

Index as:	New: 05/06/02
Housing Areas	Revised: 10/04
Number of Personnel	Reviewed: 05/08
Personnel, Number of	Revised: 10/09
Staffing Plan	Revised: 12/10
	Revised: 09/14
	Revised: 11/19

NUMBER OF PERSONNEL

I. POLICY

- A. Standard staffing procedures shall be implemented that are necessary for the orderly and efficient operation of the Corrections Division.
- B. A sufficient number of personnel shall be assigned to Building I and Building II to conduct hourly safety checks of inmates. Direct and visual observations of inmates during hourly safety checks shall be documented.

II. PHYSICAL PLANT

- A. The Mendocino County Jail has five separate and distinct buildings:
  - 1. Administration
    - a. The jail administration is part of a shared building with other Sheriff's functions including Field Operations.
    - b. The Sheriff's Transportation Unit, Inmate Classification, Work Release/Home Detention and Pre-Trial Services are also located in this building.
  - 2. Building I
    - a. Building I was built in 1986. This building houses the booking/intake function and six housing areas. Originally designed for 80 inmates, double and triple bunking was necessary to meet inmate growth; it now has the capacity of 154.



NUMBER OF PERSONNEL

[REDACTED]

3. Building II

a. Built in 1991 using primarily bond money (Proposition 52 and 86), this podular housing unit originally was designed for 128 and now has a capacity of 147.

b. There are four housing modules/wings:

[REDACTED]

c. The pod has a raised control room over the female booking area and the medical space.

d. There are four recreation yards.

NUMBER OF PERSONNEL

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4. Support Building
  - a. Consists of the kitchen and laundry.
5. Program Building
  - a. This building contains the inmate programs. It is used to provide programs to lower security inmates.

III. STAFFING PLAN

- A. See next two pages.

NUMBER OF PERSONNEL

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]									
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	[REDACTED]

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