buttocks or genitalia of such person. A strip search may also include a visual inspection of the person's body cavities.

All incarcerated persons will be supplied with clean jail clothing immediately after a strip search.

- (a) Department employees will take all reasonable measures to minimize the extent to which strip searches intrude on an individual's privacy.
 - 1. All strip searches shall be conducted in a private location, such that persons not participating in the search cannot observe the person being searched.
 - 2. Prior to the strip search being conducted, a sworn employee must explain the process to the incarcerated person.
 - 3. All Department employees present at a strip search shall be of the same gender identity as the person being searched except in emergency situations.
 - 4. Department employees shall not touch the breasts, buttocks, genitalia or body cavities of the person being searched.

Strip searches conducted based on reasonable suspicion shall be recorded on the Strip Search Authorization form and shall be kept on file at the jail facility for one year. After one year, the records should be put into storage and retained in accordance with the department records storage policy.

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Any contraband found while conducting a strip search shall be documented on the Strip Search Authorization form.

If the quantity or type of contraband found supports additional criminal charges, the sworn employee conducting the search will complete an incident report and attach a copy of the Strip Search Authorization form to the report. The Criminal Investigations Unit shall be contacted about the incident.

514.4.1 STRIP SEARCHES PRIOR AT INTAKE/BOOKING

An incarcerated person may be strip-searched at the time of booking only if:

- (a) There is articulable reasonable suspicion with supervisor approval on the Strip Search Authorization Form prior to the search; or
- (b) Supervisor approval is not required if the incarcerated person meets the following criteria:
 - 1. is charged with a crime of drugs, (except when arrested for violation of Health and Safety Code 11550 only), weapons and/or violence; or
 - 2. has been convicted or arrested within the last 5 years for drugs, (except when arrested for violation of Health and Safety Code 11550 only), weapons and/or violence, as documented in the criminal history information system; or
 - 3. is charged under California Penal Code Section 3056 or booked with a State Parole hold; or
 - 4. is charged under California Penal Code Section 1203.2; or
 - 5. is in the custody of another agency and is booked into the jail for safekeeping, including an incarcerated person booked on a U.S. Marshall hold.

514.4.2 BOOKED INCARCERATED PERSONS

- (a) Pre-Sentenced Booked Incarcerated Persons
 - 1. Pre-sentenced booked incarcerated persons may be strip-searched at any time if there is reasonable suspicion and supervisor approval on the Strip Search Authorization form prior to the strip search.
 - 2. Prior supervisor approval for the strip search is not required if the incarcerated person:
 - (a) was strip-searched at booking but a legitimate reason such as a security search of their housing unit exists to conduct another search; or
 - (b) has been found to possess contraband during a prior search, as documented on the housing card; or
 - (c) is returning from a work detail, a court-ordered pass, a hospital appointment, court appearance, contact visits, interviews, or other activities occurring outside his / her assigned housing unit.
- (b) Sentenced incarcerated persons may be strip-searched at any time as part of a security search.

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- (c) incarcerated persons shall not be strip-searched as part of a final discharge and release to the community.
- (d) Searches of incarcerated persons shall not be conducted in order to determine genitalia.

514.4.3 INCARCERATED PERSONS STRIP SEARCH NON-COMPLIANCE

Whenever an incarcerated person who meets the criteria for a strip search is non-compliant, the sworn employee will notify the on duty watch commander immediately.

- (a) If the non-compliant incarcerated person poses no significant threat to the safety of themselves, other incarcerated persons, Sheriff employees, and/or other civilian workers in the area, the incarcerated person will be placed in a holding cell to calm down.
- (b) The watch commander will make every effort to avoid having to order the forcible removal of clothing from a non-compliant incarcerated person.
- (c) If an incarcerated person continues to be non-compliant with the order for a strip search and is nearing 16 hours in the intake jail, the Facility Commander should consult with the Custody Operations Division Chief Deputy to determine at what point the strip search will be conducted with or without compliance from the incarcerated person.
- (d) If the non-compliant incarcerated person poses a significant threat to the safety of themselves, other incarcerated persons, Sheriff employees and/or other civilian workers in the area, the watch commander will instruct sworn employees to forcibly remove the incarcerated person's clothing, so the search can be completed. The force used should be no more than what is required to accomplish the search.
- (e) The watch commander will submit an incident report identifying the incarcerated person involved, the action taken and, if forcible removal of clothing is required, the articulable reason the incarcerated person posed a significant threat.

514.5 PHYSICAL BODY CAVITY SEARCH

A physical intrusion into a body cavity, such as the mouth, stomach, rectum, or vagina, for the purpose of discovering any object concealed in the body cavity. This type of search always requires a valid search warrant and must be conducted by medical employees at a medical facility.

Department employees may not conduct physical body cavity searches under any circumstances. All physical body cavity searches require a valid search warrant and must be conducted by medical personnel.

514.6 NON-INTRUSIVE SENSOR SCANNING DEVICE SEARCH

A search conducted on a clothed person using either a hand-held or walk- through mechanical device or metal detector or other non-intrusive detection device.

514.7 TRANSGENDER SEARCHES

Transgender is a term for people whose gender identity, expression, or behavior is different from those typically associated with their assigned sex at birth.

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If a strip search of a Transgender, Gender Variant or Non-Binary (TGN) person is required, a sworn employee shall accept the person's declaration of gender identity as truthful before initiating the search. Documentary identification and/or anatomical features are not to be used as indicators of a person's gender identity.

- (a) A TGN incarcerated person must be offered one of two options for a strip search preference:
 - 1. A sworn employee whose gender identity is male; or
 - 2. A sworn employee whose gender identity is female
- (b) Sworn employees are permitted to ask the incarcerated person questions about their gender identity prior to a strip search. The permitted questions are as follows:
 - 1. What name would you like to be referred as?
 - 2. You have the choice to be searched by a male sworn employee or a female sworn employee. Do you have a preference?
- (c) Where the sworn employee has an articulable reason to doubt the incarcerated person's self-identification, the sworn employee shall defer to the watch commander for a final determination.
 - 1. When the watch commander overrides the Statement of Preference form, the watch commander shall author an incident report articulating the reason(s) for the decision to override the request of the TGN incarcerated person regarding their strip search preference.
 - 2. The incident report shall be processed as indicated in policy Incident Reports Policy.

514.8 SECURITY SEARCHES

- (a) Security searches are conducted in jail facilities, jail grounds, and vehicles to detect contraband and illegal activity.
- (b) Security searches may be conducted randomly at any time or may be conducted based on information that contraband may be found.
- (c) Incarcerated persons will be required to leave the area being searched, including their cell, room, or bunk areas prior to Sheriff sworn employees entering and searching the area.
- (d) Incarcerated persons returning to the area of the security search are subject to a pat search and I or a non-intrusive search conducted using either a hand-held or walk-through mechanical device or metal detector or other non-intrusive detection device.
- (e) Incarcerated persons returning to the area of the security search may be strip searched if there is articulable reasonable suspicion and supervisor approval on the Strip Search Authorization form.
- (f) If the quantity or type of contraband found supports additional criminal charges, the sworn employee conducting the search will complete an Incident Report and forward the report to the Criminal Investigations Unit.

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- (g) Any contraband found in areas of common incarcerated person space will be logged in a Contraband Log, which will include the date, and time of the security search, the location the contraband was found, what type of contraband was found, who found the contraband, who had access to the common space and how the contraband was disposed of.

514.8.1 FOCUS OF SECURITY SEARCHES

A search focused on certain areas of the jail facility, including the bunk, clothing, locker, cell, tank, dormitory, or pod, or any other area within the jail facility or on the jail grounds. incarcerated persons located in, leaving, or returning to an area where a security search is being conducted may also be subject to search.

Contraband items which are prohibited by law will be handled as follows:

- (a) A sworn employee will confiscate the items.
 - 1. If the contraband is not needed for evidence, the item(s) will be disposed of in a locked contraband disposal container to be maintained at each jail facility.
 - 2. If the contraband is needed for evidence and criminal charges are being considered, a sworn employee or supervisor shall secure the evidence in a manner consistent with evidence procedures and contact the Criminal Investigations Unit.

Contraband items which are not prohibited by law will be handled as follows:

- (a) The reporting sworn employee will confiscate the items.
 - 1. If the contraband is in excess of jail-issued items, the excess will be returned to its proper location.
 - 2. The reporting sworn employee will log the contraband information in the Contraband Log.
 - 3. The reporting sworn employee may also complete a Request for Discipline if the contraband is in the possession of or in an area under the control of a specific incarcerated person.

514.9 ATTACHMENTS

[See attachment: Contraband Form.pdf](#)

[See attachment: Gender Identity Preference Form.pdf](#)

[See attachment: Housing Unit Search Form.pdf](#)

[See attachment: Strip Search Authorization Request form.pdf](#)

[See attachment: Permissible Strip Search Guidelines.pdf](#)

Death In-Custody

515.1 PURPOSE AND SCOPE

To provide direction on the handling of in-custody deaths, the investigation and required reporting.

515.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death is defined as the death of any person under the custody of the Sheriff's Department, caused naturally, by suicide, homicide, accidentally.

"Under the custody of the Sheriff's Department" is defined as anyone who is in the process of being booked, in transport, in court, in a holding cell, or is incarcerated at a Sheriff's Department jail facility.

515.2 POLICY

The San Francisco Sheriff's Department will investigate in-custody deaths under the custody of the Sheriff's Department. While investigators from the Criminal Investigations (CIU) and Internal Affairs Units (IAU) respond to scenes of in-custody deaths, CIU investigators are the department's primary contact until it is determined that a crime was not committed. If Criminal Investigators deem that no crime has been committed, investigators from IAU become the primary contact.

This department will follow state and local guidelines for reporting in-custody deaths, including as required in 15 CCR 1046.

The Sheriff's Department has no exclusive authority to investigate in-custody deaths and will cooperate with the agency with primary jurisdiction.

515.3 IN-CUSTODY DEATH PROCEDURES

515.3.1 CALLS FROM THE MEDIA OR FAMILY

All inquiries regarding the in-custody death shall be referred to the Sheriff's Communication's Staff and Public Information Officer. Deputies shall not make a public comment. Statements regarding the incident shall not be made by employees without the express permission of department administration.

The Department shall not release the name of any public safety officer involved in an in-custody death without prior notification to the officer(s) or the officer's representative. The Department shall not release the home address of any involved employee or any involved employee's photograph except to an authorized investigating agency unless compelled by law or with the express consent of the employee.

515.4 MANDATORY REPORTING

All in-custody deaths shall be reported within 10 days of the death to the state Attorney General's office, in accordance with reporting guidelines and statutory requirements (Government Code § 12525).

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If the decedent is being held on behalf of another agency, the Facility Commander shall notify that agency so that agency will assume responsibility for the notification of the decedent's family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the incarcerated person's name, identification number, date and time of death, and the attending physician's name.

In the event that a juvenile dies while in custody, the Facility Commander or the authorized designee shall notify the court of jurisdiction and the juvenile offender's parent or guardian (15 CCR 1047). A copy of the report provided to the state Attorney General's office shall be submitted to the Board of State and Community Corrections within 10 days of the death (15 CCR 1046(b)(1)).

The Sheriff or the authorized designee should ensure that all specified information relating to the in-custody death is posted on the department's website as prescribed and within the timeframes provided in Penal Code § 10008.

515.5 IN-CUSTODY DEATH REVIEW

The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death to identify areas where operations, policies, and procedures may be improved. At a minimum, the review team should include the following (15 CCR 1046(a); 15 CCR 1030):

- (a) Sheriff and/or the Facility Commander
- (b) City Attorney
- (c) Investigative staff
- (d) Qualified health care professionals, supervisors, or other staff who are relevant to the incident

The Sheriff shall initiate the in-custody death review as soon as practical but it shall take place within 30 days after the incident (15 CCR 1046(a)). The team should review the appropriateness of clinical care, determine if changes to policies, procedures and/or practices are warranted, and identify issues that require further study. A second review will be held once the Medical Examiner's findings are made available to the Department and shared with Jail Health Services (JHS).

515.6 ATTACHMENTS

See attachment: [Crime Scene Log.pdf](#)

Contact with Incarcerated Persons

516.1 PURPOSE AND SCOPE

Interaction with incarcerated persons allows for continual assessment of the safety and security of the facility and the health and welfare of those in jail. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between employees and those incarcerated in San Francisco jails and is intended to promote high ethical standards of honesty, integrity and impartiality as well as increase facility safety, discipline and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Employees who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

516.2 POLICY

The Facility Commander shall ensure that incarcerated individuals have adequate ways to communicate with staff and staff communicate and interact with those who are incarcerated in a timely and professional manner.

516.3 GENERAL CONTACT GUIDELINES

Members are encouraged to interact with the incarcerated persons under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members shall present a professional presence in their contact with those under their care in jail. Members should not use profanity, and shall not make derogatory or discriminatory comments, including any based on race, gender, age, personal appearance or gender identity, is strictly prohibited.

Written communication (e.g., request forms, grievances, rules violation forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed as appropriate.

Employees shall not dispense legal advice or opinions, or recommend attorneys or other professional services to incarcerated persons.

Words and actions should be expressed in ways that are not meant to antagonize and/or escalate. However, the Department recognizes the necessity for staff at times to give incarcerated persons direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to incarcerated persons in particular may be necessary when activities or events pose a threat to the safety or security of this facility.

516.4 ANTI-FRATERNIZATION

Department employees shall not have personal or other interaction not pursuant to official duties between persons, absent a previous relationship, who are in jail or who have been discharged from jail or community programs, within the previous six months.

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Department employees shall not knowingly establish a personal or business relationship with any persons described in this section unless written permission is received from the Sheriff, Undersheriff, or Assistant Sheriff.

516.4.1 EXCEPTIONS

The Sheriff, Undersheriff, or Assistant Sheriff may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Sheriff, Undersheriff, or Assistant Sheriff should give consideration to factors including, but not limited to:

- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

516.5 REPORTING

Department employees shall promptly report all attempts by incarcerated persons to initiate sexual acts or solicitation of information regarding any staff member to the Facility Commander in writing.

Department members shall report all attempts by incarcerated persons to intimidate or instill feelings of fear in a member or others to their supervisor.

Department employees shall promptly notify their immediate supervisor in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the Department.
- The employee is involved in a personal or family relationship with a current incarcerated person.

Transportation of Incarcerated Persons

517.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of incarcerated persons and to ensure staff assigned to transportation duties are appropriately trained.

517.2 POLICY

It is the policy of the San Francisco Sheriff's Department to provide safe and secure transportation for all persons in the Sheriff's custody as required by law.

517.3 TRANSPORTATION PROCEDURES

Procedural link:

[Custody and Court Operations Procedure Manual: 517.1 TRANSPORTATION](#)

[Custody and Court Operations Procedure Manual: 517.2 TRANSPORTATION PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 517.3 DISTURBANCES, FIGHTS AND ESCAPES](#)

[Custody and Court Operations Procedure Manual: 517.4 INCARCERATED PERSON PREPARATION](#)

[Custody and Court Operations Procedure Manual: 517.5 INCARCERATED PERSON PROPERTY](#)

[Custody and Court Operations Procedure Manual: 517.6 PROCESSING INCARCERATED PERSONS FOR CDC TRANSPORT](#)

517.3.1 TRANSPORTATION LOGS AND DOCUMENTS

Incarcerated person transportation logs and documents should be completed to record all incarcerated person transports. The logs and documents should include and kept according to the Records Retention Schedule. The logs and documents should include:

- Name and identification number of the incarcerated person.
- Date and start/stop time of the transport (via DEM).
- Location where the incarcerated person was transported.
- Name and badge number of the transporting deputy.
- Circumstances of any unusual events associated with the transportation.
- Completed Department of Motor Vehicle Log Sheet (transport busses only).

The logs and documents shall be retained by the Facility/Section/Unit in accordance with established records retention schedules.

Deputies should notify DEM or Sheriff's dispatch at the beginning and end of a transport.

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517.4 VIEWING TRANSPORT

The Sheriff's Department may provide an incarcerated person the opportunity to pay their last respects to a deceased, immediate family member. Immediate family includes parents (including step and in-laws), grandparents, spouse, domestic partner, siblings (including step and foster), children (including step and adopted) and legal guardian.

The Department will not transport an incarcerated person to a funeral, memorial service or to a burial service. incarcerated persons may attend a private, 30-minute viewing of the deceased family member at a time and location arranged by the Department. incarcerated persons may submit a written request to a deputy or to Prisoner Legal Services.

Procedural link:

[Custody and Court Operations Procedure Manual: 517.7 VIEWING TRANSPORT PROCEDURES](#)

517.5 TRANSPORTATION ASSISTANCE FOR PERSONS PENDING RELEASE FROM THE IRC

The Sheriff's Department offers transportation assistance to eligible incarcerated persons upon notification of release through the use of a City authorized vendor. This service is provided to incarcerated persons upon release from the county jail at night, who have requested assistance, when a referral was made or when a Rehabilitation Services Coordinator (RSC) has identified a need. The address of the incarcerated person's destination will not exceed 25 miles in one-way travel from the jail.

Procedural link:

[Custody and Court Operations Procedure Manual: 517.8 TRANSPORTATION ASSISTANCE PROCEDURE](#)

Safety Cell Use

518.1 PURPOSE AND SCOPE

This policy establishes the requirements for placement of an incarcerated individual into and their continued retention in safety cells.

518.2 POLICY

Each facility will employ the use of safety cells to protect incarcerated persons from injury to themselves or others or to prevent the destruction of property by an incarcerated person in accordance with applicable law.

Safety cells will only be used when necessary to hold those individuals who display behavior that results in the destruction of property or who display an intent to destroy property or cause physical harm to themselves or others.

Safety cells shall not be used as a holding cell, for punishment or as a substitute for treatment.

518.3 SAFETY CELL GUIDELINES

A safety cell is an enhanced protective housing designed to minimize the risk of injury to persons and/or the destruction of property and used for incarcerated persons who display behavior that reveals an intent to destroy property or to cause physical harm to themselves or others, until suitable housing is available.

Safety checks shall be conducted and documented twice every thirty minutes, noting the well-being and behavior of the incarcerated person. Offer water every two hours and flush the toilet twice every eight hours or upon request. Document the time meals are served. Supervisors shall inspect this form for completeness every two hours and review continued retention in the safety cell every four hours.

Safety cells may only be used when an incarcerated person is:

- (a) A danger to others, such as actively physically combative or threatening to hurt others (must have capacity and means).
- (b) A danger to self as determined by actions or words such as, severe mental impairment or confusion, banging their head against a surface, making suicidal gestures or threatening to commit suicide, or as determined by JHS for suspicion of ingesting an injury causing item.
- (c) Gravely disabled as determined by Jail Health Services (JHS) (nursing, Behavioral Health staff or medical providers).
 - 1. In a custody setting, only JHS staff may determine an incarcerated person is gravely disabled.
- (d) Requesting placement, whereby the deputy should document the words of the incarcerated person. Deputies may request JHS Behavioral Health staff meet with the incarcerated person prior to placement, if possible, to determine alternative options.

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Safety Cell Use

Recommendations to place an incarcerated person in a safety cell can be made by deputies, JHS or any other individuals that have contact with the incarcerated person.

The safety cell shall not be used as a holding cell, for punishment or as alternative housing. The safety cell shall not be used for incarcerated persons who refuse direct orders, including an order to be strip searched, but do not otherwise meet the criteria for safety cell placement.

Procedural link:

[Custody and Court Operations Procedure Manual: 518.1 PLACEMENT IN A SAFETY CELL](#)

[Custody and Court Operations Procedure Manual: 518.2 CONTINUED RETENTION IN A SAFETY CELL](#)

[Custody and Court Operations Procedure Manual: 518.3 REMOVAL FROM A SAFETY CELL](#)

518.4 ATTACHMENTS

Safety Cell Placement Form

Safety Cell Observation Form

Sobering Cells

519.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing incarcerated persons into and the continued placement of incarcerated persons in sobering cells.

519.2 POLICY

The Intake and Release Center (IRC) will employ the use of sobering cells to protect incarcerated persons from injury or to prevent the destruction of property by an incarcerated person in accordance with applicable law. The Facility Commander or designee shall review this policy annually with the Responsible Physician.

519.3 SOBERING CELL

A sobering cell is a holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for newly booked persons or incarcerated persons who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other incarcerated persons.

Procedural link:

[Custody and Court Operations Procedure Manual: 519.1 SOBERING CELL PLACEMENT](#)

[Custody and Court Operations Procedure Manual: 519.2 REMOVAL FROM A SOBERING CELL](#)

519.4 ATTACHMENTS

[See attachment: Sobering Cell Observation Form.pdf](#)

Release of Incarcerated Persons

520.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the release of incarcerated persons to ensure that incarcerated persons are not released in error (15 CCR 1029).

520.2 POLICY

It will be the policy of the San Francisco Sheriff's Department to provide for the timely, efficient, and legal release of incarcerated persons.

520.3 RELEASE GUIDELINES

Incarcerated persons who have reached the end of their sentenced term or who are ordered released by the court may be scheduled for release at staggered times on their release date to avoid congestion in the release area.

Incarcerated persons at each facility should not be released or moved during count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the facility.

All incarcerated persons must be positively identified by the release deputy prior to being released from the facility. Incarcerated person identities should be verified using intake records bearing the incarcerated person's name, photograph, and booking or SF number and/or a single digit fingerprint match system, if available.

Before any incarcerated person may be released, the following conditions must be met:

- (a) The identity of the incarcerated person has been verified.
- (b) All required paperwork for release is present. The deputy shall review the active incarcerated person's file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:
 - 1. Verifying calculations and release-date adjustments for good time.
 - 2. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
- (c) Central Records & Warrants Unit (CRW) must complete National Crime Information Center (NCIC) and local warrant checks to ensure that there are no outstanding warrants or detention orders. If any agency has outstanding charges against the incarcerated person, the CRW shall notify the agency that the incarcerated person is available for release.
- (d) All personal property shall be returned to the incarcerated person during the release process. The incarcerated person must acknowledge receiving their property by signed receipt. Any discrepancies shall be promptly reported to a supervisor.
- (e) All facility property must be returned by the incarcerated person.

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- (f) Incarcerated persons on probation or parole should be directed by the deputy to report to the probation or parole office immediately upon release.
- (g) Incarcerated persons shall have access to at least three free telephone calls to plan for a safe and successful release (Penal Code § 4024.5).
- (h) Release standards, release processes, and release schedules shall be made available to an incarcerated person following the determination to release the incarcerated person (Penal Code § 4024.5).

The releasing deputy shall sign and date the release paperwork at the time of release.

The jail management system shall be updated accordingly after the incarcerated person's release.

520.3.1 VOLUNTARY POSTPONEMENT OF RELEASE

Incarcerated persons who are eligible for release may be offered to stay in the facility for up to 16 additional hours or until normal business hours, whichever is shorter, in order for the incarcerated person to be discharged to a treatment center or be discharged during daylight hours. The incarcerated person may revoke their consent and be released as soon as possible and practicable (Penal Code § 4024).

520.3.2 DISCHARGE OF INCARCERATED PERSONS CONVICTED OF FELONIES

Incarcerated persons who have been convicted of a felony and meet the conditions in Penal Code § 4852.01 shall be advised of the right to petition for certificate of rehabilitation and pardon prior to release. The Central Records & Warrants Unit shall inform the incarcerated person in writing of the incarcerated person's right to petition, and of the procedures for filing a petition and obtaining the certificate (Penal Code § 4852.21).

520.3.3 DISCHARGE OF SEX OFFENDER REGISTRANTS

The Central Records & Warrants Unit shall inform the California Department of Justice when incarcerated persons required to register changes in address under Penal Code § 290.013 have been released from the county jail within 15 days of release (Penal Code § 290.013).

520.3.4 ARRESTEE RELEASED FROM CUSTODY

Upon request, an incarcerated person released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.91).

The county jail shall display the required signage that complies with Penal Code § 851.91 advising an incarcerated person of the right to obtain the Judicial Council forms.

IRC Post 4 Release Procedural link:

[Custody and Court Operations Procedure Manual: 520.1 IRC POST 4 RELEASE PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 520.1.1 GENERAL RELEASE PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 520.1.2 INCARCERATED PERSON MOVEMENT FOR RELEASE](#)

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[Custody and Court Operations Procedure Manual: 520.1.3 RELEASE DEPUTY RESPONSIBILITIES](#)

[Custody and Court Operations Procedure Manual: 520.1.4 TYPE OF RELEASES](#)

[Custody and Court Operations Procedure Manual: 520.1.5 AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM \(PID\)](#)

County Jail#4 Release Procedural link:

[Custody and Court Operations Procedure Manual: 520.2 COUNTY JAIL#4 RELEASE PROCEDURES](#)

Release in Error and Over-Detention

521.1 PURPOSE AND SCOPE

This policy is intended to provide guidance to deputies and management in the event of over-detention or inadvertent release in error.

521.1.1 DEFINITIONS

Definitions related to this policy include:

Release in error- Any instance of an incarcerated person being mistakenly released.

Over-detention - Any instance of an incarcerated person being mistakenly detained beyond their scheduled release date.

521.2 POLICY

It is the policy of this department to reasonably ensure that over-detention and an inadvertent release in error do not occur.

521.3 OVER-DETENTION

Any employee who discovers or receives information of an over-detention, or a complaint from an incarcerated person regarding over-detention (which could be discovered through a grievance), should immediately notify the Watch Commander.

The Watch Commander should request the Central Records and Warrants Unit (CRW) to immediately conduct an investigation to determine the correct release date of the incarcerated person and to report the findings to the Watch Commander.

incarcerated persons who are found to be over-detained shall be processed for immediate release in accordance with the Release of incarcerated persons Policy. A supervisor shall ensure that the Central Records Unit (CRW) is notified, an entry is made to the daily activity log and an Incident Report is completed and forwarded to Administration. The CRW will ensure that appropriate notifications are made.

521.4 RELEASE IN ERROR

Whenever a release in error is discovered, the deputy or other person making the discovery shall immediately notify their Watch Commander. The notification shall be documented in the daily activity log and documentation authored by a non-involved person in the release in error.

521.4.1 RELEASE IN ERROR INVESTIGATION

The Watch Commander should direct the Intake and Release Center (IRC) and CRW to immediately conduct an investigation to determine if a release in error occurred.

If a release in error is confirmed, the Watch Commander will notify the Division Commander through the chain-of-command. The COD Division Commander will contact the FOD Division Commander to coordinate a response based upon the seriousness of the threat the incarcerated person may pose to the community. The threat assessment should be based upon the

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incarcerated person's current offenses, criminal history and the propensity of violence among other factors. An individual's apprehension and return to custody will be prioritized based on the risk to public safety.

In the case of a release in error, the Watch Commander shall also notify the Central Records and Warrants Unit in order to initiate the notification process.

521.4.2 WALK AWAY

Upon the confirmation of a walk away (i.e. an off-ward custody 4011.7 or 4011.9 PC at Zuckerberg San Francisco General Hospital or other medical facilities, failure to return from a pass, etc.) or a release in error, an immediate pursuit may be bypassed if the pursuit would be rendered meaningless by virtue of the time elapsed since the release occurred. (Escapes are addressed in the Facility Emergencies Policy).

521.4.3 RETURNING THE PERSON TO CUSTODY

The Criminal Investigations Unit is responsible for authoring a warrant when required. FOD and Warrant Services Unit are responsible for coordinating the search response. When the incarcerated person that was released in error or was a walk away is returned to the IRC, an Incident Report shall document the nature of the arrest. Appropriate notifications should be made as soon as possible.

DNA Collections

522.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of DNA from those persons required to provide DNA upon conviction and/or arrest for certain offenses.

522.2 POLICY

The San Francisco Sheriff's Department will conduct DNA collections from adult arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

522.3 PERSONS SUBJECT TO DNA COLLECTION

The following persons must submit a DNA sample per the provisions set forth in Penal Code § 296 and Proposition 69 (DNA Fingerprint, Unsolved Crime, and Innocence Protection Act – enacted in 2004):

- (a) As of January 1, 2009, adults arrested for any felony offense to be charged within California.
- (b) Any person (adult or juvenile) who is newly convicted/adjudicated of a felony offense, or who is newly convicted/adjudicated of a misdemeanor but has a prior felony conviction (California or equivalent out-of-state crime) of record.
- (c) Any person (adult or juvenile) currently in custody or on probation, parole, or any other supervised release after conviction for any felony offense committed prior to November 3, 2004.
- (d) Any person (adult or juvenile) currently on probation or any other supervised release for any offense with a prior felony (California or equivalent out-of-state crime) of record. (See Cal. Pen. Code, §§ 295, 296, 296.1).
- (e) Persons registered under Penal Codes 290 and 451 (Misdemeanor and/or Felony conviction)

522.4 DNA COLLECTION PROCEDURE

When an incarcerated person is required to provide a DNA sample, a trained deputy shall attempt to obtain the sample in accordance with this policy.

Procedural link:

[Custody and Court Operations Procedure Manual: 522.1 VERIFICATION AND COLLECTION](#)

[Custody and Court Operations Procedure Manual: 522.1.1 MOVEMENT DEPUTY](#)

522.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the DNA collection process, deputies should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Deputies shall document their efforts to secure voluntary compliance and include an advisement of the legal obligation to provide the requisite specimen, sample, or impression and the consequences of refusal (15 CCR 1059).

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Force will not be used in the collection of DNA except as authorized by court order. Methods to consider when seeking voluntary compliance include:

- (a) Inform the person by reading the refusal section on the Notice Pursuant to Penal Code Section 296 form of the additional charge that may be booked upon refusal.
- (b) Contacting a supervisor to speak with the person.
- (c) Contacting the person's parole or probation officer when applicable.
- (d) Contacting the prosecuting attorney to seek additional charges against the person for refusing to provide a DNA sample and for the prosecuting attorney to bring the refusal before a judge.
- (e) Contacting the person's attorney.
- (f) Contacting a Chaplain.

Sheriff's employees are not authorized to use force by physically restraining any person in custody, or referred to the Department, for the collection of DNA or to assist another agency in the execution of a search warrant that requires collection of DNA.

- (a) An individual who refuses to provide a DNA sample shall be arrested and booked pursuant to Penal Code § 298.1(a).
- (b) An Incident Report shall be immediately completed by the arresting deputy, signed by the Watch Commander and sent to the Criminal Investigations Unit (CIU) and the District Attorney's Office before the end of the shift.
- (c) A copy of the Incident Report shall be forwarded to the DNA Collections Deputy and the Sheriff's Administration.

522.5.1 VIDEO RECORDING

A video recording shall be made any time reasonable force is used to obtain DNA. The recording shall document all staff participating in the process, a deputy reading the 298.1 Admonishment to the person, deputies notifying the person of the DNA expungement provisions to have their DNA removed from the DOJ DNA Databank, in addition to the methods and all force used during the collection. The recording shall be part of the investigation file, if any, or otherwise retained in accordance with the department's established records retention schedule (15 CCR 1059).

If the use of force includes a cell extraction, the extraction shall also be video recorded, including audio. The video recording shall be retained by the Department in accordance with established records retention schedules. Notwithstanding the use of the video as evidence in a criminal proceeding, the recording shall be retained administratively (15 CCR 1059).

When another agency executes a search warrant that requires the use of force to collect DNA of an incarcerated person in Sheriff's custody, the methods and all force used by that agency during the collection shall be video recorded by a Sheriff's deputy.

522.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

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522.6.1 DOCUMENTATION RELATED TO FORCE

The Watch Commander shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization shall include information that the subject was asked to provide the requisite sample and refused, as well as any related court order authorizing the force.

522.6.2 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

- (a) The California DOJ requests a blood sample and the subject consents, or
- (b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

522.6.3 STATE MANDATES

Deputies shall document their efforts to secure voluntary compliance and include an advisement of the legal obligation to provide the requisite specimen, sample, or impression, and the consequences of refusal (15 CCR 1059).

522.7 TRAINING

The Department will ensure deputies conducting DNA collections are properly trained in the process.

522.8 ATTACHMENTS

[See attachment: Arrest Notice Pursuant to Penal Code 296.pdf](#)

[See attachment: Conviction Notice Pursuant to Penal Code 296.pdf](#)

Chapter 6 - Due Process of Incarcerated Persons

Jail Rules of Conduct and Discipline

600.1 PURPOSE AND SCOPE

To maintain proper incarcerated person control with emphasis on prevention of jail rule violations. This policy addresses the fair and equitable application of jail rules and disciplinary sanctions for those who fail to comply (15 CCR 1081).

600.2 POLICY

To maintain written rules of prohibited incarcerated behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all incarcerated persons. They will include a process for resolving minor infractions and a hearing process for more serious breach of jail rules. Criminal acts may be referred to the appropriate criminal agency.

600.3 DUE PROCESS

Incarcerated persons who are subject to discipline as a result of rule violations shall be afforded the procedural due process that is established in the policies, procedures, and practices relating to incarcerated person discipline. Rules of conduct related to maintaining facility safety, security, and order, as well as clearly defined penalties for rule violations, should be posted in all housing units. This information may also be provided to incarcerated persons in a jail orientation handbook. Staff will not engage in arbitrary actions against incarcerated persons. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied (15 CCR 1081 et seq.).

The due process safeguards provided to an incarcerated person accused of a major rule violation shall include:

- (a) A fair hearing in which a supervisor presents factual evidence supporting the rule violation and the disciplinary action. Hearings shall occur no sooner than 24 hours and no later than 72 hours after notice of the rule violation to the incarcerated person. Hearings may be postponed or continued for a reasonable time through a written waiver by the incarcerated person or good cause.
- (b) Advance written notice to the incarcerated person of the disciplinary hearing within 24 hours of the incident, to allow the incarcerated person time to prepare a defense as well as a written copy of the discipline policy.
- (c) An impartial hearing officer.
- (d) The right to call witnesses and/or present documentary evidence on their behalf.
- (e) The appointment of an assistant or representative in cases where the incarcerated person may request those services or when an incarcerated person may be illiterate or the issues are too complex.
- (f) A formal written decision that shows the evidence used by the hearing officer, the reasons for any actions, and an explanation of the appeal process.
- (g) Reasonable actions for violating rules that relate to the severity of the violation.

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- (h) The opportunity to appeal the finding.

600.3.1 JAIL RULES AND SANCTIONS

The Custody Operations Division (COD) Chief Deputy is responsible for ensuring that jail rules and sanctions are developed, distributed, uniformly applied, reviewed annually, and revised as needed.

Facility Commanders are responsible for ensuring conspicuously posted notices about rules, disciplinary procedures, and penalties in a conspicuous location, as set forth in 15 CCR 1080 and establishing procedures for communicating the rules effectively to incarcerated persons with disabilities and those who cannot read English sufficiently.

Disciplinary procedures governing jail rule violations should address rules, minor and major violations, criminal offenses, disciplinary reports, pre-hearing detention, and pre-hearing actions or investigations.

Incarcerated person discipline is an administrative and not a judicial process. Incarcerated persons do not have a right to an attorney in a disciplinary hearing. An incarcerated person criminally charged in an incident may also be disciplined administratively for a violation of the Incarcerated Person Rules of Conduct. There is no double jeopardy pursuant to Minimum Jail Standards in both disciplining an incarcerated person for violation of jail rules and referring the case to the District Attorney.

Procedural Link:

[Custody and Court Operations Procedure Manual: 600.2 JAIL RULES OF CONDUCT PROCEDURE](#)

600.3.2 RULE VIOLATION REPORTS

California Penal Code § 4019.5 requires that all disciplinary actions administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084). Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. Deputies who observed or detected a rule violation or who were charged with investigating a rule violation are responsible for completing the rule violation report. The rule violation report shall include, at a minimum:

- The date, time, and location of the incident.
- Specific rules violated.
- A written description of the incident showing how the rule was violated.
- The identity of known participants in the incident.
- Identity of any witnesses to the incident.
- Description and disposition of any physical evidence.
- Action taken by staff.

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- Name of the reporting deputy.
- Date and time of the report.

The supervisor investigating the violation shall ensure that certain items are documented in the investigation or rule violation report, including:

- Date and time the explanation and the written copy of the complaint and appeal process was provided to the incarcerated person.
- The incarcerated person's response to the charges.
- Reasons for any actions.
- The identity of any staff or witnesses involved, as revealed by the incarcerated person.
- The findings of the hearing officer.
- The incarcerated person's appeal, if any.
- The appeal findings, if applicable.

600.4 RULE VIOLATION PROCEDURES

Minor acts of non-conformance to the rules may be handled informally by a deputy (15 CCR 1081).

Employees, volunteers or service providers who observe a violation of rules may take action to correct the incarcerated person's behavior. The individual may choose not to request a loss of privileges, but rather impose or request the following minor rule violations including (15 CCR 1081):

- Verbal counseling or reprimand the incarcerated person regarding expected conduct.
- Assignment to extra work detail (sworn staff only).
- Removal from work detail (sworn staff only).

Any corrective action will be documented in the housing logbook and on the incarcerated person's Housing Activity Card.

600.4.1 MULTIPLE MINOR RULE VIOLATIONS

Staff may initiate a major rule violation report if an incarcerated person is charged with three or more minor rule violations in a consecutive 30-day period. Copies of all minor rule violations will be attached to the major rule violation report. Staff shall conduct a hearing according to the procedures of a major rule violation.

Procedural Link:

[Custody and Court Operations Procedure Manual: 600.1 REQUEST FOR DISCIPLINE \(RFD\) PROCEDURE](#)

600.4.2 MAJOR RULE VIOLATIONS

Major rule violations (Level 3) are considered a threat to the safety, security, or efficiency of the facility, its staff, incarcerated persons, or visitors. Staff witnessing or becoming aware of a major

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rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a supervisor. The supervisor shall assess the situation and initiate any emergency action, if necessary, and notify the Watch Commander.

600.4.3 PRE-HEARING DETENTION

Incarcerated persons who are accused of a major rule violation may be moved to pre-hearing detention, with the Watch Commander's approval, if there is a threat to safety or security (15 CCR 1081). Incarcerated persons placed in pre-hearing detention are subject to the property and privilege restrictions commensurate with separation confinement (15 CCR 1081). Restrictions for incarcerated persons in pre-hearing detention shall not involve any other deprivation of privileges than is necessary to obtain the objective or protecting staff and incarcerated persons. (15 CCR 1053).

A sworn supervisor shall, within 72 hours including weekends and holidays, review the status of an incarcerated person in pre-hearing detention to determine whether continued pre-hearing separation housing is appropriate.

600.5 INVESTIGATIONS

Investigations involving major rule violations should be initiated within 24 hours of the initial report and completed in sufficient time for the incarcerated person to have a disciplinary hearing, which is required within 72 hours of the time the incarcerated person was informed, in writing, of the charges. If additional time is needed, predicated on good cause, the investigating supervisor shall note the reason for the delay in the incarcerated person's record and will request more time in writing from the Watch Commander. The incarcerated person will be notified in writing of the delay.

If the investigating supervisor determines that sufficient evidence exists to support a major rule violation, they will act as the hearing officer and will:

- Review all reports for accuracy and completeness.
- Oversee or conduct additional investigation.
- Make a determination as to the final charges.
- Make preliminary decisions about the appointment of staff to act as an assistant to the incarcerated person.
- Identify witnesses that may be called to the hearing.

600.6 NOTIFICATIONS

An incarcerated person charged with a major rule violation shall be given a written description of the incident and the rules violated at least 24 hours prior to a disciplinary hearing.

Unless waived in writing by the incarcerated person, hearings may not be held in less than 24 hours from the time of notification (15 CCR 1081).

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600.7 HEARING OFFICER

Supervisors on duty at a jail facility will have the responsibility and authority to rule on charges of jail rule violations and have the power to impose sanctions. The hearing officer shall not investigate nor preside over any incarcerated person disciplinary hearing on cases where they were a witness or were directly involved in the incident that generated the complaint (15 CCR 1081).

600.8 HEARING PROCEDURE

Incarcerated persons charged with major rule violations are entitled to be present at a hearing unless waived in writing or excluded because their behavior poses a threat to facility safety, security and order (15 CCR 1081). Deputies or PLS shall inform the hearing officer when any incarcerated person is excluded or removed from a scheduled hearing and shall document the reasons for the exclusion or removal in the incarcerated person's jail management file.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Facility Commander (15 CCR 1081).

The hearing officer shall disclose to the accused incarcerated person all witnesses who will be participating in the hearing. Incarcerated persons have no right to cross-examine witnesses. However, the accused incarcerated person may be permitted to suggest questions that the hearing officer, in their discretion, may ask.

Prisoner Legal Services (PLS) may represent any incarcerated person at a hearing where the forfeiture of Good Time, Work Time or Milestone credits is sought.

Procedural Link:

[Custody and Court Operations Procedure Manual: 600.1.1 HEARING PROCEDURES](#)

600.8.1 EVIDENCE

Accused incarcerated persons have the right to make a statement, present evidence, and call witnesses at the hearing (15 CCR 1081). Requests for witnesses shall be submitted in writing by the incarcerated person no later than 12 hours before the scheduled start of the hearing. The written request must include a brief summary of what the witness is expected to say.

The hearing officer may deny the request when it is determined that allowing the witness to testify would be unduly hazardous to institutional safety or correctional goals, when the witness's information would not be relevant or would be unnecessarily duplicative, or is otherwise unnecessary. The reason for denying a witness to testify shall be documented in the hearing report. The reason for denial of any documents requested by the incarcerated person shall also be documented in the hearing record.

A witness's signed written statement may be submitted by the incarcerated person as an alternative to a live appearance. The hearing officer shall review and determine whether the statement is relevant to the charges and shall document the reason for exclusion when any written statement is not given consideration.

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Absent a safety or security concern, staff reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused incarcerated person prior to the hearing.

600.8.2 STAFF ASSISTANCE

Prisoner Legal Services (PLS) staff shall be assigned to assist an incarcerated person who is incapable of representing themselves at a disciplinary hearing due to limited literacy, developmental disabilities, language barriers, or mental status (15 CCR 1081). The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the incarcerated person to fulfill their obligations. In these cases, the incarcerated person does not have a right to appoint a person to assist in their disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

PLS staff will always be assigned to assist an incarcerated person when forfeiture of Good Time, Work Time, or Milestone Credits is contemplated. The incarcerated person has the right to refuse PLS assistance.

600.8.3 DISCIPLINARY DECISIONS

Disciplinary decisions shall be based on the preponderance of evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether an incarcerated person's mental disabilities or mental illness contributed to the incarcerated person's behavior and any aggravating or mitigating circumstances when determining what type of discipline, if any, should be imposed (28 CFR 115.78(c)).

If multiple rule violations are sustained for a single incident, discipline for each rule will be served concurrently.

Procedural link:

[Custody and Court Operations Procedure Manual: 600.3 AGGRAVATING AND MITIGATING CIRCUMSTANCES](#)

600.8.4 REPORT OF FINDINGS

The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the incarcerated person. The original shall be filed with the record of the proceedings. All documentation related to the disciplinary process shall be retained and a copy should be placed in the incarcerated person's jail management file (15 CCR 1081).

If it is determined that the incarcerated person's charge is not sustained at the end of the disciplinary hearing, the documentation and Housing Activity Card shall reflect that the charge was not sustained.

All disciplinary hearing reports and dispositions shall be reviewed by the Facility Commander or designee soon after the final disposition (15 CCR 1081).

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600.9 DISCIPLINARY APPEALS

Incarcerated persons wishing to appeal the decision of the hearing officer must do so in writing within five days of the decision. The incarcerated person grievance procedure shall be used for all disciplinary appeals. All appeals will be forwarded to the Facility Commander or designee for review (15 CCR 1081).

A final disposition shall be rendered as soon as possible if the incarcerated person's appeal is granted or discipline is reduced but no later than 10 days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the incarcerated person in writing.

600.10 LIMITATIONS ON DISCIPLINARY ACTIONS

The U.S. and state constitutions expressly prohibit all cruel or unusual punishment, disciplinary actions shall not include corporate punishment, group punishment when feasible, or physical or psychological degradation (15 CCR 1083). Additionally, there shall be the following limitations:

- Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible (15 CCR 1083).
- In no case shall any incarcerated person or group of incarcerated persons be delegated the authority to punish any other incarcerated person or group of incarcerated persons (Penal Code § 4019.5; 15 CCR 1083).
- In no case shall a safety cell be used for disciplinary purposes (15 CCR 1083).
- In no case shall any restraint device be used for disciplinary purposes (15 CCR 1083).
- Food shall not be withheld as a disciplinary measure (15 CCR 1083).
- Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Facility Commander (15 CCR 1083).
- In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).
- No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene (15 CCR 1083; 15 CCR 1265).
- Incarcerated persons shall not be housed in Disciplinary Housing in excess of 30 consecutive days without review by the Facility Commander. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
- Discipline may be imposed for sexual activity between incarcerated persons. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.78(g)).
- No discipline may be imposed for sexual contact with staff unless there is a finding that the staff member did not consent to such contact (28 CFR 115.78(e)).

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- If the report was made in good faith based upon a reasonable belief that the alleged conduct occurred, no incarcerated person may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation (28 CFR 115.78(f)).
- The Sheriff's Department does not impose disciplinary diet sanctions.

600.11 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can range from counseling, loss of privileges, extra work, loss of good and/or work time, loss of Milestone credits, and separation. To the extent that there is available therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for sexual abuse, the facility shall consider whether to require an incarcerated person being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.78(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the incarcerated person's disciplinary history, mitigating and aggravating factors, disciplinary sentencing guidelines and the sanctions imposed for comparable offenses by other incarcerated persons with similar histories (28 CFR 115.78(b); 15 CCR 1082).

Incarcerated persons shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the incarcerated person engaged in incarcerated person-on-incarcerated person sexual abuse or following a criminal finding of guilt for incarcerated person-on-incarcerated person sexual abuse (28 CFR 115.78(a)).

In all cases, sanctions should be imposed for the purpose of controlling or changing an incarcerated person's behavior, promotion of desired behavior through a progressive disciplinary process, and not for the purpose of punishment (15 CCR 1082).

Acceptable forms of discipline shall consist of but not be limited to the following (15 CCR 1082):

- Loss of privileges
- Extra work detail
- Short-term lockdown for less than 24 hours
- Removal from work details
- Forfeiture of work time credits earned under Penal Code § 4019
- Forfeiture of good time credits earned under Penal Code § 4019
- Forfeiture of Milestone credits
- Disciplinary isolation

The Sheriff or the COD Chief Deputy shall be responsible for developing and implementing a range of disciplinary sanctions for violations.

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Incarcerated persons shall not be subject to both a loss of Good Time/future Work Time and major rule violation discipline where a loss of privileges is imposed. See the attachments section for the associated Disciplinary Guidelines for Investigatory Hearings.

600.12 TRAINING

The Custody Division Chief or designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Training Unit Commander is responsible for developing and delivering, or procuring, training for employees who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer's role in assuring that those protections are provided.

600.13 ATTACHMENTS

[See attachment: Breach of Contract.pdf](#)

[See attachment: Discipline Guidelines for Investigatory Hearings.pdf](#)

Disciplinary Separation

601.1 PURPOSE AND SCOPE

This policy specifically addresses disciplinary separation and guiding principles relating to the conditions attached to that separation. It will provide guidance to the staff on acceptable practices with regard to management of incarcerated persons in disciplinary separation or classified as requiring special management needs.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Disciplinary separation (formerly known as disciplinary segregation) - A status assigned to an incarcerated person after a disciplinary hearing in which the person was found to be in violation of a county jail rule or state or federal law. This status results in separating the person from the rest of the incarcerated person population to serve the consequence imposed.

601.2 POLICY

The San Francisco Sheriff's Department will maintain disciplinary separation locations to house incarcerated persons who, after an impartial due process hearing, are being sanctioned for violating one or more county jail rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

601.3 DISCIPLINARY SEPARATION

Incarcerated persons may be placed into disciplinary separation only after an impartial hearing to determine the facts of the rule violation, in accordance with Title 15 Section 1081 and the department Incarcerated Discipline Policy. The hearing officer shall impose discipline in accordance with the discipline schedule established by the Department. Maximum discipline sanctions for any one incident, regardless of the number of rules violated, shall not exceed 30 days.

Disciplinary separation in excess of 30 consecutive days shall be reviewed by the Facility Commander before the discipline is imposed. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended. These reviews shall be documented (15 CCR 1082(g); 15 CCR 1083(a)). Incarcerated persons who are housed in program or school housing units or participating in school or other programmatic activities, when non-serious discipline is warranted, may be permitted to remain in the housing unit and restricted to their housing area, as opposed to disciplinary separation, during non-program/school hours. This decision will be made by the adjudicating officer but may be overridden by the Facility Commander.

601.4 ACCESS TO SERVICES

The ability to discipline incarcerated persons for conduct violations is not absolute. Absent legitimate government reasons, incarcerated persons continue to have a right to receive certain

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services. However, incarcerated persons in disciplinary separation, who are disciplined for one or more rule violations, may be subject to loss of privileges as part of progressive discipline.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All deputies will adhere to the following policy sections to guide them in the supervision of incarcerated persons held in disciplinary separation.

Special attention must be made when disciplining incarcerated persons with mental health disorders or those that are developmentally disabled.

601.4.1 MEDICATION, CLOTHING, AND PERSONAL ITEMS

Incarcerated persons placed in disciplinary separation shall not be denied prescribed medication.

Absent unusual circumstances, incarcerated persons serving a term of disciplinary segregation will continue to have the same access to personal items in their cell as general population incarcerated persons have, including the following:

- Clean laundry
- Barbering and hair care services
- Clothing exchanges
- Bedding and linen exchanges

Incarcerated persons in disciplinary separation shall not be deprived of bedding or clothing except in cases where the incarcerated person destroys such articles or uses them to attempt suicide (15 CCR 1083(a)(2)). The decision to continue to deprive the incarcerated person of these articles must be made by the Watch Commander or designee and reviewed every 24 hours.

601.4.2 SHOWERING AND PERSONAL HYGIENE

Incarcerated persons in disciplinary separation should minimally be allowed to shower at least every other day and shave daily (15 CCR 1083(d)). The opportunities for each incarcerated person to shave and shower will be documented on the disciplinary separation unit log.

Exceptions to this policy can only be made when the restriction is determined to be reasonably necessary for legitimate government purposes. Any exceptions to this basic requirement must be reviewed and approved by the Watch Commander. The circumstances necessitating a restriction must be clearly documented on the unit log.

601.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES

Personal items may be withheld when it reasonably appears that the items will be destroyed by the incarcerated person or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others.

Whenever an incarcerated person in disciplinary separation is denied personal care items or activities that are usually authorized to the general population incarcerated persons, except for restrictions imposed as a result of a disciplinary hearing, the deputy taking such action shall

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prepare a report describing the circumstances that necessitated the need to restrict personal items or activities. The report shall be submitted to a supervisor for review. A notation will be made on the incarcerated person's housing card.

601.4.4 MAIL AND CORRESPONDENCE

Incarcerated persons in disciplinary separation shall have the same privileges to write and receive correspondence as incarcerated persons in general population, except in cases where incarcerated persons violated correspondence regulations. In such cases, mail privilege may be suspended. The Facility Commander or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from delivery to the incarcerated person (15 CCR 1083(f)).

601.4.5 VISITATION

Incarcerated persons in disciplinary separation shall have the same opportunities for visitation as general population incarcerated persons, except when the visitation privileges are suspended pursuant to a sanction imposed by the disciplinary hearing officer. Disciplinary sanctions that limit or curtail visitation must be clearly documented and approved by a supervisor if not a condition of the original approved discipline. Parent-child visits that were scheduled prior to the implementation of suspension of visitation privileges shall be permitted unless the violation that led to the discipline is directly related to the parent-child visit or at the Facility Commander's or Watch Commander's discretion.

601.4.6 READING AND LEGAL MATERIALS

Incarcerated persons in disciplinary separation shall have the same access to reading materials and legal materials as the general population incarcerated persons, unless the restriction is directed by a court of law or there is a reasonable basis to believe the materials will be used for illegal purposes or pose a direct threat to the security and safety of the facility. In such cases the basis for the action shall be approved by a supervisor and documented on the incarcerated person's housing card. Access to courts and legal counsel shall not be suspended as a disciplinary measure (15 CCR 1083(g)).

601.4.7 EXERCISE

Incarcerated persons in disciplinary separation shall be given a minimum of three hours of exercise per week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in a memo. The memo shall be reviewed and the restriction shall be approved by a supervisor.

601.4.8 LIMITED TELEPHONE PRIVILEGES

Incarcerated persons in disciplinary separation may have their telephone privilege restricted or denied. Exceptions include the following:

- (a) Making legal calls
- (b) Responding to verified family emergencies, when approved by the Watch Commander or Facility Commander.

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601.4.9 BEDDING AND CLOTHING

Incarcerated persons in disciplinary separation shall not be deprived of bedding or clothing except in cases where the person destroys such articles or uses them for self-harm or to harm others or for something other than the intended purpose. Clothing and bedding shall be returned to the incarcerated person as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the incarcerated person of these articles must be made by the Facility Commander or the authorized designee and reviewed at least every eight hours. This review shall be documented and placed on the incarcerated person's housing card.

601.5 MENTAL HEALTH CONSIDERATIONS

- (a) A qualified health care professional should visit each incarcerated person a minimum of once a day and more often if needed. A medical assessment should be documented in the incarcerated person's medical file.
- (b) Mental health staff or a qualified mental health professional should also conduct weekly rounds.

If after placement in separation, mental health or medical staff determine an incarcerated person to have a serious mental illness or an intellectual disability, the person shall be removed from disciplinary separation immediately upon this determination (15 CCR 1083(a)).

Where reasonably practicable, a qualified health care professional should provide screening for suicide risk following admission to the separation unit.

601.6 SAFETY CHECKS

Deputies shall conduct safety checks utilizing direct visual observations of all disciplinary separation incarcerated persons at least every 30 minutes on an irregular schedule.

Incarcerated persons who are at risk of suicide shall be under continuous observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

Disciplinary separation incarcerated persons shall receive increased monitoring to include at a minimum:

- (a) A visit by the Watch Commander once a shift.
- (b) Visits by program staff, upon request.
- (c) Visits by a qualified health care professional a minimum of once a day and more often, if needed.

All management, program staff, and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

601.6.1 DOCUMENTATION OF SEPARATION CHECKS

Separation security checks shall be documented on door cards, logs, and/or security check forms, and include the following:

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- (a) Date and time of contact
- (b) Signature or initials of the qualified health care professional making security checks
- (c) Any needed referrals
- (d) All significant findings and observations, medical assessment, treatment, recommendations, notifications, and actions, all of which should be documented in the incarcerated person's health record

601.7 RECORDS GUIDELINES

All management, program staff, and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

Electronically captured records will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum, records will contain the following:

- (a) Incarcerated person's name
- (b) Incarcerated person's booking number
- (c) Housing location
- (d) Classification status
- (e) Date and time placed in separation
- (f) Violation and length of discipline
- (g) Scheduled date of removal from separation
- (h) Medical, psychological, or behavioral considerations
- (i) Counseling for behavior
- (j) Date and time of removal from separation

Log entries should be legible, be entered promptly, and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

601.7.1 LOG INSPECTION AND ARCHIVE OF LOGS

The Watch Commander shall review and evaluate the records and pass any significant incidents via the chain of command to the Facility Commander for review.

Records will be retained by the Department in accordance with established records retention schedules but in no case less than one year.

Incarcerated Persons with Disabilities

602.1 PURPOSE AND SCOPE

This policy provides guidelines for addressing the needs and rights of incarcerated persons detained by this department, in accordance with the Americans with Disabilities Act (ADA).

602.1.1 DEFINITIONS

Definitions related to this policy include:

Disability - The ADA defines a disability as a physical or mental impairment that limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity.

602.2 POLICY

This department will take all reasonable steps to accommodate incarcerated persons with disabilities while they are in custody and will comply with the ADA and any related state laws. Discrimination on the basis of disability is prohibited. The Custody Division Executive Officer will work with the ADA Coordinator to address incarcerated person disability accommodations.

602.3 DIVISION COMMANDER RESPONSIBILITIES

The Custody Operations Division (COD) Chief Deputy, in coordination with the Facility Commanders, the Responsible Physician, and the ADA Coordinator will establish written procedures to assess and reasonably accommodate disabilities of incarcerated persons. The procedures will include, but not be limited to:

- (a) Establishing housing areas that are equipped to meet the physical needs of disabled incarcerated persons, including areas that allow for personal care and hygiene in a reasonably private setting and for reasonable interaction with incarcerated persons.
- (b) Establishing classification criteria to make housing assignments to incarcerated persons with disabilities.
- (c) Assigning individuals with adequate training to assist disabled incarcerated persons with basic life functions, as needed.
- (d) Establishing transportation procedures for moving incarcerated persons with limited mobility.
- (e) Establishing guidelines for services, programs, and activities for the disabled and ensuring that incarcerated persons with disabilities have an equal opportunity to participate in or benefit from all aspects of the facility's efforts to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.16).
- (f) Enlisting or contracting for trained service personnel who have experience working with people with disabilities.
- (g) Establishing procedures for the request and review of accommodations.

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- (h) Establishing guidelines for the accommodation of individuals who are deaf or hard of hearing, have common disabilities such as sight and mobility impairments and developmental disabilities, or have common medical issues, such as epilepsy.
- (i) Identifying and evaluating all incarcerated persons with developmental disabilities, including contacting the regional center for the developmentally disabled to assist with diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends (15 CCR 1057).

The Sheriff is responsible for ensuring San Francisco County Jails are designed or adapted to reasonably accommodate incarcerated persons with disabilities. At a minimum this includes:

- Access to telephones equipped with a telecommunications device for the deaf (TDD) for incarcerated persons who are deaf, are hard of hearing, or have a speech impairment.
- If orientation videos are used to explain facility rules to newly admitted incarcerated persons, subtitles may be displayed on the video presentation to assist incarcerated persons who have impaired hearing.
- Some cells and dormitories should be equipped with wheelchair-accessible toilet and shower facilities. Incarcerated persons with physical disabilities should be allowed to perform personal care in a reasonably private environment.
- Tables designed for eating should be accessible to those in wheelchairs.

602.4 STAFF RESPONSIBILITIES

Staff should work with qualified health care professionals to aid in making accommodations for those with physical disabilities.

Staff in the Classification Unit should be aware of incarcerated persons with disabilities before making housing decisions. For example, persons with mobility issues may require a lower bunk and accessible toilet and shower facilities. When necessary or required, a Classification Unit supervisor should consult with the qualified health care professional or the Responsible Physician regarding housing location.

Staff should assist an incarcerated person with a disability by accommodating the incarcerated person consistent with any guidelines related to the incarcerated person's disability. If there are no current guidelines in place, deputies receiving an incarcerated person request for accommodation of a disability should direct the incarcerated person to provide the request in writing or assist the incarcerated person in doing so, as needed. The written request should be brought to the on-duty supervisor as soon as practicable but during the deputy's current shift. Generally, requests should be accommodated if the accommodation would not raise a safety concern or affect the orderly function of the county jail. The formal written request should still be submitted to the on-duty supervisor.

Requests that are minor and do not reasonably appear related to a significant or ongoing need may be addressed informally, such as providing extra tissue to an incarcerated person with a cold. Such requests need not be made in writing.

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602.5 ACCOMMODATION REQUESTS

Incarcerated persons shall be asked to reveal any accommodation requests during the intake classification process. Any such request will be addressed according to the classification process.

Requests for accommodation after initial entry into the Intake Facility should be made through the standard facility request process and should be reviewed by a Sheriff's supervisor and Jail Health Services (JHS). The supervisor should temporarily grant reasonable requests that do not raise a safety or security concern or affect the orderly function of the county jail within 24 hours of the request being made. The reviewing supervisor and JHS staff should jointly evaluate the request and, if approved, notify the Facility Commander, ADA Coordinator, Responsible Physician, and any other staff as necessary to meet the accommodation. The Sheriff's supervisor should make a record of the accommodation in the incarcerated person's file.

A supervisor who does not grant the accommodation, either in part or in full, should forward the request to the Facility Commander and the ADA Coordinator within 48 hours of the request being made. The Facility Commander, with input from the JHS Responsible Physician, ADA Coordinator and/or Sheriff's legal counsel, should make a determination regarding the request within five days of the request being made.

ADA accommodations mandated by the California Department of Corrections and Rehabilitation (CDCR) for those incarcerated persons being held solely on a CDCR detainer or hold will be honored unless they would adversely affect the safety and security of the jail.

602.6 TRAINING

The ADA Coordinator should work with the Training Unit Commander to provide periodic training on such topics as:

- (a) Policies, procedures, forms, and available resources for incarcerated persons with disabilities.
- (b) Working effectively with interpreters, telephone interpretive services and related equipment.
- (c) Training for management staff, even if they may not interact regularly with disabled individuals, so that they remain fully aware of and understand this policy and can reinforce its importance and ensure its implementation.

Incarcerated Access to Courts and Counsel

603.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of incarcerated persons to access the courts and legal counsel, To establish guidelines for the use of electronic devices by attorneys, legal representatives (District Attorney, Public Defender, etc.) law enforcement investigators, and other agencies when meeting with incarcerated persons.

603.2 POLICY

It is the policy of this department that all incarcerated persons will have access to the courts and the ability to consult with legal counsel (15 CCR 1068), as well as the right to assistance in the preparation and filing of legal documents, and access to legal research materials..

603.3 INCARCERATED PERSON ACCESS

Incarcerated persons may seek legal counsel and shall be provided confidential contact and correspondence with attorneys and legal representatives.

- (a) Incarcerated persons have the right to access the courts:
 - 1. Access to the courts includes access to counsel, access to assistance in preparation of legal documents and legal research, and access to law books and legal materials.
 - 2. Incarcerated persons have the right to correspond confidentially with the courts.
- (b) Staff shall not unreasonably interfere with incarcerated persons' attempts to seek access counsel:
 - 1. Incarcerated persons have the right to correspond confidentially with attorneys, including legal assistants working for an attorney, in any state of the country.
 - 2. Incarcerated persons have the right to correspond confidentially with any attorney or holder of public office, any state or federal court, the State Board of Corrections and any official having responsibility for the incarcerated person's present, prior or future custody, parole or probation supervision.
 - 3. Incarcerated persons have the right to send mail and receive mail. There is no limitation on the volume of mail that an incarcerated person may send or receive.
 - 4. Incarcerated persons have the right to receive confidential correspondence from persons listed above and have it opened in their presence.
 - 5. Prisoner Legal Services (PLS) will mail, at no charge to the incarcerated person, letters or legal documents addressed to any of the persons described above.
 - 6. Confidential correspondence ("legal mail") includes printed matter sent by an attorney to a client.
 - 7. incarcerated persons shall have reasonable access to a telephone to contact their attorney.

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8. Designated interview rooms shall be made available for confidential interviews of incarcerated persons by their attorneys and the sharing of legal documents.
- (c) Incarcerated persons shall have access to law books, legal materials, and through services provided by PLS. incarcerated persons shall be provided:
 1. Access to law books and legal materials in facility law libraries, if available, or to trained legal assistance.
 2. Library services that include legal reference materials.
 3. Increased access to the law library for those representing themselves in a criminal or civil matter.
 4. Writing materials, envelopes and postage for indigent incarcerated persons for legal communications and correspondence.

The Department shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the incarcerated persons handbook, which is provided during orientation.

603.4 CONFIDENTIALITY

All communication between incarcerated persons and their attorneys is confidential, including telephone conversations, written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored, but the documents may be inspected for contraband.

Outgoing and incoming legal correspondence shall be routed through the staff, who have received special training in inspecting confidential documents and who are accountable for maintaining confidentiality. Incoming legal correspondence shall be opened and inspected for contraband in the presence of the recipient incarcerated person.

Incarcerated persons may seek the assistance of PLS trained legal staff/interns in writing writs and other legal correspondence to the courts., The Department will not prohibit an incarcerated person from utilizing the assistance of another incarcerated person in the preparation of legal documents, however, this doesn't fall under confidential communications.

Individuals that have a relationship that includes privileged information may request to have their telephone number(s) marked as confidential.

[See attachment: ITSS Confidential Number Request form.pdf](#)

603.5 INCARCERATED REQUEST FOR ASSISTANCE

Legal information and assistance shall be provided by the PLS unit upon request of the incarcerated person. Legal request forms shall be available in each housing unit. Staff shall provide these materials to any incarcerated person upon request. However, staff shall not provide legal advice or assist any person in the completion of legal documents.

PLS shall not assist incarcerated persons with civil lawsuits in which the City and County of San Francisco, the Department, or any employee of either entity is a named defendant or in

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matters where the services provided would conflict with the duties and responsibilities of PLS as Department employees.

603.6 VISITATION, ELECTRONIC DEVICES AND PHOTOGRAPHS

Visits with incarcerated persons that are related to legal defense, including attorneys, paralegals, and investigators, will be permitted only in the areas designated for legal visitation or by way of video visitation to assure confidentiality (15 CCR 1068(b)). Attorney or investigator representatives must show documentation from the attorney or investigator of record authorizing client access. All materials, including electronic devices presented by legal defense, law enforcement or other agencies shall be subject to physical security inspections by deputies prior to entering the facility. A deputy should request to see that electronic devices are operational for its intended use.

The use of electronic devices in designated areas of the facility is allowed for the purpose of conducting official business with an incarcerated person. Electronic devices include, but are not limited to, laptops, tablets, phones, and flash drives. The use of the internet is prohibited. An incarcerated person may view the screen of an electronic device but electronic devices are not to be loaned to, used or possessed by an incarcerated person at any time during the visit. A violation of the electronic device privilege may result in the immediate termination of the visit, and the denial of future use of electronic devices by the individual or those they represent.

The attorney of record, a legal representative, investigator or social worker working for the attorney of record may photograph the incarcerated person. Notice must be made to the Watch Commander before any photos are taken. The person taking the photos shall be told that no other incarcerated or any area except the interview room of the jail may be included in the image(s).

603.7 MAIL

Legal mail shall be handled in accordance with the Incarcerated Person Mail Policy.

603.8 IN PROPRIA PERSONA (PRO PER) INCARCERATED PERSONS

Incarcerated persons may be granted pro per status by court order only. Any time a court order is received designating an incarcerated person as having been granted pro per status, all relevant records systems at the facility shall be updated to reflect this information. A copy of the court order shall be maintained in the person's file in accordance with established records retention schedules.

The court may, but is not required to, appoint to an incarcerated person who is designated pro per a back-up attorney, paralegal, or other person to assist the person with legal research. All information related to appointed assistants should be recorded in the relevant facility records.

Legal materials for pro per incarcerated persons are provided by PLS. Court documents are routed to pro per incarcerated persons through PLS.

603.8.1 PRO PER STATUS MISUSE

Any incarcerated person who is granted pro per status and is found to be misusing or abusing that status to the extent that it poses a demonstrable threat to the safety and security of the facility shall be immediately reported to the Watch Commander. The Watch Commander may recommend the

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suspension or a limitation of the person's pro per privileges if they adversely affect the safety and security of the county jail.

Upon the concurrence with the findings and recommendation of the Facility Commander, the Custody Division Commander or the authorized designee shall consult with the Department's legal counsel prior to notifying the court of any intent to limit the described pro per privileges.

The incarcerated person may petition the court if they are dissatisfied with the action taken.

603.8.2 PRO PER STATUS - MATERIALS AND SUPPLIES

The facility may provide the following materials and supplies to a pro per incarcerated persons. These items may be retained by the person but must be kept in the container supplied for such purpose. The items may include:

- 8½-inch x 11-inch plain bond typing paper
- Ruled legal notepads
- Standard legal-size envelopes
- Blue ballpoint pens
- Highlighter
- One legal size accordion file
- 9-inch x 12-inch manila envelopes and 10-inch x 14-inch manila envelopes
- No more than 3 Legal size boxes 10 x15 x 24 inches
 - Only materials and supplies directly related to the incarcerated person's pro per status may be stored in the boxes.
 - Requests for additional storage will be forwarded to the Facility Commander for approval or denial.

Unless otherwise ordered by the court, the Department shall have no obligation to supply materials beyond those listed above. Replacement of any of the listed items shall be accomplished through a written request to PLS. Supplies provided by a court legal liaison will be received and distributed by PLS. All supplies distributed to the incarcerated person will be recorded in the person's pro per activities record. Supplies not listed in this policy are subject to approval by the Facility Commander in collaboration with PLS.

Copies of an incarcerated person's final legal (criminal case) work product, may be through PLS upon the incarcerated person's request

Incarcerated persons may purchase their own legal books and materials. However, such materials will be subject to safety inspection and rules pertaining to items permitted to be in the incarcerated person's possession. Personal books must be marked with the person's name and booking number.

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Non-legal books or materials found in the incarcerated person's possession beyond what is authorized will be confiscated and may subject the incarcerated person to discipline and loss of some or all boxes.

Procedural Link:

[Custody and Court Operations Procedure Manual: 603.1 INCARCERATED PERSON PRO PER STATUS](#)

[Custody and Court Operations Procedure Manual: 603.2 PRO PER INCARCERATED PERSON POSSESSIONS](#)

[Custody and Court Operations Procedure Manual: 603.3 SEARCH OF PRO PER INCARCERATED PERSONS](#)

[Custody and Court Operations Procedure Manual: 603.4 PRO PER INCARCERATED PERSON ACCESS TO SERVICES](#)

[Custody and Court Operations Procedure Manual: 603.5 DISCIPLINE](#)

[Custody and Court Operations Procedure Manual: 603.5.1 DISCIPLINARY LOSS TO LAW LIBRARY SERVICES](#)

[Custody and Court Operations Procedure Manual: 603.5.2 DISCIPLINARY LOSS OF TELEPHONE](#)

603.8.3 PRO PER INCARCERATED PERSONS INTERVIEWING WITNESSES

A pro per incarcerated person may be permitted to interview prospective witnesses in the regular visitation area. Requests for visits outside of normal visiting hours will be directed to a supervisor for approval and should be accommodated when practicable.

Interviews conducted by pro per incarcerated persons are subject to the following rules and restrictions:

- (a) No interview will be permitted without notification from a judge confirming or validating the prospective witness. The pro per incarcerated person is responsible for providing the judge with the list of prospective witnesses for validation.
- (b) No visit shall be permitted by a prospective witness who is in the custody of this department or otherwise detained by a government agency, except upon a specific court order.

603.8.4 TELEPHONE USAGE

Pro per incarcerated person may use the telephones in their housing areas to place calls concerning their cases. Pro per telephone calls to investigators and advisory counsel shall not be monitored and shall be provided without charge. Abuse of pro per phone privileges will be reported to the court and may result in termination of those privileges.

A Pro Per incarcerated person will be afforded up to five hours of confidential phone time per week for legal phone calls to their investigator, DA's office, clerk of the court, expert and other witnesses

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and other additional legal services. Legal phone calls are in addition to any phone time the Pro Per incarcerated person may be entitled based on facility procedures.

- (a) Access to legal phone calls may only be restricted during a facility emergency as directed by the Watch Commander or for documented jail rule violations directly related to the use of the phone.
- (b) Should the need arise to restrict phone access due to rule violations directly related to the use of the phone, the reason(s) shall be documented in a memo and forwarded to the Division Commander (DC) through the chain of command and PLS.
 - (a) The DC shall then contact Sheriff's Legal Counsel and the court to determine what, if any, access the court determines is needed prior to the access being restored.
 - (b) In cases where phone access has been restricted for documented jail rule violations directly related to the use of the phone, access will only be restored after consultation with the Court.
 - (a) Should there be a serious safety concern such as witness intimidation or violation of a restraining order, calls may be limited to twenty-minute time periods no more than two times per week.
 - (b) Deputies shall document each phone time.
- (c) The Department retains the discretion to restrict phone access for any documented safety and security reason that cannot be controlled if incarcerated person has access to the phones.

Service of Papers for Incarcerated Persons

604.1 POLICY

The San Francisco Sheriff's Department shall receive the service of papers for a judicial proceeding directed to an incarcerated person for Sheriff's custody (Penal Code 4013).

604.2 PAPERS SERVED FOR AN INCARCERATED PERSON

An incarcerated person in Sheriff's custody may be served papers naming them in a judicial proceeding /stay away/protective orders. Deputies working in a county jail facility, in the courts or at Ward 7D/7L may be served papers for an intended incarcerated person, rather than papers being served directly to the incarcerated person.

Deputies shall receive the service of papers, sign and date the receipt. Deputies shall, without delay, deliver the papers to the incarcerated person with a note stating the time of the original service.

The deputy shall also notify Prisoner Legal Services via telephone or email of the service.

A deputy who neglects to promptly serve the papers to the incarcerated person may be liable for any damages resulting from the delay.

Incarcerated Person Rights - Protection from Abuse

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that incarcerated persons are afforded a safe, healthful environment free from abuse, corporal punishment or harassment, and that incarcerated person's property is protected.

605.2 POLICY

It is the policy of this department to make every reasonable effort to protect incarcerated persons from personal abuse, corporal punishment, personal injury, disease, property damage and harassment by other incarcerated persons or staff. Deputies shall take reasonable actions to safeguard vulnerable incarcerated persons from others and shall use the classification policies and procedures to make housing decisions that will provide for incarcerated person safety. Abuse of incarcerated persons by deputies or other incarcerated persons is strictly prohibited and will not be tolerated.

The Custody Operations Division Chief or designee shall be responsible for including prohibitions against incarcerated person abuse and harassment, rules regarding respect for the property of others, and the prevention of disease in the incarcerated person handbook. All incarcerated persons shall receive a copy of the incarcerated person handbook during the booking process, which shall be printed in a language understood by the incarcerated person. The incarcerated person also shall receive verbal instruction on incarcerated person rights during orientation.

605.3 RESPONSIBILITY

It shall be the responsibility of all Sheriff's deputies to adhere to policies, procedures and practices, and to make every reasonable effort to prevent incarcerated person injury, harassment and abuse, to prevent theft or damage to incarcerated person property and to eliminate conditions that promote disease. These procedures include, but are not limited to:

- Following the classification guidelines for incarcerated person housing.
- Closely supervising incarcerated person activities and interceding as needed to prevent violence, harassment or abuse of incarcerated persons.
- Using force only when necessary and to the degree that is reasonable. Immediately report suspected unnecessary and unreasonable use of force to a supervisor.
- Reporting all incarcerated person injuries, investigating the cause of reported injuries and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of incarcerated persons conducting kangaroo courts or dispensing discipline toward any other incarcerated person.
- Conducting required safety checks of all incarcerated person housing areas.

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- Checking all safety equipment for serviceability and reporting any defective equipment to a supervisor.
- Referring sick or injured incarcerated persons to a health care professional without unnecessary delay.
- Maintaining high standards of cleanliness throughout the county jail.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.

605.4 TRAINING

The Custody Operations Division Commander or Facility Commanders shall be responsible for developing and delivering a training curriculum on the topic of protecting incarcerated persons from abuse to all staff.

This training, at a minimum, shall be delivered twice annually. A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each employee's training file.

Grooming, Hygiene and Laundry

606.1 PURPOSE AND SCOPE

The purpose of this policy is to allow incarcerated persons to have freedom in personal grooming, except when a legitimate government interest justifies the development of grooming standards that are based upon orders of the court, incarcerated person classification, work status, safety and security, or health and hygiene. The San Francisco Sheriff's Department recognizes the importance of each incarcerated person maintaining acceptable personal hygiene practices by providing the issuance and exchange of clothing, bedding, towels and other necessary personal hygiene items.

606.2 POLICY

It is the policy of the San Francisco Sheriff's Department to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations (15 CCR 1069(b)(3)). The Department has established incarcerated person grooming standards that should not unreasonably interfere with religious observances. Grooming, hygiene standards, and laundry exchange should be identified in the incarcerated person handbook.

606.3 HAIRCUTS

Incarcerated persons will be provided haircuts and hair-cutting tools subject to established facility rules. If hair length, style or condition presents a security or sanitation concern, haircuts may be mandatory. Incarcerated persons who significantly alter their appearance may be required to submit to additional booking photos.

Incarcerated persons shall not cut names, numbers or other designs into their hair. Incarcerated persons shall not manipulate their hair into any style, including but not limited to braids, ponytails, cornrows, or twists that could facilitate the concealment and movement of contraband and weapons.

606.3.1 HAIR CARE SERVICES

The Facility Commander shall establish written procedures for incarcerated person hair care services (15 CCR 1267(a)). The procedures will include schedules for hair care services and allow rescheduling for conflicts, such as court appearances.

Incarcerated persons shall generally be permitted to receive hair care services once per month after being in custody for at least 30 days. Staff may suspend access to hair care services if an incarcerated person appears to be a danger to themselves or others or to the safety and security of the facility.

606.4 SHAVING

Incarcerated persons may shave daily, receiving no more than one razor unless authorized by the Watch Commander. Deputies shall distribute and pick up razors as scheduled by each facility. Any razor not accounted for shall be reported to the Watch Commander. Incarcerated persons

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found in possession of a razor blade, except during distribution times, will be issued a Request for Discipline for possession of contraband. Razor distribution shall be documented on facility sheets.

Facial hair shall be clean and well groomed. Long beards may allow incarcerated persons to conceal weapons or contraband. Incarcerated persons may be required to trim facial hair if it poses a security or safety risk. Incarcerated persons may be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Incarcerated persons may be restricted from significantly altering their appearance for reasons of identification in court (15 CCR 1267(b)). Incarcerated persons with facial hair who work around food shall wear appropriate facial coverings.

An incarcerated person may be denied access to razors if they appear to be a danger to themselves or others, or if such access may jeopardize the safety and security of the facility.

Incarcerated persons shall not be required to share personal care items or disposable razors (15 CCR 1265). Used razors are to be disposed into approved sharps containers.

606.5 NAILS

Incarcerated person workers are required to keep their nails clean and trimmed. Incarcerated persons with long nails may be required to trim their nails if there is a security concern and the incarcerated person is admitted to general population.

606.6 GROOMING EQUIPMENT

Grooming equipment is to be inventoried and inspected by the staff at the beginning of each shift and prior to being issued to incarcerated persons. The staff shall ensure that all equipment is returned by the end of the shift and is not damaged or missing parts.

Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology (16 CCR 979; 16 CCR 980; 15 CCR 1267(c)). Cleaning methods are as follows:

- Removing foreign matter.
- Cleaning tools with soap or detergent and water.
- Immersing non-electrical equipment in disinfectant.
- Spraying electrical equipment with disinfectant.
- Store cleaned equipment in clear, covered containers that are labeled as such.

Disinfectant solution shall be changed at least once per week or whenever the solution is cloudy or dirty. Solution will be stored in covered containers with labeled instructions for its use and the Environmental Protection Agency registration number.

606.7 SHOWERING

Incarcerated persons shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable (15 CCR 1266). There should be one shower for every 20 incarcerated persons unless federal, state, or local building or health codes

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differ. Showering facilities for incarcerated persons housed at each facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of incarcerated persons and staff and shall be recorded and maintained (24 CCR 1231.3.4).

Incarcerated persons shall be permitted to shower, perform bodily functions and change clothing without nonmedical staff of the opposite sex viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an incarcerated person showering area.

Transgender and intersex incarcerated persons shall be given the opportunity to shower separately from other incarcerated persons (28 CFR 115.42).

606.8 PERSONAL CARE ITEMS

The Facility Commander shall ensure the basic necessities related to personal care are provided to each incarcerated person upon entry into the general population. Incarcerated persons are expected to maintain their hygiene using approved personal care items. Personal care items, toothbrushes, combs, soap, and nail clippers are available through the incarcerated person commissary.

All incarcerated persons held more than 24 hours shall receive hygiene items necessary to maintain an appropriate level of personal hygiene to include: soap, comb, toothbrush, toothpaste, shaving equipment upon request.

- Sanitary napkins, panty liners and/or tampons shall be provided free of charge to menstruating persons as needed regardless of the length of incarceration or indigency status. (15 CCR 1265 and Penal code 4023.5).

No incarcerated person will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared (15 CCR 1265 et seq.).

606.9 BEDDING, CLOTHING AND LAUNDRY

There should be adequate and appropriate storage space for incarcerated person personal care items, bedding, linen and clothing. The inventory of clothing, bedding, linen and towels should exceed the maximum incarcerated person population so that a reserve is always available (15 CCR 1263). Facility Commanders should be notified if additional storage space is needed.

Each facility that houses incarcerated persons should have clothing, bedding, personal hygiene items, cleaning supplies and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. Deputies shall ensure dirty laundry carts and storage areas are periodically searched for contraband or laundry being improperly disposed of by incarcerated persons. Deputies shall ensure altered or damaged laundry is not placed back into service.

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606.9.1 BEDDING AND CLOTHING ISSUES

- (a) Upon entering a living area of the San Francisco Sheriff's Department County Jail, every incarcerated person who is expected to remain overnight shall be issued hygiene items, bedding, and linens including, but not limited to (15 CCR 1270):
 - 1. Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.
 - 2. One clean, firm, nontoxic fire-retardant mattress (16 CFR 1633.1 et seq.).
 - (a) Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when an incarcerated person is released or upon reissue.
 - (b) Mattresses shall meet the most recent requirements of the State Fire Marshal, the Bureau of Home Furnishings' test standard for penal mattresses and any other legal standards at the time of purchase (15 CCR 1272).
 - 3. Two sheets or one sheet and a clean mattress cover.
 - 4. One clean washcloth, hand towel, and/or bath towel.
- (b) An incarcerated person housed in a facility shall be issued a set of facility clothing. The clothing shall be appropriate to the climate, reasonably fitted, durable, easily laundered and repaired. Issued clothing shall include, but is not limited to, the following (15 CCR 1260):
 - 1. Clean socks
 - 2. Suitable outer and undergarments
 - 3. Footwear
- (c) Linen exchange, including sheets, towels, and outer clothing, shall occur once a week and shall be documented in the daily laundry exchange log (15 CCR 1271). Underwear, t-shirts and socks will be exchanged twice a week. Blankets shall be laundered at least every three months. Clothing exchange for kitchen workers shall be completed prior to them returning to the housing unit. To ensure incarcerated person accountability, incarcerated persons are required to exchange item for item when clean clothing, bedding, and linen exchange occurs.
- (d) Each Facility Commander will develop a laundry exchange schedule. The Watch Commander shall review the laundry exchange log at least once per shift. The Facility Commander or designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing, bedding, and linen issuance policies and procedures are carried out in accordance with the applicable laws and regulations.
- (e) Contaminated clothing and bedding will be placed and sealed into water-soluble laundry bags supplied by the Sheriff's Storekeeper or as follows.

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- The contaminated clothing bag will be transported to the laundry area and placed into a washing machine and washed.
- Wet contaminated clothing and bedding shall be disposed of appropriately, and will not be placed in a soluble bag, or washed or reused in any way.
- Infectious waste on clothing and/or bedding will be placed in a red infectious waste bag, received from Jail Health Services, and disposed of in a designated container.
- The affected incarcerated person will receive medical treatment to prevent a reoccurrence and will be issued clean linen and clothing.

606.10 AVAILABILITY OF SINKS AND TOILETS

Incarcerated persons confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for incarcerated persons in housing units is:

- (a) One sink/washbasin for every 10 incarcerated persons (24 CCR 1231.3.2(2)).
- (b) One toilet to every 10 incarcerated persons (urinals may be substituted for up to one-third of the toilets in facilities for male incarcerated persons) (24 CCR 1231.3.1).

Incarcerated Person Nondiscrimination

607.1 PURPOSE AND SCOPE

The constitutional rights of persons regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide the staff toward nondiscriminatory administrative decisions and to detail an incarcerated person complaint and discrimination investigation process.

607.2 POLICY

All decisions concerning the housing of incarcerated persons shall be based on reasonable criteria that support the health, safety and security of the facility.

607.3 DISCRIMINATION PROHIBITED

Discriminating against an incarcerated person based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and any other classification or status protected by law is prohibited.

Reasonable and comparable opportunities for participation in services and programs including vocational, educational and religious programs shall be made available to incarcerated persons in a nondiscriminatory manner.

The Facility Commander should periodically speak with the incarcerated and staff members to identify and resolve potential problem areas related to discrimination before they occur.

607.4 INCARCERATED PERSON REPORTING DISCRIMINATION

Incarcerated persons who wish to report an allegation of discrimination may communicate with Department management in any way, including:

- (a) Incarcerated Grievance Form provided by staff.
- (b) Confidential correspondence addressed to the Facility Commander, Prisoner Legal Services or the Sheriff or other government official, including the courts or legal representative.
- (c) Verbally to any supervisor or other staff member of the facilities.

607.4.1 HANDLING COMPLAINTS OF DISCRIMINATION

Staff shall promptly forward all written allegations of discrimination by incarcerated persons to the Watch Commander. If the allegation is presented verbally, the receiving staff member shall prepare a memorandum identifying the circumstances prompting the allegation, the individuals involved, and any other pertinent information that would be useful to investigating the allegation.

Unless the grievance or written complaint submitted by the incarcerated person is clearly identified as confidential and addressed to the Facility Commander, Sheriff, or other official, the Watch Commander shall review the complaint and attempt to resolve the issue. In any case, the

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Watch Commander shall document the circumstances of the allegation and what actions, if any, were taken to investigate or resolve the complaint. All reports of alleged discrimination shall be forwarded to the Facility Commander for review and further investigation or administrative action as needed.

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria:

- (a) The incarcerated person's classification
- (b) The incarcerated person's criminal history
- (c) Current and past behavior and disciplinary history
- (d) Housing availability
- (e) The availability of programs
- (f) The ability to safely provide the requested services

607.5 DISCRIMINATION GRIEVANCE/COMPLAINT AUDITS

The Facility Commander or designee should perform a monthly review/audit of incarcerated person grievances, to include discrimination, and complaints to evaluate whether any policy or procedure changes or training are indicated. The findings should be recorded in a memorandum to the Custody Operations Division (COD) Chief Deputy. Specific details of complaints and identifying information, such as names of the involved persons, dates, or times, are not part of this process and should not be included in the memorandum. If the review/audit identifies any recommended changes or content that may warrant a revision to the Custody and Court Operations Manual, the Facility Commander should notify the COD Chief.

Incarcerated Grievances

608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which incarcerated persons may file grievances and receive a formal review regarding the conditions of their confinement.

608.2 POLICY

It is the policy of this department that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, out of cell time, classification actions, disciplinary actions, program participation, telephone, and mail use, visiting, allegations of staff misconduct and of sexual abuse, or any department policies, decisions, actions, conditions or omissions that have a material adverse effect on the welfare of incarcerated persons (15 CCR 1073).

A grievance is a complaint about a decision, action or policy which an incarcerated person wishes to have changed. Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions, or probation/parole actions or problems with attorneys.

Retaliation for use of the grievance system is prohibited.

Except for allegations of staff misconduct, unreasonable force used, or sexual assault and/or harassment, informal resolution between the incarcerated, deputies and a supervisor should be explored before a formal written grievance is submitted.

608.3 ACCESS TO THE GRIEVANCE SYSTEM

All incarcerated persons shall be provided with a grievance process for resolving complaints arising from facility matters with at least two levels of appeal.

Incarcerated persons will receive information concerning the grievance procedure during the orientation process. Information will also be contained in the incarcerated handbook. Information regarding the grievance process will be provided to incarcerated persons in the language they understand.

The information will include (15 CCR 1073(a) and (b)):

- (a) A grievance form or instructions for registering a grievance.
- (b) Instructions for the resolution of the grievance at the lowest appropriate staff level.
- (c) The appeal process to the next level of review.
- (d) Written reasons for denial of a grievance at each level of review.
- (e) A provision of required timeframes for responses.
- (f) A provision for resolving questions of jurisdiction within the facility.
- (g) Consequences for abusing the grievance system.

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608.4 GRIEVANCE GUIDELINES

Grievances may be submitted to any San Francisco Sheriff's Department employee for proper routing. Incarcerated persons may send grievances containing allegations of serious member misconduct directly to the Sheriff, Undersheriff, Assistant Sheriff, Custody Operations Division Chief Deputy or the Facility Commander, or to the Internal Affairs Unit or Prisoner Legal Services (PLS).

608.4.1 DEPUTY RESPONSIBILITIES

- (a) Deputies will:
 - 1. Ensure that the housing unit has Incarcerated Grievance forms available
 - 2. Attempt to resolve issues with the incarcerated person (and a supervisor if necessary)
 - 3. Document any attempt to resolve issue on housing card
- (b) When a formal written Incarcerated Grievance is submitted, the deputy will:
 - 1. Attempt to respond to the Incarcerated Grievance (if not already attempted)
 - 2. Document the resolution or attempt on the Incarcerated Grievance Form
 - 3. Sign (name and badge) the Incarcerated Grievance form in the "Received By" field
 - 4. Forward the grievance to the supervisor
 - 5. If the grievance is not immediately resolved, advise the incarcerated person that a response may take up to seven days

608.4.2 SUPERVISOR COMMANDER DUTIES

- (a) The Supervisor or designee will log the grievance. The log will include, name of incarcerated person, issue code, date received, routed to and when (if applicable), appeal date, routed to and when (if applicable), date of resolution.
- (b) The Supervisor shall review the grievance (or appeal), flag and forward the grievance immediately if it includes allegations of serious staff misconduct or sexual harassment to the Facility Commander for immediate attention and possible further investigation. If it is a facility issue the Supervisor will attempt to respond to the grievance (or appeal) if able, or route the Incarcerated Grievance to the appropriate department or contract employee, or file the grievance if the process is complete.
- (c) If the incarcerated person has already grieved the issue, the original copy will be attached to the first instance of the grievance. The incarcerated person's copy will be sent back to them with one of two responses:
 - "Already grieved and resolved" with the date of resolution and the log number of the original grievance.
 - "Already grieved. Wait five (or seven) days for a response "with the date received and the log number of the original grievance.

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- (d) Review the log for outstanding grievances and follow up with the Department or contract employee assigned to the grievance to determine the status of the grievance.

608.4.3 FACILITY COMMANDER DUTIES

- (a) Immediately review grievance for serious staff misconduct, including sexual harassment and forward to the Undersheriff through their chain of command for further investigation. Log and process the grievance, informing the incarcerated person via a written response of the action taken.
- (b) Advise incarcerated persons who have been deemed a vexatious grievant of that status and the number of grievances they may continue to file each week.
- (c) Review/audit all completed grievances.

608.4.4 CIVILIAN STAFF

Civilian staff who receive a grievance should:

- (a) Alert the Facility Commander by email or telephone of any serious misconduct of staff alleged by the incarcerated person and provide a copy to them.
- (b) Send complaints against staff to the Facility Commander of the facility from where the grievance originated or, if appropriate, as instructed in this policy.
- (c) Send all other grievances to a Supervisor Commander of the facility from where the grievance originated.

608.4.5 TIMELY RESOLUTION OF GRIEVANCES

- (a) Grievances will be responded to within the following time frame:
 - 1. Initial response - 5 days (7 days for vendors)
 - 2. Appeal response - 5 days (7 days for vendors)
 - 3. Grievance regarding discipline - 1 day
 - 4. Additional time may be required to locate bilingual staff in order to resolve the issue when receiving grievances in a language other than English.
- (b) If an incarcerated person does not receive a response to a grievance filed within thirty days, it shall be presumed their administrative remedies have been exhausted.

608.4.6 APPEALS TO GRIEVANCE FINDINGS

Incarcerated persons may appeal the finding of any grievance within five days of receiving the findings of the original grievance. There are two levels of appeal with the final level being the Facility Commander who will review the grievance and either confirm or deny it. If the Facility Commander confirms the grievance, they will initiate corrective actions. In either case, the incarcerated person shall receive a written response to the appeal.

608.4.7 RECORDING GRIEVANCES

The Facility Commander shall ensure that a grievance log is maintained in a central location accessible to all supervisors. Supervisors shall record grievances, along with their findings on the

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grievance log. Periodic reviews of the log should be made by the Facility Commander or designee to ensure that grievances are being handled properly and in a timely manner.

The original grievance should be retained in accordance with established record retention schedules. The Incarcerated Grievance log should be automated and easily accessible.

608.4.8 FRIVOLOUS GRIEVANCES

Incarcerated persons shall use the grievance process only for legitimate problems or complaints.

608.5 GRIEVANCE AUDITS

The Facility Commander shall perform an annual audit of all incarcerated person grievances and complaints filed the previous calendar year. The Facility Commander shall forward a memorandum through the chain of command to the Sheriff detailing the findings, including recommendations regarding any changes to policy or procedures or any additional training that might be warranted to reduce future complaints. Specific identifying information regarding dates, times, or individuals named in the complaints is not part of this process and should not be included in the memorandum.

The Sheriff should evaluate the recommendations and ensure appropriate action is taken.

608.6 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE

The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.52; 15 CCR 1029):

- (a) Incarcerated persons may submit a grievance regarding an allegation of sexual abuse at any time.
- (b) Third parties, including fellow incarcerated persons, staff members, family members, attorneys, and outside advocates, are permitted to assist incarcerated persons in filing such grievances and to file such grievances on behalf of incarcerated persons if the incarcerated person agrees to have the grievance filed on the person's behalf. Staff members who receive a grievance filed by a third party on behalf of an incarcerated person shall inquire whether the incarcerated person wishes to have the grievance processed and shall document the incarcerated person's decision.
- (c) Grievances may be submitted to any staff member and need not be submitted to the member who is the subject of the complaint
- (d) Staff receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the supervisor for investigation. Incarcerated persons and staff are not required to attempt to informally resolve grievances related to sexual abuse.
- (e) The Facility Commander shall ensure that grievances related to sexual abuse are investigated and resolved within 90 days of the initial filing. The Facility Commander may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the incarcerated person shall be notified and provided a date by which a decision will be made.

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- (f) At any level of the process, including the appeal, if the incarcerated person does not receive a response within the allotted time, including any properly noticed extension, the incarcerated person may consider the absence of a response to be a denial at that level.
- (g) Incarcerated persons may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the incarcerated person filed the grievance in bad faith.

608.6.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE

Any incarcerated person who believes they or any other incarcerated person is in substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor. The supervisor shall determine whether immediate action is reasonably necessary to protect the incarcerated person and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Facility Commander, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the incarcerated person is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.52).

608.7 TRAINING

The Training Unit Commander and Division Commander shall ensure that all custody staff receive initial and periodic training regarding all aspects of this policy. All training delivered should include testing to document that the employee understands the subject matter.

608.8 ATTACHMENTS

[See attachment: Incarcerated Person Grievance.pdf](#)

[See attachment: Prisoner Action Request.pdf](#)

Incarcerated Person Voting

609.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing eligible incarcerated persons the opportunity to vote during elections, pursuant to election statutes (15 CCR 1071).

609.2 POLICY

The Department will assist incarcerated persons who wish to vote in an election.

609.3 VOTING REQUIREMENTS

Most incarcerated persons maintain their right to vote while incarcerated.

- (a) Voter eligibility rules are codified in the California election code and in the case law that interprets those codes. Current eligibility information may be found at [ELIGIBILITY INFORMATION](#) or requested from Prisoner Legal Services (PLS) staff.
- (b) The Department of Elections is responsible for determining whether an incarcerated person is eligible to vote, pursuant to applicable laws.

609.4 PROCEDURES

609.4.1 INCARCEATED VOTER PROGRAM (IVP)

- (a) Description of Program – The IVP operates to ensure the voting rights of all eligible incarcerated persons. The IVP completes its mission through the partnership of the Department's PLS unit and the San Francisco Department of Elections.
- (b) Questions - All questions concerning the IVP, including questions about incarcerated person voter eligibility, registration status, and program statistics should be directed to PLS.
- (c) Notification of Deadlines and Procedures for Distribution and Collection of Election Materials – PLS shall notify the Custody Operations Division (COD) Chief Deputy and all Facility Commanders in advance of all deadlines and procedures for the distribution and collection of election materials.

609.4.2 ELECTION AND VOTING INFORMATION AND STATISTICS

- (a) At least once annually, and additionally as needed, PLS shall provide Facility Commanders with a "Voting Procedures" information sheet for posting in jail housing areas. The "Voting Procedures" information sheet shall include information on eligibility requirements, election dates, registration/vote-by-mail ballot deadlines, and the procedure an incarcerated person must follow in order to register to vote. Facility Commanders will ensure this information is posted in a timely manner.
- (b) PLS shall provide each eligible incarcerated person that wishes to vote with the forms required to register and obtain a vote-by-mail ballot.
- (c) PLS shall provide each eligible incarcerated person that wishes to vote with non-partisan election information published and provided by the Department of Elections

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and with the non-partisan "Easy Voter Guide" published and provided by the League of Women Voters.

- (d) PLS shall maintain and will provide the COD Commander within 30 days of an election, IVP statistics including the number of incarcerated persons registering to vote through the IVP for the first time, the number of IVP vote-by-mail ballots requested by incarcerated person voters, the number of IVP vote-by-mail ballots received, and the number of IVP vote-by mail ballots returned to the Department of Elections.
- (e) PLS will provide assistance to IVP incarcerated persons in completing forms when necessary.

609.4.3 REGISTERING TO VOTE

- (a) All eligible incarcerated persons who wish to register to vote may request a registration form from PLS or the Department of Elections. Completed registration forms may be submitted to PLS for processing through the Department of Elections or mailed directly to the DOE. Although registration forms may be requested and submitted at any time, if an incarcerated person wishes to register to vote in a particular election, completed registration forms must be submitted to the Department of Elections no later than 15 days before election day.
- (b) The Department of Elections is responsible for determining whether an incarcerated person is eligible to register to vote, pursuant to applicable laws. All incarcerated person eligibility questions should be referred to PLS.

609.4.4 VOTE-BY-MAIL BALLOT

- (a) All incarcerated persons who are registered to vote and wish to vote may request a vote-by-mail ballot from PLS. Completed vote-by-mail ballots applications may be submitted to PLS for processing through the Department of Elections. Completed vote-by-mail ballot applications must be submitted to the Department of Elections no later than 7 days before Election Day.
- (b) PLS shall be responsible to receive and deliver all vote-by-mail ballots.
- (c) incarcerated person voters may deliver their completed and sealed ballots to a deputy. Deputies will collect and hold ballots in a central location for pick-up by PLS or incarcerated person voters may place their sealed ballots in the US Mail for postal delivery to the DOE.
- (d) PLS shall be responsible for picking up ballots from each housing area and returning to the Department of Elections prior to the end of voting on Election Day.

Chapter 7 - Medical-Mental Health

Health Care Staff Orientation

700.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an orientation period for all new health care staff working in a facility, in cooperation with the health authority. The goal is to improve the competency of the health care staff and the effectiveness of the care delivered, as well as to maintain the safety and security of the custody environment and to comply with all applicable laws, regulations and national health care standards observed by the Department.

700.2 NEW HEALTH CARE STAFF ORIENTATION

In addition to the orientation required and developed by the San Francisco Department of Public Health (DPH) for new employees, all new health care staff shall complete an orientation program provided by the Sheriff's Department before independently working in their assignments. At a minimum, the orientation program will cover the following:

- (a) The purpose, goals, policies and procedures for the San Francisco Sheriff's Department
- (b) Security and contraband regulations
- (c) Access control, including the use of keys
- (d) Appropriate conduct with incarcerated persons
- (e) Responsibilities and rights of facility employees and contractors
- (f) Universal and standard precautions
- (g) Occupational exposure
- (h) Personal protective equipment (PPE)
- (i) Biohazardous waste disposal

700.3 FACILITY-SPECIFIC TRAINING

The Training Unit Commander should include these staff members in training and orientation relative to facility safety and security including, but not limited to, the following:

- Emergency medical triage in the facility
- Emergency evacuation routes and procedures
- Communication systems during facility emergencies
- Security during facility emergencies
- Qualified health care professional response during "officer down" incidents
- Responding to critical facility emergencies
- Facility hostage policy and medical response tactics
- Medical emergency transportation procedures

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Health Care Staff Orientation

- Media relations

700.4 TESTING

All training delivered to qualified health care professionals should include a testing component to document that the employees understand the subject material.

700.5 TRAINING RECORDS

The Training Unit Commander, in coordination with the Responsible Physician, shall be responsible for developing and maintaining training records in accordance with established records retention schedules.

Health Care Administrative Meetings and Reports

701.1 PURPOSE AND SCOPE

The Department recognizes that the delivery of effective health care requires open and frequent communication between the Responsible Physician and the Facility Commander. This policy provides guidelines for the continuous monitoring, planning, and problem resolution in providing health care that addresses the medical needs of the incarcerated person population and prevents potential outbreaks of communicable and contagious illness.

701.1.1 DEFINITIONS

Definitions related to this entire chapter include:

Access to care - An incarcerated person should be seen in a timely manner by a qualified health care professional. The incarcerated person should be given a professional clinical diagnosis and receive treatment that is ordered.

Clinical practice guidelines - A systematically developed science-based statement designed to assist practitioners and incarcerated persons with decisions about appropriate health care for specific clinical circumstances. Clinical practice guidelines are used to assist clinical decision-making, assess and assure the quality of care, educate individuals and groups about clinical disease, guide the allocation of health care resources and reduce the risk of legal liability for negligent care.

Clinical setting - An examination or treatment room, either on- or off-site, which is appropriately supplied and equipped to address a patient's health care needs.

Daily - Seven days a week, including holidays.

Direct order - A written order issued by a qualified health care professional specifically for the treatment of an incarcerated person's particular condition.

Health appraisal - A comprehensive health evaluation completed within 14 days of an incarcerated person's arrival at the facility.

Health authority - The Responsible Physician, health services administrator or health agency responsible for providing all health care services or coordinating the delivery of all health care services.

Health care - The sum of all actions, preventive and therapeutic, taken for the physical and mental well-being of the incarcerated person population. The term health care includes medical, both physical and psychological, dental, nutrition and other ancillary services, as well as maintaining safe and sanitary environmental conditions.

HIPAA - Health Insurance Portability and Accountability Act

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Mental health staff - Qualified health care professionals who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.

Physical examination - An objective, hands-on evaluation of an individual. It involves the inspection, palpation, auscultation and percussion of a body to determine the presence or absence of physical signs of disease.

Qualified health care professional - Physicians, physician's assistants, nurses, nurse practitioners, dentists, mental health professionals or other persons who, by virtue of their education, credentials and experience are permitted by law to evaluate and care for patients within the parameters of his/her license or certification.

Responsible Physician - An individual licensed to practice medicine and provide health services to the incarcerated person population of the facility, or the physician at an institution with final responsibility for decisions related to medical judgment.

Sick call - The evaluation and treatment of an ambulatory patient, either on- or off-site, by a qualified health care professional.

Special needs - Health conditions that require regular care.

Standing order - Written orders issued by a physician that specify the same course of treatment for each patient suspected of having a given condition and the specific use and amount of prescription drugs (e.g., immunizations, insulin, seizure medications).

Suicidal ideation - Having thoughts of suicide or of taking action to end one's own life. Suicidal ideation includes all thoughts of suicide when the thoughts include a plan to commit suicide and when they do not.

Treatment plan - A series of written statements specifying a patient's particular course of therapy and the roles of qualified health care professionals in delivering the care.

Triage - The sorting and classifying of health care requests to determine priority of need and the proper place for health care to be rendered.

701.2 POLICY

The Sheriff shall select the Responsible Physician in accordance with the Health Authority Policy. It is the policy of the Sheriff's Department that the Responsible Physician should meet with the Division Commander at least quarterly. The Responsible Physician should be required to submit a report addressing the effectiveness of the health care system, a description of any environmental or access issues that require improvement, and detail any progress that has been made in previously reported areas. The quarterly meeting should be documented through formal minutes, which should include the names of attendees and a list of the topics discussed. The minutes should be retained in accordance with established record retention schedules.

The data for the quarterly report should be gathered by the Responsible Physician via monthly meetings with all Facility Commanders and qualified health care professionals. The monthly meetings should cover the following topics:

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Health Care Administrative Meetings and Reports

- Health care services
- Quality improvement findings
- Infection control efforts
- Incarcerated person grievances
- Environmental inspection report

701.2.1 STATISTICAL REPORTS

In addition to the quarterly report described above, a statistical report will be provided annually to the Division Commander. The statistical report will be prepared by the Responsible Physician and shall include, but not be limited to, the following (15 CCR 1202):

- (a) The number of incarcerated persons receiving health services by category of care
- (b) The number of referrals to specialists
- (c) Prescriptions written and medications dispensed
- (d) Laboratory and X-ray tests completed
- (e) Infirmary admissions, if applicable
- (f) On-site and off-site hospital admissions
- (g) Serious injuries or illnesses
- (h) Deaths
- (i) Off-site transports
- (j) Infectious disease monitoring
- (k) Emergency services provided to incarcerated persons
- (l) Dental visits provided
- (m) Number of health care grievances by category (e.g., medication error, missed appointment, health staff complaint) and whether the grievance was founded or unfounded

It is the responsibility of the Division Commander to ensure that copies of the statistical reports and documentation of any remedies implemented are retained in accordance with established record retention schedules.

Access to Health Care

702.1 PURPOSE AND SCOPE

The provision of adequate health services in a custody setting is a constitutional right afforded to all incarcerated persons. The purpose of this policy is to provide employees and qualified health care professionals with a process to inform newly booked incarcerated persons of the procedure to access health care services and how to use the grievance system, if necessary.

702.2 POLICY

It is the policy of this department that all incarcerated persons, regardless of custody status or housing location, will have timely access to a qualified health care professional and receive a timely professional clinical judgment and appropriate treatment.

As outlined in the Memorandum of Understanding, the San Francisco Department of Public Health will provide medical, dental, and mental health services as necessary to maintain the health and well-being of incarcerated persons to a reasonable and socially acceptable standard (15 CCR 1200 et seq.; 15 CCR 1208).

702.3 ACCESS TO CARE

Incarcerated person medical requests will be evaluated by qualified health care professionals or health-trained custody staff. Health care services will be made available to incarcerated persons from the time of admission until they are released as clinically indicated. Timely access to services will be provided within seven days of request. Information regarding how to contact the medical staff will be posted in all incarcerated person housing areas (15 CCR 1200 et seq.; 15 CCR 1208). Medications and community health resources and referrals may be provided whenever possible upon release.

Unreasonable barriers shall not be placed on an incarcerated person's ability to access health services. Health care that is necessary during the period of confinement shall be provided regardless of an incarcerated person's ability to pay, the size of the facility, or the duration of the incarcerated person's incarceration. Such unreasonable barriers include:

- Punishing incarcerated persons for seeking care for their health needs.
- Deterring incarcerated persons from seeking care for their health needs by scheduling sick call at unreasonable times.

All routine requests for medical attention shall be promptly routed to a qualified health care professional.

Any incident of an incarcerated person refusing medical treatment shall be documented on a Refusal of Care Form. The Refusal of Care Form will be forwarded to the charge nurse on duty. Any event causing a disruption in the delivery of health care services shall be documented in an incident report. A copy of the incident report shall be sent to the Facility Commander.

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Access to Health Care

702.4 HEALTH CARE GRIEVANCES

Deputies should encourage resolution of incarcerated person complaints and requests on an informal basis whenever possible. To the extent practical, deputies and Jail Health Services (JHS) should provide incarcerated persons with opportunities to make suggestions to improve programs and conditions.

Incarcerated persons will be informed of the grievance process during incarcerated person orientation. The grievance process is also explained in the incarcerated person handbook, which all incarcerated persons receive and which they should have additional access to in their housing units. Grievances will be handled in accordance with the Incarcerated Person Grievances Policy (15 CCR 1073(a)).

For simple questions and answers regarding clinical issues, incarcerated persons may meet with a qualified health care professional or may submit a written correspondence.

Incarcerated person grievances regarding health care issues will be investigated by JHS. The incarcerated person should be provided with a written response in accordance with the schedule set forth in the Incarcerated Person Grievances Policy. Responses to incarcerated person grievances should be based on the community standard of health care.

The Responsible Physician or JHS designee shall serve as the final authority in response to all incarcerated person grievances regarding medical care. Copies of grievances and the response shall be sent to the Facility Commander,

If an incarcerated person is not satisfied with the response, the incarcerated person may appeal the grievance as outlined in the Incarcerated Person Grievances Policy.

Non-Emergency Health Care Requests and Services

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a daily triage system of incarcerated person requests for health care services. This is to ensure that the health needs of the population are addressed properly and in a timely manner.

703.2 POLICY

It is the policy of this department to ensure the availability of daily access to qualified health care professionals for incarcerated persons to request medical services (15 CCR 1200). All health care requests will be referred to medical staff. Qualified health care professionals will conduct sick call and clinics for health care services on a scheduled basis to ensure a timely response to requests for medical services (15 CCR 1211).

The Responsible Physician, in coordination with the Division Commander or the authorized designee, is responsible for developing a process that includes:

- (a) A process for incarcerated persons to request health services on a daily basis.
- (b) A priority system for health care services to acquire and address requests for routine health care, and for urgent or emergent injuries, illnesses and conditions.
- (c) Making health care request forms available in each housing unit and to all incarcerated persons upon request.
- (d) A system in which health care requests are documented, triaged by Jail Health Services (JHS) staff and referred appropriately.
- (e) Restrictions that prohibit non-health services personnel from diagnosing or treating an illness.

703.3 HEALTH CARE REQUESTS

Incarcerated persons will be instructed on how to obtain medical services during the incarcerated person orientation process and in the incarcerated person handbook. Incarcerated persons may submit a medical request form to the housing unit deputy or to JHS staff.

During the collection of health care requests from incarcerated persons, care should be taken to protect the confidentiality of the incarcerated person and the nature of the health issue. The person collecting the request shall date and initial the request when the collection takes place. The requests shall be delivered directly to JHS staff who will triage the request to determine the priority of need and the proper place for health care to be delivered.

Medical request forms should be available in languages representative of the population. Incarcerated persons who communicate in a language not available in printed form shall have access to interpreter services.

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Incarcerated persons with disabilities should be provided with appropriate assistance or accommodation to ensure they are able to request health care services.

703.4 TRIAGE OF HEALTH CARE REQUESTS

Qualified health care professionals shall perform a daily triage of requests received. Sick call shall be available to incarcerated persons on a daily basis and shall be performed by qualified health care professionals.

incarcerated persons in need of non-emergency specialized treatment as determined by a qualified healthcare professional will be referred to a medical provider. The provider shall review this request within two days to determine the immediacy of the treatment. The qualified health care professional shall document the referral on the incarcerated person's medical record.

The frequency and duration of sick call should be sufficient to meet the needs of the incarcerated person population but should be conducted at least weekly by a qualified health care professional. If an incarcerated person's custody status precludes attendance at sick call, arrangements shall be made to provide sick call services in the place of the incarcerated person's detention (15 CCR 1211).

703.5 REQUESTS FOR OUTSIDE MEDICAL CARE

Incarcerated persons who decline medical care from Jail Health Services or San Francisco General Hospital and request medical services outside the facility may obtain services from an outside facility with advance authorization from the Facility Commander or the authorized designee, and after obtaining a court order. All court orders received shall be forwarded to Sheriff's Legal for review and direction. The expense of these outside services, including Department escorting costs, to the extent authorized by California Penal Code Section 4023, will be incurred by the incarcerated person.

Referrals and Coordination of Specialty Care

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for referring incarcerated persons who need health care or specialty care that is beyond the resources available in the jail facility. The policy includes guidelines regarding transportation under appropriate security provisions and the formulation of advance written agreements for around the clock or on-call availability of alternate services. Specialty care includes specialist-provided health care, such as nephrology, surgery, dermatology, and orthopedics.

704.2 POLICY

It is the policy of this department that incarcerated persons have access to necessary hospitalization and specialty services for serious medical needs. Facilities will provide, either directly or through contracted sources, specialty care and emergency medical services to incarcerated persons when the need is determined by the Responsible Physician (15 CCR 1206(b); 15 CCR 1206(c)).

704.3 REFERRAL TO OFF-SITE MEDICAL CARE

A qualified health care professional shall evaluate the incarcerated person, and if indicated, shall recommend specialty appointments. A referral should be completed through the shared electronic health record system with any supporting documentation attached. The written referral shall be reviewed and authorized, if appropriate, by the Responsible Physician.

704.4 OFF-SITE COORDINATION

The qualified health care professional is responsible for recommending off-site medical and psychiatric care for incarcerated persons, coordinating outside appointments and notifying a Sheriff's supervisory for off-site transportation needs. The Watch Commander will ensure incarcerated persons are transported securely and in a timely manner for medical, mental health, dental clinic or other specialty appointments. The procedure shall include the secure transfer of medical information to the receiving health care service.

Any conflicts that arise regarding off-site consultation trips will be communicated to the Responsible Physician and the Facility Commander or the authorized designee so that modifications may be made.

Any transportation issues that impede the ability of incarcerated persons to access appropriate medical care shall be discussed and resolved between the Responsible Physician and the Facility Commander (15 CCR 1206(c); 15 CCR 1206(n)).

Emergency Health Care Services

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish plans and procedures for responding to medical emergencies in a facility when the level of medical or mental health services exceeds the licensure or certification of staff who are on-duty, and to define staff training requirements.

705.2 POLICY

It is the policy of this department that emergency medical, mental health and dental services are available 24 hours a day. These services may include off-site health care services.

705.3 GUIDELINES

The Facility Commander or the authorized designee shall work cooperatively with the Responsible Physician to develop plans and procedures for responding to emergency medical incidents that occur when the level of medical or mental health services needed exceeds the licensure or certification of staff who are on-duty. The plans should include: on-site emergency first aid, basic life support and crisis intervention; emergency evacuation of an incarcerated person from the facility, including security procedures to ensure an immediate transfer when appropriate; on-call physicians and mental health professionals; and the identification of primary, secondary and tertiary acute care facilities.

The plan may additionally include, but is not limited to:

- (a) Health-trained staff shall respond to all emergencies immediately upon notification.
- (b) Contact information for emergency on-call health care services, both on- and off-site, is available and accessible for facility supervisors.
- (c) Qualified health care professionals shall respond by reporting to the area of the emergency with the necessary emergency equipment and supplies.
- (d) Emergency equipment and supplies are regularly maintained and accessible to the qualified health care professionals.
- (e) Incarcerated person will be stabilized on-site if possible and then transferred to an appropriate health care unit, if necessary.
- (f) Notification of on-call physicians and mental health staff will be done as soon as the situation reasonably allows.
- (g) The qualified health care professionals will determine if the incarcerated person needs to be transported to a local emergency room for treatment.
- (h) When necessary, facility staff shall activate 9-1-1 and notify a supervisor as soon as reasonably practicable.
- (i) The Facility Commander and the Responsible Physician will coordinate on the notification of the incarcerated person's next of kin in cases of serious illness and injury. Death notifications will be made in accordance with the policy.

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- (j) Procedures to implement a program wherein staff may possess and administer epinephrine medication according to Health and Safety Code § 1797.197a and 22 CCR 100019, including the retention of related records pursuant to Business and Professions Code § 4119.4. This also includes the implementation of Naloxone (Narcan).

The goal of any emergency medical response plan is to provide emergency medical care to those in need as expeditiously as possible. While facility size and patient proximity to the health care service will vary, staff training will emphasize responding to medical emergencies as soon as reasonably possible.

705.4 EMERGENCY GUIDELINES

The health services administrator or the authorized designee is responsible for ensuring the following information, equipment and personnel are available in the event an incarcerated person requires emergency treatment (15 CCR 1206(c)):

- (a) A current list of names, addresses and telephone numbers of all persons and agencies to be notified in an emergency. The list should be available to all health care staff and deputies at all times, and should be updated quarterly.
- (b) Emergency drugs, equipment and supplies should be readily available at all times and replenished after each use. An inventory control system should be in use to ensure the necessary supplies are present when needed and have not expired.
- (c) A physician and mental health professional should be available on-call 24 hours a day, seven days a week (this can include off-site health care services) and there should be a back-up health care services plan.
- (d) Ambulances should be accessed by calling the appropriate emergency number. There should be a clear security plan in place for the transportation of incarcerated persons.
- (e) The Watch Commander will be contacted and informed of any emergency as soon as practicable.
- (f) All decisions regarding medical treatment and the need for emergency transportation are to be made by the qualified health care professionals.
- (g) Whenever reasonably possible, health care services should be notified prior to transporting the incarcerated person to the hospital or other emergency care. However, in the event of a life- or limb-threatening emergency, the incarcerated person shall be sent to the hospital in the most expedient way possible, which may require notifying the specific health care service after the incarcerated person has been transported.

705.5 FIRST-AID KITS

The Responsible Physician or the authorized designee is responsible for determining the contents, number, location and procedures for monthly inspections of all first-aid kits in the facilities. The Responsible Physician shall also ensure that (15 CCR 1220):

- (a) The contents of each first-aid kit are:
 - 1. Approved by the Responsible Physician.

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2. Appropriate for its location.
3. Arranged for quick use.
4. Documented on the outside cover.
5. Inventoried every month.
6. Secured with a plastic tamper-proof seal.
 - (a) Once the seal has been broken, the kit should be taken to the medical unit so the contents can be inventoried and restocked.
- (b) Written protocols and training materials are developed for the use of medical supplies and equipment by health-trained custody staff.
- (c) Inspections and testing of supplies and equipment are documented and maintained in accordance with established records retention schedules.

705.6 NARCAN IN HOUSING AREAS

NARCAN will be made available to incarcerated persons in housing, both in common areas and in individual cells as determined by the Sheriff or designee.

[Custody and Court Operations Procedure Manual: 705.1 PROCEDURES FOR MONITORING NARCAN IN JAIL HOUSING AREAS](#)

705.7 TRAINING

The Department of Public Health shall ensure all health care professionals are trained in the delivery of emergency medical services in the custody environment.

The Sheriff or the authorized designee shall ensure that deputies who have contact with incarcerated persons receive first-aid and basic life support training, and that refresher training is conducted. Training should include, but not be limited to:

- (a) The location of all emergency medical equipment and the proper use of the equipment, such as AEDs.
- (b) How to properly summon internal and external emergency services.
- (c) Recognition of basic life support signs and symptoms and the actions required in emergency situations.
- (d) Administration of basic first aid prior to JHS staff arriving on scene, if needed.
- (e) Certification in CPR in accordance with the recommendations of the certifying health organization.
- (f) Recognition of the signs and symptoms of mental illness, violent behavior and acute chemical intoxication and withdrawal.
- (g) Procedures for incarcerated person transfers to appropriate medical facilities or health care service.
- (h) Suicide recognition, prevention and intervention techniques.

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All records of the training provided, testing procedures and the results, and certificates achieved shall be maintained in each employee's training file in accordance with established record retention schedules. The Responsible Physician should be bound by similar requirements in the contractual language between the Department and the Department of Public Health.

705.8 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Responsible Physician or the authorized designee is responsible for ensuring that Automated External Defibrillators (AED) are available in the clinical areas of each facility. The Sheriff's Department is responsible for ensuring AEDs are in the incarcerated housing areas, and all other areas within the Department where AEDs are located. The Department and JHS will ensure all staff are trained in its use. The AEDs shall be inspected and tested at a frequency consistent with the manufacturer's recommendations to ensure functionality.

Health Care for Pregnant Incarcerated Persons

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish prenatal and postpartum health care services for incarcerated persons who are pregnant. Services may include assistance recovering from the effects of potentially unhealthy lifestyles, which could include tobacco use, alcohol and drug abuse or addiction, and a lack of previous adequate medical care. Because of unhealthy lifestyle choices prior to incarceration, many incarcerated person pregnancies are classified as high-risk. This policy is intended to protect the health of the pregnant person and the fetus.

706.2 POLICY

It is the policy of this department that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant persons during their incarceration.

All pregnant and postpartum incarcerated persons shall receive appropriate timely, culturally responsive, and medically accurate and comprehensive care, evaluation, and treatment of existing or newly diagnosed chronic conditions, including mental health disorders and infectious diseases (Penal Code § 4023.8).

706.3 BOOKING - PREGNANCY SCREENING

When booking an incarcerated person who is identified as possibly pregnant or capable of becoming pregnant, the following steps shall be taken:

- (a) All incarcerated persons shall be asked if they are pregnant. They shall be offered a voluntary pregnancy test upon intake or by request, within 72 hours of arrival at the county jail and administered by medical or nursing personnel (Penal Code § 4023.8(a)).
 1. If a test is declined, the incarcerated person shall be asked to sign an Informed Refusal of Pregnancy Test form, and the form shall be filed in the incarcerated person's medical file.
- (b) Incarcerated persons confirmed to be pregnant shall, within seven days of arriving at the county jail, be scheduled for a pregnancy examination with a physician, nurse practitioner, certified nurse midwife, or physician assistant and examined as provided by Penal Code § 4023.8(d).
- (c) Pregnant incarcerated person who appear to be under the influence of or withdrawing from alcohol or other substances shall be referred to a qualified health care professional.
- (d) The Responsible Physician, in collaboration with the Facility Commander, shall ensure the proper clinic visits are scheduled in accordance with appropriate medical standards as provided in Penal Code § 4023.8(e).
- (e) A medical record should be opened with a notation indicating pregnancy.
- (f) The incarcerated person should be interviewed by a qualified health care professional and a medical and reproductive history shall be obtained:

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1. If use of an opioid or methadone is identified, notify the on-site or on-call physician for orders. The incarcerated person shall be offered medication-assisted treatment and shall be provided information on the risks of withdrawal (Penal Code § 4023.8(i)).
- (g) Each pregnant incarcerated person should have:
 1. A completed special diet form ordering a pregnant diet.
 2. An appointment at the next available obstetric clinic if the incarcerated person is 10 or more weeks gestation.
- (h) Each pregnant incarcerated person shall (Penal Code § 4023.8):
 1. Have access to daily prenatal vitamins in accordance with medical standards of care.
 2. Be assigned to the lower bunk and lower-tier housing for those housed in a multitier housing unit.

706.4 HOUSING EXCEPTIONS

Incarcerated persons who are known to be pregnant may be housed in any unit appropriate for their classification, with the following exceptions:

- (a) All pregnant incarcerated persons identified by the medical staff to be high-risk or who are in their last trimester of pregnancy should be housed in medical housing.
- (b) Additionally medical housing shall be by recommendation of the Responsible Physician.

706.5 COUNSELING AND TREATMENT REGARDING PROPER CARE

Jail Health Services will provide all necessary counseling and treatment to pregnant Incarcerated persons to ensure they are receiving the proper care. To accomplish this, the following shall occur:

- (a) The directions of the obstetric specialist shall be followed throughout the pregnancy and postnatal period. No non-medical staff has the unilateral authority to change or overrule an order or care recommendation made by the Responsible Physician. The Facility Commander and Responsible Physician shall develop a process by which perceived conflicts between medical orders/recommendations and safety and security interests of the jail can be discussed and resolved. Ultimately, the jail must provide adequate treatment for an incarcerated person's medical needs.
- (b) The Responsible Physician shall be consulted immediately if a patient is under 10 weeks gestation and has medical concerns.
- (c) Any pregnant incarcerated person with medical problems that occur between scheduled obstetric appointments shall be seen by a qualified health care professional. If the qualified health care professional assesses the problem as urgent and a physician is not available on-site, the person shall be sent to the hospital for evaluation.
- (d) The incarcerated person shall be advised to notify health-trained custody staff immediately of the following:
 1. Vaginal bleeding

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2. Acute, persistent abdominal or pelvic pain and/or severe cramping
 3. Leaking fluid
 4. Decreased or no fetal movement
 5. Headache or blurred vision
 6. Rapid weight gain with swelling (edema)
 7. Abnormal vaginal discharge
 8. Symptoms of a urinary tract infection (UTI)
 9. Fever
- (e) Postpartum examinations and additional appointments shall be scheduled by the obstetric clinic as needed.
- (f) An incarcerated person shall have the right to summon and receive the services of any physician, nurse practitioner, certified nurse midwife, or physician assistant of the person's choice in order to determine pregnancy. The Facility Commander may develop reasonable rules and regulations governing the conduct of such examinations. If found to be pregnant, the incarcerated person is entitled to a determination of the extent of medical and surgical services needed and to the receipt of such services from the medical professional of the person's choice. Expenses incurred by the services not provided by the County Jail shall be borne by the incarcerated person (Penal Code § 4023.6).

706.6 RESTRAINTS

Incarcerated persons who are known to be pregnant or who are in labor shall not be placed in restraints except as provided in the Use of Restraints Policy and the Transportation of Incarcerated Persons Outside the Secure Facility Policy.

706.6.1 REQUIRED PROCEDURES

The Responsible Physician shall, in cooperation with the Custody Division Chief, develop procedures in conformance with Penal Code § 3407 for the application and removal of restraints on pregnant incarcerated persons. The procedures shall be reviewed and updated at least every two years (15 CCR 1206).

706.7 ABORTIONS

An incarcerated person who chooses to have an abortion shall be requested to sign a statement acknowledging that the person has been provided the opportunity for related counseling and chooses to have an abortion. There shall not be any Department imposed conditions or restrictions to accessing abortion services, such as imposing gestational limits inconsistent with state law, delaying the procedure, requiring a court order for transportation, etc. (Penal Code § 4028).

Any financial obligations for elective abortions will be handled consistent with state law as provided in Penal Code § 4011.1 and 15 CCR 1200.

The Department shall provide necessary transportation and supervision for such services.

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706.7.1 REQUIRED POSTED NOTICE

The rights provided for pregnant incarcerated persons by Penal Code § 4023.6, Penal Code § 4023.8, and Penal Code § 4028 shall be posted in at least one conspicuous place that all incarcerated persons can access.

706.8 ADVISEMENT AND COUNSELING

Incarcerated persons who are pregnant shall be advised of the provisions of this policy manual, the Penal Code, and the standards established by the Board of State and Community Corrections related to pregnant incarcerated persons (Penal Code § 3407(e); 15 CCR 1058.5).

A qualified health care professional or counselor shall provide comprehensive and unbiased counseling and information to pregnant incarcerated persons regarding their options, including but not limited to prenatal health care, adoption, and abortion. Staff shall not urge, force, or otherwise influence a pregnant incarcerated person's decision on whether to have an abortion. (15 CCR 1206(f); Penal Code § 4023.5; Penal Code § 4023.8(b)).

Pregnant incarcerated persons shall also be referred to a social worker regarding options for feeding, placement, and care of the child after birth, including the benefits of lactation (Penal Code § 4023.8(k)).

706.9 INCARCERATED PERSONS IN LABOR AND POSTPARTUM CARE

Pregnant incarcerated persons who are in labor or are presumed to be in labor shall be treated as an emergency and shall be transported in the least restrictive way possible to a hospital outside the county jail (Penal Code § 4023.8(l)).

Pregnant incarcerated persons may have an approved support person present during labor, childbirth, and postpartum recovery while hospitalized (Penal Code § 4023.8(m)).

Incarcerated persons shall be given the maximum level of privacy possible during the labor and delivery process as provided in Penal Code § 4023.8(o).

Upon an incarcerated person's return to the county jail, a physician, nurse practitioner, certified nurse midwife, or physician assistant shall provide a postpartum examination within one week from childbirth and as needed for up to 12 weeks postpartum, and shall determine whether the incarcerated person may be cleared for full duty or if medical restrictions are warranted. Postpartum incarcerated persons shall be given at least 12 weeks of recovery after childbirth before they are required to resume normal activity (Penal Code § 4023.8).

706.9.1 INCARCERATED PERSON ACCESS TO NEWBORN CARE

The Responsible Physician should ensure that an incarcerated person is provided access to newborn care that includes access to appropriate assessment, diagnosis, care, and treatment for infectious diseases that may be transmitted from the incarcerated person to the infant (Penal Code § 4023.8(f)).

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Health Care for Pregnant Incarcerated Persons

706.9.2 NOTICE OF SERVICES AFTER INCARCERATION

The Responsible Physician should ensure that eligible incarcerated persons who give birth after incarceration are provided notice of, access to, and written application for community-based programs serving pregnant, birthing, or lactating incarcerated persons (Penal Code § 4023.8(j)).

Health Authority

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the responsibility of the health authority as arranging for all levels of health services, assuring the quality of all health services, identifying lines of medical authority for the incarcerated person health program, and assuring that incarcerated persons have access to all health services.

The policy also establishes properly monitored processes, policies, procedures, and mechanisms to ensure that the contracted scope of services is adequately and efficiently delivered.

The health authority is defined as the Responsible Physician, health services administrator, or health agency responsible for providing all health care services or coordinating the delivery of all health care services (see the Health Care Administrative Meetings and Reports Policy).

707.2 POLICY

The health authority is responsible and accountable for all levels of health care and has the final authority regarding clinical issues within the county jails. The health authority is responsible for establishing, implementing, and annually reviewing/revising policies for all clinical aspects of the health care program and for monitoring the appropriateness, timeliness and responsiveness of care and treatment. The health authority also approves all medical decisions and protocols.

707.3 SELECTION PROCESS

The San Francisco Department of Public Health (DPH), and as such, DPH shall be designated as the health authority for incarcerated person health care on behalf of the county jail facilities. Refer to the Memorandum of Understanding (MOU) between the Sheriff's Department and DPH.

The health authority shall be authorized and responsible for making decisions about the deployment of health resources and the day-to-day operation of the health services program. If the health authority is other than a physician, any final clinical judgments shall rest with a single, designated, Responsible Physician.

The health authority will meet at least monthly with the Custody Operations Division (COD) Chief Deputy or designees to discuss the health care program and any issues that require correction or adjustment.

Security regulations are applicable to Sheriff's employees and health care personnel (15 CCR 1200(a)).

707.4 PROVISION OF HEALTH CARE

The health authority is responsible for arranging the availability of health care services. The qualified health care professionals should determine what medical services are needed on a case-by-case basis. The Facility Commander shall provide the operational support for making health care services available to incarcerated persons. Clinical decisions are the sole province of qualified health care professionals and should not be countermanded by non-health care professionals.

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Health Authority

If routine health services are provided by medical personnel outside the facilities, all department policies regarding treatment, transfer, transportation, or referral of emergencies shall be followed.

The health authority is responsible for ensuring that the health services manual complies with all applicable state and federal law and that a review and update is conducted annually.

An annual audit of the quality and adequacy of health care services shall be done by the health authority, with corrective action taken when deficiencies are identified (15 CCR 1202).

707.5 LACTATION PROGRAM

The Department has a program with written procedures for lactating incarcerated persons to express breast milk for feeding their infants or toddlers, cessation of lactation or weaning, and for maintaining their breast milk supply pending delivery to an approved person or the incarcerated person's release (Penal Code § 4002.5).

The Department should ensure that the policy is posted in all locations where medical care is provided and is communicated to employees who interact with or oversee pregnant or lactating incarcerated persons (Penal Code § 4002.5).

707.5.1 PROCEDURAL REFERENCE

[Custody and Court Operations Procedure Manual: 707.1 PROCEDURE](#)

[Custody and Court Operations Procedure Manual: 707.1.1 INMATE LACTATION](#)

[Custody and Court Operations Procedure Manual: 707.1.2 EXPRESSION OF BREAST MILK](#)

[Custody and Court Operations Procedure Manual: 707.1.3 DELIVERY OF BREAST MILK](#)

Health Appraisals

708.1 PURPOSE AND SCOPE

To conduct health appraisals on all incarcerated persons following their arrival at the San Francisco county jail and for the continuity of care for incarcerated persons who remain in custody for extended periods. Further, it is to ensure the incarcerated person's health care needs are met and that health care started at one facility continues to another facility.

708.2 POLICY

All incarcerated person will receive a comprehensive health appraisal within 14 days of incarceration unless there is documented evidence that the incarcerated person has received a health appraisal within the previous 90 days. In addition to the initial health appraisal, the incarcerated person should have an annual evaluation to reassess their health status and to provide access to preventive medicine through education and lifestyle programs.

708.3 INITIAL HEALTH APPRAISAL

Incarcerated persons shall be screened by a qualified health care professional within 48 hours of arrival at the county jail and referred for further assessment and treatment by a physician, nurse practitioner or Physician's Assistant as clinically indicated.

708.3.1 PRISON RAPE ELIMINATION ACT (PREA) SCREENING FOLLOW-UP

Incarcerated persons who have an identified history of sexual victimization shall be offered a follow-up meeting with a qualified health care or mental health provider within 14 days of intake screening (28 CFR 115.81).

708.4 ANNUAL HEALTH EXAMINATIONS

The Responsible Physician will determine the criteria for periodic health examinations for incarcerated persons. Incarcerated persons should be scheduled for an annual health examination within 14 days of the person's annual incarceration anniversary (15 CCR 1208.5). The examination should include:

- A review of current vital signs and weight.
- A TB skin test and review of the results.
- An evaluation of any health-related issues arising since the last health evaluation.
- Initiation of treatment, as appropriate.
- Any updates to the incarcerated person's treatment plan.
- Any other specific components determined by the Responsible Physician based on the age, gender, and health of the person (15 CCR 1208.5).

Transfer Screening

709.1 PURPOSE AND SCOPE

This policy recognizes that incarcerated persons are frequently transferred within the San Francisco county jail system and to facilities outside the system. This policy establishes a process for medical screening of transferred incarcerated persons to ensure continuation of care and to avoid unnecessary diagnostics.

709.2 POLICY

Incarcerated persons who are transferred to another county jail, correctional system or health care facility will be screened prior to transfer in accordance with Jail Health Services (JHS) Policies and Procedures to ensure that the receiving facility can assume and continue proper care. Medical needs of the incarcerated person will be clearly communicated to the receiving facility, including the ongoing treatment plan, scheduled surgeries, and outside appointments.

Incarcerated persons who are transferred to other facilities shall be sent with a discharge summary that includes information about the incarcerated person's medical and mental health condition, the current treatment plan and any medications, if needed (15 CCR 1206(n)).

709.3 TRANSFERS

Any incarcerated person being transferred to another correctional or health care facility outside of Department of Public Health's network will be medically screened prior to transfer as described below.

The medical screening should include:

- (a) A determination of whether the incarcerated person is being treated for a medical, mental health or dental problem.
- (b) A determination of whether the incarcerated person has any apparent, current medical, mental health or dental needs or complaints.
- (c) What medication, if any, the incarcerated person is presently prescribed.
- (d) Whether the incarcerated person has any evidence of abuse or trauma.
- (e) Whether the incarcerated person has any physical deformities or special daily living assistance needs.
- (f) The incarcerated person's classification and clearance status (i.e., general population, segregation).
- (g) Whether the incarcerated person has any pending follow-up appointments or requirements.

Completed discharge summaries, including the medical screening results, shall accompany incarcerated persons being transferred to another facility to ensure that the receiving health care service can assume and continue necessary care. A release of information authorization is not required.

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Transfer Screening

- Current health conditions
- Current treatments and medications
- Upcoming appointments and diagnostic studies
- Allergies
- Copies of any health information that is critical to continuity of care

If the receiving facility requests a copy of the medical record, it will be supplied within five working days of receipt of the signed Release of Information.

The discharge summary and any related medical records being transferred shall be placed in a file or envelope that maintains the confidentiality of the incarcerated person's medical information. The transporting deputy shall, when medically indicated, be provided information regarding precautions that are required en route by JHS. The transporting deputy shall also document on the transfer log the date, time and name of the person receiving the incarcerated person and the medical records.

709.3.1 EXTENDED TRANSPORTATION OF INCARCERATED PERSONS

When an incarcerated person will be in transfer status for several days and housed temporarily at various custody facilities along the way, a medical transfer packet shall be prepared by the qualified health care professional in a form that will advise the temporary housing facilities of any medical needs of the incarcerated person. When medically appropriate, a small supply of medication should be provided with the medical transfer packet so it will be available to the temporary housing facility as needed.

709.4 RECEIVING TRANSFERRED INCARCERATED PERSONS

When an incarcerated person being transferred to a facility arrives without a full and comprehensive medical transfer packet from another facility, the incarcerated person shall be medically screened and receive a comprehensive health appraisal in accordance with the JHS Policy. The medical department of the sending facility should be promptly contacted to determine if the transferred incarcerated person has any medical needs that require immediate attention or any scheduled surgeries or appointments with community health care services. Arrangements should then be made with the sending facility for the delivery of a more detailed review of the incarcerated person's medical needs.

Medical Screening

710.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a medical screening process prior to booking so that medical, mental health, and dental issues are properly identified and addressed, and to obtain a medical clearance when necessary.

710.2 POLICY

It is the policy of this department that a medical screening be performed on all persons upon arrival at the intake facility prior to booking to ensure that existing, emergent, and urgent health care, dental, or mental health needs are identified, risks are assessed, and incarcerated persons with contagious and communicable diseases are properly classified and housed for their health and the health of the general population (15 CCR 1051; 15 CCR 1206.5(a); 15 CCR 1207).

710.3 ELEMENTS OF MEDICAL SCREENING

All medical screenings shall be completed by Jail Health Services (JHS) staff at booking and documented. A review of any positive finding shall be performed by a qualified health care professional.

Regardless of training, no incarcerated person should be allowed to conduct health care evaluations or provide treatment to any other incarcerated person.

All incarcerated persons shall complete a medical screening as part of the booking process. If an arrestee refuses to cooperate with the medical screening, the screener will complete as much of the health assessment as reasonably possible and the arrestee will be closely observed until the arrestee cooperates with the remainder of the screening process. JHS will determine the time frame based on their policy and procedures. Medical screening includes an assessment of general health, mental health, and suicide risk. All medical screenings are documented in JHS' electronic medical record. Information about an incarcerated person's healthcare will be shared with custody staff as needed to ensure the safety of incarcerated persons and staff.

710.3.1 MEDICAL SCREENING INQUIRY

The medical screening inquiry should include a review of the incarcerated person's prior county jail medical record and SFPD medical record, if any, and document the following:

- History of infectious or communicable diseases that are considered serious in nature; current treatment, symptoms, medications, chronic illness, or health issues, including communicable diseases, or special health requirements, and/or dietary needs (15 CCR 1051)
- Acute dental problems
- Past and recent serious communicable disease symptoms (e.g., chronic cough, coughing up bloody sputum, lethargy, weakness, weight loss, loss of appetite, fever, night sweats) (15 CCR 1051)
- Mental illness, including psychiatric hospitalizations within the last three months

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- Gender issues
- History of or current suicidal ideation
- Acute allergies
- History of or current prescription or illegal drug use, including the time of last use
- History or current symptoms of substance abuse withdrawal
- Current, recent, or suspected pregnancy; any history of gynecological problems and present use and method of birth control
- Appearance or history of developmental disabilities, body deformities, or other physical abnormalities
- Incarcerated persons who have given birth in the past year and are charged with murder or attempted murder of their infants shall be referred to mental health services at the time of booking (15 CCR 1207.5)
- Any other health issues as identified by the Responsible Physician

Qualified health care professionals shall assist in developing specific mental health and medical screening questions and establish procedures for necessary interventions and follow-up. The Responsible Physician should establish the role of the qualified health care professional in the medical screening process.

Should the medical screening identify a need for a more comprehensive medical assessment of the incarcerated person, a qualified health care professional should initiate appropriate follow-up action, which may include transporting the incarcerated person to an off-site medical facility.

710.3.2 MEDICAL SCREENING OBSERVATION

JHS staff completing the medical screening observation shall document the following observations:

- Appearance (e.g., sweating, tremors, anxious, disheveled)
- Behavior (e.g., disorderly, appropriate, insensible)
- State of consciousness (AVPU):
 - Alert - spontaneously responsive
 - Verbal - requires verbal stimulation to respond
 - Pain - requires painful stimulation to respond
 - Unresponsive - does not respond
- Ease of movement (e.g., body deformities, gait)
- Breathing (e.g., persistent cough, hyperventilation)
- Skin (e.g., lesions, jaundice, rashes, infestations, bruises, scars, recent tattoos, needle marks or other indications of drug abuse)
- Any other observable health symptoms

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The Responsible Physician shall develop a procedure through which it can be reliably determined what prescription medications the incarcerated person is taking and for continuing those medications without interruption.

710.3.3 DOCUMENTATION

Documentation of the medical screening should include the name of the screener, the date and time, and the following information:

- Immediate or scheduled referral to a medical, dental, or mental health professional
- Guidance regarding housing placement, including disciplinary detention if necessary (15 CCR 1051)
- Guidance regarding activity limitations and work assignment
- The incarcerated person's responses to questions asked by the interviewer
- Other individualized observations and recommendations

The initial medical screening should become part of the incarcerated person's medical record and should be retained in accordance with established records retention schedules.

710.4 MEDICAL SCREENING DISPOSITIONS

Persons who are brought to the facility and are obviously in need of immediate medical attention greater than what can be provided in the facility shall be referred to an emergency medical facility for clearance. Conditions that require a medical clearance prior to booking include but are not limited to the following:

- Unconsciousness
- Uncontrolled bleeding
- Significant injuries from a motor vehicle accident
- Significant injuries from an altercation
- Significant injuries from handcuffs or other restraint devices
- Knife wounds, gunshot wounds, or lacerations
- Exposure to pepper spray, electronic control device (ECD) deployment, or blunt force trauma during arrest
- Intoxication to a degree that the individual cannot speak coherently or stand or walk unaided
- Recent drug overdose
- Suspected or known complications of pregnancy
- Active seizures
- Suspected or known complications of diabetes
- Exhibits behavior indicating a potential danger to themselves or others

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- Active tuberculosis or other serious contagious diseases
- Actively suicidal
- Any other medical condition which, in the opinion of the trained medical staff or Watch Commander should be urgently referred to a higher level of care for evaluation

Incarcerated persons with these medical conditions are not suitable for admission to the facility until these issues are addressed at a higher level of care. This department requires medical clearance from Zuckerberg San Francisco General Hospital or other receiving acute care hospital when such incarcerated persons are identified.

Medical clearance documentation shall include the medical diagnosis, treatment received at the emergency medical facility, any medications prescribed, any ongoing medical requirements, and any follow-up medical care that may be indicated before the arrestee is accepted for booking.

The Division Commander is responsible for notifying local police agencies and medical facilities of the county jail admission refusal policy and the required clearance documentation.

Based upon the information obtained during the screening process, the medical classification disposition of the incarcerated person shall be one of the following:

- General population or separation, including medical or psychiatric housing
- General population or other appropriate cell assignment and timely referral to appropriate health care services
- Immediate referral to health care services prior to housing

710.5 HEALTH APPRAISAL

Generally, a comprehensive health appraisal should occur within 14 days of booking (see the Health Appraisals Policy). However, when it is appropriate and based on an incarcerated person's health condition, an early health appraisal should be recommended. An incarcerated person may also be cleared for housing in general population with a prompt referral when appropriate to the health care services when it is in accordance with the incarcerated person's overall classification. Upon the identification of a mentally disordered incarcerated person, a mental health assessment will be secured within 24 hours, or next sick call, whichever is earliest (15 CCR 1052).

710.5.1 MEMBERS CONDUCTING HEALTH APPRAISALS

Medical screening should be completed by licensed health personnel or trained facility staff, with documentation of staff training regarding site-specific forms with appropriate disposition based on responses to questions and observations made at the time of screening (15 CCR 1207).

710.5.2 TELEHEALTH

Telehealth may be incorporated into procedures used to identify and evaluate incarcerated persons who may be in a behavioral crisis (15 CCR 1052).

Mental Health Services

711.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all incarcerated persons have access to mental health services and that incarcerated persons identified as needing these services are referred and treated appropriately.

711.1.1 DEFINITION

Definitions related to this policy include:

Mental health services - A variety of psycho-social and pharmacological therapies, either individual or group, including biological, psychological and social therapies to alleviate symptoms, attain appropriate functioning and prevent relapse.

711.2 POLICY

Through a Memorandum of Understanding (MOU) with the San Francisco Department of Public Health (DPH), a range of mental health services shall be available for any incarcerated person who requires them (15 CCR 1206(g); 15 CCR 1207; 15 CCR 1209).

711.3 MENTAL HEALTH SERVICES

All mental health service in the San Francisco County Jails are provided by the DPH's Jail Health Services (JHS) program.

Refer to the JHS Policy and Procedure Manual for the mental health services provided by DPH. Services include, but may not be limited to:

- Mental health screening, diagnosis, and care, including intake screening.
- Crisis intervention and the management of psychiatric episodes.
- Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting.
- Psychotropic medication management and psychotherapy.
- Suicide prevention.
- Separation rounds by qualified health care professionals. Treatment of severe adjustment disorders.
- Referral treatment, and care to those incarcerated persons in need of such services.

In coordination with the health authority, the Responsible Physician, and the Division Commander, such services shall include but are not limited to (15 CCR 1209):

- Identification and referral of incarcerated persons with mental health needs.
- Mental health treatment programs provided by qualified staff, including the use of telehealth.
- Crisis intervention.

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- Basic mental health service provided to incarcerated persons as clinically indicated.
- Medication support services.
- Suicide prevention.
- Referral, transportation, and admission to licensed mental health facilities for incarcerated persons whose psychiatric needs exceed the treatment or housing capability of the facility (Penal Code § 4011.6; Penal Code § 4011.8).
- Obtaining and documenting informed consent.
- Regional Center notification is made within 24 hours of booking for any incarcerated person known or suspected to be developmentally disabled.
- Collaboration with the Department regarding the safe housing and management of incarcerated persons with mental illness, developmental disability, and/or other conditions that affect the safety of incarcerated persons and staff.
- Release planning services including discharge medications and linkage to ongoing community-based treatment.

711.4 BASIC MENTAL HEALTH SERVICES

Incarcerated persons may be referred to a qualified health care professional through a variety of methods, which include the medical screening process, the mental health appraisal process, and self-referral or staff referral. Qualified health care professionals should respond to all referrals in a timely manner and initiate the appropriate treatment services.

- (a) If the incarcerated person has received previous mental health treatment, the incarcerated person should be asked to complete a release of information form so that treatment records can be obtained.
- (b) Incarcerated persons who have been determined to be in need of ongoing mental health services after their release from this facility should be provided with information about community mental health treatment resources. Arrangements for more comprehensive mental health care may be made, if appropriate.
- (c) Incarcerated persons who are identified as being developmentally disabled should be evaluated for special housing needs. The qualified health care professional should work in cooperation with classification personnel to establish the best, reasonably available housing option.
- (d) Incarcerated persons who are suspected or known to be developmentally disabled should receive a mental health appraisal by the qualified health care professional as soon as reasonably practicable but no later than 24 hours after booking. Contact will be made with the regional center within 24 hours, excluding holidays and weekends, when an incarcerated person is suspected or confirmed to be developmentally disabled. Incarcerated persons who are developmentally disabled should be referred, where appropriate and available, for placement in non-correctional facilities or in units specifically designated for housing the developmentally disabled (15 CCR 1057).
- (e) Incarcerated persons receiving psychiatric medications shall be provided information regarding the risks and benefits to treatment. Informed consent documents shall be

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signed by the incarcerated person to establish their consent to treatment. The signed forms should be placed in the incarcerated person's health record and retained in accordance with established records retention schedules.

- (f) A treatment plan shall be established for all incarcerated persons receiving mental health services.
 - 1. Psychiatric and special needs treatment plans shall be reviewed every 180 days, at a minimum. Incarcerated persons taking psychotropic medication should be seen by a psychiatrist at least every 90 days. Incarcerated persons classified as requiring mental health special needs should be seen at least monthly by a qualified health care professional.
 - 2. Incarcerated persons enrolled in other ongoing forms of mental health treatment should have treatment plan updates completed every six months, at a minimum.
 - 3. Incarcerated persons who present to the qualified health care professional as having notable difficulty adjusting to the correctional environment, but who are not diagnosed with a serious mental illness, should be evaluated for the appropriateness of mental health treatment. Consideration should be given to the qualified health care professional and the facility staff working together to address the issues that may be affecting the incarcerated person's ability to adjust to incarceration.
- (g) The qualified health care professional should utilize a site-specific suicide prevention program to ensure the safety of incarcerated persons who present with a risk of self-harm.
 - 1. Qualified health care professionals may be assigned to daily rounds in the separation unit to determine the mental health status of incarcerated persons housed there.
 - 2. Separated incarcerated persons may be referred by the county jail staff to qualified health care professionals for follow-up if concerns arise regarding their ability to function in disciplinary detention.
- (h) If an employee has concerns about the level of mental health services that are required to manage an incarcerated person housed in the facility, the health authority shall be notified and the Responsible Physician shall be the decision-maker regarding the health care needs of the incarcerated person.
 - 1. The Responsible Physician may consult with a psychiatrist, specialist, or other health care service in determining whether the incarcerated person should be transferred to a facility that is better equipped to handle the incarcerated person's psychiatric needs.
 - 2. The Responsible Physician should notify the Facility Commander of the request to transfer the incarcerated person for medical treatment.
 - 3. The case review and disposition of the patient should be documented in the incarcerated person's health record and retained in accordance with established records retention schedules.

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Incarcerated persons determined to be in need of substance abuse treatment services should be informed of the facility programs available and shall be provided information about community substance abuse treatment resources.

Mental Health Screening and Evaluation

712.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which all incarcerated persons receive an initial mental health screening by qualified mental health or health care staff using an instrument developed by qualified health care professionals. The initial mental health screening takes place at the time of booking, and is for the safety of the incarcerated person and the general population. It helps the custody staff to make appropriate classification and housing decisions and to ensure that the treatment and intervention needs of the person are met.

712.2 POLICY

It is the policy of this department that all individuals booked into the facility shall receive an initial mental health screening by a qualified health care or mental health professional, in accordance with Jail Health Services (JHS) Policies and Procedures. A more comprehensive medical appraisal shall be conducted within the first 14 days of incarceration to confirm the initial findings and to ensure that, if needed, an appropriate treatment plan that meets the individual needs of the incarcerated person is in place (15 CCR 1052; 15 CCR 1209(a)(1)).

712.3 MENTAL HEALTH SCREENING

The initial screening is designed to identify whether mental health conditions exist that require additional assessment by a mental health care professional. The screening shall be performed prior to the incarcerated person being placed in general housing and should include:

- (a) Inquiry into whether the incarcerated person is or has:
 - 1. Suicidal thoughts.
 - 2. A history of suicide attempts.
 - 3. Prescribed or is taking psychotropic medication.
 - 4. Currently receiving mental health treatment.
 - 5. A history of psychiatric treatment.
 - 6. Using any substances.
- (b) Any observations of concern including:
 - 1. Appearance and behavior.
 - 2. Abuse, injury or trauma.
 - 3. Symptoms of a mental illness including but not limited to depression, paranoia, internal preoccupation and disorganization.
- (c) A determination of whether the incarcerated person is cleared for or referred to:
 - 1. General housing.
 - 2. General housing with a referral for additional mental health screening.

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3. Mental health emergency treatment including placement in a safety cell, immediate evaluation by a mental health provider, and consideration of refusal at triage until the patient is screened and cleared at a hospital.

This information shall be recorded in the patient's health record.

712.4 MENTAL HEALTH APPRAISAL

incarcerated persons who present with signs or symptoms of a mental illness or self-harm risk factors shall be immediately referred for an additional mental health appraisal by a qualified mental health professional. Referrals will be reviewed by mental health staff within 24 hours and patients who are determined to need additional screening will be seen as clinical indicated (anywhere from immediately to within 7 days). Mental health appraisals include, but are not necessarily limited to the following assessments:

- Current mental health status
- Current appearance and behavior
- Suicide risk
- Violence risk
- Previous psychiatric treatment in jail and in the community
- Current treatment in the community
- Whether the individual is a Regional Center client
- Current and historical treatment with psychotropic medication
- Current substance use or abuse
- Ongoing treatment needs
- Housing and treatment recommendations
- Sexual abuse victimization (28 CFR 115.81)
- Predatory behavior or perpetrated sexual abuse (28 CFR 115.81)

Special Needs Medical Treatment

713.1 PURPOSE AND SCOPE

This purpose of this policy is the proper treatment and management of incarcerated persons with chronic diseases and special needs. This is accomplished by utilizing nationally recognized, generally accepted clinical guidelines and establishing communication between qualified health care professionals and custodial personnel.

713.1.1 DEFINITIONS

Definitions related to this policy include:

Chronic disease - An illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and generally is not curable but can be managed for optimum functioning within any limitations the condition creates in the individual.

Chronic disease program - The incarcerated person has regular clinic visits during which a qualified health care professional monitors the medical condition and adjusts treatment as necessary. The program also includes patient education for symptom management.

713.2 POLICY

It is the policy of this department that all individuals identified as having chronic diseases or special needs are enrolled in a chronic disease program to decrease the frequency and severity of the symptoms, prevent disease progression and complication, and foster improved function.

When a qualified health care professional recognizes that an incarcerated person requires accommodation due to a special need, the Facility Commander should be notified in writing. Consultation between the qualified health care professional and the Department, including the Classification Unit, should occur regarding the condition and capabilities of incarcerated persons with known special needs prior to a housing, work or program assignment, transfer to another facility or the imposition of disciplinary action.

Qualified health care professionals shall furnish special needs information regarding incarcerated persons to the Department in order for them to accurately classify and house incarcerated persons in the facility. It is the responsibility of the Responsible Physician to ensure that incarcerated persons with special needs are receiving the proper care and that their needs are effectively communicated to custodial staff for appropriate accommodation (15 CCR 1206(g)). It is the responsibility of the Facility Commander to ensure that access and services are met.

713.3 CHRONIC CARE PROGRAM

- (a) Upon transfer to another correctional facility, a summary of the incarcerated person's current condition, medications and treatment plan will be forwarded to the receiving facility in a sealed envelope to maintain incarcerated person privacy.
- (b) Critical specialty medical procedures or treatment, such as dialysis, which cannot be provided at the San Francisco Sheriff's Department do not require a court order unless

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the care is expected to prevent the incarcerated person from returning within 48 hours (Penal Code § 4011.5).

- (c) When incarcerated persons are sent out of this facility for emergency or specialty treatment, communication with the receiving healthcare facility will be initiated and will include a reason for transfer, incarcerated person's condition and any known medical and medication history. Upon return to the facility, treatment recommendations from outside health care services should be reviewed by the Responsible Physician or designee for any changes in the custodial environment or in-house treatment plan.
- (d) incarcerated persons identified as developmentally disabled shall be considered for discharge planning services.
 - 1. The local center for the developmentally disabled will be contacted within 24 hours of incarceration of an incarcerated person suspected to be developmentally disabled.
 - 2. Referrals will be made to the county jail's discharge planning specialist. If no such position exists, the need for transition planning should be noted on the treatment plan.
- (e) Contacts with community providers should be documented via an administrative note in the patient's health record.
- (f) Patients with serious mental health issues, including those receiving psychotropic medication, will be informed about community options for continuing treatment and provided with follow-up appointments when possible.
- (g) Medications should be provided as appropriate.
- (h) The Responsible Physician is responsible for ensuring that local site-specific procedures facilitate discharge planning.

In-Custody Communicable Diseases

714.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for Jail Health Services (JHS) and the Sheriff's Department that assist in minimizing the risk of incarcerated persons contracting and/or spreading communicable diseases in a custody environment. The policy offers direction in achieving the following goals:

- (a) Managing the risks associated with bloodborne pathogens (BBP), aerosol transmissible diseases (ATD), and other potentially infectious substances in order to prevent infection as well as prevent transmission.
- (b) Providing appropriate treatment for ill incarcerated persons while minimizing the risk of the spread of disease.
- (c) Making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).
- (d) Ensuring proper reporting to local, state and federal agencies.
- (e) Establishing procedures for the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment and follow-up care for new incarcerated persons, and for incarcerated persons or employees who have contracted a communicable disease from an ill incarcerated person.
- (f) Providing appropriate treatment, counseling and confidentiality should an employee become exposed to a communicable disease.
- (g) Protecting the privacy rights of all personnel who may be exposed to or contract a communicable disease during the course of their duties.

714.1.1 DEFINITIONS

Definitions related to this policy include:

Aerosol transmissible disease (ATD) - A disease or pathogen for which droplet (whooping cough, influenza, streptococcus) or airborne (measles, chickenpox, tuberculosis) precautions are required.

Aerosol transmissible disease (ATD) exposure - Any event in which all of the following has occurred:

- An employee has been exposed to an individual who has or is suspected to have an ATD, or the employee is working in an area or with equipment that is reasonably expected to contain aerosol transmissible pathogens associated with an ATD.
- The exposure occurred without the benefit of applicable exposure controls required by this section.
- It reasonably appears from the circumstances of the exposure that transmission of disease is likely sufficient to require medical evaluation.

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Airborne precautions - Include the use of an Airborne Infection Isolation Room (AIIR) that meets the American Institute of Architects/Facility Guidelines Institute (AIA/FGI) standards for AIIRs, for infectious agents such as measles, chickenpox, or tuberculosis in addition to medical personnel wearing masks or respirators.

Bloodborne pathogens (BBP) - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Bloodborne pathogen exposure - Includes but is not limited to, the contact of blood or other potentially infectious materials with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, abrasions, or any contact with blood or body fluids that is synonymous with bloodborne pathogen exposure as defined by the federal Centers for Disease Control and Prevention (CDC).

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Ectoparasitic infections - Parasites that live on the skin, such as lice (pediculosis) and scabies (sarcoptic mange). Both infections are communicable and may lead to secondary infections.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to an employee's position at the San Francisco Sheriff's Department.

HBV - Hepatitis B

HIV - Human Immunodeficiency Virus

Medical isolation - Housing in a separate room with a separate toilet, hand-washing facility, soap and single-service towels, and with appropriate accommodations for showering.

NIOSH - National Institute for Occupational Safety and Health

Nosocomial - Acquired during hospitalization. Nosocomial infections are infections that present 48 to 72 hours after admission to a hospital.

OSHA - Occupational Safety and Health Administration

Personal protective equipment (PPE) - Respiratory equipment, garments, gloves and other barrier materials designed to reduce employee exposure to hazards.

Source control measures - The use of procedures, engineering controls and other devices or materials to minimize the spread of airborne particles and droplets from an individual who has or exhibits signs or symptoms of having an ATD.

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Standard precautions - Infection control practices used to prevent the transmission of disease that can be acquired by contact with blood, bodily fluids, non-intact skin (including rashes), and mucous membranes. Applies to all incarcerated persons receiving care, regardless of diagnosis or presumed infection status.

Transmission-based precautions – A set of precautions used when an individual is known or suspected to have a condition that poses risk of transmission in the event of contact with the individual, their body fluids or their environment despite adherence to standard precautions. These precautions include contact precautions, droplet precautions and airborne precautions.

Universal precautions - A set of precautions designed to prevent transmission of HIV, HBV, and other bloodborne pathogens by providing protection from blood and certain other body fluids when providing first aid or health care.

714.2 POLICY

It is the policy of this department to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up and proper reporting to local, state and federal agencies of communicable diseases. The program is designed to ensure that a safe and healthy environment is created and maintained for all occupants of the facility (15 CCR 1051; 15 CCR 1206.5; 15 CCR 1206(i)). The San Francisco Sheriff's Department is committed to providing a safe environment.

714.2.1 EXPOSURE MANAGEMENT

The Responsible Physician, in conjunction with the Custody Operations Division (COD) Commander, shall be responsible for:

- (a) Establishing written procedures and a training program related to BBPs.
- (b) Establishing written procedures and a training program related to ATDs.
- (c) Working with the Custody Division Commander to develop and administer any additional related policies and practices necessary to support the effective implementation of an Exposure Control Plan (ECP), including specific symptoms that require separation of an incarcerated person until a medical evaluation is completed (15 CCR 1051).
- (d) Conducting program audits to maintain a current ECP.
- (e) Maintaining a current list of facility staff requiring training, developing, and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing the training program.
- (f) Reviewing and updating the ECP annually, on or before January 1 of each year.

JHS and Department supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and the affected employees to ensure that the proper procedures are followed.

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714.2.2 JAIL HEALTH SERVICES GUIDELINES

JHS shall be responsible for establishing, implementing, and maintaining effective written procedures for the following:

- (a) Incorporating the recommendations contained in the CDC's "Respiratory Hygiene/ Cough Etiquette in Healthcare Settings."
- (b) Screening and referring cases and suspected cases of ATD to appropriate facilities within five hours of identification.
- (c) Creating a multidisciplinary team, including the Responsible Physician, and security and administrative representatives, who will meet at least quarterly to review and discuss communicable disease issues and activities. JHS shall retain minutes of these meetings in accordance with established records retention schedules. JHS also shall coordinate with the local public health entity on appropriate policy and procedure.
- (d) Conducting an assessment on the incidence and prevalence of tuberculosis (TB) within the facility's population and the surrounding community. If the statistics indicate a risk, JHS shall develop a written plan that addresses the management of TB, from testing to follow-up care.
- (e) Communicating with employees, other employers, and the local health officer regarding the suspected or diagnosed infectious disease status of referred incarcerated persons, including notification of exposed employees.
- (f) Reducing the risk of ATDs through the ECP and reviewing the plan at least annually.
- (g) Reducing the risk of exposure to BBPs (HIV, hepatitis).
- (h) Providing a system of medical services for employees who may become exposed to communicable diseases during the course of their employment.
- (i) Ensuring that all employees who have occupational exposure to communicable diseases participate in a training program at the time of their initial assignment, at least annually thereafter, and any time there is a change in working conditions.
- (j) Making all exposure and treatment plans available for employees, employee representatives, and NIOSH review.
- (k) Establishing procedures to ensure that members request exposure notification from health facilities after potential exposure to a person who may have a communicable disease who has been transported to a health facility and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
- (l) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (m) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the department website (Health and Safety Code § 1797.188).

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- (n) Coordinating with the Department of Human Resources to provide required notices to members regarding COVID-19 exposures (Labor Code § 6409.6).

714.3 COMMUNICABLE DISEASE PROGRAM COMPONENTS

714.3.1 SURVEILLANCE

Surveillance takes place throughout the period of the incarcerated person's confinement and is done in a variety of encounters and inspections. These include but are not limited to the following:

- (a) **Medical screening** - Each newly booked incarcerated person shall be evaluated for health care needs and signs and symptoms of infectious disease. The receiving screening includes questions regarding known symptoms of TB, HIV, sexually transmitted diseases (STDs), and HBV. The healthcare staff completing the medical screening should observe the incarcerated person for obvious signs of infection (15 CCR 1206.5(a)).
- (b) **Health assessment** - Incarcerated persons shall have a health assessment within the first 14 days of incarceration. The health assessment process includes screening for symptoms of communicable disease. Incarcerated persons will have a Purified Protein Derivative (PPD) test or a chest X-ray for TB and a blood test for STDs. Voluntary HIV testing is provided based on identified risk.
- (c) **Periodic health assessments** - Annual testing for TB is performed on all incarcerated persons who are in the facility for one year or more.
- (d) **Sick call and referrals** - At any time during incarceration, an incarcerated person may request to be evaluated for an infectious disease through the sick call process. Health and correctional staff can request that an incarcerated person be evaluated if they notice any signs of potentially infectious disease.
- (e) **Contact investigation** - When an incarcerated person develops symptoms of an infectious disease, the Responsible Physician should work cooperatively with the Facility Commander or designee and the public health department to provide appropriate screening and testing of potentially exposed persons.
- (f) **Environmental health and safety inspections** - The health and safety of the facility environment shall be inspected by the local public health entity and reported to the Facility Commander at least quarterly in a written report. Conditions identified as adversely affecting the health and safety of the incarcerated persons and/or employees or visitors shall be promptly addressed and corrected. The COD Commander shall coordinate this inspection.

714.3.2 IDENTIFICATION

Any incarcerated person suspected of having a communicable disease will be evaluated by a qualified health care professional as soon as reasonably practicable. Incarcerated persons suspected of having communicable diseases will be appropriately isolated until disease confirmation and the period of communicability is determined. Long-term housing consideration will be based upon the classification status as well as the behavior, medical needs, and safety of incarcerated persons and staff. These incarcerated persons shall be examined by a qualified health care professional within 24 hours. The instructions of the qualified health care professional

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regarding care of the patient and sanitizing of eating utensils, clothing, and bedding shall be carefully followed (15 CCR 1206.5(a); 15 CCR 1206.5(b)(6)).

714.3.3 TREATMENT

Health care professionals shall provide care as directed by the Responsible Physician and consistent with scientific evidence-based medicine (15 CCR 1206.5(a)).

- (a) The Responsible Physician and the Facility Commander shall collaborate on treatment planning with the public health department, as appropriate.
- (b) Complete documentation of the signs, symptoms, diagnostic results, treatment, and outcome of care provided to incarcerated persons who are suspected or confirmed as having a communicable disease will be entered into the incarcerated person's health record.

714.3.4 COMMUNICATION

The Responsible Physician shall ensure the following notifications are made whenever a communicable disease is identified (15 CCR 1206.5(b)(3); 15 CCR 1206.5(b)(8)):

- (a) Notification to the public health department of all reportable diseases and conditions shall be made as soon as practicable. This is done by completing appropriate forms, and if necessary, contacting the public health department directly for situations of multiple spread occurrences.
- (b) The Responsible Physician and the Facility Commander shall be kept informed of any incidence of communicable disease.
- (c) The Facility Commander shall be apprised of any medical situation that raises the risk of disease level for incarcerated or staff members.

714.3.5 CONTINUOUS QUALITY IMPROVEMENT

A continuous quality improvement (CQI) committee shall be formed consisting of the Responsible Physician, the Facility Commander or designee, and a representative from the public health entity. The purpose of the committee is to monitor infection control issues and evaluate infection control processes to ensure effectiveness.

714.3.6 EMPLOYEE TRAINING

The Department shall provide at least four hours of communicable disease training to deputies during Supplemental CORE training. Update information will be provided annually thereafter, through CPR and First Aid Training and will include the process of evaluation in the event of contact with infected persons if exposure is suspected. The Training Unit Commander shall ensure this training is scheduled and shall retain all associated records in accordance with established records retention schedules.

714.3.7 DATA COLLECTION AND REPORTING

The health authority shall be responsible for ensuring the systematic collection and analysis of data to assist in the identification of problems, epidemics, or clusters of nosocomial infections.

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All reportable illnesses as defined by the public health department shall be reported as required (15 CCR 1206.5(b)).

714.3.8 STANDARD PRECAUTIONS

Employees are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. Standard precautions shall be used by employees and health care practitioners to minimize the risk of exposure to blood and bodily fluids of infected individuals. The health authority shall be responsible for establishing basic guidelines including, but not limited to (15 CCR 1206.5(b)(4)):

- Washing hands or using hand sanitizer before and after all contact with persons or specimens.
- Handling all blood and bodily fluids such as saliva, urine, semen and vaginal secretions as if they are known to be infectious. Where it is not possible to distinguish between body fluid types, all body fluids are to be assumed infectious.
- Wearing disposable gloves for potential contact with blood and other bodily fluids.
- Placing used syringes immediately in a nearby, impermeable container. Do not recap or manipulate any needle in any way.
- Wearing protective eyewear and a mask if splatter with blood or other body fluids is possible.
- Handling all linen soiled with blood and/or bodily secretions as infectious.
- Processing all laboratory specimens as infectious.
- As appropriate, wearing a mask for TB and other ATDs.

In addition, employees shall:

- (a) Carry disposable gloves and a department-issued CPR pocket mask while on duty. Staff may also have other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wear department-approved disposable gloves when in contact with blood, other potentially infectious materials, mucous membranes and non-intact skin as can be reasonably anticipated.
- (c) Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treat all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Use an appropriate barrier device (one-way valve) when providing CPR.
- (f) Use a face mask at a minimum if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminate non-disposable equipment (e.g., flashlight, control devices, clothing, and portable radio) as soon as possible if the equipment is a potential source of exposure.

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1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handle all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoid eating, drinking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Dispose of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

714.3.9 TRANSMISSION-BASED PRECAUTIONS

Transmission-based precautions may be needed in addition to universal precautions for selected patients who are known or suspected to harbor certain infections. These precautions are divided into three categories that reflect the differences in the way infections are transmitted. Some diseases may require more than one category.

- (a) Airborne precautions are designed to prevent the spread of ATDs, which are transmitted by minute particles called droplet nuclei or contaminated dust particles. These particles, because of their size, can remain suspended in the air for long periods of time, even after the infected person has left the room. Some examples of diseases requiring airborne precautions are TB, measles, and chicken pox.
 1. An incarcerated person requiring airborne precautions should be assigned to a designated respiratory isolation room with special ventilation requirements. The door to this room must be closed at all possible times. If an incarcerated person must move from the isolation room to another area of the facility, the incarcerated person should wear a mask during transport. Anyone entering the isolation room to provide care to the incarcerated person must wear a respirator.
- (b) Droplet precautions are designed to prevent the spread of organisms that travel on particles much larger than the droplet nuclei. These particles do not spend much time suspended in the air, and usually do not travel beyond a few feet of the incarcerated person. These particles are produced when an incarcerated person coughs, talks, or sneezes. Examples of disease requiring droplet precautions are meningococcal meningitis, influenza, mumps, and German measles (rubella).
 1. All staff should wear masks within 3 feet of the incarcerated person. Incarcerated person movement should be restricted to the minimum necessary for effective facility operations. The incarcerated person should wear a mask during transport.
- (c) Contact precautions are designed to prevent the spread of organisms from an infected incarcerated person through direct (touching the incarcerated person) or indirect (touching surfaces or objects the incarcerated person touched) contact. Examples of incarcerated persons who might be placed in contact precautions are those infected with the following:

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1. Antibiotic-resistant bacteria
2. Hepatitis A
3. Scabies
4. Impetigo
5. Lice

The following guide shall be used to determine the appropriate precautions that are necessary to reduce the risk of infection transmission while incarcerated persons are being transported. Incarcerated persons shall receive training on the disease transmission process and will be provided with appropriate barrier devices.

Precautions for Incarcerated Person Contact and Transportation

	GLOVES	SURGICAL MASKS	N95 MASKS	ISOLATION GOWNS
Contact				
Incarcerated Person	No	No	No	No
Personnel	Yes	No	No	Yes
Droplet				
Incarcerated Person	No	Yes	No	No
Personnel	No	Yes	No	Yes
Airborne				
Incarcerated Person	No	Yes	No	No
Personnel	No	No	Yes	No

714.3.10 ENVIRONMENTAL HEALTH AND SAFETY

The Responsible Physician or the authorized designee shall conduct a monthly inspection of areas where health services are provided to verify the following:

- The areas are clean and sanitary and daily/weekly cleanliness/sanitation protocols are followed and documented.
- The equipment is inspected and maintained to the manufacturer's recommendations.
- The appropriate measures are being taken to ensure the unit is occupationally and environmentally safe.

714.3.11 REGULATED WASTE

The Department and JHS in coordination with the health authority will provide for the management of biohazardous materials and waste and the establishment of a protocol for the decontamination of equipment used in medical and dental treatment. Medical and dental

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equipment decontamination shall comply with all applicable local, state and federal regulations. Precautions may include, but are not limited to:

- (a) Discarding biohazardous waste in red plastic bags marked with the word BIOHAZARD and displaying the international symbol for biohazardous material. Contaminated disposable PPE shall be discarded in these receptacles.
- (b) Whenever a large amount of fluid blood is present, an absorbent powder should be used to gelatinize the fluid, which should assist in clean up. Standard precautions shall be used when removing the product, that should then be placed in a red biohazard bag.
- (c) Used biohazard bags shall be stored in covered, rigid waste receptacles in designated locations pending weekly removal by a biohazard waste removal contractor.
- (d) Records documenting biohazardous waste removal, spore count logs and cleaning logs shall be retained in accordance with established records retention schedules.

714.4 ECTOPARASITE CONTROL

Ectoparasite control will be initiated, where clinically indicated, immediately following the medical screening or when the incarcerated person manifests signs and symptoms of lice or scabies (15 CCR 1212).

- (a) Any incarcerated person who indicates parasitical infection upon entering the facility shall be treated by a qualified health care professional.
- (b) Any incarcerated person suspected of having lice/scabies may be referred to sick call by a deputy.
- (c) An incarcerated person may access sick call if they believe there is a problem with lice/scabies.
- (d) A qualified health care professional shall evaluate any incarcerated person with a lice/scabies complaint. If there are positive findings, the incarcerated person shall be treated for the infestation accordingly.
 - 1. The lice and scabies treatment guidelines will be followed by the qualified health care professional, if a physician's order for the medication administration is obtained.
 - (a) The prescribing physician shall be notified if the incarcerated person is pregnant, as certain medications are contraindicated for pregnant persons. An alternative topical application must be prescribed in these situations.
 - (b) Documentation in the medical record should include the patient's symptoms, observations regarding the condition, patient education, and prescribed treatment.
 - 2. The incarcerated person's clothing and linen shall be removed from their cell and placed in a plastic bag and sent to the laundry. These items are considered contaminated and must be disinfected by:
 - (a) Machine washing (hot cycle), machine drying (hot cycle), dry cleaning or ironing, or

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- (b) Storage in a plastic bag for non-washable items for 10-14 days (head lice), seven days (pubic lice). This method is not recommended for body lice.
- (c) Isolation is not necessary as long as clothing and bedding are properly disinfected and incarcerated persons do not share items.
 - 1. An incarcerated person having poor hygiene should be housed in a single cell until 24 hours after beginning treatment.
 - 2. Gloves are to be used for direct contact until the incarcerated person has been treated and the clothing/bedding have been removed for disinfecting.
- 3. Cell mates and any personnel having direct hands-on contact with an infected incarcerated person should be evaluated for prophylactic treatment because of the long incubation period of the scabies parasite.

714.5 EMPLOYEE EXPOSURE CONTROL

All facility staff who may come in contact with another person's blood or bodily fluids shall follow these procedures and guidelines. For the purposes of this policy, contact with blood or bodily fluids is synonymous with BBP exposure.

All employees shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated. Disposable gloves shall be worn, if reasonably possible, before making physical contact with any incarcerated person and when handling the personal belongings of an incarcerated person.

Should gloves come in contact with blood or other bodily fluids, the gloves shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books, personal items in general) while wearing disposable gloves in a potentially contaminated environment. All procedures involving blood or other potentially infectious materials shall be done in a way to minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where the potential for exposure exists.

714.5.1 IMMUNIZATIONS

All facility staff members who may be exposed to, or have contact with, a communicable disease shall be offered appropriate treatment immunization. The ability of staff to provide health care services is predicated on a safe and secure working environment where employees feel safe to do their work, and that assures public safety.

Staff shall also receive a TB test prior to job assignment and voluntary annual testing thereafter, at no cost to the employee.

The HBV immunization shall be available to all employees who have direct incarcerated person contact and who test negative for HBV antibodies. The immunization is voluntary and provided at no cost to the employee. Employees who decline the offer of immunization and/or test shall be required to sign a waiver. Employees receiving immunization and testing shall be required to

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sign a consent form. Employees may reverse their decision to decline at any time by signing a consent form.

714.5.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The PPE is the last line of defense against communicable disease. Therefore, the following equipment is provided to all personnel to assist in the protection against such exposures:

- Disposable gloves
- Safety glasses or goggles
- Pocket mask with a one-way valve
- Alcohol (or similar substance) to flush skin

The PPE should be inspected at the start of each shift and replaced immediately after each use and when it becomes damaged.

714.5.3 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If it is not reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as reasonably feasible. The employee shall wash up and replace the PPE if the job has not been terminated. If the situation resulted in a contaminated non-intact skin event, the affected area shall be decontaminated as described below.

A contaminated reusable PPE that must be transported prior to cleaning shall be placed into a biohazard waste bag. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container. The gloves shall be included with the waste.

714.5.4 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Personnel shall wash their hands as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used, paying particular attention to the fingernails.

If an employee's intact skin contacts someone else's blood or body fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of the employee's body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee's skin are contaminated, the employee shall shower as soon as reasonably possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required. All hand, skin, and mucous membrane washing that takes place shall be done in the designated cleaning

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or decontamination area. Cleaning shall not be done in the kitchen, bathrooms, or other locations not designated as a cleaning or decontamination area.

714.5.6 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as reasonably feasible and rinsed in cold water to prevent the setting of bloodstains. If the clothing may be washed in soap and hot water, do so as soon as reasonably possible.

If the clothing must be dry-cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing, and shall inform the dry cleaner of the potential contamination. The cost of dry cleaning shall be paid according to labor contract agreements.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded and replaced. The cost of replacement shall be paid according to labor contract agreements.

714.5.7 DECONTAMINATION OF VEHICLES

Contaminated vehicles and components such as the seats, radios and doors, shall be washed with soap and warm water and disinfected with an approved germicide as soon as reasonably feasible.

714.5.8 DECONTAMINATION OF THE CLEANING AREA

The ECO shall designate a location in the facility that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for employees to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking of cigarettes and consumption of food and drink are prohibited in this area at all times.

714.6 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

In actual or suspected employee exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the employees.

714.6.1 EMPLOYEE RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, all employees shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the employee's immediate supervisor. Employees should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases (15 CCR 1206.5(b)(8)).

714.6.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

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- (a) Name and employee identification number of the employee exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Current location of material or person
- (f) Work being done during exposure
- (g) How the incident occurred or was caused
- (h) PPE in use at the time of the incident
- (i) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply. It is the responsibility of the exposed employee's supervisor to ensure testing of the person who was the source of the exposure is sought according to the guidelines in this policy.

714.6.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any employee who was exposed or who suspects the employee was exposed to HIV or to hepatitis B or C should be seen by a physician or qualified health care professional as soon as reasonably possible.

The doctor or qualified health care professional should be given the supervisor's report and the employee's medical records relevant to the visit and examination. The blood of the exposed employee shall be tested.

The qualified health care professional will provide the ECO and/or the Department's risk manager with a written opinion/evaluation of the exposed employee's medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the employee.
- If the employee received a post-exposure treatment.
- Confirmation that the employee received the evaluation results.
- Confirmation that the employee was informed of any medical condition that could result from the exposure incident and whether further treatment or evaluation will be required.
- Whether communicable disease testing from the source is warranted, and if so, which diseases the testing should include.

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

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714.6.5 COUNSELING

The Department shall provide the exposed employee (and the employee's family if necessary) the opportunity for counseling and consultation.

714.6.6 CONFIDENTIALITY OF REPORTS

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the employee's treatment status and the results of examinations, medical testing and follow-up procedures.

The Department's risk manager shall be responsible for keeping the name and Social Security number of the employee and copies of any information provided to the consulting health care professional on file.

This information is confidential and shall not be disclosed to anyone without the employee's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (15 CCR 1206.5(b)(5)).

714.6.7 SOURCE TESTING

Testing of a person who was the source of an exposure to a communicable disease should be sought when it is desired by the exposed employee or when it is otherwise appropriate.

There are five methods to obtain such testing. It is the responsibility of the ECO to ensure the proper testing and reporting occurs. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to test for any communicable disease.
- (b) Filing a report with the county health officer when an employee is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or C.
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B, and hepatitis C testing.
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under a statutory scheme for testing. This covers testing for any communicable disease as deemed appropriate by a qualified health care professional and documented in the request for the court order.
- (e) Under certain circumstances, a court may issue a search warrant for testing an adult when an employee of the San Francisco Sheriff's Department qualifies as a crime victim.

714.6.8 EXPOSURE FROM A NON-INCARCERATED PERSON

Upon notification of an employee's exposure to a non-incarcerated person (e.g., visitor, attorney, volunteer, vendor) the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is provided, the following steps should be taken:

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- (a) A qualified health care professional should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or the person's authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C, and other communicable diseases the qualified health care professional deems appropriate.
- (b) The voluntary informed consent obtained by the qualified health care professional must be in writing and include consent for three specimens of blood. The ECO should document the consent as a supplement to the Exposure Control Report.
- (c) The results of the tests should be made available to the source and the exposed employee.

If consent is not obtained, the ECO should promptly consult with the City Attorney and consider requesting that a court order be sought for appropriate testing.

714.6.8 EXPOSURE FROM AN INCARCERATED PERSON

If the ECO receives notification from an employee of a potential exposure from an incarcerated person, the ECO should take the following steps:

- (a) Seek consent from the person who was the source of the exposure and seek a court order, if consent is refused.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing.
- (c) Remain in contact with the county health officer to determine whether testing of the incarcerated person will occur and whether the testing satisfies the medical needs of the employee.
- (d) The results of the tests should be made available to the incarcerated person and the exposed employee.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

If the exposed employee is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-incarcerated person.

Aids to Impairment

715.1 PURPOSE AND SCOPE

This policy acknowledges the high priority of incarcerated person health and recognizes that some incarcerated persons will require adaptive devices to assist them with daily living activities on a temporary or permanent basis.

The San Francisco Sheriff's Department has established this policy for licensed healthcare staff to review and evaluate the need for adaptive devices, while considering facility security concerns regarding the use of such items.

When licensed healthcare staff determines that the medical condition of an incarcerated person indicates that an adaptive device is clinically appropriate, the parameters of this policy will determine if authorization for the use of such items during incarceration should be granted, and if any equipment modifications are indicated for safety or security purposes.

715.1.1 DEFINITIONS

Definitions related to this policy include:

Adaptive device - Any orthotic, prosthetic or aid to impairment that is designed to assist an incarcerated person with the activities of daily living or that is clinically appropriate for health, as determined by the Responsible Physician or dentist.

Aids to impairment - Includes, but is not limited to, eyeglasses, hearing aids, pacemakers, canes, crutches, walkers and wheelchairs.

Orthoses - Specialized mechanical devices, such as braces, shoe inserts or hand splints that are used to support or supplement fractured bones, weakened or abnormal joints, limbs and/or soft tissue.

Prostheses - Artificial devices designed and used to replace missing body parts, such as limbs, teeth or eyes.

715.2 POLICY

It is the policy of the Department that, in accordance with security and safety concerns, medical and dental orthoses or prostheses and other adaptive devices should be permitted or supplied in a timely manner when the health of the incarcerated person would otherwise be adversely affected or when such devices are necessary to reasonably accommodate a disability recognized under the American with Disabilities Act (ADA) (42 USC § 12101 et seq.), as determined by the Responsible Physician or dentist (15 CCR 1206(d); 15 CCR 1207). This includes allowing incarcerated persons to wear reading eyeglasses and contact lenses.

715.3 FACILITY-OWNED MEDICAL EQUIPMENT

All adaptive devices belonging to the Department shall be marked and numbered, identifying them as department property.

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- (a) A medical equipment inventory form shall be completed by the intake deputy for all medical equipment issued to the incarcerated person, regardless of who owns the property.
- (b) Upon the release of an incarcerated person, the releasing deputy shall review the medical equipment issued to the person and contact the medical clinic for instructions regarding any department-owned adaptive device.

715.4 MEDICAL OR DENTAL ORTHOSES, PROSTHESES, OR ADAPTIVE DEVICES

The following applies to incarcerated persons with any orthopedic or prosthetic devices (Penal Code § 2656):

- (a) An incarcerated person shall not be deprived of the possession or use of any orthopedic, orthodontic, or prosthetic device that has been prescribed or recommended and fitted by a physician or dentist (see the following exception). These devices shall not be removed by deputies and placed in the incarcerated person's property, in the booking process, unless the requirement in (b) below has been met.
- (b) Any such device that may constitute an immediate risk of bodily harm to any person in the facility or that threatens the security of the facility should be brought to the attention of the Facility Commander. If the Facility Commander has probable cause to believe such a device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, based on the behavior of the incarcerated person assigned the device, the Facility Commander may remove the device and place it in the incarcerated person's property. The Facility Commander will immediately notify the Responsible Physician or designee of removal of such devices at the time of removal, in order that alternative accommodations can be made. Removal of medical devices may require hospitalization of the incarcerated person in order to provide appropriate treatment. Removal of prescribed medical equipment must be documented on the incarcerated person's inventory log and the device(s) should be placed in the incarcerated person's property or returned to JHS.
- (c) The Facility Commander shall return the device to the incarcerated person if circumstances change and the cause for removal no longer exists.
- (d) The Facility Commander shall have the incarcerated person examined by licensed healthcare staff within 24 hours after a device is removed.
- (e) The Facility Commander should review the facts with the Department ADA Coordinator and shall address the issue in conjunction with the Custody Operations Division (COD) Commander (see Incarcerated persons with Disabilities Policy).
- (f) The licensed healthcare staff shall inform the incarcerated person and the Facility Commander if the removal is or will be injurious to the health or safety of the incarcerated person. When the Facility Commander is so informed but still does not return the device, the Facility Commander shall inform the COD Commander, Responsible Physician or designee and the incarcerated person of the reasons and promptly provide the incarcerated person with a Request for Return of a Orthopedic or Prosthetic Device form, as specified in Penal Code § 2656, by which the incarcerated person may petition the Superior Court for return of the appliance. The Facility Commander shall promptly file the form with the Superior Court after it is signed

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by the incarcerated person. The Facility Commander should consider the following alternatives to removal of the device:

1. Reclassifying the incarcerated person to another housing unit or administratively separating the incarcerated person from the general population.
2. With physician or dentist approval, modify the adaptive device to meet the medical needs of the incarcerated person and the safety and security needs of the facility.

Once an adaptive device has been approved for use, the qualified health care professional shall enter the authorization into the incarcerated person's health file. If the incarcerated person requires special housing, the qualified health care professional shall document this in writing and notify custody and/or classification deputies. The qualified health care professional shall document the general condition of the prosthesis and have the incarcerated person sign in the medical record that they received the prosthesis.

- (a) A Sheriff's supervisor will document the Field Arrest Card with the type of medical device retained by the incarcerated person, the duration and use of the medical device. The incarcerated person's name and SF number will be written on the device when possible.
- (b) Upon the expiration of the prescription for the device, deputies will notify JHS of the expiration, for a determination if the medical device is still required. If the device is no longer needed, removal of prescribed medical equipment must be documented on the incarcerated person's inventory log and the device(s) should be placed in the incarcerated person's property or returned to JHS.

Deputies may use equipment such as a metal detector, body scanner or x-ray machine to inspect casts, prostheses and other medical devices. The Facility or Watch Commander will approve the type of equipment to be used in the search. If a search of the medical device requires removal, a compliant incarcerated person shall be allowed to remove the device and give it to deputies. JHS shall be available for consultation regarding the safe removal of the device.

incarcerated persons may be required to provide co-payments for adaptive devices supplied by the facility (Penal Code § 4011.1; Penal Code § 4011.2). Any repair or replacement of any adaptive device may be the responsibility of the incarcerated person. If the adaptive device supplied or repaired is medically necessary and the incarcerated person is indigent, the cost is borne by the Department.

If a medical device has been altered or is in possession of another incarcerated person, deputies shall notify JHS, document the Field Arrest Card, issue an RFD, and write an Incident Report. The device shall be returned to JHS or placed in the incarcerated person's property.

715.5 REQUESTS FOR MEDICAL AND DENTAL PROSTHESES

All requests for new or replacement medical or dental prostheses shall be individually evaluated by the Responsible Physician or dentist and reviewed for approval by the Facility Commander. Considerations for approval shall be based upon:

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- Medical needs of the incarcerated person.
- The anticipated length of incarceration.
- The safety and security of the facility.

715.6 EYEGLASSES AND CONTACT LENS

The Custody Operations Division allows incarcerated persons to request and retain prescription and reading eyeglasses and contact lenses.

- (a) incarcerated persons who are in possession of eyeglasses at the time of their booking shall be allowed to keep them.
 1. If the eyeglasses are in their property, the incarcerated person can fill out a Property Request form from any facility (including the IRC) to have the glasses/contact lens retrieved from their property.
- (b) Family/friends may bring in eyeglasses/disposable contact lens for an incarcerated person. The Watch Commander will visually inspect the glasses/lens to ensure they are not altered/damaged and will give them to the incarcerated person before the end of the shift. Receipt of the glasses/lens will be documented on the incarcerated person's Housing Activity Card. The incarcerated person may request saline solution from Jail Health Services.
- (c) incarcerated persons with less than \$11.00 on their commissary account may be given reading eyeglasses. Staff will verify the incarcerated person's account balance, then give the incarcerated person the reading glasses and will document the incarcerated person's Housing Activity Card. Reading eyeglasses issued by the facility (not purchased via commissary) in excess of one pair shall be confiscated.
- (d) incarcerated persons may request glasses by submitting an incarcerated person Action Request.
- (e) Eyeglasses (issued or purchased) that are altered or damaged shall be confiscated as contraband. The confiscating employee shall document the incarcerated person's Housing Activity Card.

715.6.1 EYEGLASSES/CONTACT LENS PROPERTY REQUEST

Deputies who accept a Property Request form for eyeglasses will verify the incarcerated person's name on the form against their wristband and give the request to a supervisor. The supervisor will forward the request to Property Room staff.

715.7 ATTACHMENTS

See attachment: [Request for Return of an Orthopedic or Prosthetic Device Form.pdf](#)

Detoxification and Withdrawal

716.1 PURPOSE AND SCOPE

Significant percentages of incarcerated persons have a history of alcohol and/or drug abuse. Newly incarcerated individuals may enter the facility while under the influence of a substance or they may develop symptoms of alcohol or drug withdrawal hours to days after booking. This policy is intended to ensure that those incarcerated persons who are intoxicated or experiencing withdrawal are provided appropriate medical treatment.

This policy also identifies protocols to be used by qualified health care professionals. These protocols are appropriate for incarcerated persons who are under the influence of alcohol or drugs or who are experiencing withdrawal from any type of substance abuse.

716.1.1 DEFINITIONS

Definitions related to this policy include:

Alcohol withdrawal - A medical condition characterized by physiological changes that occur when alcohol intake is discontinued in an individual who is dependent on alcohol.

Medically supervised withdrawal (formerly called detoxification) - acute or short term management of substance withdrawal performed under the supervision of a physician to alleviate symptoms caused by discontinuation of dependent substances and to prevent life-threatening consequences of such discontinuation.

716.2 POLICY

Withdrawal from alcohol or drugs can be a life-threatening medical condition requiring professional medical intervention. It is the policy of this department to provide proper medical care to incarcerated persons who suffer from drug or alcohol overdose or withdrawal.

To lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility, staff shall respond promptly to medical symptoms presented by incarcerated persons.

The Responsible Physician shall develop written medical protocols on detoxification symptoms necessitating immediate transfer of the incarcerated person to a hospital or other medical facility, and procedures to follow if care within the facility should be undertaken (15 CCR 1213).

incarcerated persons who are booked into the facility who are prescribed opioid replacement therapy shall, with the approval of the Responsible Physician or designee, be entitled to continue this medication until conviction (Health and Safety Code § 11222).

716.3 STAFF RESPONSIBILITY

Staff should remain alert to signs of drug and alcohol overdose and withdrawal. These symptoms include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Staff who suspect that an

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incarcerated person may be experiencing symptoms shall promptly notify Jail Health Services (JHS).

716.4 MEDICAL STAFF RESPONSIBILITY

The qualified health care professional will evaluate the incarcerated person using approved protocols in order to determine the most appropriate care plan, which will be based on the patient's history, current physical status and treatment needs. Any patient who cannot be safely treated in the facility will be referred to an appropriate treatment facility off-site. Qualified health care professionals shall assess the medical condition of an incarcerated person in a sobering cell at least every six hours or more frequently if needed.

716.5 PROCEDURE

incarcerated persons who are observed experiencing severe, life-threatening intoxication (overdose) or withdrawal symptoms will be promptly seen by licensed healthcare staff or referred to an off-site emergency facility for treatment. Medically supervised withdrawal shall be conducted at the facility or in a hospital or community detoxification center under appropriate security conditions.

If the qualified health care professional determines that an incarcerated person is at risk for progression to a more severe level of withdrawal, medical housing may be required and will be assigned in coordination with the Department.

716.6 WITHDRAWAL AND DETOXIFICATION PROTOCOLS

Protocols are available to the qualified health care professionals to guide the care and treatment of individuals who are intoxicated or experiencing drug and/or alcohol withdrawal. These protocols, which have been developed and approved by the Responsible Physician, fall within nationally accepted guidelines and are reviewed annually.

When dealing with persons who are in a custody situation, qualified health care professionals shall utilize detoxification protocols in accordance with local, state, and federal laws.

716.7 ALCOHOL WITHDRAWAL SYMPTOMS CHART

The following chart describes typical symptoms of mild, moderate and severe withdrawal. It is to be used as a guide for determining when to refer incarcerated persons to a qualified health care professional. Not all symptoms are always present or may be exacerbated or mitigated by medication taken by the incarcerated person. Thus, these are only general guidelines.

	MILD	MODERATE	SEVERE (Delirium Tremens)
ANXIETY	Mild restlessness and anxiety	Obvious motor restlessness	Extreme restlessness and agitation with appearance of intense fear is common
APPETITE	Impaired appetite	Marked anorexia	Often rejects all food and fluid except alcohol

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BLOOD PRESSURE	Normal or slightly elevated systolic	Usually elevated systolic	Elevated systolic and diastolic
CONFUSION	Oriented, no confusion	Variable confusion	Marked confusion and disorientation
CONVULSIONS	No	May occur	Prolonged convulsions are common
HALLUCINATIONS	No hallucinations	Often vague, transient, visual and auditory hallucinations and delusions, often with insight, often occurring only at night	Visual and occasional auditory hallucinations, usually of fearful or threatening content. Misidentification of persons and frightening delusions relating to hallucinatory experiences
MOTOR CONTROL	Inner "shaky"	Visible tremulousness	Gross uncontrollable shaking
NAUSEA	Nausea	Nausea and vomiting	Dry heaves and vomiting
PULSE	Pulse 100-120	Pulse 100-120	Pulse 120-200
SLEEP		Marked insomnia and nightmares	Waxing and waning level of alertness
SWEATING	Restless sleep or insomnia	Obvious	Extreme

716.8 DETOXIFICATION SERVICES

Incarcerated persons determined to be in need of substance abuse treatment services will receive treatment according to detoxification protocols in the JHS Policies and Procedures. Incarcerated persons requiring on-going treatment should be informed of the facility programs available and shall be provided information about community substance abuse treatment resources.

Clinical Decisions

717.1 PURPOSE AND SCOPE

This policy recognizes that a coordinated effort between the Responsible Physician and the Facility Commander is needed to ensure an adequate health care system. It emphasizes the importance of clinical decisions being the sole responsibility of the qualified health care professional.

717.1.1 DEFINITIONS

Definitions related to this policy include:

Clinical decisions - The process of formulating a differential diagnosis with information gathered from an incarcerated person's medical history and physical and mental examinations, developing a list of possible causes, and ordering tests to help refine the list or identify a specific disease.

Differential diagnosis - A systematic method of identifying unknowns or diagnosing a specific disease using a set of symptoms and testing as a process of elimination.

717.2 POLICY

Clinical decisions and actions regarding incarcerated person health care are the sole responsibility of qualified health care professionals and will not be countermanded by others. The Responsible Physician shall be responsible for arranging for appropriate health resources and for determining what services are needed. The Custody Operations Division (COD) Commander and each Facility Commander shall be responsible for providing the custodial support to ensure a safe and secure environment for the delivery of the services and its accessibility to the incarcerated persons (15 CCR 1200(a); 15 CCR 1206(k)).

717.3 PROBLEM RESOLUTION

Any issues arising because of the clinical decision process shall be reviewed using medical records, grievances, staff complaints and any other relevant data. The Sheriff's Department supports the care and treatment of incarcerated people, and defers to trained healthcare staff decisions regarding an incarcerated person's transfer to a higher level of care, return to a jail facility from a higher level of care, provisions of medical appliances/devices required to support the condition or healing of the incarcerated person, and the incarcerated person's condition and medical/mental health treatment.

In the event a Watch Commander is unable to support the decision of JHS staff, the Facility Commander will be contacted and shall contact the JHS Responsible Physician to discuss the issues/concerns. If there is no immediate resolution, the COD Commander is to be contacted for a resolution.

Licensure, Certification, and Registration Requirements

718.1 PURPOSE AND SCOPE

The purpose of this policy is to recognize that incarcerated persons are entitled to health care services that are provided by qualified health care professionals working within the scope of their respective licensure, certification, registration, and training.

718.2 POLICY

It is the policy of this department that all qualified health care professionals who provide health care services to incarcerated persons meet the same standards as those working in the community, including required licenses, certifications, and restrictions, including those defining the recognized scope of practice specific to the profession (15 CCR 1203). Job descriptions shall include minimum qualifications and specific duties and responsibilities, and shall be approved by the Responsible Physician.

The current credentials and job descriptions for all qualified health care professionals are on file at the Department of Public Health (DPH) and retained in accordance with established DPH records retention schedules.

Any health care provided to incarcerated persons at the facility that is not provided by a physician is provided in accordance with a standing order or direct order issued by personnel qualified under governing laws to give such orders (15 CCR 1203; 15 CCR 1204). The San Francisco Sheriff's Department only has health care provided to incarcerated persons at each facility provided by a responsible physician and qualified health care professionals.

718.3 CREDENTIALING AND FILE MAINTENANCE

A completed file of current licenses, certifications, registration, reference checks, and applications shall be maintained by DPH.

718.4 STUDENTS AND/OR INTERNS

If the health care services provided to an incarcerated person are performed by any intern, resident, or student who is authorized to provide specific health care services as part of a formal medical training program, the individuals in training will work under the control and supervision of a qualified health care professional. Assigned tasks shall be commensurate with the intern, student, or resident's level of training.

There shall be a written agreement between the Department and the DPH sponsoring the training program that covers the scope of work, duration of the agreement, and any legal or liability issues.

Any student, intern, or resident working in the facilities shall participate in a civilian orientation that includes but is not limited to topics such as fire safety, facility security, items considered contraband, and incarcerated person culture.

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All students, interns, or residents shall be required to agree in writing to abide by all facility policies, including those relating to hostages, facility security, and the confidentiality of information.

All training provided, written agreements, and/or contracts shall be maintained in the intern, resident, or student's file by the Responsible Physician or DPH in accordance with established DPH records retention schedules.

Suicide Prevention and Intervention

719.1 PURPOSE AND SCOPE

This policy is intended to reduce the risk of self-inflicted injury or death by providing tools to the staff that will allow a timely and organized emergency response to suicide, suicide attempts, or an incarcerated person's unspoken indications that suicide is being considered. The three key components of this plan are evaluation, training, and screening with intervention.

719.2 POLICY

It is the policy of this department to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify incarcerated persons who are at risk of suicide and to intervene appropriately whenever possible. The program shall be developed by the Custody Operations Division (COD) Commander and the Responsible Physician or designee and reviewed annually by the COD Commander. A copy of this policy shall be maintained where it can be easily accessed by all staff members (15 CCR 1029(a)(8); 15 CCR 1030).

719.3 SUICIDE PREVENTION TEAM

The COD Commander in cooperation with the Responsible Physician shall establish a suicide prevention team. The team will evaluate and approve the suicide prevention and intervention program annually. The yearly evaluation will include a review of all current policies to ensure they are relevant, realistic, and consistent with the mission of the program. The program and policies will be updated as needed (15 CCR 1030).

The COD Commander shall ensure each facility is evaluated annually to identify any physical plant characteristics or operational procedures that might be modified to reduce the risk of suicide. This should be accomplished by conducting a review of suicides and suicide attempts, physical inspection, and review of various facility inspection reports. If physical modifications are recommended, the COD Commander will make recommendations to the Sheriff.

It shall also be the responsibility of the COD Commander to coordinate with the Training Unit Commander to ensure that suicide prevention training is provided in compliance with applicable statutes and standards.

719.4 STAFF TRAINING

Deputies who are responsible for supervising incarcerated persons shall receive training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030):

- The provisions of this policy.
- Identification of the warning signs and indicators of potential suicide, including training on suicide risk factors.
- Identification of the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors.

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- Effective means of responding to suicidal and/or depressed incarcerated persons.
- The importance of frequent communication between Sheriff and JHS staff as a key component of suicide prevention.
- Referral procedures for when staff is concerned about an incarcerated person's suicide risk.
- Observation housing procedures.
- Housing observation and suicide watch-level procedures.
- Follow-up treatment and monitoring of incarcerated persons who attempt suicide.
- The importance of communication between facility staff and arresting/transporting deputies.
- Awareness that certain situations represent a high-risk period for suicide, including the first 72 hours after arrest, during trial, after conviction and sentencing, and during domestic upheaval in the incarcerated person's family.

Recommendations for modification to suicide training should be directed to the COD Commander, who shall review the recommendations and approve, if appropriate.

719.5 SCREENING AND INTERVENTION

All incarcerated persons shall undergo medical and mental health screening during the intake process (15 CCR 1030) at the Intake and Release Center (IRC). Jail Health Services (JHS) intake screening process will include questions designed to identify suicide risk.

An incarcerated person who is unable or refuses to answer the initial medical screening questions regarding suicide shall either be immediately evaluated by JHS mental health staff or placed in a safety cell until such an evaluation can occur.

Deputies shall promptly refer an incarcerated person who may be at risk for suicide to JHS. The incarcerated person shall remain under direct and constant observation in a safe setting until JHS makes an appropriate health care decision and the Classification Unit makes the appropriate housing decision (15 CCR 1030). JHS will work with the Sheriff's Department to ensure incarcerated persons at risk for suicide are housed appropriately and/or transferred to Zuckerberg San Francisco General Hospital (ZSFGH) pursuant to WIC 5150 for inpatient psychiatric treatment.

719.7 OBSERVATION HOUSING AND SAFETY CELLS

Observation Housing pertains to safe housing for incarcerated persons who are at high risk for self-harm behaviors, but who do not meet 5150 criteria. Placement of incarcerated persons in Observation Housing is at the request of JHS and in coordination with Custody Division staff and in accordance with JHS Observation Housing Guidelines and Stratification Policy.

Staff who observe any sign of suicide or believes an incarcerated person may be at risk for suicide attempts and/or self-harm behaviors shall notify JHS staff immediately. JHS will assist

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in determining the need for Observation Housing, placement in a Safety Cell or hospitalization pursuant to 5150 WIC criteria at ZSFGH on Ward 7L.

Incarcerated persons should only be placed in Observation Housing with the approval of a qualified health care professional and the Watch Commander. The Watch Commander may also order the housing of an incarcerated person in Observation Housing while awaiting a review of the placement by JHS.

- (a) If the incarcerated person requires on-going observation, they will be housed in Observation Housing, Upper C Pod at CJ#2.
- (b) If the incarcerated person requires less acute housing than Observation Housing, they will be housed in other designated psychiatric housing in the jail system.

For incarcerated persons housed in Observation Housing, a Housing Unit/Holding Cell Observation Form shall be maintained for each incarcerated person. Deputies shall make a direct visual observation of the incarcerated person once every 30 minutes.

An incarcerated person in Observation Housing on full restrictions shall not be permitted to retain undergarments or any other item that can be fashioned into an implement for hanging (e.g., plastic bags, shoelaces or sheets). Access to personal property while housed in Observation Housing is limited and at the discretion of the Facility Commander. Individuals in Observation shall not be permitted to possess razors or other sharp objects, such as pencils, items with staples or any other item that may be used to cause a self-inflicted injury. Physical restraints should only be used as a last resort measure. The decision to use or discontinue use of restraints should be made in consultation with qualified health care professionals.

The status of suicidal incarcerated persons should be readily identifiable in a manner discernible by staff. When standard-issue clothing presents a security or medical risk to the incarcerated person or others, the incarcerated person shall be supplied with a safety garment and a safety blanket that is designed to promote incarcerated person safety and not cause unnecessary humiliation and degradation. Use of the safety garment shall be documented in the incarcerated person's health record.

- (a) If JHS removes the full restrictions but the incarcerated person remains housed in Observation Housing, the incarcerated person is given standard issued clothing only. All other items noted above will remain restricted.

Safety Cell

Incarcerated persons who are determined to be suicidal will be placed in a safety cell until JHS can evaluate them. If a qualified health care professional is not immediately present, the Watch Commander may make the decision to place an incarcerated person in a safety cell and will notify JHS soon thereafter. Incarcerated persons placed in a safety cell shall be closely monitored. Prior to placing the incarcerated person in the safety cell, deputies should carefully inspect the cell for objects that may pose a threat to the incarcerated person's safety.

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Safety cell placement for the purpose of safe containment and medical and psychiatric monitoring of incarcerated persons is detailed in the JHS Safety Cell Policy. Vital signs will be obtained by JHS at the time of placement or as soon as it is determined to be safe to do so. Incarcerated persons are not to be in safety cells for longer than 24 hours. This 24-hour period is inclusive of any removal from and subsequent rehousing in the safety cell or transfer to another safety cell. Exceptions may be considered for incarcerated persons who pose a high risk for assaultive behavior and require the approval of the Watch Commander and a qualified mental healthcare professional.

Qualified health care professionals are primarily responsible for the medical treatment of incarcerated persons housed in Observation Housing and Safety Cells. Deputies are responsible for the physical safety of incarcerated persons. All staff should coordinate their efforts to ensure that incarcerated persons do not have the means or the opportunity to injure themselves.

719.7.1 INTERVENTION

Any suicide attempt is a medical emergency. Deputies should take action to facilitate emergency medical care and preserve and collect evidence as necessary. A qualified health care professional should be summoned immediately any time deputies suspect a suicide attempt is imminent. Deputies should take reasonable and appropriate precautions to mitigate the ability of the incarcerated person to injure themselves and should consider establishing and maintaining a non-threatening conversation with the incarcerated person while awaiting assistance. If a qualified health care professional is not immediately available, the incarcerated person should be placed in an appropriate and safe location until such time as qualified health care professionals or the Responsible Physician is available.

Following a suicide attempt, deputies shall initiate a medical emergency response and initiate and continue appropriate life-saving measures until relieved by qualified health care professionals. The arriving medical staff should perform the appropriate medical evaluation and intervention. (15 CCR 1030). In addition to the above, deputies shall:

- (a) Notify the Watch Commander or supervisor
- (b) Don personal protective equipment – PPE
- (c) Secure the scene
- (d) If the incarcerated person is hanging, lift the incarcerated person's torso and cut the noose, preserving the evidence and the crime scene for investigation by the Criminal Investigations Unit (CIU).
- (e) Call 911 if directed by JHS staff

719.7.2 NOTIFICATION

In the event of an attempted or completed suicide, the Facility Commander should be promptly notified. The Facility Commander will notify the COD Chief Deputy and the Sheriff.

The location where a suicide or attempted suicide has occurred should be treated as a crime scene after the incarcerated person has been removed from the cell or after emergency medical

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care is rendered. The area should be secured and access-controlled to preserve evidence until the appropriate investigation can be completed. The Watch Commander shall notify CIU.

All suicides or attempted suicides shall be documented in an Incident Report. Any injury must be documented in an incarcerated person injury report (15 CCR 1030).

All in-custody deaths, including those resulting from suicide, shall be investigated and documented in accordance with the Death In-Custody Policy (15 CCR 1030).

719.8 FOLLOW-UP

Qualified health care professionals shall evaluate any incarcerated person placed in a Safety Cell as soon as possible but not later than within 24 hours of placement. After evaluation, qualified mental health care professionals should make a recommendation whether to keep the incarcerated person in the safety cell or discharged to less restrictive housing.

All changes in an incarcerated person's status should be reported to the qualified health care professional to ensure the person receives appropriate care. The incarcerated person's health record should be updated to reflect all contacts, treatment, and any other relevant information, and the records maintained in accordance with established records retention schedules.

Although the goal of this program is to significantly reduce the risk of in-custody deaths, the ongoing care of suicidal incarcerated persons after release must also be considered. Incarcerated persons who are at risk for suicide upon release will have an alert placed in the Jail Management System requiring consultation with a mental health professional for possible transport to ZSFG Psychiatric Emergency Services upon release from custody. If the individual does not meet 5150 criteria, they will be given information about where to access mental health treatment in the community.

719.8.1 STAFF RESPONSE AND REVIEW

An Incident Report shall be written for any suicide attempt or death of an incarcerated person. The Watch Commander will also ensure all employees directly involved in the event are offered appropriate support. The Watch Commander will ensure that particulars of the incident, including action taken, current status and tasks needing attention, including employee support are passed on to the oncoming watch. A review of the incident will be appropriately documented and forwarded to the Sheriff's administration, Custody Chief Deputy, and the Responsible Physician.

719.9 TRANSPORTATION

Incarcerated persons at risk for suicide pose additional challenges during transport and while being held in court holding facilities. Deputies should take reasonable steps to closely monitor at-risk incarcerated persons whenever they are transported or held in any cell that is not designated as a safety cell or observation cell. All additional security and monitoring measures implemented by deputies should be documented in the incarcerated person's record. The transporting deputy should ensure that the suicide threat or other danger is communicated to personnel at the receiving facility.

Medical Housing Care

720.1 PURPOSE AND SCOPE

This policy recognizes that some incarcerated persons will need care for an illness or diagnosis that requires daily monitoring, daily medication and/or therapy, or assistance with daily activities at a level that requires skilled nursing intervention. Such persons are best served in an area expressly designed and operated for providing medical care in close proximity to qualified health care professionals.

720.2 POLICY

It is the policy of this department that medical housing care is provided when appropriate to meet the serious medical needs of incarcerated persons. The Responsible Physician shall be responsible for developing and maintaining policies and procedures relevant to healthcare in a jail setting. These policies shall include but are not limited to:

- Nursing care procedures.
- A definition of the scope of medical housing care services available.
- Provisions for a physician to be on-call or available 24 hours a day.
- Guidelines regarding the availability of health care personnel, who shall be on-duty 24 hours a day when incarcerated persons are present and shall have access to a physician or registered nurse.
- Provisions ensuring that all incarcerated persons are within sight or sound of a staff member.
- Requirements for compliance with applicable state statutes and local licensing.

Admission to and discharge from medical housing shall be directed by medical orders or protocols issued by a qualified health care professional after a clinical evaluation and the establishment of a treatment plan. Housing assignment in the infirmary must take into consideration nursing needs and the health status of the incarcerated person and must be made in conjunction with healthcare staff.

incarcerated persons will not be placed in medical housing who have no medical or nursing needs that require this level of care.

720.3 DOCUMENTATION REQUIREMENTS FOR INFIRMARY PATIENTS

A complete inpatient health record shall be kept for each incarcerated person housed in medical housing and should include:

- Complete documentation of the care and treatment given.
- The medication administration record.

Medical Equipment and Supply Control

721.1 PURPOSE AND SCOPE

This policy outlines the control and inventory process to be utilized in accounting for all medical equipment and supplies. Medical equipment and supplies can pose a hazard for both the incarcerated person population and the staff. Unauthorized possession of medical equipment and supplies constitutes possession of contraband. Unauthorized use of medical equipment and supplies violates incarcerated person rules detailed in the incarcerated person handbook. Since it is necessary to have a well-stocked medical space within the secure perimeter of each facility, there must be a plan to ensure that equipment and medical supplies are accounted for and tightly controlled.

721.2 POLICY

It is the policy of this department and the Department of Public Health (DPH) that all medical equipment, including sharps, dental instruments, needles and other items must be tightly controlled so they cannot be used as weapons or to facilitate the injection of drugs or other substances. Additionally, these tools and supplies must be controlled to prevent exposure to biohazards.

721.3 STAFF RESPONSIBILITIES

It is the responsibility of the Division Commander to ensure that the incarcerated person handbook clearly defines the unauthorized possession and/or use of medical equipment and supplies as a rule violation that may result in discipline.

The Responsible Physician shall create and maintain an inventory log for all medical equipment and supplies. This log will be utilized by medical personnel who work within the facility to track and control medical equipment and supplies. When not in use, all medical equipment and supplies shall be stored in a secure manner to prevent unauthorized access.

At the beginning of each shift, the qualified health care professional shall inventory the medical supplies and equipment within their control. Any time a disposable item is used, the log shall reflect its use and disposal. At the end of each shift, the qualified health care professional will conduct another inventory using the supply and equipment log, and reconcile any disposable supplies used during their shift.

If there is a discrepancy that indicates that medical supplies or equipment are missing, the Watch Commander shall be immediately notified. The Watch Commander shall initiate a search for the missing supplies and/or equipment. The Watch Commander shall document the incident and any actions taken and provide the Facility Commander with a complete report.

Continuation of Care

722.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a proactive health system in each facility that fosters the continuation of health care needs that, if discontinued, would have a negative effect on the health of the incarcerated person.

722.2 POLICY

It is the policy of this department that all incarcerated persons shall have access to the continuation of care for a health issue, provided the treatment plan meets community standards. The incarcerated person's health care needs will be assessed by qualified health care professionals and continued as determined or referred after release (15 CCR 1206.5(a); 15 CCR 1210).

722.3 CONTINUATION OF CARE

The Facility Commander is responsible for coordinating with the Responsible Physician to ensure that all incarcerated persons receive appropriate health care, including, but not limited to:

- (a) Newly booked persons shall have a medical screening as part of the booking and classification process. This screening includes documentation of acute or chronic health issues or conditions, existing injuries and medications or treatments the person is currently receiving.
 1. Any prior county jail health records, including those from other facilities, should be reviewed.
 2. Current medications will be verified and continued as deemed appropriate by the Responsible Physician or the authorized designee.
- (b) A health assessment is completed on or before the 14th day of continuous incarceration.
- (c) Continuation of birth control/family planning measures, upon request by the incarcerated person, as prescribed by a physician, nurse practitioner, certified nurse midwife, or physician assistant (Penal Code § 4023.5).
 1. Birth control/family planning services shall be offered to all incarcerated persons at least 60 days prior to their scheduled release date.
- (d) Reasonable effort should be made to obtain information and records relating to previous health care professionals, with the consent of the incarcerated person, if the incarcerated person is currently under medical care.
- (e) Upon transfer to another facility, a medical discharge summary of the incarcerated person's current condition, medications, and treatment plan will be forwarded in a sealed envelope (to maintain confidentiality) to the receiving facility.
- (f) Response to requests for health information from medical facilities and health care professionals, with the incarcerated person's written consent.
- (g) When incarcerated persons are sent out of the facility for emergency or specialty medical treatment, verbal or written information regarding the incarcerated person's

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reason for transfer, pertinent medical problems and list of current medications shall be given to those providing care. Prior to discharge from the receiving facility or upon the incarcerated person's return to the facility, treatment recommendations should be reviewed by the Responsible Physician or the authorized designee and appropriate plans should be made for continuing care in the facility based on the treating facility's diagnosis, recommended medications, and other treatment.

Informed Consent and Right to Refuse Medical Care

723.1 PURPOSE AND SCOPE

This policy recognizes that incarcerated persons have a right to make informed decisions regarding their health care. It establishes the conditions under which informed consent should be obtained prior to treatment, when medical care may proceed without consent, the documentation process for the refusal of medical care, and the retention of refusal forms.

723.1.1 DEFINITIONS

Definitions related to this policy include:

Informed consent - The written agreement by an incarcerated person to a treatment, examination, or procedure. Consent is sought after the incarcerated person has received the material facts about the nature, consequences, and risks of the proposed treatment, the examination or procedure, the alternatives to the treatment, and the prognosis if the proposed treatment is not undertaken, in a language understood by the person.

723.2 POLICY

It is the policy of this department and the Department of Public Health that generally, all health care examinations, treatments and procedures shall be conducted with the informed consent of the incarcerated person. Exceptions include emergencies, life-threatening conditions and a court order (15 CCR 1214).

723.3 INFORMED CONSENT

The qualified health care professional initiating treatment shall inform the incarcerated person of the nature of the treatment and its possible side effects and risks, as well as the risks associated with not having the treatment.

For invasive procedures or any treatment where there is some risk to the incarcerated person, informed consent is documented on a written form containing the signatures of the incarcerated person and a health services staff witness.

A signed informed consent shall be obtained and witnessed by the prescribing psychiatrist for the initiation of psychotropic medication.

Appropriate arrangements shall be made to provide language translation services as needed before an incarcerated person signs any informed consent form.

723.4 REFUSAL OF TREATMENT

When an incarcerated person refuses medical, mental health or dental treatment or medication, medical staff shall counsel the incarcerated person regarding the necessity of the treatment/medication and the consequences of refusal. The incarcerated person shall then be requested to sign a form acknowledging that they refused an examination and/or treatment. This form does

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not pertain to refusal of an ordered medication. The medication refusal will be documented on the Medication Administration Record. The incarcerated person may revoke their refusal at any time.

The form shall be filled out completely by the qualified health care professional and include the incarcerated person's name, booking number, treatment refused, the risks or consequences of refusal and the incarcerated person's mental status. The form must be signed by the incarcerated person. In the event that the incarcerated person refuses to sign, a notation to this effect shall be documented on the incarcerated person signature line. This shall require a signed acknowledgment by a witness. The refusal form shall be a permanent part of the incarcerated person's medical record.

Documentation regarding the incarcerated person's mental status shall be noted in the medical record, along with a brief note describing the intervention of the qualified health care professional. Any time there is a concern about the decision-making capacity of the incarcerated person, an evaluation shall be conducted, particularly if the refusal is for critical or acute care

It is the responsibility of the qualified health care professional to refer all refusal forms to the Responsible Physician or designee.

Any time an incarcerated person refuses to attend sick call or a scheduled medical appointment, a signed refusal should be obtained by the qualified health care professional.

Incarcerated persons scheduled for San Francisco General Hospital clinic appointments may be transported with information for the hospital from the Jail Health Services (JHS) staff. The transporting deputy will check with JHS staff prior to pulling the incarcerated person.

- (a) If the incarcerated person refuses the appointment for the hospital, the housing unit deputy will notify JHS who will talk to the incarcerated person about the importance of going to the appointment and will attempt to persuade the incarcerated person to continue with the appointment. JHS will have the incarcerated person complete a refusal form if the incarcerated person is unwilling to receive medical treatment.

723.4.1 STERILIZATION

This department and/or the Department of Public Health shall not perform any sterilization procedure on an incarcerated person, without the incarcerated person's consent, unless the procedure is necessary to save the incarcerated person's life. A sterilization procedure may be performed with the incarcerated person's consent under the following conditions (Penal Code § 3440(b)):

- (a) Less invasive measures are not available, have been refused by the incarcerated person or have been deemed unsuccessful.
- (b) A second physician, approved to provide medical services for the facility, but not employed by the county, confirms the need for the procedure.
- (c) The incarcerated person has been advised of the impact and side effects of the procedure, and that refusal will not affect his/her ability to receive future medical treatment.

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If a sterilization procedure is performed, the Department of Public Health shall provide psychological consultation before and after the procedure, as well as the appropriate medical follow-up (Penal Code § 3440(c)).

The Custody Operations Division Commander shall ensure that data is submitted annually to the Board of State and Community Corrections regarding the race, age, medical justification and method of sterilization for any sterilization procedure performed (Penal Code § 3440(2)(A)).

723.4.2 INVOLUNTARY ADMINISTRATION OF PSYCHOTROPIC MEDICATION

Psychotropic medication may only be administered involuntarily to an incarcerated person in emergency circumstances or as otherwise allowed by law and only with a physician's order. The medication administered shall only be what is required to treat the emergency condition and administered for only as long as the emergency continues to exist. A court order shall be sought or legal consent shall be obtained if the Responsible Physician anticipates further dosage will be necessary or beneficial (Penal Code § 2603; 15 CCR 1217).

In cases of non-emergencies, certain conditions must be met as described in Penal Code § 2603(c) prior to the involuntary administration of the psychotropic medication, including a documented attempt to locate an available bed in a community-based treatment facility in lieu of seeking to administer involuntary medication (Penal Code § 2603).

The reason medication was involuntarily administered should be documented in the incarcerated person's health care record.

Management of Health Records

724.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform manner of maintaining the active health records of incarcerated persons for easy accessibility during clinical treatment, and the storage methods for inactive health records. This policy also addresses practices that will ensure the confidentiality of health record information by separating it from custody records.

724.1.1 DEFINITIONS

Definitions related to this policy include:

Protected health information - Information that relates to the incarcerated person's past, present, or future physical or mental health or condition, the provision of medical care to the incarcerated person, or the past, present, or future payment for the provision of health care to the incarcerated person (45 CFR 160.103).

724.2 POLICY

It is the policy of this department to maintain the confidentiality of incarcerated persons' protected health information. Incarcerated person health records will be maintained separately from custody records and will be under the control of San Francisco Department of Public Health (DPH) and under secure conditions, in compliance with all local, state, and federal requirements.

The Responsible Physician will establish standardized facility procedures for recording information in the file and for the control and access to incarcerated person health records. Incarcerated workers shall not have any access to incarcerated person health records.

724.3 INITIATING A HEALTH RECORD

Following the initial medical screening process, the qualified health care professional shall initiate a health record for each incarcerated person. The Responsible Physician shall be responsible for developing and implementing procedures for standardized record formatting (15 CCR 1205 et seq.).

724.4 CONFIDENTIALITY OF AN INCARCERATED PERSON'S HEALTH RECORDS

Information regarding an incarcerated person's health status is confidential. Active health records shall be maintained separately from custody records. Access to an incarcerated person's health record shall be in accordance with state and federal law (Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 and the implementing regulations) (15 CCR 1205).

The incarcerated person's protected health information may be disclosed, with the incarcerated person's written authorization, to any person so designated. A fully completed authorization for release and/or disclosure of protected health information form shall be required prior to disclosure based upon informed consent (15 CCR 1205).

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The incarcerated person's protected health information may be disclosed by the qualified health care professional without the incarcerated person's authorization under certain circumstances and when approved by the Responsible Physician or designee. Those circumstances include:

- (a) To known qualified health care professionals who are members of the health care team responsible for the incarcerated person's care.
- (b) To deputies regarding incarcerated persons as reasonably necessary to protect the safety, security, and good order of the facility at the discretion of the Responsible Physician and under the counsel of San Francisco City Attorney. Examples may include information that the incarcerated person may be:
 - 1. Suicidal.
 - 2. Homicidal.
 - 3. A clear custodial risk.
 - 4. A clear danger of injury to self or others.
 - 5. Gravely disabled.
 - 6. Receiving psychotropic medications.
 - 7. A communicable disease risk.
 - 8. In need of special housing.
- (c) To the local public health officer when an incarcerated person is part of a communicable disease investigation.
- (d) Pursuant to a court order or valid subpoena duces tecum, accompanied by satisfactory assurance that the incarcerated person has been given notice and an opportunity to file an objection or efforts have been made to secure a protective order as required under HIPAA (45 CFR 164.512).
- (e) To a law enforcement officer for purposes of a criminal investigation, to avert a serious threat to the health or safety of any person or to fulfill mandatory reporting requirements.
- (f) To a law enforcement officer when the incarcerated person has died as a result of criminal conduct.

Under the direction of the City Attorney, the incarcerated person's limited protected health information may also be disclosed to a law enforcement officer for purposes of identifying or locating a suspect or when the incarcerated person is a victim of a crime. When reasonably possible, the approval of the Assistant Sheriff or higher should be obtained prior to disclosure.

Attorneys requesting health record information regarding an incarcerated person shall be advised that an authorization for release and/or a disclosure of medical information form or an attorney release form signed by the incarcerated person is required.

Family members may be informed of the incarcerated person's custody status and whether the incarcerated person is receiving medical care. Family members requesting additional information must provide a proper authorization for release and/or a disclosure of medical information form.

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The Responsible Physician, shall designate personnel who will be responsible for reviewing all requests for access to medical records and who may propose related policies and procedures and other activities designed to facilitate proper documentation of health care and access to records, in accordance with DPH health information management policies.

724.4.1 ADDITIONAL STATE PRIVACY PROTECTIONS

The health services administrator and Responsible Physician or the authorized designee shall ensure that privacy protections comply with state law requirements regarding privacy and confidentiality applicable to the specific type of medical records requested, including:

- (a) Records associated with human immunodeficiency virus (HIV) or acquired immunodeficiency syndrome (AIDS) (Health and Safety Code § 121025).
- (b) Records of patients in alcohol or substance abuse treatment programs (Health and Safety Code § 11845.5).

724.5 HEALTH RECORD CONTENTS

- (a) To standardize record keeping and to identify responsibilities, the following should apply to incarcerated person health records (15 CCR 1205):
 - 1. The qualified health care professional or the authorized designee should be responsible for ensuring that all required information and forms are included in the medical records. There should also be a periodic informal review as described in the Continuous Quality Improvement Policy.
 - 2. The qualified health care professional or the authorized designee should be responsible for ensuring incoming written findings and recommendations are returned with the incarcerated person from any offsite visit and filed in the incarcerated person's medical record.
- (b) Incarcerated persons' health records shall minimally contain but are not limited to:
 - 1. Identifying information (e.g., incarcerated person name, identification number, date of birth, gender) on each sheet in the file.
 - 2. Completed incarcerated person medical/mental health screening forms and evaluation reports.
 - 3. Health appraisal information and data forms.
 - 4. Complaints of illness or injury.
 - 5. A problem summary, containing medical and mental health diagnoses and treatments as well as known allergies.
 - 6. Immunization records.
 - 7. Progress notes of all significant findings, diagnoses, treatments, and dispositions.
 - 8. Orders from a qualified health care professional for prescribed and administered medications and medication records in conformance with 15 CCR 1216.
 - 9. X-ray and laboratory reports and diagnostic studies.

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10. A record of the date, time, and place of each clinical encounter with incarcerated persons.
11. Health service reports.
12. Individualized treatment plans when available or required.
13. Consent and refusal forms.
14. Release of information authorization forms (including HIPAA forms).
15. Results of specialty consultations and off-site referrals.
16. Special needs treatment plans, if applicable.
17. Names of personnel who treat, prescribe, and/or administer/deliver prescription medication.

724.6 ACTIVE INCARCERATED PERSONS HEALTH RECORDS

Active incarcerated person health records will be accessible to qualified health care professionals as necessary for the provision of medical treatment and other uses allowed by law, or the Facility Commander or the authorized designee under exigent circumstances, to protect the safety, security, and good order of the facility.

All entries in the incarcerated person's health record will have the place, date, time, signature and title of each individual providing care and should be legible.

Documentation in the incarcerated person's health record is done according to the standards of the DPH.

All incarcerated person health records shall be returned to the file prior to the end of each watch, if not on an electronic platform.

724.7 INACTIVE MEDICAL RECORDS

When an incarcerated person is released from custody, medical records personnel should remove the incarcerated person's health record from the active file.

The health record should be securely stored in the area designated for inactive incarcerated person health records with established records retention schedules but no less than 10 years from the date of the last clinical encounter.

Health record information from inactive files may be transmitted to specific and designated physicians or medical facilities upon the written request or authorization of the incarcerated person.

724.8 ELECTRONIC MEDICAL RECORDS

If medical records are maintained in an electronic format, the system should be structured with redundancies to ensure the records will survive any system failure.

724.9 HIPAA COMPLIANCE

The Responsible Physician shall ensure that a health record protection and disclosure compliance plan conforming to the requirements of HIPAA is prepared and maintained in accordance with the

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privacy and compliance of DPH. The plan should detail all necessary procedures for security and review of the access and disclosure of protected health information.

At minimum, the plan will include:

- Assignment of a HIPAA compliance officer who is trained in HIPAA compliance and will be responsible for maintaining procedures for and enforcing HIPAA requirements, including receiving and documenting complaints about breaches of privacy.
- Ongoing training on HIPAA requirements, depending on the level of access the member has to protected health information.
- Administrative, physical, and technical safeguards to protect the privacy of protected health information.
- Procedures for the permitted or required use or disclosure of protected health information and the mitigation of harm caused by improper use or disclosure.
- Protocol to ensure privacy policies and procedures, any privacy practices notices, disposition of any complaints, and other actions, activities, and designations required to be documented, are maintained for at least six years after the date of creation or last effective date, whichever is later.

Incarcerated Person Health Care Communication

725.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain effective communication between the treating qualified health care professionals and Sheriff's staff. This communication is essential at all levels of the organization to ensure the health and safety of all occupants of the facility.

725.2 POLICY

It is the policy of this department that effective communication shall occur between the Sheriff's staff and the treating qualified health care professionals regarding any significant health issues of an incarcerated person. All health issues should be considered during classification and housing decisions in order to preserve the health and safety of the occupants of this facility.

When a qualified health care professional recognizes that an incarcerated person will require accommodation due to a medical or mental health condition, deputies shall be promptly notified of the required accommodation in writing.

The Division or Facility Commander shall be responsible for establishing measurable goals relating to processes that enhance good communication between the qualified health care professionals and deputies. The Facility Commander should also establish, in writing, the desired performance objectives relating to practices that support good communication between the qualified health care professionals and deputies. The Facility Commander should review the documents annually for any necessary revisions or updates in support of continuous improvement in the delivery of health care services.

725.3 MANAGING SPECIAL NEEDS INCARCERATED PERSONS

Upon an incarcerated person's arrival at the facility, the qualified health care professional, in conjunction with deputies, should determine if the incarcerated person has any special needs.

- (a) If staff determines that an incarcerated person has special needs, a communication form or other appropriate documentation relating to special needs should be completed and sent to the Classification Unit and the Watch Commander. This is to ensure that the incarcerated person is assigned to a housing unit that is equipped to meet their special needs.
- (b) The qualified health care professional should arrange for the appropriate follow-up evaluation.
- (c) The health care of special needs incarcerated persons should be continuous and ongoing. At minimum, the incarcerated person should be seen by the Responsible Physician or a qualified health care professional at least once every 90 days to evaluate their continued designation as a special needs incarcerated person.
- (d) Prior to transfer to another facility, a medical transfer summary should be completed detailing any special requirements that should be considered while the incarcerated person is in transit and upon their arrival at the destination. Discharge planning should be included, as appropriate.

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- (e) When clinically indicated, the qualified health care professionals and the Watch Commander should consult regarding the condition and capabilities of incarcerated persons with known medical and/or psychiatric illnesses or developmental disabilities prior to any of the following:
 - 1. Housing assignment
 - 2. Program or job assignment
 - 3. Admissions to, and transfers from or between institutions
 - 4. Disciplinary measures for mentally ill patients
- (f) Qualified health care professionals and the Watch Commander should communicate about incarcerated persons who require special accommodation. These include, but are not limited to, incarcerated persons who are:
 - 1. Chronically ill
 - 2. Undergoing dialysis
 - 3. In an adult facility, as an adolescent
 - 4. Infected with a communicable disease
 - 5. Physically disabled
 - 6. Pregnant
 - 7. Frail or elderly
 - 8. Terminally ill
 - 9. Mentally ill or suicidal
 - 10. Developmentally disabled

725.4 NOTIFICATION TO SUPERVISORS

In the event that there is no mutual agreement regarding an individual or group of incarcerated persons who require special accommodation for medical or mental health conditions, supervisors in the respective chain of command within the health care staff and Sheriff's staff should address these issues.

725.5 NOTIFICATION TO THE SHERIFF FOR MEDICAL RELEASE

Supervisors, through the chain of command, should advise the Sheriff when a terminally ill incarcerated person may be appropriate for early release or medical probation under Government Code § 26605.6 because the incarcerated person would not reasonably pose a threat to public safety and the person has a life expectancy of six months or less, or the person requires 24-hour care or acute long-term inpatient rehabilitation services.

Forensic Evidence

726.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a distinction between the incarcerated persons and the facility's qualified health care professionals by establishing clear guidelines restricting facility health care professionals from participating in the collection of forensic evidence for disciplinary or legal proceedings.

726.1.1 DEFINITION

Definitions related to this policy include:

Forensic evidence - Physical or psychological data collected from an incarcerated person that may be used against or in favor of the incarcerated person in disciplinary or legal proceedings.

726.2 POLICY

Qualified health care professionals of this Department are generally prohibited from participating in the collection of forensic evidence or performing psychological evaluations for disciplinary or legal proceedings.

Qualified health care professionals of each facility should not be involved in the collection of forensic evidence except when complying with state laws requiring the collection of blood samples from incarcerated persons, provided the incarcerated person has consented to the procedure and staff are not involved in any punitive action against the incarcerated person.

Qualified health care professionals of each facility may collect blood or urine for testing for alcohol or drugs when it is done for medical purposes and under a physician's order. Qualified health care professionals of each facility may conduct incarcerated person-specific, court-ordered laboratory tests and examinations or radiology procedures with the consent of the incarcerated person.

Qualified health care professionals of each facility are prohibited from being involved in the following procedures:

- (a) Body cavity searches
- (b) Psychological evaluations for use in adversarial proceedings
- (c) Blood draws for lab studies ordered by the court, without incarcerated person consent
- (d) Any medical procedure, except emergency lifesaving measures, that does not have the incarcerated person's written consent

It shall be the responsibility of the Sheriff or the authorized designee to arrange for appropriately trained professionals to collect forensic evidence for disciplinary or legal proceedings.

Oral Care

727.1 PURPOSE AND SCOPE

The intent of this policy is to ensure that incarcerated persons have access to dental care and treatment for serious dental needs. While the focus of this policy is primarily on urgent and emergent dental care, as with medical or mental health care, dental care is available based upon patient need.

727.1.1 DEFINITIONS

Definitions related to this policy include:

Infection control practices - Are defined by the American Dental Association (ADA) and the Centers for Disease Control and Prevention (CDC) as including sterilizing instruments, disinfecting equipment, and properly disposing of hazardous waste.

Oral care - Includes instruction in oral hygiene, examinations, and treatment of dental problems. Instruction in oral hygiene minimally includes information on plaque control and the proper brushing of teeth.

Oral examination - Includes taking or reviewing the patient's oral history, an extra-oral head and neck examination, charting of teeth, and examination of the hard and soft tissue of the oral cavity with a mouth mirror, explorer, and adequate illumination.

Oral screening - Includes visual observation of the teeth and gums, and notation of any obvious or gross abnormalities requiring immediate referral to a dentist.

Oral treatment - Includes the full range of services that in the supervising dentist's judgment are necessary for proper mastication and for maintaining the incarcerated person's health status.

727.2 POLICY

It is the policy of the Sheriff's Department and Department of Public Health that oral care is provided under the direction of a dentist licensed in this state and that care is timely and includes immediate access for urgent or painful conditions. There are established priorities for care when, in the dentist's judgment, the incarcerated person's health would otherwise be adversely affected (15 CCR 1215).

727.3 ACCESS TO DENTAL SERVICES

Emergency and medically required dental care is provided to each incarcerated person upon request. Dental services are not limited to extractions. It is the goal of dental services to alleviate pain and suffering, ensure that incarcerated persons do not lose teeth merely as a consequence of incarceration and to provide appropriate dental service whenever medically required to maintain nutrition (15 CCR 1215).

Access to dental services should be as follows:

- (a) All incarcerated persons wishing to see the dentist for a non-emergency issue shall complete a request form. Requests should be triaged according to the nature and

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severity of the problem and should be seen by a dentist according to assigned priority. Incarcerated persons requesting dental services on weekends or after hours will initially be evaluated by a qualified health care professional and referred appropriately.

1. Jail Health Services (JHS) will provide deputies with a list of incarcerated persons scheduled to see the dentist. Deputies will escort incarcerated persons to medical holding cells where they will remain until their appointment has been completed.
- (b) If an incarcerated person suffers obvious trauma or other dental emergency, the qualified health care professional may arrange for immediate access to a dentist or may transfer the incarcerated person to an emergency room for treatment.
- (c) Records documenting all dental treatment should be maintained in the incarcerated person's medical record file and retained in accordance with established records retention schedules. Examination results should be recorded on a uniform dental record using a numbered system.
- (d) Medications prescribed by a dentist should be administered in accordance with pharmacy procedures and documented in the incarcerated person's medical record.
- (e) Necessary dental services identified by a dentist that are not available on-site should be provided by referral to community resources as deemed necessary by the facility dentist.

727.4 DENTAL CARE OPTIONS

Incarcerated persons should be offered a dental screening by a qualified health care professional or a dentist within 14 days of incarceration, unless such a screening was completed within the past six months. This dental screening should include an evaluation of the current dental status and instruction on oral hygiene and preventive oral education.

Incarcerated persons should be offered a dental examination, supported by diagnostic X-rays if necessary, by a dentist within 12 months of incarceration.

Incarcerated persons who are scheduled to be incarcerated for less than 12 months should have access to the treatment of dental pain, fillings, extractions of non-restorable teeth, cleaning and treatment of symptomatic areas, and repair of partials and dentures.

Pharmaceutical Operations

728.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures and protocols under which each facility must manage a pharmaceutical operation in order to comply with federal, state and local laws that govern prescribing and administering medication.

728.1.1 DEFINITIONS

Definitions related to this policy include:

Administration - The act of giving a single dose of a prescribed drug or biological substance to an incarcerated person. Administration is limited to qualified health care professionals in accordance with state law.

Controlled substances - Medications classified by the Drug Enforcement Administration (DEA) as Schedule II-IV (21 USC § 812).

Delivery - The act of providing a properly labeled prescription container (e.g., a dated container that includes the name of the individual for whom the drug is prescribed, the name of the medication, dose, and instructions for taking the medication, the name of the prescribing physician, and expiration dates). Under these circumstances, a single dose at a time can be delivered to the incarcerated person, according to the written instructions, by any qualified health care professional.

Dispensing - Those acts of processing a drug for delivery or administration to an incarcerated person pursuant to the order of a qualified health care professional. Dispensing consists of:

- Comparing directions on the label with the directions on the prescription or order to determine accuracy.
- Selection of the drug from stock to fill the order.
- Counting, measuring, compounding, or preparing the drug.
- Placing the drug in the proper container and affixing the appropriate prescription label to the container.
- Adding any required notations to the written prescription.

Dispensing does not include the acts of distributing, delivery, or administration of the drug. The function of dispensing is limited to pharmacists and qualified health care professionals.

Distributing - The movement of a drug, in the originally labeled manufacturer's container or in a labeled pre-packaged container, from the pharmacy to a health care services area.

Dose - The amount of a drug to be administered at one time.

Drug - An article recognized in the United States Pharmacopoeia and National Formulary (USP-NF), the Homeopathic Pharmacopoeia of the United States, or any supplement that is intended for

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use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans. A substance, other than food, intended to affect the structure or any function of the human body.

Pharmaceutical operations - The functions and activities encompassing the procurement, dispensing, distribution, storage, and control of all pharmaceuticals used within the county jail, the monitoring of incarcerated person drug therapy, and the provision of incarcerated person/patient drug information.

728.2 POLICY

It is the policy of the Sheriff's Department and the Department of Public Health that pharmaceutical operations meet all federal, state, and local legal requirements and be sufficient to meet the needs of the incarcerated person population (15 CCR 1216). Deputies shall only provide access to a jail facility pharmacy to the Pharmacist or Pharmacy Director. Persons requesting access to the pharmacy, including healthcare staff, must be referred to the Pharmacist or Pharmacy Director.

728.3 PHARMACEUTICAL OPERATIONS

- (a) The Responsible Physician, in conjunction with the pharmacist, shall establish a list of all prescription and non-prescription medications available for incarcerated person use.
 - 1. Drugs approved for use in each facility should promote safe, optimum, and cost-efficient drug therapy.
 - 2. The list should be periodically updated.
- (b) The Responsible Physician, in conjunction with the pharmacist, shall ensure appropriate medication storage, handling and inventory control.
- (c) The Responsible Physician shall inspect the pharmaceutical operation quarterly and regularly review charts on medication utilization.
- (d) The Pharmacist, under the direction of the Responsible Physician shall be responsible for establishing and maintaining a system for storing and accounting for controlled substances. A count of syringes, needles, and controlled substances shall be taken and verified as correct and documented in accordance with Jail Health Services (JHS) policies and pursuant to state law. Medications shall be stored under proper conditions of security, segregation, and environmental control at all storage locations.
 - 1. Medication shall be accessible only to legally authorized persons.
 - 2. Medication and device cabinets (stationary or mobile) shall be closed and locked when not in use.
 - 3. Controlled substances shall be stored and handled in accordance with DEA regulations.
 - 4. Medication requiring refrigeration shall be stored separately either in a refrigerator that is locked or in a refrigerator that is in a locked room and is used exclusively for medication and medication adjuncts. The inside temperature of this refrigerator shall be maintained between 36 and 46 degrees. The inside

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temperature shall be monitored and recorded daily on a refrigerator temperature log.

5. Antiseptics and other medications for external use shall be stored separately from internal and injectable medications.
- (e) Medication shall be kept in pharmacist-packaged or the original manufacturer's labeled containers. Medication shall only be removed from these containers to prepare a dose for administration. Drugs dispensed to incarcerated persons who are off grounds or are being discharged from the facility shall be packaged in accordance with the provisions of federal packaging laws (15 USC § 1471 et seq.) and any other applicable state and federal law.
- (f) Medication shall be properly labeled with the label firmly affixed to the prescription package. Each label shall indicate the name, address, and telephone number of the dispensing pharmacy, in addition to:
 1. The medication name, strength, quantity, manufacturer, manufacturer's lot number or internal control number, and expiration date.
 2. Directions for use, dispensing date, and drug order expiration date. Accessory or cautionary labels shall be applied as appropriate.
 3. In cases where a multiple dose package is too small to accommodate the prescription label, the label may be placed on an outer container into which the multiple dose packages are placed.
- (g) Medication that is outdated, visibly deteriorated, unlabeled, inadequately labeled, discontinued, or obsolete shall be stored in a separate secure storage area and disposed of in accordance with the following requirements:
 1. Controlled substances shall be disposed of in accordance with the state and federal regulations (15 CCR 1216(b)(8)).
 2. Unused, outdated, or discontinued doses or excess inventories of non-controlled drugs that have not been in the possession of the incarcerated person shall be returned to the pharmacy for disposition.
 3. Returned, non-controlled substances that have been in the possession of the incarcerated person, unclaimed personal medication collected at intake, or individual doses of medication removed from the original pharmacy packaging shall be destroyed at the facility by health services staff and placed in the medical waste disposal system.
 4. Pharmaceutical waste shall be separated from other types of medical waste for handling and disposal purposes, and will be discarded in designated containers distinctly identified for medical waste.
- (h) All medication preparation, storage and administration areas shall be clean, organized, illuminated, ventilated, and maintained at an appropriate temperature range. Any mobile medication cart that is not being used in the administration of medication to incarcerated persons shall be stored in a locked room that meets similar requirements.

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- (i) Current drug reference information, such as a Physician's Desk Reference (PDR) or an approved website, shall be available to staff.
- (j) An annual report on the status of the pharmaceutical operation will be prepared by the pharmacist and provided to the Responsible Physician and the Facility Commander.

728.4 PRESCRIBING MEDICATIONS

All medications shall be prescribed in a safe and effective manner for clinically appropriate reasons and documented in the individual patient medical record. Records shall be retained in accordance with established records retention schedules (15 CCR 1216; 15 CCR 1217).

- (a) Any medication prescribed by a qualified health care professional shall specify the drug name, strength, dose, route, frequency, discontinuation date, and indication for use if the medication is intended to be used as needed. Medication shall not be prescribed for an indefinite period. The qualified health care professional shall review medication regimens at specified time intervals. An order to continue or discontinue any medication shall be documented in the medical record, which will supersede any earlier orders for that medication. A physician's signature should be required on all verbal orders within 72 hours of the order.
- (b) Any medication prescription that is not complete or is questionable shall not be prepared until clarification is received from the qualified health care professional. Staff shall make an effort to obtain prescription clarification in a timely manner.
- (c) Medication shall only be ordered upon approval of the Responsible Physician. Medication shall be prescribed and ordered from the facility list of approved medications unless the Responsible Physician approves otherwise.
- (d) Some incarcerated persons may be permitted to possess and self-administer some medications when monitored and controlled, in accordance with this policy.
- (e) Apparent adverse drug reactions shall be recorded in the incarcerated person's health record by the qualified health care professional.
- (f) The qualified health care professional shall notify the Watch Commander of all known medication errors in a timely manner and ensure that the incarcerated person is medically evaluated. Medication error reports shall be completed on all known medication errors.

728.5 PER DOSE MEDICATION ADMINISTRATION

Jail Health Services (JHS) perform pill call in the incarcerated person housing areas seven days a week. The housing deputy shall escort JHS staff anytime JHS must enter an incarcerated person's cell or room and shall remain in the immediate area of the pill cart while medication distribution is in progress. Deputies shall notify incarcerated persons of pill call. Deputies are responsible for the security of the pill cart and control of the incarcerated person during medication distribution.

Psychotropic medication, controlled substances, tuberculosis (TB) medication, seizure medication, and those listed as directly observed therapy (DOT) shall be administered to incarcerated persons on a per dose basis. (15 CCR 1216(b)).

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- (a) Each medication ordered on a per dose basis for individual incarcerated persons shall be kept in the medication room of the facility.
- (b) Medication dispensing envelopes bearing the incarcerated person's name, booking number, housing location, and the medication and its dosing schedule shall be generated for each incarcerated person receiving per dose medication. These shall be administered from the individually packaged supply and delivered to the patient at each scheduled medication time.
- (c) The qualified health care professional will confirm the incarcerated person's identity prior to administering the medication by comparing the name/booking number on the dispensing envelope with the incarcerated person's identification badge/armband.
 - 1. Incarcerated persons should have a fluid container and adequate fluid to take the medication being administered.
 - 2. The qualified health care professional should observe the incarcerated person taking the medication to prevent "cheeking" or "palming."
 - 3. The qualified health care professional should inspect the incarcerated person's mouth after the incarcerated person swallows the medication to ensure it was completely ingested. If the incarcerated person appears to be "cheeking" the medication, a chart entry will be made and a notation entered on the medication envelope, as well as the back of the Medication Administration Record (MAR). Custody staff shall be immediately notified of the suspected "cheeking" and shall follow-up with the appropriate security, corrective, and/or disciplinary action.
- (d) The qualified health care professional shall record each medication administered by initialing the appropriate date and time. The qualified health care professional shall authenticate the initials by placing the staff member's initials, signature, or name stamp in the designated area on the lower portion of the MAR. Pre-charting is not allowed.
 - 1. In the event that medication cannot be administered (for example, the incarcerated person is in court or the medication is not in stock), a note explaining the situation and planned action shall be made on the back of the MAR or on a progress note.
- (e) The qualified health care professional shall have incarcerated persons who refuse their medication sign a refusal form at the medication round. If the incarcerated person willfully refuses to sign the refusal form, the qualified health care professional or health-trained custody staff member shall advise custody staff, who should attempt to resolve the situation through voluntary compliance, by reminding the incarcerated person that a refusal to sign may lead to disciplinary action. The qualified health care professional shall also:
 - 1. Note the refusal on the medication log including the date and time.
 - 2. Review the medication logs for prior refusals.
 - 3. Document patterns of refused medications on the incarcerated person's medical record.
 - 4. Make a reasonable effort to convince the incarcerated person to voluntarily continue with the medication as prescribed.

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5. Report continued refusals to the Responsible Physician and have the incarcerated person complete and sign a medication refusal form.
- (f) No incarcerated person shall be deprived of prescribed medication as a means of punishment.

728.6 SELF-ADMINISTRATION OF MEDICATION

Upon approval of the Responsible Physician or qualified health care professional, incarcerated persons may be allowed to self-administer prescribed medication other than psychotropic medication, seizure medication, controlled drugs, TB medication, any medication that is required to be DOT, or has the recognized potential for abuse (15 CCR 1216).

The qualified health care professional ordering medication should educate the incarcerated person regarding potential side effects and the proper use of the medication (15 CCR 1216(d) et seq.).

- (a) Medication may be ordered through a pre-booking examination or medical clearance obtained at a hospital or other clinic, an emergency room visit, or evaluation by an on-site qualified health care professional.
- (b) Any questions the incarcerated person may have concerning the person's medication should be addressed at this time.
- (c) The incarcerated person shall be instructed to carry medication at all times or to secure it in designated areas within the housing unit.
- (d) All self-administered medications are to be documented on the MAR.
- (e) Upon receipt of the medication, the qualified health care professional shall issue the incarcerated person their medication as follows:
 1. The incarcerated person's identity by comparing the name of the self-administer package to the incarcerated person's identification wristband.
 2. When issuing self-administered medication, documentation on the MAR should include the number of pills issued and the qualified health care professional's initials.
- (f) The continuous quality improvement coordinator should monitor incarcerated person compliance by randomly interviewing incarcerated persons about the name, purpose, dose, schedule, and possible side effects of their prescription medication and will inspect the incarcerated persons' self-administered medication and review their medical records. Any violation of the rules will be reported to the Watch Commander (15 CCR 1216(d)(6)).
- (g) Any self-administered medication may be changed to per-dose at the discretion of the medical staff if the incarcerated person is not responsible enough to self-administer the medication or has a history of frequent rule violations. Documentation in the medical record should accompany any decision to change the medication to per-dose. Deputies and JHS staff should continuously monitor and communicate with each other regarding incarcerated persons complying with the conditions and rules for self-administered medication (15 CCR 1216(d)(2)(5)).

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- (h) Incarcerated persons who arrive at the facility with prescribed medication should be administered the medication until the new medication or refill is received from the pharmacy.

728.7 NON-PRESCRIPTION MEDICATION

Any over-the-counter non-prescription medication available to incarcerated persons for purchase in the facility commissary shall be approved by Custody Operations Division (COD) Commander and the Responsible Physician and reviewed annually (15 CCR 1216(c)).

The COD Commander and the Responsible Physician should establish a limit on the amount of non-prescription medication an incarcerated person may purchase and have in their possession at any time. Incarcerated persons with medication in an amount above the proscribed limit may be subject to disciplinary sanctions.

Release Planning

729.1 PURPOSE AND SCOPE

This department recognizes that incarcerated persons may require information and assistance with health care follow-up upon release from custody. The purpose of this policy is to establish guidelines to assist staff with providing resources for the continuity of an incarcerated person's health care after their release from custody.

729.2 POLICY

Jail Health Services will work with the Sheriff's Department to insure that incarcerated persons with serious medical and mental health disorders receive reentry planning services whenever possible. Release planning may include but is not limited to:

- (a) Providing the incarcerated person with information about where to access treatment, housing and other needed resources in the community.
- (b) Discussing with the incarcerated person regarding what follow-up care is needed.
- (c) Providing information about future appointments.
- (d) Providing a supply of discharge medications and/or prescriptions.
- (e) Transportation.
- (f) Temporary housing.
- (g) Referral to and linkage with case management services.
- (h) Referral to and placement in residential mental health, substance use disorder and dual diagnosis treatment.
- (i) Notification of a support person or organization about the individual's release.

729.3 PREPARATION FOR RELEASE

Every effort will be made to identify when incarcerated persons are going to be released from custody so that a treatment plan can be developed and implemented prior to discharge.

729.4 RELEASE PLANNING RECORDS

All records of community referrals, transfer forms, logs, documentation of release planning, lists of medication provided, records release authorization forms, and any other relevant documents shall be maintained in the incarcerated person's health record and retained in accordance with established records retention schedules.

Privacy of Care

730.1 PURPOSE AND SCOPE

This policy recognizes that incarcerated persons have a right to privacy and confidentiality regarding their health-related issues. It also recognizes incarcerated persons' right to health care services that are provided in such a manner as to ensure that privacy and confidentiality, and encourage incarcerated persons' use and trust of the facility's health care system.

730.2 POLICY

It is the policy of this department that, to instill confidence in the health care system by the incarcerated person population, all discussions of health-related issues and clinical encounters, absent an emergency situation, will be conducted in a setting that respects the incarcerated person's privacy and encourages the incarcerated person's continued use of health care services.

730.3 CLINICAL EVALUATIONS

Emergency evaluations and rendering of first aid should be conducted at the site of the emergency, if reasonably practical, with transfer to the medical clinic or emergency room as soon as the incarcerated person is stabilized.

730.4 REPORTING INAPPROPRIATE ACCESS OF MEDICAL INFORMATION

The electronic medical record is a tool of the Department of Public Health and confidentiality of all medical records information is in compliance with the HIPPA guidelines. Breach of the medical record will be reported to the Responsible Physician and the DPH Office of Privacy for investigation and action.

730.5 TRAINING

All members of the Sheriff's Department and qualified health care professionals who are assigned to a position that enables them to observe or hear qualified health care professional/incarcerated person encounters shall receive appropriate training on the importance of maintaining confidentiality when dealing with incarcerated person health care. The Training Unit Commander shall be responsible for providing such training and for maintaining training records that show the employee attended, in accordance with established records retention schedules.

Chapter 8 - Facility Maintenance and Inspection

Sanitation Inspections

800.1 PURPOSE AND SCOPE

The San Francisco Sheriff's Department has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in each facility.

800.2 POLICY

It is the policy of the Department to maintain a safe and sanitary facilities. To accomplish this goal, the Department will maintain a written plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of each facility.

800.3 RESPONSIBILITIES

The Custody Division Commander will ensure that the safety and sanitation plan addresses, at a minimum, the following (15 CCR 1280):

- (a) Schedules of functions (e.g., daily, weekly, monthly or seasonal cleaning, maintenance, pest control, safety surveys)
- (b) Self-inspection checklists to identify problems and to ensure cleanliness of the facility.
- (c) Procedures, schedules and responsibilities for coordinating annual inspections by the Department of Public Health, including how deficiencies on the inspection report are to be corrected in a timely manner.
- (d) A list of approved equipment, cleaning compounds, chemicals and related materials used in the facility, and instructions on how to operate, dilute or apply the material in a safe manner.
- (e) Record-keeping of self-inspection procedures, forms and actions taken to correct deficiencies.
- (f) Training requirements for deputies and incarcerated person workers on accident prevention and avoidance of hazards with regard to facility maintenance.

Consideration should be given to general job descriptions and/or limitations relating to personnel or incarcerated persons assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or facility pest control, are handled by the Sheriff's Bureau of Building Services (SBBS) or by contract with private firms.

incarcerated persons engaged in sanitation duties shall do so only under the direct supervision of deputies. When incarcerated person work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

Deputies shall report any unsanitary or unsafe conditions to a supervisor. Deputies shall report repairs needed to the physical plant and to equipment by submitting a work order. The Facility Commander or designee will conduct weekly safety and sanitation inspections of the facility.

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800.4 WORK ORDERS

All reports of unsafe or unsanitary conditions, as well as repairs needed to the physical plant and equipment, shall be documented in a work order. All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Facility Commander and Division Commander.

Hazardous Waste and Sewage Disposal

801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system for disposing of hazardous waste. The Department recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures, and precautions, but on adequate supervision and the responsible behavior of the staff and incarcerated persons. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, utilizing prescribed precautions and using safety equipment properly.

801.1.1 DEFINITION

Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils and fluids, cleaning products).

801.2 POLICY

It is the policy of this department that any sewage and hazardous waste generated at the facility shall be handled, stored and disposed of safely and in accordance with all applicable federal and state regulations and in consultation with the local public health entity. Hazardous material disposal services are provided by the Department of Public Health (DPH). The Division Commander or the authorized designee shall be responsible for:

- Developing and implementing a storage and disposal plan that has been reviewed and approved by a regulatory agency.
- Including hazardous waste issues on internal health and sanitation inspection checklists.
- Including hazardous waste issues in the incarcerated person handbook and ensuring that incarcerated persons receive instruction on proper handling and disposal during incarcerated person orientation.
- Developing and implementing procedures for the safe handling and storage of hazardous materials until such time as the contractor removes the items from the facility.
- Ensuring staff is trained in the proper identification of hazardous waste and the appropriate handling, storage and disposal of such items.

801.3 DISPOSAL PROCEDURE

801.3.1 SEWAGE DISPOSAL

All sewage and liquid waste matter must be disposed of into a public system of sewerage or, if public sewerage is not available, into a private system of sewage disposal in accordance with the requirements of the DPH.

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801.3.2 HAZARDOUS WASTE

Hazardous waste generated in a facility shall be properly disposed of in designated containers and stored until removed by the contractor. Staff shall use universal standard precautions when in contact with hazardous materials, at a minimum, unless directed otherwise.

Post-incident, the area exposed by hazardous waste will be tested and certified to be clear of hazardous material making the area exposed appropriate for incarcerated person and staff use. In the event of biohazardous material, a contracted provider may be contacted to provide a more thorough cleaning and decontamination of the area and provide certification that the area has been cleared and remediation is successful.

801.4 SAFETY EQUIPMENT

The Sheriff shall ensure that appropriate safety equipment is available. All supervisors shall be knowledgeable in how to access the safety equipment at all times. The Sheriff may coordinate with the Fire Department, DPH or contracted vendors to obtain the necessary safety equipment.

801.5 TRAINING

The training Unit Commander shall be responsible for ensuring that all facility personnel receive appropriate training in the use of appropriate safety equipment and the identification, handling and disposal of hazardous waste. Training records shall be maintained, including the course roster, curriculum, instructor name and credentials and testing instruments.

801.6 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for monitoring any hazardous waste containment issue, ensuring that employees have the appropriate safety equipment, that any exposed persons receive immediate medical access and that the appropriate measures are taken to lessen the exposure of others. Supervisors shall ensure that documentation is completed and forwarded in the event of an exposure.

Cleanliness and Inspections

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that each facility is kept clean and in good repair in accordance with accepted federal, state and county standards.

802.2 POLICY

It is the policy of this department to maintain a sanitation and preventive maintenance schedule to keep the facility clean and in good repair.

802.3 POLICY

Each Facility Commander shall establish cleaning, inspections, and maintenance plans that address all areas of the facility. The plan should include, but is not limited to (15 CCR 1280):

- Schedules that determine the frequency of cleaning activities on a daily, and weekly timetable, by area of the facility.
- Deputy supervision of incarcerated persons to ensure proper implementation of the procedures and to ensure that no incarcerated person supervises or assigns work to another incarcerated person.
- Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, incarcerated person supervision).
- Development of inspection forms.
- incarcerated person cleaning responsibilities, which should be included in the incarcerated person handbook.
- A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- Detailed processes for the procurement, storage and inventory of cleaning supplies and equipment. Each facility will detail the specific cleaning items that will be made available, how the items will be distributed, used, collected and returned to proper storage.
- A process for the preventive maintenance of equipment and systems throughout the facility (in consultation with the Sheriff's Bureau of Building Services).
- Staff supervision of the provision and use of cleaning tools and supplies.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

802.4 FACILITY CLEANING SCHEDULE

Watches will ensure the facility and all work areas are clean for the oncoming Watch.

- (a) The Watch Commander or designated supervisor shall conduct an informal facility cleaning and maintenance inspection daily.

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- (b) Each facility will conduct a formal facility inspection on a weekly basis.
 - 1. The Day Watch Commander and supervisors will conduct the inspection.
 - 2. The Facility Commander should participate in the formal inspection.
 - 3. A written evaluation of cleanliness and/or problem areas will be completed on an inspection checklist for each area of the jail as part of the formal inspection.
- (c) Cleaning materials will be distributed under direct deputy supervision. Cleaning materials are stored in a locked location and include disinfectant cleaner, brooms, mops, rags, etc. When using liquid on the floor, use signs to indicate a hazard area until the floor has dried.
- (d) Housing unit deputies will be responsible for completing a walkthrough of the housing unit to ensure the housing unit meets cleanliness standards prior to the arrival of the supervisor conducting the daily and weekly inspection.

802.4.1 CLEANING INSPECTION REWARD

Facilities may create an award system for the cleanest incarcerated person housing unit. Housing units may be awarded for cleanliness and uniformity. Facility Commanders, in consultation with the COD Chief Deputy, will determine the appropriate rewards available for the top first and/or second place housing unit winner(s) in a facility. The reward is at the discretion of the Facility Commander.

802.4.2 FAILURE TO PASS CLEANING INSPECTIONS

Failure to pass daily incarcerated person housing unit inspections may result in an individual Request for Discipline (RFD) for the individual who did not participate or who failed inspection.

802.5 TRAINING

Deputies and incarcerated, and SWAP workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.

802.6 INSPECTION CHECKLIST

The Facility Commander shall develop an inspection checklist, that includes the cleaning and maintenance items that will be checked by supervisors on a daily and weekly basis throughout the facility. The weekly formal inspection checklist shall include the specific point value assigned to each item in the incarcerated person housing unit, with a total possible score, and the date and time of the inspection.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Completed inspection checklists shall be forwarded to the Facility Commander or the authorized designee for annual review, filing, and retention at the facility for three years.

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802.7 SAFETY DATA SHEETS

Materials and substances used in the operation and maintenance of each facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous materials and substances, including instructions on safe handling, storage, disposal, prohibited interactions and other details relative to the specific material. The Department Storekeeper will maintain a master list of all hazardous materials used by the Department and copies of the most recent SDS for them. The Storekeeper will ensure that relevant and up-to-date SDS are supplied to facilities/sections/units where those materials are stored and/or used.

The Custody Operations Division (COD) Chief Deputy shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each facility. Each area of each facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e)(1)):

- (a) A list of all areas where hazardous materials are stored.
- (b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.
- (c) A log for identification of new or revised SDS materials.
- (d) A log for documentation of training by users of the hazardous materials.

802.7.1 SDS USE, SAFETY AND TRAINING

Deputies and incarcerated person shall have ready and continuous access to the SDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e)):

- (a) Supervisors shall conduct training for all deputies and incarcerated person on using the SDS for the safe use, handling and disposal of hazardous material in areas they supervise.
- (b) Upon completion of the training, deputies and incarcerated person shall sign the acknowledgement form kept with each SDS in their work area.
- (c) Deputies and incarcerated person using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling and disposal of any hazardous material.

802.7.2 SDS DOCUMENTATION MAINTENANCE

Changes in SDS information occur often and without general notice. When accepting a delivery, addition or replacement of any hazardous material, the Storekeeper shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Supervisors shall review SDS information in their work areas semiannually to determine if the information is current and that appropriate training has been completed. Upon review, a copy of

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the SDS file and all logs shall be forwarded to the SBBS Maintenance Supervisor or the authorized designee.

802.7.3 SDS RECORDS MASTER INDEX

The SBBS Maintenance Supervisor or the authorized designee will compile a master index of all hazardous materials in each facility, including locations, along with a master file of SDS information. They will maintain this information in the safety office (or equivalent), with a copy to the local fire department. Documentation of the semiannual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, current list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

802.7.4 CLEANING PRODUCT RIGHT TO KNOW ACT

In addition to SDS information, printable information regarding ingredients of certain products used by deputies and incarcerated persons shall be readily accessible and maintained in the same manner as an SDS (Labor Code § 6398.5; Health and Safety Code § 108952(f); Health and Safety Code § 108954).

Building Maintenance and Repairs

803.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant, as well as the Sheriff's Bureau of Building Services (SBBS) responsibilities for facility preventative maintenance, repairs, inspections, and equipment testing in compliance with all applicable federal, state and local building codes.

803.2 POLICY

It is the policy of this department to comply with federal and state laws, codes and correctional standards in matters relating to the jail space and environmental requirements. Any designs for renovations, modifications, additions or new construction within each facility will be reviewed and inspected in compliance with federal and state laws, local building codes and jail standards. All equipment and mechanical systems will be routinely inspected, tested and maintained in accordance with applicable laws and regulations.

Planned designs for renovations, modifications, additions or new construction within each facility should facilitate continuous personal contact and interaction between deputies and incarcerated persons. This contact should be by direct physical observation of all housing units, dayrooms and recreation areas. Electronic surveillance may be used to augment the observation of incarcerated persons but shall not be used as a substitute for personal contact and interaction.

The Sheriff's Bureau of Building Services (SBBS) shall maintain all equipment and mechanical systems. A preventative maintenance program will be adopted to routinely service, repair, inspect, test and document the condition of all critical infrastructure in accordance with applicable laws and regulations.

All parts of each facility that is accessible to the public should be accessible to and usable by disabled persons.

803.3 SPACE REQUIREMENTS

Except for emergency accommodations of a limited duration, all areas in the physical plant shall conform to building and design requirements contained in federal and state law, codes and minimum jail standards as required for their intended design and use. Areas that are repurposed for other than the original intended use shall likewise comply with all building design requirements for the new purpose.

803.4 ALTERNATE APPROVED CAPACITY

In the event of an exigency and an alternate capacity is required outside of the calculated jail standards, the Sheriff in conjunction with City and County officials will seek a temporary alternate approved capacity for a limited period to address such exigency and or conditions requiring an exception to the conventional standards.

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803.5 ALTERNATE APPROVED CAPACITY

If needed, the Sheriff may base the approved capacity on an alternate method of calculation as provided in the jail standards. This alternate method allows capacity to be based on overall living space available to incarcerated persons, adjusted for the time incarcerated persons actually have access to any specific areas. If this method is selected, the Sheriff, together with city and county officials, should develop a plan to bring the facility into agreement with the space-related standards within a five-year period.

803.5 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings and equipment shall have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or incarcerated person housing unit doors is prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility in the event of an emergency.

803.6 ENVIRONMENTAL REQUIREMENTS

All occupied areas of the physical plant shall conform to the building and design requirements contained in federal and state law, codes and jail standards with respect to light, air and noise level.

803.6.1 LIGHTING LEVELS

Lighting throughout each facility shall be sufficient for staff and incarcerated persons to perform necessary tasks. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of incarcerated persons to sleep.

803.6.2 NATURAL LIGHT

All incarcerated living areas should provide visual access to natural light, unless prohibited by security concerns.

803.6.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow incarcerated persons to sleep. Nothing in this policy is intended to limit or impair the deputy's ability to monitor the jail in a manner that is consistent with safety and security and good correctional practices. Noise measurements in each housing unit shall be documented by a qualified independent contractor that is identified by SBBS no less than once per annual inspection cycle and a report provided to the Facility Commander.

803.6.4 VENTILATION

The ventilation system shall be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes and jail standards. Toilet rooms and cells with toilets shall be calibrated to have no less than four exchanges of air per hour, unless local codes require a different number of air exchanges.

Other than an emergency situation, incarcerated persons or deputies shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

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Air quantities shall be documented at least annually by a qualified independent contractor that is identified by SBBS, and a report provided to the Facility Commander.

803.6.5 TEMPERATURE LEVELS

Temperature and humidity levels shall be mechanically maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient.

Temperature readings shall be documented for each area of each facility on a weekly basis, and on the appropriate log. Staff shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

803.6.6 CELL FURNISHINGS

Each incarcerated person housed in a facility shall be provided with the following items:

- A sleeping surface and mattress at least 12 inches off the floor
- A writing surface and seat
- An area for the storage of clothing and personal belongings

803.7 DAYROOMS

Dayrooms shall be equipped with at least one shower for every 20 incarcerated persons or fraction thereof (24 CCR 1231.3.4; 24 CCR 1231.2.9), and tables and sufficient seating for all incarcerated persons at capacity. Where incarcerated persons do not have continuous access to their cells, dayrooms shall be equipped with one toilet, an immediate source of fresh potable water and lavatory with hot and cold water for every 10 incarcerated persons or fraction thereof.

803.8 JANITOR CLOSETS

Janitor closets shall be located near or inside each housing unit. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by deputies.

803.9 EMERGENCY POWER

Each facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers, and emergency lighting in corridors, stairwells, all incarcerated housing areas, security control points and audio-visual monitoring systems.

803.10 COMPLIANCE WITH CODES AND STATUTES

Each Facility Commander shall be responsible for performing a weekly facility inspection for cleanliness and the identification of maintenance issues, ensuring deficiencies discovered by Watch Commanders and deputies are brought to the attention of SBBS and corrected in a timely manner. Copies of the local jurisdiction's applicable health and sanitation codes shall be kept in the facility by the Facility Commander. The Facility Commander or designee is responsible for developing internal health and sanitation inspection checklists, for maintaining valid licensing and sanitation certificates and inspection reports, and for proof of corrective actions.

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Plumbing, sewage disposal, solid waste disposal, and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

803.10.1 EQUIPMENT TESTING AND FACILITY INSPECTIONS

All safety equipment (e.g., emergency lighting, generators, and an uninterruptible power source (UPS)) shall be tested at least quarterly. Power generators and UPS equipment should be inspected weekly and load-tested quarterly or according to the manufacturer's instructions. All completed inspection forms shall be kept on file for review by the appropriate department committees or external agencies.

The following areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation. The list is not meant to be all inclusive:

- Common areas
- Food services
- Incarcerated person housing
- Laundry
- Loading dock/trash storage
- Water systems and plumbing
- Emergency generators
- Fire safety equipment
- The entire physical structure of each facility, including, roof, walls, exterior doors, mechanical systems and lighting

Floor drains must be flushed weekly and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.

803.10.2 FACILITY REPAIRS

On-site building engineers are responsible for the maintenance of buildings and equipment (sinks, toilets, outlets, elevators, sally port gates, etc.), necessary for the operation of Sheriff's facilities. Maintenance Repair Work Orders shall be completed by deputies, who will submit the Work Orders to building engineers immediately upon noticing equipment malfunctions and needed building repairs. Deputies working in an area where equipment and building systems have malfunctioned will take reasonable steps to reduce or contain the problem, and if necessary will remove incarcerated persons from the affected area.

In the event of an emergency, Watch Commanders will respond to the site of the problem and determine if an immediate repair is necessary. When a repair is considered an emergency, the Watch Commander will submit an Emergency Maintenance Repair Work Order and will call SBBS. When the repair is needed outside of normal business hours, weekends and holidays, Watch Commanders will notify the on-call SBBS engineer and the Facility Commander to advise them of an emergency repair, describing the location, size, type of emergency, and the effect it will have

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on facility operations. The original Emergency Maintenance Repair Work Order will be given to the Facility Commander, with a copy submitted to SBBS.

In addition to the above, Watch Commanders responding to different types of building emergencies will instruct deputies as follows:

- (a) For a loss of electrical power, turn off computer terminals. Assign deputies to obtain keys, ensuring all doors are locked and properly functioning, knowing which doors will be used for ingress and egress.
- (b) For a loss of water pressure/supply, cease unnecessary water usage in the laundry, dishwashing, and showers, or if isolated, to the affected area.
- (c) For a vehicle sally port gate malfunction in the open position, post an armed deputy at the open gate to control ingress and egress and notify affected parties.
- (d) For a vehicle sally port gate malfunction in the closed position, determine if the alternate gate is functional and notify the affected parties.
- (e) For a natural gas leak, determine if an evacuation is required and if so follow the Evacuation Plan Policy.
- (f) For an elevator malfunction:
 - 1. Whereby no person is inside the elevator, post a notice on the elevator and notify the affected parties.
 - 2. Whereby a person is inside the elevator, the deputy shall:
 - (a) Instruct persons to remain calm and incarcerated persons may sit on the floor.
 - (b) Use the emergency elevator phone to call the control room or supervisor
 - (c) Use the department radio to notify staff of the affected elevator
 - (d) Attempt to manually open the door if the elevator is stuck between floors
 - (e) Request medical to stand-by if the situation extends over a prolonged period of time.

Building engineers will respond to the facility, contain and repair the problem, and report the status to the Watch Commander. The building engineer will determine the need and will coordinate repair requests with the San Francisco Public Works Department or appropriate service provider. Once the issue is resolved the building engineer will complete the necessary documentation.

803.11 NEW CONSTRUCTION AND RENOVATION

In the case of partial renovation of an existing facility, it is intended that these standards should apply only to the part of the facility being renovated. The remainder of the facility would be subject to the existing standards. Any remodeling or new construction shall have prior approval of the local fire, building and health authorities. Any required plans and permits will be procured prior to the commencement of any changes to a facility.

Water Supply

804.1 PURPOSE AND SCOPE

The San Francisco Sheriff's Department recognizes the importance of providing the facility with safe, potable water. The purpose of this policy is to establish guidelines for testing the facility's water to ensure that the water is safe to consume.

804.2 POLICY

In compliance with standards set by law, the facilities will ensure the continued supply of safe potable water for use by incarcerated persons, staff and visitors through rigorous annual testing of water supplies (42 USC § 300f et seq.).

804.3 GUIDELINES

The Custody Operations Division (COD) Commander in collaboration with the Sheriff's Bureau of Building Services (SBBS) shall ensure that each facility's potable water source is tested by an independent public or private testing service at least once each year. Water quality will be certified to be in compliance with all state and local regulations. Corrective measures shall be promptly taken if the test results fall below acceptable regulatory standards.

In the event that water testing reveals any significant hazards to the incarcerated persons or staff at each facility, the Sheriff, COD Commander, and the Department health authority shall take immediate action to mitigate the problem.

The testing results, valid certificates of the sampling entity and the testing laboratory shall be kept in accordance with established records retention schedules.

804.4 EMERGENCY PLAN

The Sheriff and the Department health authority shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for a minimum of three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.

804.5 RESTRICTING INCARCERATED ACCESS TO WATER

If the actions of an incarcerated person disrupt the operations of a facility or present a safety hazard, access to water may be restricted for a limited time. When that occurs, a supervisor must be notified and alternative means of providing water to the person must be followed.

[Custody and Court Operations Procedure Manual: 804.1 Housing Cell Water Shut Off](#)

[See attachment: Water Turned Off Sign.pdf](#)

[See attachment: Water Shut Off Log.pdf](#)

Vermin and Pest Control

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish inspection, identification and eradication processes designed to keep vermin and pests controlled in accordance with the requirements established by all applicable laws, ordinances and regulations of the local public health entity.

805.2 POLICY

It is the policy of this department that vermin and pests be controlled within each facility. The Facility Commander or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the Responsible Physician and the local public health entity, for the sanitation and control of vermin and pests, and to establish medical protocols for treating incarcerated person clothing, personal effects, and living areas, with specific guidelines for treating an infested incarcerated person (15 CCR 1212; 15 CCR 1264).

805.3 PEST CONTROL SERVICES

The Sheriff's Bureau of Building Services (SBBS) shall be responsible for procuring the services of a licensed pest control professional to perform inspections of the facility at least monthly and to treat areas as required to ensure that vermin and pests are controlled. SBBS, in collaboration with the Custody Operations Division Chief Deputy, will be responsible for coordinating a schedule of inspections and responding to areas requiring additional attention.

805.4 PREVENTION AND CONTROL

Many infestations and infections are the result of a recently admitted incarcerated person who is vermin infested or whose property is vermin infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Incarcerated persons with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for incarcerated persons undergoing treatment for lice should be used as described in the Communicable Diseases Policy.

Because the use of the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding and other property that is suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the Responsible Physician (15 CCR 1264):

- Washing in water at 140 degrees for 20 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Dry cleaning
- Storing in sealed plastic bags for 30 days

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- Treating with an insecticide specifically labeled for this purpose

When removing infested clothing, bedding or other property from the facility, label the sealed materials as bio-hazardous and dispose of per policy.

Jail Health Services and/or SBBS shall document the date of treatment, the area treated, the pest treated and the treatment used.

805.5 LABELING AND SECURE STORAGE OF COMPOUNDS

Containers of pest exterminating compounds shall be conspicuously labeled for identification of contents. The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by incarcerated persons.

Emergency Power and Communications

806.1 PURPOSE AND SCOPE

San Francisco Sheriff's Department facilities must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding back-up power and communication systems, and the inspection, preventive maintenance and testing of the systems to ensure a seamless transition in the event of a loss of power.

806.2 POLICY

It is the policy of this department to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

806.2.1 PREVENTATIVE MAINTENANCE

It is the responsibility of the Sheriff, Division Commander and the Facilities Manager to ensure there is sufficient emergency power to operate all essential lighting, security equipment, safety equipment, and communications systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a three-day period, if necessary, without external resources.

The emergency power system should be inspected, tested and maintained as necessary. In the event that the system fails, the Facilities Manager shall contact the designated maintenance or repair company to obtain necessary repairs as soon as practical. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source until the repair or replacement of the primary system occurs.

806.2.2 SAFETY AND SECURITY

All safety and security equipment related to supplying facility power will be repaired or replaced in an expedited manner by the Sheriff's Bureau of Building Services (SBBS). In the event that safety and security equipment becomes inoperable or damaged and it is not safe to operate a secure portion of the facility, that portion of the facility should be vacated, and the incarcerated persons housed elsewhere. The movement of incarcerated persons should be coordinated with SBBS in order to develop a safe path of travel to isolate all non-operational areas.

806.2.3 INSPECTING AND TESTING

The SBBS Unit Manager or designee is responsible for quarterly testing and inspection of all emergency power equipment and systems (15 CCR 1029). The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in accordance with the manufacturer's recommendations. The testing and inspection results will be documented in a quarterly report and submitted to the Custody Operations Division (COD) Chief Deputy by the SBBS Manager. Power generators should be inspected by a qualified individual at least weekly.

Chapter 9 - Food Services

Food Services

900.1 PURPOSE AND SCOPE

The Department recognizes the importance of providing nutritious food and services to incarcerated persons to promote good health, to reduce tension in the county jail, and ultimately support the safety and security of the county jail. This policy provides guidelines on the preparation of food services items and dietary considerations for incarcerated persons housed in each facility.

900.2 POLICY

It is the policy of this department that food services shall provide incarcerated persons with a nutritionally balanced diet in accordance with federal, state, and local laws, and with regulations for daily nutritional requirements (15 CCR 1241 et seq.).

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in Health and Safety Code § 113700 et seq. (15 CCR 1245(a)).

900.3 FOOD SERVICES MANAGER

The food services manager shall be responsible for oversight of the day-to-day management and operation of the food services area, including:

- Developing, implementing, and managing a budget for food services.
- Ensuring sufficient staff is assigned and scheduled to efficiently and safely carry out all functions of food services operations.
- Establishing, developing, and coordinating appropriate training for food service staff and incarcerated person workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget. All menus and diets shall be approved by a registered dietitian prior to their implementation.
- Developing procedures for food found to be contaminated, expired, showing signs of spoilage, or otherwise not fit for human consumption (15 CCR 1243).

900.4 MENU PLANNING

All menus shall be planned, dated, and available for review at least one month in advance of their use. Records of menus and of foods purchased shall be kept on file for one month. Menus shall provide a variety of foods and shall be approved by a registered dietitian or nutritionist before being served to ensure the recommended dietary allowance for basic nutrition meets the needs of the appropriate age group. The dietitian shall ensure that the meals meet the nutritional and hot food requirements of 15 CCR 1240 and 15 CCR 1241 (15 CCR 1242).

Any changes to the meal schedule, menu, or practices should be carefully evaluated by the food services manager in consultation with the Division Commander, dietitian, medical staff and other professionals, and shall be recorded. All substitutions will be of equal or better nutritional value

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and meet the caloric requirements set forth in 15 CCR 1241. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet. The Facility Commander and Division Commander will be notified of the change and the reason for the change.

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually (15 CCR 1242). Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews, and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules.

900.5 FOOD SAFETY

Temperatures in all food storage areas should be checked and recorded at the beginning of each shift, but shall be checked and recorded at least once daily by a contracted food services employee. Holding temperatures for cold and hot foods shall be checked and recorded every two hours by a contracted food services employee. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature below 41 degrees. All freezers, other than during the defrosting cycle, must maintain a temperature of 0 degrees or lower.

One sample for each meal served shall be dated and maintained under refrigeration for testing in the event of a food-borne illness outbreak. Sample meals shall be discarded at the end of three days if no food-borne illness is reported.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected (15 CCR 1245(a)).

900.6 THERAPEUTIC DIETS

The food services manager shall be responsible for ensuring that all incarcerated persons who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals. A therapeutic diet manual, which includes samples of medical diets, shall be maintained in the health services and food services areas for reference and information.

Persons who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician (15 CCR 1248).

900.7 RELIGIOUS DIETS

The Food Services Manager, to the extent reasonably practicable, will provide special diets for incarcerated persons in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

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When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets (15 CCR 1241). Incarcerated persons may request a religious diet through the Religious Services Coordinator who will determine eligibility.

900.8 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect incarcerated persons from food-borne illness. Food services staff shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers' Health, Safety and Supervision Policy (15 CCR 1230).

Food production and services will be under staff supervision. Food production, storage, and food-handling practices will follow the appropriate federal, state, or local sanitation laws (15 CCR 1246).

900.9 MEAL SERVICES

Incarcerated person meals that are served in a dining room, dayroom or other common area should be provided in space that allows groups of incarcerated persons to dine together.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that incarcerated persons receive meals that meet nutritional guidelines.

Incarcerated persons must be provided a minimum of 15 minutes dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. A substantial evening meal is classified as a serving of three or more menu items at one time, including a high-quality protein, such as meat, fish, eggs, or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements. If more than 14 hours pass between meals, approved snacks will be provided. If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast. A nourishing snack is classified as a combination of two or more food items from two of the four food groups, such as cheese and crackers or fresh fruit and cottage cheese.

Incarcerated persons who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to incarcerated persons on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Incarcerated persons on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal (15 CCR 1240). Deputies shall accommodate an incarcerated person that has been prescribed a longer time to eat by qualified health care professionals, a dietitian, or as deemed appropriate by a supervisor.

In the interest of security, sanitation, and vermin control, incarcerated persons shall not be allowed to store Sheriff-supplied food, except for one piece of fruit, in housing areas.

Procedural link:

[Custody and Court Operations Procedure Manual: 900.1 MEAL DELIVERY PROCEDURES](#)

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Custody and Court Operations Procedure Manual: 900.2 CJ#5 MEAL DELIVERY PROCEDURES

Custody and Court Operations Procedure Manual: 900.2.1 KITCHEN DEPUTY DUTIES AND RESPONSIBILITIES

Custody and Court Operations Procedure Manual: 900.2.2 CJ#5 INCARCERATED PERSON WORKER SCHEDULE

Custody and Court Operations Procedure Manual: 900.3 KITCHEN INCARCERATED PERSON WORKERS PROCEDURE

900.10 EMERGENCY MEAL SERVICE PLAN

The food services manager shall establish and maintain an emergency meal service plan for each facility (15 CCR 1243(k)).

Such a plan should ensure that there is at least a three-day supply of food maintained in storage for incarcerated persons. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Division Commander may declare an "Emergency Suspension of Standards" pursuant to 15 CCR 1012 for the period of time the emergency exists.

During an emergency suspension, the food services manager shall assign a registered dietitian to ensure that minimum nutritional and caloric requirements are met (15 CCR 1242). The Division Commander shall notify the Board of State and Community Corrections (BSCC) in writing in the event the suspension lasts longer than three days. The emergency suspension of food service standards shall not continue more than 15 days without the approval of the chairperson of the BSCC (15 CCR 1012).

In the event that the incarcerated person food supply drops below that which is needed to provide meals for two days, the food service provider shall outsource and purchase food to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Sheriff should consider requesting assistance from allied agencies through mutual aid or the National Guard.

Food Services Training

901.1 PURPOSE AND SCOPE

The purpose of this policy is to reduce the risk of potential injury to staff, contractors, and incarcerated workers in the food services areas by developing and implementing a comprehensive training program in the use of equipment and safety procedures.

901.2 POLICY

The San Francisco Sheriff's Department ensures a safe and sanitary environment is maintained for the storage and preparation of meals through the appropriate training of food services staff and incarcerated workers (15 CCR 1230; 15 CCR 1243(g); 15 CCR 1245(a)).

901.3 TRAINING

The food services manager, under the direction of the Division Commander, is responsible for ensuring that a training curriculum is developed and implemented in the use of equipment and safety procedures for all food services personnel, contractors and incarcerated workers.

The training shall include, at minimum:

- (a) Work safety practices and use of safety equipment.
- (b) Sanitation in the facility's food services areas.
- (c) Reducing risks associated with operating machinery.
- (d) Proper use of chemicals in food services areas.
- (e) Employing safe practices.
- (f) Facility emergency procedures.

A statement describing the duties and proper time schedule should be developed for each job function in the facility's kitchen and food services operation. All food services provider staff and incarcerated workers shall be trained on how to assemble, operate, clean and sanitize kitchen equipment.

Information about the operation, cleaning and care of equipment, including manufacturer's literature, that is suitable for use as reference material shall be kept in the food services operation office. The reference material should be used in developing training on the use of the equipment and the maintenance and cleaning procedures.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment shall be carefully planned to facilitate cleaning, sanitizing, service and repairs. The equipment must also meet any applicable government codes.

901.4 CONTRACTED FOOD SERVICES EMPLOYEES

The food services manager should consider training as a method of staff development. Food services employees are required to pass a test in order to work in the food service area. Contracted food service providers must meet contracted requirements for all employees and shall be required

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to provide documentation and certification of their employees upon request by the Division Commander. Only trained personnel and incarcerated persons are authorized to use food service equipment. The contracted food service provider will implement their procedures, training, and testing for their employees.

Dietary Guidelines

902.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of the incarcerated person are met and that overall health is promoted through the use of balanced nutritious diets.

902.2 POLICY

It is the policy of this department that diets provided by each facility will meet or exceed the guidelines established in the current publications of the Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the California Food Guide (CFG) and the U.S. Department of Agriculture's Dietary Guidelines for Americans (DGA).

902.3 REVIEW OF DIETARY ALLOWANCES

The food services manager is responsible for developing each facility's menus and shall ensure that all menus served by food services comply with the nutritional and caloric requirements found in the 2019 DRI, and the 2020-2025 DGA guidelines (15 CCR 1241). Any deviation from these guidelines shall be reviewed by the Division Commander and the Responsible Physician.

The food services manager or designee shall ensure that each facility's menus and dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DRI and DGA guidelines. A registered dietitian must approve menus before they are used (15 CCR 1242).

Menus should be evaluated at least quarterly by the food services manager or the authorized designee.

902.4 MENU CYCLE PLANNING

The food services manager or the authorized designee should plan the menus one month in advance of their use.

Any changes to the menu must be recorded and kept until the next annual evaluation by a registered dietitian (15 CCR 1242). Any menu substitutions should use similar items.

Menus should include the following minimum food group allowances per day (15 CCR 1241):

- (a) Dairy Group: Three servings of pasteurized fat-free or low-fat milk fortified with Vitamins A and D or food providing at least 250 mg. of calcium and equivalent to 8 ounces of fluid milk. One serving can be from a fortified food containing at least 150 mg. of calcium. Persons who are known to be pregnant or lactating should receive four servings of milk or milk products.
- (b) Vegetable-Fruit Group: Five servings of fruits and vegetables. At least one daily serving, or seven servings per week, shall be from each of the following three categories:
 - 1. One serving of a fresh fruit or vegetable.

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2. One serving of a Vitamin A source, fruit or vegetable, containing at least 200 micrograms retinol equivalents or more.
 3. One serving of a Vitamin C source containing at least 30 mg. or more.
- (c) Grain Group: A minimum of six servings of grains, three of which must be made with whole grains.
- (d) Protein Group: Three servings of lean meat, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, or textured vegetable protein, equivalent to 14 grams or more of protein. The daily requirements shall be equal to three servings for a total of 42 grams per day or 294 per week. In addition, a fourth serving from the legumes category shall be served three days a week.
- (e) A daily or weekly average of the food group's requirement is acceptable.
- (f) Saturated dietary fat should not exceed 10 percent of the total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. Facility diets shall consider the recommendations and intentions of the 2015-2020 DGA of reducing overall sugar and sodium levels.

Additional servings of dairy, vegetable-fruit, and grain groups must be provided in amounts to meet caloric requirements when the minimum servings outlined in the requirements above are not sufficient to meet the caloric requirements of an incarcerated person.

Food Services Workers' Health, Safety, and Supervision

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish basic personal health, hygiene, sanitation and safety requirements to be followed by all food services workers and to ensure the proper supervision of food services staff and incarcerated workers.

903.2 POLICY

The San Francisco Sheriff's Department will ensure that meals are nutritionally balanced, safe and prepared and served in accordance with applicable health and safety laws. All incarcerated food services workers will be properly supervised by deputies to ensure safety and security (15 CCR 1243(h)).

903.3 FOOD SERVICES MANAGER RESPONSIBILITIES

The food services manager is responsible for developing and implementing procedures to ensure that meals are prepared, delivered under the direct supervision of deputies.

Work assignments shall be developed to ensure that sufficient food services employees are available to supervise incarcerated workers. The food services manager should coordinate with the Facility or Watch Commander to ensure that sufficient deputies are available to supervise incarcerated person meal service.

The food preparation area must remain clean and sanitary at all times. The food services manager or designee shall post daily, weekly and monthly cleaning schedules for the equipment and food preparation area.

903.4 MEDICAL SCREENING

The food services manager shall work cooperatively with the Responsible Physician to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed (15 CCR 1230):

- (a) Any outside vendor must submit evidence of compliance with state and local regulations regarding food safety practices.
- (b) All food services workers shall have a pre-employment/pre-assignment medical examination, in accordance with local requirements, to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils.
- (c) Periodic reexaminations of food services workers shall be given to ensure freedom from any disease transmissible by food or utensils.
- (d) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.

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- (e) The food services manager shall inspect and monitor all persons working in any food services area on a daily basis for health and cleanliness, and shall remove anyone exhibiting any signs of food-transmissible disease from any food services area.
- (f) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.
- (g) All food handlers shall wash their hands when reporting for duty and after using toilet facilities. Aprons shall be removed and secured in a clean storage area before entering the toilet facility.
- (h) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or hairnet, when handling or serving food. Gloves shall be changed after each task is completed.
- (i) Documentation of compliance with all of the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules.
- (j) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food, (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any food services worker is prohibited from handling food or working in any food services area if they report symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food service workers shall only return to work in food service areas when cleared by a qualified health care professional.

903.5 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

The food services manager is responsible for developing and implementing a training program for incarcerated food services that includes food safety, proper food-handling techniques and personal hygiene. Each incarcerated food services worker shall satisfactorily complete the initial training prior to being assigned to prepare, deliver or serve food. Food services workers should receive periodic supplemental training as determined by the food services manager (15 CCR 1243(g)).

The training curriculum for incarcerated food services workers should include, at minimum, the following topics:

- Proper hand-washing techniques and personal hygiene as it applies to food services work
- Proper application and rotation of gloves when handling food
- Proper use of protective hair coverings, such as hats or hairnets
- Wearing clean aprons and removing aprons prior to entering toilet facilities
- Maintaining proper cooking and holding temperatures for food

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- Proper portioning and serving of food
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission
- Reporting illness, cuts or sores to the deputies in charge

903.6 SUPERVISION OF INCARCERATED WORKERS

Only personnel authorized to work in the food preparation area should be allowed inside. Incarcerated persons working in the kitchen must be under the supervision of a deputy. Each facility that has a food preparation area will have at least one qualified deputy who will be responsible for the oversight of watch activities.

Deputies shall be assigned to supervise and monitor incarcerated workers. Deputies and the food services provider shall ensure that incarcerated workers do not misuse or misappropriate tools or utensils. Food service workers will ensure that all incarcerated workers adhere to the following:

- Correct ingredients are used in the proper proportions.
- Food is maintained at proper temperatures.
- Food is washed and handled properly.
- Food is served using the right utensils and in the proper portion sizes.
- Utensils such as knives, cutting boards, pots, pans, trays and food carts used in the preparation, serving or consumption of food are properly washed and sanitized after use. Disposable utensils and dishes will not be reused.
- All utensils are securely stored under sanitary conditions when finished.

903.7 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the incarcerated population has confidence in the safety and quality of their food. Deputies should supervise the transport and delivery of food from the staging area to the respective housing areas. Deputies should ensure the food is protected during transportation, delivered to the right location efficiently and under the right temperatures.

Food services staff should report any suspected breach in the safety or security of the food supply. Staff should be alert to incarcerated person behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Whenever possible, staff should immediately attempt to address incarcerated person concerns. Staff should report any suspicion of incarcerated person unrest and actions taken to address it to a supervisor.

Any change to the published menu or the standard portioning should be documented and reported to the watch commander as soon as practicable.

Food Preparation Areas

904.1 PURPOSE AND SCOPE

This policy is intended to ensure the proper design and maintenance of the food preparation area.

904.2 POLICY

It is the policy of this department to comply with all federal, state and local laws and regulations concerning the institutional preparation of food.

904.3 COMPLIANCE WITH CODES

The Facility Commander is responsible for ensuring that food preparation and service areas are in compliance with all applicable laws and regulations and that food preparation areas are sanitary, well lit, ventilated and have adequate temperature-controlled storage for food supplies (15 CCR 1245(a)).

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must be approved by the local public health entity to ensure adequate food protection.

Living or sleeping quarters are prohibited in the food preparation and food services areas (Health and Safety Code § 114286).

The food preparation area must avoid cross contamination and remain free from vermin infestation (Health and Safety Code § 114259).

904.4 FOOD PREPARATION AREA REQUIREMENTS

All remodeling and new construction of food preparation areas shall comply with federal, state and local building codes, comply with food and agricultural laws and standards and include any required approvals from any local regulatory authority (Health and Safety Code § 113700 et seq.).

The food preparation area shall be sized to include space and equipment for adequate food preparation for the facility's population size, type of food preparation and methods of meal services.

Floors, floor coverings, walls, wall coverings and ceilings should be designed, constructed and installed so they are smooth, non-absorbent and attached so that they are easily cleanable (Health and Safety Code § 114268; Health and Safety Code § 114271).

Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a smooth, non-absorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed and temperature-controlled for the food being stored (Health and Safety Code § 114047).

Lighting throughout the kitchen and storage areas shall be sufficient for staff and incarcerated persons to perform necessary tasks (Health and Safety Code § 114252).

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Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes shall be provided if necessary (Health and Safety Code § 114149(a)).

All equipment used in the food preparation area shall be commercial grade and certified by the American National Standards Institute or approved by a registered environmental health professional/sanitarian (Health and Safety Code § 114130).

Dishwashing machines will operate in accordance with the manufacturer recommendations and hot water temperatures will comply with federal, state and local health requirements (Health and Safety Code § 114101).

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning. Equipment should be corrosion resistant and free of pits, crevices or sharp corners.

Dry food storage must have sufficient space to store a minimum of 15 days of supplies and be stored in compliance with the provisions of Health and Safety Code § 114047.

904.5 TOILETS AND WASHBASINS

Toilet facilities shall be completely enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning and maintenance.

Signs shall be conspicuously posted throughout the food preparation area and in each restroom informing all food services staff and incarcerated workers to wash their hands after using the restroom. Signs shall be printed in English and in other languages as may be dictated by the demographic of the incarcerated person population.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities in the vicinity of the food preparation area should be limited to use by the food services staff and incarcerated workers only. Anyone working in the food services area must store their aprons in a designated clean area before entering the toilet facilities.

The Facility Commander or designee shall be responsible for procedures to ensure:

- (a) All fixtures in the toilet facilities are clean and in good operating condition.
- (b) A supply of toilet tissue is maintained at each toilet at all times. Toilet facilities used by women shall have at least one covered waste receptacle.
- (c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided at all times (Health and Safety Code § 113953.3).

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.

Inspection of Food Products

905.1 PURPOSE AND SCOPE

The purpose of this policy is to establish methods by which inspections and/or approvals are conducted on any food products grown or produced within the county jail system.

905.2 POLICY

The San Francisco Sheriff's Department will ensure the safety and quality of all food products stored or used in the food service operation at each facility through routine inspections and approvals, as required by law.

905.2.1 FOOD INSPECTION PROCEDURES

The food services manager is responsible for developing procedures for ensuring that all food used in the food services operation has been inspected and/or approved to standards established by statute, and that the delivery of all foodstuffs to the county jail kitchens and to the incarcerated persons occurs promptly to reduce the risk of any food-borne illness or contamination.

The food services manager shall establish inspection procedures in accordance with established standards and statutes. Such procedures shall include, but are not limited to:

- (a) The inspection and/or approval of all food products stored or used by each facility prior to distribution.
- (b) A system of periodic audits and inspections of the facility and of all raw material suppliers, either by Sheriff's Department staff or by a third-party vendor.
- (c) A system of thorough documentation of all inspection and approval processes, training activities, raw material handling procedures, activities, cleaning and sanitation activities, cleanliness testing, correction efforts, record-keeping practices and the proper use of sign-off logs shall be developed and implemented.
- (d) Processes of evaluating the effectiveness of training, and validating cleanliness through testing (e.g., swabs, bioluminescence and visual, taste and odor evaluations), shall be created and implemented. Records of all such activities shall be documented.
- (e) Documentation of any recommendations for continuous quality improvement and their implementation, with the intent of eliminating deficiencies. Documentation should include a post-deployment verification of the correction.
- (f) The food services manager is responsible for ensuring adherence to the following practices, including, but not limited to:
 - 1. The scope of food products being stored or used internally is well-defined.
 - 2. All critical processes are validated to ensure consistency and compliance with specifications.
 - 3. Any changes to the process are evaluated for effectiveness.
 - 4. There are clearly, written instructions and procedures for the staff and incarcerated persons to follow.

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Inspection of Food Products

5. The staff and incarcerated persons are trained to perform all established tasks and document all necessary procedures.
6. Physical barriers for separating raw and cooked food-processing areas are established and maintained.
7. The traffic flow of workers is designed to minimize the risk of any cross-contamination.
8. All drains are used and cleaned properly within industry standards.
9. Proper equipment and/or tools are provided and designated for specific use.
10. All persons working in the food services areas are wearing proper clothing and protective devices at all times.
11. All persons working in the food services areas wash their hands properly and frequently.
12. Only authorized personnel are allowed in the food processing areas.
13. Only potable water is used for growing or washing produce.
14. The distribution of all prepared food is done in a manner that reduces the risk of food-borne illness or contamination.

Food Services Facilities Inspection

906.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and incarcerated persons.

906.2 POLICY

It is the policy of the San Francisco Sheriff's Department that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by Sheriff's staff and by an outside independent inspection authority as may be required by law (15 CCR 1245(a)).

906.3 CLEANING AND INSPECTIONS BY SHERIFF'S STAFF

The food services manager and Facility Commander shall ensure the dining and food preparation areas and all equipment in the food services area are inspected weekly. Adequate hot and cold water should be available in the kitchen. Water temperature of all fixtures, including washing equipment, should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods. Equipment, such as chairs, tables, fryers and ovens, should be grouped by frequency of cleaning as follows:

- After each use
- Each shift
- Daily
- Weekly
- Monthly
- Semi-annually
- Annually

The food services manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules. Copies of all documentation will be given to the Facility Commander monthly. The food services manager shall take prompt action to correct any identified problems and notify the Facility Commander of actions taken when appropriate.

906.3.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the weekly inspection:

- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.

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- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired and are tested regularly.
- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp corners, exposed metal and splintered wood.
- Electrical equipment is in compliance with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.
- Ranges, ovens and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, ware washing sinks and dishwashing machines meet minimum acceptable temperatures.
- All hand-washing stations have free access, soap, hot and cold running water under pressure and a method to dry hands.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- Temperature charts and testing documents are current, accurate and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

906.4 CONTRACTING FOR INSPECTION

The food services manager is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

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The Department of Public Health, Environmental Health, conducts an annual inspection of the food services facilities and equipment, to ensure that established state and local health and safety codes have been met.

Documentation of the inspections, findings, deficiencies, recommended corrective actions and verification that the corrective standards were implemented will be maintained by each facility in accordance with established records retention schedules.

A contract for services from an independent and qualified inspector should include, but is not limited to, the following components:

- (a) The inspector should conduct a pre-inspection briefing with the Facility Commander and other appropriate personnel, including the food services manager, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.
- (b) The inspector should audit the policies and procedures of the food services operation.
- (c) During the course of the inspection, the inspector should study and report on whether the following meet acceptable standards:
 - 1. Walls, ceilings and floors are in good condition, smooth and easily cleanable.
 - 2. The kitchen layout is properly designed to avoid cross-contamination.
 - 3. The kitchen is properly lighted and ventilated.
 - 4. The temperature controlled storage areas are in good operating condition and proper temperatures are being maintained.
 - 5. Dry foods are properly stored off the floor, away from the walls and ceilings.
 - 6. There is no sign of pest or vermin infestation.
 - 7. All equipment is in good and sanitary condition and is certified by one of the American National Standards Institute certification agencies e.g., Underwriters Laboratories, or Extract, Transform and Load, and the National Science Foundation product certification marks.
 - 8. The dishwashing equipment is clean, in good operating condition and maintains proper washing and rinsing temperatures.
 - 9. There is no evidence of cross-contamination between the potable and contaminated water systems.
 - 10. The washing area is clean and supplied with proper chemicals and Material Safety Data Sheets.
 - 11. The food is properly stored, labeled and rotated according to first-in first-out procedures.
 - 12. The food services staff and incarcerated person workers are wearing clean clothes and practice proper personal hygiene.
 - 13. All food services workers are trained for proper food handling and there is a person in charge who is responsible for the food safety of the facility.

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14. There are ample hand-washing stations supplied with warm water under pressure, soap, a method to dry hands, a waste container and employee hand-washing signs.

Any deficiencies should be noted by the inspector in their inspection report, and recommendations made for corrective action.

At the exit interview, the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The food services manager should provide the Facility and Division Commander with a plan to implement the recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector.

Food Storage

907.1 PURPOSE AND SCOPE

The purpose of this policy is to establish food storage methods that are designed to meet manufacturer's recommendations, Health and Safety Codes, state laws and local ordinances, and to safely preserve food, extend storage life and reduce food waste.

907.2 POLICY

Food and food supplies will be stored in sanitary and temperature-controlled areas, in compliance with state and local health laws and standards (15 CCR 1243(c); 15 CCR 1245(a)).

907.3 GUIDELINES

The food services manager shall be responsible for establishing procedures to ensure the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff shall inspect the order for quality and freshness, and shall ensure that the order is correct by checking the order received against the order form.

If food quality and freshness do not meet commonly accepted standards or if it is determined that proper storage temperatures have not been maintained, the food services staff checking the order in will refuse the item and credit the invoice.

- The Facility Commander will be promptly notified of all refused shipments of food or when there is an insufficient amount of food that will adversely affect food services to the incarcerated person population.
- The contracted foodservice supplier will notify the Facility Commander when there is an insufficient amount of food to meet the dietary needs of the incarcerated person population. The Facility Commander, in conjunction with the Division Commander shall identify actions needed to identify the steps needed to ensure the incarcerated person population is properly fed.

Storage temperatures in all food storage areas should be checked and logged on a daily basis. Records of the temperature readings should be maintained in accordance with established records retention schedules.

An evaluation system should be established for food stored in any area with temperature readings outside the normal range, and should include contingency plans for menu changes, food storage relocation or food destruction, as indicated. All actions taken to ensure the safety of the food served should be documented and retained in accordance with established records retention schedules.

907.4 DRY FOOD STORAGE

Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees. Temperatures shall be monitored and recorded once each day on a checklist.

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Food Storage

All dry items shall be stored at least 6 inches off the floor. Only full unopened cans and containers shall be stored in the storerooms. Open containers and packages shall be appropriately stored in the working or holding areas.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

907.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS

Incarcerated workers or staff should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff should inspect the storage areas to ensure they are clean and orderly. Staff will document the inspection and record the daily temperature on the storage area checklist (15 CCR 1243(m)).

907.5 REFRIGERATED AND FROZEN STORAGE

Unless health codes dictate otherwise, refrigerators must be kept between 32 and 41 degrees. Deep chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy and meat items, to extend shelf life. Freezers shall be maintained at 32 degrees or below.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be recorded on the storage area checklist. Any variance outside of acceptable temperature range shall be immediately addressed.

All food must be covered and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in first-out rotation method.

907.5.1 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS

Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. Food services staff should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled (15 CCR 1243(m)).

907.5.2 STORAGE OF CLEANING SUPPLIES AND MATERIALS

The storage of soaps, detergents, waxes, cleaning compounds, insect spray and any other toxic or poisonous materials are kept in a separate, locked storage area to prevent cross contamination with food and other kitchen supplies.

907.6 WASTE MANAGEMENT

The food services manager shall develop and maintain a waste management plan that ensures the garbage is removed daily in accordance with Title 15 (15 CCR 1243(I)) and local ordinances. This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill.

Prescribed Therapeutic Diets

908.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that incarcerated persons who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards.

908.2 POLICY

It is the policy of this department to provide therapeutic diet meals as prescribed by qualified health care professionals.

908.3 GUIDELINES

The Responsible Physician, in consultation with the food services manager and Dietitian, shall (15 CCR 1248):

- (a) Develop written procedures that identify individuals who are authorized to prescribe a therapeutic diet.
- (b) The therapeutic diets utilized by the department shall be planned, prepared, and served with consultation from a registered dietitian.
- (c) The Facility Commander shall comply with any therapeutic diet prescribed for an incarcerated person.
- (d) The Facility Commander and the Dietitian shall ensure that the therapeutic diet manual, which includes sample menus of therapeutic diets, shall be available in both the health services and food services work areas for reference and information. A registered dietitian shall review, and the Responsible Physician shall approve, the therapeutic diet manual on an annual basis.

As a best practice, all therapeutic diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of an incarcerated person developing an adverse medical condition or nutritional defect as the result of a diet that is inconsistent with the person's current medical needs. Incarcerated persons use a Medical Care Request to express specific therapeutic diet needs. These forms should be made available to incarcerated persons.

Pregnant or lactating incarcerated persons shall be provided a balanced, nutritious diet approved for pregnant persons by a physician (15 CCR 1248).

908.4 STAFF COMMUNICATION/COORDINATION

It is the responsibility of the health authority to compile a daily list of all incarcerated persons who are prescribed therapeutic diets. The list should contain the following information:

- (a) Incarcerated person's name
- (b) Incarcerated person's identification number
- (c) Housing location

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- (d) Incarcerated person's therapeutic diet type
- (e) Special remarks or instructions

The Department will have a process to notify the food service manager of incarcerated person location and custody status.

908.5 PREPARATION AND DELIVERY OF MEALS

The food services manager is responsible for reviewing the therapeutic diet lists prepared by the Dietitian, counting the number and type of therapeutic meals to be served, and preparing the food according to the therapeutic menu designed by the registered dietitian.

Therapeutic diets may include snacks and oral supplements. Snacks and supplements should be distributed with regularly scheduled meal service or may be distributed with medications. Individual labels or written documents containing the following information should be prepared by the kitchen, clearly identifying each meal and any included snacks:

- (a) Incarcerated person's name
- (b) Incarcerated person's identification number
- (c) Housing location
- (d) Incarcerated person's therapeutic diet type
- (e) A list of items provided for the meal

Employees responsible for meal distribution shall ensure that any incarcerated person who has been prescribed a therapeutic meal by the Jail Health Services receives the correct meal by contacting food services.

Unless a therapeutic diet was prescribed with a specific end date, only the Dietitian or Responsible Physician may order that a therapeutic diet be discontinued.

Incarcerated persons who are receiving therapeutic diets must receive clearance from the Responsible Physician before they receive a religious or disciplinary diet.

If prescribed by the Dietitian and/or Responsible Physician, supplemental food shall be served to incarcerated persons more frequently than the regularly scheduled meals. An incarcerated person who misses a regularly scheduled meal shall receive the prescribed meal.

908.6 THERAPEUTIC AND RELIGIOUS MEAL RECORDS

All information regarding a therapeutic diet is part of an incarcerated person's medical record and is therefore subject to state and federal privacy laws concerning medical records.

All meal records shall be retained in accordance with established retention schedules and applicable statutory regulations.

Chapter 10 - Programs for Incarcerated Persons

Incarcerated Programs and Services

PURPOSE AND SCOPE

The purpose of this policy is to establish the importance of programs and services that are available to incarcerated persons. The programs and services exist to aid in reentry, reduce recidivism and to motivate offenders toward positive behavior while in custody. The policy identifies the role and responsibilities of the Director of Programs, who manages a range of programs and services.

POLICY

The San Francisco Sheriff's Department will make available to incarcerated persons a variety of programs and services subject to resources and security concerns. Programs and services offered may include social services, violence prevention, library access, educational/vocational training, alcohol and drug abuse recovery programs, reentry services, and survivor services (15 CCR 1070).

DIRECTOR OF PROGRAMS RESPONSIBILITIES

The Director of Programs is selected by the Sheriff and is a member of the Sheriff's Management Team. The Director of Programs is responsible for managing the incarcerated programs and services, including the following:

- (a) Research, plan, budget, and schedule all incarcerated person programs and services.
- (b) Develop or procure programs and services as authorized by the Sheriff (15 CCR 1070).
- (c) Act as a liaison with other service providers in the community that may offer social or educational programs (e.g., school districts, Department of Public Health, health educators, substance abuse counselors).
- (d) Develop, maintain, and make available to incarcerated persons the portfolio of programs and services.
- (e) Develop policies and procedures, and establish rules for the participation of incarcerated persons in programs and services.
- (f) Develop and maintain records on the number and type of programs and services offered.
- (g) Establish protocols for Rehabilitation Services Coordinators to verify that the content and delivery of programs and services are appropriate for the circumstances.
- (h) Accumulate data and prepare reports as directed by the Sheriff and/or Chief of the Administration and Programs Division.
- (i) Ensure incarcerated persons are not denied access to educational and vocational programs based solely on their indigent status.

SECURITY

In custody programs and services offered to incarcerated persons shall adhere to the security and classification requirements of the Department. To the extent practicable, the Director of Programs

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will develop individualized and group programs and services for incarcerated persons who are housed in high-security or administrative segregation.

DISCLAIMER

Incarcerated person programs are provided at the sole discretion of the San Francisco Sheriff's Department in keeping with security interests, available resources, and best practices.

Nothing in this policy is intended to confer a legal right for persons to participate in any program offered other than what is required by law or that which is medically required.

Incarcerated Person Welfare Fund

PURPOSE AND SCOPE

The Department is authorized to maintain a fund derived from proceeds from the commissary, bail advertisement, telephones and other incarcerated person-related commerce activities to be used primarily to the welfare and benefit of the incarcerated person population.

POLICY

The San Francisco Sheriff's Department shall maintain an Incarcerated Person Welfare Fund (IWF) for the primary benefit of services and items for persons confined within the jails. The Department currently does not charge incarcerated persons for the delivery of services. The City and County has agreed to include funds into the Sheriff's budget to cover the loss of revenue.

INCARCERATED PERSON WELFARE FUND

The Chief of Administration and Programs Division, Chief of Custody Division and the Director of Programs, in cooperation with the Sheriff's Department Chief of Financial Services (CFO), will establish and maintain an Incarcerated Person Welfare Fund (IWF) where proceeds derived from incarcerated person telephones, commissary profits, bail advertisement, vending machines and other income intended for the support of incarcerated person programs are deposited.

The IWF is allocated to support a variety of programs, services and activities benefiting the general incarcerated population and enhancing incarcerated activities and programs. This includes capital construction and improvement projects in support of such programs, services and activities (Penal Code § 4025).

IWF shall not be used to pay required county expenses of confining incarcerated persons in a local detention system, such as meals, clothing, housing, medical services or expenses, capital construction and improvement projects or any other expenses prohibited by law (Penal Code § 4025) (SF Admin Code SEC. 10.100-329).

INCARCERATED PERSON WELFARE FUNDING SOURCES

Revenues and funding from the following sources shall be deposited into the Incarcerated Person Welfare Fund account:

- (a) Donations
- (b) Interest income earned by the Incarcerated Person Welfare Fund
- (c) Confiscated contraband money
- (d) Fundraising activities approved by the Sheriff

EXPENDITURE OF INCARCERATED PERSON WELFARE FUNDS

The Incarcerated Person Welfare Fund shall be used solely for the welfare and benefit of the incarcerated population or as otherwise permitted by law.

Expenditures permitted from the IWF include, but are not limited to:

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- (a) Education programs
- (b) Recreational goods and services, such as:
 - 1. Recreational equipment, games and sporting goods
 - 2. Televisions and cable/satellite subscriptions, video players and content media
 - 3. Library books/materials
 - 4. Vending machines
- (c) Salary and benefit costs for personnel while they are employed in positions or are performing activities solely for the benefit of incarcerated persons or to facilitate incarcerated person programs
- (d) Welfare packages for indigent incarcerated persons
- (e) Alcohol and drug treatment programs
- (f) incarcerated person trust accounting system
- (g) Envelopes, writing paper, and writing utensils, postage and personal hygiene items for indigent incarcerated persons
- (h) Approved non-prescription, over-the-counter health aids for indigent incarcerated use
- (i) Libraries designated for incarcerated person use
- (j) Visiting room equipment, supplies, and services
- (k) incarcerated person activity programs, including:
 - 1. Visiting music/entertainment groups
 - 2. Music equipment and supplies
 - 3. Repair of equipment purchased from the incarcerated person Welfare Fund
 - 4. Food or supplies for special occasions
- (l) Transportation for released incarcerated persons;
- (m) Legal materials;
- (n) Religious materials.

EXPENDITURE FOR REENTRY PROGRAMS

Expenditures from the IWF are permitted for programs that assist indigent incarcerated persons with the reentry process within 30 days of their release. These programs include work placement, counseling, obtaining proper identification, education and housing (Penal Code § 4025.5).

PROHIBITED EXPENDITURES OF INCARCERATED PERSON WELFARE FUND Except as permitted by law, the IWF shall not be used to fund activities associated with any of the following:

- (a) Security-related functions, including staff, safety equipment, radios, weapons or control devices that are specifically designated for use by the custody staff in maintaining the security, safety and order in the facility

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- (b) Food service, staff costs, equipment and supplies
- (c) Medical/dental services, staff costs, equipment and supplies
- (d) Maintenance and upkeep of department facilities not otherwise permitted by law
- (e) Janitorial services and supplies
- (f) Transportation to court, medical appointments or other reasons not related to incarcerated person programs
- (g) Any other normal operating expenses incurred by the day-to-day operation of the Department

1001.6 FINANCIAL REPORTING OF INCARCERATED PERSON WELFARE FUNDS

The Chief of Administration and Programs Division and the Director of Programs, in cooperation with the Chief Financial Officer, shall maintain an accounting system to be used for purchasing goods, supplies and services that support incarcerated programs.

1001.6.1 ANNUAL REPORTING

The Chief of Administration and Programs Division and the Director of Programs are responsible for ensuring an annual report of expenditures from the Incarcerated Person Welfare Fund is submitted annually to the Board of Supervisors (Penal Code§4025) and posted on the department website. Incarcerated Person have a right to request and receive an annual itemized report of the Incarcerated Person Welfare Fund.

FINANCIAL AUDITS OF THE INCARCERATED PERSON WELFARE FUND

An annual financial audit of the IWF shall be conducted and include the Department's budget and any monies placed into the IWF. The methods used for collecting, safeguarding and disbursing monies, including incarcerated persons' personal funds held by the facility shall comply with accepted accounting procedures.

FINANCIAL AUDITS

The IWF shall be deposited into an account authorized by the Sheriff's Department Fiscal Operations. Fiscal Operations shall maintain the accounting records, the processing of all receipts and disbursements, and reconciling the fund annually. Fiscal Operations shall audit the IWF account as outlined by the San Francisco Controller's Office guidelines. The audit shall be the basis for the annual expenditure report to the San Francisco Board of Supervisors.

When requested, the Chief Financial Officer (CFO) or designee shall submit an IWF cash flow report to the Sheriff or designee. The Sheriff shall authorize the payment of invoices by the CFO.

PURCHASE AUTHORIZATION

The CFO will expend IWF money for incarcerated education/recreation programs and/or personal service contracts. Items not on the list will not be purchased without direct authorization from the CFO or Chief Deputy responsible for the IWF. The following items may be purchased from the IWF:

- (a) Any item/service requiring an expenditure of \$200 or more shall be submitted by requisition to the CFO.

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- (b) An incarcerated person may submit a request for items/services by submitting an Action Request.

Procedures:

[Custody and Court Operations Procedure Manual: 1001.1 INMATE WELFARE FUND REQUEST PROCEDURE](#)

1001.8 ATTACHMENTS

[See attachment: RevFund_Request_form.pdf](#)

Incarcerated Person Accounts

PURPOSE AND SCOPE

This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to incarcerated persons that is held for their personal use while they are incarcerated.

POLICY

It is the policy of this department to manage incarcerated person accounts for the purpose of receiving funds from authorized sources for incarcerated persons use.

INCARCERATED PERSON ACCOUNTS

The Department will establish an incarcerated person account for the purpose of receiving funds from authorized sources for incarcerated person use. A separate account will be established for each incarcerated person when they are booked into the San Francisco County Jail.

When an incarcerated person is admitted to the jail, a written, itemized inventory of the money in the person's possession shall be completed. Any subsequent deposits to the incarcerated person's fund shall be inventoried and documented. An incarcerated person shall be issued a receipt for all money held until their release. incarcerated persons are not allowed to possess money at any time after being booked into jail. Money found in an incarcerated person's possession after they have been booked into custody will be confiscated and deposited into the incarcerated person Welfare Fund.

An incarcerated person may use money in their account for bail or to purchase items from the incarcerated person commissary. incarcerated persons may receive and release money while in custody. Funds will be made available to incarcerated persons for their use in accordance with the rules and regulations approved by the Sheriff.

FUNDING SOURCES

The incarcerated person account will only accept funds for deposit from approved sources. Funds deposited into an incarcerated person's account will first be used to settle the incarcerated person's negative balance, should one exist. Incarcerated person accounts will not be "frozen" (i.e., limiting deposits and/or releases) in any manner beyond the scope of this policy without written approval of the Custody Operations Division (COD) Chief Deputy.

DEPOSITS DURING BOOKING

All money received during the booking process shall be deposited to the incarcerated person's account after the incarcerated person signs an acknowledgement agreeing to the amount.

DEPOSITS THROUGH THE MAIL

All approved funds received by mail shall be deposited to an incarcerated person's account and delivered to the Money Deputy after signed acknowledgment by the incarcerated person.

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- (a) The following types of negotiable instruments in the indicated amounts maybe deposited into an incarcerated person's account:
 - 1. Cashier's checks, certified checks or money orders of \$100 or less
 - 2. Income tax refund checks issued by the United States or the State of California
 - 3. Checks issued by the State of California for payment of disability benefits.
 - 4. Veterans Administration checks.
 - 5. Checks issued by the Social Security Administration for payment of retirement benefits (SSA) or disability benefits (SSD).
 - 6. Checks issued by the California Department of Corrections.
 - 7. Settlement checks from attorney-client trust accounts or insurance companies may be approved for deposit at the discretion of the Chief of Custody or Facility Commander once they have been verified by the maker.
- (b) Absent an exception made by the COD Chief Deputy or Facility Commander, the following will not be deposited into an incarcerated person's account but shall be returned to sender or placed in the incarcerated person's property if the sender is unknown. When a check or money order is returned to the sender, an explanation of why it was returned shall be sent and a copy shall be given to the incarcerated person.
 - 1. Personal checks
 - 2. Acceptable checks made out to an alias under which the incarcerated person is not currently booked.
 - 3. Cashier's checks, certified checks and money orders for more than \$100.
 - 4. Cashier's checks, certified checks and money orders in any amount from a foreign financial institution or foreign post office.
 - 5. Any type of check or money order that has a mistake on its face (such as the numeric amount does not match the written amount).
 - 6. Checks issued by the City and County of San Francisco from the Department of Social Services.
 - 7. Welfare checks issued by the Federal Government.

VISITOR DEPOSITS

Visitors may deposit funds into an incarcerated person's account. The Money Deputy may only accept cash or money orders for deposit to an incarcerated person's account.

The Money Deputy shall post funds received to the incarcerated person's account and prepare a validated receipt for the transaction. A copy of the transaction receipt shall be provided to both the incarcerated person and the person making the deposit. A copy will be retained by the Money Deputy.

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DISHONORED FINANCIAL INSTRUMENTS

- (a) In the event a check is returned by the bank, the Department shall make every reasonable effort to recover the funds, plus any additional service charges, from the incarcerated person to whose account the funds were deposited.
- (b) In addition to recovering the funds, the Department may press criminal charges and/or seek disciplinary action against any incarcerated person suspected of intentionally defrauding the Department, the commissary provider or any other incarcerated person or person.

AUTHORIZATION FOR SELF-BAIL

Incarcerated persons wishing to use their personal funds as bail must sign an Authorization for Self-Bail transaction document. This transaction document must be received by the Money Deputy before the incarcerated person's account can be debited and a receipt issued.

RELEASE OF FUNDS TO OTHER PERSONS

Incarcerated persons may release all or part of their personal funds to a person who is not in custody once each calendar month. Incarcerated persons must sign a Property Release Form and have it signed by a deputy. The person to whom the funds are to be released must take that form along with a valid driver's license or state-issued identification card to the money window at the Intake and Release Facility. If funds are available, the Money Deputy will issue a check in the amount of funds to be released.

Incarcerated persons may also request that a check be issued to pay for personal expenses such as rent, utility bills, and storage lockers.

Exceptions to the release of money once per month do not apply to bail bond representatives. Incarcerated persons may release money to a bail agency representative at any time. Incarcerated persons may also release money outside of these policy guidelines with the Sheriff's approval.

RELEASE FROM CUSTODY

The Money Deputy will receive a daily roster of incarcerated persons scheduled for release. Each incarcerated person's account will be accessed and a report showing all activity on the account will be completed and filed after it has been adjusted to show a zero balance.

Deputies who are responsible for the release of incarcerated persons will notify the Money Deputy of all impending releases, including those not on the scheduled release roster, by providing the list with the names and booking numbers to the cashier.

The Money Deputy will release the money to the incarcerated person after the incarcerated person endorses the account report.

Incarcerated persons have one year from the date they leave Sheriff's custody to claim any funds left in their account. Claims may be made in person (with a valid ID) at the Intake and Release Facility Property Room window, or via a written request from another person if they are in custody at another government correctional/medical institution.

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MONEY DEPUTY RESPONSIBILITY

The Money Deputy will verify all funds received against the amounts recorded on the incarcerated person account financial record. The Money Deputy will then post the funds to the incarcerated person's account and prepare a receipt for the incarcerated person. Deputies shall record the names and identification of individuals depositing money in the incarcerated person's account (this applies to funds received by mail, visiting, or deposited at the Property Room window).

At the end of every shift, the Money Deputy shall be responsible for balancing all transactions completed during the shift and shall complete a cash activity sheet itemizing each type of transaction.

All monies shall be counted, verified against the transactions, bundled and placed in a designated secure safe or transferred to Financial Services with appropriate transmittal documentation, in accordance with Department finance rules.

Any unresolved discrepancies found during the balancing procedures shall be promptly reported. The Money Deputy reporting the discrepancies shall prepare a report showing the amount of the discrepancy.

The report shall include the following:

- (a) Date and time each cash discrepancy was discovered
- (b) Amount of overage or shortage
- (c) Explanation of the cause of the overage/shortage
- (d) Documentation used to identify the error
- (e) Recovery attempts
- (f) Name of person reporting the discrepancy
- (g) Name of person approving the report and the date approved

The supervisor shall approve the report prior to submission to the Financial Services for final review.

SECURE BANKING OF INCARCERATED FUNDS

All monies collected by the Money Deputy shall be secured daily in an officially designated and secure place, and verified by a supervisor.

AUTOMATED KIOSKS

The use of automated kiosks for the deposit of monies into the incarcerated person account or to transfer incarcerated person monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices. The Kiosks shall not replace the ability of the public to deposit funds at the Intake and Release Facility during hours of normal operation.

Incarcerated Counseling Services

PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing counseling and crisis intervention services to incarcerated persons.

POLICY

This department will provide counseling and crisis intervention services to incarcerated persons who either requests services or are determined by a health provider to be in need of counseling or crisis intervention services. These services may be provided by:

- (a) Jail Health Services (JHS) assigned to each facility.
- (b) The Religious Services Coordinator (RSC) or religious volunteers who offer faith-based counseling (see the Religious Programs Policy).

The Facility Commander shall coordinate with the Responsible Physician to develop and confidentially maintain records of counseling and crisis intervention services provided to incarcerated persons and to ensure that those records are retained in accordance with established records retention schedules.

The Facility Commander shall ensure that request forms are available and provided to incarcerated persons who request counseling services. All incarcerated person requests for counseling shall be forwarded to the JHS Staff. If an incarcerated person displays behavior indicating a need for counseling or crisis intervention services, the deputy shall notify the Watch Commander. The Watch Commander shall assess the situation, notify JHS to provide the incarcerated person with the requested counseling as soon as reasonably practical with consideration given to facility security. incarcerated persons who are victims of a sexual abuse or harassment incident will be informed of the availability and when necessary, continued counseling after release from custody (28 CFR 115.82; 28 CFR 115.83).

Exercise and Out of Cell Time

PURPOSE AND SCOPE_

To establish guidelines and procedures ensuring that the San Francisco Sheriff's Department facilities have sufficiently scheduled exercise and out of cell time periods and sufficient space for these activities, as required by law.

1004.1.1 DEFINITIONS

Definitions related to this policy include (15 CCR 1006):

Exercise - The opportunity for physical exertion.

Out of Cell Time - Time spent outside of the sleeping area, where an individual has the opportunity to exercise or participate in recreation.

Recreation - An individual's ability to choose from activities that occupy the attention and offer the opportunity for relaxation and may include reading, games, socialization, entertainment, education, and programs.

POLICY

It is the policy of this department to provide incarcerated persons with access to exercise opportunities, exercise equipment, and out of cell time activities in accordance with state laws or requirements.

RESPONSIBILITIES

The Facility Commander or the authorized designee shall be responsible for ensuring there is sufficient secure space allocated for physical exercise and out of cell time, and that a schedule is developed to ensure accessibility to both activities for all incarcerated persons. At least three hours per week of exercise opportunities shall be provided and at least seven hours of out of cell time distributed over a period of seven days for recreation (15 CCR 1065).

ACCESS TO EXERCISE

Incarcerated persons shall have access to exercise opportunities and equipment, including access to physical exercise outside the cell and adjacent dayroom areas, and the opportunity to exercise in a gym or outdoors (if the facility design includes outdoor recreation areas) when weather permits. Incarcerated person phone and shower times are in addition to exercise times. Deputies shall use the Exercise Binder to document when incarcerated persons of like classification status are scheduled to exercise each day and shall record the exercise of an incarcerated person, or when an incarcerated person exercise period has been declined or canceled. Rescheduled exercise periods shall be documented in the Exercise Log/Binder.

Exercise Log sheets should be collected monthly and forwarded to the Facility Commander. Log sheets shall be maintained in accordance with established records retention schedules.

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Exercise and Out of Cell Time

ACCESS TO OUT OF CELL TIME

Each incarcerated person shall have access to the minimum state-required out of cell time activities outside the cell. Deputies should ensure that the maximum time possible is provided to the incarcerated persons for this purpose. The length of time will be determined by the incarcerated person's classification status, security concerns, and operational schedules that preclude out of cell time during a period of time (e.g., meal times, searches, lockdown, court). The staff should ensure that the maximum time possible is provided to the incarcerated persons for this purpose.

Televisions, newspapers, table games, and other items may also be made available to enhance out of cell time. Consideration will be given to the passive or active out of cell time needs of older incarcerated persons and incarcerated persons with disabilities.

Incarcerated persons shall receive a minimum of:

- Three hours of exercise time every seven days unless security or safety considerations dictate otherwise.
- Seven hours of out of cell time every seven days unless security or safety considerations dictate otherwise.

1004.5.1 USE OF THE INCARCERATED PERSON WELFARE FUND

Monies derived from the Incarcerated Person Welfare Fund may be used to purchase and maintain recreational equipment and supplies.

1004.6 SECURITY AND SUPERVISION

Deputies shall check the Mandatory Restraint Levels and keep away prior to allowing incarcerated persons to exercise/recreate together.

Deputies may terminate the exercise or out of cell time period and escort back to the housing unit or cell any incarcerated person who continues to act in an aggressive or disorderly manner after being ordered to stop by deputies. Whenever an exercise or out of cell time period is involuntarily terminated, deputies will document the incident and the reason for terminating the exercise period.

1004.6.1 GYM DEPUTY RESPONSIBILITIES

Deputies shall inspect exercise and recreational equipment at the beginning and end of each recreation period for contraband, safety hazards, missing equipment parts and security violations and shall document any unusual findings in the Exercise Log/Binder. Broken equipment or equipment that is in an unsafe condition shall not be used. All equipment shall be accounted for before incarcerated persons are returned to their housing unit.

Procedural link:

[Custody and Court Operations Procedure Manual: 1004.1 RECREATION DEPUTY PROCEDURES](#)

Incarcerated Person Educational, Vocational and Rehabilitation Programs

PURPOSE AND SCOPE

This department provides educational and vocational programs that are a continuity of services designed to help incarcerated persons improve personal skills, assist in their social development and improve employability after release. The ability of the department to offer educational programs is dictated by available resources (i.e. funding, staff, availability, etc.), and other required incarcerated programs, treatment, education, and routines.

POLICY

The educational and vocational programs offered by the Department are available to all eligible incarcerated persons and are subject to schedule, space, personnel and other resource constraints may apply.

While the housing classification of an incarcerated person has the potential to pose security concerns based on a validated system, every effort, to the extent reasonably practical, will be made to provide individualized educational opportunities (15 CCR 1061).

DIRECTOR OF PROGRAMS

The Sheriff or designee shall appoint a Director of Programs, who shall be responsible for managing all aspects of the incarcerated person educational and vocational program. Those duties include, but are not limited to:

- (a) Conducting an annual needs assessment to determine the type of programs needed to serve the incarcerated population.
- (b) Developing the program plans.
- (c) Developing or directing the curricula for each educational, vocational and testing component.
- (d) Developing and implementing individualized programs for high-risk or administrative segregation incarcerated persons, as needed.
- (e) Coordinating with deputies regarding the security concerns associated with these programs.
- (f) Developing and maintaining records of all needs assessments, all training offered, all incarcerated person attendees, testing records and class evaluations.
- (g) Forecasting the annual cost of the program and coordinating with the Division Commander to secure funding.

COURSE OFFERINGS

Course offerings will be subject to need, available resources, security concerns, available space and may include the following:

- Basic education, General Educational Development (GED) preparation

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- English as a second language (ESL)
- Basic literacy
- Substance abuse (i.e. AA and NA) and healthy lifestyles education
- Anger Management
- Parenting courses
- Basic computer instruction
- Basic life skills
- Vocational skills
- Other courses as deemed appropriate by the Director of Programs.

OUTREACH

Information about educational opportunities are included in the general incarcerated person orientation. Incarcerated persons receive instruction on how to request participation in the incarcerated person education programs, along with eligibility requirements and rules for participation.

ELIGIBILITY REQUIREMENTS

Educational/vocational programming may be offered to incarcerated persons. The Sheriff shall ensure that there is an opportunity for participation for all incarcerated persons.

INCARCERATED REQUESTS

Incarcerated persons should be given a form to request participation in the incarcerated person education program. Incarcerated persons may also contact the Programs staff at any time via an incarcerated person request regarding educational opportunities.

The Programs staff will notify the incarcerated person whether they have been approved for an education program. If approved, instruction will be provided to the incarcerated person on how to access the program services and will notify the affected facility staff about the incarcerated person's scheduled attendance.

incarcerated persons have the right to refuse to participate in programs other than work assignments or programs that are required by statute or court order. incarcerated persons shall not be disciplined nor placed in administrative segregation solely for refusal to program. However, an incarcerated person who refuses to program may be confined to their cell or housing area during the time when others in the same housing unit are programming.

SELF-STUDY PROGRAM

When reasonably feasible, the basic educational program may be presented by self-study tutoring and videotape programming.

Incarcerated persons admitted into the GED program are issued the necessary books and supplies. Studying is done throughout the day at scheduled periods when video programming is

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presented. Upon completion of a GED self-study program, the incarcerated person may be given the opportunity to take the GED test.

ADMINISTRATIVE SEPARATION INCARCERATED

To the extent reasonably practical, incarcerated persons in administrative separation may receive individual instruction in the form of a correspondence/self-study course and given one on one tutoring if available.

REHABILITATION PROGRAM

The Department provides opportunities for rehabilitation programs that are based upon restorative principles and community input and are fashioned in a way that gives the incarcerated person an opportunity to make amends for the harm done. The goal of the Restorative Justice programs is to provide an opportunity for participants to become productive law-abiding members of their communities. The Restorative Justice Principles are based on:

- Offender accountability (creates opportunities for offenders to repair the harm they caused).
- Survivor restoration (focuses on the harm created and the victims/survivors needs).
- Community involvement (reach out, educate the community and involve stakeholders).

The Sheriff and Director of Programs should work with other justice system partners to create such programs and opportunities. Examples include the following:

- Programs designed to deter domestic violence and substance abuse
- Community service, such as electronic monitoring, SWAP and residential treatment which are only allowed for sentenced persons under California law
- 12 -Step groups shall be encouraged but may not be made mandatory

DISCLAIMER

Nothing in this policy is meant to confer a legal right for incarcerated persons to participate in any educational offering. Educational programming is provided at the sole discretion of the Sheriff and Director of Programs.

Commissary Services

PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give incarcerated persons the opportunity to purchase specific items that are not provided to them while in custody.

POLICY

It is the policy of this department to provide commissary services so that incarcerated persons who are not on disciplinary restriction and who have funds posted to their incarcerated person accounts may purchase items approved by the Facility Commander (Penal Code § 4025).

COMMISSARY PROVIDER RESPONSIBILITIES

The Sheriff's Department will contract with a Commissary Provider who shall be responsible for the accounting and general operation of the commissary within the San Francisco County Jails. The Commissary Provider shall:

- Maintain current rules, regulations, and policies of the commissary and ensure compliance by commissary staff.
- Manage inventory and process orders in a timely manner.
- Perform weekly audits of high-security items.
- Ensure that sufficient space is provided either on or off facility property for the storage and processing of commissary orders.
- Ensure commissary facilities are sanitary and secure.
- Conduct a quarterly inventory of all supplies and immediately report any discrepancies to the Custody Operations Division (COD) Commander.
- Ensuring that all incarcerated persons who are approved to purchase commissary items are provided with a list of items that are available.
- To the extent reasonably practicable, ensure the prices for items offered in the commissary correspond to local retail store prices.

Any commissary inventory or sales issues related to religious diets shall be addressed in the Religious Programs Policy.

COMMISSARY ACCOUNTING

Each Facility Commander shall be responsible for ensuring that all incarcerated persons who have commissary privileges have the opportunity to order and receive commissary items in a timely manner.

Incarcerated persons shall be afforded the opportunity to review an accounting of their money held in their account, including deposits, debits, and commissary goods purchased and received. A discrepancy of the incarcerated person's funds shall be immediately reported to the Watch Commander and to the Commissary Provider. If the Commissary Provider and the involved

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incarcerated person cannot resolve the discrepancy, the Facility Commander shall be notified to resolve the discrepancy.

INDIGENT PACKAGES

Indigent incarcerated persons (incarcerated persons with \$5.00 or less on their trust account) cannot be restricted from receiving an indigent package. Each Facility Commander or designee shall monitor the provision of indigent packages to indigent incarcerated persons. Indigent packages shall include but not be limited to:

- (a) At least two postage-paid envelopes and two sheets of paper each week to permit correspondence with family members and friends.
- (b) Personal hygiene items, including toothbrush, toothpaste, soap, and other supplies deemed to be appropriate for indigent incarcerated persons are provided by Department.
- (c) The Sheriff may expend money from the Incarcerated Person Welfare Fund to provide indigent incarcerated persons with essential clothing and limited transportation expenses upon release (Penal Code § 4025(i)).

Procedural Link:

[Custody and Court Operations Procedure Manual: 1006.1 COMMISSARY PROCEDURES](#)

ANNUAL AUDIT OF THE COMMISSARY

The Commissary Provider should ensure that an annual audit of the commissary operation is conducted by a certified auditor. The written report prepared by the auditor should be reviewed for accuracy by the Commissary Provider and provided to the Department Chief Financial Officer.

All surplus funds from the commissary operation should be deposited into the Incarcerated Person Welfare Fund or used in a manner from which the incarcerated persons will benefit. They also may be deposited and used in accordance with expenditures authorized by the Board of Supervisors. An itemized report on expenditures shall be submitted annually to the Board of Supervisors (Penal Code § 4025 (e)).

Library Services

PURPOSE AND SCOPE

To establish guidelines for the funding of library services and for providing incarcerated persons access to leisure and legal reading materials.

RESPONSIBILITIES

Each jail facility, except the Intake and Release Center (IRC), will provide incarcerated persons with regular access to library services. Facility Commanders or their designee are responsible for the administration of the library services and to oversee the library operation as needed. The library services shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material (15 CCR 1064).

The Program Coordinator, in collaboration with the San Francisco Public Library, shall ensure reading materials are provided to the general housing units and staff assigned to assist with the delivery of library services has received the appropriate training in facility safety and security practices. The San Francisco Public Library staff delivers books and reading materials to the housing units, in lieu of providing direct access to the library.

Access to the incarcerated person library or to library materials shall be based upon incarcerated person classification, housing location, and other factors that legitimately relate to the safety and security of the facility.

LIBRARY FUNDING AND MAINTENANCE

The Chief Financial Officer may use money from the Welfare Fund to offset the cost of salaries, and the services and supplies necessary to operate the library. The Program Coordinator may enlist the assistance of the local public library system and other community organizations in order to maintain and update the library. Donated books and materials should be screened by staff for allowable content and safety prior to being distributed to incarcerated persons.

The Department may reject library materials that may compromise the safety, security, and discipline in the operation of each facility (see the Incarcerated Mail Policy for examples of materials that may be rejected).

Books and other reading material may be provided in languages that reflect the population of the facility, when made available. Program staff are responsible for the distribution of reading material.

LEISURE LIBRARY MATERIALS

Each incarcerated person is allowed to have no more than two library books, in addition to the 10 personally owned books, at any given time. Existing selections must be returned before new books may be selected by an incarcerated person. Incarcerated persons who destroy or misuse books and library materials will be subject to disciplinary action.

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Library Services

ACCESS TO LEGAL PUBLICATIONS/LAW LIBRARY

All incarcerated persons shall have reasonable access to the legal system, which may include access to legal reference materials. Access to the Law Library is coordinated by Prisoner Legal Services (PLS). Pro per incarcerated persons in criminal matters shall have priority regarding access to legal publications.

Legal information that may be provided through PLS includes but is not limited to:

- Criminal code sections.
- Copies of criminal and/or civil cases.
- Copies of judicial forms for criminal cases, civil cases, and general litigation.

Incarcerated persons desiring access to the Law Library or legal publications shall submit a completed Action Request form or a Law Library request form, which may be collected by the housing deputy and delivered to PLS. Incarcerated persons in restricted housing shall have the same access to reading materials and legal materials as the general population unless a restriction is directed by the court. Jails with law library facilities will develop a schedule of use that allows reasonable access to incarcerated persons approved to use the law library.

PLS staff will arrange for the incarcerated person to have access to the Law Library or to legal research services if they are available and do not conflict with scheduling and security concerns. Records of access to legal references and requests that were fulfilled or denied should be documented and maintained in accordance with established records retention schedules.

Pro per incarcerated persons may keep minimal supplies for their case in their cells (e.g., paper, folders, highlighters, letters, reference materials), provided they do not create a fire hazard.

ALTERNATE MEANS OF ACCESS TO LEGAL PUBLICATIONS

Nothing in this policy shall confer a right to access to a law library and PLS may provide access to the legal system by a variety of means that may include informational packets, law libraries, trained legal researchers, and limited electronic access to legal reference libraries.

LEGAL MATERIALS IN HOUSING UNIT

The Sheriff's Department allows incarcerated persons to retain legal materials (i.e. motions, complaints, transcripts, articles, newspapers, packets from PLS and books) in their housing units or cells.

- (a) Limits on legal material will apply to all incarcerated persons including those representing themselves in court as Pro Per or Pro Se.
- (b) Incarcerated persons retaining legal materials will be provided no more than two small storage boxes that will measure no more than 12x10x16 inches.
 1. A Pro Per incarcerated person may have a maximum of three legal-size boxes 12x10x16 inches.
 2. The Department will provide the storage boxes

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Library Services

3. Incarcerated persons who have legal material in excess of these storage boxes will be permitted to send or give the material to a legal representative, friend or family member. Legal material will not be added to an incarcerated person's property.
 4. If an incarcerated person has money in their Incarcerated Person Trust Account, their account will be charged for any costs associated with sending the legal material to a friend or family member.
- (c) Legal books, not kept in the storage box, are subject to the limits on the number of books allowed in a housing area (see Incarcerated Person Rules of Conduct), except for Pro Per incarcerated persons (see Incarcerated Person Access to Court/Attorney Policy).
 - (d) Legal materials are subject to search by deputies in the incarcerated person's presence.

Incarcerated Person Mail

PURPOSE AND SCOPE

To provide guidelines for the receipt, rejection, inspection, and sending of incarcerated person mail.

POLICY

This department will provide ample opportunity for incarcerated persons to send and receive mail, subject to restriction only when there is a legitimate government interest.

Nothing in this policy limits the right of the Sheriff's Department to open and inspect any publication or package received by an incarcerated person, to reasonably restrict the number of books, newspapers, or magazines an incarcerated person may have, or to confiscate contraband as defined in other Sheriff's Department policies and procedures.

MAIL GENERALLY

incarcerated persons may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of staff, visitors, or other incarcerated persons, or pose an unreasonable disruption to the orderly operation of the facility. However, incarcerated persons are only allowed to store a limited amount of mail in their cells as determined by the Custody Operation Division (COD) Commander. Excess mail will be stored with the incarcerated person's personal property and returned at their release.

The Department accepts incarcerated person mail and packages only via the U.S. Postal Service. Facilities will not accept any incarcerated person mail or packages from any private mail or messenger services (e.g., Fed Ex, UPS, DHL, etc.). incarcerated persons are allowed to correspond with other incarcerated persons in the county jails, as well as other jails or correctional institutions, as long as the mail is sent and received through the U.S. Postal Service.

Mail shall only be delivered to the incarcerated person to whom it is addressed. Deputies will ensure mail is delivered to the correct incarcerated person without unnecessary delay. Deputies delivering mail shall not leave mail in an area accessible to other incarcerated persons.

LEGAL MAIL

Incarcerated persons may correspond confidentially with courts, legal counsel, elected officials, the Department of Corrections, jail inspectors, government officials or officers of the court. incarcerated persons must sign a "Receipt for Legal Mail" form when they receive such legal mail. Staff will notate on the Receipt for Legal Mail form if the incarcerated person refused to sign, then deliver the legal mail after searching it in the presence of the incarcerated person to whom it is addressed. The legal mail receipt shall be filed at the facility.

Sheriff's Department Prisoner Legal Services (PLS) staff may bring legal mail into the facility and either place the legal mail in the designated area of incoming incarcerated person mail to be distributed by deputies or hand deliver the mail directly to the incarcerated person(s). When this occurs, inspection is not required by deputies, nor is it necessary to obtain a receipt from the

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incarcerated person. PLS mail not stamped "legal" shall be processed and treated like non-legal mail.

Except for legal mail delivered by PLS staff, deputies will inspect incoming confidential correspondence for contraband. Confidential correspondence may be opened only in the presence of the incarcerated person to whom it's addressed. Deputies may inspect outgoing confidential correspondence for contraband before it is sealed, provided the inspection is completed in the presence of the incarcerated person. In the event that confidential correspondence is inspected, staff shall limit the inspection to a search for physical items and shall not read the content of the correspondence (15 CCR 1063(c)). Confidential correspondence containing contraband shall be confiscated, a report written and forwarded to the Facility Commander.

Any legal mail containing staples, paperclips or binding material made of metal or plastic will be removed in the incarcerated person's presence prior to giving the mail to the incarcerated person. If the material cannot be removed without destroying the document(s), the mail will be returned to the sender and an Item Returned to Sender form shall be completed.

CONFIDENTIAL MAIL

Confidential correspondence to an incarcerated person from the Sheriff, Undersheriff, Assistant Sheriff, Division Commander, and Facility Commander shall be delivered to the incarcerated person unopened.

SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Facility Commander when deputies become aware of mail sent by an incarcerated person that involves (15 CCR 1083(h)):

- (a) Threats of violence against any member of the government, judiciary, legal representatives, victims or witnesses.
- (b) A court order or restraining order limiting communication with any individual(s). The Department will attempt to restrict the incarcerated person from communicating with the protected individual.
 - 1. The order shall be served on the incarcerated person and they shall be told that all outgoing/incoming mail will be screened to ensure compliance with the order. A violation shall be reported to the Court in writing along with the original of the correspondence.
- (c) Incoming or outgoing mail representing a threat to the security of the facility, staff or the public.

The District Attorney or City Attorney should be consulted in cases where criminal charges are considered against an incarcerated person or there is an apparent liability risk to the Department that relates to suspension or restriction of mail privileges.

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PROCESSING, INSPECTION AND DELIVERY OF MAIL

Deputies should process incoming and outgoing mail within 24 hours and packages within 48 hours. Mail processing may be suspended on Sundays, holidays or during an emergency situation. An emergency situation may include, but is not limited to, a riot, escape, fire, natural disaster, employee action or other serious incident resulting in the suspension of normal facility activities.

Incoming Mail

Deputies shall open and inspect all incoming general mail of current incarcerated persons. Incoming mail will be checked to ensure the incarcerated person is housed at that facility. If an incarcerated person is housed at a different facility, the mail shall be forwarded to that location unopened. Incoming correspondence that is not legal mail may be read as frequently as deemed necessary to maintain security or monitor a particular problem. Mail should be scanned for keywords and phrases that may pose a safety and/or security risk, or for any violation of the law. Mail for incarcerated persons no longer in custody should not be opened and returned to sender or to the U.S. Post Office.

Incarcerated persons shall be notified in writing when their mail is returned to the sender. Mail logs and records, justification of censoring or the rejection of mail, and copies of return notices shall be maintained in accordance with established records retention schedules.

Cashier's checks, certified checks, and money orders contained in incoming mail shall be removed and credited to the incarcerated person's account. Personal checks, cash and government checks may be returned to the sender or held in the incarcerated person's property to be given to the incarcerated person upon release.

Outgoing Mail

The Department does not generally read outgoing mail. However, outgoing may be read by staff when:

- (a) There is an articulable reason and written documentation, approved by the Facility Commander, to believe the mail would:
 - 1. Interfere with the orderly operation of the facility.
 - 2. Be threatening to the recipient.
 - 3. Facilitate criminal activity.
- (b) The incarcerated person is on a restricted mail list.
- (c) The envelope has an incomplete return address.

All outgoing mail must have the incarcerated person's name, jail number, and housing location written on the outside of the outgoing mail. Employees, contractors, vendors or visitors are not permitted to take mail from incarcerated persons for mailing outside the jail facility. Incarcerated persons may give outgoing legal mail to PLS for mailing outside the facility.

Deputies that suspect outgoing mail contains contraband or criminal conduct, will inform the Watch Commander and the Criminal Investigation Unit (CIU). The outgoing mail will be placed in a secure

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evidence locker and an Incident Report shall be written. CIU will retrieve the outgoing mail and conduct an investigation.

Inappropriate Mail and Contraband

When mail is found to be inappropriate in accordance with this policy or when an incarcerated person is sent material that is not prohibited by law, but is considered contraband by the facility, the material may be returned to the sender.

The following items are not acceptable and may be returned to the sender:

- (a) Items, which cannot be searched without destroying the item;
- (b) Items made of metal, wood, plastic, cloth, or cardboard;
- (c) Postage Stamps,
- (d) Stationery items (stationery items may be purchased from commissary),
- (e) Items larger than 8-1/2 inches by 14 inches,
- (f) Cash; (cashier's checks, certified checks and money orders from U.S. banks drawn on U.S. currency is accepted),
- (g) Polaroid photos,
- (h) Mail containing more than twenty (20) photos,
- (i) Photo(s), drawing(s), etc. depicting sexual activity;
- (j) Books, magazines, or periodicals, received in any one mailing, in excess of three;
- (k) Books/magazines/newspapers not sent from publisher, bookstore, or book club, via U.S. Postal Service,
- (l) Clothing, hair, posters, jewelry, glitter, lottery tickets, stickers, food, magnets, and identification cards
- (m) Other items deemed unacceptable by the Department.

The employee processing the mail shall complete an Item Returned to Sender form.

The following are not acceptable and shall be forwarded to CIU or the Classification Unit for further investigation:

- (a) Photos depicting gang activity or any unlawful activity;
- (b) Material tending to incite murder, arson, riot, violent racism, or other forms of violence;
- (c) Any "how to" magazines on weapons or items that could be used in an escape attempt.

DEPUTIES AUTHORIZED TO READ MAIL

Only deputies assigned by the Watch Commander are authorized to read incoming and outgoing non-confidential mail. Deputies should receive training on legitimate government interests for reading and rejecting mail and related legal requirements (15 CCR 1063).

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At no time may information obtained from reading an incarcerated person's mail be shared with another incarcerated person or discussed in the presence of other incarcerated persons.

REJECTION OF INCOMING AND OUTGOING NON-CONFIDENTIAL CORRESPONDENCE

In making the determination of whether to reject incoming non-confidential correspondence, consideration shall be given to whether rejecting the material is rationally related to a legitimate government interest, and whether alternate means of communicating with others is available. The impact the correspondence may have on other incarcerated persons and jail staff is also a factor. Reasonable alternatives should be considered and an exaggerated response should be avoided; for example, discontinuing delivery of a magazine because of one article.

Outgoing non-confidential correspondence shall only be rejected to further a substantial government interest, and only when it is necessary or essential to the address the particular government interest. Government interests that would justify confiscation of outgoing mail include:

- (a) Maintaining facility security.
- (b) Preventing dangerous conduct, such as an escape plan.
- (c) Preventing ongoing criminal activity, such as threats of blackmail or extortion, or other similar conduct.
- (d) Preventing harassment of those who have requested that no mail be sent to them by the incarcerated person.

Outgoing correspondence and material identified for rejection shall be delivered to the Facility Commander, who shall make the decision if such mail will be rejected.

BOOKS, MAGAZINES, NEWSPAPERS AND PERIODICALS

Unless otherwise in conflict with this policy and prohibited by the Facility Commander, incarcerated persons are permitted to purchase, receive and read any book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)). A local daily newspaper in general circulation, including a non- English publication shall be made available to interested incarcerated persons (15 CCR 1066(b)). Packages and publications shall be searched for contraband prior to being delivered to the incarcerated person.

REJECTION OF MAGAZINES AND PERIODICALS

The Department may reject magazines, periodicals and other materials that may inhibit the reasonable safety, security, and discipline in the daily operation of the jail facilities. Books, newspapers, and magazines are accepted only if they are sent directly by the publisher. Materials that may be rejected include, but are not limited to (15 CCR 1066(a)):

- Materials that advocate violence or a security breach.
- Literature that could incite racial unrest.
- Sexually explicit material, including pornographic magazines, nude pictures, or pictures or descriptions of sexually explicit activities.

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- Obscene publications or writings and mail containing information concerning where or how such matter may be obtained; any material that would have a tendency to incite murder, arson, riot, violent racism or any other form of violence; any material that would have a tendency to incite crimes against children; any material concerning unlawful gambling or an unlawful lottery; any material containing information on the manufacture or use of weapons, poisons, narcotics, destructive devices or explosives, or any other unlawful activity.
- Material that could create a hostile or offensive work environment.
- Any material with content that could reasonably demonstrate a legitimate government interest in rejecting the material.

Deputies shall notify the Watch Commander when a decision is made to reject books, magazines or periodicals.

Religious texts not supplied by facility-authorized entities may be accepted by the Religious Services Coordinator that has received training on facility rules involving contraband, and who has been approved by a supervisor to review such documents for distribution.

DOCUMENTING REJECTED CORRESPONDENCE

In each case where it is necessary to reject correspondence, a written record must be made of such action, to include:

- (a) The incarcerated person name and number.
- (b) A description of the mail in question.
- (c) A description of the action taken and the reason for such action.
- (d) The disposition of the item involved.
- (e) Printed name and signature of the deputy.
- (f) Notification to the incarcerated person and sender (unless such notification jeopardizes any investigation or the security of the facility).

INDIGENT INCARCERATED REQUESTS FOR WRITING MATERIALS

Indigent incarcerated persons shall receive writing materials on a weekly basis, as provided by an approved schedule established by the Division Commander. Writing materials should include the following (15 CCR 1063):

- (a) At least two pre-stamped envelopes for correspondence with family and friends
- (b) At least two sheets of paper
- (c) One pencil

Indigent incarcerated persons shall receive an amount of pre-stamped envelopes and writing paper sufficient to maintain communication with courts, legal counsel, officials of this department, elected officials, jail inspectors, government officials, and officials of the Board of State and Community Corrections. There shall be no limitation on the number of postage-paid envelopes

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and sheets of paper permitted for correspondence to the indigent incarcerated person's attorney and to the courts (15 CCR 1063(e)).

Requests shall be screened and granted based on need by PLS. incarcerated persons should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.

Telephone Access

PURPOSE AND SCOPE

To provide guidelines to employees, incarcerated persons and the public regarding the incarcerated persons' telephone system and the rules governing its use.

POLICY

The County Jail will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Facility Commander or designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067).

GUIDELINES

Incarcerated persons housed in general population will be permitted reasonable access to public telephones at scheduled times. All calls, with the exception of confidential calls to a verified attorney or legal team member, licensed physician and/or clergy, may be monitored and recorded as described in this policy.

Incarcerated persons are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

For security reasons, incarcerated persons who are awaiting transport to another facility or release to another agency are not permitted to use the telephone after receiving notification of the transportation.

Telecommunications Device for the Deaf (TDD) or equally effective telecommunications devices will be made available to persons who are deaf, hard of hearing, or have speech impairments to allow incarcerated persons to have equivalent telephone access as those without these disabilities (15 CCR 1067).

Reasons for denial of telephone access shall be documented on the incarcerated person's housing card. The rules governing the use of the telephone will, in addition to being provided to incarcerated persons during orientation, be posted near the telephones. The Facility Commander shall ensure written notices are posted in all housing and visiting areas stating that except as prohibited by law, telephone calls may be recorded and monitored.

The staff should monitor the use of public telephones to ensure incarcerated persons have reasonable and equitable access and that the rules of use are observed. Any incarcerated person refusing to cooperate with the telephone rules may have their call terminated, and/or incur disciplinary action which may include suspension of telephone privileges.

Telephones are free for incarcerated persons.

Incarcerated persons are allowed three telephone calls, immediately upon being booked and no later than three hours after arrest. Incarcerated persons have the right to reasonable access to a telephone in addition to those three calls.

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Telephone Access

GENERAL

In accordance with federal and state laws, the Department has the legal authority to monitor and record conversations on telephones located within jail facilities dedicated to incarcerated person use.

- (a) All incarcerated person telephone calls are subject to regulation/supervision by the Department.
- (b) The Criminal Investigations Unit (CIU) is responsible for managing requests from Law Enforcement.
- (c) Criminal Investigations, Internal Investigations and Classification staff may listen to recordings of incarcerated person telephone calls and electronically monitor calls. Staff not assigned to these units must receive prior authority by a Division Commander or higher.
- (d) The Custody Operations Division (COD) Chief or designee is responsible for the approval of confidential/blocked telephone number requests.
- (e) The Information Technology Support and Services Unit (ITSS) is responsible for maintaining the confidential, blocked and free telephone number database.
 - 1. With the exception of the below, telephone numbers remain in the confidential database for 12 months from the date of approval:
 - (a) Sheriff's Prisoner Legal Services
 - (b) San Francisco Public Defender's Office
 - (c) BAR Association Criminal Conflicts Panel
- (f) Attorneys, licensed investigators, licensed clinicians and clergy shall complete an ITSS Confidential Number Request Form to place their telephone number(s) in the confidential database. Attorneys may request to have investigators and paralegals numbers included in the database.
 - 1. The completed Request Form, with legible proof of licensing, may be mailed, faxed or emailed to the COD Chief or designee.
 - (a) The COD Chief or designee will:
 - 2. Approve or deny the request and forward it to ITSS for inclusion in the confidential database.
 - (a) Within three business days of receipt, notify the requesting party of the request status.
- (g) Individuals, including victims of or witnesses to crimes and representatives of law enforcement and criminal justice agencies may request to block or unblock their telephone number(s) by submitting a Blocking/Unblocking Telephone Number Request Form to ITSS.
- (h) Access to incarcerated person telephones may be limited when:
 - 1. Deputies have an articulable reason (e.g., imminent incarcerated person transport, incarcerated person disturbance)

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Telephone Access

2. Supervisors:
 - (a) Impose discipline; or,
 - (b) Have reasonable suspicion that the incarcerated person is harassing a victim or witness to a crime, or actively engaged in the suppression or destruction of evidence. Have reasonable suspicion that the incarcerated person is harassing a victim or witness to a crime, or actively engaged in the suppression or destruction of evidence. A memo shall be generated documenting the reasons for limiting an incarcerated person's access to the telephone for reasons other than the imposition of discipline.

[See attachment: ITSS Confidential Number Request form.pdf](#)

[See attachment: ITSS Unblock Request form.pdf](#)

USE OF TELEPHONES IN ADMINISTRATIVE SEPARATION HOUSING

Incarcerated persons who are housed in administrative separation may use the public telephones during the time allocated for that classification of incarcerated person to utilize that space. If portable telephones are available, persons who are housed in administrative separation units may have reasonable access to the portable telephones.

COURT-ORDERED TELEPHONE CALLS

If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific incarcerated person, the supervisor may direct that an incarcerated person use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the incarcerated person is not calling a number that has been restricted by a court order or by request of the recipient. Such a call shall be recorded to the same extent authorized for by any non-legal calls that are not court-ordered.

TELEPHONE CONTRACTS AND CHARGES

The COD Chief or designee is responsible for ensuring all contracts involving telephone services for incarcerated persons comply with all applicable state and federal regulations, that rates and surcharges are commensurate with those charged to the general public for similar services, and the broadest range of calling options is provided, in accordance with sound correctional management practices.

[See attachment: Resetting Security PINs.pdf](#)

Incarcerated Visitation

PURPOSE AND SCOPE

To establish rules for visitation and to provide a process for incarcerated person visits and visitors. Visitation is a privilege and is based on space availability, schedules, and on-duty staffing.

DEFINITIONS

Definitions related to this policy include (Penal Code § 4032):

In-person visit - An on-site visit that may include barriers. In-person visits include interactions in which an incarcerated person has physical contact with a visitor, the incarcerated person is able to see a visitor through a barrier, or the incarcerated person is otherwise in a room with a visitor without physical contact. "In-person visit" does not include an interaction between an incarcerated person and a visitor through the use of an on-site two-way audio/video terminal.

Video visitation - Interaction between an incarcerated person and a member of the public through the means of an audio-visual communication device when the member of the public is located at a local detention facility or at a remote location.

GUIDELINES

The Department shall provide adequate facilities for visiting that include appropriate space for the screening and searching of incarcerated persons and visitors and storage of visitors' personal belongings that are not allowed in the visiting area.

The Facility Commander shall develop written procedures for incarcerated person visiting, which shall provide for as many visits and visitors as facility schedules, space, and number of personnel will reasonably allow, with no fewer visits allowed than specified by 15 CCR 1062 per week, by type of facility. The procedures are subject to safety and security requirements and whether an emergency or other conditions justify a limitation in visiting privileges or if video visitation is appropriate (Penal Code § 4032; 15 CCR 1062).

The visiting area shall accommodate incarcerated persons and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to incarcerated persons and disabled visitors to facilitate a visitation period.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

Court orders granting a special incarcerated person visitation are subject to city and county legal review and interpretation.

VISITOR REGISTRATION AND IDENTIFICATION

All visitors must register online at <http://www.sfsheriff.com> and produce a valid state, military, tribal or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

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- (a) Valid identification includes:
 - 1. A person's photograph
 - 2. A person's physical description
- (b) In addition to a valid government identification, an official visitor shall present proof of professional capacity. For example, attorney license or State Bar card, law enforcement identification, or a business card/letterhead of the business with the visitor's name.

Failure or refusal to provide a valid identification is reason to deny a visit.

VIDEO VISITATION NOT TO REPLACE IN-PERSON VISITATION

Video visitation shall only be used as a supplement, not a replacement, for in-person visitation to meet the requirements of 15 CCR 1062.

AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of the jail facility may be subject to search if there is reasonable suspicion that the individual is attempting to bring contraband into the facility or is otherwise subject to search due to a lawful arrest or detention while on the premises.

The facility shall have a notice posted indicating that any cellular telephone, wireless communication device, or any component thereof shall be confiscated for the period of the visitation and returned to the visitor upon departure from the facility (Penal Code § 4576(b)(3)).

VISITING SCHEDULE

The Facility Commander shall develop a schedule for incarcerated person visitation that includes weekends and holidays. The visiting hours may be posted in the incarcerated person housing areas, the public area of the facility and online.

DENIAL OR TERMINATION OF VISITING PRIVILEGES

The Facility Commander or designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause (15 CCR 1062). Danger to the security of the facility or other good cause includes but is not limited to the following:

- (a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.
- (b) The visitor refuses to submit to being searched.
- (c) The visitor or incarcerated person violates facility rules, deputy directions or posted visiting rules.
- (d) The visitor fails to supervise and maintain control of any minors accompanying the visitor into the facility.
- (e) Visitors attempting to enter this facility with contraband will be denied a visit and may face criminal charges.

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- (f) The visitor caused a disturbance and was escorted out of the facility.
- (g) Except with prior consent from the Watch Commander, a person previously convicted of a felony and previously confined in state prison that comes onto jail grounds or into jail facilities is in violation of state law and shall be denied a visit.
 - 1. No person shall be denied an opportunity to facilitate a parent/child visit based solely on a previous state prison conviction.
 - 2. The Sheriff has authorized those persons that fall under California Penal Code 4571 to enter the public area of a jail for the purpose of visiting an incarcerated person during authorized visiting hours. The Sheriff may revoke this permission in total for any individual.
- (h) A violation of certain rules may result in cancellation, detention and/or arrest. A violation may result in the suspension of visiting privileges at the discretion of the Facility Commander.
- (i) Visitors denied access to future visits may appeal in writing to the Facility Commander. The Facility Commander will respond to a written appeal within five business days from receipt (15 CCR 1062).

GENERAL VISITATION RULES

All visitors and incarcerated persons will be required to observe the following general rules during visitation:

- (a) A maximum of three visitors will be permitted to visit an incarcerated person at any one time including children. Except when a minor has been pre-approved to visit, at least one of the visitors must be eighteen years or older. Children visiting incarcerated persons must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the incarcerated person and the parent or legal guardian, the incarcerated person will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit. Any person unwilling or unable to control their children will be asked to leave.
- (b) Visitors may not sign up to see the same incarcerated person twice in one day.
- (c) An incarcerated person may refuse to visit with a particular individual.
- (d) Those incarcerated persons who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.
- (e) Visitors must arrive twenty minutes prior to their scheduled visit. Visitors who arrive late may not be admitted into visiting. Visitors must be appropriately dressed, wearing footwear, prior to entry into the facilities visitor area.
- (f) Inappropriate clothing, such as sexually provocative clothing that reveals genitalia, buttocks, breasts, transparent clothing, strapless halter-tops, excessively tight or revealing clothing, hats and bandanas, or clothes associated with a gang (gang colors, tattoos, etc.) or otherwise deemed by the Watch Commander to be unacceptable, will not be permitted.

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- (g) A visitor may not give any item to an incarcerated person, absent permission from the Watch Commander or designee.
- (h) Visitors will leave all personal items, with the exception of car keys, money, and identification, outside of the secure area.
- (i) Any device that can record, store and/or transmit sound, images or text are strictly prohibited,
- (j) Visitors shall not display gang colors, wave caps, headscarves, bandanas, or other similar attire or display gang signs, tattoos, or graffiti. A visitor who is able to remove or cover the distinguishing item prior to entering the jail grounds or visiting lobby may be given the opportunity to do so. The item must remain out of sight for the duration of the visit and while on jail grounds or visiting lobby.
- (k) Food or drink is not permitted in the visitor's area.
- (l) Incarcerated persons will be permitted to sign legal documents, vehicle release forms, or any other items authorized by the Watch Commander. Transactions of this nature will not constitute a regular visit.
- (m) The use of profanity or yelling is prohibited.

SPECIAL VISITS

The Facility Commander may authorize special visitation privileges, taking into consideration the following factors:

- The purpose of the visit
- The relationship of the visitor to the incarcerated person
- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the log will be made. The entry will include the requesting visitor's name and the reason why the visit was denied.

ATTORNEY VISITS

Incarcerated persons shall have access to an attorney in a private interview room. Staff shall not interfere with, suspend, or cancel official visits except in circumstances where the safety and security of the facility is compromised.

PROCEDURAL LINK

[Custody and Court Operations Procedure Manual: 1010.1 CHILDREN AND YOUNG VISITORS](#)

[Custody and Court Operations Procedure Manual: 1010.2 PARENT/CHILD VISITS APPLICATION](#)

[Custody and Court Operations Procedure Manual: 1010.3 ELIGIBILITY CRITERIA FOR PARTICIPATION IN PARENT/CHILD VISITS](#)

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Custody and Court Operations Procedure Manual: 1010.4 PARENT/CHILD VISITING GUIDELINES

Custody and Court Operations Procedure Manual: 1010.5 DEPUTY RESPONSIBILITY AT PARENT CHILD VISITS

Custody and Court Operations Procedure Manual: 1010.6 HUMAN SERVICES AGENCY (HSA) SUPERVISED VISITS

Resources for Released Persons

PURPOSE AND SCOPE

The purpose of this policy is to establish the process of providing community resource information to any sentenced incarcerated person who is released from the Sheriff's Community Programs in order to assist with the transition back into the community. Rehabilitation Service Coordinators assigned to Community Programs will be responsible for compiling and updating the information in the resource list.

POLICY

It is the policy of this department that all sentenced persons shall be provided with an information packet containing community resources prior to their release.

COMMUNITY RESOURCES

The information packet with community resources should contain, at a minimum, the contact information for the following organizations and resources:

- Community health centers
- Employment centers
- Registry office to obtain an identification card
- Substance abuse and mental health providers
- Housing agencies
- Education agencies

Subject to the approval of the Sheriff or the Facility Commander, the staff or community providers may offer classes within the facility that are related to these community services.

Upon request, the department will provide the verification needed for a replacement California identification card, if applicable (Vehicle Code § 14902(g)).

Pretrial Release Program

PURPOSE AND SCOPE

The Department contracts with San Francisco Pretrial Diversion Project (SFPDP) to provide Public Safety Assessments (PSA) and supervision options to the San Francisco Superior Court to inform the judicial determination regarding pretrial detention. The Department is committed to the provision of pretrial release options that also work to mitigate risk for failure to appear and new criminal activity.

POLICY

It shall be the policy of the San Francisco Sheriff's Department to commit resources to a Pretrial Release Program. The goals of the program are for incarcerated persons who are awaiting an action by the court to secure or maintain gainful employment while maintaining public safety, to ensure their court appearance.

STAFF RESPONSIBILITIES

Responsibilities of the staff assigned to the Pretrial Release Program shall include the following:

- Supervision of defendants released by the court.
- Communication and collaboration with the Sheriff's Department, Superior Court, Department of Public Health, other stakeholders and community-based organizations as dictated by the circumstances of each case.
- Provision of treatment groups
- Documentation and reports to the court

Prior to the pretrial release hearing, staff members shall be responsible for collecting, verifying and completing a Public Safety Assessment for each individual who is charged with a new (non-warrant) offense which is forwarded to the judicial officer. The PSA provides a continuum of four possible recommendations:

1. No Active Supervision (NAS)
2. Minimum Supervision (MS)
3. Assertive Case Management (ACM)
4. Release Not Recommended (RNR)

Persons released to NAS make a promise to appear for future court appearances and provide contact information to SFPDP for regular court reminders. Persons released to Minimum Supervision are expected to check in with pretrial services twice per week by phone. The Assertive Case Management program typically requires between two and four in-person check-ins each week along with individualized plans for behavioral health interventions. The goal of this work is to maximize appearances in court and to minimize risk to public safety, pending trial.

Alternatives to Incarceration: Sentenced and Pretrial

PURPOSE AND SCOPE

To define eligibility criteria for alternatives to incarceration.

POLICY

The San Francisco Sheriff's Department will provide alternatives to incarceration for individuals sentenced to a county jail term based upon an individual risk assessment which is consistent with public safety goals. Pretrial defendants are generally under the jurisdiction of the Superior Courts and the Sheriff will follow court orders whenever possible for assuring alternatives to incarceration for these individuals.

GENERAL

- (a) The Department has final authority for approval or denial of a sentenced individual for placement in an alternative program in lieu of a county jail sentence unless the individual is on a revocation of probation or parole.
- (b) The Department has the following alternative sentencing programs:
 - 1. Electronic Monitoring
 - 2. Residential Treatment
 - 3. Sheriff's Work Alternative Program (SWAP)
 - 4. County Parole
- (c) Incarcerated persons released to an alternative program may be released pursuant the following penal codes:
 - 1. 1203.016 PC (Home Detention)
 - 2. 1203.017 (Involuntary Home Detention: Sentenced Misdemeanants)
 - 3. 3081(b) PC (County Parole)
 - 4. 1203.018 PC (Electronic Monitoring (EM) associated with bail)
 - 5. 4024.2 PC (Sheriff's Work Alternative Program (SWAP))
- (d) No incarcerated person shall be released to a program until cleared by the Central Records and Warrants Unit (CRW).
- (e) It is the intent of this policy to give deference to court orders regarding placement in alternative programs for sentenced individuals.

PRETRIAL DEFENDANTS

- (a) The Department does not have the legal authority to release pretrial individuals to an alternative program in lieu of jail.

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- (b) Pretrial defendants may become enrolled in Pretrial Electronic Monitoring (PTM) or other alternatives to incarceration by court order of Own Recognizance (OR) or Bail with PTM as a condition of release.
- (c) When Community Program deputies become aware of the Court ordering a pretrial person to electronic monitoring as a condition of either OR or bail or, the court order shall be followed whenever possible.
 - 1. Persons in constructive custody who do not comply with electronic monitoring protocols may be considered in violation of a court order.
 - 2. Absent the commission of a new crime and consistent with criminal procedures, pretrial defendants may only be returned to secure custody pursuant to an arrest warrant, a revocation of bail, remand, or as ordered by a judicial officer.
- (d) A Superior Court Judge may request a pre-plea review to access eligibility for alternative program sentences which may include electronic monitoring and/or residential treatment placement. The judge's order for the referral to the Community Programs Unit for a pre-plea review should include the following information for review:
 - 1. Defendants name and case number
 - 2. Charges
 - 3. Name of the residential treatment program
 - 4. Defense attorney and district attorney's names
 - 5. Next court date
 - 6. Anticipated sentence
- (e) The defense attorney will be instructed to provide all necessary paperwork to the Community Programs Unit.
- (f) All pre-plea reviews must be reviewed by a Community Programs supervisor.

SENTENCED INCARCERATED PERESONS

All sentenced incarcerated persons, prior to release to an alternative program, shall be reviewed for eligibility based on the offenses listed in the Community Programs List of Ineligible Offenses. A Community Programs supervisor will review all decisions.

Alternative program eligibility is based on qualifying and disqualifying offenses, legal decisions, in-jail behavior and/or special circumstances.

A risk assessment will be conducted to include a review of in-custody behavior, including factors in mitigation and aggravation. These factors shall include, but are not limited to:

- (a) Assaults and/or battery on staff and/or incarcerated persons
- (b) Memorialized conflict with Department employees/contract service providers
- (c) Rule violations
- (d) Documented threats

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- (e) Administrative Segregation status (excluding protective custody and other non-negative placements)
- (f) Treatment plan
- (g) Taking accountability for one's actions.

Sentenced individuals shall be reviewed for alternative program placement after sentencing and on a quarterly basis thereafter. Once the sentencing paperwork has been received by Community Programs, a criminal history check will be conducted, and the review includes:

- (a) Electronic Monitoring
- (b) Residential Treatment
- (c) SWAP
- (d) County Parole

Residential Treatment Programs:

- (a) If the person referred to residential treatment does not meet eligibility based on the Community Programs List of Ineligible Offenses such placement will be made only with electronic monitoring as a condition of their placement in a residential treatment program and must be approved by the Unit Commander or higher.
- (b) If the individual absconds, a deputy shall issue a return to custody warrant and that information shall be conveyed to the CRW for entry into the California Law Enforcement Telecommunications System (CLETS).

Sheriff's Work Alternative Programs:

- (a) When considering placement to SWAP, an individual must be able to complete the SWAP obligation within one year.
- (b) Out-of-county SWAP/EM commitments may be served in San Francisco if the out of county agency authorizes the transfer.
 - 1. Anyone requesting to serve their out-of-county commitment in San Francisco must provide proof that they are a resident of San Francisco.
- (c) Out of county commitments are subject to the same constraints as in county commitments.
- (d) The Department may reject an Out of County transfer with an articulable reason and approval of the Community Programs Watch Commander.

INELIGIBILITY FOR ALTERNATIVE PROGRAMS

Sworn supervisors shall review and determine appropriateness for placement:

- (a) Ineligible offenses per the Community Programs List of Ineligible Offenses
 - 1. Current charges and/or conviction in the past 7 years of an ineligible offense.

Community Programs Unit Commander shall review and determine appropriateness for placement:

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- (a) A person with a current charge (or prior felony conviction within the past 7 years) that requires a 290 P. C. registration.
- (b) Persons with a 273.6 P. C. Domestic Violence restraining order or a violation of a CPO pursuant to a conviction of 273.6.
- (c) Child pornography convictions prior or current.

INDIVIDUALS WHO ABSCOND

Sentenced individuals who abscond from an alternative jail sentence program are subject to arrest pursuant to 4532 (a) (1) or 4532 (b) (1) of the California Penal Code.

- (a) Upon being notified that an individual has absconded, a Community Programs deputy will write an Incident Report and issue a return to custody warrant.
- (b) The deputy shall review the matter to determine whether to seek a new criminal complaint for the absconding.
- (c) An individual who absconds from a residential treatment or an electronic monitoring program and is returned to custody to complete their jail sentence may not be eligible for participation in a residential treatment program or electronic monitoring during the same incarceration on the same sentence.

Procedure:

[Custody and Court Operations Procedure Manual: 1013.1 SENTENCED AND PRETRIAL INMATE PROCEDURES](#)

Incarcerated Workers

PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for incarcerated workers. Incarcerated workers develop useful job skills and work habits that facilitate them as they return to the community.

POLICY

The San Francisco Sheriff's Department has incarcerated workers within the secure perimeter of each facility, in accordance with all applicable federal, state or local work safety laws, rules and regulations, and to the extent that the operation of incarcerated workers do not pose a risk to the safety of the staff, other incarcerated persons or the public.

LEGAL REQUIREMENTS

1014.3.1 INCARCERATED WORKER REQUIREMENTS

Incarcerated persons may volunteer for work assignments or be assigned to work by deputies. Incarcerated persons shall not be required to perform work which exceeds their limitations. Incarcerated persons may be excused from work in order to maintain their participation in an educational, vocational or drug abuse treatment program. The Department will abide by all laws, ordinances and regulations when using incarcerated persons to work in the facilities.

incarcerated persons not serving a jail or prison sentence may volunteer for work or be assigned but cannot be compelled to work.

INCARCERATED WORKER SELECTION

At each jail facility, an assigned deputy shall be responsible for the selection and assignment of incarcerated persons to the various work assignments (i.e. kitchen, staff dining area, laundry, etc.). Incarcerated person work assignments and hours will be determined by the Watch Commander or designee. Deputies should solicit input from other deputies and the Classification Unit in assisting with incarcerated person selection and assignment for work outside the housing unit. Selection of incarcerated workers is determined by in custody behavior, attitude and willingness to work. Deputies shall take into consideration the following eligibility criteria:

- (a) The incarcerated person's current charges, criminal history, and classification are such that the incarcerated person will not pose a security risk to other incarcerated persons, staff or the public.
- (b) The incarcerated person's capacity to perform mental and physical tasks will match the job requirements.
- (c) Disciplinary history.
- (d) Gang affiliation.
- (e) Automatic disqualifications of an incarcerated person becoming an incarcerated worker are:

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1. incarcerated persons who have posed a threat in the past or have been charged with or attempted an escape.
2. Any disruptive behavior (significant RFDs).
3. Housed in Administrative Separation within the past 18 months.
4. Currently has an active fugitive warrant or detainer.

Incarcerated persons must be able to pass a health screening test in accordance with the policies contained in this manual and must meet all statutory and regulatory requirements. Health-screening shall be done for incarcerated persons who work in the kitchen, around food products or in the laundry. Health screenings for incarcerated workers will be performed every six months.

When using incarcerated persons to serve meals in the housing units, deputies should not use incarcerated persons that say they are ill or show signs of illness.

Incarcerated persons are not allowed to work outside the secure confines of a jail.

PROHIBITION OF NONPUBLIC WORK PROJECTS

Work projects on behalf of any private individual are strictly prohibited and may constitute a violation of the law.

SUPERVISION OF INCARCERATED WORKERS

Incarcerated workers shall be under the direct supervision of a deputy at all times when they are on assignment. Deputies in charge of incarcerated workers or who provide supervision of incarcerated persons assigned to work should adhere to the following:

- (a) Incarcerated workers will be provided with safety equipment, clothing and footwear commensurate with the work performed.
- (b) Work periods shall not exceed 8 hours per day.
- (c) Incarcerated workers should be provided with work breaks to allow them to take care of personal needs.
- (d) Incarcerated persons who work shifts during the early morning or late-night hours should be provided with quiet space to allow for sleep during daytime hours.
- (e) Incarcerated person performance is regularly evaluated.
- (f) Incarcerated persons receive recognition of the competencies they acquire.

Persons who are responsible for the supervision of incarcerated workers should receive training in basic areas of safety, security and reporting procedures. The deputy shall document the incarcerated person's Field Arrest Card to include the hiring deputy's name and badge number.

Disciplinary action for incarcerated worker misconduct shall adhere to the Incarcerated Discipline Policy. Poor work performance, RFDs or poor participation in the programs may result in the suspension or termination of an incarcerated worker.

- (a) When an incarcerated worker is terminated or suspended deputies are responsible for:

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1. Removing the person from the incarcerated worker housing unit to an appropriate housing location.
2. Documenting the reason for removal and notifying Classification.
3. Complete the Breach of Contract or Request For Discipline Form if applicable.
4. Document the Field Arrest Card.
5. File all paperwork in the Incarcerated Worker file and inform a supervisor.

INCARCERATED WORKER TRAINING

Incarcerated person who are assigned to work in any area that may require the handling of any chemicals or the use of any equipment shall receive training from staff or contracted provider (i.e. food service provider) prior to using the chemicals or equipment. Staff and contractors shall train incarcerated person workers on safety practices. incarcerated persons should never be assigned to handle dangerous chemicals or equipment that normally require a level of expertise and competency beyond their demonstrated ability.

INCARCERATED WORKER INCENTIVES

The Facility Commander may establish a recognition program for incarcerated person assigned as incarcerated workers. Recognition of incarcerated persons can be observed in the following ways:

- (a) Granting special housing, extra privileges, recreation and special rewards, as allowed by law regulation and policy. Incarcerated person welfare funds may be used to offset the cost of a reward program.
- (b) Awarding certificates of achievement for successful completion of vocational, educational and/or work programs.

ATTACHMENTS

[See attachment: Program Removal Form.pdf](#)

[See attachment: Breach of Contract.pdf](#)

Religious Services

PURPOSE AND SCOPE

This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072). To provide incarcerated persons with access to religious services and counseling through local clergy, congregations and religious organizations.

DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Department, as opposed to something merely preferred, that can be furthered only by the policy under review.

Insincerity of belief - Specific incarcerated person behavior that is inconsistent with the practices of the incarcerated person's professed religious beliefs. This includes seeking a kosher diet while simultaneously consuming non-kosher commissary food items, treating religious accouterments inappropriately, attending religious services for purely social and/or criminal purposes, etc.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Department adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the incarcerated person's sincerely held religious beliefs. This includes, but is not limited to, attending religious services, joining prayer groups, leaving hair uncut, wearing head coverings, adhering to certain dietary restrictions and receiving certain religious reading material.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Department that places an incarcerated person in a position of having to choose between following the precepts of their religion and forfeiting benefits otherwise generally available to other incarcerated persons, or having to abandon one of the precepts of their religion in order to receive a benefit.
- The Department puts considerable pressure on an incarcerated person to substantially modify their behavior in violation of their beliefs.

POLICY

It is the policy of this department to permit incarcerated persons to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate

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governmental objectives of the facility. Practicing one's religion shall be viewed and treated as a legal right, not a program, and shall not be denied absent an articulable compelling reason.

STAFF RESPONSIBILITIES

Employees shall not show favoritism or preference to any religion and will not discriminate or retaliate against an incarcerated person for participating or not participating in a religion or religious practice. Incarcerated persons are not required to participate in religious programs or activities.

Employees will not allow their personal religious beliefs to influence them in the daily management of the incarcerated population, particularly as it relates to religious practices.

REHABILITATION SERVICES COORDINATOR (RSC)-RELIGIOUS SERVICES RESPONSIBILITIES

The RSC shall assist Division and Facility Commanders with supervising, planning, directing, and coordinating religious programs. The RSC will:

- (a) Coordinate religious services, religious diets, marriages, etc.
- (b) Maintain a list of accepted religious practices approved by the COD Commander and ensure the current list is available to deputies.
- (c) Review requests for religious accommodations.
- (d) Provide or arrange for spiritual counseling for incarcerated persons.
- (e) Distribute a variety of religious texts.
- (f) Develop and maintain a liaison with religious faiths in the community.
- (g) Make reasonable efforts to enlist religious leaders from outside the community as necessary.
- (h) Work with incarcerated person families when requested.
- (i) Periodically survey the incarcerated person population to determine whether current resources are appropriate.
- (j) Providing guidance to the Sheriff, COD Commander and Facility Commanders on issues related to religious observance.
- (k) Ensure religious service representatives, who intend to provide regular services, attend the Department Volunteer Orientation.

RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Incarcerated persons are not required to identify or express a religious belief. An incarcerated person may designate a belief, or no belief, during the intake process and may change a designation at any time by declaring their religious belief in writing to the RSC. Incarcerated persons seeking to engage in religious practices shall submit an Incarcerated Action Request through the established process.

Requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs

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shall not always require that all incarcerated persons of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to the RSC. In determining whether to grant or deny a request for accommodation of a religious practice, the RSC will, in collaboration with the Facility Commander, review the request and make a decision based on the safety and security of the facility.

All denials of accommodations, either in part or in full, should be forwarded to the COD Commander with the basis for the denial within 14 days of the incarcerated person's original request being made. The COD Commander or designee will review the denial and respond to the requesting incarcerated person as soon as reasonably practical.

The COD Commander shall be informed of all approved accommodations. The RSC and Facility Commanders should notify staff as necessary to meet an approved accommodation.

Incarcerated person requests for religious accommodations and related determinations shall be fully documented in the incarcerated person's record.

HEAD COVERINGS

Religious head coverings include, but are not limited to, hijabs, scarfs, kufis, pagris, chunnis, and yarmulkes. Incarcerated persons booked into the Intake and Release Facility (CJ#1) with religious head coverings shall be allowed to keep such covering after it has been searched. This shall be documented on the Field Arrest Card or Housing Activity Card.

- (a) Head coverings should never be forcibly removed unless exigent circumstances exist.
- (b) Head coverings which are a symbol of faith may be worn at all times and are subject to search.

SUSPENSION OR REVOCATION OF ACCOMMODATIONS

In an emergency or extended disruption of normal facility operations, the Facility Commander may suspend any religious accommodation. The Facility Commander may also revoke or modify an approved religious accommodation if the accommodated incarcerated person violates the terms or conditions under which the accommodation was granted.

Incarcerated persons may be removed from religious services, programs by the RSC or a sworn supervisor.

- (a) Removal is appealable to the Facility Commander who may request a clergy person of the professed faith to interview the incarcerated person to determine whether the removal should be rescinded.

APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS Incarcerated persons may appeal the Facility Commander's denial, suspension or revocation of an accommodation through the incarcerated person appeal process.

DIETS AND MEAL SERVICE

The Facility Commander shall provide incarcerated persons requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious

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dietary practice. This should be done within budgetary constraints and consistent with the security and orderly management of the facility.

An incarcerated person may submit an Incarcerated Action Request to the deputy or the RSC for a religious diet. The deputy will forward the request to the RSC.

- (a) The RSC shall administer a written test to determine if the incarcerated person possesses a sincerity of belief in their professed faith. If the incarcerated person has previously been approved for a religious diet, then additional testing is not necessary and an Incarcerated Action Request is sufficient for reinstatement.
 1. A denial will be explained in writing to the incarcerated person by the RSC.
 2. Medical diets can only be authorized by Jail Health Services (JHS) and take precedence over religious diets except when the incarcerated person submits a request to be removed from the medical diet. If the incarcerated person is on a medical diet, any change must be approved by JHS.

If the diet is approved, the RSC will provide a list of incarcerated persons authorized to receive religious diets to the food services manager and to the Facility Commander. The food services manager shall establish a process for managing religious meal accommodations. Incarcerated persons who demonstrate an insincerity of belief in their diet may be removed from the religious diet by the RSC. The RSC shall notify the Facility Commander of all terminated religious diets.

HAIRSTYLES AND GROOMING

Unless it is necessary for the health and sanitation of the facility, incarcerated persons who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair.

Any incarcerated person whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

RELIGIOUS TEXTS OR ACCOUTERMENTS

Religious texts should be provided to the requesting incarcerated person if the texts available do not pose a threat to the safety, security and orderly management of the facility. Religious service representatives shall not deliver or provide accouterments such as books, pamphlets, plastic rosaries or prayer beads, head coverings, prayer rugs or other material to incarcerated persons without the authorization of the Facility or Watch Commander (via the RSC).

- (a) Approved items may be kept by the incarcerated person.
- (b) The Facility or Watch Commander may withdraw approval of religious items if found to be altered or used for non-religious purposes.
 1. The Watch Commander will advise the RSC and Facility Commander when such action is taken.

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UNAUTHORIZED PRACTICES OR MATERIAL

The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

- (a) Animal sacrifice
- (b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security
- (c) Self-mutilation
- (d) Use, display, or possession of weapons
- (e) Self-defense or military training
- (f) Disparagement of other religions
- (g) Nudity or sexual acts
- (h) Profanity
- (i) Use of illegal substances or controlled substances without a prescription

GROUP RELIGIOUS SERVICES

Attendance at group religious services may be allowed after due consideration of the incarcerated person's classification or other concerns that may adversely affect the order, safety, and security of the facility.

Alternatives to attendance of group religious services may be one on one sessions.

The RSC will work with each facility's Program Coordinator for regularly scheduled religious services.

- (a) The RSC shall submit a Jail Clearance Request to the Jail Clearance Officer for all religious representatives who will provide regular services.
- (b) Incarcerated persons housed in administrative segregation who desire to attend a specific service may submit an incarcerated person Action Request to the Classification Unit for review. A denial is appealable via the incarcerated person Grievance policy.
- (c) Based on facility safety and security needs, regularly scheduled services shall be updated and posted in incarcerated person areas.
- (d) Religious service providers may be permitted to enter the incarcerated person housing areas (i.e., pods in direct supervision facilities) to announce their services and invite incarcerated persons to participate.

Incarcerated persons may be denied access to scheduled religious services or a religious contact visit as a consequence of a jail rule violation at the Watch Commander's discretion.

Regularly scheduled religious services that are frequently canceled by the provider or have low attendance may be terminated by the Facility Commander and/or the RSC or rescheduled for a different day and/or time.

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RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

Priests and other religious service providers are permitted to bring small amounts of bread/crackers and/or non-alcoholic wine into the facility for the purposes of communion during religious services, with the approval of the Facility Commander (via the RSC). The amount of non-alcoholic wine that may be brought into the facility shall be no more than is necessary to meet the needs of the service being offered. Incarcerated persons are not permitted to have access to any alcoholic beverage without the prior approval of the Facility Commander and only if determined to be necessary to central tenants of the religious services to be provided.

RELIGIOUS GARMENTS AND CLOTHING

Incarcerated persons who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify incarcerated persons and maintain security.

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of department-supplied head coverings when available and appropriate.

Incarcerated persons wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite gender, if they so desire. Religious garments that substantially cover the person's head and face shall be temporarily removed during the taking of booking and identification photographs.

To the extent reasonably practicable, alternative housing may be considered to accommodate an incarcerated person's need for religious attire, while meeting the security needs of the facility.

FAITH-AND MORALS-BASED COUNSELING

The Facility Commander shall be responsible for establishing a plan for incarcerated persons to receive faith- and morals-based counseling from the RSC or volunteer religious service providers. incarcerated persons should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers, volunteer religious organizations, faith- and morals-based programs and other secular volunteer programs.

Religious representatives shall contact the RSC to arrange religious counseling contact visits with incarcerated persons, who may be members of their congregation or denomination.

- (a) Requests for a one on one counseling contact visits should be initiated by the incarcerated person via an Action Request. If the request is initiated by someone other than the incarcerated person the RSC will verify that the incarcerated person wishes to have the visit with a religious representative.

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- (b) The RSC shall submit an administrative Jail Clearance Request to the Facility Commander or Jail Clearance Deputy depending on the type of clearance needed.
- (c) The Facility Commander or Jail Clearance Deputy shall process such request in accordance with the Jail Clearance policy. The Facility Commander may elect to change the visit from a contact visit to a non-contact visit based on the clearance review.
- (d) A religious counseling visit shall not exceed 45 minutes and may be held in an interview room if it is not needed for a legal visit. Attorneys shall always have first priority for the use of interview rooms.

SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES

The Facility Commander shall ensure that there are sufficient facilities and resources for the RSC to serve the incarcerated person population, including providing access to areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the incarcerated persons to be served. All recognized religious groups should have equal access to the space, equipment and services which the facility normally provides for religious purposes.

COMMUNITY RESOURCES

The RSC should establish contacts with clergy of other faiths who can provide services to incarcerated persons of other religious denominations.

Whenever the RSC is unable to provide faith-based services to an incarcerated person, a religious leader or other volunteer from the community, credentialed by the particular faith, should be sought to help provide services. All individuals providing faith-based services should be supervised by the RSC. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.

The RSC, in cooperation with the Facility Commander or designee, shall develop and maintain communication with faith communities. The RSC shall review and coordinate with the Facility Commander regarding offers to donate equipment or materials for use in the religious programs. All communication efforts and donations should be documented and retained in accordance with established records retention schedules.

A representative of a religious group or organization will not be authorized access to a jail facility simply to make themselves available. A specific reason must exist and have the approval of the RSC, including:

- (a) Participation in scheduled religious services and activities
- (b) One-on-one counseling session with an incarcerated person
- (c) Scheduled distribution of religious materials
- (d) On the request of the RSC
- (e) Scheduled visits to incarcerated persons in administrative segregation and other incarcerated persons in their housing areas.

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Representatives of a religious group or organization will not be authorized in such capacity to visit, counsel, or hold services for any incarcerated person to whom they are related.

TRAINING

The Department shall provide training to facility staff on the requirements of this policy. The Department shall also provide training in safety and security to the RSC. The RSC shall approve and train clergy and religious volunteers.

Prisoner Legal Services

PURPOSE AND SCOPE

Prisoner Legal Services:

- (a) Assists incarcerated persons in obtaining meaningful access to the courts.
- (b) Provides incarcerated persons with information and assistance in legal matters resulting from their incarceration. Ensure incarcerated persons have assistance with and access to available administrative and legal remedies.
- (c) Assists incarcerated persons and those recently released from custody in overcoming legal barriers to successful reentry.
- (d) Participates in the development of policy and procedures consistent with the Department's commitment to the safe and humane treatment of incarcerated persons and in providing legal services to incarcerated persons.
- (e) Maintains the Department's commitment to the highest degree of transparency, integrity, and accountability with regard to the treatment and housing of incarcerated persons.

POLICY

The San Francisco Sheriff's Department shall observe, enforce and comply with all legal and regulatory authority providing county jail incarcerated persons with specific rights. To this end, the Department will maintain an office of Prisoner Legal Services (PLS). This unit will assist in achieving compliance with relevant federal, state and local regulations, and department policies and procedures, while providing additional legal assistance to incarcerated persons upon request.

ORGANIZATION AND ADMINISTRATION

- (a) The PLS Unit Director reports to the Sheriff through the Sheriff's Legal counsel.
- (b) The PLS Director or designee attends management and Custody Operations Division (COD) meetings. The Director will communicate directly with the COD Chief to resolve issues that cannot be resolved through discussion with the Facility Commanders.
- (c) PLS employees and interns (PLS staff) report to the PLS Director.

Procedure Reference:

[Custody and Court Operations Procedure Manual: 1016.1 ACCESS](#)

[Custody and Court Operations Procedure Manual: 1016.2 DEPARTMENT RECORDS](#)

[Custody and Court Operations Procedure Manual: 1016.3 FUNCTIONS](#)

[Custody and Court Operations Procedure Manual: 1016.3.1 SERVICES TO THE DEPARTMENT, ADMINISTRATION, AND COMMUNITY](#)

[Custody and Court Operations Procedure Manual: 1016.3.2 SERVICES TO INMATES AND THOSE RECENTLY RELEASED FROM CUSTODY](#)

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Prisoner Legal Services

ATTACHMENTS

[Legal Request Form](#)

Milestone Credits

PURPOSE AND SCOPE

To provide guidelines for supplemental credit-earning programs for incarcerated persons who successfully complete specific program performance objectives for approved educational and rehabilitative programming including, but not limited to, additional sentence credit of not less than one week to not more than six weeks for performance benchmarks in accordance with 4019.4 PC.

POLICY

The San Francisco Sheriff's Department affords incarcerated persons the privilege and opportunity to earn "Milestone" Credits for successful completion of specific program performance objectives, for approved educational and rehabilitative programming.

MILESTONE CREDITS

- (a) Incarcerated persons who successfully complete approved specific program performance objectives, including, but not limited to: academic, vocational and substance abuse programs; vocational training; domestic violence prevention; and anger management, may be awarded Milestone Credits which reduce the term of their confinement.
 - 1. A Milestone Credit award is a reduction of an incarcerated person's sentence of not less than one week to not more than six weeks in a 12-month period.
- (b) Incarcerated person participation in the Milestone program is a privilege and not a right. incarcerated persons shall have a reasonable opportunity to participate in rehabilitative programming, based on a list of approved programs and classes, that qualifies for program credit reductions consistent with institutional security, available resources, and guidelines set forth by the Sheriff.
- (c) An incarcerated person who received Milestone Credit awards may not receive credit awards for the same course of study even if completion of the same course was in a different 12- month period of continuous incarceration.
- (d) An incarcerated person may not have their term of confinement reduced by more than six weeks based on Milestone Credits awarded, during a 12-month period of continuous incarceration.
 - 1. Additional credits earned during one 12-month period may be carried over to an additional 12-month period of continuous incarceration.
- (e) The Central Records and Warrants Unit (CRW) are authorized to apply Milestone Credits and recalculate release dates, based on the Sheriff's approved program list for milestone credits.
- (f) For incarcerated persons who earned Milestone Credits and are sentenced to state prison, Prisoner Legal Services or CRW will report that information to the courts, Adult Probation, District Attorney and/or another agency when requested..
- (g) The Administration and Programs Division Chief Deputy and/or the Director of Programs shall maintain, update and disseminate a list of approved programs and

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Milestone Credits

classes for Milestone Credits to the CRW, at the beginning of each calendar year and as needed thereafter.

- (h) incarcerated persons are not eligible for Milestone Credit awards that result in an incarcerated person being overdue for release. Additionally, credit awards will not be carried over from one case/ incarceration to another separate case/incarceration.
 - 1. incarcerated persons who earn Milestone Credits and are subsequently released prior to sentencing, who then return to custody on the same matter, may be entitled to the credits earned on the case.
 - 2. incarcerated persons who are given credit for time served at sentencing will not be afforded program Milestone Credit awards on the case for which they have been released from custody.
 - 3. incarcerated persons who are sentenced to consecutive sentences may only earn Milestone Credits on one case at a time.
 - 4. incarcerated persons who are sentenced to concurrent sentences may be entitled to have any earned Milestone Credit awards applied to all concurrently sentenced cases.
- (i) Placement in disciplinary separation (lock-up) does not necessarily preclude an incarcerated person from continuing independent study programs that have been previously initiated. incarcerated persons in administrative segregation may apply for self-study programs.
 - 1. incarcerated persons may not receive credit during a disciplinary separation in which there was a sustained Level 3 violation incurring a separation of more than five days.
- (j) Incarcerated persons who are not housed in program housing areas or facilities, where programming is readily available, may request to participate in programming using an incarcerated person Action Request form.
- (k) incarcerated persons may be denied access to or removed from a Milestone Credit program for violations of jail rules, institutional security concerns, lack of available resources or guidelines set forth by the Sheriff.
 - 1. Milestone Credit awards earned by an incarcerated person may be forfeited pursuant to the provisions of California Penal Code Section 4019 and for violation of Department rules.
 - 2. Incarcerated persons who have been denied access to or removed from a Milestone Credit program may appeal the action following the normal grievance procedure.
 - 3. Incarcerated persons who have been removed from or denied access to a Milestone Credit program may be afforded the opportunity to complete the program via an independent study on a case-by-case basis predicated on available resources and guidelines set forth by the Sheriff.

Procedural Link:

[Custody and Court Operations Procedure Manual: 1017.1 MILESTONE CREDIT PROCEDURES](#)

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Custody and Court Operations Procedure Manual: 1017.2 APPROVED PROGRAM LIST FOR MILESTONE CREDITS

ATTACHMENTS