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HOUSING UNIT OPERATIONS

I. PURPOSE: The purpose of this policy and procedure is to establish and utilize a consistent process for better managing inmates in housing units and providing a secure and safe environment for inmates and staff.

II. POLICY: All staff will adhere to the following procedures in order to maintain consistency in the daily operation of inmate housing units.

III. DEFINITION:

- A. Contraband – Any item that is illegal to possess; any item or article which is not issued by the facility; purchased in Commissary; received by subscription from publishing houses; received in the mail; medically prescribed; or issued by an appropriate staff member.
 - 1. Issued items will be considered contraband when found altered or in excessive quantities.
- B. Housing Unit – Living areas utilized for the day-to-day housing and activities of inmates.
- C. Restricted Areas – Areas that are marked in red and those areas which inmates are not authorized to enter.

IV. HOUSING DEPUTY RESPONSIBILITIES

- A. Ensures all security, surveillance, telephonic, and communications equipment in the assigned area are properly utilized and maintained in good working order (for example, emergency exits, surveillance cameras, security locking devices, intercom substations, and security lighting fixtures).

- B. Executes emergency procedures in coordination with the Control Deputy.
- C. Ensures that all the Housing Deputy's assigned area of responsibility's logs and records are timely updated and maintained, at the time of the inspection or action.
- D. Conducts hourly safety checks of inmates through direct visual observation in housing units. Conducts periodic and/or random searches of housing and inmate service areas. Note on Cell/Module Security Log.
- E. Immediately notifies the Facility Supervisor, and under direction, takes appropriate action in dealing with disturbances within the facility.
- F. Investigates and submits reports on crimes and/or violations of rules committed within the Housing Units and/or overall facility.
- G. Implements contingency plans in the event of emergencies such as major disturbances, fires, earthquakes, etc.
- H. Assists in facilitating the movement of inmates from housing to inmate service areas.
- I. Supervises the serving of inmate meals.
- J. Supervises the distribution of mail and commissary.
- K. Coordinates and/or attends to inmate requested activities such as haircuts, telephone calls, court date verification, Inmate Law Library requests, etc.
- L. Supervises inmates clothing exchange.
- M. Assigns cleanup crew and ensures the assigned area of responsibility is clean and free of safety hazards.
 - 1. Trash shall be dumped on each shift by inmates directly supervised by the Housing Deputy. When a dumpster has a lid, the lid shall remain closed EXCEPT when dumping trash. Immediate area of dumpsters shall be cleaned as necessary.
- N. Coordinates with other Corrections Division personnel in gathering intelligence.
- O. Provides supervision to the Separation Cells.

- P. Works closely with medical personnel in administering to the special needs of those inmates requiring special medical care.
- Q. Works closely with the medical staff in controlling the introduction of contraband into the security areas of the facility, or any other portion thereof.
- R. Assists medical personnel in assessing inmate-patient's suitability for medical programs and services.
- S. Assists emergency medical personnel in the evacuation of an ill or injured inmate from the facility.

V. HOUSING PROCEDURES:

A. Areas Off-Limits To Inmates

1. All areas posted and/or designated, as "Restricted Areas" will be off-limits to all inmates, unless authorization has been given to enter such areas.
2. Inmates shall stay out of areas designated in red unless directed by Corrections personnel.
3. The Corrections Deputy stations located in the Booking Section and the Central Corridor, and the kitchen office is off-limits to inmates.
4. Inmates are not to loiter around the doors to the exercise yard, the evacuation doors, the housing doors to the corridor and the corridor windows.
5. Inmates are not to touch anything on the Corrections Deputy's counter or table/desk tops.
6. Inmates are STRICTLY PROHIBITED from entering the Control and Booking areas.
7. The Corrections Administration area is off-limits to all inmates unless escorted
8. All locked areas are off-limits to inmates unless conducting official business with Corrections personnel and/or civilian supervisors.
9. Inmates are prohibited from entering the Laundry Room, the food preparation area of the kitchen or other assigned work areas on the facility grounds, unless specifically escorted by staff.

10. Inmates are prohibited from pilfering through items in the Laundry Room. Corrections personnel will gather and hand out the appropriate clothing to inmates, leaving the Laundry Room in an orderly fashion.
- B. Commissary – Refer to Policy and Procedure 1250.00 – Commissary Services
- C. Grievance Procedure – Policy and Procedure 607.00 – Inmate Grievance Procedures
- D. Hair Clippers/Nail Clippers
 1. Haircuts shall be offered per Title 15 requirements on a once a month basis. Each Module/Wing will have the clippers a full week starting on Sunday.



- b. Inmates may only have haircuts (except court ordered haircuts) on the above listed periods. Haircuts will normally be conducted during Night Shift, except Wing 4 who may have haircuts during Day Shift. Enough time should be set aside during the specified week to ensure all inmates wanting a haircut may have that opportunity. Refer to Title 15, Article 12, Section 1267 for guidance on requirements.
2. Building One – housing modules will be designated areas for haircuts and nail clipper usage.
3. Building Two – housing wings will be designated areas for haircuts and nail clipper usage.
4. Hair clippers shall be cleaned prior to another inmate using the hair clippers.

- a. The Housing Deputy will ensure that the inmate requesting the hair clippers, disinfects the hair clippers in the following manner:
 - (1) First removing all foreign matter; and
 - (2) Disinfecting with an EPA - registered disinfectant (Lysol) with bactericidal, fungicidal, and virucidal activity.
5. Nail clippers will be issued in accordance with the haircut schedule. It will be on a first come, first serve basis.
6. Housing Deputies issuing the nail clippers to an inmate will ensure the following procedure is complied:
 - a. When the inmate has finished using the nail clippers, they will notify the Housing Deputy
 - b. Prior to another inmate using the nail clippers, the nail clippers shall be cleaned and disinfected in an EPA – registered disinfectant with bacterial, fungicidal, and virucidal activity for 20 minutes
 - c. The Housing Deputy will supervise and provide the inmate that used the nail clippers with the cleaning supplies to clean the nail clippers (small cleaning brush, the EPA registered disinfectant and clean rags).
 - (1) The inmate will take the brush and move the bristles back and forth over the cutting area of the clippers, to remove any foreign matter stuck on the clippers. Once brushed, the nail clippers will be placed in the EPA disinfectant, totally immersed for 20 minutes.
7. Hair and Nail Clipper Storage
 - a. The EPA-registered disinfectant shall remain covered at all times and be changed every Monday on Night shift.
 - b. The EPA registered disinfectant container shall be properly labeled.
 - c. All disinfectant instruments shall be stored in a clean, covered place, which is labeled.

- d. Cleaning disinfectants and instruments will not be accessible to inmates unless supervised by Corrections personnel.
 - (1) Building One – hair and nail clippers storage area will be locked in the grey box on the wall near A module.
 - (2) Building Two – hair and nail clippers storage area will be in the medical examination room.

- E. Inmate Clothing – Refer to Policy and Procedure 1301.00 – Clothing and Linen Exchange.
 1. Inmates must wear a jumpsuit with a t-shirt and top up and pant legs rolled down when in the common areas of the facility and outside the facility.
 2. Inmates will wear their jumpsuits up when outside their assigned housing units.
 3. Inmates must wear footwear when outside of their cells or dormitories: No bare feet.
 4. Shower shoes will only be worn to and from the shower, unless authorized by medical staff.
 5. Sweatshirt will be worn under the inmates' jumpsuit.
 6. Each week inmates will be allowed to turn in their soiled laundry in accordance with the laundry schedule.
 7. Inmates shall be fully dressed while outside of their cells or dormitories.

- F. Inmate Court Appearances
 1. Inmates scheduled for A.M. court must be ready by 0800 hours in order for transporting deputies to prepare inmates for transport to court.
 2. Inmates must wear issued outer and under garments to court.
 - a. Inmates are allowed to take only legal papers to court:

- G. Inmate Head Count/Lockdown – Refer to Policy and Procedure 1705.00 – Lockdown and Policy and Procedure 1706.00– Inmate Count

1. When the "lock down" is announced, all inmates will enter their respective cells or dormitories for "headcount." All cells will be secured and locked until the completion of the "head count," unless circumstances or conditions warrant otherwise (i.e., "lights out," facility security, etc.).
 2. Inmates will remain in their assigned areas until the completion of the "head count," unless circumstances or conditions warrant otherwise (i.e., "lights out," facility security, etc.).
 - a. Meal service is also a headcount. All inmates are required to appear for this count.
 - b. Delaying or interfering with a count is a rule violation and will not be tolerated.
- H. Inmate Meals/Food Allowed – Refer to Policy and Procedure 1200.00 – *Food Service*
1. All meals served shall be eaten at the tables provided in each housing unit, unless a lockdown is in progress, or otherwise directed.
 2. No foods, other than commissary, are allowed in inmate cells or dormitory.
 3. One cup is allowed per inmate. No utensils, bowls, trays, are to be in inmate cells or dormitory or retained in the units.
 4. Disposable eating utensils (i.e., plastic spoons, paper plates) are to be collected at the completion of meals and appropriately disposed.
 5. Inmates will be allowed a minimum of 15 minutes to finish their meals.
- I. Inmate Reading Materials – Refer to Policy and Procedure 601.00 – Inmate Correspondence
1. Inmates are authorized schoolbooks (number of books necessary to complete assignments) and legal material, not to exceed one additional cubic foot. See Section "INDIVIDUAL INMATE LEGAL MATERIAL STORAGE" of this policy and procedure.
 2. Hardbound books will not be allowed in the facility.
 3. Hardbound books shall not be allowed or accepted through the mail.

4. Inmates are authorized to have a total of six (6) books/magazines in their possession, including a Bible. This total includes personal, as well as library, books/magazines.
5. Recreational reading material is provided through Inmate Services Coordinator.
 - a. On a weekly basis, reading materials are rotated in each housing unit by the ISC.
6. It is the responsibility of the inmate to dispose of personal magazines/newspapers prior to receiving another. The inmate may donate the magazine/newspaper to the library or throw it away. These items will not be placed in the inmate's property.

J. Inmate Request Boxes

1. The following rules shall describe staff responsibility, and inmates' use of the Request Boxes.
 - a. Inmates shall deposit all out going regular mail, "Inmate Request Forms" in the locked Request Boxes.
2. Night shift will be responsible for emptying these boxes on a daily basis.
 - a. Corrections personnel emptying the Inmate Request Boxes shall fill out the Inmate Request Form portion "Received By" with Name, I.D. and Date.
 - b. The request form shall be answered without delay or routed to the appropriate staff member.
 - (1) The white copy of the answered request slip will be returned to the inmate.
 - (2) The yellow copy will be filed in the inmate's file.
 - (3) Requests slips, mail and other forms will not be picked up if placed anywhere other than in a Request Box.
 - c. Inmate Request Forms are available from Corrections personnel for purposes of:
 - (1) Contacting an outside department;

- (2) Release dates;
- (3) Classification appeals, housing assignments, facility services, etc.;
- (4) Requesting participation in a jail program.

K. Medical Request Boxes

1. Medical request slips will be placed in a separate box marked medical slips.
2. The medical staff will collect the slips once on day shift and once on night shift.

L. Inmate Rules – Refer to Policy and Procedure 700.00 – Inmate Rules

M. Inmate Visits/Interviews – Refer to Policy and Procedure 602.00 - Inmate Visiting And Interviews

N. Mail / Correspondence – Refer to Policy and Procedure 601.00 – Inmate Correspondence

O. Medication pass – Refer to Policy and Procedure 1101.00 – Medical and Mental Health Staff

1. Prescription medications are not allowed in inmates' cells/dormitories unless approved by the medical staff in writing.
2. Self-medication program is available to sentenced inmates who are approved by the medical staff.
3. Medication pass will be announced over the intercom system by the Control Deputy or by the assisting deputy upon entering the housing unit.
4. For dispersal, medical staff shall not position the medical cart directly in front of the inmate-housing unit in order to avoid blocking access/exit of the housing unit.
5. Those inmates receiving medication shall first get themselves a cup of water.
 - a. Dispensing medical personnel shall check to make sure the inmate(s) have successfully swallowed/applied the medication.

6. Dispensing medical staff shall be responsible to log appropriately.

P. Personal Hygiene

1. General Information

- a. Inmates are entitled to basic personal hygiene products, purchased either through commissary, or in cases of indigent inmates furnished by the Mendocino County Sheriff's Office.
- b. Initial indigent packets consist of:
 - (1) Toothpaste;
 - (2) Toothbrush;
 - (3) Comb;
 - (4) Soap;
 - (5) 1 stick deodorant (.5 oz);
 - (6) 1 tube shampoo, shave gel, body wash;
 - (7) 2 packs ibuprofen (200 mg);
 - (8) 2 envelopes;
 - (9) 4 sheets of paper; and
 - (10) 2 ink pens
- c. Subsequent indigent packets consist of the basic items listed above, minus a comb and toothbrush. These items will be issued as necessary to inmates qualifying as indigent.
- d. Female inmates will be issued sanitary napkins or tampons as needed.

- e. Inmates must keep themselves clean and are expected to shower frequently. Kitchen workers are required to shower daily.
- f. An inmate who must be requested to improve personal hygiene will be subject to disciplinary action.

Q. Razors

- 1. Razors will be issued on a daily basis to all inmates, unless there is a belief the inmate may be suicidal, will destroy county property, or may do harm to others.
 - a. Denial of a razor is to be documented.
 - b. Razors will not be shared among inmates. Due to the high risk of exposure to communicable disease, such as HIV, Hepatitis C, etc. the following will be strictly adhered to:
 - (1) Inmates allowing other inmates to use their assigned razor will face disciplinary action; and
 - (2) An inmate using a razor assigned to another inmate will face disciplinary action.
- 2. Issuing Razors
 - a. Building One (Males): will be passed out at 0500 hours and will be collected after the completion of breakfast prior to 0700 hrs.
 - b. Building Two (Females): will be passed out after 0800 hours and will be returned to the Deputy prior to lunch being served.
 - c. Building Two (Males): will be passed out at 0430 hours and will be collected after breakfast and prior to 0700 hours.
 - d. As the male inmates will be on a lockdown status; the issued razors will remain in their possession until collected by the Corrections Deputy.
 - e. During the collection of all razors, Corrections personnel will wear gloves.

- f. Razors will not be allowed to sit on the windowsill of the housing unit.
- R. Isolation Showers
- 1. Building One Isolation inmates will be allowed to shower once every other day.
- S. Recreation Time – Refer to Policy and Procedure 605.00 – Inmate Recreation
- T. Roll-Ups/Transfers/Releases – Refer to Policy and Procedure 1650.00 – Release/Transfer Operations
- 1. Inmates shall strip their beds; bundle up their linens, clothing, bedding, and all personal items etc.
 - 2. Inmates carrying the bundle will be brought to the designated area by the escorting Corrections Deputy.
 - a. The escorting Corrections Deputy will make sure that inmates leave their cell/bunk in a clean and tidy condition.
 - b. If anything is missing or damaged in an inmate's cell or dormitory, the release will be delayed.
- U. SECURITY CHECKS – Refer to Policy and Procedure 2000.20 – *Security Inspections*
- V. WRIT PROCEDURE – Refer to Policy and Procedure 608.00 – Inmate Writ.
- W. INMATE CELL/DORMITORY – Refer to Policy and Procedure 700.00 - Inmate Rules And Regulations
- 1. Staff will conduct routine cell and dormitory searches during unspecified times. The purpose of such searches is not to create an inconvenience, but to remove combustible material and articles of contraband.
 - 2. Inmates assigned to late night or early morning work details or Work Furlough may be exempt from the regularly scheduled “wake-up” and “lights-out” times.

3. Inmates with assigned lockers are responsible for the entire contents of the assigned locker.
4. All property of one inmate in a cell shall not exceed one cubic foot, with one additional cubic foot of legal material allowed. See Section "INDIVIDUAL INMATE LEGAL MATERIAL STORAGE" of this order.
5. Linens allowed in an inmate's possession, unless authorized by medical staff, are as follows:
 - a. 1 Mattress,
 - b. 3 Sheets,
 - c. 2 Towel,
 - d. 2 Blankets,
 - e. 2 jumpsuit,
 - f. 2 T- shirts,
 - g. 2 pairs of underwear (4 pairs of underwear for females),
 - h. 2 pairs of socks,
 - i. 2 night shirts (for female inmates),
 - j. 1 pair shower shoes
 - k. 2 sweatshirts, and
 - l. 1 numbered mesh bag
6. Miscellaneous items allowed in inmate's possession:
 - a. 1 jail issued cup,
 - b. One cubic foot of authorized personal items,
 - c. 2 books and magazines (total),
 - d. Medic-Alert bracelet/necklace,
 - e. 1 address book,
 - f. 2 ink pens
 - g. Small religious medallion on necklace (store brought),
 - h. 1 pair of shoes (issued or purchased from commissary),
 - i. 1 pillow

- j. Personal photographs not to exceed 4 x 6 inches, or digital photos printed on 8 ½ x 11 inch plain paper. Photos may not contain nudity, or suggestive or offensive images.
7. Inmates are not allowed to possess or collect:
- a. Rubber bands,
 - b. Thread from clothing,
 - c. String; and,
 - d. Hats or bandannas made from t-shirts, sheets, etc
8. The following items will always be considered contraband:
- (1) Firearms of any type;
 - (2) Ammunition or explosives;
 - (3) Knives or tools not issued by staff;
 - (4) Hazardous or poisonous chemicals or gasses;
 - (5) Narcotics/drugs not prescribed by the medical staff;
 - (6) Unauthorized keys or lock-tampering devices;
 - (7) Items defined as contraband within a jail by statute or policy;
 - (8) Sharpened or pointed objects
 - (9) Polaroid pictures
 - (10) Tobacco products, matches, lighters, etc., and
 - (11) Paper clips

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