POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to have a single administrator for the Custody Operations Division (COD) who is responsible for the administration, control and management of the county jails.

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

DEFINITION:
N/A

I. GENERAL

A. The jail administrator will be the rank of Chief Deputy and will be appointed by the Sheriff.

B. The Chief Deputy assigned as the COD Commander will have an immediate reporting line to the Undersheriff/Assistant Sheriff.

C. Assignment to or transfer from the position of COD Commander will be at the discretion of the Sheriff.
   1. Tenure in this position will be at the discretion of the Sheriff.

D. The COD Commander shall be responsible for the safe, efficient and lawful administration, operation, control and management of the county jails.

E. All jail facilities, jail personnel, and county jail prisoners are the responsibility of the COD Commander and are accountable to the COD Commander.

F. Upon approval from Sheriff's Administration, it shall be incumbent on the Custody Division 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.

II. PROCEDURES
N/A

III. FORMS
N/A

IV. REFERENCES
N/A
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) to assign to each jail facility a Facility Commander who is responsible for the 24-hour operations of the jail facility.

PURPOSE: To define the assignment and authority of the Facility Commander.

DEFINITION: N/A

I. GENERAL
   A. The Facility Commander will be the rank of Captain and will be appointed by the Sheriff.
      1. The Captain assigned as the Facility Commander reports directly to the Custody Operations Division (COD) Commander.
   B. Assignment to or transfer from the position of Facility Commander of any specific facility will be at the discretion of the Sheriff.
   C. The Facility Commander will be responsible for
      1. the overall safe operation of the assigned jail facility,
      2. the overall safety of staff and prisoners assigned to the facility,
      3. reviewing and responding to employee and prisoner grievances and other inquiries that may be made by lawful authorities,
      4. Coordinating Programs in the facility with the Program Administrator,
      5. insuring compliance with SFSD and Custody Division policy, procedures and operations, Title 15 and Title 24 of the California Code of Regulations and all related laws governing local detention facilities,
      6. maintaining SFSD personnel practices, and
      7. promoting management objectives and cultivating teamwork within the facility and across the Division.
II. PROCEDURES
  N/A

III. FORMS
  N/A

IV. REFERENCES
  Title 15 Minimum Jail Standards
  Title 24 Minimum Standards for Local Detention Facilities
COUNTY JAIL 5 ORGANIZATIONAL CHART

Facility Commander

Watch Commander
  Midnight Watch
  Assistant Watch Commander
  Operations Supervisor
  Operations Supervisor

Watch Commander
  Day Watch
  Assistant Watch Commander
  Administrative Supervisor
  Operations Supervisor
  Operations Supervisor
  Operations Supervisor

Watch Commander
  Swing Watch
  Assistant Watch Commander
  Administrative Supervisor
  Operations Supervisor
  Operations Supervisor
  Operations Supervisor
POLICY: It is the policy of the Custody Operations Division (COD) to have a written document that describes the organizational structure of each jail facility. This document shall include a depiction of the chain of command within the jail facility and within each shift at the jail facility.

PURPOSE: To show reporting lines within the division, each jail facility and each shift within the jail facility and to provide staff rosters for each shift indicating the authorized number of positions.

DEFINITIONS:

Organizational Chart: A graphically illustrated chart showing positions by chain of command and responsibilities.

Staff Rosters: A list of all authorized positions by shift, all staff currently assigned to each shift and any vacancies in the authorized positions.

I. GENERAL

A. The Facility Commander or designee at each jail facility will be responsible for maintaining an accurate organizational chart and accurate staffing rosters.

B. Prior to implementing any change in the organizational chart, the Facility Commander will obtain approval from the COD Commander.

II. PROCEDURES

A. The Facility Commander or designee will

1. review the organizational chart least annually and updated as needed, and
2. update the staffing rosters monthly and send a copy to the COD Commander by the 5th day of each month.

III. FORMS

A. Organizational Chart COD
B. Organizational Chart County Jail #1
C. Organizational Chart County Jail #2
IV. REFERENCES
N/A
POLICY:
It is the policy of the San Francisco Sheriff's Department (SFSD) to maintain a Custody Operations Division Manual (CODM) that identifies policy, procedure and operation orders developed for facility security and control procedures, staff safety, and all procedures and operations for the jail facilities that make up the San Francisco County Jail system.

PURPOSE:
To provide a method of developing, reviewing, revising and disseminating policy, procedures, operation orders, and directives for the Custody Operations Division (COD) and jail facilities.

DEFINITIONS:
Directive: A written order issued to clarify SFSD policy and procedure or to create a new way of conducting SFSD or Division activities.

Operation Order: The specific application of the policy and procedure in a specific jail facility.

Policy: A broad statement of SFSD or Division principles. It is the framework for the development of procedures and operation orders.

Procedure: A guideline for carrying out SFSD or Division operations and activities.

PROCEDURE
1. Custody Operations Division Policy and Procedure Development
   A. All employees assigned to the COD are encouraged to participate in the development and revision of policies and procedures in the County Jails.
   B. Facility personnel may contact the Facility Commander, in writing, with suggestions and/or problems with policies and procedures.
C. Employees assigned to create, review or revise policies and procedures will meet with facility personnel to seek opinions, suggestions or ideas regarding the effectiveness of policies and procedures.

D. The Facility Commander or designee will review suggestions submitted by employees on a continuous bases.

E. The Facility Commander will discuss all changes in policy and procedure with the COD Commander prior to implementing any new or revised policy and procedure.

II. Custody Operations Division Policy and Procedure Approval

A. When a final draft of a newly created or revised policy and procedure is ready for approval, the proper document will be sent to the COD Commander.

B. Once approved by the COD Commander, it will be sent to the Undersheriff/Assistant Sheriff for review, approval and meet and confer obligations.

C. Once approved by the Undersheriff/Assistant Sheriff and completed with meet and confer obligations, the policy and procedure will be sent to the Sheriff for final approval.

D. If it is determined at any approval level that further revision is needed, it will be returned to the COD Commander for further review.

E. Upon final review and approval from the Sheriff, the COD Commander will return the policy and procedure to the Facility Commander for implementation and distribution.

F. For the CODM, the COD Commander will sign the policy and procedure as approved.

III. Dissemination

A. Each jail facility will identify at least two (2) locations in the jail facility where the CODM will be readily available for employee’s review.

B. Each Facility Commander will maintain a current hard copy CODM in their office.

C. Each CODM will be numbered and assigned a location. The Facility Commander or designee will maintain a master sheet of manuals assigned to each jail.
D. The Facility Commander or designee will be responsible for insuring that all approved revisions or newly created policy and procedure are inserted into all manuals assigned to their jail facility.

E. Each Chief Deputy in the SFSD will have a CODM and revisions or newly created policy and procedure shall be made available in Citrix.

F. The CODM will be maintained for the Sheriff, Undersheriff, Assistant Sheriff, Chief of Staff, Public Information Officer, Investigative Services and the Sheriff's Legal Section. The CODM revisions and newly created policy and procedure will be available in Citrix.

G. All newly created policy and procedure and revisions will be posted on all jail-briefing boards for a period of 30 days.

IV. Facility Operation Orders

A. Each jail facility will maintain a Facility Operation Orders. Each Facility Operations Order will be placed in an appendix of the CODM.

B. The Facility Operation Orders will identify the specific application of Custody Division Manual policy and procedure and other operations within the specific County Jail.

C. Facility Operation Orders with specific application of CODM policy and procedure will be updated in Citrix via Administration.

D. The Facility Commander of each jail is responsible for insuring that applicable revised or newly created Facility Operation Orders are disseminated to all CODM holders and updated in Citrix via Administration.

E. Newly created or revised Operation Orders must be reviewed and approved by the Facility Commander prior to implementation.

F. The COD Commander must review newly created or revised Operation Orders before adding them to the COD.

G. COD Commander and the Facility Commander will sign Facility Operation Orders as approved.

V. Custody Operations Division Directives

A. The COD Commander will issue directives as necessary to clarify existing SFSD policy and procedure or COD policy and procedure.
B. Directives issued by the COD Commander will be maintained in an area in the facility accessible to employees.

C. The COD Commander will review all directives issued at least annually.

D. If a directive requires revision of policy and procedure, the COD Commander or designee will complete the revision within 90 days of the issuance of the directive.

E. If a directive requires creation of a new policy and procedure, the COD Commander or designee will complete the new policy and procedure within 180 days of issuance of directive.

F. If a directive is limited in scope and application, it will expire on the date indicated on the directive.

G. If a directive is issued for posting in the prisoner housing areas, it will be posted in an area with easy access to prisoners. The directive will be removed on the date indicated on the directive.

VI. Annual Review of Policies, Procedures and Operation Orders

A. The COD Commander will review the CODM at least once annually.

B. The Facility Commander will review the CODM and the Facility Operation Orders at least once annually, and more often if the need arises.

C. This review will include an assessment of facility operations to insure they are in compliance with approved SFSF and COD policy and procedures and Title 15 and Title 24 of the California Code of Regulations.

D. The Facility Commander will submit a report of the review to the COD Commander and will include the following information:
   1. A general statement of the adequacy of policies, procedures and operation orders.
   2. A specific listing of any problem areas.
   3. Proposals for revisions, if any.

E. Copies of all canceled or revised policies and procedures, or other changes in the methods of operation, shall be sent to the Administration and Division Chief for cataloging.

F. The Administration shall maintain copies of all policies and procedures including the date the change occurred.
REFERENCES:

Title 15
Title 24
POLICY: It is the policy of the Custody Operation Division (COD) to maintain an effective system of communications within the COD by conducting regular meetings. Such meetings will be scheduled at least monthly with formal documentation of the proceedings.

PURPOSE: To establish guidelines for regular meetings within the Custody Operation Division and to encourage open communication between all levels of staff.

DEFINITIONS:
N/A

1. GENERAL
   A. The COD Commander will chair COD meetings.
      1. COD and Jail Health Services meetings will be held on a monthly basis.
      2. All Facility Commanders or their Acting Facility Commanders are required to attend:
         • County Jail #1 Facility Commander or Lieutenant designee in absence of Facility Commander
         • County Jail #2 Facility Commander or Lieutenant designee in absence of Facility Commander
         • County Jail #4 Facility Commander or Lieutenant designee in absence of Facility Commander
         • County Jail #5 Facility Commander or Lieutenant designee in absence of Facility Commander
         • Classification Unit Manager or Sergeant designee in absence of Unit Manager
         • Records Unit Manager or Sergeant designee in absence of Unit Manager
         • SFCH Ward 7D/7L Unit Manager or designee in absence of Unit Manager
      3. Other participants include:
Division and Facility Meetings

a. COD Chief's staff as required
4. Minutes from these meetings will be documented by the Chief's staff and distributed to all participants.

B. Facility Commanders will schedule meetings with their supervisors at least once a month.
1. Meeting times should be flexible to enable all supervisors to attend.

C. Facility Commanders will schedule monthly meetings with Jail Health Service managers assigned to their facility.
1. Minutes from these meetings will be documented.

D. Facility Commanders will schedule weekly meetings with Food Service managers to address concerns that arise in the preparation and service of food in the jails.

E. Facility Commanders will schedule weekly meetings with Programs to address concerns.

F. Facility Commanders will schedule meetings with the shop stewards in their facility to address problems and concerns that may arise.

G. Facility Commanders will schedule meeting with SBBS in their facility to address problems and concerns that may arise.

II. FORMS
N/A

III. REFERENCES
N/A
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to ensure that employees are provided the current state of the law when issues of jail operations are brought into question.

PURPOSE: To establish the method of securing a legal opinion about a matter of law impacting jail operations.

DEFINITIONS:

Legal Opinion: Written statement by a court, judicial officer, or legal expert as to the legality (or illegality) of an action, condition, or intent.

I. GENERAL

A. All requests for legal opinions will be directed to Sheriff's Legal Counsel.

II. PROCEDURES

A. Whenever a legal question arises about policy, procedure, operations orders and directives, Sheriff's Legal Counsel will be notified in writing immediately.

B. Sheriff's Legal Counsel will respond in writing to any request received identifying legal questions in the jails.

C. Copies of any written requests for a legal opinion submitted to a jail facility will be sent to the Custody Operations Division Commander.

III. FORMS

N/A

IV. REFERENCES

N/A
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to comply with the standards set forth in the California Code of Regulations, Title 15 §1029.

PURPOSE: To ensure all jail facilities operate with policy and procedure consistent with Minimum Jail Standards.

DEFINITIONS:
N/A

I. GENERAL
A. The Custody Operations Division (COD) Commander or designated personnel shall develop and publish a Custody Operations Division Manual (CODM) of Policies and Procedures for the jail facilities

1. The CODM shall provide for, but not be limited to, the areas identified in § 1029 of Title 15.
   a. Table of organization including channels of communication
   b. Inspections and operations review by the Division Commander, the Facility Commander and management staff.
   c. Policy on the use of force and the use of restraint equipment.
   d. Procedure and criteria for screening newly received prisoners for release per Penal Code Sections 849(b)(2) and 853.6 and any other such processes as the Facility Commander is empowered to use.
   e. Security and control procedures including physical count of prisoners, searches of facilities and prisoners, contraband control and key control.
      i. The Facility Commander shall, at least annually, review and evaluate security and control procedures.
      ii. This review shall include internal and external security procedures of the jail.
Minimum Jail Standards Compliance

f. Emergency procedures including:
   i. Fire suppression pre-plan as required by Section 1032.
   ii. Escapes, disturbances and the taking of hostages.
   iii. Civil disturbances.
   iv. Natural disasters.
   v. Periodic testing of emergency equipment.
   vi. Storage, issue and use of weapons, ammunitions, chemical agents and related security devices.

g. Suicide prevention.

h. Segregation of prisoners.

2. The security and control procedures and the emergency procedures shall be placed in a separate manual to ensure confidentiality.

   B. The CODM shall be available to all personnel assigned to the COD.
   C. The COD Commander and all Facility Commanders shall review the manual at least annually.

II. PROCEDURES
   N/A

III. FORMS
   N/A

IV. REFERENCES
   A. California Code of Regulations, Title 15 § 1029
   B. Penal Code Sections 849(b)(2) and 853.6
POLICY: The San Francisco Sheriff’s Department (SFSD) collects DNA samples pursuant to the requirements of Penal Code Section 296.

PURPOSE: To direct employees how to address a refusal to provide a legally required DNA sample.

DEFINITIONS:

DNA sample: Buccal swab (procedure that involves rubbing a cotton-like swab against the inside of the prisoner’s cheek.)

I. GENERAL

A. SFSD employees are not authorized to use force by physically restraining a prisoner in any way to

1. collect a DNA sample, or to
2. assist another agency in the execution of a search warrant that requires collection of a DNA sample.

B. SFSD employees are not authorized to use force by physically restraining any person not in custody or referred to the SFSD for collection of a DNA sample.

II. PROCEDURES

A. Any time a prisoner or other person who is lawfully required to provide a DNA sample refuses to provide such a sample, the prisoner or other person shall be arrested and booked pursuant to Penal Code 298.1(a).

1. An arrest pursuant to PC 298.1(a) shall not be cited.
2. Required incident reports shall be completed immediately by the arresting deputy sheriff and sent to the Criminal Investigations Unit.

B. Any time another agency executes a search warrant that requires the use of force to collect a DNA sample of a person in SFSD custody, the collection shall be videotaped by an SFSD employee.

III. FORMS

A. N/A
IV. REFERENCES

A. California Code of Regulations, Title 15 § 1059
B. Penal Code Section 298.1 and Section 296
C. SFSD 02-13 Incident Reports
POLICY: The San Francisco Sheriff’s Department (SFSD) shall establish and maintain a prisoner trust fund comprised of prisoner’s individual money accounts. Such fund shall be held separate from all other SFSD funds and money held in this fund shall be held in trust for use by the prisoner population.

PURPOSE: To provide uniform guidelines for the jail facilities in processing prisoners’ money. To ensure the prompt deposit of funds to prisoners’ accounts, the accurate accounting of purchases made while in custody and the proper payment to prisoners as they leave custody. To prevent fraud and uncollected losses.

DEFINITIONS:

Cashier’s Check: A check issued by a bank and drawn by the bank on its own funds.

Certified Check: A check containing a certification that the drawer of the check has sufficient funds to cover payment of the check and that the bank will retain such funds to cover the payment of the check on demand.

Inmate Welfare Fund: An account maintained by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail.

Prisoner Trust Fund: All the money received from newly arrested prisoners as well as money deposited into prisoners’ accounts from visitors or the County Jail #1 Property Room Window and electronic deposits constitute the Prisoner Trust Fund. NOTE: Money taken from a prisoner as contraband is not part of the Prisoner Trust Fund.

Money: United States currency, coin and funds from checks or money orders accepted for deposit to a prisoner’s account.

Money Order: An order for the payment of a stated sum of money, usually issued and payable at a bank or post office.

Government checks: A check issued by the United States Treasury or any branch or agency of the United States government; the State of California or any agency or branch of the state; a county institution; the City and County of San Francisco.

I. GENERAL
   A. Prisoners are not allowed to possess money at any time.
Prisoner Trust Fund Accounts

1. Money found in a prisoner’s possession after they have been booked into custody will be confiscated and deposited into the Inmate Welfare Fund.

B. Prisoners may release money from their account to any person (not also incarcerated at any institution) once each calendar month.
   1. Exception: Prisoner’s may release money to a bail bondman at any time.
   2. Exception: Prisoner’s may release money outside this policy’s guidelines with the Sheriff’s approval.

C. Persons have one year from the date they leave SFSD custody to claim any funds left in their trust account. Claims may be made
   1. in person (with a valid ID) at the County Jail #1 Property Room window, or
   2. via written request from the person if he / she is an inmate of another government correctional / medical institution.

D. SFSD employees are responsible for processing money accurately and efficiently.

E. SFSD employees shall record the names (and identification when available) of individuals depositing money in prisoners’ accounts.
   1. This applies to any funds received in the mail, during visiting hours or deposited at the CJI Property Room window.

F. The following types of negotiable instruments in the indicated amounts may be deposited into a prisoner’s account:
   1. United States coin or currency in any amount
   2. Cashier’s checks, certified checks or money orders of $100 or less
   3. Income tax refund checks issued by the United States or the State of California
   5. Veterans Administration checks.
   6. Checks issued by the Social Security Administration for payment of retirement benefits (SSA) or disability benefits (SSD).
   7. Checks issued by the California Department of Corrections.

G. The following will not be deposited into a prisoner’s account but shall be returned to sender or placed in the prisoner’s property if the sender is unknown:
   1. Personal checks
   2. Acceptable checks made out to an alias under which the prisoner is not currently booked.
   3. Cashier’s checks, certified checks and money orders made out for more than $100.00.
   4. Cashier’s checks, certified checks and money orders in any amount from a foreign financial institution or foreign post office.
Prisoner Trust Fund Accounts

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 will not be accepted into a prisoner’s account and will be returned to the issuing agency.

7. Welfare checks issued by the Federal Government shall not be accepted into a prisoner’s account and will be returned to the issuing agency.

H. 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 prisoner.

I. In the event a check or money order is returned by the bank, the SFSD shall make every reasonable effort to recover the funds, plus any additional service charges, from the prisoner to whose account the funds were deposited.

J. In addition to recovering the funds, the SFSD may press criminal charges and / or seek disciplinary action against any prisoner suspected of intentionally defrauding the SFSD, the commissary provider or any other prisoner or person.

J. Prisoner trust accounts will not be “frozen” (i.e., limiting deposits and / or releases) in any manner beyond the scope of this policy without the written approval of the Division Commander.

J. Applying dietary or disciplinary restrictions to an account are not considered “freezing” an account.

II. PROCEDURES

Specific procedures will be found in facility / section / unit’s operations manuals.

III. FORMS

A. SFSD Property Release / Request form

IV. REFERENCES

G.C. §§ 26640 – 26642
P.C. § 4025
POLICY:
A commissary store shall be maintained for San Francisco Sheriff's Department (SFSD) prisoners that permit their use of their trust account funds for the purchase of approved items in order to enhance prisoner morale and augment items available through the facility.

PURPOSE:
To establish a policy and procedures by which prisoners may purchase items from commissary. To establish guidelines for staff and prisoners on the ordering and delivery of commissary. To augment items available through the facility.

DEFINITIONS:
Commissary: Food / health / hygiene / stationery items approved for sale and purchase within the SFSD County Jails.
Commissary Provider: Individual or company responsible for all aspects of commissary operations at the jails.
Menu: List of items available from the commissary.
Indigent Slips: Order forms for prisoners with $5.00 or less in the trust account.
Order Form: A printed form that the prisoner completes to order commissary items.
Phone ordering: Inmates are able to place their commissary order using the inmate phone system.

I. GENERAL
A. At all jail facilities (except CJ#1), prisoners shall have an opportunity to order commissary once a week.
B. The ordering and delivery schedule will be mutually agreed upon by the commissary provider and the Facility Commander.
C. Each Facility Commander shall arrange the delivery method of menus and blank order forms as well as the retrieval of completed order forms with the commissary staff. The facility staff is responsible for ensuring that the completed forms are collected and delivered to the commissary staff at the agreed times.
D. Prisoners may order commissary by providing the following information on the order forms:
   1. Name and jail number
   2. Facility and housing location
   3. Quantity of items ordered
   4. An ordering signature

E. A prisoner may order and possess a maximum of $100.00 worth of commissary food items, including health/hygiene/stationary items at any one time. Commissary food items in excess of $100.00 will be considered contraband and can be confiscated.

F. Indigent prisoners cannot be restricted from receiving an indigent package.

G. Prisoners housed in the Administrative Segregation shall receive commissary unless the privilege has been withheld through disciplinary action.

H. In the event that a scheduled delivery cannot be made, the commissary staff shall provide an alternative delivery time and day at the direction of the Facility Commander.
   1. Commissary staff shall notify the Watch Commander of any delays in the delivery of commissary and/or any significant problems that may affect facility operations.
   2. If one or more housing units of a jail are locked down for operational reasons, the Facility Commander shall determine if those units shall receive commissary as ordered.

I. Prisoners may order only as much commissary as allowed by the Inmate Rules of Conduct.
   1. Prisoners may be further restricted in the quantity or type of items they are allowed to order due to disciplinary, diet and/or other restrictions (See Section II. Commissary Restrictions List).
      a. All restrictions that apply to a category of prisoner (prisoners on lock up, prisoners in special housing, etc) shall be approved by the Custody Operations Division Commander or higher.

J. Prisoners shall show their wristband to the commissary delivery staff prior to receiving their order.

K. Prisoners will be allowed to review their order prior to signing for acceptance of it.
   1. Complaints, errors or problems with an order after delivery shall be addressed through the Prisoner Request and Prisoner Grievance procedures.

II. Commissary Restrictions
   Disciplinary Restrictions - All Facilities
   Prisoners who have lost commissary privileges due to imposed discipline will have their commissary orders limited to stationery, hygiene and health items.
C-Pod Observation – C342

Prisoners housed in County Jail #2 C-Pod Observation will not be allowed to order caffeinated coffee.

Psychiatric Sheltered Housing – All Facilities

Prisoners housed in Psychiatric Sheltered special housing at any facilities shall not be allowed to order caffeinated coffee.

Prisoners housed in Psychiatric Sheltered special housing at any facilities shall not be allowed to receive a plastic commissary bag.

A. Prisoners housed in Psychiatric Sheltered special housing at any facilities shall not be allowed to have staples (staples are removed from the prisoners' receipts).

III. PROCEDURES

Facility / section / unit-specific procedures will be found in the respective facility / section / unit's operations manual.

IV. FORMS

A. Commissary Menu
B. Commissary Order Form
C. Current Commissary Restrictions List

V. REFERENCES

A. P.C. § 4025
B. Current Commissary Provider Contract
### POLICY:
The possession of money by prisoners in the San Francisco Sheriff's Department (SFSD) jails is identified as contraband and will be confiscated.

### PURPOSE:
To provide guidelines to Custody Operations Division (COD) sworn employees in the recovery and disposition of contraband money. To prevent discord among prisoners and disruption in jail operations.

### DEFINITIONS:
- **Money**: For purposes of this policy, money is the official currency, coins, and negotiable paper notes issued by a government.
- **Possession**: A person has possession of something if 1) he/she knows of its presence and 2) has physical control of it or has the power and intent to control it.

#### I. GENERAL
- A. Once booked into SFSD custody, prisoners are not allowed to have money in their possession.
- B. Contraband money will not be placed on prisoners' trust fund accounts; contraband money will be deposited into the Inmate Welfare Fund.

#### II. PROCEDURES
- A. Sworn employees will confiscate any monies found in the possession of prisoners.
- B. The employee will submit a completed Prisoner Confiscated Money form and submit it to a supervisor for approval.
- C. Once the Prisoner Confiscated Money form is approved, the form and the money will be hand-delivered to the COD Commander or designee.
- D. Monthly, each Facility Commander or designee will submit all confiscated monies and a Monthly Prisoner Confiscated Money Report (along with all the associated Prisoner Confiscated Money forms) to the COD Commander.

#### III. FORMS
- A. Prisoner Confiscated Money form
B. Monthly Prisoner Confiscated Money Report

IV. REFERENCES
N/A
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) to order services, supplies and equipment in accordance with City purchasing requirements.

PURPOSE: To provide guidelines for purchasing needed services, supplies and equipment for the Custody Operations Division (COD).

PROCEDURE

I. General

A. All Facilities/Units in the COD will follow established procedures provided by SFSD financial employees to ensure the timely payment of bills.

B. Financial employees shall provide updated purchasing procedures at least once during the fiscal year.

C. Custody employees shall review established procedures before making any purchase to ensure compliance with City purchasing requirements.

D. If any required purchase is not articulated in the purchasing procedures, the employee shall contact the Custody Administration before making that purchase.

E. Questions about any purchase should be directed to the Custody Administration prior to purchase.
CUSTODY DIVISION

POLICY AND PROCEDURE

SUBJECT: Code of Ethics

POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) to promote the highest ethical standards in SFSD employees and to prohibit employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest.

PURPOSE: To protect the integrity of San Francisco Sheriff’s Department staff, to strictly enforce the established Code of Ethics for Law Enforcement and to adopt the American Correctional Association Code of Ethics guidelines for the department.

PROCEDURE

Any person engaging in any activity that constitutes a conflict of interest with or violates sections of, the Code of Ethics will be disciplined in accordance with Department policy.

A. All sworn employees shall adhere to the Law Enforcement Code of Ethics.

B. All employees shall adhere to the American Correctional Association Code of Ethics.

C. Code of Conduct/Ethics

1. All personnel are prohibited from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest.

2. Employees must not engage in undue familiarity with prisoners or the family and friends of prisoners.

3. Whenever in personal contact through daily work assignments with prisoners or the family and friends of prisoners, employees must maintain a helpful but professional demeanor and attitude.

4. Employees will not discuss their personal affairs with a prisoner or the family or friends of a prisoner.
Code of Ethics

5. Employees will not contact or correspond with prisoners or with any member of the prisoner’s family except as required by the employee’s assigned duties or as specifically approved by their Facility Commander.

6. If a prisoner or a member of the prisoner’s family contacts an employee, other than under approved circumstances, the employee will immediately report that fact to their Facility Commander.

7. Employees will not send or take, either to or from any prisoner, any verbal or written message, literature or reading material, or any item, article or substance except as necessary in carrying out the employee’s assigned duties.

8. Employees will not trade, barter, lend or otherwise engage in other personal transactions with any prisoner.

9. Employees will not, directly or indirectly, give to or receive from any prisoner, or member of the prisoner’s family, anything in the nature of a tip, gift or promise of a gift.

10. Employees will not sleep or be less than alert and in full possession of all faculties when on duty.

11. Employees will not receive personal visits at any Sheriff’s work site whether on duty or off duty except with the permission of the on-duty Sheriff’s work site supervisor.

12. Employees will be courteous, respectful and cooperative with one another at all times and any difficulties will be brought to the attention of a supervisor as soon as possible.

D. Unethical Conduct (Prohibited)

1. Discipline up to and including termination for any employee found guilty of any of the following misconduct:
   a. Use of unnecessary or excessive force.
   b. Accepting gratuities of any sort of description.
   c. Making disparaging utterings or writing disparaging ethnic remarks whether or not intended as humor.
   d. Misrepresenting or lying in instances involving official city and county business, either orally or in writing.
   e. Consumption of controlled substances or being present where controlled substances are being used or knowingly becoming intoxicated using prescription drugs.
   f. Engaging in any form of workplace harassment, including any unwanted comments or contact as defined in the sexual harassment policy.

2. The SFSD has high expectations of conduct and standards of performance for all Sheriff's employees.

3. The standards of conduct listed within this policy do not alter or reduce any written policy governing employee conduct.
REFERENCES:

The Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve mankind; 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 people to liberty, equality and justice.

I will keep my private life unshackled as an example to all; 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 in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in 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, 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

American Correctional Association Code of Ethics:

4. The American Correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. To this end, we subscribe to the following principles.

5. Relationships with clients, colleagues, other professions, and the public:
   a. Members will respect and protect the civil and legal rights of all clients.
   b. Members will serve each case with the appropriate concern for the client’s welfare and with no purpose of personal gain.
   c. Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service.
   d. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
Code of Ethics

e. Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
f. Subject to the client's right of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.
g. Members will respect and protect the right of the public to be safeguarded from criminal activity.

6. Professional Conduct and Practices:

a. No member will use his/her official position to secure privileges or advantages for oneself.
b. No member will act in his/her official capacity in any matter in which he/she has personal interest that could in the least degree impair his/her objectivity.
c. No member will use his/her official position to promote any partisan political purposes.
d. No member will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of his/her professional responsibilities.
e. In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of an agency.
f. Each member will be diligent in his/her responsibility to record and make available for review all case information, which could contribute to sound decisions affecting a client of public safety.
g. Each member will report without reservation any corrupt or unethical behavior that could affect either a client or the integrity of the organization.
h. Members will not discriminate against any client, employee, or prospective employee based on race, sex, creed or national origin.
i. Each member will maintain the integrity of private information; he/she will neither seek personal data beyond that needed to perform his/her responsibilities, nor reveal case information to anyone not having proper professional use for such.
j. Any member who is responsible for personnel actions will make all appointments, promotions or dismissals only based on merit and not in furtherance of partisan political interests.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to ensure that efficient operational needs of the jail facilities are met, and that duty hours, schedules, shift assignments and relief procedures are clearly outlined.

PURPOSE: To make all jail personnel aware of all duty hours, schedules, shift assignments and relief procedures as outlined herein.

DEFINITION:
Duty Hours: Schedules of eight, ten and twelve hour shifts may be available in the jail system. Shift and duty hours may vary based on job classification and individual assignments.

1. GENERAL
   A. The Facility Commander will ensure that employees are provided proper notice of shift and schedule assignments in keeping with the Collective Bargaining Agreement.

   B. Overtime Hours
      1. Mandatory or voluntary overtime may not exceed eight hours beyond an eight hour shift, six hours beyond a ten hour shift or four hours beyond a twelve hour shift.
      2. Overtime may be voluntary or involuntary in accordance with the Collective Bargaining Agreement and Department Work Rules.
      3. No SFSD employee can work more than sixteen continuous hours, except in an emergency when authorized to do so by the Sheriff.

   C. SFSD employees are required to call in to their assigned facility in the event they will be late, sick or some other reason, which causes them not to report on time. This must be done in accordance with the Collective Bargaining Agreement and the Department Work Rules.

   D. SFSD employees will arrive to briefings and musters on time through the appropriate entrances (if such are designated), in the proper uniform, with the proper emergency equipment and ready to report to their assigned post.
E. SFSD employees will report to their assignment on time and relieve the prior shift punctually.

F. SFSD employees will be responsible for notices pertaining to changes, announcements, training and muster information posted on staff bulletin boards or maintained in a general location for accessibility.

II. PROCEDURES
Specific procedures may be found in facility / section / unit manuals.

III. FORMS
N/A

IV. REFERENCES
Current Collective Bargaining Agreement
POLICY: It is the policy of the San Francisco Sheriff's Department (SFS) to provide to both sworn and non-sworn employees who are assigned in jail facilities meal breaks in accordance with Collective Bargaining Agreements.

PURPOSE: To identify how SFS employees will be scheduled for meal and other breaks while on duty in accordance with provisions of the Collective Bargaining Agreement.

DEFINITION:

N/A

I. GENERAL
   A. Employees assigned to a jail or working in a jail either on overtime or as a detailed assignment are provided with an encumbered meal break by the SFS.
   B. Meal break times are determined and assigned by the supervisors in the jail.
   C. While on meal break, sworn employees are expected to remain in the jails with their radios on in the event of an emergency.
   D. A sworn employee may request permission from the Watch Commander to leave the jail facility while on his/her meal break.
   E. Employees will be punctual when returning from a meal break.

II. PROCEDURES
   Specific procedures may be found in facility/section/unit manuals.

I. FORMS
   N/A

II. REFERENCES
   Current Collective Bargaining Agreement
POLICY DIVISION

POLICY AND PROCEDURE

SUBJECT: Employee Clothing and Gun Lockers

POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to provide clothing lockers and gun lockers to sworn employees assigned to a jail facility.

PURPOSE: To ensure clothing lockers and gun lockers are maintained at each jail facility.

PROCEDURE

I. General

A. Supervisors at each jail facility will maintain accurate records of the clothing lockers and gun lockers assigned to staff in their facility.

B. The records should be reviewed and updated at least once a year.

C. To the extent possible, Emergency Service Unit employees should be provided two lockers to have their necessary equipment readily available.
# Policy and Procedure

## Subject:
Intra-Facility Employee Transfers

### Policy:
It is the policy of the San Francisco Sheriff’s Department (SFSD) to permit employees to request a transfer to other assignments within the Custody Operations Division (COD) for career development and to minimize “burn out.”

### Purpose:
To provide the method for requests and transfers within the Custody Operations Division.

### Procedure

1. **General**
   
   A. Employees of any rank currently assigned to the COD may submit a written request for a transfer to any jail facility in the division.
      
      1. A written request should be sent via the chain of command.
      2. The request should be sent to the COD Commander with a copy to the Personnel Manager.
   
   B. Written requests will be kept on file and considered when vacancies occur or other staffing changes are necessary as determined by the department.

   C. Pending requests will be maintained by seniority.

   D. While an employee may request a specific shift, the transfer will be to the jail facility and shift assignments and regular days off assigned are not guaranteed.

   E. The employee has 24 hours from the receipt of his/her transfer notice to accept or decline the transfer.
      
      1. If the employee declines the transfer, he or she must submit a new written request if they want to be considered for a future transfer assignment.
POLICY:  It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division to maintain accurate attendance and assignment records for all watches in all facilities / sections within the division.

PURPOSE: To daily document the duty status and daily assignment of on-duty employees each watch.

DEFINITION:
N/A

I. GENERAL
A. The Daily Watch Report is subject to discovery in criminal and civil court proceedings.
B. The Facility / Unit Commander shall review all Daily Watch Reports.
C. The Daily Watch Report shall, at a minimum, include:
   1. Day and date the report was prepared
   2. Name, star number and signature of employee preparing the report
   3. On-duty employees and their assignment for the day
   4. Off-duty employees and their status for the day (RDO, SI, FH, etc.)
   5. Jail Health Services assigned that shift

II. PROCEDURES
Specific procedures may be found in facility / section / unit manuals.

III. FORMS
N/A

IV. REFERENCES
N/A
POLICY: Criminal and Civil subpoenas shall be served on employees of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) in an expeditious manner.

PURPOSE: To ensure timely service and appearance in court.

DEFINITION:

**Expeditious:** marked by or acting with prompt efficiency without undue delay

I. GENERAL

A. Facility Commanders or designee will serve subpoenas upon employees and return the proof of service in an expeditious manner.

B. Employees shall be detailed to appear on any civil or criminal subpoena that arises out of the performance of their duties and responsibilities.

1. Employees shall not be detailed or otherwise assigned on active regular duty time to appear in court in matters that did not arise from the performance of their duties.

II. PROCEDURES

Specific procedures may be found in facility / section / unit manuals.

III. FORMS

N/A

IV. REFERENCES

N/A
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to release personal employee information only to authorized persons.

PURPOSE: To prevent the improper release of personal information concerning employees, including home addresses and telephone numbers.

DEFINITION: N/A

I. GENERAL
   A. No member of the Sheriff’s Office will release another member’s home address or telephone number to anyone outside of the Sheriff's Office without that member's express permission:
      1. Employees who take these requests may get contact information from the caller and then pass that information on to the member.
   B. If the request is from a representative of the press, the employee receiving the request should ask for the name and return phone number of the press representative and the information should be given to the Chief of Staff.

II. PROCEDURES
    Specific procedures may be found in facility / section / unit manuals.

III. FORMS
    N/A

IV. REFERENCES
    N/A
APPENDIX B
MINIMUM STAFFING LEVELS FOR COUNTY JAILS
CUSTODY OPERATIONS DIVISION

<table>
<thead>
<tr>
<th>Classifications</th>
<th>MIDS</th>
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<td>CJ#4</td>
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<td>CJ#5</td>
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POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) to establish a minimum jail staffing plan in each jail to ensure basic operations.

PURPOSE: To identify the minimum jail staffing levels for supervisor and employees for each facility / section / unit within the Custody Operations Division.

DEFINITION:
N/A

I. GENERAL
A. The department recognizes that there are minimum post requirements in each jail that must be staffed on each watch to provide a minimum level of operations and safety in the jail.
B. Minimum jail staffing levels are set through the Memorandum of Understanding between the City and the bargaining units.
C. 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.
D. The minimum staffing levels will include a minimum number of supervisors and a minimum number of line personnel.
E. Minimum staffing must be met at the beginning of the watch.
   1. Exception: Facilities that are waiting for confirmed staffed detailed from another facility may (at the discretion of the on-coming Watch Commander) allow the shift to begin below minimum staffing.

II. PROCEDURES
Specific procedures may be found in facility / section / unit manuals.

III. FORMS
Minimum Jail Staffing

IV. REFERENCES
Current Collective Bargaining Agreement
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to ensure that all sworn employees assigned or detailed to San Francisco General Hospital Ward 7D/7L, MEH, PES or Off-Ward are provided meals.

PURPOSE: To provide guidelines and ensure deputies are provided meals while working at San Francisco General Hospital.

I. GENERAL
   A. San Francisco General Hospital Cafeteria hours of operation are:
      1. Breakfast 0630-0900 hours everyday
      2. Lunch 1030-1400 hours weekdays
         1100-1330 hours weekends/holidays
      3. Dinner 1630-1900 hours everyday
   2. Cafeteria is located on the second floor of the hospital.
   B. SFSD Ward 7D/7L Unit Commander will be issued meal cards from San Francisco General Hospital – Food and Nutrition Services for distribution to each assigned deputy to the satellite unit.
   C. The maximum meal allowance for one meal per shift per day is $9.75.
   D. Each meal card issued to deputies assigned to SFGH – Ward 7D/7L will be credited with a maximum dollar amount for two meals.
      1. Meal cards are authorized to be used to purchase one meal per shift per day.
      2. Meal cards will be automatically credited a maximum dollar amount for two meals.
   E. Deputies assigned / detailed to cover an off-ward, custody at PES or MEH will be:
      1. Provided a meal break after being on duty for a minimum of 4 hours.
      2. Deputies not on duty for a minimum of 4 hours will not be provided meals.
   F. Meals purchased from the cafeteria will be eaten in the dining room at Ward 7D/7L.
   G. There will be a replacement fee of $15.00 for any lost or damaged meal cards.
Minimum Jail Staffing

H. The Watch Commander will be notified of any malfunctioning meal cards.
I. Meals will only be purchased by using the issued meal cards.
J. Meal cards will not be shared with another employee or guest.
K. Employees may not give gratis food away to other employees/guests within the hospital.

II. PROCEDURES

A. Deputies assigned to San Francisco General Hospital Ward 7D/7L are authorized meal allowance and shall use the issued meal card when purchasing any gratis meals.

B. Deputies assigned / detailed to cover an off-ward, custody at PES or MEH from another facility / unit shall:
   1. Sign-out a visitor’s meal allowance card to purchase a meal at the hospital cafeteria.
   2. Sign-in the meal allowance card on the log sheet after they have purchased their meal from the cafeteria, and give the card to the Watch Commander, and
   3. Obtain a meal receipt from the cafeteria cashier.
      a. Deputies will sign their meal receipt and give the receipt to Ward 7D/7L Watch Commander.

C. Deputies will provide the cafeteria cashier his / her meal card to purchase meal items selected.
   1. Any amount over the authorized maximum meal allowance of $9.75 will be the responsibility of the deputy to pay the difference to the cafeteria cashier.

D. Deputies are responsible to report any incident surrounding this procedure to the Ward 7D/7L Watch Commander

III. FORMS

Employee Meal Log Sheet
POLICY DIVISION

POLICY AND PROCEDURE

Date Issued: 10/2003
Last Revised: 2/23/2017
Related Policies:
CODM 4.01, Jail Clearance
SFSD-04 Jail Clearance

Policy #: CODM 4.01

Approved By:
Chief Deputy Paul Miyamoto

Chapter: 04 Security and Control
Title: Facility Tours

POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to protect the privacy rights of incarcerated prisoners and minimize general touring of the jail facilities.

PURPOSE: To ensure the safety and security of the jail facilities as well as the privacy rights of incarcerated prisoners.

I. GENERAL
   A. Tours of any jail housing areas require the permission of the COD Chief Deputy.
   B. No person(s) under the age of 18 is permitted on a jail tour.
   C. Tours may be terminated if the behavior of tour members results in a threat to security, is inciting in nature or disruptive to normal jail operations.

II. PROCEDURES
   A. Facility tours may be requested through
      1. The Sheriff, Undersheriff, Assistant Sheriff and Chief of Staff for tours of jail housing areas, or
      2. The Chief Deputy of the COD for tours of multiple facilities (i.e., Civil Grand Jury, Fire Department, Board of Corrections, etc.), or
      3. Facility Commander for tours of jail administrative areas (no prisoners present).
   B. Service providers (including Jail Health Services) requesting tours shall
      1. provide the names and identifying information for all tour members
         a. a criminal history check shall be conducted on all tour members
      2. ensure that a service provider employee with a valid Jail Clearance card accompanies the tour

4.0 Security and Control: CODM 4.01
Page 1 of 1
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) to account for all prisoners in the County Jail system.

PURPOSE: To insure each facility has operational procedures to verify the number of prisoners in their custody and reconcile the number of prisoners within the computer tracking system.

PROCEDURE

1. General

   A. Each jail facility will provide Post Orders detailing the manner in which prisoner counts are conducted in the jail facility.

   B. Each jail facility will have Post Orders detailing how such physical counts are to be reconciled with the computer tracking system to account for all prisoners in the jail system.

   C. Each jail facility will have Post Orders that provide for a minimum of two physical prisoner counts per shift, at the start and at the end of the shift.

   D. Each housing jail facility will verify prisoners by wristband checks at least one time during each shift.

   E. Nothing precludes a jail facility from initiating more frequent prisoner counts during each shift.
POLICY: The movement of prisoners within and between any San Francisco Sheriff's Department (SFSD) facilities or units and any other complex, will be accomplished in a safe and secure manner at all times.

PURPOSE: To ensure the safety of prisoners and sworn employees who are transporting / moving them. To ensure that prisoners are moved in a timely fashion to minimize time spent in non-housing locations. To move prisoners expeditiously to not interfere with jail operations such as prisoner counts. To prevent escapes or injury to prisoners, staff, or the public.

DEFINITIONS:
Complex: The SFSD maintains two custody complexes: Hall of Justice and San Bruno.
Mandatory Restraint Level (1 to 4): The prescribed level of restraint equipment and number of deputies required to transport / move a prisoner outside of the housing unit.
Movement: The movement of prisoners within a facility and between facilities within the same complex.
Pregnant Prisoner: An incarcerated female prisoner who has been identified by Jail Health Services (JHS) as being pregnant; transport / move per PC §3407.
Transportation: The movement of prisoners between complexes, using a vehicle, from a facility to San Francisco General Hospital (SFGH) and or other destinations.

I. GENERAL
A. Deputies assigned to the movement function will attempt to adhere to the established Prisoner Movement Schedule in order to minimally impact other operations; however, at no time shall any facility refuse to receive prisoners who have arrived from another facility without the express permission of the Division Commander.
B. Prior to transporting or moving a prisoner, the transporting deputy(ies) shall review the prisoners' Field Arrest and Housing Activity cards for information concerning the following:
Prisoner Movement and Transportation

1. Identification of the prisoner – using both name and SF#  
2. Housing status – Lock-up, Administrative Segregation, General Population  
3. Mandatory Restraint Level  
4. Keep Separate Forms  
5. Escape history  
6. Gang affiliation  
7. Medical issues  
8. TGI status  
9. Any other relevant information

C. Prisoners who are being moved / transported will be restrained based on their Mandatory Restraint Level.

1. If circumstances warrant, additional restraint gear may be used. The use and reason for additional restraints will be documented on the Field Arrest card.
2. Barring a medical restriction, all prisoners who are handcuffed shall be handcuffed behind the back.
3. Restraint gear shall always be double locked.
4. [Redacted]
5. Prisoners shall not be advised in advance of transport details.
   a. Once a prisoner is given notice of transport, he / she shall not be given access to a telephone and shall be segregated from any prisoners with access to a telephone.

D. An inmate known to be pregnant or in recovery shall not be:

1. handcuffed with her hands behind her back,  
2. restrained with belly or waist chains,  
3. restrained with leg irons, or  
4. secured to another inmate

E. An inmate known to be pregnant or in recovery may only be handcuffed in front of her body.

F. A pregnant inmate will not be restrained by the wrists, ankles or both unless deemed necessary for the safety and security of the inmate, the staff and / or the public during:

1. active labor, during delivery, or as determined by the attending physician,  
2. transport to the hospital for delivery, or  
3. immediate recovery after giving birth.

Any deviation from the above, will be documented with the reason and restraints
Prisoner Movement and Transportation

used on the Field Arrest card.

G. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery when that professional determines that the removal of restraints is medically necessary.

H. The information contained in Section D through H of this policy will be provided to each pregnant inmate in the form of a prisoner advisement, and posted in at least one conspicuous location to which female inmates have access at each facility that houses female inmates.

I. 

2. Prisoners will not be transported / moved via any facility stairwell unless
   a. the Watch Commander has approved the transport / movement,
   b. escorts are posted at both openings of the stairwell, and
   c. there is an emergency evacuation, or
   d. there are exigent circumstances such as elevator failure

3. Prisoners may not bring anything with them during transportation / movement or movement, except
   a. court papers may be brought to court
   b. lunches / food when directed to do so by staff
   c. class or program paperwork

4. Prisoners shall be fully dressed during transport / movement.

II. PROCEDURES
Specific procedures will be found in facility / unit operations manuals.

III. FORMS
A. Prisoner Movement Times – Hall of Justice Complex

IV. REFERENCES
Penal Code § 3407
### PRISONER MOVEMENT TIMES

The times listed for each facility are the count and prisoner feeding times. There should be no movement of prisoners during the count time. Movement will be kept to a minimum during prisoner meal times and should be avoided at that time whenever possible.

If any jail fails to pick up, deliver, and/or receive prisoners during any other times, the Watch Commander refusing the prisoners will write an Incident Report to the Custody Division Commander explaining the reasons for such refusal. The Incident Report will be completed and left for the Facility Commander prior to the Watch Commander leaving the jail.

Each jail will contact the other jail by phone to notify of pick-ups or deliveries of prisoners.

<table>
<thead>
<tr>
<th>County Jail #1 and County Jail #2 Movement, Count and Meal Times</th>
<th>2300-0700 Watch</th>
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<tbody>
<tr>
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<td>Male and Female Movement</td>
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<td>1100-1130</td>
<td>Staff Meal Breaks</td>
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<tr>
<td>1300-1315</td>
<td>Male and Female Movement</td>
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<td>1515-1530</td>
<td>Count/ Change of Watch</td>
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<td>1550-1600</td>
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<td>Count/ Change of Watch</td>
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**4.0 Security and Control: CODM 4.03**
POLICY:  It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) that all prisoners will be subject to direct visual supervision by sworn employees. Regular security rounds shall be conducted of jail facilities and grounds.

PURPOSE: To ensure the safety and security of employees, visitors and prisoners. To ensure physical facility and/or grounds defects are realize and remedied in a timely fashion.

DEFINITIONS:

Round: Regular, intermittent and prescribed direct, visual observation of prisoners to ensure their continued health (i.e. breathing) and safety. Includes observation / inspection of the physical facility (i.e. cell walls, windows, bars, housing area doors, etc.)

Outside Round: A visual observation documented by armed sworn employees of internal and external perimeters of the jail facility.

Round Sheet: a form on which regular observation of the prisoners shall be recorded.

I. GENERAL

A. Rounds of all housing and holding areas will be conducted and documented at least once every half hour to ensure the safety and health of the prisoners as well as the physical integrity of the facility.

1. Exception: Rounds conducted of Safety Cells shall be observed in accordance of CDM 4.06 Safety Cell Use.

2. Exception: Supervisors assigned to Operations shall conduct (and document on the round sheet) rounds of housing and holding cell areas at least once each shift.

B. Observation (with a flashlight if necessary) of prisoners shall include

1. noting activity of prisoners and comparing it to previous observations to help determine their welfare status,

2. noting the skin, obvious movement and signs of distress of sleeping/inactive prisoners to ensure their health,

   a. Exception: Observation of prisoners in a Sobering Cell shall be conducted in accordance with CDM 8.05 Sobering Cell.
Jail Security Rounds

C. All completed rounds shall be documented on the appropriate form.
   1. The actual time of the round shall be documented as well as the activities of
      the prisoner(s) observed.
         a. Employees will not document any rounds prior to completion of the
            actual round.
   2. Round forms may not contain lines that are incomplete or empty between
      entries.
   3. The initials and star number of the employee completing the round shall be
      legibly documented on the round form.
   4. The Watch Commander will sign the round sheet indicating that he / she has
      reviewed it for completeness, accuracy and legibility.
   5. The Facility Commander shall review and initial all security round forms.

II. PROCEDURES

Specific procedures can be found in facility / section / unit manuals.

III. FORMS

A. Housing Observation Sheet (8 Hour Facility)
B. Housing Observation Sheet (12 Hour Facility)

IV. REFERENCES

A. Title 15 (2008 Minimum Jail Standards)
POLICY: The San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) shall use safety cells only when necessary to hold those prisoners who display behavior that reveals intent to cause physical harm to self or others.

PURPOSE: To provide procedures that will help ensure the safety of employees, visitors and prisoners. To comply with Title 15, Minimum Jail Standards, Section 1055.

DEFINITIONS:

Combative: A prisoner whose behavior requires physical restraint by one or more sworn personnel to prevent harm to him / herself, to staff and / or to other prisoners.

Danger to Self: A prisoner making overt gestures to harm him / herself or who articulates a strong desire to harm him / herself.

Danger to Others: A prisoner whose behavior is likely to cause harm to another person.

Direct Visual Observation: Direct personal view of the inmate in the context of his/her surroundings without the aid of audio/video equipment

Imminent: About to happen, ready to take place.

Jail Health Services (JHS): Jail Medical Services staff and Jail Behavioral Health Services staff who provide health services in the jails.

Overt: Open and observable; not hidden, concealed or secret.

Pat Search: A search consisting of a pat down or body frisk of a clothed person, including 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.

Safety Cell: A padded single cell

Safety Garment: A garment designed to be essentially indestructible and worn by prisoners in the safety cell whose clothing was taken for their safety

Safety Blanket: A garment designed to be essentially indestructible and given to inmate in the safety cell
Strip Search: A search that requires a person to remove or arrange some or all of his or her 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.

I. GENERAL

A. A prisoner will be placed in the safety cell only with the approval of the Facility Commander or designee or responsible health care staff.

1. The prisoner shall be medically assessed within thirty minutes of placement, and again within a maximum of twelve hours of placement or the next daily sick call – whichever is earliest. The prisoner shall be medically cleared for retention every 24 hours thereafter.

2. A supervisor shall review continued retention in the safety cell every four hours.

3. JHS shall assess the prisoner within 12 hours of placement.

B. Safety cells may be used only under the following circumstances:

1. When a prisoner is physically combative or otherwise presents and imminent danger to others,

2. When a prisoner is a danger to self, as determined by actions or words, including but not limited to, physical or mental impairment to the point of falling down, banging his / her head against the wall, making suicidal gestures or threatening to commit suicide.

3. When there is reasonable suspicion the prisoner has ingested an injury-causing item.

4. When gravely disabled as determined by JHS,

5. When a prisoner requests such placement, or

6. When JHS recommends a safety cell placement and the Watch Commander concurs after review.

C. The safety cell shall not be used for prisoners who refuse direct orders – including an order to be strip-searched – but do not otherwise meet the criteria for safety cell placement.

D. In no case shall the safety cell be used for punishment or as a substitute for treatment.

E. A sworn supervisor must be present during placement of a prisoner into and from the safety cell.

F. If it is necessary to use force during a safety cell placement, the degree of force will be within the parameters set by the SFSD’s “Use of Force” policy.

G. A prisoner placed in the safety cell will be pat searched for contraband prior to the placement.

1. Exception: A prisoner placed in the safety cell who is determined to be a danger to self will be strip-searched for contraband.

2. Exception: A prisoner who fits the strip search criteria will be strip-searched for contraband.
H. A prisoner may remain restrained in the safety cell with temporary restraints (i.e., handcuffs, leg-irons, etc.) for up to one hour to prevent self-inflicted injury.
   1. After one hour, the restraints must be removed or the prisoner must be moved from the safety cell to a restraint chair or transported to the hospital.
I. Prisoners shall not remain in a safety cell more than 24 hours without approval of the Watch Commander and JHS. If retention of time is more than 24 hours, a report will be written and submitted to the Watch Commander.
   1. If the time in the safety cell is nearing 24 hours and San Francisco General Hospital (SFGH) Ward 7L does not have bed space available, the prisoner will be transported to Psychiatric Emergency Services (PES) at SFGH.
   2. When a prisoner with criminal charges is transported to PES from the safety cell, jail staff shall submit an incident report to the Custody Division Commander.
J. When a prisoner meets PC §5150 criteria per a JHS assessment and no longer has criminal charges pending or has been granted a lawful release, the prisoner will be transported to PES.
K. The Watch Commander can remove a prisoner from a safety cell at any time he/she determines the prisoner no longer meets the criteria of safety cell placement.
   1. Exception: When a prisoner meets PC §5150 criteria per a JHS assessment, JHS staff will determine when the prisoner can be removed from the safety cell (either to jail housing or to SFGH).
L. If a safety cell becomes unsanitary, unsafe or otherwise uninhabitable while occupied, the prisoner will be moved to another safety cell when it is safe to do so.

II. PROCEDURES
A. If cooperative, a prisoner should be allowed to walk to the safety cell.
   1. If the prisoner refuses to walk, sworn employees may use the restraint chair or other mobile means (i.e., gurney, wheelchair, etc.) to transport the prisoner to the safety cell.
   2. As a last resort, sworn personnel may carry the prisoner in a manner that minimizes injury to them and the prisoner.
B. The prisoner will be searched for contraband.
   1. If the prisoner was pat-searched, he/she will be immediately given a security blanket, if necessary.
   2. If the prisoner was strip-searched, he/she will be immediately given a security blanket, if necessary, and
      a. A security garment for prisoners who are a danger to self, or
      b. An exchange of jail clothing for all others.
C. The sworn employee who recommended the placement shall
   1. complete the Safety Cell Placement form including
Safety Cell Use

a. the reason for placement,
b. the specific behavior observed that resulted in the placement,
c. names of all staff involved in the placement, and
d. the items that were given to the prisoner and the time they were given.
   i. If items were denied, list by whom.

2. Secure the prisoner’s property. This includes any clothing taken from the prisoner as well as any property in the prisoner’s cell.

D. The sworn supervisor who supervised the placement shall advise JHS of the placement immediately afterwards.

E. Sworn employees will conduct direct visual observation of the prisoner in the safety cell twice every thirty minutes.
   1. When the prisoner appears to be sleeping, the direct visual observation must include either a verbal response or movement of an extremity in response to verbal commands at least once every thirty minutes.

F. The sworn employee making the observation shall document it on the Safety Cell Observation form and will include
   1. the actual time of the observation,
   2. the initial and staff number of the sworn employee making the observation,
   3. the specific behavior of the prisoner at the time of the observation,
   4. the offer (and refusal or acceptance) of water at least every two hours,
   5. the offer (and refusal or acceptance) of food at least once a shift,
   6. the provision of toilet paper if requested by the prisoner, and
   7. the flush of the toilet upon the prisoner’s request and / or at least twice every eight hours, and
   8. for females, the provision of feminine hygiene products upon request (when not a danger to self or otherwise directed by JHS).

G. A sworn supervisor shall conduct a direct visual observation check on any prisoner in a safety cell at the beginning of the shift and at least once every four hours after the start of the watch when assigned to an alternative shift (i.e., 12-hr shift).
   1. The sworn supervisor’s visual observation will include response to verbal commands.
   2. If continued retention beyond four hours is warranted, the sworn supervisor shall circle “yes” on the Safety Cell Observation form.
      a. If retention is not warranted, the sworn supervisor shall direct that the prisoner be removed and re-housed

H. The sworn supervisor or a JHS staff will sign the prisoner out of the safety cell by making the notation on the Safety Cell Placement form.
Safety Cell Use

1. If JHS staff signs the prisoner out of the cell, he / she shall notify a sworn supervisor of that fact.

I. Sworn staff will remove the prisoner from the safety cell.
   1. The prisoner's property will be returned to him / her.
   2. The safety cell will be cleaned immediately to be available for use when needed.
   3. Safety garments and blankets will be restocked as necessary.

III. FORMS
   A. Safety Cell Placement form
   B. Safety Cell Observation form

IV. REFERENCES
   A. Title 15 Minimum Jail Standards Section 1055
POLICY AND PROCEDURE

SUBJECT: Investigation of Crimes in Jail Facilities

POLICY: It is the policy of the San Francisco Sheriff’s Department to investigate crimes that happen on the jail property and in the jail facilities and take necessary action for prosecution if evidence supports the filing of criminal charges.

PURPOSE: To establish a procedure for investigation of crimes in the Custody Operations Division (COD).

DEFINITIONS:

Chain of Custody: The documentation of sequential order of possession of evidence from one person to another, including the times, places and purposes of the handlings, until it is offered into evidence at trial.

Evidence: Testimony, objects, writings, or other tangible things presented to a jury to prove the existence or nonexistence of a fact, so that the jury can decide whether a defendant is guilty or not guilty.

Incident Scene: The site of an incident that requires an investigation beyond the initial reports or statements submitted by those persons involved in the incident.

PROCEDURE

1. General

   A. Watch Commanders will contact Criminal Investigations Unit (CIU) personnel immediately when they become aware of any of the following incidents:

      1. Riot or Major Disturbance.
      2. Death of prisoner.
Investigation of Crimes in Jail Facilities

3. Serious prisoner suicide attempt resulting in the hospitalization of the prisoner.
4. Assault of an employee by a prisoner resulting in hospitalization of the employee.
5. Assault of a prisoner by another prisoner resulting in hospitalization of the prisoner.
6. Sexual assault to attempted sexual assault of a prisoner.
7. Escape or attempted escape of a prisoner.
8. Alleged assault of a prisoner by an employee.

II. Preserving the Investigation Scene

A. The supervisor must identify and secure the investigation scene immediately to preserve evidence.

1. If the incident occurred in a single cell, the investigation scene would include that single cell.
2. If the incident occurred in a common area in a jail-housing unit, such as the dayroom, the entire common area would have to be secured.

B. Once the investigation scene is identified, the supervisor will be responsible to:

1. Preserve the site of the incident until the incident scene is turned over to CIU personnel or until otherwise instructed by CIU.
2. Assign and instruct at least one sworn employee to preserve the investigation scene.
3. Preserve all evidence so that the evidence is admissible in court.
4. Establish a chain of custody.
5. Notify any relief supervisors of the above actions if CIU Services personnel are not at the investigation scene.

C. Once the investigation scene is established, no personnel will enter the scene or disturb any evidence without the consent of the supervisor or the CIU employees assigned to the incident.

D. Once CIU employees are investigating the incident, only the assigned investigator may restore the investigation scene to its normal status.

E. No personnel will handle any piece of evidence, except as authorized in these procedures, and/or for the purposes of an investigation or hearing.

F. No personnel will leave any piece of collected evidence, whether the evidence is for an administrative or criminal proceeding, unsecured and/or unattended in a place where persons not investigating the incident could handle the evidence.
III. Employee Conduct Complaint

A. Whenever a Watch Commander becomes aware of an incident, citizen’s complaint, or prisoner’s complaint, involving allegations of employee excessive force or brutality during the watch, the Watch Commander will direct that Jail Health Services staff immediately examine the alleged victim(s).

B. The Watch Commander will take pictures of any alleged injuries and mark the photos with the date and time, specific location, and the staff number of the Sheriff’s staff taking the picture.

C. The Watch Commander will forward all employee conduct complaint information to the Facility Commander.

D. The Facility Commander will contact the Custody Operations Division Commander.
POLICY: The San Francisco Sheriff's Department (SFSD) will investigate all deaths of prisoners in SFSD custody and report the outcome of such investigations in the manner required by law. The Custody Operations Division (COD) will assist in every manner possible such investigations.

PURPOSE: To provide procedures for SFSD employees to follow when a prisoner dies while in SFSD custody.

DEFINITIONS:

Post-mortem lividity: A dark red or bluish-red discoloration of the lowest portions of the external surface of the body due to post mortem stagnation of blood.

Rigor Mortis: A stiffening and contraction of the musculature of the body after death.

I. GENERAL

A. In the event of a prisoner's death while in SFSD custody, next of kin notification will be made only by the Coroner's Office or Medical Examiner's Office.

1. Classification Unit will provide any next of kin information they have on file to the Watch Commander.

II. PROCEDURES

A. A sworn employee who discovers a prisoner believed to be deceased shall

1. remain at the scene and request medical assistance and the Watch Commander to respond to the scene,
2. secure the scene by locking down all other prisoners in the vicinity of the victim prior to opening any access doors for emergency medical personnel,
3. begin administering emergency life-saving measures (absent obvious signs of death such as post-mortem lividity, rigor mortis, etc.), and
4. assist medical staff as needed in administering First Aid / CPR.

B. If two employees are present, one shall immediately begin life-saving measures.

C. If responding to a hanging victim, sworn employees shall
Prisoner Death in Custody

1. immediately cut the victim down from the hanging position
   a. the material used to support the prisoner is cut first – halfway between the knot on the neck and the knot tied to the support

2. place the prisoner on his / her back.
   a. if the material around the prisoner’s neck is so tight that he / she still can’t breath, cut the material on the opposite side of the knot.

3. the material and knot shall be preserved and booked into evidence

D. As much as possible, all prisoners housed within sight or sound of the death scene will be removed under escort and isolated pending interviews by investigators from the SFSD Internal Affairs (IA) and Criminal Investigations Unit (CIU).
1. any spontaneous or volunteered statements made by prisoners will be documented by sworn employees and forwarded to CIU.

2. if the death appears to be a homicide and the assailant(s) is / are know, sworn employees will immediately separate the suspect(s) from other prisoners and each other (if more than one).
   a. Care should be taken not to allow the suspect(s) to destroy any evidence by washing hands, clothing, etc. If possible a sworn employee should be assigned to watch the suspect(s) until the investigator arrives.
      i. Deputies assigned to watch a suspect shall not engage the suspect in any conversation.

E. The Watch Commander shall respond to the scene and ensure

1. the scene is preserved by assigning a sworn employee to guard the scene permitting no unauthorized entry.
   a. A Crime Scene Log will be used to document persons who enter and exit the scene. Such log will include
      i. Name (and star / badge if applicable) of person entering
      ii. Department name
      iii. Time of entry
      iv. Reason for entry
      v. Time of exit
   b. To prevent scene / evidence contamination / damage, all persons authorized to enter the scene will be advised of a secure path to the victim.

2. the victim’s cell / bed (if not part of the crime scene) is preserved for evidence,

3. a sworn employee is keeping a written chronological log of events,

4. a sworn employee is assigned and prepared to escort the prisoner to San
Prisoner Death in Custody

Francisco General Hospital (SFGH) if necessary,

5. Proper notification are made, including

a. San Mateo Sheriff Homicide Unit and Coroner’s Office shall be notified of any in-custody deaths. The SFSD Internal Affairs (IA) will conduct a bilateral administrative investigation concurrent with any criminal investigation.

b. San Francisco Police Operations (415-553-1071), and the San Francisco Medical Examiner’s Office for deaths at the Hall of Justice Complex

6. No pictures or video of events are taken unless directed to do so by the assigned SFSD investigator,

7. The proper documents are copied and collected for the investigator, including

a. Watch Sheet (two shifts may be necessary if the event occurred at the beginning of a shift)

b. Daily Report – including Jail Health Services staff assigned that shift

c. Prisoner Location Reports for the housing area in which the prisoner was found, if applicable

d. Round Sheets for that area of the facility, if applicable

e. Housing log sheets for that housing area, if applicable

f. Booking Card printout

g. Incident Report of the incident

h. Crime Scene Log

i. Any other pertinent documents

F. Reviews of the in-custody death shall consist of,

1. The initial review within 30 days of the in-custody death. The review team will consist of The Chief of the COD, the Facility Commander, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. The review team shall determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

2. A second review will be held once the Medical Examiner’s findings are made available to JHS. A representative from IA and / or CIU will be present.

G. When an in-custody death occurs at SFGH, as a result of an illness or injury not sustained while in SFSD custody, the SFGH Watch Commander shall notify IA.
III. FORMS
   A. Crime Scene Log

IV. REFERENCES
   A. Government Code §12525
   B. Penal Code §5021
   C. Title 15, Section 1046
POLICY: It is the policy of the San Francisco Sheriff's Department to ensure all evidence items are properly secured and processed to maintain the chain of custody and the integrity of the evidence and to ensure the safe handling of packaged materials.

PURPOSE: To provide acceptable methods of handling and processing evidence as found in the jail facilities.

PROCEDURE

I. General
A. Each jail will have an evidence room or locker available to secure evidence seized in the jail.
B. Each jail will have specific instructions to be followed in securing and logging the evidence into the evidence room or locker.
C. Evidence will be turned over to Criminal Investigations Unit employees when so directed.
D. Any evidence container holding a sharp object should be clearly marked to ensure proper handling and prevent exposure.
E. Each jail facility will have adequate supplies of evidence envelopes, puncture resistant containers, and disposable gloves to provide the most safety for staff handling evidence.

II. Processing Evidence
A. All items will be packaged and sealed in the smallest acceptable container.
B. All evidence envelopes will be marked with appropriate identifying information.
   1. Complete name of victim/suspect, including jail number and SF number.
   2. Report Number or Incident Number.
   3. Offense/Violation.
Evidence Processing

4. Sheriff's employee name, star number and signature.
5. Potential hazard.
6. Description of evidence
7. Location found.
8. Serial numbers, if applicable.
9. Identifying marks, if applicable
10. Date and time recovered.

III. Reporting

A. The following information will be included in reports documenting the collection, preservation, packaging, and storage of evidence:

1. If the evidence seized is to be destroyed.
2. If the evidence seized was placed into evidence for further follow-up by investigations.
3. If the evidence seized is to be held pending a criminal complaint.
POLICY: It is the policy of the San Francisco Sheriff's Department to provide training to staff to enable them to recognize the symptoms and signs of suicidal behavior and to deter prisoner suicide threats and attempts.

PURPOSE: To provide information about suicidal gestures and to provide procedures for the prevention of suicide threats and attempts.

PROCEDURE

I. General

A. Training Identification

1. All Custody employees will receive training in recognizing the signs and symptoms of mental illness and depression that could lead to suicide.
   a. Jail Behavioral Health Services (JBHS) will provide training to all entry-level custody employees.
   b. The Training Unit will provide updates in this area periodically through muster tapes prepared by JBHS and outside providers as deemed necessary.

2. All Custody employees who provide services to the jails must remain constantly alert to any behavioral changes that might indicate increasing depression and/or suicidal ideation.
   a. Frequent communication between Custody staff and Jail Health Services Staff (JHS) / JBHS will insure cooperation in recognizing this behavior.
   b. Certain times during confinement represent more serious threats of suicide, including immediately following the arrest, after the court
Suicide Prevention

disposition, during the holiday season, and during domestic upheaval in the prisoner’s family.

3. Any prisoner reported or suspected of being depressed or having a mental disorder will be referred to JBHS immediately to be evaluated.

B. Suicidal Symptoms are listed below.

1. Depression
2. Statements or expressions of guilt feelings.
3. Nervousness, tension or anxiety.
4. Insomnia
5. Loss of appetite
6. Loss of weight
7. Impulsiveness

C. Critical Signs of Suicidal

1. Sudden change in behavior, especially calmness after a period of anxiety.
2. Giving away belongings
3. Attempts to get one’s affairs in order
4. Direct or indirect threats to commit suicide
5. Direct attempts to commit suicide

II. Suicide Prevention

A. Anytime employee who observes any signs of suicide or believes a prisoner may be at risk for suicide attempts, will notify JBHS immediately.
B. If JBHS is not available, employees will notify JHS who will assist in determining appropriate housing.
C. A multi-disciplinary administrative review of suicides and suicide attempts will be conducted upon request of the Sheriff, Undersheriff, Division Commander or Facility Commander. This multi-disciplinary review will consist of sworn staff, JHS and JBHS

III. Housing

A. Prisoners who are determined to be suicidal will be placed in a safety cell until JBHS can evaluate them.
B. If it is determined that the prisoner requires hospitalization, JBHS will arrange housing at San Francisco General Hospital, in Ward 71.
C. If a prisoner is suicidal, but not in need of hospitalization, JBHS will recommend appropriate housing for the prisoner.
D. If the prisoner requires on going observation, he or she will be housed in Upper C Pod, Observation.
E. If the prisoner requires less acute housing than the observation cells in Upper C Pod, he or she will be housed on other designated psychiatric housing in the jail system.

IV. Suicide Attempts

A. The following procedures will be followed in the handling of a suicide attempt.

1. Call for medical staff immediately.
2. Notify the immediate sworn supervisor.
3. In a hanging attempt, remove the stress for the prisoner’s neck by lifting the torso.
4. With the help of other staff, cut the noose.
5. Provide basic first aid and begin CPR if necessary.
6. Continue medical treatment until JHS relieves deputies.
7. Call 911 if so directed by JHS.

B. If the attempt is determined to be life-threatening, preserve the area as a crime scene and notify the Criminal Investigations Unit.
POLICY: It is the policy of the San Francisco Sheriff's Department to maintain security and control over emergency equipment stored in jail facilities.

PURPOSE: To develop appropriate security measures so that necessary emergency equipment is safely stored.

DEFINITION:

Air Taser: The X-26 Air Taser is a less lethal device designed to disable a person by delivering electrical impulses that override the central nervous system causing the person to lose voluntary muscle control.

Arwen Rifle: A less lethal firearm with a rifled bore that propels a plastic projectile over a short distance. The firearm is designed to be fired from the shoulder.

Chemical Agent: A substance intended to cause temporary, acute, physical discomfort, thus incapacitating its intended target.

Firearm: A device used as a weapon from which a projectile is expelled by force of an explosion, or other form of combustion.

Handgun: A firearm with a barrel less than 12 inches in length.

Individual Aerosol Dispenser (IAD): A pouch size canister of a chemical agent that is issued to trained deputized staff.

Riot Equipment: A range of individual personal equipment to be used in riots or major disturbances and includes, but is not limited to, helmets, batons, vests, flex cuffs, restraint equipment, shields, pads, bullhorns, gloves, flashlights and other tools and equipment.

Shotgun: A smoothbore firearm that fires shot over short ranges. It is issued by the department and carried during vehicle transportation.
**Weapon**: Any item or device mentioned in Part 4, Title 2 of the California Penal Code, including firearms, batons, knives or chemical weapons.

**PROCEDURE**

I. **General**

A. All jail facilities will have designated areas for securing firearms, ammunition, riot equipment, less lethal devices, and chemical agents.

B. Designated areas will be inaccessible to prisoners and other civilian personnel.

C. Handguns, shotguns and ammunition for both will not be permitted past administrative areas of any jail, except in an emergency and then when directed by the event commander or tactical commander.

D. At County Jail #4, handguns, shotguns and ammunition for both are secured prior to entering Post 5.

E. All jail facilities will maintain logs of equipment sign out and use and such logs will be reviewed at least monthly by the Facility Commander.

F. All jail facilities will have an established plan to insure such equipment is in good working order and is inspected on a regular schedule as verified by the emergency equipment log.

II. **Storage**

A. The storage of such equipment will be identified in each facility and all supervisory staff will know where the equipment is and how to access it.

B. [Blank]

C. [Blank]

D. Each jail facility will maintain an accurate inventory of all emergency equipment and a schedule of testing such equipment to insure that the equipment is in good working order.

E. This log will remain in the emergency location for quick access when an emergency occurs.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) to permit persons to take a photograph of an in-custody prisoner in a manner consistent with protecting their privacy rights.

PURPOSE: To provide the appropriate steps for photographing prisoners in a jail facility.

DEFINITIONS:

N/A

I. GENERAL

A. Prisoners are required to submit to booking and processing photos following arrest.

B. After completing a Media Waiver form, prisoners may be photographed by members of the news media. The photo shall depict only the specific prisoner in an interview room. No other prisoner or area of the jail may be included in the photograph.

C. Their own attorney of record, legal representative or private investigator may photograph prisoners. The photo shall depict only the specific prisoner in an interview room. No other prisoner or area of the jail may be included in the photograph.

D. Prisoners may request that photos of their person be taken while they are in custody.

E. The Director of Prisoner Legal Services (PLS) or designee may request that photos of a prisoner be taken.

II. PROCEDURES

A. When a prisoner requests that his/her photo be taken or the PLS Director requests that photos be taken

1. The Watch Commander will take the photo(s) as requested and send the photo to the Investigative Services Unit.
   a. The photo(s) will be marked with the date and time it was (they were) taken, the specific location where it was (they were) taken and Booking and SF Number of the prisoner.
Photographing Prisoners

2. If PLS requested that the photos be taken, that information will be included with the photos and information sent to ISU.

3. The photo(s) may be turned over to the prisoner or to the legal representative only at the direction of the Sheriff's Legal Counsel.

III. FORMS
   A. Media Waiver

IV. REFERENCES
   N/A
Jail Cleanliness and Inspection

POLICY: It is the policy of the San Francisco Sheriff's Department to operate the jails free from litter and to inspect regularly jail areas to insure cleanliness and safety.

PURPOSE: To insure regular cleaning of all areas of the jail and to conduct regular inspections to address this and safety concerns.

PROCEDURE

I. General

A. Every jail facility will have a scheduled time for daily clean up of all housing areas and general prisoner access areas.

B. Every jail will have an operational order detailing what cleaning items will be made available; who will distribute the items and who will collect items once the cleaning period is over.

C. The Watch Commander or housing supervisor will conduct an informal inspection of all housing units at least once during each shift and document any problems identified in the Shift Activity log.

D. Each jail facility will conduct a formal inspection on a weekly basis. The Day Watch Commander and housing supervisors will conduct the inspection.

   1. The Facility Commander will participate in the formal inspection unless otherwise excused by the Division Commander or attending an official function out of the facility.
   2. A written evaluation of cleanliness and/or problem areas will be completed for each area of the jail as part of the formal inspection.
   3. Formal Inspection evaluations will be kept at the facility and maintained for three years before destruction.
POLICY: It is the policy of the San Francisco Sheriff's Department to maintain strict control over access to keys used for locked areas in the inner and outer jail perimeters.

PURPOSE: To insure jail facilities have proper key control procedures that limit access to security keys and identify staff requesting keys.

PROCEDURE

1. Key Control
   A. (Redacted)
   B. Every jail facility will insure all secured keys are labeled appropriately.
   C. Every jail facility will issue key cards to regular employees, both uniformed and non-uniformed, who routinely require security keys for use during their shift.
   D. Every jail facility will provide a mechanism for issuing keys to appropriate personnel who need security key access for routine services provided in the jail.
   E. Every jail facility will verify the location of all security keys maintained at the facility at the beginning and end of each shift.
   F. Every jail facility will have reporting requirements in the event security keys are missing, misplaced, or stolen.
   G. Facility Commanders will insure the keys are routinely checked for wear and tear and will request replacement keys as necessary to insure the safe operation of the jail.
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to implement a Fire and Life Safety plan for each of its jail facilities.

PURPOSE: To provide guidelines for training and compliance regarding emergency response to fires. To comply with federal, state and local laws. To maintain a safe environment for all persons working, visiting or residing in the jail facilities.

DEFINITIONS:

Facility Fire Marshall: A sworn employee who meets the training standards established by the state Fire Marshal and the SFSD Training Unit for general fire and life safety, which relates specifically to the jail facility to which they are assigned.

Biennial Fire Pre-Planning Inspection: Inspection by local fire department to develop fire suppression protocols specific to the jail facility.

Annual Fire / Life Safety Inspection: Inspection of the jail facility conducted by either the local fire department or the state Fire Marshal.

Monthly Fire / Life Safety Inspection: Thorough inspection of the jail facility by a facility Fire Marshall.

Facility Fire and Life Safety Manual: Facility binder in which Fire / Life Safety documentation (monthly inspections, annual inspections, etc) are kept.

Self-Contained Breathing Apparatus (SCBA): device worn by rescue workers, firefighters, and others to provide breathable air in an IDLH (Immediate Danger to Life and Health) atmosphere

I. GENERAL

A. Fire suppression pre-planning inspections are conducted by the local fire department at least every two years.

B. There shall be at least one person on duty at all times who is trained in fire and life safety procedures specifically to the facility.

C. All fire and life safety documentation referenced in this policy will be retained for a minimum of two years at the facility (in the Fire and Life Safety Manual) and five years “off site”.

D. An adequate supply of full SCBA air cylinders shall be maintained within the jail.
II. PROCEDURES

A. Each Facility Commander shall, every two years, consult with the local fire department (San Francisco Fire Department or San Bruno Fire Department) having jurisdiction over the facility in developing a plan for fire suppression which shall include but not be limited to:

1. a fire suppression pre-plan by the local fire department to be included as part of the facility operations manual which shall include, but not be limited to
   a. a tour of the jail facility by the fire department,
   b. an indication from the fire department of what the normal fire equipment response will be to a first alarm fire at the facility;
   c. where the rolling stock (e.g., fire engines, trucks, etc.) will be positioned to combat a fire;
   d. the locations of fire department access to the secured portion of the facility;
   e. personnel assignments to assist the fire department in gaining access to the various secured areas;
   f. any internal facility equipment (e.g., hoses, standpipes, SCBAs, etc.) to which the fire department may need access, and
   g. the protection of the fire fighters, if necessary.

2. documentation of regular monthly fire safety inspections by trained facility staff.

3. annual fire prevention inspections by the local Fire Chief or by the state Fire Marshal’s office.

4. a facility evacuation plan which shall include at least the following information:
   a. identity of safe refuge areas in various parts of the facility
   b. identity and description of approved evacuation routes from various areas within the facility
   c. list of the location of keys, control boxes and / or other releasing devices
   d. provision for the maintenance of jail exit corridors, stairways and doors to ensure their continued function and clearness of obstacles

5. documented fire drills completed not less than quarterly on each shift.
   a. Documentation of the drills shall include a copy of the shift personnel roster or Daily Activity Report showing the names of personnel who participated in the drill.

6. a written facility plan for the emergency housing of prisoners in the case of a
7. periodic and documented testing of emergency equipment (fire extinguishers, alarms, sprinkler systems, self-contained breathing apparatus, etc.)
   a. Service shall adhere to the "Emergency Equipment Testing and Servicing Schedule and Responsibility Chart" (See Section III Forms)

B. Facility Commanders shall ensure that necessary staff (building engineers, supervisory personnel and facility Fire Marshals) is present to facilitate annual Fire / Life Safety Inspections.
   1. If "Minor Discrepancies" are noted and a fire clearance is granted, or if fire clearance is "Withheld" due to more serious discrepancies, the Facility Commander shall ensure that corrective measures are taken and documented and that a re-inspection is conducted.

C. The Facility Commander shall ensure that training on relocation procedures and review of operating systems (doors, locks, etc.) are completed on a quarterly basis for all personnel.

D. The Facility Commander shall ensure that facility fire extinguishers are recharged by the contract vendor on an annual basis.

E. A facility Fire Marshal shall conduct and document monthly fire / life safety inspections.
   1. A thorough walk-through of the facility will include, but not be limited to, the following areas:
      a. Electrical and heating
      b. Stairways, exit ways and exit lights and fire doors,
         i. All means of egress must remain unobstructed and free of storage.
         ii. Exit doors must be maintained in good repair.
      c. fire alarm facilities,
         i. Manual alarm boxes shall be easily visible and readily accessible.
         ii. In the facility fire and life safety procedures it shall be documented whether the boxes are "local" (in house only) or networked to the local fire department.
         iii. If alarm-sounding devices are located within the facility, these devices must be clearly seen and heard above the maximum noise level that may develop under normal conditions of occupancy.
         iv. If protection of any part of a detention facility includes an automatic smoke or heat detection or fire sprinkler system,
Fire and Life Safety

d. Sprinkler systems and other fire detection / fighting equipment

e. Fire extinguishers

i. The facility Fire Marshall shall document monthly inspections of fire extinguishers by placing their initials in the corresponding box for the month inspected on the certification tag attached to the extinguisher.

f. Fire hoses

i. Fire hoses that have been used should be cleaned with soap and water and thoroughly dried before being returned to the cabinet.

* The San Francisco Fire Department (SFFD) has hose drying facilities and can be contacted to dry hoses.

g. Flues and vents

h. Housekeeping

i. Lint traps on facility laundry dryers must be cleaned and checked on a regular basis.

i. Kitchen

i. Kitchen hoods, vents, ducts and filters shall be maintained and free of grease.

j. Compressed gasses and flammable liquids

k. Auxiliary lighting

l. Smoking hazards

m. General hazards

2. A written report with the Fire Marshal's findings and recommendations shall be submitted to the Facility Commander.

a. A copy shall be placed in the facility Fire / Life Safety Manual.

F. A facility Fire Marshal shall conduct SCBA training at least quarterly on each shift.

1. Each employee assigned to the facility shall be trained on

a. SCBA donning and doffing procedures,

b. Emergency procedures should the air supply be partially or completely cut off during use,

i. The employee should be instructed to leave the area requiring respiratory protection immediately upon actuation of any SCBA alarm.

c. how to disconnect and change the air cylinder of the SCBA,
d. clean and disinfect the SCBA, and

  e. the proper storage of the SCBA.

    i. depleted or partially depleted air cylinders shall be as such
        and stored separately from full air cylinders.

G. Facility Fire Marshals shall conduct and document monthly inspections of the
   SCBAs. Inspections shall include

   1. a check of respirator function, tightness of connections and condition of
      various parts including but not limited to
      a. face piece
      b. head straps
      c. valves
      d. connecting tube
      e. cartridges
      f. canisters
      g. filters

   2. the inspection report (See Section III. Forms “Monthly Self Contained
      Breathing Apparatus Inspection Record”) shall include
      a. the date the inspection was performed,
      b. the name or signature of the inspector (Facility Fire Marshal),
      c. findings of the inspection,
      d. any required corrective action, and
      e. a serial number or other means of identifying the inspected respirator.

   3. 

H. FORMS

   A. Emergency Equipment Testing and Servicing Schedule and Responsibility Chart
   B. Monthly Fire Safety Inspection Guide
   C. Monthly Self Contained Breathing Apparatus Inspection Record

IV. REFERENCES

   A. Title 15 Sections 1028, 1032
   B. Title 19 Sections 1.14, 3.24
   C. Penal Code §§ 6030, 6031.1
   D. Health and Safety Code § 13146.1
<table>
<thead>
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<td>Emergency Generator Report</td>
<td>Building Engineers</td>
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<tr>
<td>Annual</td>
<td>Fire Alarm Systems Test Report</td>
<td>Building Engineers</td>
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<tr>
<td>Quarterly</td>
<td>Fire Sprinkler Systems Test</td>
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<td>Facility Fire Sprinkler Systems</td>
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<td>Fire Extinguisher Recharge</td>
<td>Vendor</td>
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POLICY: The San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) identifies the need to establish guidelines to sustain jail operations at times when factors and situations require a more controlled, restrictive jail movement of the prisoner population.

PURPOSE: To provide consistent guidelines for supervisory staff to follow in order to continue to sustain jail operations when situations occur that could impact the security of the jail facility and / or pose a serious safety threat to the staff and prisoners.

DEFINITIONS:

Housing Supervisor: A sworn staff member assigned as a supervisor with responsibility to provide direction, authority, supervision and control over Sheriff’s personnel assigned to supervise a prisoner housing area or prisoner housing unit. The Housing Supervisor has responsibility over the prisoners housed in these designated housing areas or housing units. The Housing Supervisor reports directly to the Watch Commander.

Jail Operational Level: A designation that determines the operational activities, prisoner movement and any restrictions placed into effect at a jail facility.

Sheriff’s Personnel: Any staff member, including sworn and non-sworn, employed by SFSD.

Watch Commander: The highest ranking sworn staff member assigned as a supervisor with responsibility over jail operations during a designated set of watch hours. The Watch Commander reports directly to the Facility Commander.

I. GENERAL

A. These guidelines are developed to assist supervisory staff identify jail operations levels to provide an acceptable and safe level of security for the jail facility. Serious safety threats that pose a significant safety risk to the staff and prisoners need to be evaluated. In some situations, more controlled and restrictive movement of the jail prisoner population may need to be implemented in order to sustain jail operations.

B. Some examples of situations that could cause a change in normal jail operations and require a more controlled restrictive level of response are as follows: (These examples of situations may not cover every situation when this type of response is necessary.)
Jail Facility Lockdown Guidelines

1. Gang or racial violence that involves a large segment of jail population.
2. Jail searches and housing shakedowns.
3. Serious assaults against staff.
4. A staffing shortage that causes the watch / team minimum to drop at least four (4) positions below the minimum staffing level.
5. Investigation situations.
6. To reestablish control and safety within the jail facility.
7. Escape situations.
8. Major jail disturbances.
10. To prepare for a jail evacuation.

C. Jail facilities shall not be locked down without acceptable justification and without the approval of the Watch Commander, Facility Commander and the Commander of the Custody Division.

D. Any jail operation level, other than level one, that is placed into operation shall only remain in effect for as short a period of time as is practical and justified. The continuation of a jail operational level is subject to the continuous review by higher ranking authorities. Changes may occur at the direction of higher ranking authorities.

E. These guidelines are not intended to restrict deputized staff from an immediate response of locking down a prisoner housing area in order to maintain safety, provide security and re-establish control over a situation. The deputy imposing the lockdown of the prisoner housing area shall immediately notify the Watch Commander. Once a lockdown occurs, the Watch Commander shall immediately respond to the scene and evaluation what level of lockdown response needs to be maintained.

F. These jail operational levels apply to all jail facilities within the COD.

II. PROCEDURES

A. Each jail operational level is identified and described as follows:

1. Level One – Routine Operations
   a. The jail facility functions in a normal routine operations mode.
   b. All prisoner general population housing areas are unlocked with prisoners permitted to assemble in common areas inside each housing unit.
   c. All jail operations are in service.
   d. No problems identified.

2. Level Two – Lockdown of One Individual Housing Area
Jail Facility Lockdown Guidelines

a. A short-term lockdown, this type of lockdown may be needed to perform a housing search, to investigate the circumstances of an assault or to identify participants in a prisoner altercation.

b. This level of response is subject to the approval of the Housing Supervisor and the Watch Commander.

c. Services for the prisoners inside the locked down area can be temporarily changed and rescheduled at the direction of the Housing Supervisor. The Housing Supervisor authorizing the changes to ensure compliance with Title 15 regulations and department policies shall monitor any changes with the schedule.

d. The housing unit shall be unlocked upon the conclusion of the incident or investigation.

e. Compliance with all Title 15 regulations and departmental policies shall continue to occur for all prisoners housed inside the jail facility.

3. Level Three – Partial Lockdown of the Jail Facility

a. This level of response occurs as a result of a serious jail incident, a jail disturbance or a significant staffing problem that would cause a watch/ team to drop at least four (4) positions below the minimum staffing level.

b. Beyond the immediate decision response by the on-site Housing Supervisor or Watch Commander, the Facility Commander shall approve the continuation of this level of lockdown response within the first 24 hours after the occurrence of the incident that prompted the lockdown response.

c. Any continuation of this level of response beyond 24 hours in duration shall be reviewed and approved by the Division Commander and/or the Undersheriff and/or the Sheriff.

d. Sheriff’s personnel may be detailed and reassigned to other jail assignments as directed by supervisory staff. Sheriff’s personnel will be directed to respond to any jail emergency as necessary.

e. Services for prisoners shall be adjusted at the discretion of the Watch Commander.

f. Compliance with all Title 15 regulations and departmental policies continue to occur.

4. Level Four – Lockdown of the Entire Jail Facility

a. The entire jail facility is locked down.

b. This level of response occurs as a result of a serious jail incident, a jail disturbance or a significant staffing problem that would cause a watch/team to drop at least four (4) positions below the minimum staffing level.
c. Beyond the immediate decision response by the on-site Housing Supervisor or Watch Commander, the Facility Commander shall approve the continuation of this level of response within the first 24 hours after the occurrence of the incident that prompted the response.

d. Any continuation of this level of response beyond 24 hours in duration shall be reviewed and approved by the Division Commander and / or the Undersheriff and / or the Sheriff.

e. Prisoner visiting hours and the prisoner recreation schedule may be suspended for up to a maximum of 24 hours during the first 24 hours of the lockdown. Prisoner visiting hours and prisoner recreation schedules may not be suspended beyond 24 hours unless approved by the Sheriff or the Undersheriff.

f. Compliance with all other Title 15 regulations and departmental policies shall continue to occur.

g. Sheriff’s personnel may be detailed and reassigned to other jail assignments as directed by supervisory staff. Sheriff’s personnel will be directed to respond to any jail emergency as necessary.

h. Services for prisoners shall be adjusted at the discretion of the Watch Commander.

5. Level Five – Jail Evacuation

a. A partial or full jail evacuation

b. The jail facility shall follow their facility evacuation plan.

B. The following documentation is required:

1. The Watch Commander shall prepare a memorandum to the Facility Commander attached to the incident report where a Level Three or Level Four or Level Five response is implemented.

2. The Facility Commander shall maintain written documentation at the jail facility about all situations that result in a Level Three, Level Four or Level Five response.

3. Copies of these reports shall be forwarded to the Chief Deputy of the COD, to the Undersheriff and to the Sheriff.

III. FORMS

A. N/A

IV. REFERENCES
POLICY: Sworn employees will use a restraint chair to control and transport prisoners who display destructive behavior which may result or has resulted in the destruction of property or who are in danger of causing physical harm to themselves or others and cannot be placed safely in a safety cell.

PURPOSE: To ensure the safety of employees and prisoners by providing guidelines to employees in the use of a restraint chair.

DEFINITIONS:

Area of Operation - encompasses all areas which relate to the movement of a prisoner from the cell / area to be extracted from to the desired destination and including the route between the two

Destination - the point at which the cell extraction has ended. The destination may be another cell / area in the same facility, another SFSD facility, an SFSD vehicle, a restraint chair, etc.

Restraint chair - a mobile chair with equipment designed to restrain safely or limit the movement of prisoners who require extreme measures of control.

Scene Commander - is the Supervisor in command at a cell extraction or other incident. The Scene Commander is usually the highest ranking Operational Supervisor and / or the Watch Commander.

S.O.R.T. - Special Operations Response Team

S.O.R.T. Team Leader - S.O.R.T. Team Member #5. Appointed by the Scene Commander. Usually remains outside the cell and controls the operation.

I. GENERAL

A. Each jail facility’s restraint chair will be kept in a condition such that it is immediately ready for use (i.e., clean and in good repair) at any time it is not actually in use.

B. The Watch Commander or higher authority shall authorize the use of a restraint chairs as a temporary restraining device

1. whenever possible in lieu of placing prisoners in hard restraints into safety cells;

2. as a secure transport device from an Area of Operation to a Destination during S.O.R.T. operations
Restraint Chair

a. The S.O.R.T. Team Leader and at least one other staff member shall remain with the prisoner at all times during transport to monitor the prisoner’s behavior and medical/mental health status, and

3. when a prisoner presents a danger to himself/herself or others;
4. when a prisoner cannot be safely housed in a safety cell or is being moved to a safety cell or alternate restraint area.
5. when placement in a restraint chair is a part of a Behavioral Health Plan.

C. Restraint chairs will never be used to punish prisoners.

D. Prisoners placed in restraint chairs shall be kept physically separate from other prisoners.

E. When possible, a prisoner will be fully clothed when placed in a restraint chair.
   1. When necessary the prisoner shall be covered with a blanket to satisfy privacy needs at all times.

F. With the express written permission of the Medical Director or his/her designee, a prisoner may be held in the restraint chair until it is deemed safe to remove him/her.

G. A prisoner may be removed from a restraint chair only at the direction of a Sheriff’s supervisor.

II. PROCEDURES

A. PLACEMENT

1. A supervisor and a minimum of three sworn staff, all of whom have been trained in the use of the restraint chair, shall participate in the placement of a prisoner into a restraint chair.
   a. An additional deputy shall be assigned to video record the placement.

2. It is preferable to bring the chair to a prisoner rather than moving a resistant prisoner to the chair.

3. The prisoner shall be searched prior to placement in the restraint chair.

4. The placement shall occur as detailed in the Restraint Chair Guidelines (Form A)

5. Upon placement,
   a. JHS staff shall conduct an initial medical assessment and will check all belts and restraints to ensure that the prisoner is not at risk of having his/her circulation compromised, and
   b. JHS staff shall conduct an initial mental health assessment.

B. OBSERVATION AND DOCUMENTATION

1. A Restraint Chair Log form shall be filled out when the restraint chair is used.
   a. The front of the form shall be filled out immediately after the prisoner is placed in the chair.
   b. The back of the form shall be used to document direct intermittent checks of the
Restraint Chair

prisoner and will include checks of
i. Circulation
ii. Exercise of extremities
iii. Refusal or acceptance of water and food
iv. Any other required activity

2. When a prisoner is held in the restraint chair for more than two hours, JHS staff shall coordinate, complete and document on the Restraint Chair Log the following:
   a. The appropriate exercise of the prisoner’s limbs at least every two hours,
   b. The proper provisions for hydration, food consumption and the sanitary needs of the prisoner
   c. The availability of cardiopulmonary resuscitation equipment in the area where the prisoner in the chair is located.

3. Sworn employees will maintain direct intermittent surveillance of the prisoner at least twice every thirty minutes.
   a. At each check, the sworn employee shall check the prisoner’s restraints to ensure that they are correctly placed and the tension allows for proper circulation.
   b. If a sworn employee suspects or observes a lack of circulation in the extremities of the prisoner, a second deputy will be called to assist the first in adjusting the restraints to accommodate better circulation.
   c. If the prisoner complains of pain due to the restraints or the placement, sworn employees will request JHS staff to examine the prisoner.

4. The prisoner shall be offered water every two hours and upon request.

5. An incident report shall be written detailing the placement into and removal from the restraint chair.
   a. The media from the video recording of the placement and removal shall be included with the report.
   b. A copy of the restraint chair log shall be included in the report.

C. REMOVAL FROM A RESTRAINT CHAIR

1. A deputy will be assigned to video record the removal and medical assessment.

2. The number of deputies assigned to the removal shall depend on the prisoner’s compliance (or non-compliance) at the time of removal; minimal of three deputies (in addition to the videographer) are required.

3. The removal shall occur as detailed in the Restraint Chair Guidelines (Form A)

4. JHS staff shall assess the prisoner for injury.

5. The chair shall be cleaned and restored as detailed in the Restraint Chair Guidelines (Form A).
III. FORMS
A. Restraint Chair Checklist
B. Restraint Chair Log

IV. REFERENCES
N/A
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to use the least amount of force necessary when there is no other alternative but to forcibly remove a prisoner from a cell and move him/her to another location.

PURPOSE: To provide direction to deputies and supervisors in all phases of a cell extraction and in the execution of the Special Operations Response Team (S.O.R.T.) team during the movement of a hostile, disruptive or combative inmate.

DEFINITIONS:

Area of Operation - encompasses all areas which relate to the movement of a prisoner from the cell/area to be extracted from to the desired destination and including the route between the two

Assembly Area – located away from the Area of Operation; area where team members receive instructions, information and equip themselves with the necessary equipment.

Destination - the point at which the cell extraction has ended. The destination may be another cell/area in the same facility, another SFSD facility, an SFSD vehicle, a restraint chair, etc.

Protective Equipment Ensemble – The protective equipment ensemble is assigned to team members to provide protection from blunt force trauma during cell extractions. Ensemble includes riot helmet, and protection for the upper torso including shoulders, thighs, groin, shins, elbows, forearms and hands.

Scene Commander - is the Supervisor in command at a cell extraction or other incident. The Scene Commander is usually the highest ranking Operational Supervisor and/or the Watch Commander.

S.O.R.T. Team Leader – S.O.R.T. Team Member #5. Appointed by the Scene Commander. Usually remains outside the cell and controls the operation.

1. GENERAL

A. Deputies who must forcibly remove a prisoner from a cell or other area will comply with SFSD Policy & Procedure 02-03 “Use of Force”.

B. Until a supervisor has arrived, a cell door shall not be opened when a prisoner inside is credibly threatening to resist or actively resisting orders to move to another cell or area.
1. Exception: In a life threatening emergency immediate action should be taken.

C. When possible, employees shall utilize verbal techniques to encourage voluntary compliance from the prisoner.

1. Employees shall attempt to identify the reason(s) why the prisoner is refusing to move.

D. There shall never be a “point of no return” from which the prisoner is no longer given an opportunity to comply with orders.

II. PROCEDURES

A. PRELIMINARY PREPARATIONS - Upon determination that a prisoner shall possibly be removed forcibly from a cell, the Scene Commander shall:

1. take action to isolate the situation and prevent escalation of the incident;
   a. This may include:
      i. removing all non-essential staff and prisoner workers;
      ii. locking down any prisoners housed in the area and / or
      iii. postponing or cancelling jail activity in the area.

2. assign a deputy (may be the housing deputy) to monitor the activity of the resistant prisoner as well as any other prisoners in the area;
   a. The deputy shall immediately alert the Scene Commander if a life threatening emergency arises requiring immediate action, and
   b. Attempt to persuade the prisoner to peacefully comply with orders given.

3. develop an Emergency Plan to implement in the event of the situation deteriorating to where immediate action is required before the development of the primary plan;

4. announce Code-33 on the radio to limit radio traffic;

5. limit activities in other areas of the jail as necessary to free up staff to assist in the operation;
   a. Request additional personnel from other facilities / sections / unit if necessary.

6. Select S.O.R.T. team members and designate assignments (See “S.O.R.T. Team Operations Reference” form); select support personnel and designate assignments and determine required equipment.
   a. Team Members shall outfit and equip themselves and report to the Assembly Area.
      i. Exception: Team Member #7 shall immediately begin video recording the prisoner’s words and actions.

B. PLANNING THE OPERATION –

1. As time permits, the Scene Commander shall develop a Primary Plan, an Alternate Plan (should circumstances change), a Contingency Plan (should something go wrong) and an Emergency Plan (should everything go wrong).

2. The plan shall be approved by the Watch Commander (if different from the Scene
3. The plans should include:
   a. all available information about the prisoner:
      i. Name
      ii. Risks and alerts associated with him / her and his / her current behavior
      iii. Information regarding the cause of the current behavior
   b. the location from where the prisoner will be moved, the destination and the route to be taken;
   c. the specific tasks and responsibilities assigned to each S.O.R.T. team member and
d. the specific tasks and responsibilities assigned to each support personnel.

4. The Scene Commander will:
   a. present the plan to the S.O.R.T. and support personnel and conduct a brief back to answer questions;
   b. inspect S.O.R.T. team members for serviceability of required equipment;
   c. conduct a rehearsal (if time permits) and
d. line up the S.O.R.T. team in squad order and move the team to an area with quick access to the cell while still being out of sight of the prisoner.

C. EXECUTING THE OPERATION

1. The Scene Commander will give the prisoner a final opportunity to comply with orders given. If the prisoner agrees to comply,
   a. he / she will be directed to lie prone face down with his / her head near the back wall, and place his / her hands behind his / her back, and
   b. the team will enter the cells, secure and search the prisoner and move the prisoner to the intended destination.

2. The Scene Commander will:
   a. advise the prisoner that he / she will be moved by force;
   b. direct the S.O.R.T. Team to move into position and
c. scan the cell for possible weapons, obstacles or other hazards

3. The Team Leader will issue a final warning to the prisoner.

   a. Tasks may be changed, combined, etc., as the specific circumstances of the incident require.
III. FORMS
B. S.O.R.T. Implementation Checklist

IV. REFERENCES
N/A
POLICY: To establish procedures that could be used as a guideline for any inmate who is a victim of sexual assault.

PURPOSE: To ensure that inmates who have or claim to have been sexually assaulted during incarceration are provided with the appropriate custodial care, medical care, psychiatric support, and social services follow-up.

PROCEDURE:

I. Victim Identification
   A. Jail employees may be aware of a sexual assault incident in any of the following ways:
      1. Sworn employee discovers a sexual assault in progress.
      2. Victim reports a sexual assault incident to an employee.
      3. Rumored or suspected sexual assault

II. Verifying Suspected Sexual Assault
   A. Occasionally, jail employees will hear of an inmate being threatened with sexual assault or rumored to have been assaulted. Some victims of sexual assault may be suspected because of unexplained injuries, changes in physical behavior such as difficulty walking, or abrupt personality changes such as withdrawal and suicidal behavior.
      1. Jail employees should check out a suspected victim without jeopardizing the inmate's safety, identity, and confidence.
Sexual Assault

2. Remove the suspected victim from the area for interviewing.

3. Ask the suspected victim open-ended, neutral questions such as:
   "How are you doing?"
   "Are you being hassled?"
   "Would you like to be moved to another housing area?"

4. If there are no indications of any problems, suggest that if help is ever needed the inmate can contact a deputy, Jail Health Services (JHS), or Jail Behavioral Health Services (JBHS).

5. If the inmate has had problems, consider the following:
   a. Advise the inmate that jail employees can help him/her.
   b. If the inmate is scared of being labeled a "snitch" (informer), advise him/her that they do not have to identify the assailants to get help.
   c. If he/she was sexually assaulted, mention the importance of getting help to deal with the assault and trained staff is available.
   d. Determine together with the victim what service he/she needs.
   e. Make arrangements for the appropriate services as agreed to.

III. Deputized Staff Intervention

A. The following procedures apply for recent victims of sexual assault. If the inmate was threatened with sexual assault or was sexually assaulted some time before, not all of the following steps may be appropriate.

B. The most important steps are to:
   1. Notify the Watch Commander
   2. Arrange protection for the inmate
   3. Refer him/her to JHS
   4. Write an incident report.

C. Contact with victims needs to be sensitive, supportive, and non-judgmental.
D. Remove and refer the victim for services.
   1. Identify the victim(s)
   2. Remove the victim from the area immediately and place him/her in a protective area until he/she can be brought to the medical area.
   3. Bring the victim to the medical area of the jail for a medical evaluation as soon as possible. The medical staff will refer the victim to an emergency facility.
   4. If the assault is less than 72 hours old inform the victim not to shower, wash, drink, eat, or defecate until he/she has been examined.
   5. Get a brief statement of what happened. (The victim may be in shock to give details at this time. Be understanding and not forceful. Details can be gathered later).
   6. When the victim returns, arrange re-assignment to a secure area, either in protective custody or to another secure jail area. Be sure the assailant(s) and previous cellmates are not located in the same area.

E. Collect Evidence
   1. Collect blankets and sheets if there is semen present. Place each item in a separate paper bag. Seal and label as indicated below. If semen is present on the floor, etc., collect samples using a cotton swab or Q-tip. Place the swab in a test tube, which has 1/2 cc. of saline solution. HJS has these items.
   2. Have the victim change into clean clothes. Have the victim stand on paper to collect any evidence that may fall during this process. Place each item of clothing into a separate paper bag. Seal and label as indicated below. Fold the paper that the victim was standing on and place into a separate paper bag or envelope.
   3. All medical evidence will be collected by the San Francisco Rape Treatment Center.
   4. Collect for evidence any objects used in the assault, which served as a weapon. The evidence shall be sealed, labeled, and turned over to the SFSD CIU Personnel with the following labeled information:
      a. Collected from whom
Sexual Assault

b. Date, time, and location

c. Type of case

d. Description of item(s)

e. Collected by whom (Deputy name and star number)

5. If the victim has bruises and other indications of physical assault, arrangement will be made to have photographs taken. If the assault was particularly violent, it may be necessary to photograph the attack area.

E. Assailant(s)

1. Isolate and identify the assailant(s) if possible.

2. Place the suspect(s) in administrative segregation. Ensure that the suspect(s) is not placed with any other vulnerable inmates.

3. Booking does not have to be done immediately and can be done anytime during the suspect’s incarceration. The Watch Commander will notify Criminal Investigations Unit to review the packet if it is a questionable booking.

4. Prepare the case before booking.

   a. Arrange to keep witnesses separated from the assailant. It will be necessary to interview and obtain statements from all witnesses or potential witnesses in the housing area as soon as possible.

   b. Obtain a more complete statement from the victim and if he/she is willing to testify.

   c. Determine whether to question the suspect, and if so as soon as possible. Before questioning, read the suspect his/her Miranda rights.

   d. Write an incident report.

   e. Obtain criminal records of both the suspect and the victim.

   f. Identify the appropriate penal code violations.

   g. If the evidence indicates, the deputy or the re-booking officer will book the suspect.
Sexual Assault

h. The District Attorney's Office will determine if the case is to be prosecuted.

IV. Medical Staff Intervention

A. A victim of sexual assault may identify him/herself to JHS staff during the booking process or at any time during incarceration.

B. Upon identification, the victim is rendered immediate first aid by JHS staff. The facility Watch Commander is notified when any complaint of sexual assault, occurring just prior to or during incarceration, is made. JHS staff can reassure the victim that they need not make any official report of the incident or name the assailant in order to get treatment.

C. If serious physical injury is involved, the victim is immediately referred to San Francisco General Hospital Emergency Department (SFGHMC). The Emergency Department will notify the San Francisco Rape Treatment Center for appropriate intervention.

D. If the assault is less than 72 hours old and injuries are minimal, he/she is immediately referred to the San Francisco Rape Treatment Center (SFRTC) located at SFGHMC for initial intake evaluation and evidence collection. THE VICTIM SHOULD NOT BATHE OR SHOWER PRIOR TO EVIDENCE COLLECTION. JHS staff is never to be involved in the collection of evidence in sexual assault cases nor should they ever attempt an exam to determine extent of assault. All sexual assault exams must be done by SFRTC at SFGHMC. The victim can decline referral to the San Francisco Rape Treatment Center. This refusal is documented on a "Refusal of Medical Care" form with the inmate's signature. Even if the referral is refused, a telephone notification is to be made to both SFRTC (821-3222) and the Jail Behavioral Health Services (JBHS).

E. If the victim does not consent to evidence collection or it is after 72 hours, a referral is made to JBHS as soon as possible. The JBHS is to be informed of all complaints of sexual assault whether the assault occurred prior to or during incarceration.

F. Discharge referrals to SFRTC are appropriate for follow-up when the victim is released from custody. This referral information should be given to the victim at the time of initial intervention.
POLICY: The San Francisco Sheriff's Department (SFSD) maintains a zero tolerance policy towards incidents of sexual assault/abuse and sexual harassment in SFSD facilities and/or locations while protecting the rights of inmates and offenders, regardless of gender, sexual preference or gender identity.

All allegations of inmate on inmate or staff on inmate sexual assault/abuse or harassment shall be investigated. When an employee learns that an inmate is subject to a substantial risk of imminent sexual abuse, including verbal harassment, immediate action shall be taken to protect the inmate.

PURPOSE: To provide guidance and implement procedures to prevent, detect, reduce, and educate inmates, employees, staff (contractor/volunteer) and others in the required SFSD response to incidents of sexual assault/abuse and harassment.

To establish guidelines for proper and immediate reporting, investigation, data collection and appropriate safeguards for victims and those reporting such incidents.

To comply with the Prison Rape Elimination Act (PREA) and the City and County of San Francisco’s Sexual Harassment Policy.

DEFINITIONS:

- **Contractor**: a person considered by the agency as staff who provides services on a recurring basis pursuant to a contractual agreement with the City and County of San Francisco.

- **Employee**: a person who works directly for the agency or facility.

- **Staff**: can include an employee, contractor or volunteer whose work occurs in San Francisco Sheriff’s Department facilities, or areas for which the SFSD is responsible for safety and security.

- **Gender Identity**: an individual’s internal, personal sense of their own gender, which may or may not be the same as a person’s assigned sex at birth.

- **TGI - Transgender, Gender Variant, Intersex**: An acronym for transgender, gender variant (or gender non-conforming) and intersex.

  Transgender: An umbrella term for persons whose gender identity, gender expression or behavior does not conform to that typically associated with the sex they were assigned at birth.
Gender Variant: Having gender related traits that may or may not be consistent with those traits typically associated with a person’s assigned sex at birth.

Intersex: A general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn’t seem to fit the typical definition of female or male.

Prison Rape Elimination Act (P.R.E.A): The Prison Rape Elimination Act of 2003 (P.R.E.A, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and prohibits any acts or behaviors of sexual abuse, sexual assault, sexual harassment or sexual misconduct.

Sexual Assault: Includes:

(1) Sexual abuse of an inmate by another inmate; and

(2) Sexual abuse of an inmate by an employee, contractor or volunteer

Sexual Abuse of an inmate by an inmate: includes any of the following acts, if the victim does not consent; is coerced into such act by overt or implied threats or is unable to consent or refuse:

(1) Contact between the mouth and the penis, vulva or anus;

(2) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, or object; and

(3) Any intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate by an employee, contractor or volunteer: includes any of the following acts, with or without consent of the inmate:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(2) Contact between the mouth and the penis, vulva or anus;

(3) Contact between the mouth and any body part where the employee, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;

(4) Penetration of the anal or genital opening, however slight, by hand, finger or other object, that is unrelated to official duties or where the employee, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;

(5) Any intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or buttock, that is unrelated to official duties or where the employee, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;

(6) Any attempt, threat or request by an employee, contractor or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;

(7) Any display by an employee, contractor or volunteer of his or her uncovered genitalia, buttock, or breast in the presence of an inmate and
Sexual Assault and Harassment Prevention and Response

(8) Voyeurism by an employee, contractor or volunteer.

Sexual Abuse Review Team: The PREA Coordinator, the PREA compliance manager of the facility and any employee designated by the PREA Coordinator.

Sexual Harassment:

(1) Inmates or staff engaging in or attempting to engage in a sexual act/harassment with another person.

(2) Threatening or intimidating someone sexually.

(3) Making sexual comments that may include profane or abusive language or gestures.

(4) Harassment based on gender identity as well all others

Substantiated allegation: an allegation of sexual assault/abuse that was investigated and determined to have occurred.

Unfounded allegation: an allegation of sexual assault/abuse that was investigated and determined not to have occurred.

Unsubstantiated allegation: an allegation of sexual assault/abuse that was investigated and the investigation lacked sufficient evidence to reach a final determination whether or not the event occurred.

Volunteer: an individual considered agency staff who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

Voyeurism: A non-physical invasion of privacy of an inmate by an employee or staff for reasons unrelated to official duties, such as peering at an inmate who is using any toilet/shower requiring an inmate to expose his or her buttocks, genitals or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions or personal hygiene practices.

I. GENERAL

A. PREA Coordinator

1. The SFSD shall designate an upper-level, agency-wide PREA Coordinator given sufficient time and authority to develop, implement, and oversee SFSD efforts to comply with the PREA standards in all custody facilities.

   a. Facility commanders shall be designated as PREA compliance managers and be given sufficient time and authority to coordinate the facility’s efforts to comply with the PREA standards.

B. Inmate Education

1. During inmate facility orientation staff will communicate to inmates both verbally and in writing, information about the SFSD’s zero tolerance for sexual assault/abuse and/or harassment including staff sexual misconduct and harassment.

C. Investigations

1. An administrative and/or a criminal investigation shall be completed for all allegations of sexual abuse and/or sexual harassment.
Sexual Assault and Harassment Prevention and Response

2. A preponderance of the evidence shall be the determining factor whether allegations of sexual assault/abuse or sexual harassment are substantiated.

3. The SFSD shall document all allegations of sexual assault/abuse or harassment whether allegations are substantiated or found to be unsubstantiated.

D. Facility Sexual Assault Response Plan

1. Each facility commander (compliance manager) shall ensure that each facility develops and maintains a written facility specific Sexual Response Plan in compliance with SFSD policy.

2. Each plan will include instructions and procedures for a coordinated, multi-discipline response by law enforcement, medical and mental health providers and victim services.

E. Protection from Retaliation

1. The SFSD shall establish a policy to protect inmates and employees who report sexual assault/abuse or sexual harassment or cooperate with such an investigation from retaliation by other inmates or employees.

2. The SFSD shall follow and enforce the City and County of San Francisco’s Sexual Harassment Policy to protect inmates and employees who report sexual assault/abuse or sexual harassment or cooperate with such an investigation from retaliation by other inmates or employees.

F. Disciplinary Action

1. All Employees and staff shall be subject to disciplinary actions up to and including termination for violating SFSD sexual abuse or sexual harassment policies.

   a. Termination shall be the presumptive disciplinary sanction for staff who has engaged in sexual assault/abuse or harassment.

   b. Terminations for violations of SFSD sexual abuse or sexual harassment policies shall be forwarded for review in support of criminal complaint and filing, unless the activity was clearly not criminal in nature.

   c. Resignations by staff that would have been terminated if not for their resignation shall be forwarded for review in support of criminal complaint and filing, unless the activity was clearly not criminal in nature.

2. Any contractor or volunteer who is discovered to have engaged in sexual/ assault/abuse of an inmate shall be prohibited from contact with inmates and shall be forwarded for criminal investigation, and to relevant licensing bodies, unless the activity was clearly not criminal in nature.

   a. The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.
Sexual Assault and Harassment Prevention and Response

3. Any employee or staff member who has knowledge or receives information (written/verbal) or fails to report or take immediate action regarding incidents of sexual assault/abuse or harassment, or intentionally inflicts humiliation toward the victim or reporting party, or actively minimizes a report of sexual assault/battery or harassment will be subject to progressive discipline up to and including termination.

G. Access to Medical Services

1. Inmate victims of sexual assault/abuse shall be escorted immediately to Jail Health Services to receive unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.

   a. Inmate victims of sexual abuse while incarcerated shall be offered timely information and access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

   b. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

   c. Inmate victims of sexual abuse while incarcerated shall be referred to the Rape Treatment Center for forensic examination in support of criminal investigation and the collection of evidence. Inmate victims retain the right to refuse forensic examination.

H. Sexual Abuse Investigation Review

1. The facility commander or her designee shall conduct a sexual abuse incident review at the conclusion of every sexual assault/abuse harassment investigation, including incidents where the allegation has not been substantiated. A sexual abuse review shall not be required for incidents determined to be unfounded.

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

   b. The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners.

   c. The findings and lessons learned from sexual abuse reviews shall be documented and may be used for future training, and revision of the facility Sexual Assault Plan.

I. Data Collection

1. The SFSD shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions pursuant to PREA audit guidelines.
Sexual Assault and Harassment Prevention and Response

2. Data collected shall comply with PREA survey standards established by the U.S. Department of Justice, including but not limited to:
   a. Survey of Sexual Violence, 2009-Incident Form (Adult)
   b. Survey of Sexual Violence, 2009-Local Jurisdictions Summary Form

II. PROCEDURES

A. Reporting

1. The SFSD has implemented the following internal ways for inmates to privately report sexual assault/abuse, sexual harassment or retaliation by other inmates or employees. In addition, the same reporting mechanisms can be used to report employees neglect or violation of responsibilities that may have contributed to such incidents:
   a. Action Request
   b. Completion of a Grievance form
   c. Direct report to sworn employees and or Jail Health Services employees
   d. Requests for Jail Health Services or Behavioral Health Services
   e. Direct report to Prisoner Legal Services
   f. Telephone contact with Criminal Investigations Unit or the Internal Affairs Unit
   g. Confidential communication with facility commander

2. Inmates may report abuse or harassment to the District Attorney’s Office or the Human Rights Commission, which can receive and immediately forward inmate reports of sexual assault/abuse and sexual harassment to SFSD command, allowing the inmate to remain anonymous.

3. Employees shall accept reports made verbally or in writing. Reports may be made anonymously and/or from a third party. Employees shall promptly document and forward any verbal reports through the chain of command to the facility commander.

4. The SFSD shall make every attempt to provide employees and staff a method to report privately sexual assault/abuse and sexual harassment of inmates.

5. All employees are required to report immediately any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, any retaliation against inmates or employees who may have reported such an incident; and any observed instance of an employee’s neglect or violation of responsibilities that may have contributed to an incident or to retaliation.
   a. Apart from reporting to designated supervisors, employees shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary for the purpose of treatment, investigation, and other security and management decisions.
Sexual Assault and Harassment Prevention and Response

b. As an exception, medical and mental health practitioners shall be required to report sexual assault/abuse pursuant to paragraph (a) of this section and disclose to the inmate the practitioner’s limitations of confidentiality at the initiation of services due to mandatory reporting laws.

6. If the alleged victim is under the age of 18 or considered a vulnerable adult under a State or local vulnerable person’s statute, the facility PREA compliance manager shall report the allegation to the designated State or local services agency under applicable mandatory reporting laws.

7. The facility PREA compliance manager shall report all allegations of sexual assault/abuse and sexual harassment, including third party and anonymous reports, to the designated SFSD investigators.

8. Upon receiving an allegation that an inmate was sexually assaulted/abused or harassed while confined at another facility, the facility commander who received the allegation shall notify the facility commander of the facility where the alleged incident occurred.
   a. Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
   b. The facility PREA compliance manager shall document that it has provided such notification.
   c. The facility PREA compliance manager who receives such notification shall ensure that the allegation is investigated in accordance with these standards.
   d. In the event of an incident as described in section (8), a joint investigation or response plan may be necessary to maintain the integrity of the investigation while providing medical and mental health services post incident.

B. Inmate Education
   1. Staff will provide information during inmate orientation about this policy, and the SFSD’s zero tolerance for sexual assault/abuse and harassment.
   2. Staff will provide all incoming inmates with a copy of the SFSD’s Inmate Orientation Booklet and the Zero Tolerance brochure that includes referral information for those who have been sexually abused or harassed.

C. First Responder Duties
   1. Upon learning of an allegation that an inmate was sexually assaulted/abused, the first deputy to receive the report shall:
      a. Separate the alleged victim and alleged abuser;
      b. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
      c. If the assault/abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not
Sexual Assault and Harassment Prevention and Response

take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and

d. If the first employee responder is not a sworn employee, the responder shall be required to request that the alleged victim not take any actions, and immediately notify or request the assistance of a deputy and/or supervisor. Every attempt should be made to re-assure the victim.

e. If a qualified medical or mental health practitioners is not available at the time a report of recent abuse is made, sworn employee first responders shall take preliminary steps to protect the victim and shall immediately notify the appropriate medical and mental health practitioners.

D. Protection from Retaliation

1. The SFSD shall employ protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged employees or inmate abusers from contact with victims, and emotional support services for inmates or employees who fear retaliation for reporting sexual assault/abuse or sexual harassment or for cooperating with investigations.

2. For at least 90 days following a report of sexual abuse, the SFSD shall monitor the conduct and treatment of inmates or employees who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or employees.

If retaliation is suspected, the SFSD shall act promptly to correct and remedy any situation that may expose the inmate or employee to further assault/abuse or harassment of any kind.

a. Items the SFSD should monitor include any inmate disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of employees.

b. The SFSD shall continue such monitoring beyond 90 days if the initial monitoring period indicates a need to be extended.

c. Employees shall be monitored by the Personnel Section; inmates by the Classification Unit.

d. In the case of inmates, such monitoring shall also include periodic status checks (i.e., conversation with the inmate).

3. If any other individual who cooperates with an investigation expresses a fear of retaliation, the SFSD shall respond appropriately to protect that individual against retaliation.

4. The SFSD’s obligation to monitor shall terminate if the investigation reveals that the allegation is unfounded.

E. Sexual Abuse Investigation Review

1. The review team shall:
Sexual Assault and Harassment Prevention and Response

a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual assault/abuse;

b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification; status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;

d. Assess the adequacy of staffing levels in that area during different shifts;

e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by employees; and

f. Prepare a report of its findings, including but not necessarily limited to any recommendations for improvement and submit such report to the facility commander and the SFSD PREA Coordinator.

g. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

F. Data Collection
1. The PREA Coordinator shall aggregate the incident-based sexual abuse data at least annually.

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

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

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

III. FORMS
A. Inmate Orientation Handbook
B. SFSD Zero Tolerance referral guide

IV. REFERENCES
A. National Standards to Prevent, Detect, and Respond to Prison Rape
POLICY: In order to maintain the safety of staff and the inmate population and to minimize problems associated with the hiring of inmate workers.

PURPOSE: To provide deputized staff with guidelines on hiring inmate workers and to have a consistent standardized hiring process for each facility.

PROCEDURE:

I. Prisoners may be hired as an inmate worker under the following criteria:

   Custody Review

A. No gang affiliation.
B. No escape code or dress in red status.
C. No current charge or conviction of a sex offense.
D. No fugitive holds.
E. Not currently in disciplinary isolation or no request for discipline on Level 2 or offenses for at least 30 days.
F. No current charge or convictions in the last 3 years of:
   1. Assault or battery on a peace officer.
   2. Narcotics in jail or prison.
   3. Assaults or weapons in jail or prison.
G. Does not have any issues that may disrupt the safety and security of the jail.

4.0 Security and Control: CODM 4.20 Page 1 of 2
Hiring Inmate Workers

Jail Health / Jail Psych Review

A. Inmate must be medically cleared by Jail Health Services and Jail Behavioral Health Services.

Inmates must meet both criteria to be hired as an inmate worker.

II. Each facility will be responsible for hiring their own inmate workers. (Excluding outside Workers)

III. Each jail will be responsible for selecting possible candidates for outside worker clearance. The hiring Deputy must make sure of the following criteria:

A. Must clear the criteria of section I of this policy.
B. No current charge or past conviction of 187 p.c.
C. Must have a release date of two years or less.
D. No restraining orders against specific people.
E. Classification will assist in criminal history and restraining order checks.
CUSTODY DIVISION

POLICY AND PROCEDURE

SUBJECT: Supervision of Female Inmates by Male Deputy Sheriffs

Policy:

It is the policy of the San Francisco Sheriff's Department to staff the County Jail in accordance with the minimum staffing levels as identified in the collective bargaining agreements and consistent with requirements of Minimum Jail Standards Title 15.

Purpose:

To provide guidelines to Facility Commanders, Watch Commanders and Sworn Supervisors on how to assign deputies to the female inmate housing areas.

Definitions:

Inmate Housing: A Tank, Pod or Dorm with beds intended for overnight and or long term living accommodations of inmates in the county jail.

Minimum Jail Standard Title 15, section 1027: Whenever one or more female inmates are in custody, there shall be at least one female employee who shall in like manner be immediately available and accessible to such females.

California Penal Code Section 4021: (a) whenever any female prisoner or prisoners are confined in any local detention facility in the state there shall be an appropriately trained female custodial person assigned, available, and accessible for the supervision of the female prisoners. (b) It shall be unlawful for any officer, station officer, jailer, or custodial personnel to search the person of any prisoner of the opposite sex, or to enter into the room or cell occupied by any prisoner of the opposite sex, except in the company of an employee of the same sex as the prisoner. Except as provided herein, the provisions of this subdivision shall not be applied to discriminate against any employee by prohibiting appointment or work assignment on the basis of the sex of the employee. As used in this subdivision "station officer" means an unarmed civilian employee who assists a peace officer in the processing of persons who have been arrested and who performs duties including, but not limited to, booking and fingerprinting and maintaining custody and control of persons who have been arrested. As used in this subdivision, "employee" means a deputy sheriff, correctional officer, custodial officer, medical staff person or designated civilian employee whose duties may include, but are not limited to, maintaining custody and control of persons who have been arrested or sentenced, or both.
Supervision of Female Inmates by Male Deputy Sheriffs

I. General:

A. The Custody Operations Division has the ability to change inmate housing designations based on the current needs of the jail operation. Prime considerations is the overall jail count, number of female inmates, number of special needs population and jail programs.

B. This policy applies to all facilities where female inmates are housed.

II. Procedures:

1. Watch Minimums

a. The Sheriff's department has three jail facilities used for inmate housing. Based on the need of the Custody Operations Division, female inmates may be housed at any of these facilities. Each facility will have established female watch minimums anytime female inmates are being housed in that particular facility.

b. The Intake and Release Center (County Jail #1) does not have inmate housing, but will maintain a female watch minimum in order to safely process female custodies through the intake screening process.

2. Post Assignment

a. One female deputy sheriff will be assigned to a female inmate housing area at all times.

b. A male deputy sheriff may be assigned to a female inmate housing area jointly with a female deputy sheriff.

c. A male deputy sheriff may be assigned to cover a female housing area in the absence of a female deputy sheriff for a meal break and or when coverage is needed to support other jail operations.

d. A male deputy sheriff should not be assigned to a female inmate housing area without a female deputy sheriff partner for more than two hours.

3. Pod, Dorm, Mainline Operations

a. Male deputy sheriff's assigned to female inmate housing areas will conduct and perform all duties as required and expected by a housing deputy sheriff.

b. Male deputy sheriffs may conduct pat searches of female inmates when deemed necessary.
c. Male deputy sheriffs will not conduct strip searches of female inmates. When a circumstance presents that requires a strip search be conducted, the female inmate will be secured in a single cell and a female deputy sheriff will be summoned to execute the strip search.

d. Male deputy sheriffs will announce their presence in female inmate housing areas.

4. Female Inmate Escort and Transportation

a. Male and female deputy sheriffs may escort female inmates inside a particular facility, from one facility to another and to and from court.

b. Male deputy sheriffs may conduct vehicular transport of female inmates. In all cases of male deputy sheriffs conducting vehicular transport of female inmates, the starting and ending mileage will be transmitted by the deputy to dispatch.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) to protect the privacy rights of incarcerated prisoners and maintain security in the jail facilities.

PURPOSE: To ensure the safety and security of the jail facilities as well as the privacy rights of incarcerated prisoners.

I. GENERAL
   A. California Department of Insurance, Title 10, sections 2079.1; Soliciting of Bail: No bail licensee shall solicit bail except in accordance with section 2079.1 and from: (a) An arrestee; (b) the arrestee’s Attorney; (c) An adult member of the arrestee’s immediate family; or (d) such other person as the arrestee shall specifically designate in writing

II. PROCEDURES
   A. In order for a Bail bondsman and their agents to enter a jail facility and conduct an interview with an inmate they must:
      1. Complete the Bail Inquiry Form
      2. Deputy Sheriff must check the form for accuracy and completeness; before signing the form
      3. Sign in using the bail bondsman sign in sheet
      4. Upon completion of the interview of the inmate, the bail bondsman or agent must sign out on the Bail bondsman sign in / out sheet
      5. All bail inquiry forms will be forwarded to the Central Records Unit.

   B. Bail inquiry forms will be available at all of the jail facilities.
      1. County Jail 1 – Property window
2. County Jail 2 / 2 – control room (after hours)
3. County Jail 2 – front lobby post
4. County Jail 4 – Post 21
5. County Jail 4 – Post 5 (after hours)
6. County Jail 5 – Front gate / front lobby post
7. Central Records Unit

C. Forms will be collected and stored monthly according to SFSD Policy and Procedure concerning legal documents.

III. FORMS
   A. Bail Inquiry Form
   B. Bail Bondsman Sign In / Out Sheet

IV. REFERENCES
   A. California Department of Insurance, Title 10, sections 2079
POLICY: It is the policy of the San Francisco Sheriff’s Department to comply with the standards set forth in California Code of Regulations, Title 15, Section 1041.

PURPOSE: To ensure that all jail facilities maintain inmate records in the appropriately designated jail locations consistent with operational needs and Minimum Jail Standards.

PROCEDURE

I. General

A. The Custody Operations Division (COD) shall maintain inmate records in designated areas based upon specific operational needs.

B. The inmate records that shall be maintained in one location shall include, but not be limited to:
   1. Booking/intake information
   2. Personal property receipts
   3. Sentencing commitment documents
   4. Court orders
   5. Medical authorization slips (chrono slips)
   6. Other reports

C. Inmate records shall be maintained in inmate manila envelopes, commonly referred to as “inmate jackets.” These records are located in the Central Records Office area.

II. Specific Inmate Records
Inmate Records

A. Inmate disciplinary actions (i.e. Request for Discipline, Loss to Time Documents, Breaches of Contract and Appeal forms for Major Rule Violations) shall be maintained at the jail facility where the disciplinary action was imposed.

B. Classification documents and records shall be maintained in inmate files indexed by Inmate SF number. The records shall be stored in the Classification Unit office.

C. Housing cards shall be maintained in offices located in the inmate housing area where the inmate is housed.

D. Housing cards shall follow the inmate whenever they are transported (i.e., from one jail location to another jail location; to court for court appearances; to the hospital for clinic appointments/emergency medical care, etc.)
The San Francisco Sheriff’s Department (SFSD) maintains a specialized trained unit responsible for applying the Objective Jail Classification process to insure the safe housing of all inmates in the County Jail and to maintain active intelligence gathering to insure the safety and security of the jail facilities.

To this end, it is the mission of the SFSD Classification Unit to:

- Promote safety in the jails for all staff and inmates by assessing all inmates for security risk, escape risk, potential for violence, and vulnerability within the jail population prior to assigning a jail housing location.

- Develop inmate management plans to minimize identifiable risks and to determine the least restrictive housing necessary for inmates in the County Jail System.

- Maintain an active gang intelligence mechanism to promote safety for all staff and inmates in the jails and to liaison with other law enforcement and corrections agencies to assist in providing safety for the community at large.

- Maintain confidential security files on inmates who require special custody housing and regularly review their need for continued special custody housing.

- Maintain on-going communication with staff assigned to the jails to promote the exchange of information about the behavior of inmates in custody.

- Insure compliance with all statutory, policy and procedure requirements relating to the Classification of inmates.
POLICY: The San Francisco Sheriff’s Department (SFSD) shall employ a validated objective classification system when determining appropriate housing for prisoners. No prisoner shall be discriminated against in the classification process because of race, color, national origin, religious belief, sex, gender identity, age, political belief, physical impairment and/or medical condition.

PURPOSE: To maintain the security, safety of prisoners and staff, while preventing victimization of prisoners and to ensure uniformity in jail operations.

I. General
   A. The Classification Unit is responsible for the following:
      1. Interviewing, classifying and/or screening prisoners for security risk, escape risk, potential for violence and vulnerability prior to assignment of housing location and on an ongoing basis.
         a. Working with the Custody Division to be flexible in identifying shifts in the available housing and recommending changes in housing level uses to the Chief of the Custody Division.
      2. Developing prisoner management plans to minimize identifiable risks and to determine the least restrictive housing consistent with the individual’s classification status.
      3. Maintaining an active gang intelligence component to promote safety for staff and prisoners in the jails.
      4. Documenting and retaining relevant classification information.
      5. Monitoring daily prisoner population counts at all jail facilities.
      6. Conducting a bi-weekly classification review of prisoners housed in Administrative Segregation for purposes of determining least restrictive housing.
      7. Determining each prisoner’s Mandatory Restraint level.
      8. Managing the prisoner population in all Sheriff’s Department in-custody programs.

   B. Housing of prisoners
      1. Prisoners are housed according to the following custody level codes:
         a. Minimum (MIN) Prisoner has the least potential for disruption based
on an objective point system rating, criminal history, re-classification and/or in-custody behavior.

b. Medium (MED) Prisoner may require monitoring based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.

c. Maximum (MAX) Prisoner may require more restrictive housing based on history, convictions of violent charges, an objective point system rating, re-classification and/or in-custody behavior.

2. Mixed custody level prisoners and mandatory restraint level will not be housed together in general population except at:
   a. any direct supervision facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   b. Special housing at any facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   c. Prisoner workers with different classification levels may be housed in designated worker housing areas.

C. Sub-codes used by the Classification Unit are a prisoner assessment and management tool to maximize the safety of employees, visitors and prisoners.

D. The Classification Unit shall strive to achieve racial balance in all facilities and housing areas.

E. Administrative segregation shall consist of separate and secure housing for prisoners requiring a higher degree of security housing as determined by their classification score.
   a. Administrative segregation will not be used as discipline.
   b. Prisoners in administrative segregation shall not lose any privileges merely by being housed in administrative segregation.
      i. However, privileges may be lost due to disciplinary action

II. Procedure
   A. Classification procedures may be found in the Classification Unit Operations Manual.

III. Forms
   A. Chart A - Classification Sub-Codes
   B. Chart B - Mandatory Restraint Level

IV. References
   A. State of California Penal Code: Sections 4001, 4021, 273B
   B. Title 15 - California State Board of Corrections Adult Detention Minimum Jail Standards
**Classification Sub-Codes**

One or more of the following sub-codes may be included in the classification of each prisoner and are based on information and/or interviews documented in confidential files accessible to Classification staff and jail managers.

Sub-Codes includes:

1. **Assaultive Behavior (ASL)** – Inmate has documented convictions for violence within the last 10 years, committed either in or out of custody.
2. **Combative (COM)** – Inmate has documented instances of violent behavior directed at staff.
3. **Disruptive (DIS)** – Inmate has demonstrated negative behavior that has upset the orderly operation of the jail, threatens the safety and security of the jail, staff, civilians and other inmates.
4. **Drop-Out (DO)** – Documentation and an interview establishes that the inmate’s previous gang membership or association requires special attention or placement consideration.
5. **Escape Risk (ESC)** – Inmate has made serious threats to escape or has a documented history of escape or attempted escapes within the past 5 years.
6. **Gang Affiliation (GNG)** – Documentation establishes that the inmate has gang membership or association requires special attention or placement consideration.
7. **Medical (MED)** – Inmate’s medical condition requires treatment or continuing medical attention not available at all facilities as documented by Jail Health Services.
8. **Protective Custody (PRC)** – Through documentation and/or interview there is sufficient reason to believe that the inmate requires protection from other inmates to insure his/her safety.
9. **Psychiatric (PSY)** – Inmate’s psychological condition requires special treatment or may limit housing options.
10. **Transgender, Gender Variant, Intersex (TGI)** – Inmate has provided information on his/her, their preferred gender identity that requires housing consideration and review for safest placement.
11. **Suicidal (SUI)** – Inmate has articulated verbally, has attempted suicide, or has been evaluated by Jail Health Services (JHS) or Jail Behavioral Health Services (JBHS) to be at risk for suicide.
12. **Violence (VIO)** – Inmate has a current charge of or conviction(s) for a violent felony within the last 10 years.
Chart B

Mandatory Restraint Levels

The Classification Unit assigns mandatory restraint levels when such restraints are necessary based on the prisoner’s security risk whenever the prisoner is out of his or her cell and whenever the prisoner is being transported out of the facility.

1. **MR-0** denotes no special restraints necessary.
2. **MR-1** denotes one deputy must escort the prisoner.
3. **MR-2** denotes the prisoner must be handcuffed from behind and escorted by one deputy.
4. **MR-3** denotes the prisoner must be handcuffed with belly chains and leg irons and escorted by one deputy.
5. **MR-4** denotes the prisoner must be handcuffed with belly chains and leg irons and escorted by two deputies.

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

Each facility may modify restraint level requirements for prisoners being moved within the jail facility.
SAN FRANCISCO SHERIFF'S DEPARTMENT

Chart C

“Violent Felonies” defined

For purposes of CODM 6.02 – Classification of Inmates, “violent felony” shall mean any of the following:

1. Murder or voluntary manslaughter
2. Mayhem
3. Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262
4. Sodomy as defined in subdivision (c) or (d) of Section 286
5. Oral copulation as defined in subdivision (c) or (d) of Section 288a
6. Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288
7. Any felony punishable by death or imprisonment in the state prison for life
8. Any felony in which the defendant inflicts great bodily injury on any other person other than an accomplice which has been charged and proved as provided in Section 12202.7, 12202.8, or 12202.9. or on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12202.55
9. Any robbery
10. Arson, in violation of subdivision (a) or (b) of Section 451
11. Sexual penetration as defined in subdivision (a) or (c) of Section 289
12. Attempted murder
13. A violation of Section 18745, 18750 or 18755
14. Kidnapping
15. Assault with the intent to commit a specified felony, in violation of Section 220
16. Continuous sexual abuse of a child, in violation of Section 288.5
17. Carjacking, as defined in subdivision (a) of Section 215
18. Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1
19. Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22
20. Threats to victims or witnesses, as defined in Section 126.1, which would constitute a felony violation of Section 186.22
21. Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary
22. Any violation of Section 12022.53
23. A violation of subdivision (b) or (c) of Section 11418

1 All references to “Section” refer to the California Penal Code
POLICY AND PROCEDURE

Chapter: 06 Classification
Title: Classification of Prisoners

POLICY: The San Francisco Sheriff’s Department (SFSD) shall employ a validated objective classification system when determining appropriate housing for prisoners. No prisoner shall be discriminated against in the classification process because of race, color, national origin, religious belief, sex, gender identity, age, political belief, physical impairment and/or medical condition.

PURPOSE: To maintain the security, safety of prisoners and staff, while preventing victimization of prisoners and to ensure uniformity in jail operations.

I. General
A. The Classification Unit is responsible for the following:
   1. Interviewing, classifying and/or screening prisoners for security risk, escape risk, potential for violence and vulnerability prior to assignment of housing location and on an ongoing basis.
      a. Working with the Custody Division to be flexible in identifying shifts in the available housing and recommending changes in housing levels to the Chief of the Custody Division.
   2. Developing prisoner management plans to minimize identifiable risks and to determine the least restrictive housing consistent with the individual’s classification status.
   3. Maintaining an active gang intelligence component to promote safety for staff and prisoners in the jails.
   4. Documenting and retaining relevant classification information.
   5. Monitoring daily prisoner population counts at all jail facilities.
   6. Conducting a bi-weekly classification review of prisoners housed in Administrative Segregation for purposes of determining least restrictive housing.
   7. Determining each prisoner’s Mandatory Restraint level.
   8. Managing the prisoner population in all Sheriff’s Department in-custody programs.

B. Housing of prisoners
   1. Prisoners are housed according to the following custody level codes:
      a. Minimum (MN) Prisoner has the least potential for disruption based
on an objective point system rating, criminal history, re-classification and/or in-custody behavior.

b. Medium (MED) Prisoner may require monitoring based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.

c. Maximum (MAX) Prisoner may require more restrictive housing based on history, convictions of violent charges, an objective point system rating, re-classification and/or in-custody behavior.

2. Mixed custody level prisoners and mandatory restraint level will not be housed together in general population except at:
   a. any direct supervision facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   b. Special housing at any facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   c. Prisoner workers with different classification levels may be housed in designated worker housing areas.

C. Sub-codes used by the Classification Unit are a prisoner assessment and management tool to maximize the safety of employees, visitors and prisoners.

D. The Classification Unit shall strive to achieve racial balance in all facilities and housing areas.

E. Administrative segregation shall consist of separate and secure housing for prisoners requiring a higher degree of security housing as determined by their classification score.
   a. Administrative segregation will not be used as discipline.
   b. Prisoners in administrative segregation shall not lose any privileges merely by being housed in administrative segregation.
      i. However, privileges may be lost due to disciplinary action

II. Procedure
   A. Classification procedures may be found in the Classification Unit Operations Manual.

III. Forms
   A. Chart A - Classification Sub-Codes
   B. Chart B - Mandatory Restraint Level

IV. References
   A. State of California Penal Code: Sections 4001, 4021, 273B
   B. Title 15 - California State Board of Corrections Adult Detention Minimum Jail Standards

6.0 Classification: CODM 6.02
POLICY:
The San Francisco Sheriff's Department (SFSD) shall employ a validated objective classification system when determining appropriate housing for prisoners. No prisoner shall be discriminated against in the classification process because of race, color, national origin, religious belief, sex, gender identity, age, political belief, physical impairment and/or medical condition. All TGI inmates shall be treated in a manner consistent with their preferred gender identity or expression as documented on the statement of preference form.

PURPOSE:
To maintain the security, safety of prisoners and staff, while preventing victimization of prisoners and to ensure uniformity in jail operations.

I. General
   A. The Classification Unit is responsible for the following:
      1. Interviewing, classifying and/or screening prisoners for security risk, escape risk, potential for violence and vulnerability prior to assignment of housing location and on an ongoing basis.
         a. Working with the Custody Division to be flexible in identifying shifts in the available housing and recommending changes in housing level uses to the Chief of the Custody Division.
      2. Developing prisoner management plans to minimize identifiable risks and to determine the least restrictive housing consistent with the individual's classification status.
      3. Maintaining an active gang intelligence component to promote safety for staff and prisoners in the jails.
      4. Documenting and retaining relevant classification information.
      5. Monitoring daily prisoner population counts at all jail facilities.
      6. Conducting a bi-weekly classification review of prisoners housed in Administrative Segregation for purposes of determining least restrictive housing.
      7. Determining each prisoner's Mandatory Restraint level.
      8. Managing the prisoner population in all Sheriff's Department in-custody programs.

   B. Housing of prisoners
1. Prisoners are housed according to the following custody level codes:
   a. Minimum (MIN) Prisoner has the least potential for disruption based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.
   b. Medium (MED) Prisoner may require monitoring based on an objective point system rating, criminal history, re-classification and/or in-custody behavior.
   c. Maximum (MAX) Prisoner may require more restrictive housing based on history, convictions of violent charges, an objective point system rating, re-classification and/or in-custody behavior.

2. Mixed custody level prisoners and mandatory restraint level will not be housed together in general population except at:
   a. any direct supervision facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   b. Special housing at any facility;
      i. However, MIN and MAX custody levels cannot be housed together in a cell.
   c. Prisoner workers with different classification levels may be housed in designated worker housing areas.

C. Sub-codes used by the Classification Unit are a prisoner assessment and management tool to maximize the safety of employees, visitors and prisoners.

D. The Classification Unit shall strive to achieve racial balance in all facilities and housing areas.

E. Administrative segregation shall consist of separate and secure housing for prisoners requiring a higher degree of security housing as determined by their classification score.
   a. Administrative segregation will not be used as discipline.
   b. Prisoners in administrative segregation shall not lose any privileges merely by being housed in administrative segregation.
      i. However, privileges may be lost due to disciplinary action.

E. Classification Review Board: A pre-designated multi-disciplinary group composed of five members convened by Classification within 48 hours of the first court date but no later than 72 hours after booking, excluding weekends or holidays of a TGI prisoner. The Classification Review Board reviews medical needs, community resources, re-entry services, and other specific jail related information for all types of inmates.
   a. The Board includes:
      i. Director of Jail Health Services (JHS) or designee
      ii. Director of Jail Behavior Health Services (JBHS) or designee

6.0 Classification: CODM 6.02
III. One community member not affiliated with law enforcement, who identifies as TGII

IV. Classification Unit Commander or designee

V. Chief Deputy of the Custody Operations Division or designee

II. Procedure
   A. Classification procedures may be found in the Classification Unit Operations Manual.

III. Forms
   A. Chart A - Classification Sub-Codes
   B. Chart B - Mandatory Restraint Level

IV. References
   A. State of California Penal Code: Sections 4001, 4021, 273B
   B. Title 15 - California State Board of Corrections Adult Detention Minimum Jail Standards
POLICY AND PROCEDURE

Chapter: 06 Classification
Title: Housing Out of Class

POLICY:  Prisoners shall be housed, as much as possible, to achieve a racial balance in each housing area.

PURPOSE:  To maintain the safety of prisoners and staff and to prevent problems associated with the victimization of one group by another, dominant group. To provide deputized staff with guidelines that allow prisoners to be housed out of class to achieve safer housing conditions.

DEFINITION:

Racial Balance:  The ratio of one ethnic group of prisoners to another ethnic group that reflects the current custody trends and provides enough representation in a housing area to prevent one group from becoming dominant enough to victimize another group.

Housing Out of Class:  To house a prisoner in a housing area that the prisoner would normally not be eligible for due to his/her classification level and/or assigned classification sub-codes.

I. General

A. Prisoners by be housed out of class to avoid imbalance under the following criteria:

1. When it is not possible to achieve racial balance by housing prisoners in class.

B. A supervisor or Classification officer must approve each prisoner being housed out of class:

1. When assessing whether or not to house a prisoner out of class, the supervisor or Classification officer shall consider the prisoner’s appropriateness for the suggested housing by interviewing the prisoner to determine whether the prisoner should be able to live in that environment successfully.
a. The officer shall make this determination based on his / her experience, the physical appearance of the prisoner, the sophistication of the prisoner and any other pertinent information available.

C. Prisoners who have been housed out of class shall be reviewed during their scheduled classification review to determine if appropriate housing within their class has become available while meeting the goal of avoiding racial imbalance.

II. Procedure

A. The reason for housing a prisoner out of class and the approving supervisor or Classification officer's name shall be noted on the back of the housing card of the affected prisoner.

III. Forms

N/A

IV. References

A. Title 15 Minimum Jail Standards Section 1041

B. San Francisco Administrative Code Chapter 67 “Sunshine Ordinance”
POLICY: Prisoners have the right to practice the religion of their choice in any manner which does not conflict with legitimate considerations of jail safety and security, or with the rights of others. No religious philosophy or beliefs will be favored over any other in any manner. Prisoners will be allowed to participate in the religion of their choice on a voluntary basis. Any restriction that places a substantial burden on a prisoner’s ability to practice his or her religion of choice must serve a compelling government interest and be the least restrictive means of furthering that interest.

PURPOSE: To provide prisoners with access to religious services and counseling of their choice; to provide local clergy, congregations and religious organizations with the opportunity to offer religious services and counseling to prisoners; to ensure the security of the jails and the safety of the Religious Service Providers while inside the jails.

DEFINITION:

Compelling Government Interest – An interest of the highest order that furthers good order, security and discipline consistent with consideration of cost and limited resources.

Head covering – Religious head coverings include, but are not limited to, hijabs, scarfs, kufis, pagris, chunnis and yarmulkes.

Insincerity of belief – Specific behavior on the part of the prisoner that is inconsistent with the practices of the prisoner’s professed religious beliefs. These include seeking a kosher diet while at the same time consuming non-kosher commissary food items, treating religious accoutrements inappropriately, attending religious services for purely social and/or criminal purposes, etc.

Religious Practice – An exercise of religion, whether or not compelled by or central to a system of religious belief. 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.

Religious Services Coordinator – A San Francisco Sheriff’s Department (SFSD) employee who is responsible for coordinating the provision of religious services, religious counseling in the jails, religious diets and marriages, and for implementing this policy and these procedures.
Religious Practices

**Religious Representative** - A clergy member of an established local congregation or religious organization.

**Religious Services Provider** - An established local clergy, congregation or religious organization that provides regularly scheduled religious services in the jails.

**Administrative Clearance Request Form** - A form submitted to the Jail Clearance Officer or Facility Commander requesting an administrative jail clearance for a person. The Religious Services Coordinator is responsible for providing all required information to complete an administrative jail clearance for Religious Service Providers, etc.

**Substantial burden** – As used in this policy: a tendency to inhibit a person’s exercise of religion.

I. GENERAL

A. Religious counseling, services, diets and support will be made available to all prisoners on a voluntary basis. The extent of such activities will be determined by balancing the following:

1. considerations regarding the safety and security of the facility and prisoners
2. the availability of resources and facilities
3. staff supervisory needs, and
4. the needs and requests of the prisoners

B. Religious service representatives who intend to provide regular services shall attend the SFSD Volunteer Orientation.

C. Regularly scheduled religious services that are frequently cancelled by the provider or have low attendance may be terminated by the Facility Commander and/or the Religious Services Coordinator or rescheduled for a different day and/or time.

D. Religious service representatives shall not deliver or provide religious accouterments such as books, pamphlets, plastic rosaries or prayer beads, head coverings, prayer rugs or other material to prisoners without the authorization of the Facility or Watch Commander (via the Religious Services Coordinator).

1. When approved, such items may be kept by the prisoners in their cells and taken to religious services.

2. The Watch Commander may withdraw approval of any religious item if found to be altered or used for non-religious purposes.
   a. The Watch Commander will advise the Religious Services Coordinator when such action is taken.

3. Religious service representatives and the Religious Services Coordinator may give prisoners small amounts of bread/crackers and/or non-alcoholic wine during religious services with the approval of the Facility Commander (via the Religious Services Coordinator).

E. No representative of a religious group or organization will be authorized access to a jail facility simply to make themselves available; a specific reason must exist, including:

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7.0 Prisoner : CODM 7.01
Religious Practices

1. participation in scheduled religious services and activities
2. participation in scheduled education or recreational programs
3. one-on-one counseling session with a prisoner
4. scheduled distribution of religious materials approved by the Religious Services Coordinator or the facility commander
5. on the request of the Religious Services Coordinator
6. scheduled visits to administrative segregation and other inmates in their housing areas

F. Representatives of a religious group or organization will not be authorized in such capacity to visit, counsel or hold services for any prisoner(s) to whom they are related.

G. Medical diets can only be authorized by medical staff and take precedence over religious diets except when the prisoner submits a request to be removed from the medical diet.

H. Prisoners who demonstrate an insincerity of belief in their professed faith shall be removed from religious services, programs, diets, etc. by the Watch Commander.

1. The Religious Services Coordinator shall be advised by the Watch Commander.
2. Such removal is appealable to the Facility Commander who may request a clergyperson of the professed faith to interview the prisoner to determine whether the removal should be rescinded.

II. PROCEDURES

A. HEAD COVERINGS – Prisoners who are booked into County Jail #1 with religious head coverings shall be allowed to keep such clothing after it has been searched. This shall be documented on the prisoner’s Field Arrest Card or Prisoner Housing Activity Card.

1. Head coverings are a symbol of faith and shall be treated with respect.
2. Head coverings are subject to search at any time.
3. If an inmate refuses a direct order to remove their religious head covering, the matter shall be referred to the Watch Commander.
4. Head coverings required for modesty may be worn at all times by a housed prisoner.
5. Head coverings not worn for modesty may be worn only during prayer, or religious services.

a. Head coverings not worn for modesty shall be carried to and from the prayers or services.

B. RELIGIOUS COUNSELING CONTACT VISITS – Religious representatives shall contact the Religious Services Coordinator to arrange religious counseling contact visits with members of their congregation or denomination.
Religious Practices

1. Requests for one-on-one counseling contact visits should be initiated by the prisoner via a Prisoner Action Request to the Religious Services Coordinator. If the request is initiated by someone other than the prisoner, the Religious Services Coordinator or designee will verify that the prisoner wishes to have the visit with a religious representative.

2. The Religious Services Coordinator shall submit an administrative Jail Clearance Request to the Facility Commander or Jail Clearance Deputy depending on the type of clearance needed.

3. The Facility Commander or Jail Clearance Deputy shall process such request in accordance with SFSD 01-08 Jail Clearances.
   a. The Facility Commander may elect to change the visit from a contact to a non-contact visit based on the clearance review.

4. The religious counseling shall be held for no more than forty-five minutes in an interview room if the interview room is needed for a legal visit.
   a. Attorneys shall have priority for use in the interview room (i.e., if a religious representative and an attorney are both waiting for an interview room, the attorney shall get the first available room).

C. REGULARLY SCHEDULED RELIGIOUS SERVICES – The Religious Services Coordinator shall work with the Program Coordinator in each facility to schedule ongoing religious services.

1. The Religious Services Coordinator shall submit a Jail Clearance Request to the Jail Clearance Officer for all religious representatives who will provide regular services.

2. Regularly scheduled services shall be posted in all areas and kept up to date.

3. Upon request, the Religious Service Provider may be permitted to enter the housing areas to announce their services and invite inmates to participate. For the purposes of this section housing area means pods in direct supervision facilities and walking the line in linear facilities.

4. Inmates housed in administrative segregation may complete an action request seeking one-on-one religious counseling. Approved Religious Service Providers may be allowed access to the administrative housing areas to speak with inmates and provide counseling at the cells.

5. Prisoners who are in disciplinary isolation may be permitted to attend religious services at the discretion of the Watch Commander

D. RELIGIOUS DIETS – During the Classification Screening, the Classification Deputy shall ask whether the prisoner has any dietary needs.

1. The Classification Deputy will notify the Religious Services Coordinator when a prisoner requests a religious diet.
Religious Practices

2. A prisoner may also submit a Prisoner Action Request to the Religious Services Coordinator for a religious diet and/or notify their housing deputy who shall contact the Religious Services Coordinator.

3. The Religious Services Coordinator shall administer a written test to determine if the prisoner possesses a sincerity of belief in his/her professed faith. If the prisoner has previously been approved for a religious diet additional testing is not necessary and a Prisoner Action Request is sufficient for reinstatement.
   a. Any denial will be explained in writing to the prisoner by the Religious Services Coordinator.
   b. If the prisoner is on a medically diet, any change must first be approved by Jail Medical Services.
   c. If the diet is approved, the Religious Services Coordinator shall notify the Food Services Manager.

III. FORMS
   A. Prisoner Action Request form
   B. Prisoner Grievance form
   C. Jail Clearance Request form

IV. REFERENCES
   B. California Penal Code §4027
   C. California Penal Code §4029
   D. Title 15, Article 6, Section 1072
POLICY
A prisoner request policy and procedure is enacted to allow prisoners to request information or services regarding confinement.

PURPOSE
To comply with Title 15 (Minimum Jail Standards) and respond to requests for information and/or services.

I. GENERAL
A. Prisoners may make their requests verbally.
B. Employees will ensure that all types of Prisoner Action Requests are made available in the housing areas.
   1. Prisoners requesting legal services will use a Prisoner Legal Services (PLS) Legal Request form.
   2. Prisoners requesting medical care will use a Medical Care Request form.
   3. Prisoners who have requests about their phone card or service will use a vendor-issued Request form.
C. Employees will collect requests forms at least once each shift.
   1. Medical Care, Legal Service and phone service requests will be routed to those units.
D. Employees will respond to Prisoner Action Requests at the lowest level received (including verbal requests).
   1. Supervisors receiving a Request may delegate the response to deputized or other employees.
E. Completed Prisoner Action Request will be filed at the originating facility
F. If a Prisoner does not receive a response within seven days, or is not satisfied with the response, the Prisoner may file a Prisoner Grievance.
Prisoner Requests

1. Responses to PLS Legal Request forms may take seven to ten days.

II. PROCEDURES

A. The Housing Unit Deputy will attempt to resolve issues verbally with the prisoner (and a supervisor if necessary) prior to a Prisoner Request form being written.

B. When a formal written Prisoner Action Request is submitted, the deputy will:
   1. attempt to respond to the Prisoner Action Request (if not already attempted),
   2. document the resolution or attempt on the Prisoner Action Request form,
   3. sign the Prisoner Action Request form,
   4. return the pink copy to the prisoner,
   5. turn the white and yellow copies of the form in to the Watch Commander, and
   6. advise the prisoner that a response may take up to seven days

C. The Watch Commander or designee will:
   1. review the request, and
      a. attempt to respond to the request, or
      b. route the Prisoner Action Request to the appropriate staff.
   2. File and retain the original copy of the completed Prisoner Action Request forms.

III. FORMS

A. San Francisco County Jail Prisoner Request Form
B. PLS Legal Request Form
C. Medical Care Request Form
D. Phone System Vendor Request Form
E. Prisoner Request Form Routing Chart

IV. REFERENCES

A. Title 15 (Minimum Jail Standards 2008)
SFSD Inmate Rules of Conduct
Aggravating and Mitigating Circumstances

Aggravating Circumstances

1. The violation involved great violence, great bodily harm, or a credible threat of great bodily harm
2. The inmate was armed with or used a weapon at the time of the rule violation
3. The inmate attacked, fought with another inmate that was particularly vulnerable
4. The inmate induced others to participate in the commission of violation, or occupied a position of leadership or dominance of other participants in its commission
5. The inmates threatened witnesses, unlawfully prevented or dissuaded witnesses from testifying, truthfully, or in any other way interfered with the discipline process
6. The manner in which the violation was carried out indicates planning and/or sophistication
7. The violation involved an attempted or actual taking or damage of great monetary value (over $500)
8. The violation involved a large quantity of contraband
9. The inmate took advantage of his or her position as an inmate worker to commit the offense
10. The violation could constitute a hate crime under section 422.56
11. The inmate’s prior sustained violations are numerous or of increasing seriousness
12. The inmate was serving a lockup while the present violation was committed
13. The inmate refused to acknowledge and or take part in the rule violation process

Mitigating Circumstances

14. The victim was an initiator of, willing participant in, or aggressor or provocateur of the incident
15. The inmate was a passive participant or played a minor role in the violation
16. The violation was committed because of an unusual circumstance, such as great provocation, that is unlikely to recur
17. The inmate participated in the violation under circumstances of coercion or duress
18. The inmate exercised caution to avoid harm to persons or damage to property, or the property taken was deliberately small, or no harm was done or threatened against the victim
19. The inmate mistakenly believed that the conduct was not a rule violation
20. The inmate has no prior Level 2 or Level 3 rule violations in the past 60 days or has fewer than three Level 1 violations
21. The inmate is suffering from a mental or physical condition that significantly reduced culpability for the violation
22. The inmate voluntarily acknowledged wrongdoing before being charged or at an early stage of the discipline process
23. The inmate voluntarily offered to make restitution to the victim
24. The inmate’s prior performance in jail (i.e., previous incarcerations) has been relatively unproblematic
POLICY:

It is the policy of the San Francisco Sheriff's Department (SFSD) to enforce inmate rules and disciplinary penalties within the guidelines of Title 15, to apply such rules and penalties fairly and consistently and to monitor the application of rules and penalties for effectiveness.

PURPOSE: To maintain proper inmate control with emphasis on prevention of jail rule violations rather than on inmate punishment. To ensure safety and security of staff, inmates and the public and to comply with Title 15 and state and federal regulations.

I. General

A. Any inmate criminally charged in an incident may also be disciplined administratively for violation of SFSD Inmate Rules of Conduct. There is no double jeopardy pursuant to Minimum Jail Standards in both disciplining an inmate for violation of inmate rules and referring the case to the District Attorney.

B. The degree of action taken by the Hearing Officer shall be directly related to the severity of the rule infraction with any mitigating and/or aggravating factors considered. The Hearing Officer shall follow the Sentencing Guidelines when imposing discipline.

C. No person involved in an incident shall be a Hearing Officer for that incident.

D. Charging Staff shall not recommend penalties for any Request for Discipline (RFD).

E. Inmates will be provided a written copy of the Inmate Rules of Conduct upon entering the jail system. The rules shall also be posted in all housing areas.

F. Inmates will not be subject to the following as a consequence of discipline:

1. Cruel or unusual punishment
2. Denial of health care
Inmate Discipline

3. Deprivation of clothing, bedding, necessary hygiene or nutritional food for punishment
4. Loss of non-legal correspondence privileges (except when the violation is related to correspondence and for no longer than 72 hours without Facility Commander approval)
5. Discipline from other inmates
6. Placement in a safety cell or a restraint chair for purposes of discipline
7. Denial of access to counsel (phone privileges may be restricted).
8. Group lockdowns unless such action is a temporary restriction approved by a supervisor for purposes of safety, security or administrative control.

G. All forms of discipline shall be documented on the inmate's Housing Activity Card and recorded on the Jail Management System (JMS).

H. Inmates shall not be subject to both an Investigatory Hearing and a Loss of Time Hearing.

I. If multiple rule violations are sustained for a single incident, discipline for each rule will be served concurrently.

II. Definitions

Appeal: The process by which a disciplined inmate obtains administrative review of any disciplinary action taken. Appeals are submitted via the Inmate Grievance Procedure.

Charging Staff: The person who observes a rule violation and completes a RFD form.

Confidential Informant: A person with information relevant to the charged rule violation whose identity is kept confidential to protect the informant, another person or security.

Disciplinary Separation: Punishment status assigned an inmate as the result of violating rules and which consists of confinement to a cell or room, for up to thirty days. All other privileges may be suspended per rule violation procedures.

Good Time Credits: Per Penal Code Section 4019, an inmate is entitled to credit for time as long as he/she maintains good behavior while incarcerated.

Hearing Disposition: A form summarizing the results of the hearing.

Hearing Officer: All sworn supervisors are Investigatory Hearing Officers. Loss of Time Hearing Officers are of the rank of lieutenant and are from a facility at which the violation did not occur. A supervisor reviews the RFD and either conducts an Investigatory Hearing or schedules a Loss of Time Hearing.

Inmate Representative: An inmate, sworn or civilian employee who assists in the preparation of defense at a Loss of Time Hearing.
Inmate Discipline

Investigatory Hearing: A non-judicial administrative proceeding to determine whether an inmate has violated a rule(s) where loss of privileges is considered, and to determine the discipline, if any, imposed.

Loss of Time Hearing: In lieu of an Investigatory Hearing, a non-judicial administrative proceeding to determine whether an inmate violated a rule and where loss of Good Time/future Work Time is considered by the supervisor.

Presenting Officer: A supervisor (from the facility where the charged violation occurred) who collects and presents evidence against an inmate at a Loss of Time Hearing.

Relevant Evidence: Evidence that tends to prove or disprove the charged rule violation.

Request for Discipline (RFD): A notice given to the inmate specifying the charged rule violations and whether he/she is being subject to an Investigatory Hearing or a Loss of Time Hearing.

Rule violation: Any act which violates any Inmate Rule of Conduct.

Witness: A person with relevant, reliable information pertaining to a charged rule violation who may be called to testify in a hearing.

Work Time Credits: Per 4019 PC, an inmate is entitled to credit for time served as long as he/she performs assigned work. Earned credits cannot be taken; future credits can.

III. Procedures

A. When an employee or a service provider observes an infraction of the rules, action may be taken to correct the inmate’s behavior. The employee may choose not to request a loss of privileges, but rather employ verbal counseling or reprimand, extra work detail or removal from work assignment. Any corrective action will be documented in the housing logbook and on the inmate’s Housing Activity Card.

B. Request for Discipline Procedures.

1. The Charging Employee:

   a. shall fill out a RFD within 24 hours of observing the violation.

      i. must include a narrative detailed to show how each charged rule was violated.

   b. shall document the issuance of the RFD on the inmate’s Housing Activity Card noting the rule number(s) allegedly violated and record it in the JMS.

   c. shall submit the RFD to a supervisor by the end of his/her shift.

2. A Supervisor:
Inmate Discipline

a. will review the RFD to see if it is procedurally correct. If it is not, the RFD may be dismissed.
b. will review the inmate’s Field Arrest and Housing Activity Card(s) and the RFD to determine which type of hearing should be conducted.
c. will issue the RFD to the inmate showing which type of hearing shall be held and will document the date and time the Notice was issued.
   i. The staff member and/or supervisor shall deliver the RFD to the inmate within 24 hours of the incident.

d. will determine if the inmate will provide a written waiver to the 24-hour period from time of notice to time of Investigatory Hearing.
e. will conduct an Investigatory Hearing no sooner than 24 hours from the time the inmate was given the RFD (unless the inmate has waived the 24 hour period in writing) and no later than 72 hours.
   i. The Investigatory Hearing shall include an interview of the inmate charged with violating the Inmate Rules of Conduct.
   ii. In the event that an inmate states that his/her defense can be corroborated by a third-party witness, the supervisor may attempt to interview the witness.

f. will complete the Summary of Hearing portion of the Hearing Disposition form.
   i. If any part of the RFD is sustained, the Sentencing Guidelines will be used to determine if any aggravating and/or mitigating circumstances were present and determine which, if any, discipline will be imposed.

g. will provide the inmate with a copy of the completed Hearing Disposition form, if any, imposed and, upon request, a Prisoner Grievance form for appeal.
h. will document the result of the Investigatory Hearing on the inmate’s Housing Activity Card and record it in the IMS.

3. The Facility Commander or Designee:
   a. shall respond to all grievances related to discipline on a daily basis. The Facility Commander shall designate a supervisor to review and disposition such grievances on days the Facility Commander is not at work.
   b. shall review all RFDs for accuracy and due process.
   c. with Jail Health Services, shall review the status of any inmate who has been on disciplinary separation for 30 continuous days before the disciplinary separation can continue. Such reviews shall continue every 15 days thereafter until the disciplinary separation status has ended.
   d. shall review the status of any inmate receiving more than five consecutive 24 hour disciplinary separation.
C. Loss of Time for Major Rule Violation Procedures

1. The Presenting Officer:
   a. will notify Prisoner Legal Services (PLS) of a request for loss of Good Time / future Work Time by providing the following:
      i. Copy of Notice of RFD
      ii. Copy of the Housing Activity Card / JMS printout
      iii. Any related incident reports or other documentary evidence
   b. will contact PLS to schedule a hearing date for the rule violation discipline.
   c. will notify the inmate of the scheduling of a hearing date for the rule violation discipline by providing the inmate with the following:
      i. RFD
      ii. The supervisor shall provide relevant material for the inmate's review provided no compromise is made to confidentiality or security of person(s) or the facility.
   d. will present physical or documentary evidence against the charged inmate and can interview the charging staff and witnesses.

2. The Hearing Officer:
   a. will adjudicate the RFD if the inmate waives his/her right to a hearing.
   b. within five days of the RFD and consultation with PLS will schedule a hearing date within 23 days.
   c. may deny a witness from testifying or continuing to testify if the testimony:
      i. is not relevant,
      ii. is redundant or
      iii. may endanger someone.
   d. may question any witnesses about any relevant matter.
   e. If the Hearing Officer determines it is more likely than not that the prisoner committed the charged rule violation, the Hearing Officer will decide what discipline should be imposed.
      i. Penalties include (any or all may be imposed):
         a. Loss of Good Time
         b. Loss of opportunity to earn future Work Time
         c. CDC request for a loss of Sage credits
         d. Revocation of any accelerated release dates established pursuant to a court order of general application
         e. Delay of or ineligibility for participation in SFSF Community Corrections programs
Inmate Discipline

ff. Loss of privileges in jail

f. Within five working days after the hearing, the Hearing Officer will present in writing the factual findings, the evidence relied upon, reasons why witnesses (if any) were not allowed to testify, a good cause finding on any violation(s) and the discipline, if any, imposed. Confidential information will not be revealed.

i. A copy of the Hearing Disposition form will be sent to the Presenting Officer, Inmate Representative and Facility Commander.

3. The Inmate Representative:

a. can interview witnesses (except confidential informants) and may review evidence (except confidential documentary evidence) prior to the hearing.

i. If PLS acts as the inmate representative, the representative will be allowed to review confidential information.

b. may negotiate an alternative discipline agreeable to the Hearing Officer, Inmate Representative and Presenting Officer at any time prior to the hearing.

c. will deliver (in person) the disposition to the inmate.

4. The Inmate:

a. who represents him/herself may call witnesses and question witnesses (except confidential informants).

b. may view evidence (except confidential evidence)

b. will be present at the hearing unless he/she refuses to attend, waives the right to attend, acts so disruptively that the hearing cannot continue, or the hearing officer determines that security or safety requires the inmate be excluded.

i. If the inmate is excluded for being disruptive or for refusing to attend, PLS staff will be appointed as the inmate’s representative.

d. can appeal, via the Inmate Grievance procedure, to the Custody Division Commander or his/her designee for any imposed discipline above the level of loss of privileges.

i. Loss of level 2 or level 3 privileges can be appealed to the Facility Commander.

5. The Charging Staff:

a. will testify at the hearing unless good cause prevents his/her appearance.

6. Facility Commander or Designee:

a. shall answer a grievance for loss of level 2 or level 3 privileges within 24 hours of its receipt.
7. Custody Division Commander or Designee:
   a. shall answer a grievance within five days of its receipt.

IV. Forms
   Request for Discipline
   Inmate Rules of Conduct
   Hearing Disposition
   Discipline Guidelines

V. Reference:
   4019 PC
San Francisco Sheriff's Department
REQUEST FOR DISCIPLINE
Inmate Rules of Conduct Violation

Inmate Name ________________________ SF# ________________________ Booking # ________________________

Date of Violation ________________________ Time of Violation ________________________ Housing Location ________________________

Location of Violation ________________________ Rule Number(s) charged: ________________________

Charging Staff ________________________ Star # ________________________

Number of sustained violations in last 60 days ________________________

Narrative of violation of each rule (be specific; describe actions taken and/or words spoken by inmate that violate specific rule(s)): ________________________

______________________
______________________
______________________
______________________

Inmate to be criminally charged? Yes ☐ (If checked, complete Incident Report and Miranda form, if necessary)

NOTICE

You have been charged with a violation of San Francisco Sheriff's Department Inmate Rules of Conduct.

☐ Investigatory Hearing (for Loss of Privileges)

An Investigatory Hearing will be held between 24 and 72 hours from the time of this notice. You may waive the 24 hour waiting period by signing below:

"I wish to waive the 24-hour period before the Investigatory Hearing."

Inmate's Signature ________________________

☐ Loss of Time Hearing

Within 5 days from the time of this notice, a Loss of Time Hearing will be scheduled. You may have a representative present at the hearing to assist in your defense. The hearing will occur within 23 days.

Represented by (circle one) Prisoner Legal Services Self Other ________________________

Photocopy of RFD for Loss of Time sent to Prisoner Legal Services on (date) ________________________

Witnesses to be requested / called: ________________________

________________________________________

Date and Time Request For Discipline issued: ________________________

White Copy (Facility) Pink Copy (Charging Staff) Yellow Copy (Prisoner)
San Francisco Sheriff's Department
Hearing Disposition

Hearing Type □ Investigatory □ Loss of Time □
Date of Hearing Time of Hearing
Inmate SF# Booking #
Hearing Officer Charging Officer

For Loss of Time Hearings only
Presenting Officer Inmate Representative

Witnesses Called / Interviewed (Include Booking or Star number if applicable)
Name Name Name
Name

Summary of Hearing

DISCIPLINE IMPOSED
[ ] RFD Dismissed
[ ] Rule Violations Sustained (List by number)
[ ] Aggravating/Mitigating Circumstances (List by number)

□ Additional Pages Attached

DISCIPLINARY CONFINEMENT
START DATE END DATE

<table>
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<tr>
<th>DISCIPLINARY CONFINEMENT</th>
<th>DATE</th>
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Ineligible for Parent/Child visits during disciplinary confinement unless previously scheduled.

White Copy (Facility) Pink Copy (Charging Staff) Yellow Copy (Inmate)
## Discipline Guidelines for Investigatory Hearings

<table>
<thead>
<tr>
<th>Disciplinary Behavior</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<td>Aggravated</td>
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### Duration of Disciplinary Hearing

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<td>5-15</td>
<td>11-30</td>
<td>21-30</td>
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</table>

### Notes

- **Coronary**: 0-1-3
- **Parent Child Visit**: 0
- **Abuse**: 0
- **Neglect**: 0
- **Telephone**: 0-1
- **Television**: 0-1
- **Visiting**: 0-1

**Notes:**
- Y = Yes
- N = No
POLICY: Media representatives shall have access to inmates to conduct interviews.

PURPOSE: To provide standards for inmates and media representatives to conduct and participate in media interviews.

DEFINITIONS:

Chief of Staff – The primary Department representative to the media.

Media interview – Interviews by media representatives with inmates.

Media representative – An employee of a newspaper, news magazine, news service, radio or television station with identifying credentials, or an individual administratively cleared to conduct a media interview.

PROCEDURES:

I. Inmate Interviews

A. When a media representative requests to interview an inmate in custody, the watch commander will:

1. Require that the media representative produce a valid press credential issued by the San Francisco Police Department or California Highway Patrol that identifies the person as a media representative.

   a) If the person does not have a valid identifying credential, the watch commander will deny access to the facility and will refer the person to the office of the Chief of Staff.

   b) If the watch commander has specific concerns whether an interview with an inmate should be granted, the watch commander shall:
Media Interview of Inmates

1) During business hours contact the office of the Chief of Staff to determine if the interview will be granted or denied;

2) During non-working hours, deny the interview and contact the Chief of Staff:
   a. The Chief of Staff shall be contacted at home via the phone during non-working hours.
   b. If the Chief of Staff is not available by phone, the Chief of Staff shall be paged.

2. Require that a Media Waiver form be completed.
   a. If an inmate refuses to complete the waiver form, a supervisor shall ensure the waiver form is completed with a notation documenting that the inmate refused to sign.

3. If an inmate consents to the interview, the watch commander shall arrange a place for the interview and allow the representative into the facility.
   a. Photographic equipment shall not be brought into a jail facility without authorization from the watch commander or facility commander.
      1) Photographic equipment will only be used in the interview room, and photograph only the inmate.
   b. If an inmate has agreed to an interview, but declined to be photographed or recorded, the photographic equipment will not be allowed into the interview area.

4. Inmates convicted and/or committed to state or federal prison are limited to one face-to-face media interview every 90 days.
   a. Interviews with media will be documented on the back of the inmate’s Field Arrest Card.
   b. All additional requests to interview such inmates shall be referred by the watch commander to the office of the Chief of Staff.

5. Lawyers or legal representatives do not have to complete a Media Waiver form.

II. FORMS

A. Media Waiver
POLICY:  Prisoners may send or receive unlimited quantities of mail.

PURPOSE:  To provide standards for the distribution, delivery and receipt of correspondence.

DEFINITIONS:

Confidential Mail – Correspondence from the Facility Commander, Division Commander, Assistant Sheriff, Undersheriff, and Sheriff to the prisoner.

Contraband – Any items or articles not approved by the Department. Contraband consists of, but is not limited to, the following:

1. Any weapon or item fashioned to be used as a weapon.
2. Any illegal or unauthorized drug;
3. Any items or articles issued or approved by the Department that have been altered in any way;
4. Authorized items in excess;
5. Any authorized items not used for its intended purpose;
6. Gang-related items or articles;
7. Currency and personal checks; and
8. Tobacco products, matches, and cigarette lighters.

Correspondence – Written communication to or from prisoners.
Prisoner Mail

Legal Mail - Correspondence from city, county, state, federal government officials, attorneys, legal representatives, courts, or Prisoner Legal Services (mail marked “confidential or legal”).

Legal Representative – Any person designated by the attorney of record as a legal representative of that attorney, including, but not limited to, private investigators, legal paraprofessionals, legal interns, interpreters, psychiatrists, and physicians.

Scanning Mail – Inspecting prisoner’s correspondence for contraband, threats to facility security and/or to public safety.

PROCEDURES:

I. General

A. There is no limit on the volume of mail a prisoner can send or receive, or with whom the prisoner can correspond.

1. Upon becoming aware of a court order or restraining order-limiting communication with an individual(s), the Department will attempt to restrict the prisoner from communicating with the protected individual.

2. The order shall be served on the inmate and he/she shall be told that all outgoing/incoming mail will be screened to insure compliance with the order. Any violation shall be reported to the Court in writing along with the original of the correspondence.

B. The Department accepts prisoner mail and packages only via the U.S. Postal Service.

1. Facilities will not accept any prisoner mail or packages from any private mail or messenger services (e.g., Fed Ex, UPS, DHL, etc.).

C. Prisoner mail is not read except when there is a valid security reason to justify the action and with the approval from the facility commander.

D. A prisoner may correspond with other prisoners through the U.S. Postal Service.

1. A prisoner may correspond with members of the Department without applying postage, through inter-office mail.

E. A prisoner may correspond confidentially with the Sheriff, the Custody Division Commander and the Facility Commander.

F. A prisoner who has been declared indigent shall be permitted at least two (2) stamped envelopes each week to correspond.
Prisoner Mail

1. In order to receive two (2) postage free envelopes, indigent prisoners must complete an indigent form via the commissary.

G. There shall be no limit on the number of letters an indigent prisoner may send to his/her attorney and the courts.

1. Prisoner Legal Services will provide postage for indigent prisoners in this case.

H. Designated packaging materials (i.e., cardboard, bubble wrap, styrofoam, padded envelope, etc.) shall not be given to an inmate.

II. Incoming Mail

A. Incoming mail will be checked to ensure the prisoner is housed at that facility.

1. If a prisoner is housed at a different facility, the mail shall be forwarded to that location unopened.

2. Mail is returned to sender if the prisoner is not in the Sheriff's custody. If there is no return address, the mail shall be returned to the U.S. Postal Office.

B. All incoming prisoner mail (other than confidential or legal mail) shall be opened and searched for contraband.

1. Mail containing illegal contraband shall be confiscated.

2. Mail containing all other contraband shall be returned to the sender in its entirety.

C. Mail may be scanned for key words and phrases that may pose safety and/or security risk, or for any violation of the law.

D. Prisoner Legal Service mail not stamped “confidential or legal” shall be processed and treated like non-legal mail.

III. Distribution of Mail

A. Mail shall only be delivered to the prisoner to whom it is addressed.

1. The employee will ensure that he/she is delivering mail to the correct prisoner.

2. The employee delivering mail shall not leave mail in an area accessible to other prisoners.

B. Mail shall be delivered to prisoners without any unnecessary delay.
C. Confidential correspondence to a prisoner from the Sheriff, Undersheriff, Assistant Sheriff, Division Commander and/or Facility Commander shall be delivered to the prisoner unopened.

IV. Legal Mail

A. Legal mail may be opened only in the presence of the prisoner to whom it is addressed.

1. The employee delivering such mail shall open it in the presence of the prisoner and inspect it for contraband prior to giving the mail to the prisoner.
   a. Any legal mail containing contraband shall be confiscated and given to the Facility Commander.

2. The prisoner must sign a “Receipt for Legal Mail” form when he/she receives such legal mail.
   a. The employee will note on the Receipt for Legal Mail form if the prisoner refuses to sign, and shall deliver the legal mail.
   b. The legal mail receipt shall be filed at the facility.

B. Sheriff’s Department Prisoner Legal Services Employees may bring into the facility and hand deliver legal mail. When this occurs, inspection is not required by sworn staff, nor is it necessary to obtain a receipt from the prisoner. PLSE interns may not hand deliver legal mail and materials without first obtaining approval from sworn staff.

V. Books, Newspapers, Magazines, and Other Published Materials

A. Books, magazines, newspapers, and other published materials delivered to the facility from publishers, book clubs, or bookstores via the U.S. Postal Service, shall be accepted.

1. Packages and publications shall be searched for contraband prior to being delivered to the prisoner.

VI. U.S. Postal Service items returned to sender

A. The following items are not acceptable and shall be returned to the sender:

1. Photos depicting gang activity or any unlawful activity;

2. Material tending to incite murder, arson, riot, violent racism, or any other form of violence;
3. Any "how to" magazines on weapons or items that could be used in an escape attempt;

4. Items, which cannot be searched without destroying the item;

5. Items made of metal, wood, plastic, cloth, or cardboard.

6. Postage stamps;

7. Stationary items (stationary items may be purchased from commissary);

8. Items larger than 8-1/2 inch by 14 inch;

9. Cash; (cashier’s checks, certified checks and money orders from U.S. banks drawn on U.S. currency is accepted).

10. Polaroid photos;

11. Mailing containing more than twenty (20) photos;

12. Photo(s), drawing(s), etc. depicting sexual activity;

13. Books, magazines, or periodicals, received in any one mailing, in excess of three;

14. Books/magazines/newspapers not sent from publisher, bookstore, or book club, via U.S. Postal Service,

15. Clothing, hair, posters, jewelry, glitter, lottery tickets, stickers, food, magnets and identification cards; and/or

16. Other items deemed unacceptable by the Department.

B. If any item is deemed not acceptable, the entire contents of the mailing shall be returned to the sender.

C. The employee processing the mail shall complete an Item Returned to Sender form.

VII. Outgoing Prisoner Mail

A. Outgoing prisoner mail shall be placed in a central location at each facility for pick-up by the U. S. Postal Service.

B. Employees, contractors, vendors or visitors are not permitted to take mail from inmates for mailing outside the jail facility.

1. Prisoners may give outgoing legal mail to Prisoner Legal Services staff for mailing outside the facility.
C. Outgoing mail shall be visually and physically inspected, without opening, for possible contraband.

1. Any outgoing mail suspected of containing items other than paper shall be given to the Facility Commander for disposition.
**ITSS Confidential Number Request**

<table>
<thead>
<tr>
<th>Name (as shown on CADX, CAID)</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number</td>
<td>Firm / Office / Parish, Temple, Synagogue, etc. Name</td>
</tr>
<tr>
<td>ID Number (attach copy)</td>
<td>Expiration Address</td>
</tr>
<tr>
<td>Email Address</td>
<td>Bar, Medical License Number Expiration</td>
</tr>
</tbody>
</table>

I am requesting that the following telephone numbers be designated as confidential by reason of the following relationship between a prisoner(s) in San Francisco Sheriff's Department custody and me:

<table>
<thead>
<tr>
<th>Attorney / Client</th>
<th>Doctor / Patient</th>
<th>Clergy Person / Penitent</th>
</tr>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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<table>
<thead>
<tr>
<th>Number*</th>
<th>Type (Identify)</th>
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<tbody>
<tr>
<td>1.</td>
<td>☐ Cell ☐ Office ☐ Home ☐ Other</td>
</tr>
<tr>
<td>2.</td>
<td>☐ Cell ☐ Office ☐ Home ☐ Other</td>
</tr>
<tr>
<td>3.</td>
<td>☐ Cell ☐ Office ☐ Home ☐ Other</td>
</tr>
<tr>
<td>4.</td>
<td>☐ Cell ☐ Office ☐ Home ☐ Other</td>
</tr>
<tr>
<td>5.</td>
<td>☐ Cell ☐ Office ☐ Home ☐ Other</td>
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</table>

All telephone numbers are subject to verification. Approved telephone numbers will remain in the Confidential Database for 12 months.

**Affirmation:** I have an existing relationship of the kind designated above with any prisoner to whom I have supplied this number. I understand that the confidentiality for which I am applying may not be used to accomplish communication that does not fall within the scope of the above designated relationship or with a person with whom I do not have such relationship. Signature:

For Sheriff's Department Use Only: ☐ Approved ☐ Disapproved (Request to be informed in writing)

Date received Received by ID received Information verified by Date entered

Reason for Disapproval:

*For additional numbers, please use another form.*
ITSS Block / Unblock Telephone Number Request

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<thead>
<tr>
<th>Name (as shown on CADL / CAID)</th>
<th>Date of Request</th>
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</thead>
<tbody>
<tr>
<td>Contact Number</td>
<td>Address</td>
</tr>
<tr>
<td>ID (attach copy)</td>
<td>Expiration</td>
</tr>
</tbody>
</table>

I am requesting that the following numbers be blocked or unblocked (as indicated by the checked box) to disallow or allow phone calls from prisoners in San Francisco County Jail.

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**Affirmation:** The above listed number(s) is one(s) for which I am legally authorized to request it to be blocked or unblocked from phone calls originating from prisoners in the San Francisco County Jail.

Signature:

For Sheriff's Department Use Only:  
☐ Approved  ☐ Denied (Requestor to be informed in writing)

Date received  
Received by  
ID received  
Information verified by  
Date blocked / unblocked

Reason for Disapproval:

* For additional numbers, please use another form.
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) Custody Operations Division (COD) to provide telephone service for use by prisoners in the jails.

PURPOSE: To provide guidelines to employees, prisoners and the public regarding the SFSD prisoner telephone system and the rules governing its use, to maintain ties between prisoners and family and community; to safeguard the security of each facility; to adhere to federal, state and local laws and to ensure the protection of the community.

1. GENERAL
   A. In accordance with federal and state laws, the SFSD has the legal authority to monitor and record conversations on any telephone located within any jail facility dedicated to prisoner use.
   1. All prisoner telephone calls are subject to regulation / supervision by SFSD. Restrictions imposed by court order will be imposed.
   2. Notwithstanding I.A. above, SFSD employees are prohibited from monitoring or recording telephone calls unless specifically authorized by the Sheriff or designee.
   3. The Investigative Services Unit (ISU) is responsible for managing requests to monitor phone calls.
   B. The COD Chief or designee is responsible for the approval of confidential / blocked telephone number requests.
   C. The Information and Technology Services Section (ITSS) is responsible for maintaining the confidential, blocked and free telephone number database.
      1. With the exception of the following, telephone numbers remain in the confidential database for twelve months from date of approval:
         a. SFSD Prisoner Legal Services
         b. San Francisco Public Defender's Office
      2. Telephone numbers from the following may be designated as confidential; calls to confidential numbers are not monitored or recorded:
         a. Attorney / client
         b. Licensed physician / patient
         c. Clergy / penitent
Prisoner Telephone System

D. Telephone calls may be made for free by prisoners in the following circumstances:
   1. Local calls made at County Jail #1 to satisfy the legal requirements of 851.5(a)(b) PC
   2. Calls made to specific agencies as designated by the Sheriff (e.g. San Francisco Public Defender, San Francisco Adult Probation)

E. Access to the prisoner telephone system may be limited in the following circumstances:
   1. A sworn employee may limit access for an articulable reason (e.g. imminent prisoner transport, prisoner disturbance, etc.)
   2. A sworn supervisor may limit access:
      a. as imposition of discipline or
      b. with reasonable suspicion that the prisoner is harassing a victim or witness to a crime, or actively engaged in the suppression or destruction of evidence.

II. PROCEDURES
A. The Facility Commander shall ensure that written notices are posted in all housing and visiting areas stating that except as prohibited by law, telephone calls may be recorded and monitored.

B. Attorneys, licensed physicians and clergypersons shall complete an ITSS Confidential Number Request form to place their telephone number(s) in the confidential database. Note: Attorneys may request to have their investigator’s and paralegal’s telephone numbers included in the confidential database.
   1. The completed request form may be mailed, faxed or emailed to the COD Chief or designee.
      a. Legible proof of licensing must accompany the request.
   2. The COD Chief or designee will:
      a. approve or disapprove the request.
         i. Approved requests shall be forwarded to ITSS for inclusion in the confidential database.
         b. within 72 hours of receipt of the request, notify the requesting party of the request’s status.

C. 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.
   1. The form is submitted via hardcopy, fax or email to ITSS.

III. FORMS
A. Prisoner Telephone System Confidential Number Request
B. Blocking / Unblocking Telephone Number Request

IV. REFERENCES
A. Title 15 (2008 Minimum Jail Standards)
B. Penal Code §851.5(a)(b)
POLICY: The San Francisco Sheriff's Department assists inmates who request help in registering to vote and in obtaining and submitting vote-by-mail ballots.

PURPOSE: To provide eligible inmates with a meaningful opportunity to exercise their right to vote and to comply with the California Code of Regulations, Title 15, Article 6, Section 1071.

PROCEDURE

I. Inmate Voter Program (IVP)

A. Description of Program – The IVP operates to ensure the voting rights of all eligible prisoners. The IVP completes its mission through the partnership of the Department's Prisoner Legal Services unit and the San Francisco Department of Elections.

B. Questions – All questions concerning the IVP, including questions about inmate voter eligibility, registration status, and program statistics should be directed to Prisoner Legal Services.

C. Notification of Deadlines and Procedures for Distribution and Collection of Election Materials – Prisoner Legal Services shall notify the Chief of Custody and all Facility Commanders in advance of all deadlines and procedures for the distribution and collection of election materials. All staff members are required to assist with this process and to handle election materials with care.

II. Election and Voting Information and Statistics

A. At least once annually, and additionally as needed, Prisoner Legal Services shall provide all facility commanders with a "Voting Procedures" information sheet for posting in all jail housing areas. The "Voting Procedures" information sheet shall include information on eligibility requirements, election dates and registration/vote-by-mail ballot deadlines, and the procedure an inmate must
follow in order to register to vote and vote from jail. Facility commanders ensure
that this information is posted in a timely manner.

B. Prisoner Legal Services shall provide each eligible prisoner that wishes to vote in
an election from jail with the forms required to register and obtain a vote-by-mail
ballot.

C. Prisoner Legal Services shall provide each eligible prisoner that wishes to vote in
an election from jail with non-partisan election information published and
provided by the Department of Elections and with the non-partisan "Easy Voter
Guide" published and provided by the League of Women Voters.

D. Candidates and campaigns wishing to distribute their campaign material to inmate
voters may deliver such material to Prisoner Legal Services. Prisoner Legal
Services will distribute the materials for all campaigns at one time, prior to or
with the distribution of ballots.

E. Prisoner Legal Services shall maintain and will provide upon request IVP
statistics including the number of prisoners registering to vote through the IVP for
the first time, the number of IVP vote-by-mail ballots requested by inmate 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.

F. Prisoner Legal Services will provide assistance to IVP participants in completing
forms when necessary.

III. Voter Registration

A. All eligible prisoners who wish to register to vote while in custody may request a
registration form from Prisoner Legal Services. Completed registration forms may
be submitted to Prisoner Legal Services for processing through the Department of
Elections. Although registration forms may be requested and submitted at any
time, if a prisoner 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 inmate is
eligible to register to vote, pursuant to applicable laws.

IV. Vote—by-Mail Ballot

A. All prisoners who are registered to vote and wish to vote while in custody may
request a vote-by-mail ballot from Prisoner Legal Services. Completed vote-by-
mail ballots applications may be submitted to Prisoner Legal Services for
processing through the Department of Elections. Completed vote-by-mail ballot
Inmate Voter Program (IVP)

applications must be submitted to the Department of Elections no later than 7 days before Election Day.

B. Prisoner Legal Services shall be responsible for receiving all vote-by-mail ballots for ensuring the delivery of all vote-by-mail ballots to all inmate voters in custody at the time of receipt.

C. Inmate voters will deliver their completed and sealed ballots to a housing deputy. Housing deputies will collect and hold ballots in a central location for pick-up by Prisoner Legal Services. Inmate ballots will not be placed in the US Mail.

D. Prisoner Legal Services 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.

V. Voter Eligibility

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 http://www.sfgov2.org/index.aspx?page=869 or requested from Prisoner Legal Services staff.

B. The Department of Elections is responsible for determining whether an inmate is eligible to vote, pursuant to applicable laws.

REFERENCE:

California Code of Regulations, Title 15, Article 6, Section 1071
POLICY: To observe, enforce, and comply with all statutes and regulations that provide county jail prisoners with specific rights. The Sheriff's Department recognizes that prisoners in the San Francisco County Jails retain all civil rights guaranteed by the United States and California Constitutions except when necessary to restrict those rights for the reasonable safety and security of an institution or of the public.

The San Francisco Sheriff's Department will not discriminate in providing prisoner care, services, or programs based on race, sex, religion, national origin, ethnicity, age, physical handicap, political affiliation, sexual orientation, ancestry, marital status, color, or medical condition. However, any or all of these factors may be considered when making housing or other classification decisions.

It is the policy of the San Francisco Sheriff's Department to treat prisoners respectfully and humanely at all times.

PURPOSE: To inform Sheriff's Department staff of the rights of prisoners detained or incarcerated in our facilities. The rights listed in this procedure are not exhaustive and prisoners may have other rights not listed or described herein. This policy is meant to be descriptive only and is not intended to provide more or additional rights to those described below.

REFERENCES:

United States Constitution; California Constitution; Penal Code Sections 2600-2601 and 4000-4351; California Code of Regulations, Title 15, 1004-1280.
PROCEDURE:

I. General

A. Prisoners may be deprived of such rights, and only such rights, as is necessary to provide for the reasonable security of the institution in which the prisoner is confined and for the reasonable protection of the public.

1. An inquiry into any rights dispute involves a three-step analysis:

a. Are any rights implicated by the restriction?

b. If rights are implicated, does a reasonable security or public protection problem exist that might permit a deprivation of rights?

c. If so, to what extent is deprivation of those rights necessary to satisfy reasonable security or public protection interests?

B. Property - Prisoners have the rights to inherit, own, sell, or convey real or personal property, but, if consistent with PC 2600, Department Officials may restrict sales or conveyances made for business purposes.

C. Confidential Correspondence - Prisoners have the right to correspond confidentially with any lawyer or holder of public office, any state or federal court and any official having responsibility for the prisoner's present, prior, or future custody, parole, or probation supervision. Confidential correspondence from a prisoner to any person or entity described above shall not be opened or read. Confidential correspondence from any person or entity described above to any prisoner must be opened in the presence of the prisoner and may only be inspected for contraband, cash, checks, or money orders. Confidential correspondence includes printed materials sent by any person or entity described above to a prisoner.

Indigent prisoner have the right to unlimited confidential correspondence, with postage provided by the Sheriff's Department through Prisoner Legal Services.

D. Other Correspondence - Prisoners have the right to send and receive mail in unlimited quantities. Mail should not be read unless a valid security reason justifies the action and the action has been approved by the Facility Commander. Mail may only be censored if necessary for public or institutional safety or security.

Indigent prisoners have the right to mail two (2) letters per week with postage provided by the Sheriff's Department through the commissary vendor.
E. Mail/Reading Material - Prisoners have the right to purchase, receive, read, and permit other prisoners to read any and all legal materials, newspapers, periodicals, and books except those materials that:

1. Are obscene or otherwise not accepted for distribution by the U.S. Postal Service;
2. Describe the making of any weapon, explosive, poison, or destructive device;
3. Describe a sexual assault on a correctional officer;
4. Present a reasonable likelihood of immediately inciting any violent act if allowed into a facility;
5. Concern unlawful gambling or unlawful lottery.

Nothing in this provision limits the right of the Sheriff’s Department to open and inspect any publication or package received by a prisoner (although confidential correspondence must be handled in the manner described in Section C above), to reasonably restrict the number of books, newspapers, or magazines a prisoner may have, or to confiscate contraband as defined in other Sheriff’s Department procedures.

F. Visits - Prisoners have the right to have personal visits, subject to restrictions necessary for the reasonable security of the institution. Prisoners must be allowed a minimum of two (2) visits totaling one hour per week.

G. Civil Actions - Prisoners have the right to initiate civil actions.

H. Marriage - Prisoners have the right to marry. The Sheriff’s Department neither encourages nor discourages prisoners who want to marry, and will allow marriages to be conducted during regular visiting hours. Two incarcerated prisoners who want to marry each other must arrange through their lawyers to have the ceremony performed by a judge.

I. Wills - Prisoners have the right to make a will or create a power of appointment.

J. Workers’ Compensation - Prisoners have the right to receive Workers’ Compensation benefits under Labor C 3370-3371. and rehabilitation benefits under PC 5069.

K. Due Process - Prisoners have the right to access the courts, access to legal counsel, and access to law books and legal materials.

1. Access to the Courts
Prisoner Rights

1. Access to the courts includes access to counsel, access to assistance in preparation of legal document and legal research, and access to law books and legal materials.

2. Access to Counsel

a. Prisoners have the right to correspond confidentially with attorneys, including non-legal assistants working for an attorney, in any state or country.

b. Prisoners have the right to send mail, unopened by the Sheriff's Department personnel, to any person or entity described in Section C (above).

c. Prisoners have the right to receive mail from any of the persons listed in Section C (above) and to have it opened in his/her presence.

d. Prisoner Legal Services will mail, at no charge to the prisoner, letters or documents addressed to any of the persons described in Section C (above).

e. Confidential legal mail includes printed matter sent by an attorney to a client.

f. Prisoners must have reasonable access by telephone to their lawyers.

3. Access to "Jailhouse Lawyers"

a. Prisoners may receive assistance from other prisoners in preparing legal documents and in researching legal materials.

4. Access to Law Books and Legal Materials

a. Prisoners must be provided either access to an adequate law library or to trained legal assistance.

b. Prisoners have the right to library service that includes legal reference materials.
Prisoner Rights

c. The Sheriff's Department provides prisoners with legal materials in the law libraries in County Jail #2, #4 and #5 and through Prisoner Legal Services.
d. Prisoners representing themselves in a criminal or civil matter will have increased access to the law library.
e. A prisoner has the right to a hearing before his/her right to access to the law library can be restricted or denied.

L. Religion - Prisoners have the right to free exercise of the religion of their choice, and the Sheriff's Department must afford prisoners reasonable opportunities to exercise religious freedom. Prisoners have the right to confidential consultation with religious counselors. Any participation by a prisoner in religious services or counseling must be voluntary.

M. Goodtime/Work time Credits - Prisoner have the right to earn goodtime and work time credits pursuant to the provisions of PC 4019.

N. Discipline - Prisoners have the right to a fair determination that they violated a jail rule or refused to work before punishment is imposed, in accord with the Prisoner Disciplinary Procedures. Prisoners may not be disciplined by other prisoners.

O. Safety - Prisoners have the right to be reasonably protected from serious harm. This includes the right to be protected from harm inflicted by others and harm inflicted by themselves. It also includes the right to be housed appropriately in reasonably clean, maintained, and safe facilities.

P. Health Care - Prisoners have the right to receive medical, dental and mental health care. While the standard of care need not necessarily exceed or even meet the medical standard of care provided in the community, prisoners are entitled to adequate medical care.

1. Each jail must have a physician available at all times.
2. A prisoner who needs medical care that cannot be provided in jail must be taken to a hospital; the county must bear the cost unless the prisoner is able to pay.
3. A prisoner may decline care or treatments provided by the jail and provide it by his/her own physician at his/her own expense.
4. A prisoner has the right to keep and use an orthopedic or prosthetic appliance if it has been prescribed by a physician. If the appliance constitutes an immediate risk of bodily harm on another person, the
Prisoner Rights

appliance may be removed, but it must be returned as soon as the risk is eliminated pursuant to PC 2656.

5. A pregnant female prisoner who desires an abortion, and who is eligible under the law, must be permitted to obtain an abortion without condition or restriction.

6. A prisoner may not be the subject of biomedical research.

7. A prisoner may only be the subject of behavioral research under limited guidelines.

8. A prisoner is entitled to judicial determination of competency to refuse treatment before he/she can be subjected to long-term involuntary psychotropic medication.

9. Prisoners have the right to the physician-patient confidentiality privilege, except a physician may communicate to jail authorities' information necessary for the protection of the prisoner, the protection of others, the management of the jail or the maintenance of jail security.

10. Medical or mental health records must be confidential and must be kept separate from other jail records. Prisoners shall not be used for medical or mental-health record keeping.

Q. Innate Welfare Fund (IWF) Accounting - Prisoners have the right to request and receive an annual itemized expenditure report of the Innate Welfare Fund. The report must be posted in each jail.

R. Voting – All eligible prisoners will be provided with an opportunity to register to vote and with materials necessary to cast a ballot from jail. Voter eligibility and procedures can be found in CODM 7.07.

S. Telephones - Prisoners have the right to three (3) free telephone calls, immediately upon being booked and no later than three (3) hours after arrest, to numbers within the local calling area. Prisoners have the right to reasonable access to a telephone in addition to those three (3) calls.

T. Programs - Both unsentenced and sentenced prisoners have the right to education, library, social service, and counseling programs while incarcerated. Facility administrators must make reasonable efforts either to provide these services or to find an agency to provide the services.

U. Recreation - Prisoners have the right to a minimum of three (3) hours of exercise and recreation per week in an area designated for recreation.
V. Orientation - Prisoners have the right to be oriented when newly received into jail. The orientation must include information about correspondence, visiting and telephone rules, prisoner rules and disciplinary procedures, prisoner grievance procedures, availability and access to programs and activities, medical services, classification and housing assignments and court appearances.

W. Grievances - Prisoners have the right to a program for redressing their grievances about any aspect of their confinement. The procedure should include a form, resolution at the lowest appropriate level, review by appeal, a written response at each level within a reasonable time limit, and a means of resolving questions of facility jurisdiction.

X. Nutrition - Prisoners have the right to three (3) meals per 24-hour period, including two (2) hot meals per day, except prisoners who are on medically approved diets. Each diet must meet recommended dietary allowances of the National Academy of Sciences, and must be reasonably varied in content.

Y. Clothing - Prisoners have the right to clean, reasonably well fitting, repaired clothing appropriate for the weather, climate, and work assignment. Prisoners have the right to clean underwear and socks twice a week and clean outer clothing once a week; however, clothing must be changed more often if necessitated by work, climatic conditions, or illness. Vermin-infested clothing must be cleaned, disinfected, or stored in a manner that will stop the spread of the vermin.

Z. Hygiene - Prisoners have the right to free personal care items, including toothbrush, toothpaste, soap, comb and shaving implements. Female prisoners shall be issued feminine hygiene items as needed. Prisoners have the right to shower or bathe at least every other day. Prisoners have the right to shave daily and to receive hair care at least once a month.

AA. Bedding & Linen - Prisoners have the right to receive clean, suitable bedding and linen, including one serviceable mattress made of clean, nonabsorbent ticking, one mattress cover or sheet, one towel, and one or more clean blankets, depending upon climatic conditions. Prisoners have the right to clean linens once a week and to a clean blanket monthly if no top sheet is issued or quarterly if a top sheet is issued.

AB. Searches - Prisoners have the right to be searched by custodial staff of their same sex. Prisoners have the right to be strip-searched in a private area. A body-cavity search must be performed by a licensed physician, nurse (N.P., R.N. or L.V. N.) or EMT II. Prisoners detained on misdemeanor charges or infractions other than charges involving weapons, controlled substances, or violence, and minors must not be strip-searched, unless a peace officer has probable cause to believe the search will result in the discovery of weapons or contraband.
Prisoner Rights

AC. Equal Access - Prisoners have the right to access to facilities, programs, work, counseling, recreation, visiting and medical services of equal quality as that provided by the Department for prisoners of the opposite sex. Prisoners have the right to be treated equivalently without regard to sex.

AD. Female Prisoners - In addition to the foregoing, female prisoners have the right to:

1. Be housed in areas separate from male prisoners.

2. Be supervised by appropriately trained female custodial personnel.

3. Receive necessary feminine hygiene materials.

4. Continue to receive and use necessary birth control measures as prescribed by her physician.

5. Summon and receive the services of any physician of her choice in order to determine whether she is pregnant, to receive medical services from the physician of her choice. Expenses for such services shall be paid by the prisoners. Notice of this law must be posted in at least one conspicuous place to which all female prisoners have access.

6. Obtain an abortion if eligible pursuant to the Therapeutic Abortion Act. Notice of this law must be posted in at least one conspicuous place to which all female prisoners have access.
POLICY: The San Francisco Sheriff's Department (SFSD) attempts to make reading material in a range of areas and interest available to all prisoners in the jail.

PURPOSE: To provide inmates access to legal reference materials, current information on community resources, and religious, educational, and recreational reading material and to comply with Title 15, Article 6, Section 1064.

PROCEDURE:

I. General

A. Each jail facility, except County Jail #1, will provide prisoners with a regular access to library services.

B. Each jail facility, except County Jail #1, will maintain a library of books in a range of areas to better meet the need of the prisoners.
   1. Prisoners must submit a Legal Services Action Request to receive legal reference materials.
   2. Each jail facility should have reading materials in more than one language to better serve the prisoner population.

C. Each jail facility, except County Jail #1, will have a regular schedule of providing prisoners the opportunity to select reading material and return reading material.

II. Law Library

A. Law libraries are available in County Jail #2, County Jail #4, and County Jail #5.

B. Access to law libraries is approved by and coordinated with Prisoner Legal Services.
C. Jails that have law library facilities will develop a schedule of use that allows reasonable access to prisoners approved to use the law library.

REFERENCE:
Title 15, Article 6, Section 1064.
POLICY:
It is the policy of the San Francisco Sheriff's Department to provide prisoners the opportunity to pay their last respects to family members who have died.

PURPOSE:
To provide Sheriff's staff with the process to follow when a prisoner requests to attend a funeral or memorial service for a deceased family member.

DEFINITIONS:
Burial Service: A secular or religious service held at a gravesite in a cemetery or the interment of ashes at a columbarium.

Funeral/Memorial Service: A secular or religious service conducted at a mortuary, church, synagogue, temple, or other assembly place.

High Security Risk: Any prisoner assigned a Mandatory Restriction Level 4. Any prisoner who has security factors, including high bail amounts, high profile offense, or known or suspected gang affiliation. Any prisoner charged with or serving a sentence for a violent felony including, but not limited to:

1. Murder (187PC)
2. Mayhem (203PC)
3. Assault with attempt to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, a lascivious act upon a child, or penetration of the genitals or anus with a foreign object (220PC)
4. Assault with caustic chemicals (244PC)
5. Assault with a deadly weapon (245PC)
6. Rape (261PC)
7. Escape (4530PC, 4532PC)

Immediate Family: Immediate family includes parents, grandparents, stepparents, parents-in-law, spouse, domestic partner, sibling, stepsibling, foster sibling, child, stepchild, adopted child, and legal guardian.
Funeral Escorts for Prisoners

Visitation: A private, escorted visit to a mortuary or other location where the prisoner’s deceased family member is awaiting a funeral or memorial service.

PROCEDURE

I. General

A. The department will not generally escort a high security risk prisoner or a pre-sentence prisoner to a funeral or memorial service or to a burial service.

B. Sentenced prisoners may qualify for a pass granted by the court or through SFSD Community Programs.

C. Prisoner Legal Services will assist sentenced prisoners in obtaining a court or Community Programs pass.

D. The Department will make every effort to arrange a visitation for high security risk prisoners, pre-sentenced prisoners, and sentenced prisoners who are not eligible for a County Parole pass and cannot get a court ordered pass.

E. The responsible staff will complete the Funeral Information Form prior to the prisoner being escorted to a visitation.

II. Sentenced Prisoners

A. When jail staff knows there has been a death in the immediate family of a sentenced prisoner, the jail staff will report that to the Watch Commander.

B. The Watch Commander or designee will find out the name and relation of the deceased family member, the date, time, and location of the mortuary or service.

C. The Watch Commander or designee will insure the sentenced prisoner has no outstanding warrants, holds, or detainers.

D. The Watch Commander or designee will contact SFSD Community Programs, provide all relevant information, and request a Community Programs pass.

E. If the prisoner is eligible for a Community Programs pass, Alternative Programs staff will coordinate with the jail facility on transportation and clothing details.

F. When a prisoner is released on a Community Programs pass, the prisoner must report to County Jail #1 before the pass expires.

G. If the sentenced prisoner is not eligible for a Community Programs pass, the procedures detailed in Section III should be followed.
Funeral Escorts for Prisoners

H. If a sentenced prisoner is a high security prisoner, the procedures detailed in Section IV should be followed.

III. Pre-Sentenced Prisoners

A. When jail staff knows there has been a death in the immediate family of a pre-sentenced prisoner, the jail staff will report that to the Watch Commander.

B. The Watch Commander or designee will find out the name and relation of the deceased family member, the date, time, and location of the mortuary or service.

C. The Watch Commander or designee will contact the appropriate mortuary or location where the deceased member of the family is awaiting a funeral service to arrange a time when the prisoner can be escorted to the location to pay their last respects. The visitation will not occur when family members or others are at the location.

E. The prisoner should spend no more than thirty (30) minutes at the location.

F. Pre-sentenced prisoners will wear jail clothing when being escorted to a visitation location.

G. Deputy Sheriff's escorting a pre-sentenced prisoner to a visitation will be in uniform.

IV. High Security Risk Prisoner

A. When jail staff knows there has been a death in the immediate family of a high security risk sentenced or pre-sentenced prisoner, the jail staff will report that to the Watch Commander.

B. The Watch Commander or designee will find out the name and relation of the deceased family member, the date, time and location of the mortuary or service.

C. The Watch Commander will contact the Emergency Service Unit Coordinator to arrange a high security escort for the visitation.
E. The Emergency Services Unit Coordinator will make the necessary arrangements with the mortuary or other location where the deceased family member is awaiting a funeral or memorial service to insure the safe escort of the prisoner.

G. The Watch Commander requesting this assistance will coordinate the picking up of the prisoner for the escort and return of the prisoner from the escort with the Emergency Services Unit Coordinator.

H. The high security risk prisoner will be escorted to the location in jail clothes and at a time when no family members or others are present in the mortuary or other location.

V. Court Ordered Funeral Escort

A. If a Watch Commander is served with a court order requiring the Department to escort a prisoner to a funeral service, the court order will be faxed to the Sheriff's Legal Counsel, the Court Services Commander, and Prisoner Legal Services.

B. The Sheriff's Legal Counsel, the Court Services Commander, or Prisoner Legal Services will contact the court and request that the order be changed to allow the department to arrange a visitation for the prisoner.

C. If the court will change the order or is satisfied with a visitation, the Watch Commander will proceed to coordinate the visitation.

1. The deputies will be in plain clothes during the escort.

2. The deputies will carry the necessary duty items for safety as outlined in the Uniform Guideline Policy, SFSO 03-40.

3. The deputies will take a copy of the housing card with them.
6. The Watch Commander will coordinate the receiving and returning of any civilian clothes brought by the family to the jail for the prisoner to wear to the funeral service.

E. If the court order is for a high security risk, the Sheriff's Legal Counsel will determine if the escort is necessary.

F. If it is determined that the escort must be done, the Watch Commander will contact the Emergency Services Unit Coordinator.

G. The Emergency Services Unit Coordinator will determine the number of staff needed for the detail and make the necessary notifications as detailed in Section IV., D, F, and G of this policy.
POLICY AND PROCEDURE

SUBJECT: Service of Papers on Prisoners

POLICY: To meet the requirements of Section 4013 of the California Penal Code this enables the prisoner to receive papers in a judicial proceeding while in the Sheriff's custody.

PROCEDURE:

I. General

A. A prisoner in Sheriff's custody may be served papers naming him/her in a judicial proceeding.

B. All deputized staff working in a county jail facility may be served papers for an intended prisoner, rather than the papers being served to the prisoner directly.
   1. Deputies must receive the service of papers and sign for the receipt.
   2. The deputy is then required to deliver the papers to the prisoner with a note attached stating the time of the original service.
   3. The deputy will notify Prisoner Legal Services via telephone or email upon delivering the legal papers to the inmate.

C. If a deputy neglects to transmit the papers promptly, liability may be imposed for any damages resulting from the delay.
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   3. The deputy will notify Prisoner Legal Services via telephone or email upon delivering the legal papers to the inmate.

C. If a deputy neglects to transmit the papers promptly, liability may be imposed for any damages resulting from the delay.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to allow inmates to retain a limited amount of legal materials in their housing units or cells.

PURPOSE: To specify the amount of legal materials permitted in the housing unit or cell and how legal materials in excess of that amount will be handled.

DEFINITION:

Legal Materials: Any and all material containing legal information including, but not limited to, motions, complaints, transcripts, articles, newspapers, and books.

PROCEDURE

I. General

A. Limits on legal material retained in housing units and cells are necessary due to fire hazard concerns and limited space within these units.
B. Limits on legal material will apply to all inmates including those representing themselves in court as Pro Per or Pro Se.
C. Inmates retaining legal materials in their housing unit or cell will be provided no more than two storage boxes that will measure no more than 12 3/4" by 10 1/4" by 16 1/4".
D. A Pro Per inmate may keep in his/her cell/housing area a maximum of three legal boxes.
E. Legal books that are not kept in the storage boxes are subject to the limits on the number of books in a cell as detailed in the Prisoner Rules of Conduct.
F. The SFSD will provide the storage boxes to be used by inmates.
G. Inmates who have legal material in excess of these storage boxes will be permitted to:
Limits on Legal Material in Housing Units

1. Send or give the material to a legal representative.
2. Send the legal material to a friend or family member.

H. Legal material in excess of the amount approved will not be added to an inmate's property.

I. If an inmate is indigent, the SFSD will pay necessary postage to mail the legal material to a friend or family member.

J. If an inmate has money in the Prisoner Trust Account, his or her account will be charged for any costs associated with sending the legal material to a friend or family member.

K. Legal materials are subject to search by SFSD employees but must be searched in the presence of the inmate.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to provide procedures for an inmate exercise and recreation program, in areas designated for recreation, which will allow a minimum of three hours of such activity distributed over a period of seven days for each inmate.

PURPOSE: To establish uniform visiting guidelines for all jail facilities and to comply with the California Code of Regulations, Title 15, Section 1065.

PROCEDURE

I. Guidelines

A. All jail facilities will have an exercise and recreation schedule which provides inmates with exercise and recreational opportunities for no fewer than three hours distributed over a period of seven days.

B. Facility Commanders will ensure that accurate records are maintained of inmate recreation schedules and exercise periods.

C. The exercise and recreation periods will take place in an area designated for recreation.

D. All exercise and recreation areas will be searched prior to, and after recreation periods for contraband and security violations.

E. In the event of a facility emergency or other extenuating circumstances, the recreation periods may be shortened.

F. Inmates will comply with any orders or directions received from SFSD employees during exercise and recreation periods.

G. Facility Commanders will ensure that the staff to inmate ratio during recreation periods is suitable and meets classification guidelines for supervision of the varying classification levels of inmates participating in recreation.

H. All inmates, including Administrative Segregation and Civil prisoners have the right to participate in exercise and recreation.
Exercise and Recreation

1. An inmate's exercise and recreation privileges may be temporarily restricted as result of a penalty for a violation of the prisoner rules and regulations.

REFERENCE:
California Code of Regulations, Title 15, Section 1065,
**POLICY DIVISION**

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<td>August 20, 2004</td>
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<td>Chief Deputy Paul Miyamoto</td>
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**SUBJECT:** Inmate Access to Courts

**POLICY:** It is the policy of the San Francisco Sheriff's Department (SFSD) to recognize that inmates retain all civil rights guaranteed by the United States Constitution and the California Constitution.

The SFSD will not discriminate with the due process rights of inmates. The SFSD does not discriminate in providing inmate care, services or programs based on race, sex, religion, national origin, ethnicity, age, physical handicap, political affiliation, sexual orientation, ancestry, marital status, color or medical condition. However, any or all of these factors may be considered when making housing or other classification decisions.

**PURPOSE:** To comply with all laws pertaining to the Criminal Justice System that provide county jail inmates with specific rights while detained or incarcerated in SFSD Jail Facilities.

**PROCEDURE:**

1. **General**

   A. Inmates 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. Inmates have the right to correspond confidentially with the courts.

   B. Inmates have the right to access legal counsel.
Inmate Access to Courts

1. Inmates have the right to correspond confidentially with attorneys, including legal assistants working for an attorney, in any state of country.
2. Inmates 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 inmate's present, prior or future custody, parole or probation supervision.
3. Inmates have the right to send mail and receive mail. There is no limitation on the volume of mail that an inmate may send or receive.
4. Inmates have the right to receive confidential correspondence from persons listed in Section I.B.2 above and have it opened in his/her presence.
5. Prisoner Legal Services (PLS) will mail, at no charge to the inmate, letters or legal documents addressed to any of the persons described in Section I.B.2 above.
6. Confidential correspondence ("legal mail") includes printed matter sent by an attorney to a client.
7. Inmates shall have reasonable access to a telephone to contact their attorney.
8. Inmates have the right to unimpeded access to their attorney and legal representation.
9. Designated interview rooms shall be made available for the confidential interviewing of inmates by their attorneys.

C. Inmates shall have access to law books and legal materials.

1. Inmates shall be provided access to law books and legal materials in a law library or to trained legal assistance.
2. Inmates have the right to library service that includes legal reference materials.
3. The SFSD provides all inmates with legal materials in the law libraries in County Jail #2, County Jail #4 and County Jail #5, and through PLS.
4. Inmates representing themselves in a criminal or civil matter will have increased access to the law library.

II. Opening of Confidential Correspondence

A. Confidential correspondence sent to inmates must be opened in the presence of the inmate and shall only be inspected for contraband, cash, checks or money orders. Confidential correspondence includes printed materials sent by any person or entity described above in Section I.B.2 to a prisoner.

B. A receipt documenting the opening of confidential correspondence shall be completed by the deputy who opened the confidential correspondence and that
Inmate Access to Courts

receipt shall be signed off by the inmate who received the correspondence.
The inmate shall be present when the confidential correspondence is opened.

C. The receipt shall be forwarded to Central Records Unit for placement in the
   inmate's file.

III. Indigent Inmates

A. Indigent inmates shall have no limitation on the number of postage paid letters
   that are sent to his/her attorney and to the courts.

B. PLS shall be responsible to provide postage paid envelopes for the mailing of
   this type of correspondence.

REFERENCES:

United States Constitution
The California Constitution
California Penal Code Sections 2600-2601 and 4000-4030
The California Code of Regulations, Title 15, Sections 1040-1280.
POLICY: To establish guidelines to familiarize San Francisco Sheriff’s Department (SFSD) inmates with Title 15 Guidelines pertaining to jail rules, visiting procedures, telephone accessibility, inmate rules of conduct and disciplinary procedures, programs and activities availability, medical services, classification issues and court appearances.

PURPOSE: To comply with requirements of Title 15, Minimum Jail Standards, Article 6, Inmate Programs and Services, Section 1069 and to familiarize inmates with jail services, jail programs and jail rules.

PROCEDURE:

A. All new inmates who are booked and housed in the SFSD Jails will be provided with orientation materials identifying jail services, jail programs and jail rules in order to provide an orientation about the jail facility.

B. An orientation booklet is issued to inmates at Intake Classification Screening by a Classification Officer.
   1. The orientation booklet provides inmates with general information about the SFSD Jail System.
   2. The booklet contains information about conduct expected of inmates in the jail system.
   3. The booklet also contains information about services, programs and activities available in the jail system and in the community.

C. Once the inmate is assigned to a jail housing assignment, employees shall provide a brief verbal explanation of the material written provided. The inmate shall be encouraged to read the booklet and be provided with the opportunity to ask questions.
D. The orientation booklet shall be made available in English, Spanish and Chinese. If an inmate needs this information made available in another language, translation can be made available through the translation services offered by the City and County of San Francisco.

E. The orientation booklet shall also be made available for inmates who have visual or hearing impairments.

F. The SFSD Jail Facilities that operate under Direct Supervision Principles (CJ82 and CJ85) provide Intake Housing Units for inmates housed in general population housing.

1. Specific jail orientation pod meetings occur regularly in these housing units and are facilitated by both sworn and program employees.

2. The following issues are discussed in orientation pod meetings:

   a. Facility and pod rules of conduct
   b. Restricted jail and pod areas
   c. Inmate disciplinary process and procedures.
   d. Access to intercom buttons
   e. Basic toiletries issued
   f. Storage of personal items
   g. Clothing and linen exchange
   h. Shower guidelines
   i. Telephone usage
   j. Scheduled meal times
   k. Exercise and recreation
   l. Inmate workers
   m. Facility inspection
   n. Inmate forms (grievance and action requests forms)
   o. Medical, dental and mental health services
   p. Library services
   q. Access to the law library
   r. Religious observances and religious meals
   s. Scheduled visiting hours
   t. Mail and correspondence
   u. Scheduled commissary services
   v. Indigent packages
   w. Translation and Disability accommodations
   x. Voting
   y. In-Custody Program Availability
   z. Out of Custody Program Availability
Inmate Orientation

G. Because many newly-received inmates may be intoxicated, disoriented or overwhelmed when they are first housed in the jail system they may be unable to discuss their concerns. Employees are encouraged to ease the transition to incarceration and provide better management of the inmates by listening and responding to the needs discussed during inmate orientation.

H. Specific inmate referrals should be made to the appropriate care provider, contract service provider or department staff member when possible by completing an action request form.

REFERENCE:

Title 15, Minimum Jail Standards, Article 6, Section 1069
POLICY: To establish guidelines for the academic and/or vocational education of both sentenced and non-sentenced inmates.

PURPOSE: To comply with requirements of Title 15, Minimum Jail Standards, Article 6, Inmate Programs and Services, Section 1061 and to establish reasonable criteria for eligibility, exclusion or removal of an inmate from any class based on sound security practices or failure to abide by facility rules and regulations.

PROCEDURE:
I. Criteria for participation in Five Keys Charter School
   A. Sentenced and non-sentenced inmates housed in general population are eligible to participate in Five Keys Charter School.
   B. The Charter School shall conduct all required pupil assessment test pursuant to Education Code Section 60605 or any other pupil assessments applicable to pupils in non-charter public school.
   C. All inmates, regardless of gender or ethnicity, will have equal access to the core curriculum. Each inmate is to be provided with his/her own textbook and/or subject core materials.

1. Orientation Class:
The orientation class is designed to ensure inmate access upon entering general housing in the SFSD jail system. The class will pre-test inmates in reading, comprehension and math so that they can be placed in classes which best fit their academic needs. Inmates will participate in activities that will prepare them for entrance into academic classes. Inmates must complete a minimum of eight hours in Advisory class before being placed into an
Inmate Education Plan

academic class. At the discretion of the teacher, inmates may complete more than eight hours of Orientation Class.

II. Removal from Charter School

A. Charter School employees will utilize the jail rules and disciplinary expectations of behavior of the SFSD.

B. While suspension and expulsion are to be regarded as the last resort, the following represents some of the suggested grounds for such actions:

1. The threat, causation or attempted causation of physical injury to another person.
2. Possession of a weapon (e.g., firearms, knives and explosives) as grounds for immediate expulsion.
3. Unlawful possession, use, sale, offer or being under the influence of any controlled substance, alcoholic beverage or intoxicant.
4. Robbery or attempted robbery of another person’s property or school property.
5. Significant damage or attempt to damage school property.
6. An obscene or offensive act of habitual profanity/vulgarity.
7. Persistent failure to respond to correction especially as to respect for employees, respect for others (consistent with the State Education Code prohibition against harassment) or persistent and repeated failure to follow student rules.
8. The inmate may be removed from classes based on violation of security practices or failure to abide by facility rules and regulations.

III. Post Release Education Plan

A. An inmate who is released before he/she completes the curriculum to earn his/her high school diploma while in custody may continue studies at the Post Release Education Program.

IV. Inmate Education Plan

A. The Charter School inmate education plan will be monitored and reviewed to meet all statewide standards applicable to non-charter public schools.

REFERENCES:

Title 15, Minimum Jail Standards, Article 6, Section 1061
Education Code Section 60605
POLICY AND PROCEDURE

SUBJECT: Individual Family Services Programs

POLICY:

To establish guidelines which facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates.

PURPOSE:

To comply with requirements of Title 15, Minimum Jail Standards, Article 6-Inmate Programs and Services, Section 1070 and to familiarize inmates with the services and resources available in the community to provide individual and/or family social service programs.

PROCEDURE:

1. Inmates will be provided access to a range of individual and/or family social service programs for inmates within the limitations of operational and security considerations.
   
   A. Inmate participation and attendance in individual and/or family social service programs may be voluntary unless ordered by the court.
   
   B. Individual and/or family social service programs shall utilize the services and resources available in the community.
   
   C. The programs may be in the form of a resource guide and/or actual service delivery. The range and source of such services shall be at the discretion of the facility commander and may include:
      
      1. individual, group and/or family counseling
      2. drug and alcohol abuse counseling
      3. community volunteers
      4. vocational testing and counseling
      5. employment counseling

7.0 Prisoner: CODM 7.17
Individual Family Services

6. referral to community resources and programs
7. prerelease and release assistance
8. legal assistance; and,
9. regional center services for the developmentally disabled.

II. Clearances and Scheduling of Family Services Programs

A. Regularly Scheduled Services.

1. A family service provider may provide regular services inside a jail.
2. A family service provider will send a letter to the Department on official stationary describing the services to be provided, the name(s) of the person(s) who will provide the services, the day and time requested for the service and the facility(s) in which the provider wishes to service.

(a) Upon approval from the SFSD, the Program Coordinator will work with the Facility Commander and the Program Coordinator of each facility to schedule the family service program. The Program Coordinator will provide the approved schedule to each jail facility and will revise and update the schedule as necessary.

3. Persons who intend to provide regular services, must attend a one half day volunteer orientation and sign the Volunteer Contract prior to receiving permanent jail clearance.

III. Monitoring

A. Prior to conducting services or counseling, a service provider will write his/her name, his/her organization, the date and time of the service in the facility’s log book.

B. Service providers shall follow established security considerations while providing services.

1. SFSD employees will write an Incident Report documenting any observed violations of department rules and regulations or this procedure by service providers. A copy of the report will be sent, via the Facility Commander, who will send a copy to the Program Coordinator.

2. In the event a jail clearance is revoked from a service provider, the Facility Commander or designee will send a copy of the report to the Director of Programs. A written appeal of a revoked jail clearance may be made to the Undersheriff, whose decision is final.

REFERENCE:

Title 15, Minimum Jail Standards, Article 6-Inmate Programs and Services, Section 1070

7.0 Prisoner: CODM 7.17
POLICY AND PROCEDURE

SUBJECT:   Pro Per / Pro Se

POLICY:   The San Francisco Sheriff's Department shall provide access to legal materials, and other resources as identified by the court, when inmates represent themselves in local criminal or civil matters upon which they are detained.

PURPOSE: To provide standards for employees in the management of Pro Per inmates, and to insure Pro Per inmates are afforded access to the courts in a manner that is compliant with constitutional standards.

DEFINITIONS:

Approved Pro Per List - A dated list provided weekly by a Prisoner Legal Services representative to each Jail Commander consisting of all inmates’ names and jail numbers currently in custody that have Pro Per status.

Approved Court Order - A court order that has been signed by a judge, embossed with a court seal and/or ink stamped by the court, and reviewed by Sheriff's Legal Counsel.

Standing Order - A court order that applies to all Pro Per inmates currently in the custody of the SFSD. A standing order remains in full force until specifically changed or withdrawn.

Court Order Binder - A binder maintained by each jail consisting of all signed and approved court orders regarding each person in the custody of that jail.

Law Library - An area of the jail designated, by the Jail Commander, exclusively for the review and research of legal material for inmates.

Legal Boxes - A cardboard bankers box, no larger than 10x15x24 inches, designated for storage of Pro Per inmate's legal material.

Phone Card - A pre-paid debit card to be used on the inmate telephone system.
Pro Per PIN – A secondary personal identification number (PIN) that may be afforded to a Pro Per inmate for the sole purpose of making legal calls related to the criminal matter upon which they are detained.

Pro Per - Inmates who represent themselves in a criminal or civil matter for which they are currently being detained.

Pro Se – Inmates who represent themselves in a civil matter which is not the reason for their current incarceration.

Legal Supplies - Materials for use in court case preparation. May include supplies not normally allowed, as long as they do not jeopardize jail security.

Legal Books - Books containing legal resources, statutes, case law and secondary sources.

Court Appointed Investigator – Investigator appointed by the court to assist in case preparation.

Advisory Counsel – Attorney appointed by the court to assist Pro Per inmates (not considered attorney of record).

Stand-by Counsel – Attorney appointed by the court to take over representation if a Pro Per inmate is unable to proceed (not considered attorney of record until ordered to take over case).

Legal Runner – Person appointed by the court or hired by investigator to assist a Pro Per inmate with filing documents and other clerical tasks.

PROCEDURES:
I. General
A. Acquisition of Pro Per Status
   1. A judge may grant an inmate's petition for Pro Per status.
   2. If deputy sheriff assigned to a courtroom is made aware of a prisoner being conferred Pro Per status, they will notify Prisoner Legal Services.
   3. A Prisoner Legal Services representative shall provide, on a weekly basis, to each jail an approved Pro Per list.
      a) Prisoner Legal Services shall delete all names of all inmates who have had Pro Per status removed.
      b) Prisoner Legal Services shall add the names of all inmates who have acquired Pro Per status.
B. Termination of Pro Per status  
1. An inmate is no longer Pro Per after: 
   a) Acquisition of an attorney, or  
   b) Revocation of status by a judge, or  
   c) Upon sentencing and commitment on all charges where the inmate has Pro Per 
      status.

II. Operational  

A. A Pro Per inmate may possess certain items otherwise considered contraband for other 
   inmates.

   1. Legal boxes  
      a) All legal materials must be kept in the legal boxes. Non-legal items shall 
         not be kept in the legal boxes. 
      b) A Pro Per inmate may keep in his/her cell/housing area a maximum of three 
         legal boxes.  
      c) Should a Pro Per inmate have in excess of three legal boxes of legal 
         materials, arrangements will be made in consultation with Prisoner Legal 
         Service and the Facility Commander to store the excess materials in a secure 
         location either in the facility or off site.

   2. Legal books  
      a) Legal books are not counted toward the book limits as described in the 
         Prisoner Rules of Conduct. 
      b) All legal books and resources supplied by the Court or Prisoner Legal 
         Services must be returned prior to release from custody or upon termination 
         of Pro Per status.

   3. Office and Stationery Materials  
      a) A Pro Per inmates may have access to office materials for use in court case 
         preparation not normally allowed, as long as they do not jeopardize jail 
         security.  
      b) A Pro Per inmate may not loan or give any such item to any other inmate at 
         any time.  
      c) All items received by a Pro Per inmate other than legal documents shall be 
         approved by the Watch Commander. 
      d) A Pro Per inmate may receive their materials only through the Prisoner 
         Legal Service representative.  
      e) All confiscated items shall be given to Prisoner Legal Services.  
      f) Confiscated items shall only be returned with the approval of the Facility 
         Commander.

   4. Legal documents/discovery  
      a) Legal documents and discovery may be delivered by court appointed 
         investigator, legal runner or other members of the defense team.  
      b) Defense team members shall inform a sworn staff member prior to 
         giving any documents or other items to an inmate.
b) Legal paper work shall only be searched by sworn staff in the presence of the inmate, or legal representative prior to delivery, for contraband.

c) Legal paper work shall not be read.

5. Electronic Device/Other technology
a) Pro Per inmates who have demonstrated a need to view large amounts of discovery or videos may be required to obtain an order from the court to have access to an electronic device or other technology.
b) The Department retains final discretion to approve or disapprove the use of any technology deemed a threat to the safety and security of the jail.
c) All electronic devices or other technology shall be approved by the Department’s IT Unit prior to entering the facility.
d) Prisoner Legal Services will coordinate the use of technology on behalf of the Pro Per inmate.

B. Searches of Pro Per inmates

1. Sworn staff may search any inmate’s property for presence of contraband at any time. A Pro Per inmate shall be instructed to gather all legal materials into his/her legal box(es), prior to the search of his/her housing area.

2. A Pro Per inmate must be present during the search of his/her legal box(es) unless there is an articulable safety and/or security reason.

3. Anytime a Pro Per inmate’s legal materials are searched outside the presence of the inmate, the search shall be approved by the Facility Commander and the reasons for the search outside the presence of the Pro Per inmate shall be documented in an incident report.
   a) If such reason exists, the search shall be done as directed by the Facility Commander or Watch Commander and shall be videotaped.
   b) If possible, Prisoner Legal Services shall be notified and present during the videotaped search.
   c) All materials shall be delivered promptly to the inmate providing the safety of staff is not then an issue.
   d) The original videotape shall be delivered to the Chief of Custody with an incident report detailing the basis for the approval of the search.

II. Access to Telephone

A. General Population / Administrative Segregation Housing
1. A Pro Per inmate shall have access to the telephone in his/her housing unit in accordance with facility procedure.

2. A Pro Per inmate will be afforded 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 and other additional legal services.

3. Legal phone calls are in addition to any phone time the Pro Per inmate may be entitled based on facility procedures.

B. Disciplinary Loss of Telephone
1. 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.
2. 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 an incident report and PLS will be notified.
   a) Prisoner Legal Service 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.
      1) Should there be a serious safety concern such as witness intimidation or violation of a restraining order, calls may be limited to twenty minutes, no more than two times per week.
      2) Sworn staff shall document each phone time on the housing observation form.
   c) The Department retains the discretion to restrict phone access for any documented safety and security reason that cannot be controlled if inmate has access to the phones.
      1) Any decision to restrict phone access will be reviewed by Sheriff’s Counsel.

IV. Issuance of Phone Cards/Other Medium to Access Phones

A. Prisoner Legal Services will order and issue phone cards to Pro Per inmates on an as needed basis.
B. Pro Per inmates will receive phone cards on an as needed basis.
C. All court orders for additional phone cards must have an expiration date no later than six weeks from the date of issuance. Orders without an expiration date will be deemed to expire six weeks from the date of issuance.
D. Court orders for additional phone cards/time over and above the standing order must be verified by the court. The Department retains discretion to not allow more than five hours of phone time for legal calls per week.
E. Prisoner Legal Services will stamp all phone cards issued to Pro Per inmates with a designated stamp.
F. Prisoner Legal Services will keep a log of the issued phone cards. At a minimum the log will include:
   a. The date the phone card was issued,
   b. Who issued the phone card,
   c. To whom the phone card was issued,
   d. The phone card number.
G. Each inmate who is issued a phone card from Prisoner Legal Services will abide by the rules and restrictions.
H. The issuance of phone cards to a specific inmate will be discontinued only upon modification or cancellation of the original court order, upon termination of Pro Per status, or for documented jail rule violations / criminal activity directly related to the use of the phone.
I. Should the Department switch to a PIN system or other medium for distributing phone time, Pro Per inmates will be afforded phone time via that system and will not be shared.

V. Phone Card / PIN Restrictions
A. The phone cards issued by Prisoner Legal Services shall be used only for phone calls that directly relate to the case for which the inmate has been designated by the court as Pro Per.
B. An inmate shall not give away, loan, barter or sell his/her Prisoner Legal Services issued phone card(s) or phone time.
C. An inmate shall report any lost or stolen Prisoner Legal Services issued phone card to Prisoner Legal Services as soon as he/she becomes aware that the phone card is missing.
D. An inmate who leaves the custody of the San Francisco Sheriff’s Department must surrender any Prisoner Legal Services issued phone cards still in her/her possession.
E. No inmate will use a Prisoner Legal Services issued phone card that has not been directly issued to him/her.
F. Pro Per inmates may possess only those Pro Per phone cards issued to them.
G. Pro Per inmates shall not use their department issued Pro Per PIN for any reason other than to make legal phone calls related to the criminal matters upon which they are detained and shall not give away, loan, barter or sell the phone time associated with their Pro Per PIN.

VI. Disciple
A. A Pro Per inmate is subject to the same disciplinary procedures as other inmates
B. A Pro Per inmate’s legal phone calls may not be restricted except for documented jail rule violations directly related to the use of the phones under the procedure laid out in Section III.B above.

VII. Access to the Law Library
A. The Facility Commander may designate how the law library is scheduled and managed.
B. Law library access may be denied to non Pro Per inmates.
C. A Pro Per inmate may be denied access to the law library only for rule violations related to law library use.
   1. When law library use is being restricted due to violations related to law library use, Prisoner Legal Services shall be notified prior to restriction being enforced.
   2. Prisoner Legal Services will attempt to assist inmate in obtaining legal research, within reason, during periods of restriction for violations related to law library use.
D. Pro Per inmates will have priority access to the law library over represented inmates.
E. Pro Se inmates who have obtained an order from the court will be afforded the same library access as Pro Per inmates.
F. If library access is not available, Prisoner Legal Services will, within reason, attempt to assist inmate in obtaining legal research.
G. A Pro Per inmate may be denied access to the law library by order of the Watch Commander and any such order shall be reviewed by the Facility Commander within 24 hours.

VIII. Access to Investigators/Ancillary Services/Experts

A. Pro Per inmates may have confidential interviews with their court appointed investigators, experts, legal runners or other members of their defense team.
B. Court appointed investigators, experts, legal runners or other members of the Pro Per inmate’s defense team may enter the jail at any time, excluding change of watch/shift as posted to interview their client and discuss defense strategies.
C. Prisoner Legal Services shall place the name of each court appointed investigator, advisory or standby counsel, paralegal and legal runner on a Pro Per defense team list and update and distribute the list to each facility as needed.

IX. Court Orders

A. Court orders for any other matters not addressed above shall be reviewed by Sheriff’s Legal, Prisoner Legal Services and the Facility Commander prior to being honored.
B. The Facility Commander will notify the Sheriff’s Legal Counsel and Prisoner Legal Services whenever:
   1. There is reasonable belief the inmate is abusing a court order.
   2. A modification of a court order is being requested due to the inmate’s conduct.
   3. Prisoner Legal Services shall notify the court of any abuse of court orders.
POLICY
A prisoner grievance policy and procedure is enacted to allow prisoners to resolve disputes regarding issues of confinement.

PURPOSE
To comply with Title 15 (Minimum Jail Standards), resolve disputes and enable regular review of conditions of confinement.

I. GENERAL
A. Prisoners may submit grievances relating to any conditions of confinement, including but not limited to:
   1. Medical Care
   2. Classification Actions
   3. Disciplinary Actions
   4. Program Participation
   5. Telephone
   6. Mail
   7. Visiting Procedures
   8. Food
   9. Clothing and Bedding
B. Except for allegations of misconduct or the like, informal resolution between the prisoner, sworn employee and a supervisor must be explored before a formal written grievance is submitted.
C. Grievances may be submitted to any San Francisco Sheriff’s Department (SFSD) employee for proper routing.
   1. Staff members may route grievances containing allegations of serious staff misconduct directly to the Custody Operations Division Chief, to the Assistant Sheriff, to the Undersheriff or to the Investigative Services Unit.
D. Grievances must be filed within fourteen days of the incident or condition being observed.

E. Grievances regarding imposed discipline shall be sent to the Facility Commander or designee daily.

F. 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 a bilingual staff person in order to resolve the issue when receiving grievances in a language other than English.

G. If a prisoner does not receive a response to a grievance filed within thirty days, he/she shall assume his/her administrative remedies have been exhausted.

H. All grievances will be logged at the facility from where the grievance originated.
   1. Complaints against staff will be sent directly to the Facility Commander

I. Prisoners who regularly file multiple grievances about the same or unrelated matters, or who use the grievance process inappropriately may be considered a “vexatious grievant” and be restricted by the Facility Commander in the number of grievances they may file.

J. The employee or contractor who responds to a grievance is responsible for obtaining the prisoner’s signature on the grievance.

II. PROCEDURES

A. The Housing Unit Deputy will:
   1. ensure that the housing unit has Prisoner Grievance forms available, and
   2. attempt to resolve issues with the prisoner (and a supervisor if necessary).

B. When a formal written Prisoner Grievance is submitted, the Housing Unit deputy will:
   1. attempt to respond to the Prisoner Grievance (if not already attempted),
   2. document the resolution or attempt on the Prisoner Grievance form,
   3. sign the Prisoner Grievance form in the “Received By” field,
   4. forward the grievance to the Watch Commander, and
   5. if the grievance has not been resolved, advise the prisoner that a response may take up to seven days.

C. The Watch Commander or designee will
   1. log the grievance
      a. The log will include
         i. Name of prisoner

7.0 Prisoners: CODM 7.19
Prisoner Grievances

ii. Issue Code
iii. Date received
iv. Routed to and when (if applicable)
v. Appeal date, routed to and when (if applicable)
vi. Date of resolution

b. If the prisoner has already grieved the issue,
i. the original copy will be attached to the first instance of the grievance,
ii. the prisoner's copy will be sent back to him/her 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 response" with the date received and the log number of the original grievance

2. Review the grievance (or appeal), and
   a. attempt to respond to the grievance (or appeal), or
   b. route the Prisoner Grievance to the appropriate SFSO or contract employee, or
   c. file the grievance if the process is complete

3. Review the log for outstanding grievances
   a. Follow up with the SFSO or contract employee assigned to the grievance to determine the status of the grievance

D. The Facility Commander will:
   1. log and process grievances against staff,
   2. advise prisoners who have been deemed a vexatious grievant (see I.H. above) of that status and the number of grievances they may continue to file each week, and
   3. review all completed grievances.

E. Non-sworn SFSF employees who receive a grievance should:
   1. Send complaints against staff to the Facility Commander of the facility from where the grievance originated, or
   2. Send all other grievances to the Watch Commander of the facility from where the grievance originated.

III. FORMS
   A. San Francisco County Jail Prisoner Grievance Form
B. Prisoner Grievance Form Routing and Responsibility Chart

IV. REFERENCES

Title 15 (Minimum Jail Standards 2008) Section 1073
POLICY

The San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) allows prisoners to request and retain eyeglasses and contact lenses. This policy applies to prescription eyeglasses as well as reading glasses.

PURPOSE

To provide standards and guidelines to prisoners and SFSD employee to allow prisoners to request and retain eyeglasses and contact lenses.

I. GENERAL

A. Insofar as possible, prisoners who are in possession of eyeglasses at the time of their booking shall be allowed to keep them.

1. If a prisoner's eyeglasses are in his / her property, he / she can fill out a Property Request form from any facility (including County Jail #1) to have them retrieved from his / her property.

B. Family / friends, etc. may bring in prescription eyeglasses or contact lens for a prisoner.

C. Prisoners with $11.00 or less on their commissary account may be given reading glasses.

D. Eyeglasses that have been issued by the facility (not bought from commissary) in excess of one pair shall be confiscated.

E. Eyeglasses (issued or bought) that have been altered or are damaged shall be confiscated as contraband.

II. PROCEDURES

A. When a sworn employee accepts an SFSD Property Request form for eyeglasses, the deputy will verify the prisoner's name on the form with the prisoner's wristband

1. If the prisoner is at County Jail #1,

a. the form will be taken to the Property Room.
Eyeglasses and Contact Lenses

b. the property room deputy will remove the eyeglasses from the prisoner’s property and deliver them to the prisoner

2. If the prisoner is housed at another Hall of Justice facility,
   a. a facility supervisor will assign a deputy to walk the form over to the CJ#1 Property Room.
   b. The deputy will wait while a CJ#1 Property Room deputy retrieves the eyeglasses from the prisoner’s property.
   c. The CJ#1 deputy will give the eyeglasses to the waiting deputy for delivery to the prisoner.

3. If the prisoner is housed at San Bruno Complex,
   a. CJ#5 supervisor will fax the Property Request to CJ#1.
      i. The supervisor will follow up with a phone call to make sure the fax was received.
   b. The CJ#1 Property Room deputy will
      i. place the eyeglasses in a padded envelope,
      ii. label the envelope with the prisoner’s name, booking number and the word “eyeglasses”, and
      iii. give the envelope to a Transportation Deputy for delivery to the CJ#5 supervisor
   c. The CJ#5 supervisor will ensure that the eyeglasses are delivered to the prisoner.

B. A family member, friend, etc. may deliver prescription eyeglasses to the jail for a prisoner.

1. The Watch Commander of the facility will visually inspect the glasses to make certain that they are prescription eyeglasses and are not altered / damaged.

2. The Watch Commander will ensure that the eyeglasses are delivered before the end of the shift to the prisoner.
   a. Receipt of the eyeglasses shall be documented on the prisoner’s Housing Activity Card.

C. A family member, friend, etc. may deliver disposable contact lens to the jail for a prisoner.

1. The Watch Commander of the facility will visually inspect the lens container to make certain that it is sealed.
Eyeglasses and Contact Lenses

2. The Watch Commander will deliver the lens container to the prisoner.
   a. Receipt of the contact lens shall be documented on the prisoner's Housing Activity Card

3. The prisoner may request saline solution from Jail Medical Services.

D. A prisoner may request reading glasses by submitting a Prisoner Action Request.
   1. The deputy receiving the request will sign and date the request.
   2. Requests for reading glasses will be forwarded to the Program Coordinator in charge of the program to which the prisoner is assigned.
      a. Prisoners who are in Five Keys Charter School (FKCS) will submit requests to FKCS staff.
      b. Prisoners who are not in a program shall submit requests to the Administrative Lieutenant or designee.
   3. Staff who distributes reading glasses will
      a. verify that the prisoner is on the $11.00 indigent list.
         i. The $11.00 indigent list is available through the commissary provider.
      b. ensure that the prisoner's Housing Activity Card is documented.

E. All staff who is responsible for distributing reading glasses shall maintain a list of eyeglasses given. The list shall include
   1. the name of the prisoner
   2. the date the prisoner was given the glasses
   3. the strength of the glasses

F. When glasses are confiscated for any reason, the confiscating employee shall document the fact on the prisoner's Housing Activity Card.

III. FORMS
   A. SFSD Property Request / Release form
   B. Action Request form

IV. REFERENCES
   A. N/A
SAN FRANCISCO SHERIFF'S DEPARTMENT
PARENT CHILD VISITING APPLICATION

Instructions:
• Fill out boxes 1-16 of section 1, page 1
• Read and complete page 2 (Contract)
• Turn in completed application (both pages) to Service Provider

<table>
<thead>
<tr>
<th>1) DATE</th>
<th>2) LAST NAME</th>
<th>3) FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>4) JAIL #</td>
<td>5) SF #</td>
<td>6) DATE OF BIRTH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7) JAIL LOCATION</th>
<th>8) CJ #</th>
<th>9) CJ #</th>
<th>10) HOUSING LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ # 1</td>
<td>CJ # 2</td>
<td>CJ # 3</td>
<td>CJ # 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11) CHILD’S LAST NAME</th>
<th>11a) CHILD’S FIRST NAME</th>
<th>12) CHILD’S D.O.B.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12a) CHILD’S D.O.B.</th>
<th>13) INDICATE ANY SPECIAL NEEDS OF CHILD</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>14) First Time Application</th>
<th>Re-Enrollment</th>
<th>Previously Denied</th>
<th>Appealing Denial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please mark the most suitable option listed above as it will expedite the process</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>15) Provide last enrollment period in Parent/Child Visiting program or services: Date(s):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>16) HSA/CPS referred Visits:</th>
<th>Self-Initiated:</th>
<th>Other:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>17) Name of child’s care provider (Parent/Legal Guardian or person escorting children to facility):</th>
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</table>

SECTION 2 – TO BE COMPLETED BY SHERIFF’S CLASSIFICATION UNIT

<table>
<thead>
<tr>
<th>1) DATE CHECK COMPLETED</th>
<th>2) CLASSIFICATION/ MR LEVEL</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>3) SPECIALIZED HOUSING REQUIREMENT (AD-SEG / ETC.)</th>
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<thead>
<tr>
<th>4) RESTRAINING ORDER CHECK</th>
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<table>
<thead>
<tr>
<th>4a) ACTIVE RESTRAINING ORDER</th>
<th>0 YES 0 NO</th>
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</table>

<table>
<thead>
<tr>
<th>4b) IS CHILD LISTED ABOVE NAMED ON ANY ACTIVE PROTECTION/RESTRAINING ORDER</th>
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<table>
<thead>
<tr>
<th>4c) UNABLE TO VERIFY IF LISTED CHILD IS NAMED ON ANY PROTECTION ORDER</th>
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<table>
<thead>
<tr>
<th>5) LIST PREVIOUS FELONY CONVICTIONS/CURRENT CHARGES INCLUDING SEX CRIMES/CHILD ENDANGERMENT</th>
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<table>
<thead>
<tr>
<th>6) MAJOR RDF VIOLATIONS WITHIN 30 DAYS</th>
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<table>
<thead>
<tr>
<th>7) PREVIOUS/CURRENT CHARGES RELATED TO CHILD ENDANGERMENT WITH ABOVE LISTED MINOR (B)</th>
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<table>
<thead>
<tr>
<th>8) INMATE SUITABLE FOR CHILD VISIT (‘No’, please provide comments)</th>
<th>0 YES 0 NO</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>9) CLASSIFICATION DEPUTY</th>
<th>11) COMMENTS</th>
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</table>

AFTER SECTIONS 1 & 2 HAVE BEEN COMPLETED FORWARD TO SERVICE PROVIDER WITHIN FIVE DAYS

<table>
<thead>
<tr>
<th>Facility Commander:</th>
<th>0 APPROVED 0 DENIED</th>
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</table>

<table>
<thead>
<tr>
<th>In case of an APPEAL</th>
<th>0 DENIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Commander:</td>
<td></td>
</tr>
<tr>
<td>0 APPROVED 0 DENIED</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason For Denial:</th>
<th>Eligible to Re-Apply On:</th>
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</table>

Prisoner: CODM 7.21 Application Form
PARENT/CHILD VISITING CONTRACT

I, __________________, agree to cooperate fully with the Parent Support Services Team members who facilitate contact visits between my child(ren) and me, and who provide parenting education classes.

I have read and agree to the guidelines of the program, including the fact that I will participate to the best of my ability in the parenting classes.

I agree to honor the space of the visiting room by respecting the Parent Support Services staff and the other families in the visiting room. I will comply with all direction from Parent Support Services staff as well as sworn staff. To further honor the space, I will take good care of the toys, games and books, and I will assist my family to clean up.

I agree to communicate with my family about the reservation process to set up a visit and I understand that if the reservation process is not followed, I will not be allowed to get a visit.

I understand that not following any of the guidelines and/or being disruptive during visits will jeopardize my access to visits.

I understand that any corrective measure imposed by sworn staff or program staff for my actions at any time will jeopardize my visits. The Parent Support Services Team members are in communication with other program staff and sworn staff.

If I have any questions or concerns about Parent/Child Visiting, I will fill out an Action Request form to speak to a Parent Support Services Team member.

_________________________ Date
Signature of Parent

_________________________ Date
Signature of Parent Support Services Team Member
POLICY: In order to maintain family and community connections, visiting will be allowed in all San Francisco Sheriff’s Department (SFSD) facilities and be restricted only by the necessity to maintain order and security of the facility.

PURPOSE: To establish standards pertaining to inmate visiting for all facilities in the SFSD.

DEFINITIONS:
- **Parent / Child Visit** – A supervised, pre-arranged contact visit between an inmate and a child (younger than 18 years old) that is facilitated by the Parent / Child Visit Coordinator, a contracted service provider.
- **Non-Contact Visit** – A visit between an inmate and members of the public, conducted at a table without a barrier or partition where physical contact between the inmate and the visitor is not allowed.
- **Screened Visit** – A visit between an inmate and members of the public, where a glass or structural barrier is used to prevent physical contact, but allows for visual and verbal communication.
- **Special Visit** – A visit between an inmate and a member(s) of the public outside of the regularly scheduled visiting hours. Special visits must be approved by the Sheriff, Undersheriff, Assistant Sheriff, Division Commander, the Facility Commander or the Watch Commander.
- **Goodbye Visit** – A special visit which may include up to three separate visits wherein the parent and child discuss parent’s indicated or actual prison sentence in order to prepare the child for the parent’s absence.
- **Legal Visit** – A visit between an inmate and assigned counsel, counsel representative and/or to meet compliance with a court order.
- **Parent / Child Visit Coordinator** – A contracted service provider who manages and supervises Parent / Child Visits in collaboration with Sheriff’s Department staff.
- **Human Services Agency (HSA)** – The department that promotes well-being and self-sufficiency among individuals, families and communities in San Francisco. The Human Services Agency is often used interchangeably with Child Protective Services (CPS).
- **HSA Liaison** – A contracted service provider who delivers services relevant to HSA involved inmates within the San Francisco County Jail.
Inmate Visiting

HSA Supervised Visitation - Parent / Child Visits requested / ordered by HSA to determine a parent or legal guardian’s appropriateness for family reunification, or to make plans for permanency or adoption.

Family Reunification - The HSA classification for parents or legal guardians who are provided an opportunity to participate in services which demonstrate their capacity to care for the child adequately, should the child be returned to his / her care.

I. General:

A. The SFSD conducts six types of visits in accordance with this policy and related SFSD Policy and Procedure.
   1. Screened Visits
   2. Non-Contact Visits
   3. Parent / Child Visits
   4. HSA Supervised Parent / Child Visits
   5. Special Visits
   6. Legal Visits

II. Procedures:

A. Scheduling Visitors
   1. Scheduling an inmate visit is conducted through The Sheriff’s internet site found at: www.sfsheriff.com/jail_visitor_info.html. Click the "Schedule A Visit Online" button to register and schedule a visit.
      a. Parent / Child Visits are scheduled by the Parent / Child Visit Coordinator based on the procedures and guidelines within this policy.

B. Disabled Visitors
   1. Disabled visitors will be afforded the same visiting privileges as non-disabled visitors. The SFSD will make every effort to provide reasonable accommodations to any person visiting or receiving a visit at any SFSD jail facility.
      a. A visitor with a disability should notify sworn employees, prior to the visit, of any special accommodation needed. Sworn employees shall attempt to provide reasonable accommodations.

C. Children and Young Visitors
   1. All visitors under 16 years of age must be accompanied by an adult.
   2. Persons who do not appear to be over 16 years of age and are not accompanied by an adult will be required to show identification.
      a. If there is a question as to the validity of the identification, a Watch Commander or designee will be contacted to make the determination.
   3. Children accompanied by adults are allowed, provided they are closely supervised and do not disrupt the visiting process.
   4. Persons unwilling or unable to control his / her children will be asked to leave.
   5. Visitors who are 16 and 17 years old may visit his / her parent, sibling or legal guardian, unaccompanied by an adult, once the following prerequisites are met:
      a. Submit an application and follow all enrollment instructions listed on the Sheriff’s internet site at: www.sfsheriff.com/jail_visitor_info.html.
b. A birth certificate or other documentation verifying the minors age and confirms his/her parent, sibling or legal guardian relationship must be provided as part of the enrollment process.

c. Participation in an interview with the Parent / Child visit coordinator is required to determine the familial or guardian relationship.

d. Based on the interview the Parent/Child visiting coordinator will report their assessment and findings to Custody Administration for approval

6. Custody Administration or a designee will preapprove visitors who are 16 and 17 years old once all the conditions above have been met.
   a. Once a 16 or 17 year old has been approved for an unaccompanied visit, they do not need to seek approval for any subsequent visits with the same family member.

b. Custody Administration or a designee will make sure a notation is entered in the JMS indicating the visits have been approved.

D. Posting of Rules, Regulations and Schedules for Visiting

1. The inmate visiting rules and regulations shall incorporate the guidelines outlined in this policy.

2. Each facility shall post inmate visiting rules and regulations for visiting in the visiting lobby and online.

3. Each facility shall post a current visiting schedule in the inmate housing areas, the visitor lobby and online.

E. Visiting Rules and Regulations

1. Visiting rules and regulations for inmates and visitors are enforced by sworn employees.

2. Unless otherwise approved by the Warden Commander or designee, a visitor, 16 years or older, to the SFSJ county jails shall be required to show (picture) identification (ID) prior to visiting. Refusal or inability to present requested identification may be grounds for denying the visit.
   a. Acceptable identification shall include any government issued identification, school identification, employer identification or birth certificate.
      i. A jail-issued wristband with a clear and viewable picture is an acceptable form of identification.
      ii. A mug shot with visitor’s name and identifying information is an acceptable form identification.

3. Visitors shall not display gang colors, wave caps, head scarves, bandanas or other similar attire or display gang signs, tattoos or graffiti.
   a. 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 invisible for the duration of the visit and while on jail grounds or visiting lobby.

4. Visitors shall not wear sexually-provocative clothing including, but not limited to, clothing that reveals genitalia, buttocks, breast and / or nipple, bare midriff, tank tops, strapless halter, spaghetti straps and any other clothing deemed by the watch commander as inappropriate may be denied a visit.
5. A visitor shall not give any item to an inmate, absent permission from the Watch Commander or designee.
   a. At the discretion of the Watch Commander or designee, an inmate may be allowed to give an item to a visitor, after it has been searched by sworn employees.

6. Cell phones and cameras are not permitted at any time.

7. A visitor shall not bring food or drink into the visiting room.

8. Bringing alcohol, drugs or weapons on to jail grounds or into jail facilities is a violation of state law.

F. Visitor Responsibilities
   1. A visitor is responsible for familiarizing him or herself with the visiting hours and procedures of each facility.
   2. A visitor is responsible for following all visiting rules and regulations listed in Section B above.
   3. A visitor is responsible for complying with any/all directions received from Sheriff’s personnel and/or their designees.

G. Denial Or Termination Of Visits
   1. A person may be denied visits and/or be escorted out of the facility or grounds anytime during the visit for security or operational reasons.
      a. 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.
         i. No person shall be denied an opportunity to facilitate a parent/child visit based solely on a previous state prison conviction.
         ii. It is the responsibility of any visitor who has served time in state prison for a conviction of a felony to notify the watch commander prior to attempting to visit.
   2. A visitor who refuses to follow visiting rules and regulations and/or the directions of Sheriff’s staff will be denied visits and/or told to leave the facility.
   3. A visitor who appears to be under the influence of alcohol or drugs will be denied visits.
   4. A visitor who causes a disturbance will be denied visits and escorted out of the facility. A supervisor shall be called anytime a problem arises during a visit.
   5. In all cases where visitors are denied access or have been removed from the jail grounds or facility, the Watch Commander will:
      a. Make the determination, based on these guidelines, whether a person may be allowed to visit in the future.
      b. When appropriate, add the name of the visitor denied access to the list of persons restricted to visit at the county jail and the duration of the restriction.
      c. Visitors added to the denied list will be forwarded to the Facility Commander for review and approval.
Inmate Visiting

d. Inform the visitor that has been denied access, the reason for denial and advise the visitor that they must contact the Facility Commander for an appeal.

6. An incident report will be submitted through the chain of command for all incidents that result in a visitor being denied access or removed from the jail grounds.

7. 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.

8. An inmate may be unable to visit for the length of any disciplinary isolation imposed except under the following circumstances:
   a. HSA Supervised Parent / Child Visits will not be suspended or denied due to disciplinary violation unless the disciplinary action was directly related to the Parent / Child Visit.
   b. Disciplinary violation sanctions may be deferred, at the discretion of the Watch Commander and / or Facility Commander.

9. An inmate may refuse to see a visitor.

H. Parent / Child Visits Application Procedure

1. Inmates may apply for a Parent / Child Visit by completing a SFSU Parent / Child Visit application and submitting the application to the Parent / Child Visit Coordinator who will evaluate the client and then submit the application to the Classification Unit for review.

2. The Classification Unit will return a written approval or denial on the application form within five days to the Parent / Child Visit Coordinator. If the client is denied, a reason for the denial will be provided in writing along with a written notification of the appeal process.
   a. Within five business days of approval, the Classification Unit will enter an alert in the Jail Management System (JMS) to identify inmates approved for Parent / Child Visits throughout the jail system. Inmates approved to receive Parent / Child Visits are flagged in the Jail Management System (JMS), to facilitate continuity of services when inmates are transferred between jails within the county jail system.

3. Once completed and approved, the application will be kept with the Parent / Child Visit Coordinator. A copy will be submitted to the Watch Commander. The Parent / Child Visit Coordinators will provide the facility Watch Commander or designee with a copy of approved Parent/Child visiting schedule 24 hours prior to the scheduled visit.
   a. The Parent / Child Visit Coordinator is responsible for providing all names of visitors to the Watch Commander.
   b. The Watch Commander or his / her designee will approve or deny the names of inmates listed on the schedule for a visit. If an inmate is denied then a reason for denial will be provided in writing.
   c. The Parent / Child Visit Coordinator will ensure that the parent, legal guardian, or caregiver of the visiting child signs a release form prior to the first visit. A copy of the release form will be submitted upon request at the discretion of the Watch Commander.
Inmate Visiting

1. Eligibility Criteria for Inmate Participation in Parent / Child Visits
   1. The inmate must enroll and participate in parenting classes by:
      a. Attending a parent orientation session.
      b. Completion of or active participation in a SFSD approved parenting class.
         i. If the inmate is housed at a facility with eligible parenting classes.
         ii. Inmates that are unable to enroll in a group class will receive one-on-one support from parenting staff.
         iii. Inmates serving a disciplinary isolation may participate in one-on-one support from parenting staff.
      c. At the time of the application, the inmate must not have sustained any aggravated major violations of Prisoner Rules of Conduct within the past thirty days. This can be reviewed and approved on a case-by-case basis at the Facility Commander’s discretion.
      d. The inmate shall not have any stay-away, restraining, or protective orders from the child to be visited, unless there is a court order or court document authorizing an HSA Supervised Visit.
      e. The inmate shall have no previous felony convictions or pending felony charges of any crime involving the minor named on the Parent / Child Visiting application.
         i. In the case of statutory convictions and / or a request for an appeal, the application along with support documentation can be submitted to the Facility Commander for approval on a case by case basis.
         ii. In the event that an exception is not granted, the applicant can re-submit for consideration in 30 days from denial with any additional supporting items.
   2. If an inmate is denied a visit after his/her initial application has been approved, the appeal process and timeframe will be provided in writing within five days of the denial. This procedure is to be followed upon all denials, including instances when an inmate is under disciplinary action.
   3. Once approved and enrolled, an inmate need not submit a new application if they are subject disciplinary action causing their Parent / Child visits to be suspended.
      a. Once their disciplinary action has been served, inmates may re-enroll by indicating clearly on the Parent-Child visiting application.
      b. While serving disciplinary sanctions inmates must continue to participate with Parent/Child services to be considered for Parent/Child visiting re-enrollment status. Documentation demonstrating such must be submitted with the re-enrollment application as an attachment.
   4. Inmates must sign and agree to the terms outlined in the Parent/Child Visiting Contract.

J. Parent Child Visiting Guidelines
   1. The Parent-Child Coordinator will arrange for the child to be brought to the facility fifteen minutes prior to the scheduled visit, so that a search for contraband can be conducted by a Parent / Child Visit Coordinator.
   2. If any contraband is discovered, the Watch Commander will be notified immediately.
a. Failure to report contraband will result in immediate revocation of jail clearance and any administrative or legal action allowed by law.

3. The Parent / Child Visit Coordinator will escort the child to and from the visiting area.

4. When possible Inmates will not be handcuffed in front of their children, prior to or immediately after a Parent / Child Visit.

5. The Parent / Child Visit Coordinator can make available any items (diapers, wipes, bottles, snacks, drinks) approved by the Watch Commander for the use for by the child during the visit. Glass, metal, or other items that are deemed a security risk will not be allowed.

6. The Parent / Child Visit Coordinator will monitor the visit for any inappropriate behavior and escort the children to and from the visiting area.

7. No item may be given to the child or inmate during the visit without the approval of the Watch Commander and/or their designee.

8. The Parent / Child Visit Coordinator will clear all food and drink items for the care of the child with the Watch Commander or designee, prior to the start of the Parent / Child Visit.

9. Failure to obey the direction of sworn employees or the Parent / Child Visit Coordinator will result in the termination of a visit.

10. Inappropriate behavior will result in the termination of a visit and may subject the inmate to disciplinary action and / or criminal prosecution.

K. Sworn Staff Guidelines At Parent / Child Visits

1. A sworn employee shall not physically handle, or oversee children as part of the visiting procedure, with the exception of any unforeseen exigency.

2. A sworn employee shall check the visiting area (before and after the visit) for contraband.

3. A sworn employee shall strip search the inmate before and after each visit, once the area is secure and children have been escorted from the immediate area.

4. Sworn employees shall ensure that an inmate attending a Parent / Child Visit shall not bring any items to the visit.

L. HSA Supervised Visits

1. The Human Services Agency (HSA) social worker will transmit the court-referred work order to the designated SFSD HSA liaison.

a. Any documentation or court orders allowing for Stay-Away order exceptions and / or court imposed “carve-outs” should be submitted with the initial application provided to the Classification Unit.

2. The HSA liaison will refer the in-custody parent to parenting support services.

3. The HSA liaison will present the visiting schedule to the SFSD Parent / Child Visiting Coordinator. The Parent / Child Coordinator will present the schedule to the Watch Commander or his/her designee the day before the visit. The Watch Commander or his/her designee will approve or deny the proposed schedule.

4. The HSA liaison will arrange for the child to be brought to the facility fifteen minutes prior to the scheduled visit, so that a search for contraband and review of visiting rules can be conducted.

5. The SFSD Parent / Child Coordinator will notify the Watch Commander or his/her designee immediately if any contraband is discovered.
Inmate Visiting

6. The HSA liaison and or SFSD Parent / Child visiting staff will monitor the visit for inappropriate behavior.

7. The HSA liaison and or SFSD Parent / Child Visiting service provider will escort the children to and from the visiting area.

M. Special Visits

1. The Division Commander, Facility Commander or Watch Commander may approve a special visit under the following circumstances:
   a. The visitor has traveled a long distance and has arrived before or after visiting hours.
   b. The visitor is physically disabled and unable to visit during visiting hours.
   c. An unforeseen situation may arise which would preclude a person from visiting during the regular visiting hours.
   d. Goodbye visits for parent and child to facilitate conversations around longer sentences.

N. Legal Visits in Accordance with Jail Clearance Policy

1. Any visit between an inmate and his / her assigned attorney of record, including investigators, paralegals, social workers, interns and experts that are part of the legal team.

2. A visit with any person listed on a court order and approved by Sheriff’s legal counsel.

III. Forms:

- Parent / Child Visiting Application
- Parent / Child Visiting Contract

IV. Reference:

- Not Applicable
Instructions: Penal Code 2656(c): Request for return of an orthopedic or prosthetic device(s) as required in subdivision (b), the Facility Commander or designee will promptly provide the inmate with a form specified in PC 2656 (c). Once the form is completed, the Facility Commander of designee shall promptly file form with the superior court. The court, upon receipt of the petition, will either order the device returned or within two (2) judicial days after the petition is filed, received evidence relevant to granting or denying the petition. The court's decision will be based upon the evidence received from the interested parties as explained in PC 2656 (b).

Facility: ___________________________ Date: ___________________________

I, ___________________________ (Facility Commander), have today received a request for the return of an orthopedic or prosthetic appliance, namely ___________________________ (description of appliance or device) from the undersigned prisoner.

Inmate's Signature: ___________________________ Date: ___________________________
POLICY: The San Francisco Sheriff's Department (SFSD) recognizes the need for medical devices; however, it also recognizes that medical devices in a jail setting can present a physical threat as such devices have been fashioned into weapons, conceal contraband and used to commit assaults.

Inmates shall not be deprived, without facts to support such action, of possession or use of any medically approved device, which has been prescribed or recommended and fitted by a physician. If prostatic device(s) are taken, an incident report will be submitted to the Watch Commander.

PURPOSE: To provide guidelines for devices medically indicated or prescribed devices to be used by inmates, medically approved such as Orthopedic or Prosthetic Devices.

DEFINITION: Penal Code (PC) 2656 PC (b) The Facility Commander or designee has probable cause to believe possession of such orthopedic or prosthetic device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such device may be removed.

Penal Code 2656(c): Request for return of an orthopedic or prosthetic device(s) as required in subdivision (b), the Facility Commander or designee will promptly provide the inmate with a form specified in PC 2656 (c). Once the form is completed, the Facility Commander of designee shall promptly file form with the superior court. The court, upon receipt of the petition, will either order the device returned or within two (2) judicial days after the petition is filed, received evidence relevant to granting or denying the petition. The court’s decision will be based upon the evidence received from the interested parties as explained in PC 2656 (b).
PROCEDURE

I. General

A. An arrestee or inmate booked into the jail with medical devices are assessed by medical staff at Triage or Screening to determine the need for the device in the housing area. Medical will make every attempt to verify the fact that the medical device was prescribed or recommended by a physician.

B. If the Facility Commander or his/her designee has probable cause to believe possession of the device by an inmate constitutes an immediate security risk, the device may be removed and re-evaluated for alternatives by the attending physician. If the device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, may be housed in designated medical housing or in a single cell. The Facility Commander/designee will be immediately notified.

C. If Jail Health Services (JHS), evaluation indicates that the device is not required in the jail setting, the device should be given to sworn staff to be kept in the inmate’s property. The inmate MUST be evaluated by the physician or nurse practitioner within 72- hours of removal of any orthopedic or prosthetic device. If the Facility Commander decides not to return the device to the inmate, the Medical Director should be notified. If the device is removed, the inmate must be examined by a physician within 24 hours.

D. If the physician determines removal is or will be injurious to the health or safety of the inmate, JHS shall inform Facility Commander or designee. Both the physician and inmate shall be informed of the reasons for such refusal by the Facility Commander or designee.

II. FORMS

A. Inmate Request for Return of Device(s); PC 2656(c)
California Penal Code 4024

4024. (a) The sheriff may discharge any prisoner from the county jail at such time on the last day such prisoner may be confined as the sheriff shall consider to be in the best interests of the prisoner.

(b) (1) Upon completion of a sentence served by a prisoner or the release of a prisoner ordered by the court to be effected the same day, including prisoners who are released on their own recognizance, have their charges dismissed by the court, are acquitted by a jury, are cited and released on a misdemeanor charge, have posted bail, or have the charges against them dropped by the prosecutor, the sheriff may offer a voluntary program to the prisoner that would allow that prisoner to stay in the custody facility for up to 16 additional hours or until normal business hours, whichever is shorter, in order to offer the prisoner the ability to be discharged to a treatment center or during daytime hours. The prisoner may revoke his or her consent and be discharged as soon as possible and practicable.

(2) This subdivision does not prevent the early release of prisoners as otherwise allowed by law or allow jails to retain prisoners any longer than otherwise required by law without the prisoner's express written consent.

(3) Offering this voluntary program is an act of discretion within the meaning of Section 820.2 of the Government Code.

(4) If a prisoner has posted bail and elects to participate in this program, he or she shall notify the bail agent as soon as possible and practicable of his or her decision to participate.

(5) A sheriff offering this program shall, whenever possible, allow the prisoner volunteering to participate in the program to make a telephone call to either arrange for transportation, or to notify the bail agent pursuant to paragraph (4), or both.
California Penal Code 4024

4024. (a) The sheriff may discharge any prisoner from the county jail at such
time on the last day such prisoner may be confined as the sheriff shall consider
to be in the best interests of the prisoner.

(b) (1) Upon completion of a sentence served by a prisoner or the release of a
prisoner ordered by the court to be effected the same day, including prisoners
who are released on their own recognizance, have their charges dismissed by
the court, are acquitted by a jury, are cited and released on a misdemeanor
charge, have posted bail, or have the charges against them dropped by the
prosecutor, the sheriff may offer a voluntary program to the prisoner that
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volunteering to participate in the program to make a telephone call to either
arrange for transportation, or to notify the bail agent pursuant to paragraph
(4), or both.
SAN FRANCISCO SHERIFF’S DEPARTMENT

VOLUNTARY LATE RELEASE FORM

NAME: ______________________ DATE: __________ TIME: __________

Person in Custody

BOOKING #: __________ SF#: __________ DOB: __________

I understand that under the provisions of California Penal Code § 4024 (S.B. 833), I may voluntarily consent to remain in the custody of this facility for up to 16 additional hours in order to be discharged during daylight hours or normal business hours of a treatment center or other agency providing social services, whichever is shorter.

I understand that if I have posted bail, I will notify the bail agent as soon as possible and practical.

I understand that I will be allowed to make a telephone call to either notify the bail agent or arrange for transportation.

I understand that I have the right to revoke my consent at any time and to be discharged as soon as possible and practical.

SECTION 1:

☐ I request voluntary late release.

☐ I refuse voluntary late release and request to be discharged as soon as possible and practical.

Signature of person in custody: _______________ Time: ______

Signature of Watch Commander: _______________ Star #: ______

SECTION 2:

☐ I revoke my consent for a late discharge and request to be discharged as soon as possible and practical.

Signature of person in custody: _______________ Time: ______

Signature of Watch Commander: _______________ Star #: ______

REV. 10/2018
POLICY:
The San Francisco Sheriff's Department (SFSD) under Penal Code (PC) Section 4024 offers county jail inmates the opportunity to voluntarily delay his/her release from the county jail in order to make sure they have safe travel to housing or transfer arrangements to a substance abuse treatment center, homeless shelter, reentry housing or other facilities during daytime hours.

PURPOSE:
Allow inmates the opportunity to voluntarily delay his/her release from San Francisco County Jail in order to arrange for travel and/or transportation during daytime business hours.

I. GENERAL
A. The inmate must meet one of the following requirements to be eligible for late release:
   1. Complete his/her court ordered sentence
   2. Be released on his/her own recognizance
   3. Have charges dismissed by the court
   4. Be acquitted by a jury
   5. Be cited and released on a misdemeanor charge
   6. Post bail
   7. Have charges dropped by a prosecutor

B. Inmates must provide express written consent that they are voluntarily remaining in county jail custody pending transfer or travel arrangements during daytime hours.

C. Established SFSD release policies, procedures and protocols will not be changed or altered in respect to this policy.
II. PROCEDURE

A. All inmates cleared for release between 1800 hours and 0500 hours will be presented with SFSO Voluntary Release form at the housing facility and asked whether they want to voluntarily delay their release. Choosing voluntary late release authorizes the SFSO to lawfully maintain custody of the inmate for up to 16 additional hours, or until daytime business hours, whichever is shorter, so that the inmate may be released during daytime business hours, which is more conducive to travel and access to services.

B. The Voluntary Late Release form affords the inmates the following choices regarding his/her late release status:

1. Request voluntary late release.
2. Do not request voluntary late release and request to be released as soon as possible and practical.
3. An inmate may revoke consent for a late release and request to be released as soon as possible and practical
   a. This option allows for an inmate that has agreed to a late release to withdraw consent at any time and be released per standard process as soon as practical.

C. The housing facility will complete and process the voluntary late release form and distribute the completed forms. The housing facility will notify the Intake and Release Facility, County Jail #1 (Post 4) and advise that an inmate is choosing voluntary late release.

1. A notation will be entered into the Jail Management System that the inmate voluntarily chose delayed release pursuant to PC 4024. All signed voluntary late release forms will be added to the inmate’s electronic folder.
2. PC 4024 releases will be the first priority for release by the Day Watch at the Intake and Release Center.
3. The completed Voluntary Late Release form will be distributed as follows:
   a. White copy – to remain at the facility file
   b. Yellow copy – to be forwarded to Central Warrants and Records and placed in inmate’s file
   c. Gold copy – to inmate upon release

III. FORMS
San Francisco Sheriff’s Department Voluntary Late Release form

IV. REFERENCE
Penal Code Section 4024
Senate Bill 833
San Francisco Sheriff’s Department
Electronic Device Acceptable Use Agreement

OVERVIEW
This agreement sets forth conditions for electronic device access for the purposes of education, recreation, legal research or E-discovery materials by inmates in the San Francisco County Jail.

The San Francisco Sheriff’s Department will allow inmates participating in select programs, access to electronic devices approved for such programs. Access to the electronic devices is limited by jail operations, the physical design of the facility, and by the need to insure a safe and secure jail system.

Devices should be used as intended and any attempts to do otherwise are deemed a threat to the safety of the institution and will be investigated and handled as such. Additional conditions may be outlined in acceptable use agreements for specific devices.

CONDITIONS FOR USE
1. Use of an electronic device is at the discretion of the Facility Commander and/or Watch Commander.
2. It is Major Rule Violation to possess any electronic media or devices not used by the San Francisco Sheriff’s Department.
3. It is Major Rule Violation to possess any electronic media or devices of others.
4. It is Major Rule Violation, and potential criminal violation, to tamper with, damage, or destroy electronic devices, related equipment or furniture.
5. Software settings will not be changed.
6. Electronic devices must be surrendered daily when a Deputy or staff member request.
7. Removal of electronic devices from the facility is theft and will results in criminal charges.

By signing this document, defendant agrees to the conditions set forth in this Acceptable Use Agreement and understand any violation of this Agreement will be investigated, and may results in suspension or termination of electronic device access, administrative discipline for the inmate, and/or criminal charges.

___________________________________________  __________________________________________________________________________
Inmate's name (Print)                                    Jail #                                        SF#  

___________________________________________  __________________________________________________________________________
Inmate's name (Signed)                                   Date
POLICY:
The San Francisco Sheriff's Department (SFSD) recognizes the potential benefits of the use of electronic devices by inmates. The SFSD also recognizes the potential security concerns and issues that may rise from having electronic devices in a custody setting. This policy and procedure is to establish guidelines regarding the use of electronic devices by inmates for education, recreation, legal research or e-discovery materials.

PURPOSE:
To provide inmates with alternative methods for educational or recreational content, access to legal research and e-discovery materials through electronic devices.

PROCEDURE

I. Guidelines

A. Any inmate approved to use electronic devices while housed in SFSD jails will be required to sign and adhere to the electronic device acceptable use agreement.
B. A court order approved through Sheriff's Legal must be on file for e-discovery use.
C. Only authorized electronic devices and accessories may be used.
D. Inmates may only use the electronic device that has been designated for their use.
E. Inmates may not loan or allow another inmate to use or have access to the electronic device assigned to them.
F. Use of electronic devices is at the discretion of the Facility Commander and/or Watch Commander.
G. Use of electronic devices will take place in designated areas.
H. Use of electronic devices will occur during designated hours.
Inmate Electronic Devices

I. Attempts to tamper with, damage or destroy electronic devices, related equipment or furniture is vandalism and will result in criminal charges or discipline.

J. Inmates who tamper with, damage or destroy electronic devices will no longer have access or be approved for use of electronic devices, permanently.

K. Electronic devices must be surrendered daily at a designated time or upon request from a Deputy or other staff members.

II. FORMS

A. Electronic Device Acceptable Use Agreement
B. Electronic Device Acceptable Use Agreement
C. Five Keys Tablet Use Participant Contract
POLICY:
The San Francisco Sheriff's Department (SFSD) recognizes the use of electronic devices by attorneys and other professional service agencies. The SFSD also recognizes the potential security concerns and issues that may arise from having electronic devices in a custody setting. This policy and procedure is to establish guidelines regarding the use of electronic devices by attorneys for legal visits and other professional services utilized in the jails.

PURPOSE:
To provide Attorneys and other professional services utilized in a custodial setting the use electronic devices in the jail for the sole purpose of showing case discovery to their clients.

DEFINITIONS:
Legal Visit - A visit between an inmate and assigned counsel, counsel representative and/or to meet compliance with a court order.

Legal Representation - District Attorney (DA), Assistant District Attorneys, DA Investigators, Public Defender (PD), Deputy Public Defenders and PD Investigators City Attorney and Deputy City Attorneys.

Professional Services - Department of Social Services employees on official business and/or other state or city department employees on official business.

Electronic Devices - Electronic devices are but not limited to: Laptops, tablets, smart phones and flash drives.
PROCEDURE

I. Guidelines

A. Use of the electronic devices for any other purpose, including using the internet for any reason, is prohibited in the jail.
B. Representatives of attorneys and any professional services authorized to enter into the jail (such as interns, paralegals and assistants) are allowed to use electronic devices for the same purpose, upon showing documentation from the attorney of record or investigator of record authorizing client access.
C. Attorneys may not loan or allow inmate to use or have access to the electronic device assigned to them.
D. A Facility Commander or Watch Commander shall have the right to physically examine the lap top computer, while the computer is turned off, for contraband or other prohibited objects prior to it entering the jail. This examination shall not include viewing any electronic content or data.
E. Use of electronic devices is at the discretion of the Facility Commander and/or Watch Commander.
F. Use of electronic devices will take place in designated areas.
G. Use of electronic devices will occur during designated hours. Abuse of this privilege can result in the immediate termination of the jail visit and the denial of future use of electronic devices in jail by the attorney, investigator or representative.

II. References

A. CODM 4.11 Photographing Prisoners
San Francisco Sheriff’s Department
Request for return of an orthopedic or prosthetic device(s)

Instructions: Penal Code 2656(c): Request for return of an orthopedic or prosthetic device(s) as required in subdivision (b), the Facility Commander or designee will promptly provide the inmate with a form specified in PC 2656 (c). Once the form is completed, the Facility Commander of designee shall promptly file form with the superior court. The court, upon receipt of the petition, will either order the device returned or within two (2) judicial days after the petition is filed, received evidence relevant to granting or denying the petition. The court’s decision will be based upon the evidence received from the interested parties as explained in PC 2656 (b).

Facility: ___________________________ Date: ___________________________

I, ___________________________ (Facility Commander), have today received a request for the return of an orthopedic or prosthetic appliance, namely ___________________________ (description of appliance or device) from the undersigned prisoner.

Inmate’s Signature: ___________________________ Date: ___________________________
POLICY: The San Francisco Sheriff’s Department (SFSD) recognizes the need for medical devices; however, it also recognizes that medical devices in a jail setting can present a physical threat as such devices have been fashioned into weapons, conceal contraband and used to commit assaults.

Inmates shall not be deprived, without specific facts to support such action, of possession or use of any medically approved device which has been prescribed or recommended and fitted by a physician. If prosthetic device(s) are taken, an incident report will be submitted to the Watch Commander.

PURPOSE: To provide guidelines for devices medically indicated or prescribed devices to be used by inmates, medically approved such as Orthopedic or Prosthetic Devices.

DEFINITION: Penal Code (PC): 2656 PC (b) The Facility Commander or designee has probable cause to believe possession of such orthopedic or prosthetic device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such device may be removed.

Penal Code 2656(c): Request for return of an orthopedic or prosthetic device(s) as required in subdivision (b), the Facility Commander or designee will promptly provide the inmate with a form specified in PC 2656 (c). Once the form is completed, the Facility Commander of designee shall promptly file form with the superior court. The court, upon receipt of the petition, will either order the device returned or within two (2) judicial days after the petition is filed, received. Evidence relevant to granting or denying the petition. The court’s decision will be based upon the evidence received from the interested parties as explained in PC 2656 (b).
PROCEDURE

I. General

A. An arrestee or inmate booked into the jail with medical devices are assessed by medical staff at Triage or Screening to determine the need for the device in the housing area. Medical will make every attempt to verify the fact that the medical device was prescribed or recommended by a physician.

B. If the Facility Commander or his/her designee has probable cause to believe possession of the device by an inmate constitutes an immediate security risk, the device may be removed and re-evaluated for alternatives by the attending physician. If the device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, may be housed in designated medical housing or in a single cell. The Facility Commander/designee will be immediately notified.

C. If Jail Health Services (JHS), evaluation indicates that the device is not required in the jail setting, the device should be given to sworn staff to be kept in the inmate’s property. The inmate MUST be evaluated by the physician or nurse practitioner within 72-hours of removal of any orthopedic or prosthetic device. If the Facility Commander decides not to return the device to the inmate, the Medical Director should be notified. If the device is removed, the inmate must be examined by a physician within 24 hours.

D. If the physician determines removal is or will be injurious to the health or safety of the inmate, JHS shall inform Facility Commander or designee. Both the physician and inmate shall be informed of the reasons for such refusal by the Facility Commander or designee.
POLICY: This policy is a disciplinary process and evidence control system for controlled substance-related offenses by inmates by using urinalysis testing.

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

DEFINITIONS:
Chain of Custody. The record of transfer for an item that shows successive possession by all those who handled or stored it. Chain of custody supports testimony given to authenticate and identify an item as evidence.

Controlled Substance. Controlled Substance means any substance, drug, narcotic, opiate, hallucinogen, depressant or stimulant as defined by Health and Safety Code (H&SC) section 11007. Also included are prescribed medications containing any of the substances identified in H&SC section 11007.

Controlled Medication. Controlled Medication means any drug which is prescribed by a physician and is given to a patient in controlled dosages.

Confirmatory test. A height specific test to identify a contraband drug after a positive screening test. It uses a different analytical method than that of the screening test and is at or below the cutoff concentration used for the screening test.

Contraband drugs. Alcohol, illegal controlled substances, and controlled substances not prescribed or used for their intended purposes. An intoxicant.

Control. A material, with known expected testing results, that is analyzed to make sure the expected results are obtained.

Distribution/Distributing means the sale or unlawful disbursing, by an inmate or parolee, of any controlled substance, or the solicitation of, or conspiring with others in arranging for, the introduction of controlled substances into any CDCR institution, camp, contract health facility, or community correctional facility for the purpose of sales or distribution.

Laboratory. any toxicological or criminalistics laboratory which has been recognized by the state;
Inmate Urinalysis Testing

other certifying agency, or which is accepted by any local, county, or state prosecuting authority to provide evidence as to the presence of controlled substances in human body fluids or confirm that a substance is or contains a controlled substance.

Sample. Bodily fluids obtained from a live person.

Urinalysis. The chemical analysis of urine to determine the presence of drugs.

Reasons for Testing
1. When deputized staff has reason to believe the inmate used drugs or alcohol and/or the inmate alleged to have been involved in an act of violent misconduct.
2. When the inmate is found to be in possession of suspected illicit drugs or alcohol or associated paraphernalia, or when these are detected or found in an area controlled, occupied, or in habited by the inmate.
3. When the inmate is found to be in possession of suspected illicit drugs or alcohol and deputized staff are unable to obtain a sample of the substance;
4. When deputized staff receive information from a source that the inmate is currently under the influence of, or has recently used, illicit drugs or alcohol
5. Such as prior to and after an inmate participates in a Parent/Child Visit.
6. Watch Commander or higher authority may also order inmates to be tested as part of random urinalysis testing program on any identifiable unit of the facility or any identifiable program area or on any identifiable group of inmates.
7. A random urinalysis program shall not be used for the purpose of harassing or intimidating any inmate.

PROCEDURE

Urine Sample Collection Procedures
The securing of a urine sample from an inmate for the purpose of testing for the presence of controlled substances or for the use of alcohol shall be conducted in accordance with CDCR 3290(c).
When collecting the urine sample, staff shall ensure that reasonable security is maintained, consideration is given to the privacy of the inmate, and the test is conducted in a sanitary manner. All urine collection shall be conducted in an area designated by the Watch Commander.

Pre-Collection Duties
The following functions shall be completed prior to the collection of the urine sample(s):

• Prior to the test, staff shall conduct a thorough search of the area used to obtain the urine sample before the inmate enters the area.
• All potential contaminants shall be removed prior to the collection of the urine sample.
• Establish positive identification of the inmate by picture wristband and/or housing card.
• Ensure the inmate providing the sample removes any unnecessary garments or personal property and leaves these items outside the collection area.
• The staff member collecting the urine sample shall inform the inmate of the reason(s) for requesting the urine sample.
Collection of Urine Sample
Staff shall adhere to the following process during the collection of urine sample:
- The sample collection shall be conducted in a sanitary setting, using universal precautions.
- The staff member shall wear disposable gloves during the urine sample collection process.
- Utilize only sample bottles, lids, and labels provided by the current contract laboratory.
- Clearly observe the flow of urine into the bottle.
- Ensure the inmate(s) provide at least 20 cc's of urine (two-thirds of sample bottle) in order to adequately accomplish the required laboratory test.
- The staff member shall place the completed label on the sample bottle.
- Place a security seal on the bottle.
- The urine sample shall be processed in accordance with institutional procedures, which maintain the chain of custody of the urine sample.
- Staff shall adhere with the contract laboratory procedures when collecting, packaging, and storing urine samples.
- If the inmate is unable to provide a urine sample, the inmate shall be offered eight ounces of water to assist in providing a urine sample. The inmate shall also be allowed up to three hours, under staff observation, to provide a urine sample.
- Inmates who refuse or are unable to provide a urine sample shall be subject to disciplinary action.
- If an inmate is unable to provide 20 cc of urine, within this time period, this shall be presumed a refusal. An inmate may rebut this presumption during the disciplinary process.
- Reasonable accommodation shall be afforded to inmates with disabilities to facilitate their full participation in drug and/or alcohol testing as provided in these rules.

Processing and Documentation of Tests Results
- The date that any positive test results are received by the SFSD shall represent the date of discovery for disciplinary action.
- Deputized staff shall notify and forward a copy of the laboratory results to the Watch Commander and Nurse Manager where the inmate is currently housed.
- The deputy who collected the urine sample shall document the results of the positive test on housing card and in Jail Management System (JMS) charging the inmate with a SFSD rules violation and a CCR 3016, Possession of a Controlled Substance, Drug Paraphernalia and Distribution.
Description of Offenses

- **Possession, Distribution of Controlled Substances or Controlled Medications**
  Inmates are prohibited from possessing, injecting, ingesting, or otherwise introducing into their body any controlled substance, controlled medication, or intoxicant while incarcerated or under the supervision of San Francisco Sheriff's Department without specific authorization to do so from a licensed DPH or contract physician or psychiatrist. Inmates are prohibited from distributing, exchanging, soliciting, or arranging for the introduction of controlled substances or controlled medications into any San Francisco Sheriff facility.

- **Under the Influence of Controlled Substance or Intoxicants**
  Inmates are prohibited from being under the influence of alcohol, controlled substances, or other intoxicant not defined as a controlled substance, in any SFSD facility.
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) to manage transgender prisoners in a respectful manner and to provide for their safety in the facility while allowing them reasonable access to jail services.

PURPOSE: To provide SFSD employees with clear direction as to appropriate searching and safe housing of transgender prisoners.

DEFINITION:
- **Adopted Name:** Non-birth name that the transgender person uses in self-reference
- **Assigned Sex:** Identification by others as male, female or intersex based on physical/genetic sex
- **Gender Identity:** The gender with whom a prisoner identifies (may be different than his/her anatomic sexual characteristics)
- **Pre-Operative:** Preparing for sexual reassignment surgery
- **Transgender Prisoner:** A prisoner whose gender identity differs from his/her assigned sex. A transgender person may be pre-operative.

I. **GENERAL**

A. SFSD employees should
   1. Address transgender prisoners by the pronoun appropriate to the prisoner's gender identity (e.g., "she, her, hers" for male to female prisoners, "he, him, his" for a prisoner who is female to male)
   2. Address transgender prisoners by their adopted name if it appears on the Field Arrest Card.
   3. House transgender prisoners in the least restrictive housing with the prisoners' safety as the primary concern.

B. Transgender prisoners should have reasonable access to jail services available to other prisoners with similar safety concerns.
   1. Exception: When restricted by classification or articulated security concerns.
Management of Transgender Prisoners

C. SFSD employees shall comply with all applicable SFSD search policies and procedures when searching transgender prisoners.

D. Transgender prisoners may purchase and use cosmetics available through the commissary process.

II. PROCEDURES

A. If there is a discrepancy between SFSD employees and the transgender prisoner regarding the actual anatomical sex of the prisoner, Jail Medical Services (JMS) will make the final determination.

1. Such determination shall be noted on the Field Arrest Card by JMS staff.

B. Searches

1. If a transgender prisoner refuses to submit to a required search, the procedures established in SFSD E-16 shall be followed.

   a. Additionally, on duty JMS and Jail Behavioral Health Services (JBHS) staff should be requested to speak with the prisoner in an effort to gain compliance.

2. If circumstances require an immediate strip search of an uncooperative prisoner, a sworn supervisor will be present and will submit an incident report to the Facility Commander before leaving the jail at the end of his or her shift.

3. Transgender prisoners will be provided appropriate clothing (i.e. bras) when requested.

C. Housing

1. Transgender prisoners should be housed with other transgender prisoners of the same gender identity or with prisoners of the same anatomical gender.

   a. Transgender prisoners who are unable to be housed as described above (C.1.) due to behavior problems or other security issues should be housed alone.

III. FORMS

N/A

IV. REFERENCES

A. Model Protocols on the Treatment of Transgender Person by San Francisco County Jail
POLICY: It is the policy of the San Francisco Sheriff’s Department (SFSD) to house and manage inmates who pose an articulable risk to the safety and security of the staff, other inmates, or the jail facility in a separate and secure housing area.

PURPOSE: To provide direction regarding the placement, management, review, and removal of administrative segregation inmates.

DEFINITIONS:

Administrative Segregation: The separate and secure housing for inmates who are determined to be prone to: escape, assault staff or other inmates, disrupt the operations of the jail, or likely to need protection from other inmates. Administrative segregation will not involve any other deprivation of privileges than is necessary to obtain the objective of protecting staff and inmates.

Classification Committee: Designated staff in Classification and Jail Watch Commanders and housing supervisors who are responsible for conducting reviews of inmates in Administrative Segregation housing in their assigned jail facility at least once every 10 days.

Disciplinary Isolation: A discipline status assigned to an inmate as a result of violating facility rules and consists of housing in a cell or housing unit separate from the general jail population.

Protective Custody: A form of protection for an inmate who is at risk of physical harm by other inmates if he/she were housed in the general jail population.
PROCEDURE

I. General

A. Administrative Segregation housing will consist of separate and secure housing and will not involve any other deprivation of privileges than is necessary to obtain the objective of protecting staff and inmates.

B. Administrative Segregation housing will be required if one or more of the following are determined to apply to a specific inmate:
   1. Prone to escape.
   2. Prone to assault staff or other inmates.
   3. Prone to disrupt the operations of the jail.
   4. Likely to need protection from other inmates.

C. Any jail employee may initiate the placement of an inmate into Administrative Segregation housing but a supervisor must approve the placement in a timely manner.

D. The employee initiating the placement of an inmate in Administrative Segregation must complete the Administrative Segregation Record before he/she is relieved of duty.

E. The inmate’s copy of the Administrative Segregation Record will be given to the inmate once the record is completed and approved.

F. The employee initiating the placement of the inmate into Administrative Segregation is responsible for changing the inmate into Administrative Segregation clothing (Orange trousers with black stripes on the outside leg seam and orange v-neck shirts with black stripes on the outside sleeve seam.)

G. Classification officers will check the Administrative Segregation housing daily to insure proper forms are completed and that the inmate received his or her copy of the Administrative Segregation Record.

H. If proper forms are not completed, the Classification officer will notify the Classification Supervisor and the on duty Watch Commander to determine if the inmate should remain in Administrative Segregation housing.

I. A Classification Committee will meet at least once every 10 days to review the Administrative Segregation housing status of all inmates in such housing in their jail.
J. Classification officers and jail psychiatric staff will interview each inmate in
Administrative Segregation housing at least once every 10 days and make
recommendations to the Classification Committee as to whether continued
Administrative Segregation is warranted.

K. Inmates housed in Administrative Segregation may have access to the law library
if approved to do so.

II. Jail Facility Responsibility

A. Each Facility Commander will designate single/double cell housing areas in the
jail for Administrative Segregation housing.

B. Each Facility Commander must insure that inmates in Administrative Segregation
housing are not deprived of any privileges except when necessary to protect staff
and inmates.

C. Each Facility Commander will insure walk times, phone access, shower access,
clothing exchange, visits, and recreation periods are provided as required.

D. Each Facility Commander will insure logs are kept documenting such provisions
and will review logs at least once weekly.

E. Facility Commanders and Classification officers will work together to move
longer termed Administrative Segregation inmates on a regular schedule to
maintain control of these inmates.

F. Administrative Segregation inmates who commit rule violations may complete
their discipline in the Administrative Segregation housing.

III. Telephone Access

A. Inmates in Administrative Segregation may have access to the telephone for
personal calls on schedules developed by the jail facility.

B. Inmates in Administrative Segregation may have access to the telephone to
contact their lawyers.

C. Every effort should be made to provide some access to the telephone during the
evening hours.

D. Inmates in Administrative Segregation may be restricted from using the telephone
if the Sheriff is served with a court order so ordering or if the Sheriff is given
verified information about a restraining order against a specific inmate.
Administrative Segregation

E. If the telephone restriction is due to a restraining order, calls will be blocked per the Inmate Telephone System policy (CDM 7.06).

IV. Removal from Administrative Segregation Housing

A. The Classification Committee is responsible for determining if an inmate may be removed from Administrative Segregation housing.

B. If there is a disagreement between facility staff and Classification staff as to whether the inmate should be moved from Administrative Segregation housing, the Classification Supervisor and the Facility Commander will make the decision.

C. If the Facility Commander or Classification Coordinator is unavailable, the Custody Division Commander will make the decision.

REFERENCE:

Inmate Telephone System policy (CDM 7.06)
POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) to identify developmentally disabled inmates and refer them immediately for assessment and appropriate housing.

PURPOSE: To meet the requirements of Title 15, Section 1057.

DEFINITION: Developmentally Disabled: A person who has a disability that originated before the age of 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that person. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded persons.

PROCEDURE

1. General

   A. Inmates who appear to be developmentally disabled will be referred immediately to Jail Health Services (JHS) employees for assessment and evaluation.

   B. If the inmate is determined to be developmentally disabled, the JHS employee will refer the inmate to the Jail Behavioral Health Services (JBHS).

   C. Custody employees will house the developmentally disabled inmate in appropriate classification and safe housing as recommended by JHS employees.

   D. Developmentally disabled inmates will not be discriminated.

REFERENCE:

Title 15, Section 1057
POLICY:

It is the policy of the San Francisco Sheriff’s Department (SFSD) to provide prisoners committed on civil process the appropriate housing and reasonable access to jail services within confinement requirements for civil detainees.

PURPOSE:

To comply with Penal Code Section 4002.

DEFINITIONS:

Administrative Segregation: Separate and secure housing that does not involve deprivation of privileges other than what is necessary to protect the prisoners and staff.

Civil Commitment Prisoners: Those prisoners being held on a civil process and, by statute, must be housed separate from those prisoners being held on a criminal process.

PC 2970: Persons determined to be severely mentally disordered who require continued involuntary treatment after their parole is terminated are required to have a court hearing to determine if involuntary treatment will be imposed.

W&I 6600: Sexually Violent Predators are entitled to a court hearing every two years to determine if they are likely to recidivate and require continued treatment in a State Mental Health Facility.

PROCEDURES

I. General

A. Prisoners committed solely on a civil process must be housed separately from prisoners committed on a criminal process.

1. Before housing as a civil commitment, the Classification Unit will determine if the prisoner still has any criminal matters pending, or is on State Parole.
Civil Commitment Prisoners

2. If the prisoner has any criminal matters pending, he or she is to be housed according to their classification level and only housed separately when all criminal matters are adjudicated.

B. Civil commitment prisoners may receive services consistent with prisoners committed on a criminal process to the extent separate services can be offered and supervised.

C. Civil commitment prisoners should be managed professionally by staff and afforded the same treatment by staff, regardless of their civil commitment status.

D. Staff must remain alert to the fact that prisoners held on civil process may be vulnerable in any general population housing area.

E. Civil commitment prisoners will be dressed in green clothing.

II. Jail Housing and Management

A. Prisoners committed on a civil process must be housed in a manner consistent with Penal Code Section 4002.

1. Prisoners on the W&I 6600 civil process must be housed in administrative segregation.

2. Prisoners being held pursuant to Penal Code Section 2970 and are no longer on State Parole may be housed with other prisoners on civil process or in another housing location separate from prisoners being held on criminal process.

3. Wherever possible, civil commitment prisoners in administrative segregation housing areas should have out of cell time and phone access consistent with prisoners housed in general population.

B. Prisoners committed on a civil process will not be mixed with prisoners on a criminal process during the activities indicated below:

1. Recreation
2. Visiting
3. Law Library
4. Transportation
5. Any holding area or cell

C. Classification Officers will identify separate housing areas suitable for prisoners being held on civil process.

D. Civil commitment prisoners who are determined to be prone to escape, prone to assaults on staff or other prisoners, disruptive to jail operations, or likely to need...
Civil Commitment Prisoners

protection from other prisoners are subject to more restriction while in
Administrative Segregation housing.

1. When housed in administrative segregation for any of these reasons, the
civil commitment prisoner will not have the same out of cell time and
phone access consistent with prisoners housed in general population.

2. Civil commitment prisoners in this kind of housing still require
recreation, visiting, law library access, transportation, and holding in any
holding cell or area to be separate from prisoners on criminal process.

E. Civil commitment prisoners are required to follow all jail rules and are subject to
discipline when failing to follow jail rules pursuant to department policy.

REFERENCES:

Penal Code Section 2970
Penal Code Section 4002
Welfare and Institutions Code 6600
POLICY: Designated sobering cells shall be used to hold and observe inmates who are a threat to their own safety or the safety of others due to their intoxication.

PURPOSE: To comply with Title 15, Article 5. Classification and Segregation, 1056. Use of Sobering Cell

PROCEDURES
1. Placement into a Sobering Cell
   A. Jail Health Services (JHS) employees notify sworn employees if an inmate requires placement into a sobering cell.
      1. Sworn employees may initiate placement into a sobering cell by notifying JHS employees.
      2. An inmate's charges shall not automatically determine sobering cell placement.
   B. When an inmate is placed into a sobering cell, sworn employees shall write the sobering cell number on the Field Arrest Card, and enter the inmate's jail number and sobering cell location into the Jail Management System at the time of booking.
      1. A Sobering Cell Observation Record documents the inmate’s placement, movement and release, as well as observations of the inmate.
      2. When an inmate is placed in the sobering cell, the inmate will be allowed to wear only one layer of clothing. The inmate's shoes, belts or any strings are not allowed in the sobering cell.
C. Inmates should remain in a sobering cell for the length of time it takes to complete the sobering process or a minimum of 4 hours.

1. Inmates must not remain in a sobering cell for more than six hours without an evaluation by JHS or an evaluation by sworn staff, pursuant to written medical procedures to determine whether the inmate has an urgent medical problem.

2. At 12 hours from the time of placement, the inmate will receive an evaluation by JHS.

II. Sobering Cell Observation Record

A. The Sobering Cell Observation Record shall include

1. Inmate name
2. Booking #
3. Gender
4. Sobering cell #
5. Time of Placement
6. Observation of inmate’s behavior which initiated placement in the sobering cell
7. Sobering cell checks will be conducted every 15 minutes. The SFSD will check the inmate every 30 minutes and the JHS staff will check the inmate every 30 minutes. The sobering cell checks will be documented on the Sobering Cell Observation Record.
   a. Inmate status (physical condition)
   b. Sworn employee’s initials and star number
8. Time of Removal and location moved to

B. Each observation made by sworn employees shall include:

1. Confirmation that the inmate is breathing.
2. Confirmation that the inmate has not vomited while sleeping.
3. An arousal attempt if the inmate appears not to respond to verbal or physical pressure stimulation.
Sobering Cell

C. During the time inmates are being observed in a sobering cell, the Sobering Cell Observation Record shall be hung on a clipboard outside of that sobering cell location.

1. The Watch Commander is responsible to insure that the form is completed correctly.

D. Records Storage

1. Completed Sobering Cell Observation Records will be turned in to the Day Watch Administrative Supervisor for filing and storage

III. Emergency Response

A. If an inmate appears to be in distress, or if an inmate appears to have injured him/herself, sworn employees will immediately call for JHS employees for emergency medical response.

B. Sworn employees will immediately respond to assist an inmate who appears to be in distress, or appears to have injured him/herself.

IV. Removal from a Sobering Cell

A. An inmate may be removed from a sobering cell when:

1. JHS employees notify sworn employees that an inmate no longer requires sobering cell placement.

2. A sworn employee confirms that the inmate has been in a sobering cell at least four hours, and appears to be sober.

B. Follow up:

1. A sworn employee who removes an inmate from a sobering cell will insure that he/she is medically screened and ID process if required prior to re-housing or release from custody.

2. A sworn employee will change housing location in the Jail Management System.

3. If an inmate requires long-term detoxification housing, JHS employees will inform Classification employees, who will arrange appropriate detox housing.
POLICY:
The San Francisco Sheriff's Department (SFSD) will transport inmates deemed in need of further medical/mental health care by Jail Health Services (JHS) or Jail Behavioral Health Services (JBHS). This transport will be based on the condition of the inmate and the availability of a transporting deputy. The SFSD shall provide or arrange to guard an inmate in SFSD custody who is admitted to a hospital or arrange for a release pursuant to applicable laws.

PURPOSE:
To ensure that inmates in need of critical medical/mental health care are given care as soon as possible. To establish a protocol for coverage of transportation of inmates for emergency hospital runs, off-ward inmate coverage and clinic appointments.

DEFINITIONS:

Life Threatening Emergency Runs: Transports to a hospital by ambulance, with a deputy from the assigned facility to guard the inmate. Inmates from the San Bruno Complex are generally taken to Seton Medical Center and transferred to SFGH when the inmate's condition has stabilized. Inmates from the Hall of Justice Complex are taken to San Francisco General Hospital (SFGH).

Non-Life Threatening Emergency Room Visits: Visits to the Emergency Room at SFGH, generally unscheduled, due to an unanticipated injury or illness of an inmate that cannot be adequately treated at the facility, but is not immediately life threatening in nature.

Urgent Clinic Appointments: Scheduled appointments by JHS and the Ward 7D/7L appointment coordinator based on anticipated staffing. They are of such a nature that if cancelled the inmate would be considered for emergency transport based on his/her medical condition.

Routine Clinic Appointments: Clinic appointments at SFGH. These are generally scheduled in advance by JHS and the Ward 7D/7L appointment coordinator based on anticipated staffing levels of deputies at Ward 7D/7L.
Off-Ward Inmates: Inmates who have been admitted to any hospital ward other than ward 7D/7L at SFGH.

4011.7 PC: The Penal Code section that allows the SFSD to remove a deputy from guarding an inmate arrested for, charged with or convicted for a misdemeanor for the period of time he/she is confined to the hospital.

4011.9PC: The Penal Code section that allows the SFSD to remove a deputy from guarding an inmate arrested for, charged with or convicted of a felony for the period of time he/she is confined to the hospital, if it reasonably appears that the inmate is physically unable to effect an escape or the inmate does not constitute a danger to life or property.

PROCEDURE:

I. Ward 7D/7L Duties

A. Deputies assigned to Ward 7D/7L are responsible for:

1. Guarding inmates housed on Ward 7D/7L

2. Providing transportation and/or guarding inmates from county Jail #1, #2, #4 and #5 who are sent to SFGH for:
   a. Non-life threatening emergency visits.
   b. Urgent clinic appointments.
   c. Routine clinic appointments.
   d. Off-ward assignment and treatment.
   e. Providing breaks for jail deputies guarding inmates at SFGH.

3. When more than one of the above situations occurs simultaneously, the Ward 7D/7L staff will cover the assignments that are anticipated to last longer amount of time (e.g. off-ward coverage vs. a trip to the ER).
   a. Priority will be given to relieving assigned jail deputies so they may return for duty at their facility.

4. Arranging relief from other agencies when one of their inmates is admitted off-ward (e.g. calling the California Department of Corrections (CDC) and requesting a guard for a CDC only inmate or calling the U.S. Marshall’s Office to guard a federal inmate who is off-ward).
5. Initiating and preparing the proper documentation for 4011.7 and 4011.9 PC when appropriate.

II. Transportation/Deputy Assignment Protocol

A. JHS at each facility is responsible for determining which of the following categories an inmate requiring medical attention falls into.

B. Life threatening emergencies:
   1. Transportation originates at the facility, with relief supplied by Ward 7D/7L.
   2. Routine clinic appointments will be cancelled, with relief supplied by Ward 7D/7L.
   3. Jail staff will continue to provide coverage when Ward 7D/7L staff is not available.

C. Non-life threatening emergency room visits:
   1. JHS will determine the time limits in which an inmate must be transported.
   2. If time allows, transportation will originate at Ward 7D/7L.
   3. If time does not allow, transportation will originate at the facility, with relief supplied by Ward 7D/7L.
   4. Routine clinic appointments will be cancelled to provide personnel for transportation and/or relief.
   5. Only when the Watch Commander of Ward 7D/7L has exhausted all alternatives and is unable to supply staff will jail staff be utilized.

D. Routine clinic appointments:
   1. Transportation will originate at Ward 7D/7L.
   2. Jail staff will not transport for routine clinic appointments.
   3. When a routine clinic appointment must be canceled, the 7D/7L Watch Commander will contact the appointment coordinator for rescheduling.
4. If medically indicated, JHS may reclassify a routine clinic appointment to an urgent clinic appointment.

E. Urgent clinic appointments

1. Transportation will originate at Ward 7D/7L.

2. Routine clinic appointments will be cancelled to provide personnel for transportation and/or relief.

3. Only when the Watch Commander of Ward 7D/7L has exhausted all alternatives and is unable to supply staff, will the jail employees be utilized for the transport and guarding of the inmate.

F. Guarding an off-ward inmate:

1. Deputies from Ward 7D/7L will be assigned.

2. Routine clinic appointment will be cancelled to provide personnel from Ward 7D/7L for this detail.

3. The Ward 7D/7L Watch Commander will make every effort to 4011.7/4011.9 eligible inmates so that full time staff presence is not necessary.

4. The Ward 7D/7L Watch Commander will contact the inmate’s doctor at least once per day to determine when the inmate can be moved into the secure ward.

5. If no coverage is available at the hospital, the Ward 7D/7L Watch Commander will contact the originating facility’s Watch Commander to request a deputy.

6. The originating facility will send a deputy if the watch is over minimum.

7. If the watch is at minimum or below, the Ward 7D/7L Watch Commander will contact County Jail #2 to see if the facility is above minimum and can send a deputy for relief.

8. In the event there are no available deputies from the jails, Ward 7D/7L will supply a deputy on overtime.

9. In the event Ward 7D/7L already has a deputy on overtime, the originating facility will be required to supply a deputy on overtime.
III. Facility Watch Commander Responsibilities (Originating Facility)

A. Once contacted by the jail charge nurse, the Watch Commander is ultimately responsible for ensuring the transport of an inmate who falls into the emergency or urgent clinic categories, to appropriate medical care.

B. The Watch Commander of each jail facility will ensure that this procedure is followed.

C. In the event a jail deputy is assigned to provide transport and/or relief at SFGH, the Watch Commander will ensure that relief is provided according to the guidelines in this procedure.

D. The Watch Commander will plan for and arrange to provide relief for the next watch, if required.

E. When a deputy must be sent to SFGH for assignment or relief, the Watch Commander will ensure that the deputy responds immediately.

F. On-going relief from the jail to the hospital may be assigned to report directly to the hospital.

G. The Watch Commander will maintain communication with the Jail Charge Nurse and the Ward 7D/7L Watch Commander regarding inmates and personnel from the facility while at SFGH.

H. Under no circumstances will a deputy sheriff I or a non-academy trained deputy sheriff be sent to provide relief at the hospital.
POLICY: The San Francisco Sheriff's Department (SFSD) shall guard inmates committed to their custody who are housed on San Francisco General Hospital (SFGH) Wards other than the Custody Ward (7D/7L).

PURPOSE: To provide consistent, clear guidelines to sworn employees in order to maintain the safety and security of the hospital staff, the sworn employees, the public, as well as the inmate.

DEFINITIONS:

Off-Ward: - Inmates are considered to be off-ward when they are admitted and housed on a hospital ward other than the 7D/7L. Generally, inmates are housed off-ward when there are no beds available on 7D/7L or when the medical condition of the inmate mandates that he/she be housed in a ward that provides specialized care.

Ward 7D/7L: A secure ward staffed by sworn employees, medical staff and psychiatric staff. Inmates who are deemed by medical and/or psychiatric staff to be in need of housing at the hospital are generally housed in this secure ward.

4011.7 & 4011.9 PC: Section 4011.7 and 4011.9 of the California Penal Code allows the SFSD to remove the sworn employee from an inmate in the hospital, if it reasonably appears that the inmate is physically unable to make an escape or the inmate does not constitute a danger to life or property.

PROCEDURE:

I.
II. Inmates, other than federal prisoners or 3056 PC ONLY prisoners, who are admitted to any ward at SFGH other than 7D/7L must be guarded constantly by a sworn employee.

A. The sworn employee is required to remain alert and position him/herself in a manner that allows him/her to keep the inmate to remain in plain view at all times. Sworn employees guarding inmates of the opposite sex should use discretion in matters of privacy and modesty when medical staff are examining the inmate.

B. The sworn employee may not leave the inmate unattended for any reason. All restroom and meal relief must be coordinated through the Watch Commander at 7D/7L.

C. The sworn employee is not allowed to watch television, read magazines, sleep or engage in any other distracting activities while assigned to this duty.

D. Prior to accepting the assignment to guard an inmate, the sworn employee should examine the Field Arrest Card and be familiar with the inmate's current charges, recent behavior, prior criminal history and other classification and security considerations concerning the inmate.

E. Federal prisoners and “3056 PC ONLY” prisoners generally are guarded by their respective agencies when they must be housed off-ward at SFGH.

III. All inmates with felony criminal charges may be secured with restraint gear when they are housed in a hospital ward other than 7D/7L.

A. The 7D/7L Watch Commander, based on his/her review of the custody level of the inmate, the inmate's current charges, criminal history and recent behavior, may authorize securing the inmate with department-issued restraint gear.

B. The restraint gear will generally be plastic flexible restraint gear, handcuffs or shackles. For example, the inmate might be secured by placing a shackle on one leg and securing the other end of the shackle to the bed frame.

C. In the event of a cardiac arrest or other life threatening medical emergency, the sworn employee will immediately remove any metal restraint gear from the inmate in order to prevent electrical shock to the inmate during resuscitation.

D. The sworn employee will ensure that the key or cutter to the restraint gear is immediately available in case of emergency. Sworn employees will cooperate with the medical staff in removing or relocating restraint gear on an inmate to facilitate immediate medical care. However, in no case shall the delivery of care be permitted to interfere with or compromise retention of the inmate, the facility security or the public safety.
E. As necessary, the sworn employee will allow the inmate access to the restroom or to move about the hospital room by changing the restraint gear from limb-to-bed to limb-to-limb. The sworn employee will re-secure the inmate to the bed when the activity is concluded.

F. In general, metal restraint gear should not be used on inmates housed in the following areas of the hospital:

1. Intensive Care Unit
2. Coronary Care Unit
3. Labor and Delivery or other pregnancy wards

   Plastic flexible restraint gear is available and should be used when necessary for inmates on those units.

G. All questions or concerns regarding the appropriateness of restraining an inmate should be directed to the attention of the Ward 7D/7L Watch Commander at 206-8483.

IV. Inmates with misdemeanor charges admitted off-ward, who are not eligible for 4011.7 PC, should not be placed in restraints except if they have the following characteristics:

A. Assultive, violent or combative behavior
B. Escape attempts or walkaways
C. Gang affiliation
D. Suicidal, destructive or extreme psychological problems.
E. Other criminal history, which could place staff at risk.

V. When Ward 7D/7L is at capacity and inmates are admitted to other wards because there is no available space on the ward, the Watch Commander, in conjunction with the Head Nurse, will review the Field Arrest cards of all the inmates to determine whether a low risk inmate can be exchanged for a higher risk inmate. The inmate who is deemed the least dangerous should be transferred off-ward.

VI. In the event there is a disagreement that cannot be resolved on the unit between the nursing staff, the medical staff and SFSF employees over the appropriateness of applying any aspect of this policy, the matter should be discussed in person between the Director of Nursing Operations (day shift) or the Nursing Supervisor (night shift), the Head Nurse, the attending physician and the Watch Commander at Ward 7D/7L.
A. The Watch Commander should consider any specific or compelling medical reason for the departure from policy presented by the nursing staff or medical staff.

B. SFGH medical staff and SFGH nursing staff should consider the security risk assessment based on the inmate's current and prior behavior made by the Watch Commander at Ward 7D/7L.

C. In the event that an agreement cannot be reached between the Watch Commander and the SFGH representative(s), a meeting will be arranged between the Director of Nursing Operations, the Medical Director of Jail Medical Services and the Section Commander of Ward 7D/7L. If the issue to be resolved is the use of restraint equipment, the inmate will remain in the restraint equipment until agreement is reached.

VII. Inmates housed off-ward will be allowed supervised visits in accordance with the visiting guidelines for Ward 7D/7L, except that each visit will be limited to ten (10) minutes in duration.

A. All visitors must check in at Ward 7D/7L prior to their visit.

B. Each inmate may have up to two (2) visits per day. Each visit may consist of two (2) people over the age of 18. Children are not permitted to visit.

C. Visiting will be daily between the hours of 1330 and 1500 hours

D. Visitors may not give anything to the inmate. Touching is not allowed.

E. Exceptions to the visiting rules may be granted by the Watch Commander at Ward 7D/7L in the event the inmate is in a critical medical condition.

F. Inmates who are not guarded as allowed by Sections 4011.7 and 4011.9 of the California Penal Code may have visitors in accordance with SFGH’s visitor guidelines.

REFERENCES:
4011.7 Penal Code
4011.9 Penal Code
# SAN FRANCISCO SHERIFF'S DEPARTMENT

## CUSTODY OPERATIONS DIVISION

### POLICY AND PROCEDURE MANUAL

## TABLE OF CONTENTS

CUSTODY OPERATIONS DIVISION MISSION STATEMENT

## SECTION 1. ADMINISTRATION

1.01 Assignment of Custody Division Commander
1.02 Assignment of Facility Commander
1.03 Organization and Staffing Charts
1.04 Custody Operations Division Manual Review and Dissemination
1.05 Division and Facility Meetings
1.06 Legal Opinions
1.07 Minimum Jail Standards Compliance
1.08 Use of Force for DNA Collection

## SECTION 2. FISCAL MANAGEMENT

2.01 Prisoner Trust Fund Accounts
2.02 Prisoner Commissary
2.03 Confiscation of Prisoner Money
2.04 City Purchasing Requirements

## SECTION 3. PERSONNEL

3.01 Code of Ethics
3.02 Duty Hours in Jail Facilities
3.03 Meals in Jail Facilities
3.04 Employee Clothing and Gun Lockers
3.05 Intra-Facility Personnel Transfers
3.06 Daily Watch Reports
3.07 Subpoenas Directed to Custody Employees
3.08 Release of Personal Employee Information
3.09 Minimum Jail Staffing
3.10 SFCH Ward 7D/7L Meal Cards
SECTION 4. SECURITY AND CONTROL

4.01 Facility Tours
4.02 Prisoner Counts
4.03 Prisoner Transportation and Movement
4.04 Jail Security Rounds
4.05 Safety Cell Use
4.06 Investigation of Crimes in Jail Facilities
4.07 Prisoner Death in Custody
4.08 Evidence Processing
4.09 Suicide Prevention
4.10 Control of Firearms, Weapons, Ammunition, Chemical Agents and Related Devices
4.11 Photographing Prisoners
4.12 Jail Cleanliness and Inspection
4.13 Jail Security Key Control
4.14 Fire and Life Safety
4.15 Jail Facility Lockdown Guidelines
4.16 Restraint Chair
4.17 SORT-Cell Extraction
4.18 Sexual Assault
4.19 PREA
4.20 Hiring Inmate Worker
4.21 Supervision of Female Inmates by Male Deputy Sheriffs

SECTION 5. PRISONER RECORDS

5.01 Inmate Records

SECTION 6. CLASSIFICATION

6.01 Classification Mission Statement
6.02 Classification
6.03 Housing Out of Class

SECTION 7. PRISONER

7.01 Religious Practices
7.02 Prisoner Request
7.03 Prisoner Discipline
7.04 Media Interview of Inmates
7.05 Prisoner Mail
7.06 Inmate Telephone System
7.07 Voting
7.08 Prisoner Rights
7.09 Library Services
7.10 Funeral Escort for Inmates
7.11 Service of Papers on Prisoners
7.12 Limits on Legal Materials in Housing Units
7.13 Prisoner Exercise & Recreation
7.14 Prisoner Access to Courts
7.15 Inmate Orientation
7.16 Inmate Education Plan
7.17 Individual/Family Services Programs
7.18 Pro Per / Pro Se Inmates
7.19 Prisoner Grievance
7.20 Eyeglass and Contact Lens
7.21 Visiting
7.22 Orthopedic or Prosthetic Devices

SECTION 8. SPECIAL HOUSING

8.01 Management of Transgender Inmates
8.02 Administrative Segregation
8.03 Developmentally Disabled Inmates
8.04 Civil Commitment Prisoners
8.05 Sobering Cell
8.06 Hospital Transport
8.07 Off Ward Prisoner Security

APPENDIX 1
County Jail #1 Operations Manual

APPENDIX 2
County Jail #2 Operations Manual

APPENDIX 3
County Jail #4 Operations Manual

APPENDIX 4
County Jail #5 Operations Manual

APPENDIX 5
Classifications Unit

APPENDIX 6
SFGH Ward 7L 7D

Updated 4/18/2017