

Stanislaus County Sheriff's Department

Policy & Procedure Manual Adult Detention Division

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SECTION: Goals & Objectives	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1006 PC: 4024, 4024.1, 4024.2, 830.1, 849, 853.6, 6030	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to affirm the goals and objectives of the Adult Detention Division regarding its operational philosophies and the authority of its members to perform their functions based on established legal authority.

Mission Statement

Protecting our communities by building trust, reducing crime, and promoting safety through enforcement, prevention, and education.

Vision

We will be a source of pride- recognized for our effective, innovative, and thoughtful role in the communities we serve.

Motto

Building Trust, Reducing Crime and Promoting Safety

II POLICY

- A. The Stanislaus County Sheriff's adult detention facilities were designed and constructed to either comply with or exceed governing standards. Written documentation describing the division's philosophies, goals, and policies will be updated as necessary and reviewed annually. Department members shall participate in the development and implementation of goals, objectives, policies, and operating procedures.
- B. Deputy Sheriff-Custodial personnel of this department shall be considered peace officers pursuant to 830.1(c) PC. The authority of any such peace officer is as follows:
1. Any deputy sheriff of the Stanislaus County Sheriff's Department who is employed to perform the duties exclusively or initially relating to custodial assignments with responsibilities for maintaining the operations of custodial facilities, including the custody, care, supervision, security, movement, and transportation of incarcerated persons, is a peace officer whose authority extends to any place in the state only while engaged in the performance of the duties of their respective employment and for the purpose of carrying out the primary function of employment relating to their custodial assignment, or when performing other law enforcement duties directed by their employing agency during a local state of emergency.

III DEFINITIONS

- A. Sheriff's Site: refers to the entire campus of the Public Safety Center (PSC) including all adult detention facilities, support or service buildings, visiting areas, the Sheriff's Operations Center, and incarcerated persons program areas.

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RELATED ORDERS: CCR MJS 15: 1006 PC: 4024, 4024.1, 4024.2, 830.1, 849, 853.6, 6030	ADMINISTRATIVELY APPROVED ANNUALLY

1. Detention Facilities:

a. Sheriff Detention Center (SDC)

i. East

ii. West

b. Minimum Housing Units (MHU) 1 & 2

c. Re-Entry & Enhanced Alternatives to Custody Training (REACT) Facility

d. Day Reporting Center (DRC)

e. Court Holding Facility (CH)

i. Off-site at; 1115 H St. Modesto, CA 95354

B. Department Members or Staff: any employee of the Stanislaus County Sheriff's Department who is employed to perform the duties exclusively or initially relating to custodial assignments, within the Adult Detention Division, with responsibilities for maintaining the operations of custodial facilities. For the purpose of this policy manual the term "Department Member" or "Staff" may refer to both sworn and civilian employees.

C. Custodial Personnel: means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian ranks whose duties include the supervision of incarcerated persons.

D. Sworn Member or Sworn Staff: any deputy sheriff of the Stanislaus County Sheriff's Department who is considered a peace officer.

E. Deputy: shall be considered peace officer of the Stanislaus County Sheriff's Department pursuant to 830.1(c) PC

IV PROCEDURE

A. General facility operations are designed to ensure that those individuals remanded to the custody of the Stanislaus County Sheriff are provided with safe, secure, and humane treatment consistent

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with minimum jail standards as defined in Penal Code Section 6030, California State Law, as well as judicial decisions pertaining to conditions of confinement.

- B. Medical and mental health care, nutritious meals, and a hygienically clean environment will be provided to incarcerated persons in the custody of the Sheriff. Religious materials and counseling as well as educational opportunities and programs shall be provided to incarcerated persons where security permits.
- C. The continuity of family and community contact will be encouraged by appropriate policies governing visiting, correspondence, telephone usage, and volunteer involvement for the facilitation of incarcerated person programs.
- D. The roles, functions, authority, and responsibilities of employees and private agencies/vendors providing service to incarcerated persons incarcerated in the Stanislaus County Adult Detention System shall be defined by written policies and procedures that are readily available to all staff assigned to all detention facilities.

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CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Review of Policy and Training Plans (Approval)	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1029 PC: 6030, 853.6, 849 (b) (2), 13650	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for the annual development, review and approval, and distribution of the Adult Detention Policy and Procedure Manual and facility training plans as prescribed in California Code of Regulations Title 15 Section 1029 and Penal Code Section 6030.

II POLICY

- A. A manual of policies expressing the division's philosophy, goals, guiding principles, and operational procedures shall be developed, maintained, reviewed, approved, and published annually by the Adult Detention Administrative Captain. These written policies and procedures shall be made available to all employees and shall include but not be limited to:
1. Table of the organization including channels of communication.
 2. Inspections and operations reviews by the facility commander.
 3. Use of force.
 4. Use of restraint equipment including the restraint of a pregnant Incarcerated person (ref. 6030 (f) PC).
 5. Screening newly received people for release (ref. 849(b) (2) and 853.6 PC).
 6. Security and control including physical counts of Incarcerated persons, searches of the facility, and searches of Incarcerated persons, contraband control, and key control.
 7. At least annually the facility commander reviews, evaluates, and documents internal and external security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to the prevention of sexual abuse and sexual harassment.
 8. Emergency procedures regarding escapes, disturbances, taking of hostages, civil disturbances, natural disasters, periodic testing of emergency equipment; storage, issue, and use of weapons, ammunition, and chemical agents; and storage, issue, and use of security devices.
 9. Suicide prevention.
 10. Separation of an Incarcerated person.
 11. The review and evaluation shall include internal and external security measures of the facility

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including security measures specific to the prevention of sexual abuse and sexual harassment.

12. Zero tolerance in the prevention of sexual abuse and sexual harassment.
13. Policy and procedure to detect, prevent, and respond to retaliation against any staff or Incarcerated persons after reporting any abuse.
14. These manuals are readily available to all employees.
15. These manuals are comprehensively reviewed and updated annually and shall provide for, but not be limited to, the following:
 - a. Multiple internal ways for Incarcerated persons to privately report sexual abuse and sexual harassment, retaliation by other Incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.
 - b. A method for uninvolved Incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.
- B. A review of the facility training plan, which is designed to train new employees, shall be conducted on an annual basis by the FTO Commander and FTO Sergeants. All training officers are encouraged to participate in this process. Any proposed changes to the plan shall be reviewed by the FTO Commander and submitted for approval through the chain of command.
- C. Policy and procedures referencing facility security or systems, personnel and training, and emergency operations will not be distributed to the Incarcerated person or the public as a means of ensuring confidentiality and reducing any threat to staff or Incarcerated person's safety and facility security.

III DEFINITIONS

- A. Adult Detention Policy & Procedure Manual: a broad statement expressing the philosophies, goals, and guiding principles of the division. The manual also is an operational guideline for custodial personnel referencing case law, State and Federal Laws, and regulations.
- B. Manual: a collection of material designed and organized for use as a reference and training aid, which explains the duties and responsibilities of a post or a specific procedure.

IV PROCEDURE

Approval Process:

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- A. The Bureau of Administrative Services (BAS) Unit will coordinate the annual review and update of the policy and procedure manual to ensure compliance with State and Federal Law and the California Code of Regulations Minimum Jail Standards Title 15. This review will commence on January 1st and conclude by March 1st each year. Custodial personnel and specialized units throughout the department may be invited to participate in the review and development process.
1. All review revisions are submitted to the Administrative Captain for administrative approval throughout the review process.
 2. The administrative review process will commence on March 1st and conclude on March 31st each year.
 - a. Division managers will submit any requested changes by March 31st.
 3. All change requests, generated from the administrative review process, shall be complete by April 30th each year.
 4. The Adult Detention Division Commander shall sign all Administrative Approval forms by April 30th each year.
 5. The administratively approved manual is posted for all department members on May 1st of each year.
- B. Policy Development/Updates:
1. The BAS Unit will review actual or anticipated problem areas in the policy manual throughout the fiscal year. The unit will submit recommendations to the Administrative Captain after thoroughly researching and revising the policy to address any problem areas.
 - a. Custodial personnel are encouraged to participate actively in policy development. During the developmental process, new or revised policy proposals may be distributed to custodial personnel and specialized units for review.
 - b. Custodial personnel are encouraged to contact supervisors in writing with suggestions or problems regarding the policy. Commanders will assign staff to draft a revision proposal for submission to the BAS Unit. The BAS Unit will create the final draft of the proposal and submit it for approval through the chain of command.
- C. The policy and procedure manual will be available in writing and electronically to all department members at all major post assignments, as designated by the Facility Commander.
1. All new or revised policies/procedures will be distributed to all major post assignments, department members, and volunteers, when applicable.

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2. When appropriate, new or revised policies/procedures are to be made available to Incarcerated persons before implementation.
3. Distribution list:
 - a. Adult Detention Administrative
 - b. Adult Detention Operation Captain
 - c. Facility Commanders
 - d. Operations Sergeants
 - e. Shift Sergeant's Offices
 - f. Electronically at G:\GeneralOrders\ADPolicy&ProcedureManual
- D. The policy and procedure manual is numbered by chapter, section, and title.
 1. Chapter 1 Administration, Organization, & Management. Section 1-01.01 GDP: Goals and Objectives.
 - a. 1- 01.01 GDP:
 - i. 1 signifies the chapter
 - ii. - 01 signifies the section
 - iii. .01 signifies the sub-section
 - iv. Sections with the indicator GDP are General Division Policies. These policies are posted and made available for public review in accordance with 13650 PC: Law Enforcement Agency Regulations and CCR MJS 15: 1045, Public Information Plan.
- E. A related order reference shall be included in the header of each section when applicable.
- F. Issue and revision dates shall be defined in the header of each section.
 1. The Issue Date is the original date the policy was created and issued.
 2. The Revision Date is the date the section was revised or updated.

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SECTION: Overall Facility Performance & Physical Plant	REVISION DATE: 01/18/23
RELATED ORDERS: PC 4020.4, 4021 CCR MJS 15: 1027	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for reviewing and evaluating overall facility performance.

II POLICY

- A. There shall be sufficient personnel on duty at all times whenever there is an Incarcerated person in custody in a Stanislaus County Sheriff's adult detention facility; to ensure compliance with all programs and activities as described in CCR MJS 15: 1027 to include but not limited to:
1. Formal counts are at the beginning and end of a shift, to verify the presence and wellbeing of each incarcerated person assigned to a specific holding area or housing unit within the facility.
 2. Two random informal counts, conducted at separate intervals throughout each shift, to verify the presence and wellbeing of each incarcerated person assigned to a holding area, or housing unit.
 3. Hourly security checks of all Incarcerated persons s through direct visual observation.
 4. At least one employee is on duty in the facility at all times that is immediately available, accessible and has the ability to respond to any Incarcerated persons in the event of an emergency.
 5. At least one female employee is immediately available and accessible whenever one or more female Incarcerated persons are in custody (PC 4020.4).
 6. A personnel plan is available indicating shift assignments and responsibilities.

III DEFINITIONS

IV PROCEDURE

- A. Facility commanders will evaluate facility performance continually to ensure that all operational and program requirements are met. Commanders will be constantly aware of population data, staff and Incarcerated person's morale, as well as any significant operational problems. Commanders shall also review space and equipment needs on a continual basis.
1. Commanders will ensure there are a variety of informational sources available to aid in the evaluation process when governing agencies inspect the facility.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.04 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Overall Facility Performance & Physical Plant	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u> PC 4020.4, 4021 CCR MJS 15: 1027	ADMINISTRATIVELY APPROVED ANNUALLY

- B. Commanders will constantly evaluate the following with sufficient frequency to determine the degree of compliance with policy and minimum standards:
1. Personnel issues, staffing, and training.
 2. Facility inspections, operations, and programs.
 3. Investigations and intelligence reports.
- C. Commanders will also review:
1. Searches, critical incidents, and information on major developments.
 2. Disturbances, escapes, assaults, discipline and disciplinary problems, and classification decisions.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.0 GDP
CHAPTER : Booking, Classification, Property, & Release	ISSUE DATE: 04/01/11
SECTION: Emergency Suspension of Standards or Requirements	REVISION DATE: 05/01/19
RELATED ORDERS: CCR MJS 15: 1012	ADMINISTRATIVELY APPROVED ANNUALLY

PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for the emergency suspension of standards in the event of any emergency which threatens the safety of the facility, its staff or inmates, or the public.

POLICY

The Sheriff's detention facilities are designed, staffed, and programmed under operational guidelines for what can ordinarily be expected. While design allowances are made for emergency circumstances, such occurrences will significantly disrupt normal operations and may require the suspension of standards or requirements.

In the event a civil unrest situation occurs, such as a large prolonged demonstration, rioting or looting; several arrests or large groups of arrests can be expected. Group arrests will be processed as efficiently and safely as possible to preserve the good order of the facility and to maintain the safety of staff and detainees.

DEFINITIONS

PROCEDURE

- (a) The Facility Commander may only suspend such regulations directly affected by the emergency for 3 days.
- (b) The Facility Commander shall notify the Board of State and Community Corrections (BSCC) in writing, in the event that such a suspension lasts longer than 3 days.
- (c) Suspensions lasting for more than 15 days require approval of the Chairperson of the BSCC. Such approval shall be effective for the time specified by the Chairperson.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.05 GDP
CHAPTER : Booking, Classification, Property, & Release	ISSUE DATE: 04/01/11
SECTION: Emergency Suspension of Standards or Requirements	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1012	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish a procedure for the emergency suspension of standards in the event of any emergency which threatens the safety of the facility, its staff or Incarcerated persons s, or the public.

II POLICY

- A. The Sheriff's detention facilities are designed, staffed, and programmed under operational guidelines for what can ordinarily be expected. While design allowances are made for emergency circumstances, such occurrences will significantly disrupt normal operations and may require the suspension of standards or requirements.
- B. In the event a civil unrest situation occurs, such as a large, prolonged demonstration, rioting, or looting; several arrests or large groups of arrests can be expected. Group arrests will be processed as efficiently and safely as possible to preserve the good order of the facility and to maintain the safety of staff and detainees.

III DEFINITIONS

IV PROCEDURE

- A. The Facility Commander may only suspend such regulations directly affected by the emergency for 3 days.
- B. The Facility Commander shall notify the Board of State and Community Corrections (BSCC) in writing, in the event that such a suspension lasts longer than 3 days.
- C. Suspensions lasting for more than 15 days require approval of the Chairperson of the BSCC. Such approval shall be effective for the time specified by the Chairperson.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.06 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: News Media – Public Information	REVISION DATE: 01/18/23
RELATED ORDERS: GOV: 6252 ET. SEQ., 6254 EVID: 1040 ET. SEQ. CCR MJS 15: 1045, 1062 PC: 1054.1, 13650	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding the release of information to the news media and the public.

II POLICY

- A. Any information released by the Stanislaus County Sheriff's Department shall be consistent with California law, including but not limited to, Government Code 6252 et. seq. and 6254, Penal Code 1054.1 and 13650, and Evidence Code 1040 et. seq. The Stanislaus County Sheriff's Department will report unusual events or incidents to the local news media as promptly as possible. During a facility emergency and for a reasonable time thereafter, all media visits and information releases may be suspended.
- B. Regarding the release of information, the responsibility of the Stanislaus County Sheriff's Department is to protect the privacy and rights of the individuals incarcerated within its facilities as well as the staff assigned to care for them. Media interviews within each facility are coordinated by the public information officer (PIO). Questions or comments as to the application of any rule, policy, or facility general order by media representatives are referred to the PIO for processing through the chain of command. Public information requests made in accordance with the Public Records Act (PRA) are coordinated and processed by Stanislaus County Counsel.
- C. The news media, Incarcerated persons, government agencies, and the general public are afforded access to non-confidential information concerning facility rules and policies which affect conditions of confinement as specified in Section 1045 CCR MJS 15. The following material shall be available for review by the public and Incarcerated persons:
 1. California Code of Regulations Minimum Jail Standards Title 15 (CCR MJS 15).
 2. Facility rules and policies affecting Incarcerated persons as specified in the following sections of Title 15 MJS, CCR:
 - a. 1045, Public Information Plan
 - b. 1061, Incarcerated persons Education Plan
 - c. 1062, visiting
 - d. 1063, Correspondence
 - e. 1064, Library Service

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.06 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: News Media – Public Information	REVISION DATE: 01/18/23
RELATED ORDERS: GOV: 6252 ET. SEQ., 6254 EVID: 1040 ET. SEQ. CCR MJS 15: 1045, 1062 PC: 1054.1, 13650	ADMINISTRATIVELY APPROVED ANNUALLY

- f. 1065, Exercise recreation and out of cell time
 - g. 1066, Books, Newspapers, Periodicals and Writings
 - h. 1067, Access to Telephone
 - i. 1068, Access to Courts and Counsel
 - j. 1069, Incarcerated person Orientation
 - k. 1070, Individual or Family Service Programs
 - i. Discharge and reentry planning
 - l. 1071, Voting
 - m. 1072, Religious Observance
 - n. 1073, Incarcerated persons Grievance Procedure
 - o. 1080, Rules and Disciplinary Actions
 - p. 1081, Plan for Incarcerated person Discipline
 - q. 1082, Forms of Discipline
 - r. 1083, Limitations on Discipline
 - s. 1200, Responsibility for Health Care Services
3. Any Incarcerated persons or a representative of the news media may initiate a request for an interview. Incarcerated person interviews are not to be held for publicity purposes or result in special access privileges for the news media, but rather to ensure a better-informed public.

III DEFINITIONS

- A. Public Information Officer: processes media requests and acts as a liaison coordinating media access, social media posts, and press releases.
- B. Representatives of News Media: a person whose primary employment is gathering or reporting news for:

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.06 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
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1. A newspaper qualifying as a general circulation newspaper in the community to which it publishes.
 2. News magazines having a national circulation and being sold by newsstands and by mail circulation to the general public.
 3. National or international news service.
 4. Radio and television news programs of stations holding Federal Communication Commission Licensing.
- C. Newspaper: a newspaper is one of "general circulation" if it circulates among the general public and if it publishes news of a general character or general interest or is available electronically through social media.
- D. General Circulation: a "general circulation" newspaper publishes legal notices in the community in which it is distributed. It is held, that for a newspaper to be considered by law a newspaper of general circulation and so qualified to publish legal notices, it must contain items of general interest to the public such as news of political, religious, commercial, or social affairs.

IV PROCEDURE

- A. Representatives of the media are encouraged to visit the adult detention facilities for the purpose of preparing reports about the facilities, programs, and activities. Representatives are encouraged to make advance appointments with the PIO.
- B. Representatives of the news media may request to interview a particular Incarcerated person. The request may be made in writing or by telephone to the PIO within a reasonable period of time before the requested time of the interview.
- C. An Incarcerated person requesting an interview with the news media will submit an "Incarcerated persons Request Form" to the Facility Commander before the requested date and time of the interview. An interview with an Incarcerated person or the use of video, film, or audio equipment may be disapproved for any of the following reasons:
 1. The news media representative or the news organization which they represent does not agree to the conditions established by department policy.
 2. The Incarcerated person is physically or mentally unable to participate.
- D. Incarcerated persons Media/Consent Agreement: Incarcerated persons have the right to privacy and the right not to be photographed (still, movie, video, etc.). They also have the right to not have

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their voices recorded by the media. A written consent must be obtained and signed by the Incarcerated persons before photographing or filming the Incarcerated persons or recording their voice. The completed form will be placed in the Incarcerated person booking pouch.

1. A Release of Information/Interview Authorization form will be used. The form is available at the following location: G drive: All User Access/Detention Division Forms/Misc./Interview Authorization
- E. Due to special circumstances relating to security, detention, and supervision; an Incarcerated person in administrative separation or in the booking process, or on hospital status may be limited access to the media. All the above circumstances must be reviewed and approved by the Facility Commander before granting media access.
1. Incarcerated persons Media Interview:
 - a. Incarcerated person interviews will not be subject to auditory monitoring. Custodial personnel will visually supervise to ensure the safety and security of the Incarcerated persons as well as the news media representative.
 - b. Interviews will be held in a space designated by the shift supervisor. All interviews will be conducted during normal business hours unless the Facility Commander approves other arrangements. The security of the facility and staff shall never be compromised to accomplish media access or an interview.
 2. News Media Requests for an Incarcerated persons Interview:
 - a. The interview request is submitted to and coordinated by the PIO. The PIO will work with the Facility Commander to approve or deny the request. A decision regarding the request shall be made within a reasonable amount of time, taking into consideration the security conditions required.
 - b. The Incarcerated persons must be notified concerning the interview request. The Incarcerated persons must agree to the interview and must sign a consent form before the request is processed. The written consent or denial is to be placed in the Incarcerated persons' booking pouch.
 3. Public Information Requests:
 - a. Information requests are coordinated and processed by Stanislaus County Counsel. Upon notice, the Adult Detention Division Commander will assign a manager to complete the information request in cooperation with county counsel and in accordance with the law.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.06 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: News Media – Public Information	REVISION DATE: 01/18/23
RELATED ORDERS: GOV: 6252 ET. SEQ., 6254 EVID: 1040 ET. SEQ. CCR MJS 15: 1045, 1062 PC: 1054.1, 13650	ADMINISTRATIVELY APPROVED ANNUALLY

- i. The initial response is completed within 10 working days. There is no requirement to produce records at this time if the records are unprepared.
- ii. If needed, Stanislaus County Counsel may invoke legal rights to extend the expectations of the request to 14 additional days to prepare the production of the requested records.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.07 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Service of Civil Process on Staff and Incarcerated persons s	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4013	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for the civil process regarding custodial staff and individuals in the custody of the Stanislaus County Sheriff.

II POLICY

- A. Any civil process concerning a judicial proceeding directed to a staff member or person in the custody of the Sheriff, must be served and forthwith delivered to the appropriate individual.

III DEFINITIONS

- A. Civil Process: process issued by a court in a judicial proceeding.

IV PROCEDURE

- A. Civil Process Service:
 1. Custodial personnel will accept the service of civil process directed to an individual who is currently in custody. The receiving deputy shall without delay deliver the notice to the Incarcerated persons with a note thereon of the time that the deputy received it. The serving deputy will then prepare a certification of service and forward it to the issuing court indicating that the process has been served on the individual.
 2. The law specifies that a deputy or supervisor who neglects to perform this function is liable to the person for all damages incurred thereby.
 3. Alternate Means of Compliance:
 - a. The individual, to whom the process is directed, may be brought to a location where the process server may serve the individual directly. Under no circumstances will the process server be allowed to serve the individual in a housing area of the facility.
 - i. Exception, a licensed notary is allowed to serve a process notice in a housing area.
 4. Appearance Before the Court:
 - a. If the individual is required to appear for court within Stanislaus County in conjunction with the civil process service; the clerk responsible for calendaring court appearances is to ensure that the court appearance is scheduled.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.07 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Service of Civil Process on Staff and Incarcerated persons s	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4013	ADMINISTRATIVELY APPROVED ANNUALLY

- b. If the individual is required to appear in court in a county other than Stanislaus County, the clerk is to notify the court which issued the civil process and inform them of the individual's incarceration status.
- 4. Subpoenas for Staff:
 - a. All subpoenas for staff will be forwarded to the Operations Sergeant.
 - b. The Operations Sergeant will file subpoenas by the shift in the sergeant's office. The shift supervisor will serve the subpoenas. The shift supervisor will complete the proof of service and forward the proof of service back to the subpoena desk. The employee will be provided with a copy of the subpoena.
 - c. In the event that a subpoena is received for an employee assigned to another facility; the subpoena will be forwarded to the appropriate operations sergeant or supervisor. Contact is also to be made with the subpoena desk to inform them of the employee's actual location.
 - d. In the event that a subpoena cannot be served, notice is to be made to the subpoena desk.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.07 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Service of Civil Process on Staff and Inmates	REVISION DATE: 05/01/19
RELATED ORDERS: PC: 4013	ADMINISTRATIVELY APPROVED ANNUALLY

PURPOSE AND SCOPE

This policy establishes procedures for civil process regarding custodial staff and individuals in the custody of the Stanislaus County Sheriff.

POLICY

Any civil process concerning a judicial proceeding and directed to a staff member or prisoner in the custody of the Sheriff, must be served and forthwith delivered to the appropriate individual.

DEFINITIONS

- (1) Civil Process: process issued by a court in a judicial proceeding.

PROCEDURE

Civil Process Service:

- (a) Custodial personnel will accept the service of civil process directed to an individual who is currently in custody. The receiving deputy shall without delay deliver the notice to the inmate with a note thereon of the time that the deputy received it. The serving deputy will then prepare a certification of service and forward it to the issuing court indicating that the process has been served on the individual.
- (b) The law specifies that a deputy or supervisor who neglects to perform this function is liable to the prisoner for all damages incurred thereby.
- (c) Alternate Means of Compliance:
 - a. The individual, to whom the process is directed, may be brought to a location where the process server may serve the individual directly. Under no circumstances will the process server be allowed to serve the individual in a housing area of the facility.
 - i. Exception, a licensed notary is allowed to serve a process notice in a housing area.
- (d) Appearance Before the Court:
 - a. If the individual is required to appear for court within Stanislaus County in conjunction with the civil process service; the clerk responsible for calendaring court appearances is to ensure that the court appearance is scheduled.
 - b. If the individual is required to appear in court in a county other than Stanislaus County, the clerk is to notify the court which issued the civil process and inform them of the individual's incarceration status.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-01.07 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Service of Civil Process on Staff and Inmates	REVISION DATE: 05/01/19
RELATED ORDERS: PC: 4013	ADMINISTRATIVELY APPROVED ANNUALLY

(e) Subpoenas for Staff:

- a. All subpoenas for staff will be forwarded to the Operations Sergeant.
- b. The Operations Sergeant will file subpoenas by shift in the sergeant's office. The shift supervisor will serve the subpoenas. The shift supervisor will complete the proof of service and forward the proof of service back to the subpoena desk. The employee will be provided a copy of the subpoena.
- c. In the event that a subpoena is received for an employee assigned to another facility; the subpoena will be forwarded to the appropriate operations sergeant or supervisor. Contact is also to be made with the subpoena desk to inform them of the employee's actual location.
- d. In the event that a subpoena cannot be served, notice is to be made to the subpoena desk.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.01 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/2011
SECTION: Organizational Structure and Responsibility	REVISION DATE: 01/18/23
RELATED ORDERS: SCSD PM: Attachments	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to define supervisory authority in the Adult Detention Division and clearly delineate the chain of command.

II POLICY

- A. The Adult Detention Organization Chart provides a clear chain of command from entry-level positions up to the Sheriff. The Sheriff and executive team develop and maintain the department's organizational chart (ref. Lexipol Attachments, SO_Org_Chart_final.pdf).
- B. Unity of command ensures efficient supervision and control within the department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility.
- C. The Sheriff is responsible for administering and managing the Stanislaus County Sheriff's Department. There are three divisions in the Sheriff's Department.
1. Administration
 2. Adult Detention
 3. Operations

III DEFINITIONS

IV PROCEDURE

- A. The Adult Detention Division is commanded by two captains whose primary responsibility is to provide management direction and control for the division. The division is organized in such a way that a clear chain of command is promoted, and operational efficiencies are identified. Generally, the chain of command in the Adult Detention Division is as follows:
1. Sheriff-Coroner
 2. Undersheriff
 3. Business Manager

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.01 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/2011
SECTION: Organizational Structure and Responsibility	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u> SCSD PM: Attachments	ADMINISTRATIVELY APPROVED ANNUALLY

- 4. Captain Adult Detention Administration
- 5. Captain Adult Detention Operations
 - a. Commanders (Lieutenants & Managers)
 - i. Supervisors (Sergeants & Clerical Supervisors)
 - (a) Facility Training Officer
 - (b) Deputy
 - (c) Legal Clerks, Specialists, and Community Service Officers
 - (d) Trainees, Interns, and Explorers

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.02 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Adult Detention Division Commander	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The policy aims to establish positional authority and assignment requirements for the Adult Detention Administrative Captain and the Adult Detention Operations Captain.

II POLICY

- A. The Sheriff shall assign commanders to Adult Detention Administration and Adult Detention Operations. The commanders will hold the rank of captain and manage the day-to-day operation, fiscal control, and personnel assignments of the Adult Detention Division.

III DEFINITIONS

- A. Adult Detention Administrative Captain: an administrator who holds the rank of captain and is responsible for the overall management of the Bureau of Administrative Services, Re-Entry & Enhanced Alternative to Custody Training (REACT) Facility, Programs, Jail Alternatives, Court Holding, Court, service, Information Technology, Booking, and Clerical support.
- B. Adult Detention Operation Captain: an administrator who holds the rank of captain and is responsible for the overall management of the Sheriff Detention Center East & West, Minimum Housing 1&2, Support Services, and Transition.

IV PROCEDURE

- A. The commanders are charged with interpreting and implementing department policy and procedure. The commander shall also establish, review, and revise policy and procedure to ensure operations are safe, efficient, and in compliance with State and Federal Laws.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.03 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Facility Commanders	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The policy aims to establish positional authority and assignment requirements for the Adult Detention Facility Commanders.

II POLICY

- A. Administrators holding the rank of lieutenant shall manage the Stanislaus County Adult Detention facilities and specialized units throughout the division. Each administrator shall be appointed by the Sheriff and subordinate to the Division Commander and other superiors designated by the policy.
- B. Assignment to or transfer from the position of Facility Commander is at the discretion of the Adult Detention Division Commander and the Sheriff.
- C. The Sheriff's Executive Team, Stanislaus County Personnel Department, and the Human Resources Department shall determine the qualifications required for this classification and the Sheriff will approve the final appointment. The Sheriff and Executive Team shall develop the recruitment process to attract and retain the most qualified individuals for this classification.
- D. Facility commanders will have primary authority and responsibility for operational control in their specific area of responsibility. This authority shall also include staffing assignments, program development, personnel supervision, maintenance, and auxiliary Incarcerated person services.

III DEFINITIONS

- A. Facility Commander: For this manual's purpose, facility commander shall refer to staff holding the rank of lieutenant and having managerial authority over a specific group of supervisors and employees relating to a specific unit or facility.

IV PROCEDURE

- A. Adult Detention Commander Assignments:
1. SDC West Commander
 2. SDC East Commander
 3. REACT Commander
 4. Minimum Housing Unit 1 & 2 Commander
 5. BAS Commander
 6. Jail Alternatives & Incarcerated person Programs

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.03 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Facility Commanders	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

7. Transition - Sheriff's Projects/Jail Expansion

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.04 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Bureau of Administrative Services (BAS) Commander	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of the policy is to establish positional authority and assignment requirements for the Bureau of Administrative Services (BAS) Commander.

II POLICY

- A. The Bureau of Administrative Services (BAS) Unit will be primarily directed by a single administrator holding the rank of lieutenant and appointed by the Sheriff. This manager shall be subordinate to the Adult Detention Administration Captain and such other superiors as designated by the policy.
 - 1. The Sheriff and Adult Detention Administration Captain may also organize the managerial authority of the BAS Unit with additional commanders to manage specialized units, functions, or projects.

III DEFINITIONS

- A. Bureau of Administrative Services Commander: an administrator who holds the rank of lieutenant and is appointed by the Sheriff.

IV PROCEDURE

- A. Assignment to or transfer from the position of BAS Commander will be at the discretion of the Adult Detention Division Commander and the Sheriff.
- B. The Sheriff's Executive Team, Stanislaus County Personnel Department, and the Human Resources Department shall determine the qualifications required for this classification and the Sheriff will approve the final appointment. The Sheriff and Executive Team shall develop the recruitment process to attract and retain the most qualified individuals for this classification. Assignment duration will be determined at the discretion of the Adult Detention Administration Captain and by the direction of the Sheriff.
- C. The BAS Commander will have primary authority and responsibility for:
 - 1. Coordinating department training and facility training
 - 2. Scheduling
 - 3. The Classification Unit
 - 4. Title 15 and Title 24 compliance
 - 5. PREA

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-02.04 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Bureau of Administrative Services (BAS) Commander	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

- 6. K-9 Unit
 - 7. Correction Investigation Unit (CIU)
 - 8. The development and revision of policy and procedures
- D. The BAS Commander will also address specific projects and challenges pertaining to the Adult Detention Division as directed. The BAS Commander is subordinate to the Division Commander and such other authorities as designated by the policy.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-03.01 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Fiscal Management	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding the preparation and administration of the Adult Detention Budget.

II POLICY

- A. Stanislaus County is a general law county, i.e., its organization and functions are enumerated in the State Constitution. An elected board of 5 supervisors makes up the governing body for Stanislaus County. Among many of the Board's responsibilities are enacting ordinances, and resolutions, approving contracts, setting employee salaries, adopting the budget, and levying taxes.
- B. The Board appoints a County Chief Executive Officer (CEO). The CEO directs and coordinates the work of county departments where the department head is appointed and puts into action rules and regulations on county policy, and county budget, and establishes as well as enforces personnel policies and practices.
- C. The Board has control, by statute and ordinance, of the Sheriff-Coroner's Department Budget. The Adult Detention Administration Captain and Sheriff's Business Manager prepare and administer the division's annual budget. The commander will develop strategies to accomplish any mandates prescribed by the Sheriff, County Board of Supervisors, CEO, and any applicable laws or judicial rulings. Fiscal expenditures shall relate directly to the budget as approved by the County Board of Supervisors.

III DEFINITIONS

- A. Appropriation: an authorization granted by the Board of Supervisors to make expenditures and appropriations.
- B. Budget Unit: the organizational level to which appropriations are made.
- C. Encumbrance: obligations that are chargeable to an appropriation and for which a part of the appropriation is reserved (utilities, monthly services, staffing, etc.).
- D. Expenditure: recognition of the delivery of goods or services. During the fiscal year expenditures are recognized when the cash disbursement occurs.
- E. Fixed Asset: furniture or equipment costing \$1,000 or more and having an estimated useful life of 3 or more years.
- F. Revenue: the obligation of an outside party to transmit money to the County. Throughout the fiscal year, cash collected from various sources produces revenue.
- G. Sub-object: a secondary classification of an encumbrance or expenditure, which describes what is purchased by that charge.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-03.01 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Fiscal Management	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

IV PROCEDURE

- A. The CEO establishes budget targets based on estimated available financial resources, personnel requirements, services, and programs. These factors are then developed by each department to meet the CEO's targets. The CEO evaluates each department's program, fiscal data, and estimated available financial resources to determine their recommended funding levels.
- B. Final recommended budgets are submitted to the board by the CEO once all department head meetings are complete. Following several public hearings before the finance committee and the full board, the budget is then adopted.
 1. County revenue comes from five main sources:
 - a. Property Tax
 - b. State Aid
 - c. Federal Aid
 - d. Charges for services, i.e., fees collected for various road, community development, and general services projects performed by the county.
 - e. Fines, Licenses, and Permits

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-03.02 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Security of Funds	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures and security controls regarding funds and the accepting and releasing of money.

II POLICY

- A. Unless authorized by the Facility Commander, individuals will not be allowed to release money except within the first 24 hours after booking. If approved, the individual must release all of their money.
1. Money cannot be transferred from one individual's account to another individual's account.
 2. An individual's money will not be released to persons who have been incarcerated within 30 days.
 3. All money found on an individual after returning from a visit, work crew, or at any time during incarceration will be confiscated and may be deposited into the Stanislaus County General Fund.
- B. In the event the Touch-Pay System is down, and a debit card cannot be loaded, a written check will be issued to the individual who is being released.
1. The releasing supervisor will process the pre-signed check by using the ICJIS check printer. The record of the individual's transaction is stored in ICJIS under the incarcerated person's account.
 2. The shift supervisor will deliver the check to the releasing deputy who will verify the funds before release.

III DEFINITIONS

IV PROCEDURE

- A. Individuals released to prison or an out of county agency having funds on their books require a check to be processed in place of a debit card. If the individual is released to an out of county agency, a check will be given to the individual, not the agency.

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1. Individual checks will be processed for the California Department of Corrections & Rehabilitation (CDCR) for individuals transferred to a California State Prison.
 2. When a void check is processed, the check, along with the individual's information, (could be a copy of the release) is sent to the facility's administration.
 3. In the event the ICJIS check-writing printer has technical issues, the releasing supervisor will use the pre-signed checkbook located in the facility's administration office.
- B. Anyone, including the individual, may post cash in the amount of bail or fine set.
1. Custodial personnel accepting the cash bail will complete the ICJIS Bail/Fine Receipt in its entirety, including the address of the "payer".
 - a. The courts require the "payer" address to return the bail/fine money in the event it is not forfeited.
 2. The "payer" will be presented with an ICJIS receipt for the cash bail amount.
 3. Certified checks in the exact amount of the bail/fine may be accepted in lieu of cash.
 - a. If the individual is in custody on a local charge the certified check is made payable to the Stanislaus County Superior Court.
 - b. If the arrest charge is from another California County, the certified check is made payable to the current Stanislaus County Sheriff-Coroner.
 4. Cash bail is not accepted for arrests where the charge originated from an agency out of the State of California.

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CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 05/01/19
SECTION: Touch Pay	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 166.4, 815, 821, 822, 825, 1203.2, 1300, 1301, 1551, 2910, 3000, 3056, 3454, 3455	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for Touch Pay.

II POLICY

- A. Funds may only be placed on an individual's money account via the Touch-Pay System.
1. Cash, certified checks, cashier's checks, and money orders are not accepted through the mail and will be placed in the individual's property or returned to the sender if received via mail.

III DEFINITIONS

IV PROCEDURE

- A. Incarcerated person's Touch-Pay debit cards and unused Touch-Pay debit cards will be stored in a lockbox located inside the Shift Sergeant's office.
1. Only the assigned shift supervisor will have access to the lockbox and lockbox key.
 2. The lockbox will be kept closed and locked. The key is to be secured when not in use.
 3. The incarcerated person's funds pre-signed checkbook will remain secured in the Shift Sergeant's office, or at a location designated by the Facility commander.
 - a. In an effort to prevent fraud, all pre-signed checks will be processed using the check-writing machines located in the Shift Sergeant's office.
 4. Empty Touch-Pay debit cards shall be secured in a specified location within the facility.
 5. Voided Touch-Pay debit cards will be sent to the facility administrative assistant with a written explanation attached.
 6. The maximum amount that can be loaded onto a debit card is \$9,500.00.
 - a. A check is to be created for any individual who is scheduled to be released with a fund balance of more than \$9,500.00.
 - b. As required by law; any debit card loaded for \$9,000.00 or check for \$9,500.01, requires completion of the Large Dollar Transaction Form. All fields on the form must be complete

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with all required information including the EIN# 946000540. This form is located in the Shift Sergeant's office.

7. When an individual is processed for release, the releasing deputy is provided a pre-loaded Touch-Pay debit card by the Shift Sergeant.
 - a. The releasing deputy will verify the individual's release funds match the printed receipt for the card.
 - b. The shift supervisor will clear each release and load a debit card if warranted.
 - c. The shift supervisor will print out 2 copies of the touch pay receipt.
 - i. One copy is to be attached to the individual's booking sheet.
 - ii. The second copy is to be given to the individual being released.
 - d. The shift supervisor will sign the card log and verify that the corresponding card matches the log.
 - i. The administrative assistant will audit debit cards on a regular basis and report findings to the Facility Commander and finance department.
8. Touch pay is interactive with the Stanislaus Sheriff Criminal Justice Information System (ICJIS). All incarcerated person account transactions, name, booking number, and Touch Pay card numbers are stored in the ICJIS system.
9. The following information is needed to fund an account:
 - a. Facility Locator No. 295354
 - i. Stanislaus County, CA
 - ii. Individual's Booking Number
 - iii. Individual's Name
10. The Touch-pay System accepts Visa, MasterCard, debit cards, electronic checks, and cash via the kiosk only.
 - a. There are three ways to place funds in an account:

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- i. Kiosk: United States currency may be deposited on an individual's account in the lobby of the Sheriff's Detention Center, Public Safety Center, or REACT Facility.
- ii. Telephone: to deposit money via telephone; Visa, MasterCard, debit card, or personal checking account information is required. Call 1-866-232-1899 toll-free and follow the voice prompts. Upon completing the transaction, the individual will receive a confirmation number.
- iii. Internet: to deposit money via the internet; Visa, MasterCard, debit card, or personal checking account information is required.

Go to <http://payments.touchpaydirect.net> and follow the on-screen prompts. Upon completion of the transaction, the individual will receive a confirmation number via email.

11. There is a convenience fee to use this system. Billing or checking account statements will show Touch-Pay Direct or Correctional Payment Services as the payee.

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CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Security & Confidentiality of Incarcerated Persons Records & Information	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 13000 GOV: 6254 (f) CCR MJS 15: 1041	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding the security and confidentiality of individual incarcerated persons' records, systems, and the release of information.

II POLICY

- A. All incarcerated persons' records are confidential. The release of any incarcerated person's information will be governed by a need to know as well as the right to know. This policy applies to the information contained in the incarcerated persons' booking record, classification file, phone and visiting systems/records, and the information stored in the Integrated Criminal Justice Information System (ICJIS) database.
- B. Each facility shall maintain an individual incarcerated person's record (booking pouch) for each incarcerated person housed within that specific facility. The individual incarcerated person's record shall consist of:
1. Intake information, personal property receipts, commitment papers, court orders, and requests.
 2. Reports of disciplinary action taken.
 3. Medical orders issued by a physician and staff response.
 4. Non-medical information regarding disabilities and other limitations.
- C. The PREA Coordinator shall collect accurate, uniform data for every allegation of sexual abuse at all the Sheriff's detention facilities and from other facilities with which the Sheriff contracts for the confinement of Stanislaus County incarcerated persons. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1).
- D. Classification records frequently contain privileged information and must be separate from custody records as required by California Government Code 6254 (f). In order to safeguard legally privileged or confidential information, personnel other than classification officers or Shift Supervisors must have the approval of the Facility Commander before obtaining any information from classification files.

III DEFINITIONS

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IV PROCEDURE

- A. The security of tangible records is strictly maintained. No department member, volunteer, or contract employee will teach any unauthorized person the operation of the ICJIS Computer System.
 1. No incarcerated persons (including incarcerated person workers) will be allowed in any area having a computer terminal unless accompanied by staff.
 2. Incarcerated persons' records are to be kept in a secure storage room, which is not accessible to incarcerated persons. At no time will an incarcerated person be allowed to review official records.

- B. Each computer terminal will have the ability to access information through the ICJIS system. Staff is approved to access ICJIS for the purpose of completing a task that is relevant to their assignment and consistent with a law enforcement purpose. When staff has completed these tasks, they will log off of the system so no other staff can utilize their personal log-in information.
 1. At no time will an incarcerated person be allowed access to a staff computer or the ICJIS System.

- C. The information described below is considered to be public information and may be released to the public, except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation. All other information contained in the incarcerated person's jail record(s) is not for disclosure except with the Facility Commander's approval or the incarcerated person's written/signed release, excluding those covered by governmental privilege.
 1. Any public inquiry into the immigration status of an incarcerated person shall be referred to the ICE Public Information Line at (209) 547-3700 or (855) 448-6903.
 2. Only the following incarcerated person's information, based on the above criteria, may be released as public information:
 - a. The full name, date of birth, current address, and occupation of the person arrested.
 - b. The person's physical description including weight, height, gender identity, and color of eyes and hair.
 - c. Date and time of arrest and whether the charges are felony or misdemeanor offenses.

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- d. Name of the court having jurisdiction.
 - e. Date and time of booking.
 - f. Booking number and whether the individual is sentenced or un-sentenced.
 - g. Location of the arrest.
 - h. Release date.
3. Amount of bail set and next scheduled court appearance.
- a. Time and manner of release, if known, or location where the person is being held (facility only, not a unit or cell number).
 - b. All charges the subject is being held on including outstanding warrants and holds.
 - c. Arresting agency (not officer's name).
- D. The incarcerated person's telephone monitoring system can be used as an investigative tool to monitor for information that pertains to specific intelligence gathering.
- 1. No department member, volunteer, or contract employee will alter the phone system.
 - a. Problems with the phone system shall be reported immediately to the Information and Technology Unit (IT) or the incarcerated persons' phone system administrator.
 - 2. Custodial personnel, with supervisory approval only, will complete an access user agreement and be issued log-on information to monitor incarcerated persons' telephone calls.
 - 3. Outside agency investigators may monitor incarcerated persons' telephone calls. Outside investigators must complete an access user agreement to access and monitor the incarcerated persons' phone system for legitimate law enforcement purposes.
 - a. Any intelligence concerning any staff member or the safety of an incarcerated person, facility safety, or that contraband is being obtained by use of the incarcerated persons' telephone system will be reported immediately to a supervisor. The supervisor will forward the information to the appropriate department, commander, or individual.
- E. The Classification Unit will maintain a current and accurate case record (Classification File) for each incarcerated person housed within the adult detention system. Non-electronic records are also maintained in the classification office or other secure areas as specified by the BAS Commander.

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1. Access to the classification office is limited to authorized personnel only.
2. The classification office is to be always locked and no incarcerated persons shall enter this office unless under supervision.
3. Each supervisor is allowed access to maintain and input information into the case record.
4. Unless approved, staff will not have access to review or update classification records. Staff should inform their immediate supervisor when updates to a specific incarcerated person's file are required.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	1-03.06 GDP
CHAPTER 1: Administration, Organization, & Management	ISSUE DATE: 04/01/11
SECTION: Incarcerated Persons Welfare Fund/Commissary	REVISION DATE: 04/10/23
RELATED ORDERS: PC: 4025, 4026 CCR.MJS 15: 1066, 1245(a)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures describing the administration and facilitation of the Incarcerated person's Welfare Fund.

II POLICY

- A. Incarcerated person's Welfare Fund revenue is deposited with the Treasurer of Stanislaus County, who is encouraged to deposit, invest, or reinvest any part of the fund, over that deemed necessary for day-to-day operations. The interest accruing on such funds will be deposited in the Incarcerated person's Welfare Fund. The Incarcerated person's Welfare Fund is comprised of all amounts of money and property accrued through commissary store operations, telephone commissions, paid video visitation commissions, found cash not claimed, and donations.
1. Incarcerated persons Welfare Fund expenditures, except for routine replenishment of store stock, will be expended for the benefit, education, and welfare of individuals incarcerated within Stanislaus County.

III DEFINITIONS

- A. Indigent Incarcerated person: an indigent incarcerated person is defined as an individual with less than \$2.00 on their account and who has not deposited any funds into their account since confinement or for a period of seven days after their expenditures from their account have reduced the balance below \$2.00.

IV PROCEDURE

- A. The Sheriff-Coroner and the Incarcerated person's Welfare Committee administer the Incarcerated person's Welfare Fund, Commissary, and associated activities. Four voting members of the committee will constitute a quorum necessary to transact business. The chairman will only be a voting member in the absence of a facility commander to break a tie or to constitute a quorum.
- B. Due to the transient nature of the Incarcerated persons population, it is not practical to have Incarcerated person representation on the Incarcerated persons Welfare Fund Committee. To obtain Incarcerated persons' input; facility commanders will solicit suggestions from the Incarcerated persons population and bring them to the attention of the Incarcerated persons Welfare Fund Committee. The committee consists of the following:
1. Adult Detention Administrative Captain (Committee Chair)
 2. Facility Commander – REACT Facility (Incarcerated person Programs)
 3. Facility Commander – SDC East

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4. Facility Commander – SDC West
 5. Facility Commander – MHU 1 & 2
 6. Bureau of Administrative Services Commander
 7. The Sheriff's Business Manager
 8. A citizen appointed by the Sheriff
 9. A member of the Literacy Center will serve in an advisory capacity.
- C. The chair should call for a meeting of the Incarcerated persons Welfare Fund Committee quarterly. Special meetings may be called at any time deemed necessary by the chair of the committee to deal with pressing or priority issues. Minutes of each meeting will be maintained in the Incarcerated persons Welfare Fund file.
1. Duties and responsibilities of the Incarcerated persons Welfare Committee:
 - a. Meet once per quarter to discuss Incarcerated person's welfare business (four committee members are required to constitute a quorum)
 - b. Review prices charged and profit margin
 - c. Review and establish Incarcerated persons spending limits
 - d. Plan and recommend major expenditures over \$200.00 per unit cost.
 - e. Each February, review and recommend a budget to the Sheriff
 - f. Examine accounting practices and procedures
 2. Duties and responsibilities of the Business Manager:
 - a. Submit a monthly financial activity report to the committee members
 - b. Compiles data for the preparation of the annual budget for the committee's review
 3. Duties and responsibilities of the Custodial Account Clerk:
 - a. Act as the committee's secretary
 - b. Maintain the Incarcerated persons Welfare Fund capital equipment inventory

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- c. Maintain on file copies of all incarcerated person's purchase orders charged to the Incarcerated person's Welfare Fund
 - d. Oversee all the jail commissary store purchases.
- D. During February of each year, an itemized report of all Incarcerated persons Welfare Fund expenditures covering the previous fiscal year will be prepared by the Custodial Account Clerk or Sheriff's Business Manager. The report is submitted to the Sheriff for approval and transmission to the Stanislaus County Board of Supervisors.
1. A copy of this report will be posted in each facility and be made available to the public and Incarcerated persons by inclusion in the public information dissemination plan.
 2. Incarcerated persons Welfare Fund Revenue:
 - a. Each facility commander will be responsible for Incarcerated person's welfare property maintained within their facility
 - b. Vendors are directed to send the agreed-upon share of proceeds by check to the Business Manager who will deposit the proceeds with the County Treasurer
 - c. The County Auditor-Controller will maintain a monthly ledger account for the Incarcerated persons Welfare Fund and Commissary. The Incarcerated persons Welfare Committee Chairperson will review expenditures monthly
 - d. The County Auditor-Controller will audit the Incarcerated persons Welfare Fund annually to ensure compliance with standard accounting practices
 3. Incarcerated persons Welfare Fund income revenue generating operations:
 - a. Incarcerated persons Commissary Store
 - b. Confectionery, postage stamps, newspapers, and other vending machines were authorized
 - c. Incarcerated person's telephones and paid video visitation
 - i. Paid visitation is supplemental video visitation
 4. Incarcerated person's Welfare Fund expenditures are governed as follows:
 - a. Capital items (an item costing \$200.00 or more with a useful life of three years or more) must be authorized by the Incarcerated persons Welfare Fund Committee and approved by a majority

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- b. Expenditures over \$1,000.00 are reviewed and approved by the Incarcerated persons Welfare Fund Committee.
 - c. All requisitions for the routine replenishment of commissary store stock and the purchase of equipment and supplies must be approved by the Custodial Account Clerk.
 - d. The expenditure of Incarcerated person's welfare funds is authorized to provide for indigent incarcerated persons:
 - i. County transit tickets for transportation within the county/city.
 - ii. Essential clothing
- E. Commissary store operations: selected items approved by facility commanders, which are not available through the Commissary Store, may be made available via medical or chaplain services.
1. All Incarcerated person's funds are deposited into individual Incarcerated person's accounts. Incarcerated persons affect the transfer of funds to purchase commissary items by executing the withdrawal authorization on the commissary request form.
 2. Incarcerated persons are limited to a maximum commissary expenditure of \$75.00 per week not including phone cards.
 3. A commissary order form of all items is made available to Incarcerated persons, or a price list will be posted at each housing area.
 4. Prices charged in the store are established by the Custodial Account Clerk and approved by the Incarcerated persons Welfare Fund Committee. Adjustments may be made periodically, without notice, depending on inflation or vendor price increases. The Adult Detention Division Commander may authorize special sale prices to deplete inventory of slow-moving items.
 5. The Commissary Storekeeper replenishes store inventory by routine order or reorder. All items sold to the incarcerated person's population must be reviewed and approved by facility commanders.
- F. An Incarcerated person's Welfare Fund property inventory is maintained by the Custodial Account Clerk.
1. Incarcerated persons Welfare Fund property is used solely for the education and benefit/welfare of the Incarcerated persons.
 2. All capital items will be assigned a permanent Incarcerated persons Welfare Fund Number and entered into the Asset Inventory Log.
 3. Non-capital items which are durable in nature, such as calculators, office supplies, etc., will be

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assigned an Incarcerated persons Welfare Fund Number and entered into the Asset Inventory Log.

4. The Custodial Account Clerk will conduct an inventory of the tagged property annually. The Incarcerated persons Welfare Fund Committee will:
 - a. Examine and approve the inventory
 - b. Authorize the replacement of unserviceable items
 - c. Acknowledge the loss of any tagged items and report such loss to the Sheriff

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CHAPTER : Receiving & Release, Classification, and Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Receiving People & Transfers (General Process)	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1051, 1053, 1055, 1056, 1069, 1080, 1207, 1213 PC: 815, 853.6, 1269(C), 1300, 1301, 4004, 4015, 4019, 4030 GOV: 26640 W & I: 707.1	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish guidelines describing the general processes associated with receiving people and transfers.

II POLICY

- A. The Facility Commander shall ensure that all people and new arrivals are processed without unnecessary delay and in accordance with the law. All steps of the receiving process shall be accomplished for the good order of the facility. The receiving processes shall be performed in such a way that compliance is achieved with the following standards:
1. State of California and Federal Law
 2. California Code of Regulations, Minimum Jail Standards Title 15
 3. California Medical Association Standards for Health Services in Adult Detention Facilities
 4. The Americans with Disabilities Act (ADA)

III DEFINITIONS

- A. Disability: A physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.

IV PROCEDURE

- A. General Procedures to Receive People and Transfers:
1. Incoming vehicles with people or transfers will stop at the vehicle sally port gate and request entrance into the facility. The entrance and exit gates at the vehicle sally port shall remain secured at all times when not in use.
 - a. Staff assigned to central control will make every effort to establish identification before allowing access.
 - b. If needed, a deputy shall be sent to verify the identity of any person attempting to gain entry into the secure perimeter.

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2. Parking and Unloading: the vehicle's engine must be turned off and the ignition keys removed once the vehicle has been parked for the purpose of unloading incarcerated person transfers.
 - a. Staff shall make every effort to make certain that no incarcerated persons are left unattended in any county vehicle.
3. Securing Weapons: before entering a facility, all firearms not secured inside the vehicle's lockbox, gun rack, or trunk will be secured inside one of the facility gun lockers.
4. Processing: all individuals shall be processed in accordance with policy. Thorough searches of the individual and their property should occur before entry into the facility.
 - a. Complete a thorough search of the individual and their possessions as well as the disposition of their personal property. (Reference 9-03.03, Searches by Stage of Custody – Unclothed Searches)
 - b. Verify authority to detain. Ensure the probable cause declaration is complete and the individual can legally be committed to the facility.
 - c. Identify any drug or alcohol use and intoxication problems during medical, dental, and mental health screening.
 - i. Screen all individuals for suicidal tendencies.
 - ii. Screen all individuals in accordance with PREA regulations.
 - d. Provide assistance and accommodation to incarcerated persons who require special care due to a disability including, but not limited to access and use of wheelchairs, walkers, and the TTY phone system.
 - e. Screen all individuals for classification status and criminal history.
 - f. Provide information regarding incarcerated persons' rules and where they are posted.
 - g. Access to telephone calls.
 - iii. Access to TTY phone system for individuals with disabilities.

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5. Movement: incarcerated persons are to be moved by custodial personnel only.
6. Create the booking record:
 - a. Record personal data and information.
 - b. Enter charges.
 - i. The legal clerk is responsible for entering all court information in the ICJIS System. However, it shall be the responsibility of all members to be familiar with and understand how to process court paperwork, rebook slips and probable cause declarations, and update the DA Charges Screen in ICJIS if necessary.
 - c. Explanation of mail, visiting procedures, and medical requests.
 - d. Assistance to individuals in notifying their next of kin and families of admission.
 - e. Assignment of booking number.
7. Identification: photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics.
8. Access to shower and hygiene products, if necessary.
9. Dress in and issue clean clothing when the individual is assigned to a housing unit.
 - a. Take possession of personal clothing for storage and safe keeping.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/18/12
SECTION: Screening People & Transfers	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 815, 853.6, 1269(C), 1300, 1301, 4004, 4015, 4019, 4030	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish a plan regarding the screening of people and transfers. Comprehensive health care services and classification screening are provided for the health and well-being of all individuals detained or transferred to the Stanislaus County Adult Detention facilities.

II POLICY

- A. Each facility shall have a written policy governing the admission of new arrivals. Staff shall make every effort to orientate new admissions by explaining each step in the receiving process. New arrivals are to be kept separate from the general jail population until processing is complete.
1. Classification and PREA screening of all new arrivals is completed by trained custodial personnel before issuing a housing assignment.
 - a. Eligibility for release is a factor in the screening process.
- B. Health screening shall be performed by licensed healthcare professionals and trained facility staff. A health inventory and communicable disease screening for each incarcerated person shall be completed within 14 days after admission into the facility. Health screening is a system of inquiry and observation designed to:
1. Prevent newly admitted persons, who pose a health or safety threat to themselves or others, from housing in the general jail population; and
 2. To rapidly identify and transport those persons in need of immediate health care.

III DEFINITIONS

- A. Trauma: is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.
- B. Disability: a physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.
- C. Gender expression: how gender is expressed through clothing, appearance, behavior, speech, etc.

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- D. Gender identity: a person's sense of being male, female, some combination of male or female, or neither male nor female.

IV PROCEDURE

- A. Screening procedures generally include the following:
1. Ensure the pre-booking probable cause declaration is complete.
 2. Verify the authority to detain and that the individual can legally be committed to the facility.
 3. Complete a thorough search of the individual and their possessions.
 4. Complete Short Form Classification Card screening.
 5. Identify drug or alcohol use or intoxication.
- B. Complete medical, dental, and mental health screening including suicide screening (Medical Pre-Screening Form).
- C. Complete PREA screening.
- D. Orientation Information:
1. Describe sick call procedures and medical care.
 2. Describe how incarcerated person rules are posted in housing areas.
 3. Explanation of mail and visiting procedures.
 4. Assist individuals in notifying their next of kin and families of admission.
 5. Access to make telephone calls.
- E. Assistance and accommodation to individuals who require special care due to a disability including but not limited to, access and use of wheelchairs, walkers, assisted listening devices, and the TTY phone system.
- F. Medical pre-screening shall minimally include the following:

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1. Inquiry into:
 - a. Current illness and health problems, including medical, dental, and communicable diseases (including sexually transmitted diseases).
 - b. Medications that are taken and special health requirements.
 - c. Use of alcohol and other drugs to include types and methods, amounts, frequency, date or time of last use, and a history of problems which may have occurred after ceasing use (for example seizures);
 - d. History or appearance of suspected mental illness, including suicidal ideation or behavior.
 - e. Appearance or history of any developmental disability.
 - f. Appearance of any physical disability.
 - g. History of gynecological problems, the possibility of current pregnancy, and present use of birth control (Menstruating person).
2. Observation of:
 - a. Behavior, which includes state of consciousness, mental status, appearance, conduct, tremors, and sweating.
 - b. Body deformities and ease of movement.
 - c. Condition of skin including trauma markings, bruises, lesions, jaundice, rashes and infestations, needle marks, or other indications of drug abuse.
 - d. Slowness in speech or lack of comprehension of questions suggestive of developmental disabilities.
 - e. Physical disability.
3. Disposition:
 - a. Referral to an appropriate facility for emergency health care service; or

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- b. Placement in the general incarcerated person population and later referral to an appropriate health care service; or
 - c. Clearance for housing; Isolation or special observation in the facility.
- 4. Health inventory and communicable disease screening minimally include the following:
 - a. Review of screening information.
 - b. Recording of temperature, pulse, respiration, blood pressure, height, and weight.
 - c. Testing for tuberculosis is required.
 - i. Screening for other communicable diseases shall be determined by the medical provider in consultation with the Stanislaus County Health Officer.
 - d. Completion of a gender-specific health history form.
 - i. The history should include, at a minimum: prior illnesses, operations, injuries, medications, allergies, systems review, family history, substance abuse, and risk factors for sexually transmitted diseases.
- 5. A health inventory follow-up minimally includes:
 - a. Approval of forms by the medical provider.
 - b. Health history and vital signs are recorded by licensed or certified health personnel.
 - i. Any positive findings are compiled into a problem list.
 - ii. The medical provider creates an action plan to address any issues.
 - iii. Conditions requiring further evaluation or treatment are referred to an appropriate source of clinical care.
 - c. Upon completion, the health inventory and action plan are reviewed and approved by the responsible physician.

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G. Classification/PREA screening for appropriate placement:

1. Initial Screening:

- a. All individuals shall be assessed for their risk of being sexually abused or sexually abusive towards other individuals during the screening process.
- b. All individuals shall be re-screened before transfer to another facility.
- c. An individual may not be disciplined for refusing to answer particular questions or for not disclosing complete information.
- d. If an individual discloses prior sexual victimization or predatory behavior, whether it occurred in an institutional setting or the community, staff shall ensure the classification deputy is notified.
- e. Classification completes an initial PREA Assessment Form and ensures the individual is offered a follow-up referral with medical or mental health staff.
- f. This procedure shall also apply to incarcerated person transfers.

2. Follow-up screening and certain yes answers:

- a. Classification will re-screen individuals within 30 days of arrival. Individuals shall also be re-screened due to a referral, staff request, or incident of sexual victimization.
- b. Classification is responsible for housing assignments.
- c. Classification shall be immediately notified in the following circumstances:
 - i. If the staff has a significant concern that an individual may have or has been subject to sexual victimization.
 - ii. If an individual displays predatory behavior.

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SECTION: Consular Notification	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 834 (c)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish a procedure regarding consular notification according to 834 (c) PC.

II POLICY

- A. When a foreign national is detained, the individual must be advised of their right to have a foreign embassy or consulate notified according to 834 (c) PC.
1. The foreign national has the option to have a consular representative notified of their detainment or not if the foreign national's country of origin is not on the mandatory notification list.
 2. If the foreign national's country of origin is on the mandatory notification list; the nearest foreign embassy or consulate must be notified without delay of the individual's detainment, regardless of any request not to notify.
- B. Consular Officials are entitled to provide consular assistance to detained foreign nationals. Consular Officials have the right to visit foreign nationals during established visiting hours (professional visiting), correspond with them, and arrange legal representation for them.

III DEFINITIONS

- A. Foreign National: anyone who is not a United States citizen.

IV PROCEDURE

- A. Consular Notification:
1. In the absence of other identifying information, while determining the foreign national's country of origin, assume this is the country on the subject's passport or another travel document.
 2. The foreign national's country of origin is not on the mandatory notification list:
 - a. Immediately offer to notify the foreign national's foreign embassy or consulate regarding their detainment.
 - i. The clerk will note the individual's response in the memo line of the DA Charge Screen. The entry shall be dated and initialed by the clerk.

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- b. If the foreign national asks that consular notification be given; notify the nearest foreign embassy or consulate for the individual's country of origin without delay.
 - i. Find the notification form on Page 5 of the Consular Notification and Information Guide. Additional information can be located at the following website: <https://travel.state.gov/content/travel/en/consularnotification.html>
 - ii. Consular Notification & Access (CNA) U.S. Department of State CA/P SA-17, 12th Floor Washington, DC 20522-1712 Telephone: (202) 485-7703 Email: consnot@state.gov
 - iii. Urgent telephone inquiries after regular business hours (8 a.m. to 5 p.m. Eastern) may be directed to the Department's Operations Center at (202) 647-1512.
 - c. Notify the shift supervisor of all requests for consular notification before notification is made.
 - d. A copy of the notification form is kept in the individual's booking pouch.
3. If the foreign national's country of origin is on the mandatory notification list:
- a. Mandatory Notification Countries and Jurisdictions (refer to the Consular Notification and Information Guide for additional information):
 - i. Albania
 - ii. Algeria
 - iii. Antigua and Barbuda
 - iv. Armenia
 - v. Azerbaijan
 - vi. Bahamas
 - vii. Barbados
 - viii. Belarus
 - ix. Belize
 - x. Brunei
 - xi. Bulgaria
 - xii. China (including Hong Kong and Macau)
 - xiii. Costa Rica
 - xiv. Cyprus
 - xv. Czech Republic
 - xvi. Dominica
 - xvii. Fiji
 - xviii. Gambia

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- xix. Georgia
- xx. Ghana
- xxi. Grenada
- xxii. Guyana
- xxiii. Hungary
- xxiv. Jamaica
- xxv. Kazakhstan
- xxvi. Kiribati
- xxvii. Kuwait
- xxviii. Kyrgyzstan
- xxix. Malaysia
- xxx. Malta
- xxxi. Mauritius
- xxxii. Moldova
- xxxiii. Nigeria
- xxxiv. Philippines
- xxxv. Poland (non-permanent residents only)
- xxxvi. Romania
- xxxvii. Russia
- xxxviii. Saint Kitts and Nevis
- xxxix. Saint Lucia
 - xl. Saint Vincent and the Grenadines
 - xli. Seychelles
 - xlii. Sierra Leone
 - xliiii. Singapore
 - xliv. Slovakia
 - xlv. Tajikistan
 - xlvi. Tanzania
 - xlvii. Tonga
 - xlviii. Trinidad and Tobago
 - xliv. Tunisia
 - l. Turkmenistan
 - li. Tuvalu
 - lii. Ukraine
 - liiii. United Kingdom
 - liv. Uzbekistan
 - lv. Zambia
 - lvi. Zimbabwe

4. Immediately notify the nearest foreign embassy or consulate office for the individual's county of origin.

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- a. Find the notification form on Page 5 of the Consular Notification and Information Guide. Additional information can be located at the following website: <https://travel.state.gov/content/travel/en/consularnotification.html>
 - b. Consular Notification & Access (CNA) U.S. Department of State CA/P SA-17, 12th Floor Washington, DC 20522-1712 Telephone: (202) 485-7703 Email: consnot@state.gov
 - c. Urgent telephone inquiries after regular business hours (8 a.m. to 5 p.m. Eastern) may be directed to the Department's Operations Center at (202) 647-1512.
 - i. Inform the individual that notification is being made.
 - ii. The booking clerk will note, in the memo section on the DA Charge Screen, that notification was made. The entry shall be dated and initialed by the clerk.
 - iii. Notify the shift supervisor of all requests for consular notification before notification is made.
 - iv. A copy of the notification form is kept in the individual's booking pouch.
5. Information is posted notifying the foreign national of their right to have consular officials notified.
 - a. The Information is printed in 13 different languages commonly used by foreign nationals in the United States.
 - b. Information is posted in booking, dayrooms, and other common areas accessed by incarcerated persons.
 - c. Translations of this information may also be found on pages 25 through 46 of the Consular Notification and Information Guide.
 6. Consular officials must be notified in the event of a foreign national's death while in custody.

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SECTION: Compliance with the California Values Act SB 54 and Related I.C.E. Laws and Regulations	REVISION DATE: 07/27/23	
RELATED ORDERS: PC: 1192.7, 457.1, 872, 667.5, 290, 667(d) & Title 8: 287.7 W&I: 707 (b) & GOV: 7283, 7283.1, 7283.2, 7284.6 CVC: 20001 (c) & SCSO Policy Manual: 428	ADMINISTRATIVELY APPROVED ANNUALLY	

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish guidelines for compliance with the California Values Act SB 54 and related statutes, concerning responsibilities associated with immigration law, including cooperation with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) or other federal agencies, regarding persons arrested and booked into the custody of the Stanislaus County Sheriff and other departmental operations.

II POLICY

- A. It is the policy of the Stanislaus County Sheriff's Department to comply with California law governing law enforcement's ability to interact and cooperate with federal immigration officers.
- B. The discretion of California law enforcement agencies to participate in immigration-related activities is limited by SB 54 in the following ways:
- C. Prohibits the use of resources to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, including:
 1. Inquire about an individual's immigration status.
 2. Detain an individual based on a hold request.
 3. Provide information on a person's release date, unless that information is available to the public or in accordance with the provisions of California law.
 4. Provide personal information as defined in Section 1798.3 of the Civil Code, including home or work address unless that information is available to the public. "Personal information" means any information that is maintained by the department that identifies or describes an individual, including, but not limited to, their name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history including statements made by, or attributed to, the individual.
 5. Making or intentionally participating in arrests based on civil immigration warrants, which means any warrant for a violation of federal civil immigration law and includes civil immigration warrants entered in the National Crime Information Center database; and
 6. Assisting immigration authorities in civil immigration enforcement.
 7. Perform functions of immigration authorities.

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8. Place Peace Officers under the supervision of immigration authorities or employ them for purposes of immigration enforcement.
 9. Use immigration authorities as interpreters for law enforcement matters.
 10. Members of this department may not transfer an individual in department custody to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or as otherwise set forth herein. (See Appendices I, II, III, and IV).
 11. Provide office space exclusively dedicated to immigration authorities.
 12. Contract with the federal government to house detainees for purposes of civil immigration custody except as provided under California law.
- D. Members of the department are not prohibited from the following:
1. Responding to a request from immigration authorities about a specific person's criminal history accessed through CLIPS.
 2. Giving immigration authorities access to interview a person in custody in compliance with the law.
- E. All law enforcement agencies are required to report statistics on all individuals transferred to immigration authorities in accordance with the law; requiring the agency to report to the California Department of Justice the number of transfers it makes in a calendar year, as well as the offense that allowed for the transfer.
- F. The law requires that a person not be held in custody solely based on an immigration detainer if he or she is otherwise eligible for release from criminal custody and the continued detention of the individual based on the immigration detainer or hold would not violate any federal, state, or local law or any local policy. To place a no-bail hold/detainer one of the following exceptions must apply:
1. The individual is arrested and taken before a magistrate on a charge involving a serious or violent felony, as identified in subdivision (c) of Section 1192.7 or subdivision (c) of Section 667.5 of the Penal Code, a felony punishable by imprisonment in state prison, or any felony listed in paragraph (2) or (3) other than domestic violence, and the magistrate makes a finding of probable cause as to that charge pursuant to Section 872 of the Penal Code.
 - a. A serious felony is defined as any of the offenses listed in subdivision (c) of Section 1192.7

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of the Penal Code and any offense committed in another state which, if committed in California, would be punishable as a serious felony as defined by subdivision (c) of Section 1192.7 of the Penal Code. (See APPENDIX I).

- b. A violent felony is defined as any of the offenses listed in subdivision (c) of Section 667.5 of the Penal Code and any offense committed in another state which, if committed in California, would be punishable as a violent felony as defined by subdivision (c) of Section 667.5 of the Penal Code. (See APPENDIX II).
2. The individual has been convicted of a serious or violent felony according to a criminal background check or documentation provided to the law enforcement official by a federal agency. (See APPENDIX I and II).
 3. Individuals that have any conviction or prior conviction for which the person is required to register as a sex offender pursuant to PC 290 or are currently registered on the California Sex and Arson Registry.
 4. Other factors as outlined in California law. (See APPENDIX III).
 5. California law requires the following rules and charges to apply when determining qualification for SB54. If the convictions are when the arrestee was a juvenile, at the time they committed the offense, the arrestee does not qualify for SB54 unless the following criteria are met:
 - a. The juvenile was 16 years of age or older at the time they committed the prior offense.
 - b. The prior offense is listed in subdivision (b) of Section 707 of the Welfare and Institutions Code. (See APPENDIX IV).

III DEFINITIONS

- A. Civil immigration warrant: means any warrant for a violation of federal civil immigration law, and includes civil immigration warrants entered in the National Crime Information Center database.
- B. Conviction: shall have the same meaning as subdivision (d) of Section 667 of the Penal Code.
- C. Eligible for Release from Criminal Custody: an incarcerated person may be released from criminal custody because one of the following conditions has occurred:
 1. All criminal charges against the incarcerated persons have been dropped or dismissed.
 2. The incarcerated person has been acquitted of all criminal charges filed against him or her.

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3. The incarcerated persons have served all the time required for their sentence.
 4. The incarcerated persons have posted a bond.
 5. The incarcerated persons are otherwise eligible for release under state or local law, or local policy.
- D. Law Enforcement Official: any local agency or officer of a local agency authorized to enforce criminal statutes, regulations, or local ordinances or to operate jails or to maintain custody of individuals in jails, and any person or local agency authorized to operate juvenile detention facilities or to maintain custody of individuals in juvenile detention facilities.
- E. Local Agency: any city, county, city and county, special district, or other political subdivision of the state.
- F. No Bail Hold: indicates an incarcerated person has an SB 54 exception due to prior conviction or that a judge has determined the incarcerated person will be "held to answer" or becomes convicted on current SB 54 exception charges.
- G. Zero Bail Hold: indicates an incarcerated person has SB 54 exception charges pending while waiting for a judge to determine if the incarcerated person will be held to answer. (Preliminary Hearing)
- H. Hold Request, Notification Request, and Transfer Request: have the same meanings as provided in Section 7283 of the Government Code.
- I. Hold Request: means a federal Immigration and Customs Enforcement (ICE) request that a local law enforcement agency maintain custody of an individual currently in its custody beyond the time they would otherwise be eligible for release in order to facilitate transfer to ICE and includes, but is not limited to, Department of Homeland Security (DHS) Form I-247D.
1. Notification Request: this means an Immigration and Customs Enforcement request that a local law enforcement agency informs ICE of the release date and time in advance of the public of an individual in its custody and includes, but is not limited to, DHS Form I-247N.
 2. Transfer Request: means an Immigration and Customs Enforcement request that a local law enforcement agency facilitates the transfer of an individual in its custody to ICE, and includes, but is not limited to, DHS Form I-247X.
 3. Hold, Notification, and Transfer Requests: include requests issued by the United States Immigration and Customs Enforcement or the United States Customs and Border Protection as well as any other immigration authorities.

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- J. Joint Law Enforcement Task Force: means at least one California law enforcement agency collaborating, engaging, or partnering with at least one federal law enforcement agency in investigating federal or state crimes.
- K. Immigration Enforcement: includes any efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry, or reentry to, or employment in, the United States.
- L. Judicial Warrant: means a warrant based on probable cause for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge that authorizes a law enforcement officer to arrest and take into custody the person who is the subject of the warrant.
- M. Judicial Probable Cause Determination: means a determination made by a federal judge or federal magistrate judge that probable cause exists that an individual has violated federal criminal immigration law and that authorizes a law enforcement officer to arrest and take into custody the individual.

IV PROCEDURE

- A. Members of the department shall not restrict access to any educational or rehabilitative programming or credit-earning opportunity on the sole basis of citizenship or immigration status to include, but not limited to:
 - 1. Whether the person is in removal proceedings; or
 - 2. Immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the individual.
- B. Members of the department shall not consider citizenship and immigration status as a factor in determining a person's custodial classification level to include, but not limited to:
 - 1. whether the person is in removal proceedings; or
 - 2. Immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the individual.
- C. Release of information:
 - 1. All Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) inquiries will be subject to guidelines outlined in California law. To ensure uniform compliance with these laws, all DHS and ICE inquiries will be directed to the on-duty shift sergeant. The shift sergeant will ensure the criteria specified in the California Values

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Act are met before disclosing information to DHS or ICE agents.

2. Receipt of a DHS, Voluntary Notification of Release of Suspected Priority Alien (Form I-247N), or Immigration Detainer Notice of Action (Form I-247A), provided by federal authorities, shall be treated as a request to inform DHS/ICE when a person is imminently going to be released from custody. Such information may be provided to federal authorities if made available to the public on the department's web page and/or as public information. If the information has not been made publicly available, the information may only be released to federal authorities if it complies with the California Values Act, which requires a conviction for the crimes and under the criteria outlined in Appendices I, II, III, and IV.
3. Incarcerated persons' release date information may be provided if that information is available to the public. Responding to requests for notifications or providing other information may be provided including, but not limited to:
 - a. Cases in which the individual has been convicted of a felony punishable by imprisonment in state prison.
 - b. Conviction of a serious or violent felony as identified in subdivision (c) of Section 1192.7 or subdivision (c) of Section 667.5 of the Penal Code.
 - c. In cases in which the individual is arrested and taken before a magistrate on a charge involving a serious or violent felony, as identified in subdivision (c) of Section 1192.7 or subdivision (c) of Section 667.5 of the Penal Code.
 - d. The magistrate makes a finding of probable cause as to that charge pursuant to Section 872 of the Penal Code and the remaining factors outlined in Appendix III.
4. Requested information cannot be provided to DHS/ICE except as in compliance with this policy. Information cannot be provided to DHS/ICE for individuals arrested, detained, or convicted of misdemeanors that were previously felonies, or were previously crimes punishable as either misdemeanors or felonies before the passage of the Safe Neighborhoods and Schools Act of 2014 as it amended the Penal Code unless that information has been made available on the department's web page and or as public information.

D. Release of Incarcerated persons:

1. An incarcerated person shall not be held in custody after the incarcerated person has become eligible for release solely based on an immigration hold:
 - a. The incarcerated persons shall not be held past their release date: including but not limited to, early, calculated, or forecasted release date.

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- b. The incarcerated persons shall not be held longer than the reasonable amount of time necessary to prepare release documents, consistent with any other incarcerated persons' release.
 - c. A federal agency may be notified of the pending release.
 - 2. The Stanislaus County Sheriff's Department shall prepare a report which shall be sent annually to the Department of Justice, in a manner specified by the Attorney General, listing the number of transfers of incarcerated persons to federal custody. The report shall specify the offense that allowed for the transfer, in accordance with the criteria set forth herein.
- E. Public Records:
 - 1. Records relating to federal agency access include, but are not limited to:
 - a. Data maintained by the department regarding the number and demographic characteristics of individuals to whom the department has provided federal agency access.
 - b. The date access was provided.
 - c. Whether access was provided through a hold, transfer, or notification request or through other means.
 - 2. To the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, that information shall not be disclosed.
 - 3. Reporting Instructions for Values Act (Form BCIIS-SB54-2):
 - 4. The law requires that all law enforcement agencies are required to report statistics on all individuals transferred to federal authorities. All law enforcement agencies are required to report the following information:
 - a. Date: the date the reporting form was submitted.
 - b. Submitting Agency ORI and Name: provide the ORI and name of the agency.

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- c. Number of Transfers by Offense Code: indicates the number of transfers to federal authorities by offense code that allowed for the transfer. This is a summary count by offense, not individual records.
 - i. For example, if two individuals were arrested for arson and were subsequently transferred to ICE for immigration enforcement purposes, the agency should report 2 for the total number of transfers and Penal Code section 451, subdivision (a) for the code section. This is not limited to transfers made in response to transfer requests, as that term is defined in Government Code Section 7283.
- a. Contact Information: indicate the name, phone number, and email of the person completing the form.

F. Placing a DHS/ICE Hold or Detainer:

1. Reference Appendices I, II, III, and IV
2. If a federal agency requests that a hold be placed on an incarcerated person, the legal clerk will:
 - a. Run a rap sheet using the CII#. If the rap comes back as "California Record Only," this is the only rap that needs to be run. If it comes back as a "Multi-Source Record," run a rap sheet using "H08" III NCIC inquiry criminal history, using the FBI#. This rap will include all states.
 - b. Scan through the rap sheets to see if the incarcerated person has ever been convicted of a violent or serious crime as defined in Section 1192.7(c) and Section 667.5(c) of the Penal Code; a conviction in which the incarcerated person is required to register as a sex or arson offender; or any prior conviction of a misdemeanor as specified in the Adult Detention Policy & Procedure Manual Chapter 2, Section 2-04.05 Pre-Trial Release, within the last five years that meet the criteria or any felony conviction that meets the criteria listed in this policy.
 - c. If the incarcerated persons do meet SB 54 requirements due to a prior conviction, place a no-bail ICE hold and make a notation in the memo section of the DA Charge Screen as to why the hold is being placed. Complete a Truth Act 2 Form, make a copy of the Truth Act form, and detainer for the incarcerated person. File the original Truth Act 2 form in the file cabinet in R&R
 - d. If the incarcerated persons have no prior convictions that meet SB 54 requirements but is currently arrested on a serious or violent charge as defined in section 1192.7(c) or section 667.5(c) of the Penal Code, place the ICE hold with a zero-bail amount and make a notation in the memo section on the DA Charge Screen as to why the hold is being placed. Complete a Truth Act 2 form, make a copy of the Truth Act form, and detainer for the incarcerated person. File the original Truth Act 2 form in the file cabinet in R&R

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- e. After a Judge determines the incarcerated persons will be held to answer on new eligible charges, the court clerk will change the zero bail ICE hold to a no-bail hold.
- f. If the incarcerated persons have no prior convictions or current charges that meet SB 54 requirements, the ICE detainer will not be added, and no hold will be placed. Place the ICE detainer in the file cabinet located in R&R
- g. Complete an ICE Notification Form for each incarcerated person when it has been determined the hold will be placed as no bail or zero bail. Then fax the ICE Notification Form to ICE at (209)547-3762 and place the original ICE Notification Form in the incarcerated person's pouch.

G. Court Proceedings:

1. If the incarcerated persons have a no bail ICE hold placed due to a prior conviction, and the current charges are dismissed or the incarcerated person is released on their own recognizance, time served, etc., federal authorities will be notified immediately. The incarcerated persons shall not be held longer than the reasonable amount of time necessary to prepare release documents, consistent with any other incarcerated persons' release.
2. If the incarcerated persons have a zero bail ICE hold due to current SB 54 requirements and are convicted on these charges or have been held to answer by a judge, the zero bail will be changed to a no bail ICE hold and a notation will be made on the DA Screen by the court clerk as to why the ICE hold bail amount has changed.
3. If the incarcerated persons have a zero bail ICE hold due to current SB 54 requirements only and the charges are dropped (discharged, dismissed, released OR), the ICE hold will be dropped, and the incarcerated persons will be released in accordance with current release procedures.
4. If the incarcerated persons have a no bail ICE hold due to current SB 54 requirements only and these charges are dropped (discharged or dismissed), the ICE hold will be dropped, and the incarcerated persons will be released in accordance with the current release procedures.
5. If the incarcerated persons have a no-bail ICE hold due to current SB 54 requirements only and the incarcerated person is released on their own recognizance or bails out, the ICE hold will remain, and federal authorities will be notified immediately. The incarcerated persons shall not be held longer than the reasonable amount of time necessary to prepare release documents, consistent with any other incarcerated persons' release.

H. Notification Requests:

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1. Providing information regarding a person's release date or responding to notification requests from federal authorities, by providing an individual's release date or other information is permitted only if:
 - a. The information is available to the public; or
 - b. The individual is subject to:
 - i. The qualifying conditions in the TRUST Act, Government Code section 7282.5, subdivision (a) described above with respect to transfer requests; or
 - ii. The individual has been arrested and taken before a magistrate judge on the following types of charges, and the magistrate makes a probable cause determination for the charge: a serious or violent felony or a felony that is punishable by imprisonment in state prison. (See APPENDIX I and II).
 2. A conviction for a straight misdemeanor, i.e., a crime that is presently punishable only as a misdemeanor, is not listed in section 7285, subdivision (a), and therefore is not a valid justification for honoring a transfer or notification request. Misdemeanor convictions for crimes affected by Proposition 47 (2014), the "Safe Neighborhoods and Schools Act," including felony convictions that were reduced to misdemeanors or re-designated as misdemeanors by a court as a result of Proposition 47, cannot serve as the basis for transfers or providing release date information to immigration authorities. The crimes affected by Proposition 47 include but are not limited to simple drug possession for personal use, shoplifting, and forgery, writing a bad check, petty theft, and receiving stolen property.
 3. Before honoring a transfer or notification request based on a qualifying conviction carefully reviews the individual's record of arrests and prosecutions to determine whether a listed felony conviction was reduced to a misdemeanor, or re-designated as a misdemeanor, by a court under Proposition 47. If so, cooperation with federal authorities is prohibited unless there is another valid basis for cooperation (for transfers, a judicial warrant; for notifications, only if the information is publicly available).
 - a. Federal authorities request notification as soon as possible when an incarcerated person is ready for pick-up or has an expected release date. Notification is to be made by fax.
 - b. Upon sentencing, a copy of the detainer will be faxed to federal authorities with the incarcerated person's release date and last day for pick-up information. Complete the Truth Act 3 form and make a notation in the memo box. Make a copy of the Truth Act form for the incarcerated person. File the original in the file cabinet in R&R.
- I. Incarcerated persons Ready for Pick-up by federal authorities:
1. In order to provide adequate time for federal authorities to pick up incarcerated persons on

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their detainers; sentenced incarcerated persons may be released to federal authorities up to 1 year or 365 days before their release date.

J. Hold dropped by federal authorities:

1. Should federal authorities desire to drop their hold; they may do so and will advise our agency by fax.

V APPENDICES:

A. APPENDIX I – 1192.7(c) PC SERIOUS FELONIES:

1. Murder or voluntary manslaughter.
2. Mayhem.
3. Rape.
4. Sodomy by force, violence, duress, menace, the threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person.
5. Oral copulation by force, violence, duress, menace, the threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person.
6. Lewd or lascivious act on a child under 14 years of age.
7. Any felony punishable by death or imprisonment in the state prison for life.
8. Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm.
9. Attempted murder.
10. Assault with intent to commit rape or robbery.
11. Assault with a deadly weapon or instrument on a peace officer.
12. Assault by a life detainee on a non-incarcerated person.
13. Assault with a deadly weapon by an incarcerated person.
14. Arson.
15. Exploding a destructive device or any explosive with intent to injure.

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16. Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem.
17. Exploding a destructive device or any explosive with intent to murder.
18. Any burglary of the first degree.
19. Robbery or bank robbery.
20. Kidnapping.
21. Holding of a hostage by a person confined in a state prison.
22. Attempt to commit a felony punishable by death or imprisonment in the state prison for life.
23. Any felony in which the defendant personally used a dangerous or deadly weapon.
24. Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (l) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code;
25. Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.
26. Grand theft involving a firearm.
27. Carjacking.
28. Any felony offense, which would also constitute a felony violation of Section 186.22.
29. Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220.
30. Throwing acid or flammable substances, in violation of Section 244.
31. Assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245.
32. Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Section 245.2, 245.3, or 245.5.

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33. Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246.
 34. Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1.
 35. Continuous sexual abuse of a child, in violation of Section 288.5.
 36. Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100.
 37. Intimidation of victims or witnesses, in violation of Section 136. I.
 38. Criminal threats, in violation of Section 422.
 39. Any attempt to commit a crime listed in this subdivision other than an assault.
 40. Any violation of Section 12022.53.
 41. A violation of subdivision (b) or (c) of Section 11418.
 42. Any conspiracy to commit an offense described in this subdivision.
- B. APPENDIX II – 667.5(c) PC VIOLENT FELONIES:
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 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 person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified before July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use

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has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.

9. Any robbery.
 10. Arson, in violation of subdivision (a) or (b) of Section 451.
 11. Sexual penetration as defined in subdivision (a) or (j) 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, would constitute a felony violation of Section 186.22.
 20. Threats to victims or witnesses, as defined in Section 136.1, 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. Violation of subdivision (b) or (c) of Section 1 1418, the legislature finds and declares these specified crimes merit special consideration when imposing a sentence to display society's condemnation for these extraordinary crimes of violence against the person.
- C. APPENDIX III – CONVICTION CRITERIA FOR PROVISIONS OF NON-PUBLICALLY AVAILABLE INFORMATION TO DHS/ICS OFFICIALS AND TRANSFER OF CUSTODY TO DHS/ICE OFFICIALS:

1. The individual has been convicted of a serious or violent felony identified in subdivision (c) of Section 1192.7 of, or subdivision (c) of Section 667.5 of, the Penal Code. See

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Appendices I and II above.

2. The individual has been convicted of a felony punishable by imprisonment in the state prison.
3. The individual has been convicted within the past five years of a misdemeanor for a crime that is punishable as either a misdemeanor or a felony for, or has been convicted within the last 15 years of a felony for, any of the following offenses:
 - a. Assault, as specified in, but not limited to, Sections 217.1, 220, 240, 241.1, 241.4, 241.7, 244, 244.5, 245, 245.2, 245.3, 245.5, 4500, and 4501 of the Penal Code.
 - b. Battery, as specified in, but not limited to, Sections 242, 243.1, 243.3, 243.4, 243.6, 243.7, 243.9, 273.5, 347, 4501.1, and 4501.5 of the Penal Code.
 - c. Use of threats, as specified in, but not limited to, Sections 71, 76, 139, 140, 422, 601, and 11418.5 of the Penal Code.
 - d. Sexual abuse, sexual exploitation, or crimes endangering children, as specified in, but not limited to, Sections 266, 266a, 266b, 266c, 266d, 266f, 266g, 266h, 266i, 266j, 267, 269, 288, 288.5, 311.1, 311.3, 311.4, 311.10, 311.11, and 647.6 of the Penal Code.
 - e. Child abuse or endangerment, as specified in, but not limited to, Sections 270, 271, 271a, 273a, 273ab, 273d, 273.4, and 278 of the Penal Code.
 - f. Burglary, robbery, theft, fraud, forgery, or embezzlement, as specified in, but not limited to, Sections 211, 215, 459, 463, 470, 476, 487, 496, 503, 518, 530.5, 532, and 550 of the Penal Code.
 - g. Driving under the influence of alcohol or drugs, but only for a conviction that is a felony.
 - h. Obstruction of justice, as specified in, but not limited to, Sections 69, 95, 95.1, 136.1, and 148.10 of the Penal Code.
 - i. Bribery, as specified in, but not limited to, Sections 67, 67.5, 68, 74, 85, 86, 92, 93, 137, 138, and 165 of the Penal Code.
 - j. Escape, as specified in, but not limited to, Sections 107, 109, 110, 4530, 4530.5, 4532, 4533, 4534, 4535, and 4536 of the Penal Code.
 - k. Unlawful possession or use of a weapon, firearm, explosive device, or weapon of mass destruction, as specified in, but not limited to, Sections 171b, 171c, 171d, 246,

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246.3, 247, 417, 417.3, 417.6, 417.8, 4574, 11418, 11418.1, 12021.5, 12022, 12022.2, 12022.3, 12022.4, 12022.5, 12022.53, 12022.55, 18745, 18750, and 18755 of, and subdivisions (c) and (d) of Section 26100 of, the Penal Code.

- l. Possession of an unlawful deadly weapon, under the Deadly Weapons Recodification Act of 2010 (Part 6 (commencing with Section 16000) of the Penal Code).
- m. An offense involving the felony possession, sale, distribution, manufacture, or trafficking of controlled substances.
- n. Vandalism with prior convictions, as specified in, but not limited to, Section 594.7 of the Penal Code.
- o. Gang-related offenses, as specified in, but not limited to, Sections 186.22, 186.26, and 186.28 of the Penal Code.
- p. An attempt, as defined in Section 664 of, or a conspiracy, as defined in Section 182 of, the Penal Code, to commit an offense specified in this section.
- q. A crime resulting in death, or involving the personal infliction of great bodily injury, as specified in, but not limited to, subdivision (d) of Section 245.6 of, and Sections 187, 191.5, 192, 192.5, 12022.7, 12022.8, and 12022.9 of, the Penal Code.
- r. Possession or use of a firearm in the commission of an offense.
- s. An offense that would require the individual to register as a sex offender pursuant to Section 290, 290.002, or 290.006 of the Penal Code.
- t. False imprisonment, slavery, and human trafficking, as specified in, but not limited to, Sections 181, 210.5, 236, 236.1, and 4503 of the Penal Code.
- u. Criminal profiteering and money laundering, as specified in, but not limited to, Sections 186.2, 186.9, and 186.10 of the Penal Code.
- v. Torture and mayhem, as specified in, but not limited to, Section 203 of the Penal Code.
- w. A crime threatening public safety, as specified in, but not limited to, Sections 219, 219.1, 219.2, 247.5, 404, 404.6, 405a, 451, and 11413 of the Penal Code.
- x. Elder and dependent adult abuse, as specified in, but not limited to, Section 368 of the Penal Code.
- y. A hate crime, as specified in, but not limited to, Section 422.55 of the Penal Code.

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- z. Stalking, as specified in, but not limited to, Section 646.9 of the Penal Code.
- aa. Soliciting the commission of a crime, as specified in, but not limited to subdivision (c) of Section 286 of, and Sections 653j and 653.23 of, the Penal Code.
- bb. An offense committed while on bail or released on their own recognizance, as specified in, but not limited to, Section 12022.1 of the Penal Code.
- cc. Rape, sodomy, oral copulation, or sexual penetration, as specified in, but not limited to, paragraphs (2) and (6) of subdivision (a) of Section 261 of, paragraphs (1) and (4) of subdivision (a) of Section 262 of, Section 264.1 of, subdivisions (c) and (d) of Section 286 of, subdivisions (c) and (d) of Section 288a of, and subdivisions (a) and (j) of Section 289 of, the Penal Code.
- dd. Kidnapping, as specified in, but not limited to, Sections 207, 209, and 209.5 of the Penal Code. (AE) A violation of subdivision (c) of Section 20001 of the Vehicle Code.
 - i. The individual is a current registrant on the California Sex and Arson Registry.
 - ii. The individual has been convicted of a federal crime that meets the definition of an aggravated felony as outlined in subparagraphs (A) to (P), inclusive, of paragraph (43) of subsection (a) of Section 101 of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101) or is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

D. APPENDIX IV – 707(b) W&I JUVENILE QUALIFYING CHARGES:

- 1. Murder.
- 2. Arson, as provided in subdivision (a) or (b) of Section 451 of the Penal Code.
- 3. Robbery.
- 4. Rape with force, violence, or threat of great bodily harm.
- 5. Sodomy by force, violence, duress, menace, or threat of great bodily harm.
- 6. A lewd or lascivious act as provided in subdivision (b) of Section 288 of the Penal Code.
- 7. Oral copulation by force, violence, duress, menace, or threat of great bodily harm.
- 8. An offense specified in subdivision (a) of Section 289 of the Penal Code.

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9. Kidnapping for ransom.
10. Kidnapping for purposes of robbery.
11. Kidnapping with bodily harm.
12. Attempted murder.
13. Assault with a firearm or destructive device.
14. Assault by any means of force likely to produce great bodily injury.
15. Discharge of a firearm into an inhabited or occupied building.
16. An offense described in Section 1203.09 of the Penal Code.
17. An offense described in Section 12022.5 or 12022.53 of the Penal Code.
18. A felony offense in which the minor personally used a weapon described in any provision listed in Section 16590 of the Penal Code.
19. A felony offense described in Section 136.1 or 137 of the Penal Code.
20. Manufacturing, compounding, or selling one-half ounce or more of a salt or solution of a controlled substance specified in subdivision (e) of Section 11055 of the Health and Safety Code.
21. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code, also would constitute a felony violation of subdivision (b) of Section 186.22 of the Penal Code.
22. Escape, using force or violence, from a county juvenile hall, home, ranch, camp, or forestry camp in violation of subdivision (b) of Section 871 if great bodily injury is intentionally inflicted upon an employee of the juvenile facility during the commission of the escape.
23. Torture as described in Sections 206 and 206.1 of the Penal Code.
24. Aggravated mayhem, as described in Section 205 of the Penal Code.
25. Carjacking, as described in Section 215 of the Penal Code, while armed with a dangerous or deadly weapon.
26. Kidnapping for purposes of sexual assault, as punishable in subdivision (b) of Section 209 of the Penal Code.
27. Kidnapping is punishable by Section 209.5 of the Penal Code.

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Policy & Procedure Manual - Adult Detention Division		
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 03/10/14	
SECTION: Compliance with the California Values Act SB 54 and Related I.C.E. Laws and Regulations	REVISION DATE: 07/27/23	
RELATED ORDERS: PC: 1192.7, 457.1, 872, 667.5, 290, 667(d) & Title 8: 287.7 W&I: 707 (b) & GOV: 7283, 7283.1, 7283.2, 7284.6 CVC: 20001 (c) & SCSO Policy Manual: 428	ADMINISTRATIVELY APPROVED ANNUALLY	

28. The offense is described in subdivision (c) of Section 26100 of the Penal Code.
29. The offense is described in Section 18745 of the Penal Code.
30. Voluntary manslaughter, as described in subdivision (a) of Section 192 of the Penal Code. (Amended November 8, 2016, by initiative Proposition 57, Sec. 4.2 Note: This section was amended on March 7, 2000, by initiative Prop. 21.)

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-02.01 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Searching & Securing Property	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1264 21 U.S.C § 841 Edwards v. US (1974) 415 US 800, 807 US v. Burnette (9 th Cir. 1983) 698 F.2d 1038, 1049 & Accord US v. Turner (9 th Cir. 1994) 28 F.3d 981, 983	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding searching people, property handling, which items are permissible and not permissible for booking, and property storage.

II POLICY

- A. The arresting or transporting officer will complete their own search and confiscation of property or evidence before entering the secured facility.
1. As a precaution, the arresting or transporting officer will search their persons in the presence of the Intake Deputy.
 - a. If the Intake Deputy is not available, the arresting or transporting officer will search their persons in the presence of the Receiving and Release Deputy.
 2. Alcohol, firearms, live ammunition, knives, explosive substances, dangerous substances or excessive baggage (suitcases, large purses, backpacks, sleeping bags, etc.) will not be accepted inside the facility.
 - a. Any such bulk property must be retained by the arresting or transporting agency.
 3. Perishable items such as food and drinks, plants, etc. will not be accepted into the facility. Perishable items must be retained or disposed of by the arresting or transporting agency.
 4. Prescribed medication belonging to a person will immediately be turned over to medical unless otherwise directed by medical personnel.
 - a. An incarcerated person who is to be cited or released will normally have prescribed medications placed on their property.
 - b. Medical must give prior approval before an individual consumes any medication.
 5. If a person or defendant has in their possession any item or substance, that the mere possession of is a crime, such an item or substance is to be turned over to the arresting or transporting officer.

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- a. It is the responsibility of the arresting or transporting officer to submit additional charges or resolve the disposition of the item or substance.
- B. Deputy Sheriff-Custodial personnel will search all individuals brought to the facility for booking in the presence of the arresting or transporting officer. This is a secondary search after the arresting or transporting officer completes their initial search.
1. This process will include but is not limited to:
 - a. Taking custody of all personal effects and personal property in the individual's possession, excluding clothing.
 - i. A person's property, valuables, and clothing are to be stored in a secure manner consistent with current facility practice. An individual's personal clothing may be laundered if required to eliminate odors and vermin accumulation.
 - ii. Marijuana is not accepted as property to be booked.
 - b. The completion of an Incarcerated person Property Form itemizing the individual's property. The arresting officer must sign the bottom of this form.
 - c. All itemized property items shall be returned to the individual upon release from custody, excluding marijuana.
 - i. The marijuana seized from a person or defendant shall not be released once booked into SCSD evidence, per 21 U.S.C § 841.
 - ii. The person or defendant is issued a receipt for all property held.
 2. People and detainees are not permitted to take any item of their personal possession into a holding cell or holding area, excluding approved clothing items.
 3. When an individual has been lawfully arrested and is in custody, the effects on his possession at the place of detention that were subject to search at the time and place of his arrest, may lawfully be searched and seized without a warrant even though a substantial period of time has elapsed (Edwards v. US (1974) 415 US 800, 807).
 4. Once an item in an individual's possession has been lawfully seized and searched, subsequent searches of that item, so long as it remains in the legitimate uninterrupted possession of law enforcement, may be conducted without a warrant.

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- a. The contents of an item previously searched are no longer private (US v. Burnette (9th Cir. 1983) 698 F.2d 1038, 1049 & Accord, US v. Turner (9th Cir. 1994) 28 F.3d 981, 983).
- b. Property taken for evidence will be noted on the Property Inventory Screen and a copy of the updated Property Inventory Screen is issued to the incarcerated persons.

III DEFINITIONS

- A. Bulk Property refers to large articles such as suitcases, backpacks, large purses, etc., in the possession of the individual at the time of arrest which will not fit into a property bag.
- B. Personal Property: are an individual's valuables excluding money and clothing (wallet, jewelry, etc.).
- C. Personal Clothing: this is the clothing the individual was wearing when they were arrested.

IV PROCEDURE

- A. The facility does not have sufficient storage space to accommodate more than one set of personal clothing per incarcerated person.
- B. Storage and Access:
 1. All personal property and clothing are stored securely in a designated location in accordance with current facility practice. SDC and REACT store property and clothing together in the same storage bin. Minimum Housing stores property and clothing in separate secure locations.
 - a. ICJIS assigns a bin number or a storage hook location during the booking or transfer process.
 - b. The person's name and booking number are written on the clothing bag.
 - c. ICJIS also generates a property slip with the incarcerated person's name, booking number, bin location, and itemized description of clothing.
 - d. The person's clothing is placed into the bag with the property slip and the bag is sealed by the property sealer.

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- i. A copy of the property slip is kept with the person's booking paperwork.
 - ii. SDC: a copy of the property slip is inserted into a pocket at the storage bin location.
 - iii. To control contamination and the spread of vermin; clothing requiring decontamination is placed into a washable plastic bag. An identification card is attached to the bag. The bag is sent to the laundry unit to be disinfected and decontaminated.
2. All property and clothing storage rooms are to remain locked and always secured when not in use. Access is limited to authorized personnel only.
3. Safety Cell Placement or Disciplinary Isolation:
 - a. Deputies will take care to ensure the property is not lost or misplaced.
 - b. An person's clothing is secured in a plastic bag and marked with their name following a safety cell placement. The bag is stored in a secure location in the booking area or in the property room consistent with current facility practice.
 - i. A bin number and storage location are assigned to the person's property once the booking is complete. The property is then moved to the assigned bin.
 - c. Cell property is to be collected for an incarcerated person who is moved from their housing location to either a safety cell or disciplinary isolation cell.
 - i. The cell property is bagged and marked with the incarcerated person's name and booking number.
4. The property is securely stored in a designated location consistent with current facility practice. This process should be coordinated with classification to ensure the property is not misplaced or lost.

C. Release of Property:

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1. Under no circumstances will an incarcerated person worker be allowed in the property storage room without direct supervision.
2. An incarcerated person may not transfer personal property or clothing to another incarcerated person without the written approval of the Facility Commander.
 - a. The Facility Commander will indicate the reason for approval on the back of the Incarcerated persons Release Authorization Form and sign the form.
3. Incarcerated persons are not able to release the clothing they were arrested with unless they are sentenced to prison.
 - a. Custodial personnel will ensure the incarcerated person is sentenced to prison before processing a clothing release request.
 - b. When an incarcerated person is sentenced to prison all efforts should be made to assist the incarcerated person in releasing their clothing. If the incarcerated persons are unable to release their clothing; the clothing will be sent with the incarcerated persons to prison.

D. Incarcerated persons Dress-In:

1. If an incarcerated person cannot be taken to housing immediately after dress-in, they are to be isolated in a holding cell away from other incarcerated persons who have not been dressed in or who are awaiting release.
2. Following the booking process; an incarcerated person assigned to housing will be escorted to the dress-in area.
 - a. The incarcerated persons will disrobe and be searched, shower if necessary, and dress in facility clothing.
 - b. Custodial personnel will search and inspect the incarcerated person's personal clothing for contraband.
 - c. Custodial personnel will ensure clothing is secured in the correct location before the end of the shift.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Jury Clothing & Clothing for Passes	REVISION DATE: 09/25/23
RELATED ORDERS: PC: 4003 CCR MJS 15: 1264 GOV: 26640, 26641	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for processing civilian clothing that is used by incarcerated persons who are approved for jail passes and who are attending jury trials.

II POLICY

- A. Incarcerated persons are only allowed to wear civilian clothing while appearing in court in a jury trial or while temporarily out of custody on a jail pass.
1. Jury clothing and clothing for passes are stored in a secure manner. These items are stored in a specified location within each facility consistent with current facility practice.
 2. Deputy Sheriffs of the same gender identity as the incarcerated persons will observe the incarcerated persons during the clothing change process.

III DEFINITIONS

IV PROCEDURE

- A. Receiving and Exchanging Clothing with Visitors:
1. The incarcerated persons must authorize the release of their clothing.
 - a. The incarcerated persons must complete an Incarcerated Person Property Release Form.
 - b. Custodial personnel will itemize the list of the clothing articles being released on the form.
 - c. Custodial personnel will confirm the identification of the visitor picking up the clothing.
 - d. The visitor will sign the form.
 - e. Custodial personnel will sign the release form and attach the form to the incarcerated person's booking sheet.
 2. Visitors wishing to leave the clothing for an incarcerated person or pick up clothing shall do so at the lobby or reception area of the facility, during normal visiting hours.

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- a. Only accept what will be worn each day (one set of clothing). Exchanges can be made daily after court for jury trials.

B. If a visitor leaves jury clothing:

1. Confirm that a jury trial is scheduled for the incarcerated persons by checking the Court Screen.
2. Custodial personnel will apply appropriate search and contraband policies while inventorying all incoming clothing. This procedure is to be completed in front of the visitor leaving or exchanging clothing.
 - a. The shift supervisor is to be notified when any contraband is discovered during this process.
3. Jury clothing can be received 72 hours before the jury trial date.
 - a. Staff will update the Clothing Property Screen in ICJIS.
 - b. Staff will input a full description of the items, print the updated form, and sign and date the form as the receiving deputy.
 - c. Attach a copy of the form to the clothing bag and the booking sheet.
4. Place the clothing with a printed-out copy of the Incarcerated Persons Clothing Property Form in the designated facility storage room.
5. Custodial personnel will update the Clothing Property Screen in ICJIS when clothing is released.
 - a. Print the updated form, and sign and date the form.
 - b. A copy of the form is printed and given to the incarcerated persons.
 - c. This clothing is to be released by the incarcerated persons when the jury trial is complete. The facility will not store jury clothing when a jury trial is not in process.

C. Jury Trial Clothing:

1. Custodial personnel will search jury clothing before giving it to the incarcerated persons. One set of clothing is approved.

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- a. Approved items: shirt, pants, socks, shoes, and sports jacket.
 - b. Belts and ties are given to the incarcerated persons at the courthouse. The items are returned to the attorney after the appearance.
2. On the day of the trial the incarcerated persons are brought to a specified location to change into their jury clothing.
 - a. Incarcerated persons will not be allowed to dress in civilian clothing in their cells.
 - b. The following options may be used to accomplish this task, a holding cell, a dress-in room, or a multi-purpose room.
 3. Incarcerated persons assigned to maximum security housing will utilize a secure location with a tray slot as specified by the shift supervisor.
 - a. A Deputy Sheriff will observe outside of the room through a window in accordance with policy. All security procedures applying to maximum security incarcerated persons, their movement, and restraint shall be adhered to in this process.
 4. The incarcerated persons will place their facility clothing into the clothing bag. Staff will store the clothing bag in an appropriate location until the incarcerated person returns from court.
 5. Upon returning from court, the incarcerated persons are escorted to a specified area to change their clothing.
 - a. Staff will ensure that no neckties of any kind, suspenders, or belts are brought back into the facility.
 6. The incarcerated persons will change out of their jury clothing and back into their facility clothing. Deputies will apply appropriate search and contraband policies while completing this task.
 - a. The incarcerated persons will place their personal clothing in the clothing bag and staff will return the bag to its appropriate storage location.
 - b. Maximum security incarcerated persons shall complete this task in a secure location with a tray slot as specified by the shift supervisor.
- D. Civilian Clothing for Passes:
1. The person providing the incarcerated person's transportation will most likely bring clothing on the date of the incarcerated person's pass.

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- a. No hangers, neckties of any kind, suspenders, or belts will be accepted.
- b. Custodial personnel will apply appropriate search and contraband policies while inventorying all incoming clothing. This procedure is to be completed in front of the visitor.
 - i. Staff will notify the shift supervisor if any contraband is discovered during this process.
2. The procedures listed in the Jury Trial Clothing section will be followed when an incarcerated person changes clothing for a pass and returns from a pass.
3. This clothing is released to the visitor who provided transportation once the pass is complete.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-02.03 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Lost or Missing Incarcerated Person Property	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4003 CCR MJS 15: 1264 GOV: 26640, 26641	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures as it relates to processing lost or missing incarcerated persons' clothing or property.

II POLICY

- A. All lost or missing incarcerated persons' clothing or property is to be investigated. Facility Commanders will complete property investigations as assigned.
 1. Supervisors may assist with the investigation, but the final report and findings are to be prepared by the Facility Commander.

III DEFINITIONS

IV PROCEDURE

- A. All an individual's property and clothing will be accounted for when releasing that person from custody or transferring them to another facility.
 1. The shift supervisor is to be notified if any of the individual's clothing or property is missing.
 - a. The staff member releasing the individual will immediately begin a search for the missing clothing or property.
 - b. A "bag by bag" search for the missing clothing is to be initiated if necessary.
 - c. If the clothing or property is not found after searching, a call to other facilities will be made to locate the clothing or property.
 - d. Custodial personnel will complete a Missing Clothing/Property Report once all search efforts prove negative. This report will contain the following information:
 - i. The individual's name, booking number, address, and phone number.
 - ii. Date and time of release.
 - iii. Areas searched at all facilities.

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RELATED ORDERS: PC: 4003 CCR MJS 15: 1264 GOV: 26640, 26641	ADMINISTRATIVELY APPROVED ANNUALLY

- iv. List the missing items and give a brief description and estimated value of the items.
 - v. Describe loss circumstances.
 - vi. Signature of the deputy who searched.
 - vii. Incarcerated person's signature.
 - viii. Releasing Deputy's signature and badge number.
 - ix. Shift supervisor's signature and badge number.
2. The completed report is forwarded to the facility operations sergeant and a copy is placed in the incarcerated person's jail pouch.
 3. The incarcerated persons are given a copy of the completed report before being released.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Property Claims	REVISION DATE: 01/18/23
RELATED ORDERS: GOV: 26640	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for responding to and investigating claims made against Stanislaus County for lost or missing incarcerated persons' property.

II POLICY

- A. All claims made against Stanislaus County, for lost or missing incarcerated persons' property, are to be investigated without delay to ensure a fair disposition is reached in a timely manner.
1. While the incarcerated person is still in the facility or preparing to be released, lost or missing incarcerated persons' property inquiries will be addressed immediately by custodial personnel taking/recording a complaint. All efforts will be made at this time to locate the property or determine its disposition and notify the incarcerated persons.
 2. When the property cannot be found and the complaint is not settled satisfactorily, the incarcerated persons will be informed to file a claim with the Board of Supervisors through the Risk Management Division. Every effort will be made by staff to advise the incarcerated persons of the location and address of this office at 1010 10th Street on the 6th Floor.

III DEFINITIONS

- A. Claims Package: this is a copy of the report of the claim. This package includes the incarcerated person's property receipt or release forms, the incarcerated person booking form, other relevant information, and a supplemental report by the Facility Commander stating the actions taken and the recommendations.

IV PROCEDURE

- A. The claim is received through the following chain of command. After the investigative report and recommendations are complete, the report will follow the chain of command in reverse order to the Risk Management Office.
1. Risk Management
 2. Sheriff's Administrative Lieutenant
 3. Adult Detention Division Commander
 4. Facility Commander

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- B. After reviewing the claim, the Division Commander will assign the claim to a Facility Commander who will investigate the claim. Normal investigative procedures will be utilized to discover all relevant facts concerning the claim.
1. All relevant information must be revealed to the Risk Management Office through the claim investigation.
 2. The investigation may determine that the Adult Detention Division is not at fault and the claim is unfounded.
 3. The claim can also demonstrate that policy changes are necessary, or the investigation may reveal that an error was made, and a settlement is appropriate.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-03.01 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Valid Booking Authority	REVISION DATE: 09/25/23
RELATED ORDERS: PC: 166.4, 815, 821, 822, 825, 1203.2, 1300, 1301, 1551, 2910, 3000, 3056, 3454, 3455	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish valid booking authority and booking procedures for the Stanislaus County Sheriff's Department.

II POLICY

- A. Arrest documents presented at the time of booking are the legal authority under which an individual may be detained. Custodial personnel will review these documents to ensure they are complete and accurate and that the arresting officer's identity is established.
1. Custodial personnel must validate that all documents authorizing booking are intended for the individual being detained (Electronic Probable Cause Declaration).
 2. Custodial personnel will not accept any probable cause declaration with the charge 166.4 PC. This charge is not listed in the Penal Code. Booking clerks are to use another sub-section when pertaining to 166 PC (Contempt of Court). However, warrants that have 166.4 PC listed as the charge will be accepted.
- B. An affidavit in support of bail increase (1269 PC), which is signed by a judge, shall be accepted at any time for an individual in the custody of the Sheriff. A copy of the notice is placed with the individual's booking paperwork. The original is returned to the arresting officer (if present). If the arresting officer is not present the original is forwarded to the Courts.
- C. All bookings shall be processed in a timely manner. Generally, bookings are completed in the order they are received. Cite and release, bail bond releases, and individuals with civil cases are given priority for booking over other bookings. The shift supervisor may change booking priority to suit the needs of the facility.
1. Custodial personnel will ensure that all newly admitted persons are photographed and fingerprinted for identification purposes. Fingerprint and photograph record entries are completed in a manner consistent with the most current training and instruction provided by the Stanislaus County Sheriff's Department.
 2. 23152(A)/23152(B) VC is not a submittable table charge as of August 2014 and must be entered separately.
 3. All individuals being processed for booking shall be asked if they have served in the military. There is a drop-down box on the Party Description Screen for military service. The box is to be marked veteran, active, or left blank if the individual has not served in the military.
- D. Individuals who have a U.S. Immigration and Customs Enforcement (ICE) Hold are to be given a

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copy of the detainer pursuant to ICE I-247 Detainer Form.

1. The detainer has a telephone number to report complaints and civil rights violations.

III DEFINITIONS

- A. Affidavit in Support of Bail Increase: (1269 PC): This is a supporting document signed by a Judge or Commissioner of Stanislaus County to increase the bail amount over the amount outlined in the appropriate bail schedule.

IV PROCEDURE

- A. Booking Record:
 1. An individual's booking record is established from information recorded during the intake/screening and booking/identification processes. The following pieces of information establish the booking record:
 - a. Picture
 - b. Booking number
 - c. Current address or last known address
 - d. Court order or other legal document establishing a legal basis for detention or commitment.
 - e. Name, title, and signature of arresting/transporting officer
 - f. Specific charges
 - g. Gender identity
 - h. Age
 - i. Date of birth
 - j. Place of birth
 - k. Race
 - l. Present or last place of employment

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- m. Health status, including any current medical or mental health needs.
- n. Emergency contact (name, relation, address, and phone number)
- o. Driver's license and social security number
- p. A record of funds and all property
- q. Identifying information such as birthmarks or tattoos
- r. Additional information concerning special custody requirements or service needs.

B. Persons unwilling or unable to provide booking information:

- 1. Custodial personnel will notify the shift supervisor when an individual is unwilling or unable to provide the information necessary to complete the booking record. The individual may be held in temporary housing until such information is obtained for the good order of the facility. The separation of these individuals ensures the health, safety, and well-being of incarcerated persons and staff.
 - a. Custodial personnel will generate an incident report documenting the non-compliant behavior of an individual who is unwilling to comply with the booking process.

C. Double Bookings:

- 1. If an individual is inadvertently booked twice it will result in two booking numbers being generated for one incarcerated person, thus incorrectly increasing the facility count by one.
 - a. Notify the shift supervisor if this occurs. The shift supervisor will identify, delete, and document the double booking in the shift report.

D. Refiled Case:

- 1. When a case gets dismissed and the Stanislaus County District Attorney does not want the individual released; the district attorney will take steps to have a new complaint filed on the same facts, on the same day as the dismissal. The district attorney may re-arrest the individual or ask a law enforcement officer to re-arrest the individual on the new filing. Custodial personnel will:
 - a. Close out the old booking register as a case dismissed. The individual is not released from the facility.
 - b. Process the re-arrest as a new booking, which will have a new agency file number that is

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different from the original arrest.

- c. Paperwork is processed and dispersed in the same manner as any other new booking.

E. Rebooking:

1. The following procedure is followed when an individual requires rebooking:
 - a. The arresting officer shall complete the electronic probable cause declaration (EPCD).
 - b. The arresting officer will notify department staff that the rebooking EPCD is in the system.
 - c. Custodial personnel shall review the EPCD for accuracy.
 - i. Rebooking forms are dispersed as designated at the bottom of each page.
 - d. Custodial personnel will notify the classification officer to ensure proper housing assignment based on the new charges.

F. Probation Violation/Flash Incarceration (3454 P.C., 1203.2 P.C.):

1. Probation holds are booked as charges, not holds.
 - a. Persons charged with revocation of probation may be held up to 48 hours;
 - i. Thereafter a warrant or complaint must be secured, or the defendant must be released.

G. Booking for Temporary Housing (Court Order):

1. The booking clerk will book these individuals following the same procedures as a regular booking.

H. Commitment:

1. Individuals may be required by the courts to turn themselves into the custody of the Sheriff after sentencing. These individuals are accepted for booking on or before their commitment date. The Sheriff must have commitment papers or a failure to appear warrant before accepting the individual. Individuals under the influence of drugs or alcohol will be medically cleared before acceptance.
 - a. The shift supervisor is to be notified and an incident report is generated for disciplinary

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review; regarding persons reporting under the influence.

- b. If the individual cannot clear medical pre-screening due to high blood pressure or other medical issues; Complete and print an attempt to surrender letter and select other on the form and have the individual take the form to room 140 at the courthouse.
2. Enter the current date of surrender as their first date of sentence. If the individual surrenders late; contact Records to clear any warrants that may have been issued. Next, complete a Late Surrender Form and forward a copy to the courts and Adult Probation as notification. Staple a copy onto the incarcerated person's booking packet and file it in the pouch.
 - a. Custodial personnel will:
 - i. Verify the individual's paperwork to ensure there is legal authorization to process.
 - ii. Validate the individual's identity.
 - (a) Check date of birth and photo identification.
 - iii. Collect all personal property and paperwork.
 - iv. Conduct a pat-down search.
 - v. Complete the Short Form Classification Card, Medical Pre-Screening Questionnaire, and Clothing/Property form.
- I. Book and Release Commitments:
 1. Book and release commitments will be processed similarly to all other bookings. Persons who are to be booked and released are directed to leave all personal property, except valid identification and paperwork, with family, friends, or in their vehicle.
 - a. Commitment paperwork must contain the following information:
 - i. Defendant's Name
 - ii. Charges
 - iii. Sentencing Judge

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- iv. Sentencing Court
 - v. Sentencing Date
 - vi. Sentence
 - vii. Case or docket number
 - viii. Time served credits.
 - ix. Conditions of sentence - concurrent/consecutive sentences, credit for time served, diversion program, evaluation program, etc.
- b. The Clerk will:
- i. Select "DA Charges" Screen
 - ii. Enter the court. case number in the case of number box, exactly as typed in the minute order.
 - iii. Show bail as "NO BAIL"
 - iv. On the memo line, show the date of the sentence, the sentence imposed by the court, and CTS granted by the court.
 - v. Press Update
- c. Select "Sentence Calculation" Screen:
- i. Select the court case number.
 - ii. Enter the date the sentence starts.
 - iii. Enter the sentence total.
 - iv. Enter CTS as shown on court paperwork.
 - v. Do not add the good and work time even if it is shown on court paperwork.
 - vi. Enter clerk "S" number.
 - vii. Press add, then OK

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viii. Go back to the DA Charge Screen. In the memo section enter the release date.

(a) Example: If the sentence is 10 days with 3 days credit for time served, enter as date of the sentence (6 digits), 10 days w/3 days CTS, Rel. date (6 digits). Enter first and last initials.

J. Remand:

1. A remand must contain the following information:

- a. Issuing Court
- b. Accused's Name
- c. Case or Docket Number
- d. Charges
- e. Place of future appearance and conditions of the sentence
- f. Date and time of appearance
- g. Walk-In Booking or Warrant:
- h. When an individual with an outstanding warrant arrives at the facility to inquire about their warrant status, to be booked, or to pay a bail or fine.
- i. Contact Sheriff's Records or the appropriate agency to confirm the warrant.
- j. Have the appropriate agency abstract the warrant.
- k. Process the individual in the same manner as any other commitment.

K. Attempt to Surrender:

1. If a person attempts to surrender themselves on a warrant or commitment and the paperwork cannot be located:
 - a. Check for commitment paperwork in the booking area.
 - b. Check all available sources.

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- c. Request minute order from the person surrendering.
- d. Check pouch for FTA Letter or minute order.
- e. Check for FTA or surrender order in the Odyssey System.
- f. Check for warrants in ICJIS.
- g. If no warrant can be found:
 - i. Complete a "Notice of Attempted Jail Surrender Form". Provide a copy of the completed form to the individual attempting to surrender. Send a copy to the courts and place a copy in the pouch. Direct the subject to room 140 of the County Courthouse during normal business hours.

L. Failure to Surrender:

1. A Failure to Appear Surrender Letter (FTA Letter) is generated when an individual fails to surrender on the proper date. Custodial personnel will verify that the individual has not surrendered before issuing an FTA Letter.
2. When Jail Alternatives has verified that there is no record of the person surrendering, previously serving the sentence, or is pending a new surrender date; forward the FTA Letter to the courts. The courts will issue a warrant.
 - a. The person's name is fully checked, to include:
 - i. The name as it appears on the Stanislaus County Court Minute Order.
 - ii. The name as it appears in the Odyssey System.
 - iii. Different possible combinations of first, middle, and last names.
 - iv. The name as it appeared on previous bookings.
 - v. Any listed or known aliases.

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- b. Minimally research the following areas:
- i. Check ICJIS to ensure the person is not currently in custody or on the Alternative Work Program or Home Detention Program.
 - ii. Check previous bookings to ensure the sentence has not been served on a previous booking.
 - iii. Check the courts' Odyssey System to determine if the person has been granted a new surrender date.
 - iv. Check the courts' Odyssey System to determine if the person has a pending court appearance scheduled for the case.
 - (a) If the pending court date is for a new surrender date, write that court date on the top of the minute order and file it for that date.
- c. If the person is in custody, or has previously served the sentence, write the booking number and release date on the minute order and file it in the incarcerated person's pouch, or forward the minute order to Jail Alternatives.
- d. If there is no record of the person surrendering, previously serving the sentence, or pending a new surrender date, complete a Failure to Surrender Letter.
 - i. G:\Custodial\AD Forms\Failure to Surrender Letter
- e. Enter the Failure to Appear for surrender information on the party STANCO Information Screen in ICJIS.
 - i. Click on the FTA box.
 - ii. Enter the FTA information.
 - iii. Date of failure to surrender.
 - iv. The case number.

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v. Number of days to be served and credits.

vi. Click the party detail 'update' button.

f. The original of the Failure to Surrender Letter and Court minute order is filed in the individual's pouch. Make a notation of the FTA on the pouch.

g. A copy of the Failure to Surrender Letter and minute order is forwarded to Jail Alternatives. Jail Alternatives will forward the paperwork to the courts so that a warrant is issued.

h. A copy of the FTA credits is forwarded to Adult Probation.

M. Bail Bond Surrender (1300 P.C., 1301 P.C.):

1. Bail bond surrenders will not be accepted on a warrant issued for the same case. To surrender a subject on bail:

a. The bond or a certified copy of the certificate of deposit and affidavit must be delivered to the court before whom the defendant is required to appear; or

b. The defendant can be placed in the custody of the Sheriff for confinement in the county in which the defendant is required to appear.

c. The defendant is delivered to the court within 48 hours.

i. If any 48-hour period terminates on a Saturday, Sunday, or holiday, the defendant is delivered to the court before noon on the next day following, which is not a Saturday, Sunday, or holiday.

2. Complete the bail bond surrender form and distribute it accordingly.

N. Completing the booking record:

1. Confirm the accuracy of all documents and the individual's property.

2. A Web-ID Scan is completed on all people committed to the facility.

a. Enter thumbprints and fingerprints into the Web-ID System.

b. A copy of the Web-ID Scan is attached to the individual's booking record.

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3. Individuals will not retain any items of property except:
 - a. Medical alert bracelet or necklace
 - b. Address Book
 - c. Prescription glasses
 - d. Legal Papers
 - e. Items authorized by the shift supervisor or medical.
4. Check for prior in-custody records. Update relevant booking and identification screens.
5. Complete a warrant check. Enter information on remaining screens:
 - a. Emergency Contact
 - b. Charges
 - c. Money:
 - i. Verify balance and deposit all funds into the money management kiosk located in the booking area.
6. Property:
 - a. All valuables except money are placed in a sealed property pouch.
 - b. All jewelry is placed in a separate small envelope and stored inside the sealed property pouch.
 - c. An identification indicator is placed in the property pouch. The plastic property pouch is then sealed, securing all property in the plastic bag.
 - d. After the property bag has been sealed; the bag is only opened when the individual is being released from custody or is releasing their property.
 - e. Medical staff will not open property bags without the approval of the shift supervisor.
7. The shift supervisor authorizes the removal of items from the property pouch:

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- a. A property release form is completed indicating the individual's authorization.
 - b. The shift supervisor ensures the plastic bag is resealed.
8. The individual is issued a receipt for the property and money booked. The individual should verify that no discrepancies exist on the receipt.
 9. Print the multi-sheet report and disperse it as follows:
 - a. Original – on the clipboard.
 - b. Pouch – copies in booking pouch.
 - c. SO Identification – place in a basket for fingerprinting.
 - d. Arresting Agency – place a copy in the arresting agency file.
 - e. Incarcerated persons – gets the incarcerated person receipt, page 3.
 - i. Web-ID – Identification will be placed in the pouch and stapled to the booking packet. The second copy is stapled to the SO ID sheet.
 - f. Property receipt is placed in the property bag before sealing.
 - g. Bin Receipt is placed in the bin receipt file.
 10. Compile the original booking sheet, the pouch copy, the SO ID copy, the property sheet, clothing inventory, personal property envelope, money, and any other paperwork or property.
 - a. The sealed personal property bag is placed in the assigned storage bin location.
 - b. The original booking sheet is placed on the clipboard.
 - c. The Adult Detention Pouch Copy of the booking sheet is placed in the booking pouch and filed in the in-custody filing cabinet.
 - d. The short-form classification card is placed in the Classification Basket.
 - e. The medical pre-screening sheet is placed in the Medical Basket.
 - f. Place the SO ID sheet and property bin sheet in the appropriate bin slot.

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SECTION: ICE Hold Notification (TRUTH ACT)	REVISION DATE: 07/27/23
RELATED ORDERS: AB: 2792 H&S: 128552(d) GOV: 7283, 7283.1, 7283.2 SCSO Policy Manual: 428	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to provide guidance to members of the Stanislaus County Sheriff's Department regarding notification to people of Immigration and Customs Enforcement (ICE) holds, interview requests, and any required notifications to federal authorities.

II POLICY

- A. The law provides individuals who are in the custody of local law enforcement agencies with information about their procedural and legal rights should federal agencies wish to contact them.
- B. All records relating to immigration holds on all individuals held in Stanislaus County detention facilities shall be made available for California Public Records Act requests, including all communication with immigration and customs enforcement authorities.
1. The law explicitly provides that personal identifying information may be redacted before public disclosure as provided under the California Public Records Act.
 2. When responding to such requests, law enforcement agencies should therefore keep in mind California's privacy laws and all applicable exemptions under the California Public Records Act that protect such personal information from disclosure.
 3. This information shall include, but not be limited to:
 - a. The data maintained by the detention facility regarding the number and demographic characteristics of the individuals who had an immigration hold placed and when immigration authorities were provided access to these records (personal identifying information may be excluded).
 - b. The date federal authorities were provided access to the individual's record.
 - c. The date federal authorities were notified that the individual was ready for release and the manner in which the federal agency was notified of this information.
 - i. Our notifications consist of calling or faxing all information regarding the holds being placed and when individuals are ready for release to federal authorities.

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- C. The law requires that all forms discussed in this policy are made available in Korean, Spanish, Tagalog, Chinese, and Vietnamese.

III DEFINITIONS

A. Truth Act-Form 1 - Immigration and Customs Enforcement Request to Interview

1. Before any interview between federal authorities and an individual in custody takes place, the law requires that the Sheriff's Department provide a written consent form (Form 1) advising the individual that federal authorities wish to interview them. The form must include the options to be interviewed, decline the interview, or agree to interview only with their attorney present.
 - a. The purpose of the interview.
 - b. That the interview is voluntary; and
 - c. That the individual may decline the interview or may choose to be interviewed with only their attorney present.

B. Truth Act-Form 2 - Immigration and Customs Enforcement Request

2. Anytime the Sheriff's Department receives any immigration hold, notification, or transfer request:
 - a. Provide a copy of the request (immigration detainer) to the named individual.
 - b. Inform the individual whether the Sheriff's Department intends to comply with the request or not. However, with respect to ICE hold requests, we may not hold an individual past the time that they normally would be released.
 - c. That individual shall also be provided with an Immigration and Customs Enforcement Request Form (Form 2).

C. Truth Act-Form 3 - Immigration and Customs Enforcement Notified of Your Release

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3. At any time, if an individual has a no bail immigration hold, due to qualifying charges or convictions, and the individual is given a release date for any reason, federal authorities are to be notified of the release date. The Sheriff's Department will provide the same information to the affected individual and their attorney or one additional person designated by the individual (Form 3).

IV PROCEDURE

A. To complete Truth Act-Form 1 follow the steps below:

1. This form is located in Receiving and Release (R & R) at the Sheriff's Detention Center.
G:\detention division\detention facilities\PSC east desktop docs\ice documents\truth act form 1
 - a. Form 1 shall be provided to the individual in the appropriate language.
 - i. The individual will write their name, and booking number, sign the form, and mark one of the three boxes. If the individual declines, no interview will take place.
 - ii. The bottom of the form will then be signed and dated by staff.
 - iii. If the individual agrees to speak to federal authorities or wants their attorney present, the legal clerk will notify the federal agency. If the attorney is required to be present, the individual must list the attorney's name and contact information on the form. Federal authorities are responsible for coordinating the attorney's presence at the interview.
 - (a) Interviews are to be conducted in interview rooms or non-contact visiting booths.
 - b. A copy of the completed form will be given to the incarcerated persons and the original will be distributed accordingly. File the original in the file cabinet drawer located in R&R
 - c. A new form must be completed for each interview request.

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B. To complete Truth Act-Form 2 follow the steps below:

1. This form is in Receiving and Release (R & R) at the Sheriff's Detention Center.

G:\detention division\detention facilities\PSC east desktop docs\ice documents\truth act form 2

- a. Form 2 shall be provided to the individual in the appropriate language.
 - i. The legal clerk will enter the hold request.
 - ii. Mark "notify Immigration and Customs Enforcement of your release date"; and/or
 - iii. Mark "request for transfer to immigration detention"
 - iv. Check the appropriate box indicating we "do" intend to comply with the request from federal authorities.
 - v. Write the name of the incarcerated persons and cell location if already housed in a unit.
 - vi. Have the individual list the attorney's name and contact information on the form.
 - vii. Sign the form and list your identification number to indicate you have completed the form.
 - (a) If the individual is booking, the clerk will serve the notice and sign it. If the individual is housed in a unit, the form will be given to a deputy to serve and sign.
 - viii. Once the individual has completed this form, a copy will be made and given to the individual. The original will be distributed accordingly. File the original in the file cabinet drawer located in R&R

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ix. Complete the ice notification form and fax it to ice. file the original in the incarcerated person's pouch.

C. To complete Truth Act form 3 follow the steps below:

1. This form is in Receiving and Release (R & R) at the Sheriff's Detention Center.
2. G:\detention division\detention facilities\PSC east desktop docs\ice documents\truth act form 3

a. Form 3 shall be provided to the individual in the appropriate language:

- i. Date, incarcerated person's name, the date, and time federal authorities were notified, and the date of the incarcerated person's calculated release date and time, which will be unknown (UK). If an attorney or designee was provided, the box will be marked, and the name and email of this person will be listed.
- ii. Sign and list your identification number.
- iii. Make a copy and send it to the incarcerated persons; forward a copy to the attorney or designee and distribute the original accordingly.
- iv. Make a notation in the memo box on the DA charges screen indicating ICE notified via phone or fax.

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SECTION: Sentence Calculation	REVISION DATE: 07/27/23
RELATED ORDERS: PC: 4019, 4019(b)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish a procedure for accurate sentence calculation pursuant to court dispositions.

II POLICY

- A. A record of accurate sentence information is to be maintained for everyone committed to the custody of the Stanislaus County Sheriff. The record shall accurately describe the individual's commitment. The record shall also include earned or forfeited good time and work time credits and a projected release date.

III DEFINITIONS

IV PROCEDURE

- A. The court disposition (court minute order) is interpreted as the official record of credits issued through the sentencing.
1. Credit for Time Served
 - a. The credit for time served is entered as indicated on the court minute order. The credit for good and work time must be validated.
 - b. Unless a minute order specifically grants an individual credit for time served; the Clerk will calculate the proper credits for time served to include previous bookings on the same case.
 - i. This also includes situations where the "Jail to Determine Credits" box has not been checked.
 - ii. If the court has determined the credits for time served or entered zero credits, the credits or lack of credits will be the guiding factor.
 2. Additional Credits
 - a. On rare occasions, the court may withhold the awarding of good and work credits. This should be noted on the minute order.
 - i. The amount of time not awarded will be deducted from the good and work credits.

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- c. These are rare exceptions. Notations of additional time or reduction in good and work time should be verified by either the minute order or by consulting with the Court Clerk.
- 3. 48-Hour Sentence
 - a. Unless the minute order specifically states zero credits, a 48-hour sentence receives credits from in-custody time on the case. If the credits line is left blank and the person has been in custody in that case, credits are given.
- 4. Calculating Consecutive Sentences
 - a. Calculating credits on more than one case; when sentencing an individual on two or more cases, which are consecutive to each other, the individual only receives credits on one case on which they were previously in custody.
- 5. Sentencing to County Time with Immigration or Out of County Hold
 - a. When an individual has an immigration hold and is fully sentenced to less than 365 days, Immigration and Customs Enforcement are notified that the individual is ready for pick-up with an accelerated release.
 - b. If the individual is fully sentenced to less than 90 days and has an out-of-county hold, a teletype is sent to the agency which placed the hold indicating the individual is ready for pick-up.
 - i. If the agency does not pick up the individual within 5 days, the individual is accelerated released on a citation for the out-of-county charges.
 - c. A notation is made in the memo section on the DA Charges Screen "date and ICE notified via fax or phone or "date and TTY sent for pick-up." Confirm pick-up TTY was received and add the name of the person in the memo field.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Juveniles	REVISION DATE: 01/18/23
RELATED ORDERS: FAM: 6500 W&I: 206, 208, 208.5, 707, 1766 (b) (1)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes guiding principles on booking adults for juvenile arrest warrants, receiving transfers from Juvenile Hall, and remands from Juvenile Court.

II POLICY

- A. Individuals 18 years of age and in custody on juvenile matters only should not be housed in the custody of the Sheriff unless they fall under the provisions listed in 707 W&I et. seq.

III DEFINITIONS

- A. Minor: a minor is an individual who is under 18 years of age.

IV PROCEDURE

- A. Individuals 18 years of age and arrested for a juvenile warrant will be taken to juvenile hall for booking unless they have an additional charge that is not a juvenile matter.
 - 1. If there are additional charges, the individual will remain in the custody of the Sheriff until they have been adjudicated on the adult charge.
 - 2. Once those charges are resolved the individual is transferred to juvenile hall. If the individual is 19 years of age when the adult charge is complete, they can remain in the custody of the Sheriff.
- B. Individuals that are 18 years of age and transferred from the juvenile hall will be accepted for booking only if they have no juvenile cases pending and are being tried as an adult in superior court.
 - 1. On rare occasions, an individual 18 years of age may be found unfit for housing at juvenile hall under 707 W&I. In these instances, classification is to be notified prior to transfer and making housing arrangements.
- C. Individuals that are 19 years of age can be transferred to the custody of the Sheriff from juvenile hall to serve local time based on a contractual arrangement with the Stanislaus County Probation Department.
 - 1. Under no circumstances will the Sheriff accept an individual of any age that is remanded directly from juvenile court.

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- D When an individual who is 19 years of age is arrested with a juvenile warrant, custodial personnel will contact the juvenile hall to arrange for a court date. The individual may attend juvenile court while in the custody of the Sheriff.
- E. The Department of Juvenile Justice (DJJ) is no longer overseeing juvenile parole cases for re-entry disposition hearings. Probation is now responsible for these duties. These hearings are held in juvenile court.
1. These individuals are housed in county jails if they are 19 years of age or older while awaiting and completing the disposition hearing.
 2. Pursuant to 1766 (b) (1) W&I, the California Department of Corrections & Rehabilitation, Division of Juvenile Justice (CDCR/DJJ) must transport these individuals to county detention facilities once a production order has been produced and the hearing date is set.
 - a. The CDCR/DJJ has between 1 and 4 days before the trial date to accomplish the transport.
 - b. These individuals should be booked on the production order and set up for court as with any other booking procedure for individuals being returned from prison for testimony or a hearing.
 - c. Classification will arrange to house individuals being returned for re-entry disposition hearings.

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RELATED ORDERS: PC: 4019, 4019(b)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures to accurately compute release dates in accordance with established statutes and regulations.

II POLICY

- A. Accurate release dates shall be established for each incarcerated person committed to the custody of the Stanislaus County Sheriff.
1. Custodial personnel shall accurately compute incarcerated person's release dates to ensure detainment is not continued longer than is legally justified.
 2. The shift supervisor is ultimately responsible to verify the incarcerated person's date of release.

III DEFINITIONS

IV PROCEDURE

- A. Computation of Release Dates:
1. Legal clerks are primarily responsible for computing release dates on commitments.
 2. All computations of release times are generally accomplished by entering data into pre-set fields within the ICJIS System. The information required includes:
 - a. Incarcerated person's name
 - b. Incarcerated person's booking number
 - c. D.A. case number
 - d. Number of days sentenced
 - e. Credit for time served (CTS)
 - f. Consecutive (CS) or Concurrent (CC) time
 - g. Date the sentence started
 - h. Identification of the staff member entering the information

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3. Commitment papers received from the courts are maintained in booking pouches and must contain the following information:
 - a. Incarcerated person's name
 - b. Docket or case number
 - c. Charges
 - d. Length of sentence
 - e. Credit for time served
 - f. Date sentence starts
 - g. Consecutive (CS) or Concurrent (CC) time
 - h. Signature of court authority
4. Prior to computing a release date, review commitment papers carefully to determine:
 - a. Date sentence starts
 - b. Length of sentence
 - c. Credit for time served
 - i. Check with the court if incarcerated persons claim previous time served and this is not indicated on the court paperwork.
 - d. Consecutive (CS) or Concurrent (CC) time:
 - i. Concurrent (CC) time runs at the same time
 - ii. Consecutive (CS) time starts the day after a sentence ends
5. Some sentences begin on the date the papers are received and others may give a stay. The stay is a date for which the sentence is to begin in the future.

B. Good/Work Time:

1. All sentenced incarcerated persons will automatically be credited with good and work time

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unless forfeited through disciplinary action. Good and work time is credited according to the good and work time chart or as prescribed by the court.

2. For the purposes of computing and allowing credits, forfeiting credits, and re-determining the length of imprisonment; an incarcerated person serving consecutive sentences must be treated as serving a single continuous term of confinement rather than a series of distinct independent terms.

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RELATED ORDERS: PC: 821, 822, 825, 849 (b) (2)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish incarcerated persons' release procedures.

II POLICY

- A. Once an incarcerated person has completed their sentence or a sentence that has been modified by an officer of the court, the release shall occur expeditiously to ensure detention is not continued any longer than is required by law.
1. The shift supervisor has the authority to release incarcerated persons who are eligible for release.
 - a. The shift supervisor will ensure the incarcerated person's file and all applicable documentation to confirm the eligibility for release are thoroughly reviewed.
- B. Regarding the release of intoxicated offenders, persons arrested for driving under the influence shall be held until the shift supervisor has determined that the person has detoxified to the point of being legally sober.
1. The person may be released at the discretion of the shift supervisor if the person has a responsible and sober party available to transport them.
 2. 849(b) (2) PC, any peace officer may release from custody any person arrested without a warrant, instead of taking such person before a magistrate, whenever the person arrested was arrested for intoxication only and no further proceedings are desired.
 - a. The person may be released at the discretion of the shift supervisor if the person is no longer a danger to themselves or others as a result of his intoxication.
- C. Individuals who are booked on felony charges, serving a commitment, remanded from the court, or who are in custody on a court order shall not be eligible for citation. All people charged with a misdemeanor shall be released on citation unless:
1. The individual is intoxicated, suicidal, or unable to safely care for themselves.
 2. The individual continues to be unidentifiable.
 3. The individual demands to be taken before a magistrate or persists in refusing to sign the citation.
 4. The individual was arrested and released for a similar charge other than 647(f) or 11550 H&S in the previous 24 hours:

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- a. There is a reasonable likelihood that the offense(s) will continue or resume.
 - b. The safety of the person or property will be imminently endangered by the release of the person.
 - i. The arresting officer must specify these conditions on the probable cause affidavit and the information should be noted on the Citation Release Denial Report.
5. The offense involves violence, or the charge is 242 PC occurring at the person's place of residence or the charge is 243.4 PC Sexual Battery, 647.6 PC Molest or Annoy a Child, or 646.9 PC Stalking.
 6. The person is being charged with 166(a)(10) PC, 1212 PC, or 273.6 PC violation of protective order involving domestic violence; unless the arresting officer determines there is no likelihood of recurrence. The arresting officer must specify these conditions on the probable cause affidavit and the information should be noted on the Citation Release Denial Report.
 - a. The offense involves domestic violence, specifically 273.5 PC or 243(e)(1) PC.
 - b. The individual is arrested on a bench warrant involving:
 - i. An FTA Letter is located for the person indicating the person is sentenced and owes time.
 - ii. The issuing agency agrees and is willing to pick up and transport the person within 24 hours of notification.
 - c. The offense as it directly relates to 1209 CP (violation of a subpoena/contempt of the court process)
 - d. The defendant has 5 or more FTAs on a single case. This only applies to Stanislaus County warrants.

III DEFINITIONS

- A. **Bail Bond:** a bond in the amount set by the court may be posted by a licensed bondsman or his authorized agent to affect the release of an incarcerated person.
- B. **Permanent Release:** occurs when all pending charges and cases in this or other jurisdictions have been settled.
- C. **Temporary Release:** is for a limited time, specified by the court or Sheriff (example: Jail Pass).

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- D. Flex Cap Release: is used to ensure that the adult detention facilities in Stanislaus County are in compliance with the federal court-ordered maximum incarcerated person capacities.
- E. Citation Release Denial Report: this is a report that is completed for a person charged with a misdemeanor, who is being denied release on a citation. The report indicates reasons for the citation denial.
- F. Citation Release: a release from custody based on the person's promise to appear in court. Qualifying charges include specific misdemeanors, infractions, and warrant arrests.
- G. Youthful Defendant: is a juvenile under the age of 18 being housed at Juvenile Hall and who has been charged as an adult.
- H. Time Served: incarcerated persons are released after serving a specified number of days as ordered by the court.
- I. Court Order: a court of competent jurisdiction may order the release from custody of either a sentenced or un-sentenced incarcerated person. The court issuing the order must have jurisdiction over the matter. If the order is correct the Sheriff is obligated to accept the order and grant the release. If applicable, the court order must also include orders for all holds.
- J. No Complaint Filed (NCF) 825 PC: this is a type of release when the court files no complaint on the person for cases they are in custody on.
- K. ICE Release: when an incarcerated person with an immigration hold is a time served, released by the court, or has posted bond on all local charges, notification is made to US Immigration and Customs Enforcement. The time and date of notification are documented on the ICJIS Hold Screen. The incarcerated persons shall not be held longer than the reasonable amount of time necessary to prepare release documents, consistent with any other incarcerated persons' release.

IV PROCEDURE

- A. The Release Process:
 - 1. Custodial personnel will confirm the date of release and validate the authority to release an individual before fully processing a release.
 - a. Staff will verify the incarcerated person's identity.
 - b. Staff will complete a warrant check on any individual eligible for release.

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- i. Check CLIPS
 - ii. ICJIS warrant check.
 - iii. Call records
- c. If there is an FTA letter in the pouch:
- d. Confirm that a warrant has not been issued for the failure to surrender:
- i. The case and sentencing information from the minute order is to be added to the incarcerated person's booking screens.
 - ii. The incarcerated person's current booking date and time will be utilized as the start time for the late surrender letter.
 - iii. Forward a Surrender Late Letter to the Stanislaus Superior Court and Stanislaus County Adult Probation. A copy of the letter is also retained in the incarcerated person's booking pouch.
- e. If a warrant for failure to surrender is discovered during a warrant check, the following steps shall be taken:
- i. Confirm the outstanding warrant and have the original or acceptable copy forwarded to the facility where the incarcerated person is detained. This removes the warrant from the system.
 - ii. Add all applicable case information derived from the warrant to the incarcerated person's DA Screen.
 - iii. Assign the incarcerated persons a court date to appear in superior court on the warrant.
 - (a) If the court determines that an additional jail sentence is warranted because of the failure to surrender, adjustments or a recalculation is required; the court's directives as outlined in the minute order shall be used in determining the incarcerated person's modified sentence.
2. The shift supervisor will clear the incarcerated person's cash account. Staff will clear the booking from the computer after the shift supervisor has confirmed the incarcerated person is eligible for release.

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3. A deputy will escort the incarcerated persons from their assigned housing location to the dress-out or release area.
4. A deputy will give the incarcerated persons their clothing after verifying the incarcerated person's identity.
 - a. Incarcerated persons who have no clothing available at the time of release may be given clothing from the incarcerated persons' welfare clothing bin.
5. Upon request, staff will disburse information regarding community agencies that provide guidance and assistance to incarcerated persons after release.
 - a. Staff will include a release plan for the individual incarcerated persons.
6. If applicable, staff will return the incarcerated person's money and personal property and obtain the incarcerated person's signature to verify these items were returned.
 - a. Should staff be unable to locate the incarcerated person's clothing or property, the shift supervisor will ensure that lost or missing property procedures are followed.
7. Releasing staff will conduct a final review of the documents to ensure the following:
 - a. The incarcerated person's identity is confirmed as the person authorized to be released.
 - b. The release documents including the date and time of release are verified.
 - c. Confirm release arrangements including the person or agency to which the incarcerated person is to be released too.
 - d. All personal effects including money have been returned.
 - e. No facility property is left with the incarcerated persons.
 - f. All pending actions such as grievances or claims for damage or lost property are complete.
 - g. The property receipt and release form are signed by the incarcerated persons.
 - h. Staff will enter their S-number on the release screen, as a confirmation of the property release.
 - i. If applicable, the incarcerated persons are aware of their next court date.

B. After final review:

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1. Direct the incarcerated persons to the inner release sally port door and supervise the release.
2. If needed assist the individual through the exit.
3. Place the incarcerated person's booking record in the release file.
 - a. Incarcerated persons may be released at all times, regardless of the time of day, once the supervisor has cleared all release documents.
 - i. Special attention should be given regarding the timing of release for incarcerated persons who were under the influence of drugs or alcohol.
 - (a) A bus pass may be given to an incarcerated person upon request regardless of their incarcerated person's account balance.

C. Citation Denial:

1. Custodial personnel will complete a Citation Release Denial Report when a person charged with a misdemeanor is denied citation release.
 - a. Staff will make a notation on the DA Charges Screen listing the reasons why the citation was denied to the person.
 - i. Example: "CRDR # 2" would indicate the reason as the person demands to be taken before a magistrate or persists in refusing to sign the citation.
 - b. The shift supervisor shall review and sign the report.
 - c. The original copy of this report shall be stored in the incarcerated person's booking pouch and a copy of the report shall be forwarded to BAS.
 - i. Classification will update the incarcerated person's Classification Remarks Screen listing the reasons why the citation was denied.

D. Bail Bond Release:

1. A bail bond in the amount set by the court may be posted by a licensed bondsman to affect the release of an incarcerated person. The bond must be an authorized and un-expired bond of an amount equal to or exceeding the amount of bail. It must contain the incarcerated person's name and date of birth, name of the court, charge(s), amount of bail, appearance date, booking

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number, and either the docket number or case file, or warrant number. A licensed bondsman must deliver the bond to the facility where the incarcerated person is being released from.

- a. All bond agents and bail bond solicitors are to be licensed by the State of California. All bail agents are required to produce their license and proper identification.
 - i. Valid form of Identification:
 - State Identification Card
 - Driver license
 - US Passport or passport card
 - US military card
 - Military dependent ID card.
 - Permanent resident card
 - Certificate of citizenship
 - Certificate of naturalization
 - Employment authorization document
 - Foreign passport
- b. A bail licensee shall not solicit any person for bail in any lobby or reception area of the facility.
- c. Section 2074 of Title 10, California Administrative Code; except as provided in sections 2079 and 2079.5 no bail licensee shall solicit any person for bail in any prison, jail, or other places of detention of persons, court, or public institution connected with the administration of justice; or in the halls or corridors adjacent thereto provided that a bail licensee may, in such halls, corridors, or in other rooms or areas where not prohibited by local rule or ordinance transact bail with persons specified in section 2079 who have, before the transaction, requested his services.
- d. A bail bond for the release of a federal detainee must be approved by a U.S. District Court Judge before the release of the incarcerated person.
- e. All bailouts must have their next court date entered into the memo section of the DA charge Screen before release.

E. Cash Bail:

1. Anyone including the incarcerated persons may post cash in the amount of the bail set. Certified checks in the exact amount of bail are accepted in the following manner:
 - a. For Stanislaus County cases the certified check is made payable to Stanislaus Superior Court.

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- b. For out-of-county cases the certified check is made payable to the Sheriff (the name of the current Stanislaus County Sheriff).
 - c. Cash bail cannot be accepted for warrants originally issued outside the State of California.
 - 2. Anyone may post cash bail for any other person or themselves. A licensed California Bail Bond Agent may post a surety bond.
 - d. The first person to physically appear at the facility with the required amount of bail or the properly prepared surety bond will be allowed to post bail and the incarcerated person shall be released to that person.
- F. Fine Paid:
- 1. Anyone including the incarcerated persons may post cash in the amount of the fine assessed. Certified checks in the exact amount of bail are accepted in the following manner:
 - a. For Stanislaus County cases the certified check is made payable to Stanislaus Superior Court.
 - b. For out-of-county cases the certified check is made payable to the Sheriff (the name of the current Stanislaus County Sheriff).
- G. Parole Violation Release:
- 1. State Parole requires notification when an incarcerated person who is serving a parole violation is released from custody.
- H. Release to Other Agency (OTA):
- 1. An incarcerated person held on another agency's warrant and with no local charges pending may be released to the agency issuing the warrant.
 - a. To ensure consistency; when computing the 5-Day Rule, in compliance with 821 PC and 822 PC, the following shall be followed:
 - i. Once an incarcerated person becomes eligible with no local charges and falls within the guidelines of 821 PC and 822 PC, the responsible agency shall be notified immediately via teletype.
 - ii. The date and time of the last day for pick-up will be noted on the teletype.

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- iii. The date and time noted shall be 5, 24-hour days from the date and time the incarcerated persons became eligible or 5 court days if the law enforcement agency is more than 400 miles from Stanislaus County. This applies to felony arrest only.
 2. When an incarcerated person is released due to the pick-up time expiring, the supervisor authorizing the release shall ensure the responsible agency is notified via teletype and a copy of the notice is filed in the incarcerated person's booking file.
 3. Due to the penal code requirement of immediate notification, if only one agency is notified and fails to appear, the incarcerated persons must be released on all warrants even though the other agencies were not notified.
- I. The following should be used as a guiding factor:
 1. Consider the seriousness of the charge and the distance to be traveled by the responsible agency.
 2. When any doubt exists, a teletype can be sent to all agencies including a request for an RSVP teletype.
 - a. The agencies may also be contacted by telephone to determine which agency wants the incarcerated persons first.
 3. When an incarcerated person requests to appear before a magistrate in compliance with 821 PC, the 5 days start after the court appearance.

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SECTION: Flex Cap Release	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4024.1, 4018.6, 853.6 Rodriguez v. Stanislaus et al Stipulated Judgement	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish flex cap release procedures in accordance with the United States District Court, Eastern District of California, Rodriguez v. Stanislaus County et al Stipulated Judgment.

II POLICY

- A. Public safety is the main priority when considering the release or transfer of incarcerated persons from one facility to another. The Sheriff must also consider the United States District Court, Eastern District of California, Rodriguez v. Stanislaus County et al Stipulated Judgment concerning incarcerated person population capacities at any of the Stanislaus County Adult Detention facilities.
1. Release of un-sentenced felons will not occur without the approval of the Adult Detention Division Commander or the Sheriff.
 2. Classification officers are responsible for constantly monitoring incarcerated person population capacities at each facility.
 3. Classification officers will maintain a current list of incarcerated persons who are eligible for release and pose the lowest risk to the community. Established policies and classification criteria will be used in establishing this list.
 4. Only the number of incarcerated persons required to lower the count to an acceptable and manageable level shall be released.
- B. When the total housing capacity at the Sheriff's Detention Center West facility surpasses the flex cap rating and classification cannot house incarcerated persons properly; the flex cap release process is to be implemented.
1. Sheriff's Detention Center West Capacity Rating.
 - a. Flex Capacity = 444
 - b. Max Capacity = 534
 2. Maximum capacity is formulated by tallying all of the usable beds currently in operation at the Sheriff's Detention Center PSC West facility.
 - a. Non-operational beds are not figured into the maximum capacity rating.

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- b. Facilities which are designed to only house specific types of classifications (programs or minimum housing) are not used in the maximum capacity rating.
- 3. Flex capacity is formulated by multiplying the maximum capacity total by 90%.
 - a. The flex capacity rating is adjusted by the Classification Unit as beds are activated or deactivated at the Sheriff's Detention Center PSC West facility.

III DEFINITIONS

- A. 4018.6 PC- Release sentenced incarcerated persons using a 3-day pass, pursuant to 4018.6 PC, when the incarcerated persons are serving the last 3 days of their sentence. This provision shall apply to incarcerated persons serving both civil and criminal sentences and is discretionary for the Sheriff.
- B. 4024.1 PC-Release of sentenced incarcerated persons pursuant to 4024.1 PC. This provision shall apply to incarcerated persons serving both civil and criminal sentences, without exception. The formula is 1 day for every 10 days sentenced, up to a maximum of 30 days. This provision is also discretionary for the Sheriff.

IV PROCEDURE

- A. Simply reaching the flex cap will not guarantee the initiation of early releases. Classification in conjunction with the shift supervisor may initiate the following procedure sequence until the population is at a manageable and acceptable level. Manageable and acceptable is defined as classifiable bed space.
 - 1. Release sentenced incarcerated persons using a 3-day pass, pursuant to 4018.6 PC, when the incarcerated persons are serving the last 3 days of their sentence. This provision shall apply to incarcerated persons serving both civil and criminal sentences.
 - 2. Invoke the early release order up to 10 days pursuant to 4024.1 PC. This provision shall apply to incarcerated persons serving both civil and criminal sentences.
 - 3. Invoke the early release order up to 20 days pursuant to 4024.1 PC. This provision shall apply to incarcerated persons serving both civil and criminal sentences.
 - 4. Invoke the early release order up to 30 days pursuant to 4024.1 PC. This provision shall apply to incarcerated persons serving both civil and criminal sentences.

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- a. The formula is 1 day for every 10 days sentenced, up to a maximum of 30 days.
 - b. Classification maintains a current release list. This list utilizes certain formulas relating to the time an incarcerated person is required to serve. The formula changes based on a manageable and acceptable bed space level.
 - c. Classification will employ the established release list if the need to conduct flex cap or accelerated releases arises.
5. Release low-level sentenced misdemeanants.
 6. Sentenced incarcerated persons with immigration holds may be released to Immigration & Customs Enforcement (ICE) when they have 365 days remaining to serve their sentence.
 7. Sentenced incarcerated persons with out-of-county holds may be released to the agency which placed the hold when they have 30 days or less remaining to serve on their sentence.
 8. Accelerate the release of sentenced incarcerated persons who are approved and authorized by the Bureau of Administrative Services.
 9. Pre-trial misdemeanor remands will be released by citation.
 10. All pre-trial felony people, certified as pre-trial misdemeanants in court, will be released by citation.
 11. The Classification Commander may release sentenced incarcerated persons, who are eligible and have 365 days remaining to serve their sentence, to the alternative work program or home detention program. The incarcerated persons must complete an application, be approved, and receive a report date for the program before release.
 12. Only the number of incarcerated persons required to lower the count to an acceptable and manageable level shall be released.

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SECTION: Temporary Release	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4011, 4018.6	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish temporary release procedures.

II POLICY

- A. Individuals who are to be released temporarily from the custody of the Sheriff shall be held accountable to established temporary release rules and guidelines.
1. The shift supervisor has the authority to release individuals who are eligible for temporary release.
- B. The Sheriff under certain circumstances, such as a family emergency or as preparation for an individual's return to the community, may allow an individual to be released from custody for up to 72 hours on a Sheriff's Pass.
1. The Facility Commander will make the decision to approve or deny the pass request.
 2. The Facility Commander may require certain limitations for the pass, for example, the individual must be guarded while on the pass.
 3. Guard fees and mileage rates are updated annually in June for the new fiscal year by the Stanislaus County Finance Department.
 4. Deputy Sheriff-Custodial staff guarding rates shall be calculated for at least a minimum of 2 hours.
 5. Only cash or a cashier's check from a certified banking institution may be accepted for pass fees. The check must be made payable to the Stanislaus County Sheriff's Department. The pass fees are deposited to the county treasury.

III DEFINITIONS

- A. Court Order: a court of competent jurisdiction may order the temporary release of an individual. The release order could be for a temporary pass, pre-sentence evaluation, hospitalization, or temporary commitment.
- B. Removal Order: an individual may be released from custody on a removal order from another county. For the removal order to be valid, it must contain the individual's name, the date and time the person is due in court, and the reason for the court appearance. It must also contain the name of the agency requesting the removal, the agency where the incarcerated persons are to be

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released from, and the issuing judge's signature. It must also be stamped and filed with the county clerk's office of the county requesting the removal. The removal order is retained in the incarcerated person's booking pouch.

- C. Out-of-County Housing: an individual may be temporarily housed under a contractual agreement or by court order in another jurisdiction if certain circumstances dictate classification issues, overcrowding, the circumstance surrounding the case, etc.
- D. Medical Treatment or Hospitalization (4011 PC): a person may be taken to a medical facility within the county for specialized treatment, without a court order. Hospitalization is not to exceed 48 hours. A 4011 PC order, signed by a judge, is required if hospitalization exceeds 48 hours. Medical is also notified of the transfer to ensure orders, charts, and medications go with the person.
- E. Probation Officer Pass: when an individual is confined as a term of probation; a probation officer may authorize a release from custody to prepare the individual for their return to the community. The release can be ordered with or without a guard. The release shall not exceed 72 hours and the individual must be within 30 days of their release date. The probation officer can also require the individual to reimburse the county for all necessary expenses caused by their release.

IV PROCEDURE

- A. Temporary Release Process:
 1. The shift supervisor will be notified when an individual is scheduled for temporary release. The shift supervisor will confirm the release date and the authority to release the individual.
 2. The shift supervisor will review the booking record to ensure the following:
 - a. Individuals' identity
 - b. Verification of release arrangements including the person or agency to which the individual is to be released.
 - c. When applicable, all personal property and money are released to the individual or the transporting agency.
 3. Deputy Sheriff-Custodial staff shall accompany all incarcerated persons being temporarily released to local agencies and organizations.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.04 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Temporary Release	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 4011, 4018.6	ADMINISTRATIVELY APPROVED ANNUALLY

- a. If the individual is being temporarily released with an official escort, the individual will not be dressed out in civilian clothing nor will any of the individual's money or personal property be returned.
 - b. If the individual is being temporarily released on a court order, removal order, or for out-of-county housing; the individual is to receive all their personal property and clothing, or it is to be released to the transporting agency. The individual must sign for their property and clothing acknowledging that it has been returned.
4. If the individual is being temporarily released on a jail pass and no official escort is required; staff will read to the individual the conditions of the pass including the date, time, and place of return. The individual must sign the original pass document acknowledging the conditions of the pass.
 - a. The shift supervisor will give a copy of the signed pass to the individual leaving on a pass.
 5. The individual's booking pouch is placed in the Temporary Release File or Out on Pass File until the incarcerated person returns.
- B. Out to Court in Another County:
1. The individual's name will be electronically transferred into OC Status. The individual's pouch is maintained in a specific location for OC-incarcerated persons.
 2. Clerks will track and update the individual's status and record the information in ICJIS. Individuals in this status are not included as part of the facility's recorded count.
 3. In all cases a valid removal order must be produced by the receiving agency and in all cases a detainer will accompany the individual.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.05 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 02/13/13
SECTION: Pre-Trial Release	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1192.7(c), 667.5(c), 290 Rodriguez v. Stanislaus County et al Stipulated Judgment	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. A Pre-Trial Assessment Probation Officer assesses in-custody offenders to establish the offender's level of risk to the community when being released from custody. The assessment process is intended to assist the Stanislaus County Sheriff's Department in managing the offender population pursuant to the United States District Court, Eastern District of California, Rodriguez v. Stanislaus County et al Stipulated Judgment.

II POLICY

- A. The following criterion is used by Probation when determining which offenders to assess:
1. Only offenders who have already been arraigned will be assessed.
 2. Offenders will be assessed, to the fullest extent possible, prior to their first pre-trial court hearing.
 3. Only offenders charged with non-serious, non-violent, and non-sexual offenses will be assessed.
 - a. Serious offenses are defined in 1192.7(c) PC.
 - b. Violent offenses are defined in 667.5(c) PC.
 - c. Sexual offenses are defined as any offense which would subject the offender to Sex Offender Registration if convicted, 290 PC.
 4. Any offenders who are presently subjected to the Sex Offender Registration Act resulting from a prior conviction will not be assessed.
- B. Offenders who are released on their own recognizance by court order shall be released in an expeditious manner to ensure detention is not continued any longer than is required by law. The shift supervisor will have the ultimate release authority after reviewing the incarcerated person's file and all applicable documentation to confirm the eligibility for release.

III DEFINITIONS

- A. Pre-Trial Assessment Probation Officer: is a probation officer assigned to assess in-custody offenders for their level of risk to the community when being released from custody prior to their first pre-trial court hearing.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 02/13/13
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RELATED ORDERS: PC: 1192.7(c), 667.5(c), 290 Rodriguez v. Stanislaus County et al Stipulated Judgment	ADMINISTRATIVELY APPROVED ANNUALLY

IV PROCEDURE

- A. Probation will review the in-custody roster to determine which offenders meet the criterion for assessment as defined in the policy section above.
1. One or all of the following will be used to assess the offender. This is not an exhaustive listing and other sources may be utilized if needed.
 - a. Stanislaus County Sheriff's Office's Jail screen: ICJIS-SO
 - b. Stanislaus County District Attorney's screen: ICJIS-DA
 - c. Stanislaus County Probation Department's screen: ICJIS-PB
 - d. Stanislaus County Superior Court case index: <http://caseindex.stanct.org/>
 - e. Stanislaus County Superior Court: Odyssey System
 - f. CLIPS Report
 2. The qualifying offender shall be interviewed in one of the adult detention facilities.
- B. The Assessment Tool:
1. The Ohio Risk Assessment System-Pre-Trial Assessment Tool (ORAS-PAT) is used to conduct the assessment.
 2. Only Deputy Probation Officers who are trained to use the ORAS-PAT will assess in-custody offenders.
 3. The interview shall be used as information gathering only. The review of official records and documents shall be the determining factor in establishing an accurate offender assessment.
 4. A total score is calculated by tabulating the scores from the interview and ORAS-PAT assessment.
- C. Reports:
1. Probation will complete the report on behalf of the Stanislaus County Sheriff's Office once the total assessment score is calculated.

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2. Probation shall consider other factors, which may not be represented in the total assessment score of the ORAS-PAT, prior to making a recommendation on the Sheriff's report.
 - a. The severity of the offender's prior convictions is one example.
 - b. Any additional relevant information for the court, which may not be covered in the ORAS-PAT, shall be noted in the additional information for consideration portion of the report.
3. The completed report is forwarded to the Bureau of Administrative Services for review.
4. The report shall be forwarded to the BAS Sergeant or Lieutenant for approval after being approved and signed by the reviewing deputy.
5. Once approved and signed by all parties; the report recommending a release on own recognizance is forwarded by Probation to the Stanislaus County Superior Court, the District Attorney's Office, and the offender's assigned attorney.
 - a. The report shall be forwarded no later than 1 business day before the offender's next scheduled court hearing.
6. No collateral or supporting documents are attached to the report, including the hand-scoring sheet from the ORAS-PAT assessment.
7. Only an officer of a legally constituted court jurisdiction may approve the final recommendation for a release on their own recognizance.
8. No offenders recommended for release on their own recognizance shall be released absent an order by the court.

D. Statistics:

1. Probation shall track the number of assessments completed for each calendar month.
2. Probation shall track the number of offenders released at their subsequent pre-trial hearing.
 - a. Probation will track whether the offender was re-arrested prior to their next court hearing.
 - b. Probation will track whether the offender attended their next court hearing.

Probation shall submit monthly statistical information, as outlined above, to the Supervising Probation Officer, by the fifth day of each calendar month.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.06 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Victim Notification	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 679.02, 679.03 CA Constitution Article I, section 28	ADMINISTRATIVELY APPROVED ANNUALLY

PURPOSE AND SCOPE

- A. The purpose of this policy is to establish a procedure for notifying victims prior to an incarcerated person's release from custody.

POLICY

- A. The arresting officer can place a victim notification hold on the person at the time of booking. The notification requirement is usually requested by the victim of the person.
1. All reasonable attempts to complete the notification requirement shall be made prior to the incarcerated person's release from custody.
 - a. The victim is to be contacted as soon as possible once the incarcerated person has been cleared for release.
 - b. All numbers listed for notification will be called until the victim is notified. If the victim cannot be reached after a reasonable number of attempts; staff attempting the notification will leave the victim a message if possible.
 - c. Staff attempting to contact the victim will also notify the arresting agency if the victim was unable to be contacted.
 - d. This information is to be documented on the incarcerated person's booking sheet and the ICJIS Hold Screen.

DEFINITIONS

PROCEDURE

- A. Notification Process:
1. The shift supervisor or designated staff will attempt to contact the victim as soon as possible once the incarcerated person is cleared for release.
 2. If the victim cannot be reached; notify the arresting agency of the incarcerated person's impending release and advise that attempts to contact the victim have been unsuccessful.
 3. If no victim notification number is given by the arresting agency; notify the arresting agency that the incarcerated person is being released.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.06 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
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<u>RELATED ORDERS:</u> PC: 679.02, 679.03 CA Constitution Article I, section 28	ADMINISTRATIVELY APPROVED ANNUALLY

4. Staff shall make a reasonable effort to contact the victim. If a message is left at the notification number; contact the arresting agency notifying them that a message was left for the victim, but no actual contact was made with the victim.
5. Attempt notification on all numbers listed until you have notified the victim or left a message.
6. If notification is successful note the information on the booking sheet by listing the date and time, the person notified, and initial in the designated area.
7. Note the information on the ICJIS Hold Screen as is done with a Positive ID Hold. This practice will ensure the notification information is retained after the booking sheet has been purged.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.07 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Bail	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1269	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for setting and accepting bail amounts.

II POLICY

- A. All bail amounts are set in accordance with the current bail schedule as adopted by the Superior Court of Stanislaus County unless a signed affidavit in support of the bail increase is submitted by a peace officer.
- B. All bail amounts shall be combined for all new felony charges within each case. The total bail amount for the case is calculated by adding all bail amounts for each offense within the case.
 - 1. For each offense with multiple counts, the bail amount is calculated by totaling the bail amount for each count.
- C. Bail shall be accepted in all cases where applicable and when the subject is not eligible for other methods of pre-arraignment release. Felonies not listed in the General Felony Bail Schedule are booked according to Schedule A of the Stanislaus County Felony Bail Schedule. The appropriate top term for the unlisted felony may be found in the CJER Felony Sentencing Handbook. These publications are in the booking area of the facility.

III DEFINITIONS

IV PROCEDURE

- A. If an arrest is for multiple offenses, the offenses and their respective case line designations shall be determined by each distinctive probable cause declaration submitted, regardless of the arresting agency.
 - 1. Bail is set in accordance with the General Felony Bail Schedule for each separate offense within each case. (See Schedules B and C for the addition of enhancement and special allegation bail increments).
- B. If the arrest is for multiple felony offenses, each distinctive probable cause declaration submitted shall determine the offenses and their respective case line designations, regardless of the arresting agency.
 - 1. The assignment of bail to a specific case, as detailed in the Stanislaus County Felony Bail Schedule, shall be determined by totaling the bail for each separate offense within the case.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.07 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Bail	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1269	ADMINISTRATIVELY APPROVED ANNUALLY

- a. This means that one probable cause declaration will equate to one set of case lines. (See Schedules B and C for the addition of enhancement and special allegation bail increments for each separate offense within each case).
- C. If the arrest is without a warrant and is for felony and misdemeanor offenses, bail shall be set for the felony offense(s) only, unless a charge of 23152(a) or (b) is added.
1. If so, the additional amount for 23152(a) or (b) shall be added to the felony bail amount.
 2. No additional bail should be set for other misdemeanor offense(s) unless approved by a magistrate or the misdemeanor arrest was based on a warrant for which bail was previously set.
 3. In the event an individual is booked only on misdemeanors (two or more misdemeanor charges) the bail amounts will be set for the highest misdemeanor charge.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.08 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Compliance with 40304.5 CVC	REVISION DATE: 01/18/23
RELATED ORDERS: CVC: 40304.5	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes compliance with Section 40304.5 of the California Vehicle Code.

II POLICY

- A. Custodial personnel will comply with Section 40304.5 CVC. Whenever any person is taken into custody for bail, to be collected on two or fewer outstanding warrants for a parking offense or a traffic infraction, the person shall be provided the opportunity to immediately post bail and not be booked, photographed, or fingerprinted. Nor shall an arrest record be made until the person has been given at least three hours to arrange bail.

III DEFINITIONS

IV PROCEDURE

- A. If the person has sufficient cash in their possession, that person shall be given the opportunity immediately to post bail.
- B. If the person does not have sufficient cash in their possession, that person shall be informed of their rights and given the opportunity to do all of the following:
1. Make not less than 3 completed local or collect long-distance telephone calls to obtain bail.
 2. Have not less than 3 hours in which to arrange bail.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.09 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Cash Bail or Fine	REVISION DATE: 07/27/23
RELATED ORDERS: PC: 1295, 1297	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for processing cash bail and fines.

II POLICY

- A. Anyone including the incarcerated persons may post cash for a bail or fine.
1. Cash or a certified check for the exact amount, made payable to the Stanislaus County Superior Court, is accepted for local cases.
 2. Anyone including the incarcerated persons may post cash or a certified check for an out-of-county bail or fine.
 - a. Cash or a certified check for the exact amount made payable to the Sheriff (the name of the current Stanislaus County Sheriff), is accepted for out-of-county cases.

III DEFINITIONS

IV PROCEDURE

- A. Processing a cash bail or fine:
1. Access the ICJIS System under Bail & Fines.
 2. Enter the incarcerated person's booking number and then click search.
 3. The individual posting the bail or fine must use a valid form of identification. Enter the individual's information in the Payer Section. You may need to add the individual into the system under the Add Party area. Make a copy of the ID. Include the payer's address.
 - a. Valid form of Identification:
 - State Identification Card
 - Driver license
 - US Passport or passport card
 - US military card
 - Military dependent ID card.
 - Permanent resident card
 - Certificate of citizenship
 - Certificate of naturalization
 - Employment authorization document
 - Foreign passport

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RELATED ORDERS: PC: 1295, 1297	ADMINISTRATIVELY APPROVED ANNUALLY

4. Take the cash to the lobby or reception window. Count the cash money in a secure location. Additional staff may want to double-check the cash count.
5. No check other than a certified bank check is accepted for a bail or fine.
 - a. In the Bail/Fine Information Section; start at the bail area and make the correct selection.
 - b. In the DA Case Number Section; use the pull-down menu and select the correct case number for the bail or fine. The Charge, Type, and Amount Sections should update automatically. Enter the warrant number and any additional charges if required. Use the pull-down menu and select Stanislaus Superior Court.
6. Issue a court date in the same manner as a citation or bail bond; 60 days at 0830 for felony and misdemeanor cases. The date is entered in the following format: MMDDYYYY.
7. Ask the payer if they wish to have the bail applied to a fine. Change the pulled-down menu to the correct response.
8. Make a note of the receipt number and then click the Add Button once all steps are complete. ICJIS will update itself if all information was added correctly. Fix any errors and make sure the receipt number is the same and hit Add again.
9. Press the Receipt Button once the information is added correctly. A receipt window will open. Print the receipt. The receipt is treated in the same manner as a citation.
10. Explain the court date and appearance information and have the person posting the bail sign the receipt. The releasing deputy will sign and make 4 copies of the receipt. The original and other copies are disbursed as follows:
 - a. Copy to payer posting the cash bail or fine.
 - b. Copy to incarcerated persons being released.
 - c. Copy to the pouch.
 - d. Copy to Court Clerk.
 - e. The original is placed in an envelope with the cash or check and a copy of the payer's identification. The entire envelope is placed in the drop safe located in the Receiving and Release Area.
11. The incarcerated persons are then processed using normal release procedures.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.10 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Scheduling Court for Citations & Bail Bond Releases	REVISION DATE: 07/27/23
RELATED ORDERS: CRC: 4.115 (a)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for scheduling a court appearance for individuals released from custody on bail bond and citation releases.

II POLICY

- A. Citations releases are to be scheduled for court at 0830 hours, 60 days from the date of release.
- B. Bail bond releases for misdemeanors offenses are to be scheduled for court at 0830 hours for pre arraignment cases, 60 days from the date of release.
- C. Bail bond releases for felony offenses are to be scheduled for court at 0830 hours, 60 days from the date of release.
- D. Misdemeanor Warrants for Violation of Probation, as well as Bench Warrants for misdemeanor offenses, are to be scheduled for court at 0830 hours, 60 days from the date of release.
- E. Bench warrants for felony offenses are scheduled for court at 1330 hours, 60 days from the date of release.

III DEFINITIONS

IV PROCEDURE

- A. General Scheduling Guidelines:
 1. If the court appearance date falls on a Tuesday; schedule the appearance for the following day (Wednesday).
 2. If the court appearance date falls on a Saturday; schedule the appearance for the day prior (Friday).
 3. If the court appearance date falls on a Sunday; schedule the appearance on the following day (Monday).
 4. If the appearance date falls on a holiday; schedule the appearance for the next court day, including Tuesdays when Monday is a holiday.
 - a. This is the only time a Tuesday is used for a court appearance on a bail bond or citation release.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.11 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/18/12
SECTION: DNA Collection	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 290, 296 – 296.2, 298.1, 299, 835 W&I: 707 CCR MJS 15: 1059	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures to ensure that individuals convicted of offenses listed in Section 290 and Sections 296 – 296.2 of the Penal Code submit requisite specimens, biological samples, or impressions as required by law, prior to being released from custody, for law enforcement identification analysis.

II POLICY

- A. The use of reasonable force is not authorized to obtain any requisite specimen, biological sample, or impression from an offender refusing to voluntarily provide such samples for law enforcement identification analysis without first obtaining a warrant.
- B. DNA samples are not to be collected from the following individuals:
1. An adult arrested for an immigration hold only.
 2. An adult who is arrested as a fugitive from another state, 1551 PC hold only.
 3. An adult who is arrested on an out of county warrant only.
- C. All adults arrested for any felony offenses must provide a buccal swab inner cheek scraping DNA sample and thumb and palm print impressions for the State of California's DNA (CAL-DNA) Data Bank program.
1. Adults arrested for a felony registerable sex offense, murder or voluntary manslaughter including attempts of these crimes must provide samples for the CAL-DNA Data Bank.
- D. Collection of DNA samples from an adult arrested for a felony offense must be based solely upon the offense that the adult was arrested for. Sample collection is not retroactive and not based upon the individual's criminal history, including prior felony convictions or adjudications.
1. If the person is currently on probation or parole, the prior felony convictions would mandate DNA collection as a convicted offender independent of their detainee status.
- E. DNA collection from people should occur during the booking process or as soon as possible after the arrest and before the subject is released from confinement or custody. A person's California Automated Criminal History Record and any available local databases that may be established to help prevent the collection of duplicate samples should also be reviewed for a DNA collection flag.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/18/12
SECTION: DNA Collection	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 290, 296 – 296.2, 298.1, 299, 835 W&I: 707 CCR MJS 15: 1059	ADMINISTRATIVELY APPROVED ANNUALLY

1. A qualifying individual must provide a DNA sample and palm print impressions for the CAL-DNA Data Bank if a suitable DNA sample and print impressions are not already on file for that individual with the Department of Justice (DOJ).
2. The facility in which the collection takes place is responsible for transmitting the completed sample collection kit to the DNA Laboratory of the DOJ for analysis of DNA and other forensic markers.

III DEFINITIONS

- A. Arrest: for purpose of DNA collection, lasts as long as the subjects remain in continuous physical custody after the arrest and prior to conviction or adjudication (835 PC).

IV PROCEDURE

- A. Any adult convicted of a felony or misdemeanor, with a prior felony conviction as well as sex and arson registrants, will remain subject to DNA collection mandates.
 1. Custodial personnel will screen and identify every person.
 - a. Staff will positively identify each person by collecting fingerprints.
 - b. Staff will review the ICJIS database to determine the DNA status of each person.
 - c. Staff will secure a RAP Sheet if no record of DNA submission can be documented.
 - d. The RAP Sheet will be reviewed to evaluate the status of the person as required by law.
 2. Custodial personnel will update ICJIS in the DNA Section of the Party STANCO Information page with any changes in DNA status. Any additional notes are added to the memo section as necessary.
 3. Court clerks are responsible to make notification of all changes in the custody status of any incarcerated persons.
 - a. Court clerks will comply with all court ordered DNA collections and update ICJIS as necessary.
 4. Custodial personnel will run a DNA Sample Required Report on each shift to collect DNA samples from those identified on the report.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/18/12
SECTION: DNA Collection	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 290, 296 – 296.2, 298.1, 299, 835 W&I: 707 CCR MJS 15: 1059	ADMINISTRATIVELY APPROVED ANNUALLY

- a. Custodial personnel will ensure that ICJIS is updated in the DNA Section of the Party STANCO Information page after collection and any additional notes are added into the memo section as necessary.
5. All required DNA samples and palm print impressions will be collected prior to an incarcerated person's release from custody.
6. If at the time of release; the incarcerated persons have not been required to submit a DNA sample:
 - a. Staff will review the incarcerated person's RAP Sheet and court paperwork to determine the legal criteria for a DNA collection.
7. Completed DNA packets are sealed and placed in a designated location at each facility. The department's mail clerks will pick up the packets and mail them through the US Mail to the Department of Justice.
- B. The shift supervisor will document the refusal of an incarcerated person to voluntarily comply with required DNA sample collection. Documentation will include any efforts of staff to gain voluntary compliance and that the incarcerated persons were asked to provide the required specimen, sample, or impression and refused.
 1. The use of reasonable force is not authorized to obtain a required DNA sample without first obtaining a warrant.
 2. DNA sample collection from non-compliant incarcerated persons will consist of a phlebotomist at a medical facility drawing a blood sample.
- C. Incarcerated persons refusing to voluntarily comply with DNA sample collection:
 1. Staff shall immediately notify their supervisor.
 2. The shift supervisor will notify the incarcerated persons of their legal requirement to provide the required sample and explain the consequences of non-compliance.
 - a. The shift supervisor will complete the Written Notice: Refusal of Offender to Submit DNA Sample Collection form.
 - i. This form is located at: G/Custodial/AD Forms/DNA Forms/Refusal to Submit to DNA Sample Collection.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/18/12
SECTION: DNA Collection	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 290, 296 – 296.2, 298.1, 299, 835 W&I: 707 CCR MJS 15: 1059	ADMINISTRATIVELY APPROVED ANNUALLY

- ii. The shift supervisor will read and explain the criteria defined on the form.
 - iii. Ensure the incarcerated persons understands that refusing to voluntarily submit the required DNA sample is a violation of Penal Code Section 298.1, which is a misdemeanor and punishable by a \$500 fine and up to a year in county jail.
- b. A copy of the completed form is to be given to the incarcerated persons for review.
- c. If the incarcerated persons continue to refuse voluntary compliance after reviewing the form; the shift supervisor will assign a staff member to complete a disciplinary report and serve the incarcerated persons.
- d. The incarcerated persons are not to be released from custody.
 - i. The shift supervisor will contact dispatch and request a patrol deputy to rebook the incarcerated persons on new charges regarding the refusal to submit to the required DNA sample collection.
- e. If needed, classification is to re-house the incarcerated persons. The disciplinary hearing is to be conducted in accordance with established disciplinary policy.
- f. The shift supervisor will notify the Facility Commander. The shift supervisor will contact SO Detectives at the direction of the Facility Commander.
 - i. A copy of the disciplinary report and the completed Written Notice: Refusal of Offender to Submit DNA Sample Collection form will be given to detectives.
 - ii. SO Detectives will request a warrant for the blood draw and process the sample collection in accordance with the warrant.
 - iii. AD Transportation will transport the individual to the medical facility at the request of detectives.
- 3. The Buccal Collection Test Kit will not be used in seizing a DNA sample from a non-compliant individual. The service of a phlebotomist at a medical facility shall be utilized to seize the blood sample in accordance with the warrant.
 - a. The individual is to be scheduled for court and the disposition of the case is to be decided by the court.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.12 GDP
CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 10/19/15
SECTION: 290 Registration Requirements	REVISION DATE: 07/27/23
RELATED ORDERS: PC 290, PC 290.017, FORM 8047	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures that ensure individuals who are required to register as sex offenders, pursuant to Penal Code Section 290, are notified of registration requirements in writing before their release from custody.

II POLICY

- A. Pursuant to 290.017 PC; Form 8047 Notice of Sex Offender Requirement is to be completed, signed, and given to offenders before their release from custody. The form provides an explanation of registration requirements for persons being released from confinement who are required to register as a sex offender.

III DEFINITIONS

IV PROCEDURE

- A. Form 8047 is to be processed as follows:
1. The Court Clerk will determine if this is a new case or an existing case.
 - a. If it is a new case, the person is required to register. Form 8047 form must be completed.
 2. The Court Clerk will fully complete both pages of Form 8047, excluding the address where the person expects to reside upon release.
 3. The Court Clerk will mark the box on the ICJIS Release Transfer Screen: Needs to Sign Registration Requirements before Release.
 4. The Court Clerk will file the form along with an instruction cover sheet in the pouch of the individual required to register. These forms are to be given to the individual upon release.
 - a. At the time of release, releasing staff will ask the individual for an address where they expect to reside.
 - b. If the individual is a transient, ask for a relative's address and document the individual's status on the form.
 - c. Releasing staff will print their name on the form and sign and date.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	2-04.12 GDP
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SECTION: 290 Registration Requirements	REVISION DATE: 07/27/23
RELATED ORDERS: PC 290, PC 290.017, FORM 8047	ADMINISTRATIVELY APPROVED ANNUALLY

- d. The individual being released will sign and date the form and give a right thumbprint impression on the form.
- e. Releasing staff will instruct the individual to read page 2 of the form and initial all 22 items. Releasing staff will record the date on the top right corner of Page 2.
5. Releasing staff will notify the individual that this is just a notification process of their requirement to register and not the registration process itself.
 - a. The individual is to be advised that they must report to their respective police department to complete the registration process.
 - b. Releasing staff will verify the individual understands these requirements.
6. A copy of both pages will be given to the individual upon release.
7. Both pages of the original form will then be placed in an interdepartmental envelope and sent to the Court Clerk at the Sheriff's Detention Center (SDC).
8. The Court Clerk will make a copy of both pages of the form and mail them to the law enforcement agency where the individual is required to register.
9. The Court Clerk will put the date the original was sent to the Department of Justice and initial and scan both pages of the form. The form is then to be emailed to: 290@stanislaussheriff.com.
 - a. A spreadsheet is to be maintained by the Court Clerk. The spreadsheet will record each person who is required to register and their booking number, STANCO number, and the date the form was completed.
 - b. The original form is to be mailed to the Department of Justice at the address on the top of the form within 3 business days.
 - c. The shift supervisor will ensure all registration documents are kept in the qualifying individual's pouch for processing at the time of release.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Jail Alternatives Unit Organization	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1029, 1050, 1069, 1080, 1081, 1082, 1083, 1084, 1200 PC: 1203.016, 1203.017, 1203.018 1208, 1208.2, 1209, 3074, 3075, 3076, 3077, 3078, 3079, 3083, 3084, 3086, 3087, 4024.2	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes the overall organization and operation procedures of the Jail Alternatives Unit.

II POLICY

- A. The Stanislaus County Sheriff's Department offers a wide range of alternatives to incarceration for qualifying individuals.
 1. Program qualification is determined by the individual's commitment requirement and classification status.
 2. Each individual considered for program participation is to be screened in accordance with established program standards.

III DEFINITIONS

IV PROCEDURE

- A. The Alternative Work Program allows incarcerated persons with 365 days or less remaining on their sentence to perform community improvement projects and manual labor in support of non-profit organizations.
 1. The program was started in October 1987 pursuant to Penal Code Section 4024.2 and with authorization of the Stanislaus County Board of Supervisors.
 2. Pursuant to Assembly Bill 1869, the Alternative Work Program is a fee-free program.
 3. The program is open to sentenced, low-risk offenders and minimum-security incarcerated person meeting established program qualification criteria.
- B. The Electronic Monitoring Program is a fee-supported program where qualifying un-sentenced and sentenced incarcerated persons may voluntarily participate or involuntarily be placed in a home detention program before sentencing, in lieu of bail, or during their sentence in lieu of confinement in a county jail facility.

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RELATED ORDERS: CCR MJS 15: 1029, 1050, 1069, 1080, 1081, 1082, 1083, 1084, 1200 PC: 1203.016, 1203.017, 1203.018 1208, 1208.2, 1209, 3074, 3075, 3076, 3077, 3078, 3079, 3083, 3084, 3086, 3087, 4024.2	ADMINISTRATIVELY APPROVED ANNUALLY

1. The program, with authorization from the Stanislaus County Board of Supervisors, was started in May 1992 and is administered pursuant to Penal Code Sections 1203.016, 1203.017, and 1203.018.
- C. Pursuant to Assembly Bill 1869, no sign-up fee or daily fees will be charged by the Sheriff's Department or the county for participation in this program.
1. After program acceptance, the participant may then be charged a daily fee for equipment necessary to participate in the Electronic Monitoring Program. The daily fee is paid directly to the vendor to cover the cost associated with the ankle monitoring devices and hardware.
 - a. The program is open to sentenced and un-sentenced offenders meeting established program qualification criteria.
- D. Sheriff's Parole is not supported by any type of fee process. The process was started pursuant to Penal Code Section 3074.
1. Sheriff's Parole is open to any sentenced incarcerated persons who have completed one-third (1/3) of their commitment.
 2. Applications are reviewed by members of the Parole Board. The board is made up of a Sheriff's Office Facility Commander, a representative from Probation, and a citizen of Stanislaus County.
 3. If parole is granted, terms and conditions may be set by the Parole Board.
 4. In this program the participant may rejoin the community but will continue to be monitored by the Jail Alternatives Unit until their parole expires.
- E. An individual may request an administrative review, through the appeal process, of a ruling to deny the individual participation on a Jail Alternatives Unit Program.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Alternative Work Program	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1209, 4024.2	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes operational procedures for the Alternative Work Program.

II POLICY

- A. The Alternative Work Program is authorized by the Stanislaus County Board of Supervisors, pursuant to Penal Code Section 4024.2
1. The Alternative Work Program is a component of the Stanislaus County Jail Alternatives Unit.
 2. The program is a fee-supported process that allows incarcerated persons with 365 days or less remaining on their sentence to perform community improvement projects in support of non-profit organizations as an alternative to incarceration.
- B. An individual may appeal the denial for program participants through the unit's chain of command:
1. Jail Alternatives Unit Sergeant
 2. Jail Alternatives Unit Commander
 3. Adult Detention Division Commander

III DEFINITIONS

IV PROCEDURE

- A. Individuals applying for the Alternative Work Program will be considered on a case-by-case basis. Approval or denial is at the sole discretion of the Sheriff's Department.
- B. The following factors are used to screen applicants for the Alternative Work Program:
1. Severity of the individual's criminal charges.
 2. Circumstances surrounding the case and victim impact.
 3. The individual's criminal history.
 4. Any prior participation or performance in the program.
 5. In-custody behavior history.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: Electronic Monitoring Program	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1203.016, 1203.017, 1203.018, 1208.2	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes operational procedures for the Electronic Monitoring Program.

II POLICY

- A. The Electronic Monitoring Program is authorized by the Stanislaus County Board of Supervisors pursuant to Penal Code Sections 1203.016, 1203.017, and 1203.018.
1. The program was started in May 1992 with authorization from the Stanislaus County Board of Supervisors.
 2. The program is administered pursuant to Penal Code Sections 1203.016, 1203.017, and 1203.018.
 3. Pursuant to Penal Code Section 1208.2; a sign-up fee may be charged to those who apply to the program.
 - a. After acceptance, participants may be charged a daily fee while in the program.
- B. An individual may appeal the denial for program participants through the unit's chain of command:
1. Jail Alternatives Unit Sergeant
 2. Jail Alternatives Unit Commander
 3. Adult Detention Division Commander

III DEFINITIONS

- A. The Electronic Monitoring Program: is a fee-supported program where qualifying un-sentenced and sentenced incarcerated persons may voluntarily participate or involuntarily be placed in a home detention program, before sentencing in lieu of bail, or during their sentence in lieu of confinement in a county detention facility.

IV PROCEDURE

- A. The Electronic Monitoring Program is open to sentenced and un-sentenced offenders who meet established program qualification criteria. Approval or denial is at the sole discretion of the Sheriff's Department.
- B. The following factors are used to screen applicants for the Alternative Work Program:

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
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RELATED ORDERS: PC: 1203.016, 1203.017, 1203.018, 1208.2	ADMINISTRATIVELY APPROVED ANNUALLY

1. Severity of the individual's criminal charges.
2. Circumstances surrounding the case and victim impact.
3. The individual's criminal history.
4. Any prior participation or performance in the program.
5. In-custody behavior history.

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CHAPTER : Receiving & Release, Classification, & Jail Alternatives	ISSUE DATE: 04/01/11
SECTION: County Parole Program	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1208.2, 1208.5, 3074 – 3088	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes operational procedures for the Stanislaus County Parole Program.

II POLICY

- A. The Stanislaus County Board of Parole Commissioners adopts the following rules and regulations, pursuant to Sections 1208.2, 1208.5, 3074 through 3088 of the California Penal Code.
1. The Stanislaus County Sheriff's Department, Jail Alternative Unit, located at 194 East Hackett Road Modesto, California is designated as the office of the Board.
- B. The Stanislaus County Board of Parole Commissioners consists of the following individuals:
1. Stanislaus County Sheriff
 2. Stanislaus County Chief Probation Officer
 3. A member of the public who is appointed by the Presiding Judge of the Stanislaus Superior Court, pursuant to Penal code section 3075.
 - a. A Custodial Commander appointed by the Sheriff acts as Parole Officer and Secretary of the Board.
- C. No incarcerated persons shall be released on parole unless they have signed an agreement accepting the terms and conditions of parole.

III DEFINITIONS

IV PROCEDURE

- A. The Sheriff and Chief Probation Officer may appoint staff from their respective offices to serve.
1. The public member may not appoint a temporary commissioner to serve. Any reference in these regulations to the Board or its members shall include and apply to temporary commissioners.
- B. When parole is granted, the Parole Board Secretary shall deliver a certificate granting parole, to the officer in charge of the facility where the incarcerated person is confined. This certificate will direct the release of the person in accordance with the rules and terms of parole.

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Policy & Procedure Manual - Adult Detention Division		
CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11	
SECTION: Incarcerated Persons' Rights	REVISION DATE: 06/26/23	
RELATED ORDERS: CCR MJS 15: 1050, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1072, 1073, 1080, 1081, 1082, 1083, 1211, 1212, 1214, 1215, 1266, 1267 PC: 2656(c)	ADMINISTRATIVELY APPROVED ANNUALLY	

I PURPOSE AND SCOPE

- A. This policy establishes procedures defining the rights incarcerated persons are entitled to during their term of incarceration in the Stanislaus County Adult Detention System.

II POLICY

- A. To ensure compliance with the intent of this policy; specific procedures fulfilling the requirements described in this policy, about incarcerated persons' rights regarding conditions of confinement, are referenced in other specific sections and chapters of the Stanislaus County Sheriff's Department Adult Detention Policy and Procedure Manual.
- B. The Stanislaus County Sheriff's Department recognizes that incarcerated persons have certain rights relative to the conditions of their confinement. The following rights are recognized as incarcerated person rights:
 1. Access to the courts and legal counsel.
 2. Clean and orderly surroundings.
 3. Adequate toilet, bathing, and laundry facilities.
 4. Adequate lighting, heating, and ventilation.
 5. Compliance with federal, state, and county fire and safety laws and regulations.
 6. A wholesome, properly prepared, nutritionally adequate diet.
 7. Clean and seasonable clothing.
 8. Basic medical and dental services comparable in quality to those available to the general public.
 9. Access to both recreational opportunities and equipment.
 10. Access to clergy allows incarcerated persons to practice their legitimate religious practices, subject only to the limitations necessary to maintain institutional order and security.
 11. Visitation with family members and friends in a visiting area, which is limited only by those facility requirements necessary to maintain order and security. Areas are available for confidential visitation between incarcerated persons and attorneys, except where substantial justification for restriction is provided.
 12. Sending sealed letters to a specified class of persons or organizations, including but not limited to: courts, attorneys, officials of the confining authority, government officials, administrators or

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grievance systems, and members of the parole authority. Incarcerated persons seeking judicial or administrative redress are not subject to reprisals or disciplinary actions as a consequence.

13. Maintaining contact with attorneys, their representatives, or experts retained by them. This is to be accomplished through uncensored correspondence, telephone communication, and official visits, limited only as necessary to maintain order and security. Incarcerated persons will have the right to request assistance in preparing and filing legal papers. This will include assistance from persons with legal training, law school legal assistance programs, the Public Defender's Office, and law library facilities.
 14. Freedom from discrimination based on the incarcerated person's race, religion, national origin, gender identity, age, disability, or political belief.
 15. The protection from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
 16. A dignified conversational form of address. All incarcerated persons will be addressed by name rather than booking number or in another derogatory manner.
 17. Participation in the classification process allows the incarcerated person's input in all stages of program planning. Incarcerated persons are entitled to present opinions, preferences, and requests for appropriate classification procedures and to participate in deliberations involving that programming.
 18. Personal grooming choices regarding appearance. This choice is limited only by requirements for safety, security, identification, and hygiene.
- C. Interpretation of these regulations may be necessary regarding the security level of the incarcerated persons and for the good order of the facility.
1. The expectation that unnecessary force, embarrassment, or indignity to the incarcerated persons is avoided during a search.
 2. Access to paper and other supplies and services related to legal matters at the incarcerated person's expense, unless the incarcerated person is indigent.
 3. Under election codes, incarcerated persons have the right to participate in county, state, and federal elections.
 4. The availability of a written grievance procedure including at least one level of appeal.

III DEFINITIONS

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RELATED ORDERS: CCR MJS 15: 1050, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1072, 1073, 1080, 1081, 1082, 1083, 1211, 1212, 1214, 1215, 1266, 1267 PC: 2656(c)	ADMINISTRATIVELY APPROVED ANNUALLY

- A. Disability: A physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.

IV PROCEDURE

- A. Person's Rights to Bodily Aids (Orthopedic and Prosthetic Appliance):
- B. Persons booked or housed in a Stanislaus County detention facility shall not be deprived of the possession or use of any orthopedic or prosthetic appliance if such appliance has been prescribed and fitted by a physician.
1. If the Facility Commander determines that possession of an orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed.
 - a. If an orthopedic or prosthetic appliance is removed from a person, the Facility Commander shall ensure the following:
 - i. Department members can document probable cause for removal.
 - ii. The person is examined by a physician within 24 hours after the appliance is removed.
 - b. If the examining physician determines that the removal of an orthopedic or prosthetic appliance is harmful to the health or safety of the person, the physician shall inform the person and the Facility Commander of such a condition.
 - i. If the Facility Commander refuses to return the appliance to the person; the Facility Commander shall promptly notify the physician and the person of the reasons for the refusal.
 - ii. The Facility Commander will ensure that the person is provided a form, as specified in Section 2656(c) of the Penal Code, by which the person may petition the Superior Court for the return of the appliance.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	3-01.02 GDP
CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Access to Legal Research Materials (LRA)	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1064 Rodriguez v. Stanislaus County et al Stipulated Judgment	ADMINISTRATIVELY APPROVED ANNUALLY

I. PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding how legal research materials are provided to incarcerated persons through Legal Research Associates (LRA), as prescribed in United States District Court, Eastern District of California, Rodriguez v. Stanislaus County et al Stipulated Judgment.

II POLICY

- A. An incarcerated person requesting legal information will do so through Legal Research Associates (LRA).
1. Incarcerated persons are allowed to submit two legal request forms in the first half of a calendar month and submit another two legal request forms in the second half of a calendar month.
 - a. Four total legal requests may be submitted per calendar month.
 2. Pro-per-incarcerated persons, certified by the court, can submit an unlimited number of legal requests to LRA each calendar month.
 - a. Legal or court-ordered telephone calls are to be approved by the Facility Commander.
 - b. Copying of documents; pro-per incarcerated persons must obtain this service from an approved outside source. The facility will not sustain the cost of copies.
 - c. Pro-per incarcerated persons must obtain legal forms from an approved outside source. The facility will not sustain the cost of these forms.
- B. Each facility shall post information regarding the LRA process and make available forms for incarcerated persons to request legal research materials.
1. Incarcerated persons who wish to file a grievance against LRA shall do so by established policy and procedures.
 2. Legal Research Associates will answer all incarcerated persons' grievances regarding to the LRA program.
 - a. All incarcerated persons' grievances regarding the LRA program are to be time dated and stamped and faxed to LRA at (510) 581-3748. The original grievance is to be stored in the facility's Grievance Binder.

III DEFINITIONS

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- A. LRA: Legal Research Associates is a capable provider of tailored legal research materials for incarcerated persons. The LRA program provides attorney-supervised research and research performed by persons trained in the law. LRA processes incarcerated persons' requests and provide individualized responses. Written interactive incarcerated person assistance is given as needed. Key legal research materials are accessible to all incarcerated persons and information is updated daily.
- B. Pro-per Incarcerated persons: a pro-per incarcerated person is an incarcerated person who is acting as their attorney in a criminal court case, which they are currently in the custody of and is certified by the court as such.

IV PROCEDURE

- A. Information about Legal Research Assistance (LRA) shall be posted in each incarcerated person's housing area. LRA request forms shall be made available as needed.
 - 1. The incarcerated persons will complete the front of the form. The reverse side contains instructions to help incarcerated persons complete the form.
 - 2. Incarcerated persons are allowed to request up to 5 items on each request, Monday through Friday.
 - 3. Incarcerated persons will place the LRA form in their unit mailbox or department members will collect all legal request forms and take them to an area for processing.
 - a. The form is to be time dated and stamped. A fax cover sheet is completed including the date sent and the tracking numbers sent (mentioned below).
 - b. A tracking number is to be written at the bottom of each request form. The tracking number will begin with a facility indicator and a three-digit number.
 - c. Fax the requests to LRA at (510) 581-3748. After faxing, update the LRA tracking log indicating the date sent, incarcerated person's name, and the booking number.
 - 4. LRA will ship each request back to the incarcerated persons within 3 working days.
 - 5. Once the information is received from LRA, count the number of pages in each packet.
 - a. Department members will deliver the LRA information packets to incarcerated persons.
 - b. Enter the number of pages and the incarcerated person's name on the tracking form located on the G Drive.

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- c. Completing the Tracking Log:
 - i. Date Received-Incarcerated persons: the date the form was received from the incarcerated persons.
 - ii. Tracking # Facility: follow the current tracking number for the facility.
 - iii. Date Faxed: the date the legal request was faxed to LRA.
 - iv. Incarcerated person's Name: the incarcerated person's name as it appears on the form.
 - v. Booking #: the incarcerated person's booking number.
 - vi. Date Information Received: the date the information is received back from LRA.
 - vii. # Of Pages: the number of pages received for each incarcerated person's request.
- d. Tracking logs are located at G/Custodial/LRA Tracking Logs
 - i. Open the folder corresponding to the facility. At the bottom of the page are tabbed by month. Enter each incarcerated person's request for that month.
- B. Pro-per incarcerated persons with funds are expected to purchase legal supplies through the commissary system. Other authorized items, which are not sold on commissary, are provided by approved outside sources.
- C. Pro-per incarcerated persons without funds will obtain authorized supplies from approved outside sources. The facility will not sustain the cost of these supplies.
 - 1. Authorized items and approved amounts:
 - a. Numbered, 28-line legal paper. Eight sheets per request.
 - b. Yellow legal pad with no cardboard back. One per request.
 - c. Manila file folder. Two per request.
 - d. Legal size envelopes. Two per request.
 - e. Legal mailing envelopes with no metal clasps. Two per request.
 - f. Pencil eraser. One per request.

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D. Legal Forms:

1. Requests for a petition of "Writ of Habeas Corpus" will be forwarded to the facility operations sergeant for processing.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 10/18/12
SECTION: Incarcerated Person Correspondence	REVISION DATE: 08/01/23
RELATED ORDERS: CCR MJS 15: 1063, 1066 PC: 2601(b)	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy aims to establish procedures for processing and delivering incarcerated persons' correspondence. This policy also establishes regulations for incarcerated persons to send and receive correspondence through the US Mail.

II POLICY

- A. Incarcerated persons are permitted to send and receive an unlimited amount of correspondence through the US Mail to maintain communication with their families, friends, business associates, the courts, and other government authorities.
1. Correspondence is to be uncensored but inspected to prevent the introduction of contraband in the facility.
 2. Department members shall maintain the overall safety and security of the facility by preventing the introduction of contraband.
 3. Legal correspondence may be opened and inspected in the presence of the incarcerated person only. This inspection is conducted to search for contraband.
 - a. Incarcerated persons are approved to confidentially correspond with the Facility Commander and their attorneys.
 - b. Incarcerated persons are approved to confidentially correspond with certified PREA auditors and PREA related entities.
 4. Indigent incarcerated persons without funds are permitted four postage-paid letters and eight sheets of paper each week to maintain communication with their family, friends, and business associates.
 5. Indigent incarcerated persons without funds are permitted unlimited postage-paid to correspond with the courts, government authorities, and other legal representatives which qualifies as legal mail.

III DEFINITIONS

- A. Correspondence: sending or receiving communication.
- B. Legal Correspondence is correspondence between an incarcerated person and:
1. All state and federal elected officials.

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SECTION: Incarcerated Person Correspondence	REVISION DATE: 08/01/23
RELATED ORDERS: CCR MJS 15: 1063, 1066 PC: 2601(b)	ADMINISTRATIVELY APPROVED ANNUALLY

2. All state and federal officials appointed by the governor or the President of the United States.
 3. All city, county, state, and federal officials have responsibility for the incarcerated person's present, prior, or anticipated custody, parole, or probation supervision.
 4. All state and federal judges, and the courts.
 5. An attorney at law listed with a state bar association.
 6. The Board of State and Community Corrections (BSCC).
 7. Certified PREA auditors and PREA related entities such as Havens Women's Center, etc.
- C. Contraband: any item or article in the possession of an incarcerated person or found within the facility, that has not been officially issued, purchased from commissary, altered from its original state, or approved by the Facility Commander.

IV PROCEDURE

A. Incoming Mail:

1. Correspondence to incarcerated persons should be addressed as follows:
 - a. Sheriff's Detention Center, Incarcerated person's Name, Booking Number, 200 East Hackett Road Modesto, CA 95358
 - b. REACT Facility, Incarcerated person's Name, Booking Number, 194 East Hackett Road Modesto, CA 95358
 - i. All incoming incarcerated persons' mail will be processed through the U.S. Postal Service, UPS, Fed-Ex, and other postal carriers.
 - ii. All incoming mail is delivered to the mailboxes located in front of the Sheriff's Detention Center and the REACT Facility.
 - (a) Large packages may be delivered to the reception window in the public lobby. Department members should direct carriers to place deliveries in the package room or other specified areas.
 - c. Incoming mail will be processed promptly. Processing is generally conducted within 24 hours, excluding weekends and holidays.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 10/18/12
SECTION: Incarcerated Person Correspondence	REVISION DATE: 08/01/23
RELATED ORDERS: CCR MJS 15: 1063, 1066 PC: 2601(b)	ADMINISTRATIVELY APPROVED ANNUALLY

- i. Department members will collect all incoming mail and only process mail for in-custody individuals.
 - (a) If staff receives mail for an incarcerated person housed at another facility; staff is to forward that mail to the facility where the incarcerated person is located using inter-department mail.
 - (b) Mail marked as Legal Mail is not to be opened. Legal Mail is to be forwarded to the incarcerated person's housing unit.
- d. Mail received for un-in-custody individuals is to be marked NIC/RTS and placed in the outgoing US Mailbox.
- e. Mail containing obvious contraband items is to be marked RTS with a brief description (i.e., No Cards) and placed in the outgoing US Mailbox. If there is no return address the mail is to be destroyed or in the rare instance placed in the incarcerated person's personal property at the discretion of the staff.
- f. Department members will sort and deliver all incoming mail to the appropriate locations. Housing deputies will process, scan, and deliver the incoming incarcerated person's mail.
 - i. Mail is inspected to intercept money, contraband, and other prohibited items.
 - ii. Certified checks, money orders and cash sent through the mail will be returned to the sender.
 - iii. Greeting cards and Polaroid pictures are considered contraband and are to be returned to the sender.
 - iv. Mail that has foreign substances or heavy markings on the envelope or letter such as lipstick, perfume, dark marker, or crayons may be returned to the sender at the discretion of the staff.
 - v. Staff returning mail will mark RTS or REFUSED on the mail with a brief explanation of why the mail was refused.
- g. Mail is processed, scanned, and delivered on all shifts by department staff.
 - i. Staff will hand deliver the incarcerated person's mail directly to the incarcerated person and ensure the incarcerated person, to whom the mail is addressed, receives the mail.

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SECTION: Incarcerated Person Correspondence	REVISION DATE: 08/01/23
RELATED ORDERS: CCR MJS 15: 1063, 1066 PC: 2601(b)	ADMINISTRATIVELY APPROVED ANNUALLY

- ii. All mail received on shift is to be processed and delivered by staff before the end of the shift unless circumstances prevent otherwise.
- h. Incarcerated person's correspondence is not to be censored unless there is clear and convincing evidence to justify such censoring.
- i. Legal Mail is to be opened and inspected for contraband only in the presence of the incarcerated person to whom the mail is addressed too.
 - i. Legal Mail is not to be read or scanned without the approval of the Facility Commander and substantiating a valid security reason.
- 2. Outgoing Incarcerated Person Mail: all outgoing incarcerated person mail is to be sent through the U.S. Mail.
 - a. Department members will instruct incarcerated persons to place outgoing mail in the locked housing unit mailbox. Staff can accept outgoing mail directly.
 - i. Department members can receive outgoing mail and other correspondence directly from incarcerated persons in administrative separation having limited privileges and who may not have access to a unit mailbox.
 - b. Outgoing mail is to be processed promptly and not delayed more than 24 hours, excluding weekends and holidays.
 - i. Graveyard staff will collect all outgoing incarcerated persons.
 - ii. correspondence and incarcerated person forms from the housing unit mailbox. Graveyard staff will process, scan, and route all correspondence and forms to the correct location during their shift.
 - iii. Legal correspondence: incarcerated persons are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to:
 - (a) Courts
 - (b) Attorneys
 - (c) Officials of the Confining Authority
 - (d) Government Officials
 - (e) Administrators of the Grievance Systems

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(f) Members of the Parole Authority.

iv. Any outgoing prepaid reply to cards for retailers or distributors, bulk rate mail, pre-sort, or "junk" mail will be deemed as contraband and will not be processed.

c. All outgoing incarcerated person mail will include the incarcerated person's last name, first name, and booking number in the return address. The return address is to be written in the upper left-hand corner of the envelope. No nicknames are allowed and mail containing contraband will not be delivered. All outgoing incarcerated person correspondence is to be returned and addressed as follows:

i. Sheriff's Detention Center, Incarcerated person's Name, Booking Number, 200 East Hackett Road Modesto, CA 95358

ii. REACT Facility, Incarcerated person's Name, Booking Number, 194 East Hackett Road Modesto, CA 95358

d. United States postage stamps and postage-paid letters are sold through the incarcerated person's commissary. Proper US postage should be placed in the upper right-hand corner of the envelope. Department members will ensure the incarcerated person's mail is sealed after scanning and processing the outgoing mail.

B. Indigent incarcerated person mail:

1. Incarcerated persons who zero out their account balance purchasing commissary and fail to purchase postage stamps or postage-paid letters will not receive postage-paid mail for two weeks after they zero out their account.

2. Indigent incarcerated persons are allowed an unlimited number of postages paid letters for legal mail correspondence.

a. An assigned clerk shall determine the incarcerated person's indigent status. Mail without postage will be forwarded to the clerk for processing.

b. Any mail sent to the clerk for an incarcerated person who has previously been issued four postage-paid letters and eight sheets of paper in that week, shall be returned to the incarcerated person for postage.

C. Incarcerated persons to Incarcerated persons and Inter-Facility Incarcerated Persons Mail:

1. Incarcerated persons to incarcerated persons or walkover mail is not allowed.

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2. Incarcerated persons will only use the US Mail system to correspond with other incarcerated persons incarcerated in Stanislaus County detention facilities.
 3. The Facility Commander may approve incarcerated persons to incarcerated persons inter-facility correspondence. The only incarcerated persons-to-incarcerated person correspondence which shall be considered for approval is that going between husband and wife, parent and child, or family member to a family member.
 - a. Incarcerated persons must request permission from the Facility Commander before being allowed to correspond using inter-facility mail. If this process is approved the following regulations shall apply:
 - i. Each letter will be limited to eight sheets of paper using both sides.
 - ii. The correspondence will not be sealed.
 - iii. Only paper and pictures may be sent.
 - iv. No commissary items are allowed.
 - v. Postage is not required.
 - vi. The letter is to be addressed using the incarcerated person's full name and booking number. Nicknames are not to be used.
 - vii. The return address is to include the incarcerated person's complete name, booking number, and cell number.
 - viii. Incarcerated persons to incarcerated person correspondence is the process through inter-department mail.
 - ix. The department member scanning the letter will seal the envelope, initial the envelope, and forward the correspondence through inter-departmental mail to the incarcerated persons.
 - b. Any violation of these rules will result in the letter being returned to the incarcerated person. The letter will be destroyed if no return address is listed on the envelope.
- D. Mail Containing Contraband:
1. Department members finding contraband in any incoming mail will notify the shift supervisor.
 2. An incident report shall be completed at the discretion of the shift supervisor.

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3. If the contraband constitutes a criminal act, the shift supervisor will request a patrol deputy to complete a crime report and collect evidence.
 - a. Any evidence recovered by staff is to be properly marked or tagged and secured in an evidence locker or drop safe.
4. Patrol should be notified regarding any recovered contraband which is criminal, or which could be used as a weapon or in an escape attempt.
5. The following is a sample list of banned contraband items:
 - a. Polaroid pictures
 - b. Any kind of nude or partially nude pictures
 - c. Raised decorative stickers on or in the envelope
 - d. Personal checks or money orders
 - e. Mail containing substances such as powder, liquids, etc.
 - f. Gang insignia or drug paraphernalia material in letters, books, or magazines.
 - g. Discolored or previously dried liquid on the paper, letter, or envelope
 - i. The shift supervisor will inspect any recovered contraband and:
 - (a) Assign a staff member to investigate and write an incident report.
 - (b) Forward the items to patrol for investigation; or
 - (c) Return the mail and non-criminal contraband items to the sender and take no further action.
 - ii. The staff member returning the mail will:
 - (a) Indicate a brief reason for the rejection on the front of the envelope, i.e., "no lipstick or stickers".
 - (b) Using a black pen, cover the bar scan code on the front of the envelope.
 - (c) Stamp or write "Return to Sender" or "RTS" on the front of the envelope.

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(d) The staff members will write their initials on the front of the envelope.

E. Questionable Mail:

1. Should any incoming or outgoing mail contain information about a crime, a threat to staff, or the security of the facility; department members will copy the letter and forward the copy to the Classification Sergeant at the Bureau of Administrative Services.
 - a. The letter is to be reviewed by the Classification Sergeant and forwarded to the District Attorney's Office.
 - b. The Bureau of Administrative Services Unit will maintain a file of all letters sent to the District Attorney's Office containing questionable information.

F. Processing Books, Magazines, Newspapers, and Periodicals:

1. All books, magazines, and periodicals must be prepaid and delivered to the facility by the US Postal Service, UPS, Fed-Ex, or other authorized delivery services.
2. Such books, magazines, and periodicals must come directly from the publisher or book club.
3. Obscene publications or writings including magazines such as Playboy, Penthouse, Hustler, etc., and mail containing information concerning where, how, or from whom such material may be obtained; and any information tending to incite murder, arson, riot, racism or any other form of violence; any information tending to incite crimes against children; any other information concerning gambling or a lottery; and any information as to the manufacture or use of weapons, narcotics or explosives is prohibited.
 - a. Department members will not cancel subscriptions for incarcerated persons. It is the responsibility of the incarcerated persons to cancel or change address information on all subscriptions.
 - b. Books, magazines, and periodicals will not be forwarded upon the incarcerated person's release. Such material is to be stamped "Return to Sender / NIC" and placed in the outgoing mail.
 - c. All newspapers not sent from the publisher by mail must be delivered to the facility by an employee of the publisher. All newspapers must have the incarcerated person's name marked on the newspaper.
 - d. Books, magazines, periodicals, and newspapers are to be delivered to the housing areas with other incoming mail.

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e. Incarcerated persons are authorized to have a total of 5 books and/or magazines in their possession and one newspaper, excluding a bible and school materials, at any one time.

i. It is the responsibility of the incarcerated persons to dispose of their magazines, books, and newspapers before receiving additional material. The incarcerated persons may donate these items to the library cart or throw them away. These items are not to be placed on the incarcerated person's personal property without the approval of the shift supervisor.

4. The facility Commander shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people.

G. Processing Incarcerated persons Request Forms and Other Incarcerated person Forms:

1. All department members who interact with incarcerated persons shall accept and process incarcerated person forms following established standards, and, in the manner, they were trained.

2. Department members shall route submitted incarcerated person forms to the correct person or location.

a. Department members shall attempt to address any request at the lowest level possible.

b. Housing unit staff will process all forms and requests generated by incarcerated persons under their supervision before the end of their shift unless circumstances prevent otherwise.

H. Violations of Correspondence Rules and Regulations:

1. Violation of correspondence regulations shall be addressed by established disciplinary policy.

2. Violation of criminal laws, by a person corresponding with any incarcerated persons, may result in criminal prosecution and that person being denied correspondence privileges.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Incarcerated Persons Telephone Calls	REVISION DATE: 08/01/23
<u>RELATED ORDERS:</u> CCR MJS 15: 1067 PC: 851.5 GOV: 7296.2	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures governing the access and use of telephones by persons detained or confined in Stanislaus County detention facilities.

II POLICY

- A. The rights outlined in this policy shall be enforced regardless of the person's immigration status.
- B. Hearing-impaired persons will be allowed access to hearing-impaired telephone equipment used in conjunction with the incarcerated persons' phone system. This equipment, when not in use is to be stored in a designated location.
- C. Persons detained or confined within Stanislaus County detention facilities shall have equal access to telephones to maintain community ties and contact with legal representatives.
1. An arrested person has the right to make at least 3 completed telephone calls upon being brought to the facility for booking, except where physically impossible, and no later than 3 hours after arriving at the facility.
 2. The telephone calls are to be made at no expense to the individual if made within the local calling area or at their own expense if outside the local calling area.
- D. Department members shall inquire as to whether the arrested person is a custodial parent with responsibility for a minor child.
1. Department members shall notify the custodial parent that they are entitled to make 2 additional telephone calls to a relative or another person to arrange for the care of a minor child or children in their absence.
 - a. The calls are to be at no expense if completed within the local calling area or at their own expense if outside the local calling area.
 2. These telephone calls shall be given immediately upon request or as soon as practical.
 3. The shift supervisor should be contacted to determine the appropriate steps to arrange for care if a person is unable to resolve the care of any child or dependent adult through this process.
 - a. These steps may include additional telephone calls or contacting a local, county, or state services agency.

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- E. under Section 7296.2 of the Government Code; posted signs in the facility's receiving area shall make the following notifications in English and Spanish. This information is to be in bold-block type print and posted in a highly visible location.
- F. You have the right to free telephone calls within the local calling area, or at your own expense if outside the local calling area, to three of the following:
1. An attorney of your choice or, if you have no funds, the public defender or other attorney assigned by the court to assist indigents. This telephone call shall not be monitored, eavesdropped upon, or recorded.
 2. A bail bondsman.
 3. A relative or another person.
- G. If you are a custodial parent with responsibility for a minor child, you have the right to two additional telephone calls within the local dialing area, or at your own expense if outside the local area, to arrange for the care of a minor child or children in your absence.

Public Defender (209) 558 -7520
Penal Code 851.5
Government Code 7296.2

III DEFINITIONS

- A. Custodial Parent: a parent who has physical or legal custody of a child by court order.

IV PROCEDURE

- A. Incarcerated person's Telephone Calls:
1. Protective custody incarcerated persons receive the same telephone privileges as those available to the general population of incarcerated persons.
 2. Administrative separation incarcerated persons receive telephone privileges on a regularly scheduled basis during exercise recreation or out of cell time.
 3. Incarcerated persons in disciplinary separation do not have telephone privileges as a condition of imposed discipline.

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- a. This should not preclude emergency telephone calls to designated practicing attorneys in connection with prospective or pending litigation.
4. General population incarcerated persons receive telephone privileges during exercise recreation or out of cell time.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 09/21/12
SECTION: Incarcerated persons Voting	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1071	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy aims to establish procedures for incarcerated persons to vote.

II POLICY

- A. Stanislaus County incarcerated persons may correspond with the County Clerk in their county of residence for the purpose of registering to vote and applying for an absentee ballot.
1. Voting materials are available to incarcerated persons upon request.
 2. All outgoing voter-related mail including voter registration forms and vote-by-mail ballots, are treated in a manner consistent with legal mail.
- B. Stanislaus County incarcerated persons shall meet the following requirements to establish voting eligibility in the State of California:
1. Must be a citizen of the United States of America.
 2. Must be a resident of California.
 3. Must be at least 18 years of age or older on or before the next election day.
 4. Must not be in prison, on parole, or under post-release community supervision as a result of a felony conviction.
 5. Must not be serving a sentence in county jail for the conviction of a low-level felony as defined by the Criminal Justice Realignment Act of 2011 (CJRA).
 6. Must not be on probation as an alternative to serving the concluding portion of a sentence in county jail for the conviction of a CJRA-defined low-level felony.
 7. Must not have been declared mentally incompetent by a court of law.
 8. Must not be serving a state prison term in a county jail under a contract between state and local authorities.
- C. Stanislaus County incarcerated persons are eligible to vote if they are:
1. In a local jail as a result of a misdemeanor conviction.
 2. In a county jail as a condition of probation when the entry of judgment and sentencing has been suspended following a felony conviction.

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3. Awaiting trial or are currently on trial and have not yet been convicted of a crime.
4. Completed parole or post-release community supervision for a felony conviction.
5. On probation, unless the probation is an alternative to serving the concluding portion of a sentence in county jail for the conviction of a CJRA-defined low-level felony.

III DEFINITIONS

IV PROCEDURE

A. Duties and Responsibilities of Staff:

1. If an incarcerated person expresses a desire to vote; department members will ask the incarcerated person if they are a resident of Stanislaus County.
2. The facility operations sergeant will send a voter's registration form to the incarcerated person if the incarcerated person is a resident of Stanislaus County.
 - a. The incarcerated persons should complete an incarcerated persons request form to request the voter registration form. The request should be routed to the shift supervisor.
3. If the incarcerated persons are a resident of another county; instruct the incarcerated persons to write the County Clerk's Office in their county of residence to request a voter's registration form.
4. Incarcerated persons will mail voter registration forms like any other personal mail, but this mail should be treated like legal mail.
5. Incarcerated persons will not use any Sheriff's facility as their address. They will use the address of their last known residence if they do not have a current address.
6. Should indigent incarcerated persons wish to correspond with the County Clerk to register to vote or request an absentee ballot; they will use the postage provided to them from the Incarcerated persons Welfare Fund. The incarcerated persons will not be provided with additional postage for this purpose.
7. If an incarcerated person desires an absentee ballot; the incarcerated person must write to the County Clerk's Office requesting that an absentee ballot be mailed to them.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	3-01.06 GDP
CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 05/01/19
SECTION: Dismissal Request Under 41500 CVC	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 1170(h) CVC: 41500	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures defining the process for requesting dismissal of Failure to Appear (FTA) violations under 41500 CVC.

II POLICY

- A. under 41500 CVC, a driver's license shall not be suspended or revoked, and the issuance or renewal of a driver's license shall not be refused as a result of a pending non-felony offense occurring before the time a person was committed to the custody of a county jail under subdivision (h) of Section 1170 of the Penal Code.
1. 41500 CVC allows the Department of Motor Vehicles (DMV) to remove eligible FTA violations and terminate corresponding suspensions of violations that occurred before a person's incarceration date.

III DEFINITIONS

IV PROCEDURE

- A. Request for Dismissal of FTA Violations:
1. Individuals, qualifying under subdivision (h) of Section 1170 of the Penal Code, may request to have FTA violations for traffic court terminated.
 - a. The individual must complete a request to have DMV Form DL114 processed.
 - b. Staff receiving the requests will confirm the individual qualifies under 1170(h) PC.
 - i. If the individual does not qualify, return the request to the individual stating that he/she does not meet the criteria for violation dismissal under 1170(h) PC.
 - ii. If the individual does qualify, forward the request to the Classification Clerk for processing.
 - c. The Classification Clerk will complete the entire form including all three sections.

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RELATED ORDERS: PC: 1170(h) CVC: 41500	ADMINISTRATIVELY APPROVED ANNUALLY

- i. Section 2 - Commitment Dates: only list the dates the individual was in custody, sentenced, and qualified under 1170(h) PC.
- ii. Stamp the form with the County Stamp in the section marked "stamp required."
- iii. Use one of the pre-addressed letters and mail the form to:
 - (a) Department of Motor Vehicles
Mandatory Actions Unit, MS J233
PO Box 942890
Sacramento, CA 94290-001

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Rules for Visiting	REVISION DATE: 05/08/24
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574, 6030 CCR.MJS 15: 1006, 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The Stanislaus County Sheriff's Department recognizes the importance of incarcerated persons visiting. Opportunities to maintain ties with family and community shall be provided to incarcerated persons whenever possible.
- B. Paid video visitation services at the Stanislaus County Sheriff's Office have been discontinued until further notice.

II POLICY

- A. It is the policy of the Stanislaus County Sheriff's Department to provide for visitation with family members, clergy, legal counsel, and others as safety, security, and operational concerns allow. Staff shall ensure the visitation process is safe for incarcerated persons, staff, and visitors and does not interfere with the security or operation of the facility.
 - 1. All visiting is conducted in accordance with Minimum Jail Standards Title 15 Section 1062 and Section 6030 of the California Penal Code.
 - 2. Department members will monitor all visits for the duration.
 - 3. A visitor may only visit one incarcerated person at a time and one incarcerated person per day, excluding official visitors.
 - 4. To gain access to the jail facilities, individuals are required to apply for a jail pass and undergo a screening process. Following this, they must participate in a final interview, during which they acknowledge and sign the facility rules, the no-hostage policy, and PREA forms. Additionally, their photo will be taken as part of the process. Once these steps are completed, they will be entered into the Jail Pass List in ICJIS.
 - a. The only official visitors not required to possess a jail pass are Attorneys, Investigators, and Law Enforcement.
 - b. All other official visitors are required to either have a jail pass, court order, or approval from the Facility Commander or Operations Sergeant to enter the facility.
 - i. If the Facility Commander or Operations Sergeant is not available, the shift supervisor may approve.

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5. A visitor may only visit an incarcerated person as either a personal visitor or official visitor capacity, not both.
 - a. Video visitation does not have the capability for the same person to have multiple visiting accounts whether it is professional or Personal.
 6. Visitation can be revoked at any time for disciplinary reasons or for violating visiting rules.
 - a. Visits may not be canceled unless a legitimate operational or safety and security concern exists. All canceled visits must be documented. The facility manager shall regularly review canceled visits and document such reviews.
 - b. If an official visitor's facility access has been revoked, they may still be approved to visit through the glass or though video visitation.
 7. Each facility shall provide an area that allows communication between incarcerated persons and their visitors but does not jeopardize the safety and security of the facility. Visits will only take place in designated visitation areas. Visitation may also be accomplished by moving a mobile kiosk to a specified cell or room.
 - a. If minors are housed in an adult detention facility, they will visit alone in a separate visit area away from other adult incarcerated persons.
- B. Visitation is conducted on scheduled days and hours as determined by the Facility Commander.
1. All visits must be scheduled electronically online.
 2. A facility may limit or deny visitation during meals or as safety and security needs facilitate.
 3. Visitation times are subject to change and visitation is scheduled on a "first come – first serve" basis.
- C. Each visitation segment, including paid visiting, is limited to 30 minutes in duration. Official visiting and contact visiting are excluded from this requirement.
1. These guidelines are in place to ensure each incarcerated persons has the opportunity to complete the minimum number of visits they are eligible to receive within each visiting week.
 - a. An incarcerated person may only receive 1 public visit per day, free or paid.

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- b. An incarcerated person is eligible for 2 free visits per week, excluding official visits.
 - c. Workers or program incarcerated persons may be eligible for up to 3 free visits per week at the discretion of the Facility Commander or as part of a specific program.
 - i. An incarcerated person, who is classified as an incarcerated persons worker and has medical paperwork to be excused from work for an extended period, shall not be eligible for 3 visits per week until returning to work.
 - d. An incarcerated person is eligible for 4 paid visits per week as a part of video visitation only.
- D. All potential incarcerated person's public visitors must have an email address to register for visitor approval and to schedule visitation.
1. All potential visitors must complete and electronically submit a Stanislaus County Sheriff's Visitor Request Form and be approved before visiting.
 2. The request for approval includes a background clearance process.
 3. Only approved visitors will be approved to visit.
 4. If a visitor applicant is denied visiting privileges; they may appeal the denial to the Facility Commander.
 5. Visitors must electronically review and agree to the visiting rules and policies before submitting a visitor approval application.
 - a. Visitation rules are posted on the Stanislaus County Sheriff's Department website.
 6. Forms may be submitted at any time after the incarcerated person has been booked.
- E. Incarcerated persons may have as many approved visitors as they wish listed on their visit screen.
1. Due to space constraints, only 3 visitors per incarcerated person may visit at one time.
 2. Minor children must be submitted for approval and do count towards the total number of approved visitors.

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3. Only 3 visitors per incarcerated person may visit at one time in a contact visit. Minor children must be submitted for approval and do count toward the total number of approved visitors.
- F. In relation to the Americans with Disabilities Act (ADA) and the Fair Employment & Housing Act (FEHA) and more specifically the issue of service animals; the following policy shall apply to visitors with disabilities:
1. When it is not obvious what service an animal provides, only limited inquiries are allowed. Department members may ask two questions:
 - a. Is the service animal required because of a disability?
 - b. What work or task has the service animal been trained to perform?
 2. Department members cannot ask about the person's disability or:
 - a. Require medical documentation.
 - b. Require a special documentation card or training documentation for the animal.
 - c. Ask that the animal demonstrate its ability to perform the work or task.
 - d. A person with disabilities cannot be asked to remove their service animal from the premises unless:
 - i. The animal is out of control and the handler does not take effective action to control it.
 - ii. The animal is not housebroken.
 3. Department members must offer the disabled person the opportunity to obtain goods or services without the animal's presence when there is a legitimate reason to ask that a service animal be removed.

III DEFINITIONS

- A. Facility Chaplain: a religious representative employed or contracted by the Stanislaus County Sheriff's Department and appointed by the Sheriff. The Facility Chaplain shall screen and approve all chaplain aides or religious advisors and authorized community clergy as well as coordinate the issuance of jail passes with the Program's Sergeant.
 1. A jail pass is issued to these individuals once approved by the Facility Chaplain.

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2. Once authorized; the Facility Chaplain shall submit documentation authorizing visitation between the advisor and the incarcerated persons.
 - a. The advisor must display a printed raptor pass at all times and possess valid identification.
 - b. Displaying a letter of introduction is not required at the time of the visit.
 - c. The Facility Chaplain shall coordinate the number of incarcerated persons with whom an advisor can visit.
- B. Authorized Community Clergy: lay or ordained ministers from a religious organization who are authorized for official visits by approval of the Facility Chaplain.
1. Identity and clergy status must be confirmed. The visitor must have valid identification and be on the Jail Pass List in ICJIS.
 2. Official visits in this capacity must be approved through the chain of command if the visitor is not on the Jail Pass List.
 3. A notation is placed in the incarcerated person's pouch by the Facility Chaplain.
 4. The Jail Pass Holder List is updated and approved by the Programs Sergeant.
 5. The Chaplain must present an incarcerated person's request from the incarcerated persons requesting the visit.
- C. Chaplain's Aide or Religious Advisor: a religious volunteer selected for specific duties. A chaplain's aide or religious advisor is afforded the same considerations as a staff chaplain, including access to housing areas in designated facilities. Volunteers in this capacity work directly under the supervision of the Facility Chaplain and must meet all of the criteria listed above for Authorized Community Clergy.
- D. Community Clergy: lay or ordained ministers from a religious organization who are authorized for incarcerated persons to visit through the chain of command. These clergies have not been pre-authorized by the Facility Chaplain.
1. This type of visit will normally be treated as a special visit for family deaths, religious counsel, etc. Approval for these visits comes from the shift supervisor or higher authority.
- E. District Attorneys and Public Defenders: Attorneys with the District Attorney's Office or Public Defender's Office should have a county identification card and/or Bar Card along with valid identification. They must enter the facility through the public entry points. They must disclose all incarcerated persons they wish to visit upon entering the facility.

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- F. Private Defense Attorneys: all should have a valid Bar Card and valid identification. They must enter the facility through the public entry points. They must also disclose all clients they wish to visit upon entry into the facility.
- G. Letter of Introduction for Legal Visitor Status: a formal letter, when presented with valid identification and a State of California Private Investigator's License, qualifies legal personnel for visitor status. Each form letter must be original and signed by the attorney of record at the time of the visit.
1. The letter must be presented as an attachment to a signed original letter if the attorney of record is not present at the time of the visit.
 2. The original letter must be on an official letterhead including a street address and business phone number of the legal firm sponsoring the visitor. This information must be confirmed by staff. The person signing the letter may or may not be the visitor.
 3. The letter must state the name of the visitor, the name of the incarcerated person, the incarcerated person's booking number, and the purpose of the visit.
 4. A separate letter is required for each incarcerated person being visited. Each letter is valid for 2 years after its original issuance. A copy of the letter of introduction for legal visitors shall be placed in the Private Investigator Binder at the public windows.
 5. All letters must be sent to Inmatesprogram@stansheriff.com for the approval process.
 - a. The letter will be confirmed with the attorney office. The attorney will also confirm if electronic devices will be needed.
 - b. An ICJIS multisystem search will be conducted to check the background of the Private Investigator.
 - c. After being signed by a Lieutenant the letter will be scanned and sent to all facility Operation Sergeants so they can be placed in the PI Binders.
 6. All visitors of this type will enter the facility through public access points and be screened in accordance with policy.
- H. Legal Team of the Court: professionals who are authorized to have official visits with incarcerated persons. These visits are not monitored. These visits can be through glass, video or in the facility escorted or unescorted depending on the need of the facility. The visitor must produce valid identification along with the court documents ordering the incarcerated person's visit. The visitor will enter the facility through public access points and be screened in accordance with policy. Legal Team of the court include, but are not limited to the following:

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1. Attorneys, Probation Officers, or State Parole Officers.
 2. Legal assistants, attorney paralegals, mitigation specialists and investigators with valid identification and the State of California Private Investigators License, and Stanislaus County Court Employees.
 3. District Attorney or Public Defender Investigators must have a county identification card and valid identification.
 4. Private investigators with valid identification and the State of California Private Investigators License.
 5. Doctors, licensed psychiatrists or psychologists, and counselors with current Stanislaus County employee identification and valid identification, Wellpath identification, or those who have court orders. Out of county or non-Wellpath medical staff may be approved by the Facility Commander or their designee.
 6. Court reporters, paralegals, legal assistants from private law firms, and court appointed interpreters when accompanied by an attorney.
- I. Visitation types and methods used by the Stanislaus County Sheriff's Department:
1. In-Person Visit: this means an on-site visit including interactions in which an incarcerated persons have physical contact with a visitor, the incarcerated person can see a visitor through a barrier, or the incarcerated person is otherwise in a room with a visitor without a physical barrier.
 - a. Pursuant to Title 15 Section 1006; an in-person visit does not include an interaction between an incarcerated person and a visitor through the use of an on-site two-way audio or video terminal.
 2. Attorney Contact Visit: a visit authorized by request, except during emergencies or when the contact visit space is unavailable. A court order is not required when an attorney is presenting audio evidence or video recordings to their client.
 - a. A court order is required if the Facility Commander denies a request for a contact visit. This includes contact visits by the attorney of record or their legal team.
 - b. Attorney visits will not be restricted by the official visit schedule. Attorneys will be allowed access to the facility between the hours of 0800 and 2100 unless exigent circumstances exist.
 - c. Facility staff must be able to articulate and will document in ICJIS any event that denies an attorney access. The decision to deny access will be evaluated by the shift supervisor.

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- J. Contact Visit: a visit that authorizes limited physical contact between incarcerated persons and their visitors.
- K. Non-Contact Visit: a visit that allows communication between the incarcerated persons and their visitors through a secure barrier prohibiting physical contact. The incarcerated persons and visitors are usually separated by a transparent partition.
- L. Video Visitation: incarcerated person visitation conducted through a kiosk, terminal, or another form of technology such as a tablet; utilizing a camera, speaker or receiver, and a video monitor.
 - 1. Visitors may visit from an off-site location. Visitation can also be conducted from the visitor's home or office for professionals.
 - 2. Additional visiting above the normal allotment may be accomplished for a fee.
 - a. Paid visitation is supplemental video visitation.
 - 3. All public visits are capable of being monitored and recorded.
 - 4. Official visiting is not subject to monitoring or recording.
 - 5. Categories of visitation are used to identify specific details related to a type of visit.
 - a. Regular: a visit made by an individual who resides within the State of California. Visits by friends and family members are regular visits.
 - b. Out-of-State: a visit made by an individual who resides outside of the State of California. The visitor must be an approved visitor and the visit may occur during normal visiting hours unless otherwise approved by the shift supervisor.
 - c. Public Visit: a visit made by an approved visitor on the incarcerated person's approved visitor list. This can also be considered a regular visit. Public visits are subject to monitoring.
 - d. Official: a visit made by legal team of the court, attorneys, a consular or embassy officer, chaplain's aide, religious advisor, community clergy, or authorized community clergy.
 - i. Official visiting is normally achieved through video visitation or non-contact visiting, regardless of the incarcerated person's classification. These visits normally occur during regularly scheduled visitation hours and have no set time limit unless limiting the visit is required for safety and security reasons.

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(a) Official visits do not count against the incarcerated person's total number of visits for the week.

- e. Prior approval must be granted by the Facility Commander before an official visitor is allowed to bring into the facility any specialized equipment: video, photographic equipment, or voice recorders.
- f. Special or Courtesy Visit: the Facility Commander or shift supervisor grants approval to an incarcerated person or visitor for a visit that does not fall under normal visiting policies or procedures. Special visits can be accomplished through video visitation, contact visiting, or non-contact visiting in accordance with the incarcerated person's security level.
 - i. Examples for approving this type of visit may include a death notification by the family member or an out-of-state visit having unique circumstances.
- g. Medical Isolation: incarcerated persons in isolation may be allowed to receive visitors; however, special conditions or limitations may be placed on their visitation privileges at the direction of medical staff.

M. Disability: A physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.

IV PROCEDURE

A. Visitation schedules are posted in each facility lobby, online at stanislausca.gtlvisitme.com.

1. Sheriff's Detention Center East & West and REACT Facility:

a. This schedule applies to face-to-face non-contact visits and video visitation.

- i. Official Visiting Hours: 0800 to 2100 daily
- ii. No visiting Wednesday.
- iii. Thursday through Tuesday: 0800 – 1100, 1200 – 1600 & 1900 – 2100
- iv. Visiting Closed: 1100 – 1200 & 1600 – 1900
- v. All visiting shall be 30 minutes in length with a 30-minute break before the next visit begins (i.e., 0800 to 0830, 0900 to 0930, etc.).

2. MHU1 & MHU2:

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- a. The maximum number of incarcerated persons for each visit block is 10.
- b. The maximum occupancy for the Minimum Housing Visit Room is 49
- c. Official Visiting Hours: 0800 to 2100 daily.

- i. Saturday:

Session 1: MHU2A	0700	0730
Session 2: MHU2A	0800	0830
Session 3: MHU2B	0900	0930
Session 4: MHU2B	1100	1130
Session 5: MHU2C	1200	1230
Session 6: MHU2C	1300	1330

- ii. Sunday:

Session 1: MHU2C	0700	0730
Session 2: MHU2C	0800	0830
Session 3: MHU2A	0900	0930
Session 4: MHU2A	1100	1130
Session 5: MHU2B	1200	1230
Session 6: MHU2B	1300	1330

B. Scheduling Visitation:

- 1. Visitors are encouraged to schedule their visit appointments online at stanislausca.gtlvisitme.com. All visits must be scheduled electronically online. A scheduling kiosk is available in the Sheriff's Detention Center and REACT facility's public lobby to aid visitors in scheduling visitation.

- a. Official Visits:

- i. Official visits may be scheduled up to 3 days or 72 hours in advance of the visit.
- ii. Minimally, an official visit can be scheduled 12 hours before the actual visit time.
- iii. Official visitors may make changes to their visit appointments 12 hours before the visit.

- b. Public Visiting:

- i. Public visits may be scheduled up to 7 days in advance of the visit.
- ii. Minimally, a public visit can be scheduled 24 hours before the actual visit time.

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- iii. Public visitors may make changes or cancel their visit appointment up to 24 hours before the visit.
- 2. Visitor Approval, there are no exceptions for the following:
 - a. If it is determined that an individual is a victim of the incarcerated person, they are attempting to visit; they are prohibited from visiting that incarcerated person.
 - b. If it is determined that an individual has a valid and active restraining order against the incarcerated persons, they are prohibited from visiting the incarcerated persons named on the restraining order until the order has expired, or a judge has rescinded the order.
 - c. Visit request forms must be submitted online at www.stanislausca.gtlvisitme.com.
- 3. Visitor Appeal Form: visitors can appeal denied visitor status.
 - a. The appeal form is available online at www.scsdonline.com.
 - b. This form must be filled out completely.
 - c. There is a space for the individual to clearly explain the circumstances regarding the appeal.
 - d. The form can be turned in at the Sheriff's Detention Center Lobby.
 - e. Appeals are administratively reviewed.
- 4. The visitor applicant's name may be run through ICJIS, CLIPS, and the local court databases to determine eligibility.
 - a. Visit request forms are processed by the visitor approval clerk. The clerk will review all requests for visitor approval.
 - i. Approval may take up to 24 to 48 hours.
 - ii. Special visits can occur before visitor approval at the discretion of the shift supervisor or facility commander.
- 5. Visitor approval forms are retained for future reference and archival purposes. Forms are stored electronically in the visitation system.

C. Visitation:

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1. If the visitor is approved to visit staff will determine the availability of a visiting room or kiosk and assign the visitor to the specified space.
 - a. The classification of incarcerated persons and the number of operable visiting rooms, kiosks, or phones will determine availability in some areas.
 - i. Staff will direct the visitor to their assigned visit area or kiosk.
 - ii. Staff will then place the visitation slip in the designated room identifier slot or write the incarcerated persons on a visiting roster.
 - iii. Staff will then notify the housing area of the incarcerated persons requested for visitation.
2. For visitors entering a facility to visit, staff will notify the visitor to remove all items from their pockets and place those items into a locker. Items being brought into the facility are to be scanned through the package scanner and the visitor is to successfully pass through the metal detector.
3. Under no circumstances will staff accept any personal property from a visitor for safekeeping.
4. Minor children must be accompanied by their parent or legal guardian during visitation and listed as scheduled visitors when registering.
5. The accompanying parent or legal guardian must be an approved visitor and present proof of guardianship if requested to do so by department members.
6. An incarcerated person may refuse to visit.
7. If an incarcerated person refuses a visitor, that person may be removed from the approved visitor list.
8. Incarcerated persons must submit an incarcerated persons request form to delete visitors from their approved visitor list.

D. All visitors will conform to the following rules:

1. A visitor who does not conform to these rules will lose all privileges to visit. A visitor who violates visiting rules, regulations, or procedures will be escorted from the facility and denied approval to visit. All visiting rules addressed in this section apply to all visiting offered by the Stanislaus County Sheriff's Department including on-site, off-site, and visiting from home or an internet-based connection.

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2. Visitation Dress Code:

- a. Visitors must conform to the dress code approved by the Facility Commander. This information is posted in the Incarcerated Persons Orientation & Rules Manual, at the facility lobbies.
- b. Displays by visitors of gang colors, symbols, marks, or attire representing gang affiliation are strictly forbidden in visiting areas or when visiting incarcerated persons during video visitation sessions.
 - i. Wearing or displaying clothing or paraphernalia which identifies a specific gang by name, color, or logo is prohibited.
 - ii. Any visible gang-related tattoos must be covered.
- c. The visitation dress code will be strictly enforced before and throughout the visit. Questions concerning appropriate dress should be referred to the shift supervisor to determine whether the visit will be permitted or not. Dress code violations include but are not limited to the following:
 - i. Wearing any swimming attire.
 - ii. Wearing clothing that is above mid-thigh, including cutoffs, shorts, dresses, and skirts.
 - iii. Wearing see-through clothing including but not limited to, sheer blouses or any other clothing considered to be revealing.
 - iv. Visitors must wear undergarments. No, see-through clothing or wearing clothes that make the breasts visible irrespective of the visitor's gender.
 - v. Wearing clothing such as a tube top, tank top, or halter top that exposes excessive cleavage, the midriff, or the shoulders irrespective of the visitor's gender is prohibited.
 - vi. Having bare feet is prohibited.
 - vii. No hats of any kind are allowed.

3. Termination or Suspension of a Visit:

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- a. A visit may be terminated or suspended at any time by facility staff. The shift supervisor may determine whether or not the visit is counted against the incarcerated person's allotted visits for the week.
- b. Reasons for terminating or suspending a visit include, but are not limited to the following:
 - i. Disciplinary or medical restrictions.
 - ii. The visitor appears, in the opinion of the staff, to be under the influence of alcohol or drugs.
 - iii. The visitor is refusing to submit to the search protocol.
 - iv. The visitor is refusing to provide proper identification or has provided false identification or has registered a visit and allowed an unauthorized person to visit during their visit (video visitation).
 - v. The visitor violates the visitation dress code and displays inappropriate behavior or full or partial nudity.
 - vi. The visitor(s) and/or incarcerated persons are engaging in physical contact including but not limited to, removal of clothing, partial or full nudity, fondling, inappropriate touching, or fighting.
 - vii. The visitor is disrupting other visitors.
 - viii. The visitor or incarcerated persons are violating facility rules.
 - ix. There is vandalism, destruction, or damage to the visitation room, area, or video visitation equipment. This will result in permanent removal from the visiting list and criminal prosecution.
 - x. Facility security.
 - xi. There is insufficient visitation space or visits are full.
 - xii. Children are not properly supervised or are left unattended during the visit.
 - xiii. Possession of prohibited items (firearms, explosives, alcoholic beverages, narcotics, controlled substances, etc.).

4. Loss of Privileges:

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- a. A visitor found to be visiting any incarcerated persons, other than the specified incarcerated persons they signed up to visit, will be escorted from the facility and denied approval to visit until re-approved by the Facility Commander.
- b. A visitor who is found to be destroying, damaging, or defacing any facility property shall lose visiting privileges. The visitor may be detained and arrested if the damage is determined to be a crime.

5. Minors:

- a. Any visitor under the age of 18 must always be accompanied by a parent or legal guardian while inside the facility unless the visitor is married to the incarcerated person. It is the responsibility of the visitor to provide proof of relationship to the satisfaction of staff.
 - i. Minors under 18 years of age are counted as visitors and must be submitted on the visitor's approval request form before being approved to visit.
 - ii. Minors under the age of 14 shall not be required to provide identification unless their age or identity is in question.
 - iii. Any minor between the ages of 14 and 18 shall be required to present a current ID such as a school ID or State of California ID card.
 - iv. A minor who is married to an incarcerated person must provide a marriage certificate and valid identification. The minor is not required to be accompanied or supervised by an adult.

6. Valid Identification:

- a. Visitor applicants must present valid government identification each time they request to visit an incarcerated person. For identification to be considered valid, it must be issued to the bearer, be current, and contain at a minimum a picture of the visitor and the visitor's name, gender identity, physical description, signature, and date of birth. Any person who falsely identifies him or herself, to gain admittance into a county detention facility is guilty of a misdemeanor and subject to prosecution.
- b. Personal identification not indicating a current address must be substantiated with other forms of identification or current postmarked mail with the individual's name and address on the envelope.
- c. The following are valid types of identification approved for visitation and facility access purposes; no other types of identification are accepted unless authorized by the shift supervisor or facility commander:

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- i. State-issued driver's licenses.
 - ii. Federal, state, and local government-issued identification cards.
 - iii. Valid passport issued to the visitor with a photo.
 - iv. Valid United States Military identification card.
 - v. Valid Immigration identification card (green card) or any other valid identification card with a picture, physical description, and signature.
 - vi. State of California Bar Association card in conjunction with another form of acceptable identification.
 - vii. Court orders in conjunction with another form of acceptable identification.
 - viii. Letters of Introduction in conjunction with another form of acceptable identification.
 - ix. High school identification cards if the visitor is under the age of 18 and does not possess any other valid identification.
 - x. Social Service Card with the bearer's photograph.
- d. Once identity is verified staff will check the eligibility of the incarcerated persons to visit and the incarcerated person's approved visitor list. If the incarcerated person has lost the privilege to visit or the visitor is not identified on the incarcerated person's approved list, the visitor will be denied access.

7. Visitor Storage of Personal Property:

- a. A visitor shall not be permitted to bring anything into the visitation area. A locker or secured area will be provided for visitors to store personal property at their own risk. Personal property not allowed in the visitation area includes but is not limited to:
 - i. Excess clothing
 - ii. Cell phones
 - iii. Tablets
 - iv. Cameras
 - v. Keys, purses, cigarettes, wallets, jewelry, and money

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8. Subject to Search:

- a. Visitors entering the facility are subject to search of their person, vehicle, or property. The type and scope of the search are determined by the level of access granted to the visitor.
- b. All visitors are subject to a search before, during, or after a visit with an incarcerated person. All visitors regardless of age must minimally pass through an electronic metal detector or be searched with a hand-held metal detector wand before entering the visitation area or the facility.
- c. Visitors who cannot clear a metal detector because of medical reasons (knee replacement, hip replacement, pacemaker, etc.) may submit a signed letter from their physician explaining the medical condition.
- d. Refusal to be searched will automatically cause the visit to be canceled and all future visits to be denied.
 - i. A memorandum shall be completed and forwarded through the chain of command to the appropriate custody commander and the individual's name will be added to a list of prohibited visitors.

9. Contraband:

- a. No items shall be brought into the visitation area. Any items located by staff shall be considered contraband and either destroyed, held until the visit is complete, or placed in evidence.
 - i. At the completion of a visit, staff will check the visiting area for damage or contraband before returning the incarcerated persons to their housing area.

E. Rules for Visitors:

1. All fields on the visitor request form must be complete. Incomplete forms will not be accepted or submitted.
2. Visit request forms and visitor appeal forms are available online at www.scsdonline.com.
3. All visitors must have an email address to register for visitor approval and to schedule visitation.
4. Visitors must present valid government identification each time they visit an incarcerated person. Acceptable ID must depict, at a minimum, the bearer's name, date of birth, physical description, and signature. Any person who falsely identifies themselves to gain admittance

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into a Stanislaus County detention facility is guilty of a misdemeanor and may be prosecuted (4570.5 PC).

5. All visit request forms will be reviewed and processed within 72 business hours from the time of submission. Minors must be listed on the visitor's request form before being approved to visit.
6. Any visitor applicant who has been confined in a state prison facility within the last five years will not qualify for visitor approval. Visitor applicants who have been incarcerated in any county Jail may not visit within 30 days of their release. Any visitor applicant who has been incarcerated for charges involving weapons, violence, or any felony controlled substances may not visit an incarcerated person in Stanislaus County within 3 years of their release from custody, final disposition of sentence, or release from probation or another alternative to custody.
7. If it is determined that an individual is a victim of the incarcerated person, they are attempting to visit; they are prohibited from visiting that incarcerated person.
8. If it is determined that an individual has a valid and active restraining order against an incarcerated person, they are prohibited from visiting the incarcerated person named on the restraining order until the order has expired, or a judge has rescinded the order.
9. A maximum of 4 visitors are allowed at one time for visits at the Sheriff's Detention Center East & West, and at the REACT facility. A maximum of 3 visitors are allowed at Minimum Housing Units 1 & 2
10. Minor children must be accompanied by their parents or legal guardian during visitation. The accompanying parent or legal guardian must be an approved visitor and present a birth certificate or proof of guardianship at the time of the visit.
11. Visitors who are unable to adequately supervise their children while inside the facility will not be allowed to visit and will be asked to leave the facility. Visitors who are disruptive or cause disturbances that result in a crime may be arrested. If a visitor is escorted from the facility for disruptive behavior, the visitor will be denied approval to visit until re-approved by the Facility Commander.
12. An incarcerated person may refuse to see a visitor at any time. Incarcerated persons must submit an incarcerated persons request form to delete visitors from their approved visitor list.
13. Visitors must conform to the dress code approved by the Facility Commander and posted in public lobbies. Displays by visitors of gang colors, symbols, marks, or attire representing gang affiliation are strictly forbidden in visiting areas. Appropriate attire is required. No short shorts or dresses, no spaghetti strap tops or dresses, no inappropriate verbiage on clothing, and shirts must cover the stomach area completely. Visitors who do not meet these criteria will not be allowed to visit.

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14. Suspension of regular visitation for reasons of safety, security, or under exigent circumstances may occur at the direction of the shift supervisor or facility commander.
15. Visitors who aid or assist, or attempt to aid or assist, an incarcerated person in escape from jail will be permanently banned from visitation and may be prosecuted under California Law (4534 PC, 4535 PC, 4550 PC).
16. Bringing firearms, explosives, alcoholic beverages, narcotics, and controlled substances into a detention facility is a crime and cause for arrest (2772 PC, 2790 PC, 4573 PC, 4573.5 PC, 4573.6 PC, 4573.8 PC, 4573.9 PC, 4574 PC).
17. Visitors who appear to be under the influence of alcohol or drugs will not be allowed to visit and may be subject to arrest.
18. Cameras, radios, cell phones, audio and video recording devices, purses, bags, baby strollers, car seats, diaper bags, oversized hats, keys, backpacks, briefcases, wallets, food or drinks, or similar objects that could be used to compromise facility security are banned from visiting and the secure perimeter areas within the grounds of the facility.
19. Visitors will not give or take anything from an incarcerated person without prior approval from the shift supervisor (2540 PC, 2541 PC, 4570 PC, 4570.1 PC).
20. Any person found to be communicating, in any manner, with an incarcerated person other than the incarcerated persons they signed up to visit; may be found to be in violation of a crime, which could be cause for arrest (4570 PC, 4570.1 PC).
21. Any visitor who destroys, damages, or defaces any facility property will lose visiting privileges and be escorted from the facility. If the damage is determined to be a crime, the visitor may be arrested (4600 PC).
22. Visitors entering a Stanislaus County detention facility may be subject to a search of their person, vehicle, or property. The type and scope of the search will be based on the facility and the potential access the visitor has to the facility or incarcerated persons.
23. Hostages will not be recognized for bargaining purposes during escape attempts by incarcerated persons.
24. Visitors may only visit one incarcerated person per day.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 03/01/17
SECTION: Video Visitation	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for delivering and managing video visitation.

Paid video visitation services at the Stanislaus County Sheriff's Office are being discontinued until further notice

II POLICY

- A. All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to video visiting.
- B. The Stanislaus County Sheriff's Department and the video visitation vendor are not responsible for the quality of the visitors' internet and/or Wi-Fi connection. The Sheriff's Department is also not responsible for the set-up and/or operation of the visitors' home or work computer, web camera, or any other hardware being used for video visitation.
1. The Stanislaus County Sheriff's Department takes no responsibility regarding technical support of the visitation system. The visitation vendor is solely responsible to provide technical support for the visiting system, its operation, and the processes included within the system.
- C. Paid visitation shall occur within the approved visiting schedule. An incarcerated person may have a total of 4 paid visiting sessions in any given visitation week once standard visiting is completed.
1. Paid video visitation shall not occur when visitors are onsite and participating in video visitation. "On-site" is defined as the location where the incarcerated person is housed. Paid visitation shall only occur when visitors use a mobile device or home computer to conduct video visitation.
- D. The Stanislaus County Sheriff's Department is not responsible to collect or refund payments associated with paid visitation. All financial transfers shall occur between the visitor and the visitation vendor. It shall be the visitor's responsibility to settle financial disputes with the visitation vendor.

III DEFINITIONS

IV PROCEDURE

- A. The public can accomplish video visitation using the following methods:
1. Kiosk in the Sheriff's Detention Center East Public Lobby during visiting hours.

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2. From home or an office using a personal computer during visiting hours.
3. From a smartphone or tablet with the visitation application during visiting hours.

B. Video Visitation:

1. Visitation will start at the precise scheduled time. No changes or modifications will be made once the visit has been assigned. If the visitor is late for a scheduled visit appointment, the visit will not take place. The canceled visit will not count against the incarcerated person's allotted visits for the week.
2. If the incarcerated person or visitor ends the visit before time has expired, the visiting session is complete. The visit will not be restarted or rescheduled.
3. If it is determined that there is a malfunction, power loss, or other problem with department scheduling or visitation equipment; the visit can be rescheduled at the discretion of the shift supervisor.
4. Incarcerated persons shall be restrained during movement to visitation appointments as is consistent with their classification status and department policy.
5. An incarcerated person may only have one public visit per day, whether paid or free.
6. Incarcerated persons who have other pending appointments; medical, court, facility work, etc. will not be scheduled for visitation. Visits are to be scheduled when all appointments are complete.
7. Housing units will be contacted by visitation staff. Housing staff will escort or direct the incarcerated person to the assigned video visitation room or kiosk.
 - a. Once the incarcerated person is in place and ready for the visit; notification is made to visitation staff for the visit to begin.
 - b. Staff shall inspect the equipment prior to and at the conclusion of each session for damage.

C. Scheduling:

1. When an appointment is scheduled, the visitor is given an appointment time and kiosk location. The visitor must either report to or conduct the visit appointment from the specified location.

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2. Visitors who wish to visit an incarcerated person at any Stanislaus County Adult Detention Facility must schedule an appointment prior to the visit occurring. The appointment can be scheduled online at stanislausca.gtlvisitme.com or in person at the Sheriff's Detention Center East Public lobby, and the REACT Facility lobby.
 - a. The visitor must be on the incarcerated persons' approved visitors list.
 - b. Once scheduled, the visitor is issued an appointment time and a location for the visit to occur.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Contact Visiting	REVISION DATE: 05/08/24
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574, 6030 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for conducting contact visiting.

II POLICY

- A. All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to contact visiting.
1. The Facility Commander shall establish the facility visiting schedule and specific contact visiting procedures for a facility choosing to allow contacting visiting.
 2. Contact visiting may occur through one or more visiting sessions per week totaling at least one hour per week.
 3. Program incarcerated persons may be eligible for contact visiting as a part of a specific program.
 4. Due to space constraints; only 3 visitors per incarcerated person may visit at one time in a contact visit. Minor children must be submitted for approval and do count towards the total number of approved visitors during a visit.
 5. Contact visits are limited to the Re-Entry and Enhanced Alternative to Custody Training Center (REACT) only.

III DEFINITIONS

- A. Contact Visit: a visit between an incarcerated person and a visitor, which permits the visit to take place without a secure barrier to separate the incarcerated persons from the visitor. This visit also allows for some minor contact between the incarcerated persons and the visitor.

IV PROCEDURE

- A. Department members who supervise contact visits may allow the visitor to maintain possession of a jacket and jail issued locker key.
1. Visitors will not give to or take any item from an incarcerated person without prior approval from the shift supervisor.
 2. Visitors attempting to throw items over the fence into a secure perimeter may be detained and arrested.
- B. Contact Visiting:

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
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1. Staff will open the visiting area at the scheduled session time.
2. Staff will verify the visitor's identity. The visitor will be denied approval to visit if the visitor's identity cannot be verified.
 - a. All visitors must be able to pass through a metal detector and establish identification to the satisfaction of staff. If either of these requirements cannot be met, the visitor will be denied.
3. Visitors participating in contact visits will follow all rules defined for regular visitors. Visitors are allowed to bring a jacket, identification, and jail issued locker key into the visiting area. All other items are prohibited in the visiting center.
4. Department members will not take any item or property from a visitor for safekeeping.
 - a. If circumstances dictate the need to secure the property for a visitor; the visitor is to be made aware that the Sheriff's Department assumes no responsibility for the safekeeping of the visitor's property.
5. Department members will print the visitation schedule and verify each visitor's identity before starting visits.
6. Once the visitor's identity is verified; staff will check the incarcerated person's eligibility to visit and the incarcerated person's approved visitor list.
 - a. The visitor will be denied if the incarcerated person has lost the visiting privileges, or the visitor is not identified on the incarcerated person's approved list of visitors.
7. Department members will enter visit information into the ICJIS System.
8. Staff will close the visiting center door after the sign-up period.
9. Staff will advise facility housing areas, via the radio or telephone, regarding the incarcerated persons needed for visiting.
10. The housing deputy will page for those incarcerated persons with visits to report to the deputy's station.
11. All of the incarcerated persons identified for a visit session will be moved at one time from their housing area to the visiting center.
 - a. Incarcerated persons who do not conform to this procedure will not be allowed to visit.

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12. Any attempt by an incarcerated person to leave the visiting center without permission from staff will be considered an escape and dealt with accordingly.
13. Any contact between an incarcerated person and a visitor such as a hug, handshake, or a brief kiss is at the discretion of the staff supervising visiting.
 - a. Generally, contact is prohibited and should be discouraged by staff.
 - b. Staff will warn both the incarcerated persons and visitors once regarding prohibited contact.
 - c. If the behavior continues, the visitor will be ordered to leave the visiting area and denied future approval to visit.
 - d. The visitor must be re-approved by the Facility Commander.
14. Visits will be one hour in duration. Department members will monitor the length of each visiting session.
15. Staff will vacate visitors from the visiting center after the visit. Visitors will be directed to exit the facility.
16. All incarcerated persons will be subjected to a search before returning to their housing areas once visiting has concluded.
17. Department members will search the visiting center for damage or contraband and report any noteworthy findings to the shift supervisor.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Official & Court Ordered Visits	REVISION DATE: 05/08/24
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for admitting official visitors and conducting official or court ordered visits.

II POLICY

- A. All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to official or court ordered visits.
1. Official visitors will follow all rules defined for regular visitors.
 2. Any visitor who cannot establish their identity to the satisfaction of department members will not gain entry into the facility.
 3. All visitors, including law enforcement personnel and contract providers, are required to secure all weapons before entering the facility.
 4. Official visitors will check in at the window and sign the PREA log before visiting and sign out when the visit is complete.
- B. Business hours are posted in each facility. Official and court ordered visitors are admitted to the facility during normal business hours, between the hours of 0800 and 2300 hours. Department members must be able to articulate and document in ICJIS any incident that denies an official or court ordered visitor access to the facility.
1. Any decision to deny access to an official or court ordered visitor shall be evaluated by the shift supervisor or the Facility Commander.
- C. If an official or court ordered visit is in progress during an incarcerated person's count or meal; the visit will be allowed to continue, but no new visits are to be initiated. Under exigent, emergency, or lockdown situations, all official visits will be canceled, visitors will be directed out of the facility, and incarcerated persons returned to their cell or housing location.
- D. Official visitors shall bring only those items into a facility that are necessary in regard to their visit. Visitors will not bring into the facility any item which could possibly compromise facility security.
1. All items brought into a facility by an official visitor are subject to search by staff.

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2. Staff members signing in the visitor will confirm the items are being used in an official capacity and can approve the items at their discretion.
- E. Law Enforcement personnel must be in uniform or have a badge and their official law enforcement identification displayed prominently on their outer clothing when inside of the facility for visiting.
1. Law enforcement personnel are exempt from searches as a professional courtesy.
- F. Civilian visitors (non-law enforcement personnel) must be listed on the current Jail pass list in ICJIS and possess a valid government issued identification card with a picture, physical description, and signature when entering a facility for an official or court ordered visit.
1. Attorneys must display valid identification with a picture, physical description, and a signature; a current BAR card, and an official identification card that states their official capacity.
 2. Official visitors will openly display their official identification, or facility identification badge at all times while inside the facility.
 - a. A private investigator must have a letter of introduction from the incarcerated person's attorney. The letter of introduction must be on the attorney's letterhead and signed by the Facility Commander. A copy of this letter is to be kept in the PI Binder at the public windows. Letters will be screened approved and signed by Inmateprograms@stansheriff.com before visiting.
- G. Incarcerated persons are to be searched when being moved from their cell or living area for an official or court ordered visit and before placement into an interview room.
1. Incarcerated persons will be searched before being placed back into their cell or living area after completing an official or court ordered visit.
 2. The type of search is to be in accordance with established policy.
 3. All administratively separated, maximum security and medium security incarcerated persons are to be secured in leg irons, waist chains, and a black box whenever they are out of their assigned housing unit for an official or court ordered visit.
 - a. These incarcerated persons are to be secured to the cuffing bench or stool in the interview room during the official or court ordered visit.

III DEFINITIONS

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SECTION: Official & Court Ordered Visits	REVISION DATE: 05/08/24
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

- A. Official Visit: a contact or non-contact visit between an incarcerated person and an attorney, law enforcement officer, or another professional.
- B. Court Ordered Visit: a special visit that is ordered by a superior court judge.

IV PROCEDURE

- A. Official Visiting:
 - 1. Before entering the facility, the visitor must establish identification, secure any unnecessary belongings, be subject to search, sign PREA log and have already signed the form acknowledging the professional visitor rules.
 - a. Valid Identification:
 - i. A valid Driver's License (United States)
 - ii. A State Identification Card (United States)
 - iii. A valid passport
 - iv. A valid United States Military Identification Card
 - v. A valid Immigration Identification Card (green card)
 - vi. Any other valid identification card with a picture, physical description, and signature.
 - 2. The visitor will sign the visitor log. When a visitor signs the log, the visitor will list their name, date, agency, time-in, and the incarcerated person's name.
 - 3. Items such as briefcases, audio, and video recording devices, laptop computers, purses, smartphones, and cameras must be approved by staff. Items must be needed in an official capacity, directly related to the visit.
 - a. These items, if approved, are subject to search.
 - 4. Official visits may be conducted in an interview room, a dayroom, a multipurpose room, a non-contact attorney visiting booth, through video or any area specified by the shift supervisor.
 - 5. Incarcerated persons will be searched when moved from their cell for an official visit.

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- a. Administratively separated incarcerated persons are to be moved with 2 staff at all times to and from an official or court ordered visit.
- 6. Upon completion of the visit, staff will secure the incarcerated persons and stand by while the visitor leaves the area.
 - a. Department members will use reasonableness and their discretion as to what type of search is conducted on the incarcerated persons before placement back into a housing unit or cell.

B. Court Ordered Visit:

- 1. Department members will notify the shift supervisor when a superior court judge orders a visit for an incarcerated person.
- 2. If the shift supervisor reviews the order and determines the visit to be within normal operating procedures, the shift supervisor will allow the visit to take place.
- 3. If the shift supervisor determines the court order to be unreasonable as it relates to staff, the incarcerated persons, or facility security; the shift supervisor will notify the Facility Commander.
 - a. The Facility Commander may alter the court order to allow the completion of the visit. The Facility Commander will define any special criteria and procedures for completing the visit.
- 4. The shift supervisor will note that the order was completed in the official visitor log and Sergeant's Watch Report.
 - a. Documentation of the completed order shall be retained in the incarcerated person's pouch.
 - b. All orders need to be scanned and sent to Inmateprograms@stansheriff.com.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Searching Visitors	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for searching visitors who are believed to be concealing weapons or in possession of contraband, controlled substances, escape instruments, or similar items deemed illegal to possess.

II POLICY

- A. All visitors are prohibited from possessing controlled substances, weapons, escape instruments, items deemed illegal to possess, or any item potentially capable of concealing weapons, controlled substances, escape instruments, or items deemed illegal to possess within the secure perimeter of the facility.
1. Any exceptions to this policy must be approved in writing by the Facility Commander.
 2. Approval for visitors to possess such items inside of the facility, which could potentially impact facility security, must be based on clear justification.
 3. All visitors attempting to enter the custodial facility shall be subjected to a metal detector search.
- B. Where there is reasonable suspicion, based on specific and documentable facts, that any visitor is concealing a weapon, controlled substance or contraband, or items deemed illegal to possess and that an unclothed search or a pat search could reasonably result in the discovery of these items; department members will advise the visitor they will not be allowed to enter the facility without first submitting to a pat search or an unclothed search.
1. The visitor is to be given the opportunity to leave the facility before being subjected to a search.
 2. The type of search conducted shall be at the discretion of the shift supervisor and in accordance with established department search policies.

III DEFINITIONS

IV PROCEDURE

- A. Searching Visitors:

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1. When a visitor refuses to submit to a pat down and thorough clothing search; documentation of the refusal shall be reported on an Authorization to Search form.
 - a. Department members will verbally advise all visitors of their right to refuse a search.
 - b. The visitor is to be allowed to leave the facility.
 - c. The Facility Commander is to be notified of the incident in writing.
 - i. A copy of the completed Authorization to Search form and supporting incident reports, documenting the visitor's refusal to submit to being searched, shall be forwarded to the Facility Commander for review.
 - d. The visitor is to be denied visiting privileges until re-approved by the Facility Commander.
 - i. The completed Authorization to Search form and supporting incident reports shall be maintained at the facility where the attempted search occurred.

2. In the event that a visitor agrees to be pat searched; the staff conducting the search will be of the same gender as the visitor. The staff member that conducts the search will generate an incident report to include the following:
 - a. The time, date, and location where the search was conducted.
 - b. The name, gender, and badge numbers of the staff members conducting or participating in the search.
 - c. The visitor's name, gender, date of birth, and California Driver's License number.
 - d. The reasonable suspicion and circumstances that produced the need to search.
 - e. A statement of the search results including a list of any items removed from the visitor.

3. In the event that a visitor agrees to an unclothed search, the following procedures are to be followed:
 - a. Note: an exact description of the circumstances causing reasonable suspicion for an unclothed search of the visitor should be well documented and supported on the Authorization to Search form.
 - i. The visitor is required to sign the Authorization to Search form.

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- ii. The staff member conducting the search of the visitor is to be a peace officer of the same gender as the visitor and generate an incident report.
 - i. The report will articulate the reasons for the search and what if anything was recovered. The Authorization to Search form is to be attached to the incident report.
- b. The incident report will include:
 - i. The time, date, and location where the search was conducted.
 - ii. The name, gender, and badge numbers of the staff members conducting or participating in the search.
 - iii. The visitor's name, gender, date of birth, and California Driver's License number.
 - iv. The reasonable suspicion and circumstances that produced the need to search.
 - v. A statement of the search results including a list of any items removed from the visitor.
- c. Any items recovered during the search are to be recorded on the Authorization to Search form and the incident report.
- d. A copy of the Authorization to Search form and the incident report is to be retained at the facility where the search occurred.
- e. An entry shall be made in the Unclothed Search and Visual Body Cavity Search Log referencing the search and results of the unclothed search.
- f. In the event that the search produced a weapon, controlled substance, or a similar item deemed illegal to possess; dispatch is to be notified and a patrol deputy is requested to take a crime report.
 - i. The person searched is to be detained until a patrol deputy arrives and takes custody of the person.
- ii. Any criminal conduct by a visitor may result in the visitor's arrest.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Special Visits	REVISION DATE: 01/18/23
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures in which the Facility Commander or shift supervisor may grant approval for visits not defined within established visiting policies.

II POLICY

- A. The Facility Commander or shift supervisor may approve a special visit at their discretion. A special visit is any visit not falling within an established visiting category or visiting policy.
1. A visitor who is granted a special visit will follow all rules pertaining to visitors.
 2. When a special visit is approved, the Facility Commander or shift supervisor will define the criteria and the procedures in which the visit is to be completed.

III DEFINITIONS

- A. Special Visit: a visit between an incarcerated person and a visitor that is not defined by a specific visiting policy.

IV PROCEDURE

- A. Special visits may occur by video visiting, contact visiting, or non-contact visiting.
1. The special visit is to be noted as taking place in the Official Visitor's Log, for record keeping and documentation purposes.
 2. The incarcerated person's security level is to be considered when defining the visiting method.
 - a. Incarcerated persons will not be called upon for translation.
 3. Special visits should occur during regular visitation hours if at all possible.
 4. The visit does not count against the incarcerated person's total visits for the week.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Legal Server or Public Notary Visit	REVISION DATE: 05/08/24
RELATED ORDERS: PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for a legal server or a public notary to serve an incarcerated person's legal document.

II POLICY

- A. Only legal servers or public notaries with current identification credentials are approved to serve legal documents within detention facilities. A jail pass is not required, but their notary license and credentials must be current.
 - 1. If a regular visitor requests this type of service, they are to be directed to mail the documents to the incarcerated persons or hire a legal server or public notary to formally serve the documents.

III DEFINITIONS

IV PROCEDURE

- A. Legal Server or Public Notary Service:
 - 1. When a server is required to serve an incarcerated person's legal document, the server will schedule the service through the facility operations sergeant, if possible, but it is not required. The facility operations sergeant will define a specific location or process in which this service is to take place.
 - a. This service is conducted during regular visiting hours.
 - b. Service of documents is to be completed using the following method:
 - i. The server will be placed in an official visiting room with a document pass slot unlocked by the deputy.
 - ii. The server is escorted to the incarcerated person's housing area:
 - (a) The server will complete service in one of the interview or multi-purpose rooms.

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(b) Staff will stand by with the server until the process is complete.

B. Deputy Sheriff Service:

1. Upon request of a legal server or notary; Deputy Sheriff-Custodial personnel are not to serve legal documents to incarcerated persons. Only Deputy Sheriffs from the Civil Division will complete the service of documents to an incarcerated person. Legal servers or public notaries must arrange this service through the Civil Division.

C. Service using a non-contact visiting booth with a pass window:

1. The legal server or notary can complete service through a pass window in a non-contact visiting booth.
 - a. The server is directed to the specified visiting room.
 - b. Staff will move the incarcerated persons to the visiting room. Staff will unlock the pass window and stand by with the incarcerated persons until service is complete.
 - c. Staff will lock the pass window and move the incarcerated persons back to their assigned housing location once service is complete.

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 04/01/11
SECTION: Probation Phone Interview	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

1. This policy establishes procedures for conducting a probation phone interview.

II POLICY

1. Department members will work with the Probation Department to reduce the need for a Probation Officer to physically enter a facility for the purpose of conducting an incarcerated person's interview.
 - a. Probation will phone the facility with a list of incarcerated person's names and schedule calling times for incarcerated persons to call the Probation Department. This is a free call using the incarcerated person's phone system.
 - b. Probation interviews will take place using the incarcerated person's phone or the video visitation system located within the housing unit.

III DEFINITIONS

IV PROCEDURE

1. Staff will contact the housing deputies assigned to the units in which the incarcerated persons are located and notify them of the scheduled calling times or visiting kiosk times.
 - a. Housing staff will record this information on their duty log and record the time when the interview was completed.
 - b. If the incarcerated persons are out of the housing area, staff will notify the incarcerated persons upon their return and attempt to complete the interview.
 - c. Staff will contact the probation officer if the interview is not able to be completed and reschedule.

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RELATED ORDERS:

CCR MJS 15: 1054, 1080, 1081, 1082, 1083, 1084, 1247

CCR 24: 1231.2

PC: 147, 673, 4019, 4019.5

**ADMINISTRATIVELY APPROVED
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I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for incarcerated person discipline that include:
1. Statutory and constitutional mandates and procedures which provide due process to ensure fairness and equal application.
 2. Establishing rules and disciplinary actions to guide incarcerated persons' conduct.
 3. Posting or issuing written rules to incarcerated persons in housing units or booking areas.
 4. Providing verbal instructions in a manner that is understandable to incarcerated persons with disabilities that limit their ability to read or illiterate incarcerated persons and other incarcerated persons unable to read English.

II POLICY

- A. The discipline of incarcerated persons and the reporting of rule violations is the responsibility of every employee, regardless of work assignment. Incarcerated persons who refuse to conform to facility rules and regulations will be disciplined. Discipline will result when other methods of maintaining control and order have failed.
1. In no case shall access to courts and legal counsel be suspended as a disciplinary measure.
 2. Under 4019.5 PC; records of all disciplinary infractions and dispositions of discipline administered to incarcerated persons shall minimally be maintained in ICJIS.
- B. All personnel who work with incarcerated persons will receive sufficient training to be thoroughly familiar with the rules of incarcerated persons' conduct, the sanctions available, and the rationale for the rules to preclude discrepancies among staff members in interpretation. Disciplinary action will not be impulsive, retaliatory, or inhumane.
- C. The Stanislaus County Sheriff's Department practices a system of progressive discipline, designed to be administered commensurate with the seriousness of the offense. An incarcerated person's discipline shall be administered to maintain proper control, conserve human values, and individual dignity, and promote socially desirable changes in attitude and behavior. The Stanislaus County Sheriff's Department shall administer a discipline plan that includes, but is not limited to, the following elements:
1. A shift supervisor or designated subordinate will act on all formal charges of facility rule violations or violations of criminal law and shall have investigative and disciplinary powers as the hearing officer. Staff so designated shall not participate in a disciplinary hearing if they are involved in the charges.

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2. Minor acts of non-conformance or minor violations of facility rules may be handled informally by any staff member by verbal counseling or instructing the incarcerated persons of expected conduct.
3. When there is a temporary loss of privileges (television, telephone, termination of visiting, commissary, CTQ for less than 24 hours, etc.) for minor discipline, staff members shall notify their immediate supervisor of the circumstances surrounding the loss and make a written notation in their housing unit log or an incident report.
4. Major violations or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported on an incident report by the staff member witnessing the act and submitted to their immediate supervisor for approval. The incarcerated persons shall receive formal notification of the charges in writing upon completion of supervisory approval. The supervisory review shall not delay prescribed time limits for the subsequent action in the disciplinary process.
5. The consequences of a major violation may include but are not limited to, the loss of good or work time credits, placement in disciplinary separation or administrative separation, or loss of mandated privileges for specific amounts of time. In addition:
 - a. Charges pending against the incarcerated persons shall be acted upon no sooner than 24 hours after the report has been approved and the incarcerated persons have been formally served in writing unless the incarcerated persons waive the 24-hour limitation.
 - b. Charges pending against the incarcerated persons shall be acted upon no later than 72 hours after the incarcerated persons have been formally served in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated persons or for good cause.
 - c. The incarcerated persons are permitted to appear on their behalf at the time of the hearing.
 - d. After the final disposition of disciplinary charges by the hearing officer, the Facility Commander shall review the charges and the action taken.
 - e. The incarcerated persons shall be advised of the disciplinary action taken by the hearing officer in writing.
 - f. Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.
6. An incarcerated person may appeal disciplinary dispositions to the administrative sergeant, followed by the Facility Commander, and lastly the Adult Detention Division Commander.
 - a. The incarcerated persons may appeal disciplinary action through the appeals process utilizing an Incarcerated persons Grievance and Appeals form.

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- b. The Administrative Sergeant, Facility Commander, and Adult Detention Division Commander will respond to the appeal within 10 business days of receipt.
 - c. The Administrative Sergeant, Facility Commander, or Adult Detention Division Commander can approve, modify or reverse any discipline imposed, however, cannot increase the imposed discipline.
7. Under CCR MJS 15 Section 1054; pending disciplinary proceedings, the incarcerated persons may be separated from the general population or a program for reasons of personal, mental, or physical health or under any circumstance in which the safety of the incarcerated persons, staff, program, or public is endangered, pending disciplinary action or a review.

III DEFINITIONS

- A. Appeal: the process whereby a disciplined incarcerated person requests administrative review of disciplinary action.
- B. Disciplinary Hearing: a non-judicial administrative procedure to determine if substantial evidence exists to find an incarcerated person guilty or not guilty of a rule violation.
- C. Disciplinary Officer: the shift supervisor or a designee will be assigned as the disciplinary officer. The disciplinary officer will act on all formal charges of violations of facility rules and will have full investigative and disciplinary powers. The disciplinary officer has the authority to approve or impose disciplinary sanctions on the severity of violations. The disciplinary officer must be impartial and objective to ensure a fair hearing.
- D. Formal Discipline: an incident report is submitted, and a formal hearing is held by a disciplinary officer by established time limitations.
- E. Informal Discipline: information recorded in the duty station log or a memo, and counseling, warning, or verbal reprimand.
- F. Pre-Hearing Separation: the confinement of an incarcerated person in an individual room until an investigation is completed, or a hearing is scheduled.
- G. Prohibited Acts: violating federal, state, county, or local statutes, or violating facility rules which have an adverse effect on an incarcerated person or the overall good order of the facility.
- H. Sanctions: specific actions that are imposed to prohibit acts as a means of encouraging good conduct and preventing violations.

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IV PROCEDURE

A. Disciplinary Overview:

1. The goal when imposing discipline is to achieve one or more of the following results:
 - a. Accountability for inappropriate behavior.
 - b. To maintain order and conformity with facility rules and criminal laws.
 - c. To maintain the safety and well-being of incarcerated persons, facility staff, and the public.
2. Disciplinary actions are employed at such times and in such measures and degrees as are necessary to regulate an incarcerated person's behavior within acceptable limits.
3. Discipline shall be impartial and consistent.
4. Each incarcerated persons are to receive in writing or will have access to posted rules or exposure to a video program at the time of arrival regarding:
 - a. Incarcerated person's rights and responsibilities.
 - b. Prohibited acts.
 - c. The types of disciplinary measures which may be imposed.
 - d. The disciplinary process as implemented by the Stanislaus County Sheriff's Department.
5. A Spanish version of the rules and regulations is to be available to persons speaking Spanish, but not English.
 - a. Staff will attempt to provide such information in the native language of the incarcerated persons by use of an interpreter as soon as an interpreter is available.
 - b. Should the incarcerated persons be illiterate, staff will be certain the incarcerated persons understand the information by reading the information to them in English or as soon as interpreters are available, in their native language.
6. For persons with disabilities, provisions shall be made for facility staff to verbally instruct them or provide them with the material in an understandable form regarding facility rules, disciplinary procedures, and disciplinary actions.
7. The shift supervisor or designated authority may move an incarcerated person, which commits a serious rule violation, to separation in disciplinary separation when:

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- a. An impartial hearing has been conducted.
 - b. Other available alternative dispositions are inadequate to regulate an incarcerated person's behavior within acceptable limits.
 - c. The incarcerated person's presence in the general incarcerated person population poses a serious threat to the safety and security of the facility, other incarcerated persons, and staff.
- B. Limitations on Disciplinary Measures:
1. The California Penal Code and the State Constitution of California expressly prohibit all cruel or unusual punishment. Additionally, the following limitations shall apply:
 - a. If an incarcerated person is on disciplinary separation status for 30 consecutive days, there shall be a review by the Facility Commander before the disciplinary separation status is continued further.
 - i. This review shall include a consultation with healthcare staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
 - b. Disciplinary separation cells shall have minimum furnishings and space, under CCR 24 Section 1231.2.
 - ii. Incarcerated persons housed in disciplinary separation shall not be deprived of the normal issue of clothing and bedding throughout the day unless they engage in the destruction of these articles.
 - (a) The shift supervisor shall be notified and have approved when an incarcerated persons are to be deprived of these articles of clothing and bedding, and the Facility Commander shall review the continued deprivation of these articles of clothing and bedding every 24 hours.
 2. No authority shall be delegated to anyone incarcerated persons or group of incarcerated persons to exercise the right of punishment over any other incarcerated persons or group of incarcerated persons, under 4019.5 PC.
 3. In no case shall a safety cell or any restraint device be used for disciplinary purposes.
 4. There shall not be a deprivation of bedding, clothing, normal hygiene implements, or food, as a disciplinary measure except when these items must be withheld to ensure the incarcerated person's safety and the security of the facility, staff, and other incarcerated persons.
 - a. If circumstances warrant the removal of these items; approval for this action must be obtained in advance by the shift supervisor.

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- b. An incident report must be submitted identifying the items being withheld and the reasons for the action.
 - c. The decision for continued deprivation or removal of these items will be reviewed every 24 hours by the Facility Commander.
 - d. When the decision is made to deprive incarcerated persons of bedding, clothing, food, and hygiene implements, staff will notify healthcare staff as necessary.
5. Correspondence privileges shall not be withheld except in cases wherein the incarcerated persons have violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the Facility Commander.
6. Access to courts and legal counsel will not be suspended as a disciplinary measure.
- C. Forms of Discipline:
1. The degree of disciplinary actions taken by the hearing officer shall be directly related to the severity of the rule infraction.
 - a. Acceptable forms of discipline shall consist of, but not be limited to the following:
 - i. Loss of privileges
 - ii. Extra work detail
 - iii. Short-term lockdown, up to 24 hours
 - iv. Removal from work details
 - v. Forfeiture of good-time credits, 4019 PC
 - vi. Forfeiture of work-time credits, 4019 PC
 - vii. Disciplinary Separation
 2. The degree of disciplinary actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and the promotion of desired behavior through a progressive disciplinary process.
 - a. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation.

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D. Major and Minor Violations:

1. Rule violations are classified as major or minor, depending on whether the behavior is likely to cause a direct danger to the health and safety of other incarcerated persons, and staff or significantly interfere with facility security.
2. The staff member initiating the complaint will determine the level of severity regarding the charges against the incarcerated persons by consulting the types of violation sections in this policy.
3. Minor violations may be handled on an informal or formal basis at the discretion of the staff. Staff members are encouraged to resolve minor incidents on an informal basis through counseling, warning, or reprimand. Informal resolutions are to be noted in the duty station log, an informational-only report, or a memo.
 - a. Two or more minor violations of prohibited acts may be considered a major violation.
4. Major violations will be addressed formally.
5. Violations of federal, state, county, or local statutes which may lead to criminal prosecution are considered major offenses and will be referred to the shift supervisor for evaluation.
 - a. In instances where an incarcerated person is alleged to have committed a crime; the case will be referred to the appropriate law enforcement officials for possible prosecution.
 - b. The shift supervisor will direct the employee to complete an incident report if the incident is to be referred to the district attorney for possible criminal prosecution.
 - c. The responding patrol deputy will complete the crime report.

E. Informal Discipline:

1. Informal disciplinary incidents and the counseling, warning, or verbal reprimand given to incarcerated persons is to be recorded in the duty station log.
 - a. This will ensure other staff members who are confronted with like violations by the incarcerated persons have a record of the incarcerated person's behavior available for review.
2. Informal discipline is an immediate action taken by facility staff that does not result in a loss of rights to the incarcerated persons.

F. Formal Discipline:

1. Formal discipline requires:

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- a. The generation of an incident report.
 - b. Approval of the shift supervisor.
 - c. Service to the incarcerated persons indicating the charges.
 - d. A formal hearing conducted by a disciplinary officer to determine disposition.
2. Disciplinary incident reports, prepared by staff members, should minimally include the following information:
- a. When a disciplinary incident report is prepared for a violation of the housing unit rules, incarcerated person rules, program rules, visiting rules, i.e., unmade bed, late to lockdown, smoking, etc., with applicable prohibited act codes, the specific rule infraction shall be described in the synopsis of the report.
 - b. Specific rules violated.
 - c. A formal statement of the charge.
 - d. An explanation of the event which should include who was involved, what transpired, and the time and location of occurrence.
 - e. Unusual, incarcerated persons' behavior.
 - f. Staff witnesses.
 - g. Disposition of any physical evidence.
 - h. Any immediate action is taken, including the use of force.
 - i. Facility damage, injuries to staff, and injuries to incarcerated persons including medical clearance.
 - j. The date and time the report is made.
3. All incident reports will be submitted to the shift supervisor as soon as possible after the incident and before staff completes their assigned shift.
4. The shift supervisor will review each report for completeness and accuracy and approve the charges.
- a. The shift supervisor will forward all facility incident reports to the Facility Commander for review.

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- b. Generally, disciplinary investigations will be initiated within 48 hours of report approval.
 - c. Completed disciplinary hearing disposition reports shall be forwarded to the Facility Commander for review.
 - d. Should the charge warrant criminal prosecution, the disciplinary officer shall adhere to the criminal prosecution procedures.
 - e. Formal disciplinary incidents are to be recorded in the duty station log for briefing purposes.
5. Staff preparing disciplinary incident reports shall indicate the appropriate incident title and Prohibited Act Code on the report using the following list:
- a. Examples:
 - i. Extortion, PAC 10-Major
 - ii. Arson, PAC 2 Major
 - iii. Assault/Incarcerated persons, PAC 3(b) Major
 - iv. Battery/Staff, PAC 3(c) Major
6. The following list defines major and minor facility prohibited act code violations:

G. Prohibited Acts – Minor & Major:

1. Prohibited Act Code:	Title:
PAC 1 Major	Alteration of Food or Drinks
PAC 2 Major	Arson
PAC 3(a) Major	Assault/Staff
PAC 3(b) Major	Assault/Incarcerated persons
PAC 3(c) Major	Battery/Staff
PAC 3(d) Major	Battery/Incarcerated persons
PAC 4 Major	Attempt Suicide
PAC 5 Major	Destroying, Altering, or Damaging Jail Property
PAC 6 Major/Minor	Disruptive Conduct
PAC 7 Major	Engaging in or Encouraging Group Demonstrations
PAC 8 Major	Engaging in Sexual Acts
PAC 9 Major	Escape/Attempt Escape
PAC 10 Major	Extortion
PAC 11 Minor	Failure to Keep Person or Room Clean
PAC 12 Major	Failure to Provide Proper Identification
PAC 13 Major	Failure to Stand Count
PAC 14 Minor	Smoking
PAC 15 Major	Fighting

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PAC	16	Major	Filing or Making False Report
PAC	17	Major	Gambling
PAC	17(a)	Major	Gang Graffiti / Attire
PAC	18	Major	Giving/Offering Items of Value to Staff
PAC	19	Major	Homicide
PAC	20	Minor	In Unauthorized Area
PAC	21	Major	Indecent Exposure
PAC	22	Minor	Insubordination/Insolence
PAC	23	Major	Interference with Staff Duties/Responsibilities
PAC	24	Major	Interfering with Count
PAC	25	Minor	Littering
PAC	26	Major	Loss of Incarcerated Persons Worker Position/Job
PAC	27	Major	Lynching
PAC	28	Major	Making, Possessing or Using Intoxicants
PAC	29	Major	Making Sexual Proposal or Threat to Another
PAC	30	Major	Malicious Mischief
PAC	31	Minor	Malingering, Feigning Illness
PAC	32	Major	Misuse of Medication
PAC	33	Major	Placing Lighted Articles on Carpeting, Furniture Clothing, or Bedding
PAC	34	Major	Possession of Another's ID card or Armband
PAC	35	Major	Possession of Another's Property
PAC	36	Major	Possession of Drugs
PAC	37	Minor	Possession of Excess Issue (clothes, bedding, etc.)
PAC	38	Major	Possession of Gambling Paraphernalia
PAC	39	Major	Possession of or Smuggling Contraband
PAC	40	Major	Possession of Unauthorized Clothing (civilian)
PAC	41	Major	Possession of Weapons
PAC	42	Minor	Posting Items to Walls, Lights, or Fixtures
PAC	43	Major/Minor	Providing False Information to Staff
PAC	44	Major	Refusal to Provide Urine Sample (Drug Program)
PAC	45	Major	Refusal to Work
PAC	46	Major	Refusal to Obey Orders
PAC	47	Major	Sex Crimes/Engaging in Illegal Sex Acts
PAC	48	Major	Tampering with Any Alarm Device
PAC	49	Major	Tampering with Blocking or Locking Devices
PAC	50	Major	Tampering w/ Ventilation, Plumbing, Electrical, Recreation, Communication Systems and/or Devices
PAC	51	Minor	Tattooing
PAC	52	Major	Theft
PAC	53	Major	Threatening a Staff Member
PAC	54	Minor	Unauthorized Contact with the Public
PAC	55	Minor	Unauthorized Use of the Telephone
PAC	56	Minor	Unexcused Absence from Work
PAC	57	Major/Minor	Under the Influence of Alcohol or Drugs
PAC	58	Major/Minor	Using Abusive or Obscene Language
PAC	59	Major	Using or Possessing Unauthorized Equipment or Tools
PAC	60	Major/Minor	Violation of Correspondence

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PAC	61	Major	Violation of Criminal Laws
PAC	62	Minor	Violation of Incarcerated Person Rules
PAC	63	Major/Minor	Violation of Housing Unit Rules
PAC	64	Minor	Violation of Program Rules
PAC	65	Minor	Violation of Visiting Rules
PAC	66	Major	Wearing a Disguise or Mask
PAC	67	Major	Coercion – to compel another incarcerated person using force or threats
PAC	68	Major	Hate Crimes
PAC	69	Major	Destroying or attempting to destroy evidence
PAC	70	Major	Inappropriate advances and/or gestures towards staff

H. Non-Disciplinary Incident Reports: staff preparing non-disciplinary incident reports shall use the appropriate incident title and Facility Incident Code from the following list:

1. Facility Incident Code:	Incident Title:
FIC 100	Use of Safety Cell
FIC 101	Use of Observation Room
FIC 102	Sick/Injured Cared For
FIC 103	Request for Protective Custody
FIC 104	Reclassification
FIC 105	Enemies in the Facility
FIC 106	Suspicious Circumstances
FIC 107	Found Contraband
FIC 108	Officer Safety
FIC 109	Other Non-Disciplinary Incident
FIC 110	Lost/Missing Property
FIC 111	Found Property
FIC 112	Use of Force
FIC 113	Use of Restraint: Chair/Bed/Wrap
FIC 114	Taser
FIC 116	Less Lethal Shotgun
FIC 117	Pepperball
FIC 118	40mm
FIC 119	RCB
FIC 120	Diversionary Device
FIC 121	Narcan
FIC 122	A.E.D.
FIC 123	Hunger Strike
FIC 124	In Custody Death
FIC 125	Attempted Suicide
FIC 126	Supplemental Report
FIC 127	Cell Extraction
FIC 128	Body Scanner
FIC 129	Ambulance Service Administered

I. Sanctions for Minor Violations, addressed formally:

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1. One or more of the following sanctions may be imposed for minor violations.
 - a. Loss of commissary privileges, maximum: commissary draws for one week.
 - b. Loss of contact visitation privileges, maximum: one contact visit.
 - c. Loss of correspondence privileges where incarcerated persons have violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the Facility Commander.
 - d. Removal from a program for the remaining period of the presentation, at the time of the incident.
 - e. Extra work detail, maximum: 2 hours per day for a total of 7 hours.
 - f. Loss of social telephone use, maximum: 1 week.
 - g. Loss of good time and earned work time credits accumulated under 4019 PC.
 - h. Disciplinary Separation.
 - i. The Classification Unit may initiate a housing unit transfer after reviewing the circumstances of the incident.

J. Sanctions for Major Violations:

1. One or more of the following sanctions may be imposed for major violations.
 - a. Loss of commissary privileges, maximum: commissary draws for three 3 weeks.
 - b. Loss of contact visitation privileges, the maximum duration of confinement.
 - c. Loss of correspondence privileges where incarcerated persons have violated correspondence regulation, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the Facility Commander.
 - d. Removal from programs for the duration of current confinement.
 - e. Extra work detail, maximum: 2 hours per day for a total of fourteen14 hours.
 - f. Loss of social telephone use, maximum: 2 weeks.
 - g. Placement in disciplinary separation.

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- h. Loss of good time and earned work time credits accumulated under 4019 PC:
- i. Not more than 360 days of good time credit may be denied or lost for any single act of the following, whether prosecution is undertaken:
 - i. Murder
 - ii. Attempted Murder
 - iii. Solicitation of Murder
 - (a) Solicitation of murder shall be proved by the testimony of two witnesses, or one witness and corroborating circumstances.
 - iv. Manslaughter
 - v. Rape
 - vi. Sodomy
 - vii. Oral copulation accomplished against the victim's will.
 - viii. Attempted Rape
 - ix. Attempted Sodomy
 - x. Attempted oral copulation accomplished against the victim's will.
 - xi. Assault or battery causing serious bodily injury.
 - xii. Assault with a deadly weapon or caustic substance
 - xiii. Taking a hostage
 - xiv. Escape with force or violence.
 - xv. Possession or manufacture of a deadly weapon or explosive device:
 - (a) Not more than 180 days of good time credit may be denied or lost for a single act of misconduct, except as specified above, which could be prosecuted as a felony whether prosecution is undertaken.
 - (b) Not more than 90 days of good time credit may be denied or lost for a single act of misconduct, which could be prosecuted as a misdemeanor, whether prosecution is undertaken.

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(c) Not more than 30 days of good time credit may be denied or lost for any single act of misconduct defined by the Stanislaus County Sheriff's Department in this policy as a Major Prohibited Act Code violation offense.

(d) An incarcerated person may appeal a disciplinary disposition through the standard appeal process.

- j. Loss of the job as an incarcerated person worker; may not be re-appointed for the duration of current confinement.
- k. Un-sentenced incarcerated persons may not receive loss of future good time credits.
- l. The Classification Unit or shift supervisor may initiate a housing unit transfer after reviewing the circumstances.
- m. One or more of the above sanctions may be imposed for major violations.

K. Criminal Prosecution:

1. Department members will adhere to routine criminal investigation procedures for all criminal violations committed by incarcerated persons by the established policy.
2. If the violation is criminal, the incarcerated persons must be advised of their Miranda Rights before any questioning regarding the incident.
3. An incarcerated person may be charged both administratively and criminally on the same charges without double jeopardy.
4. When an incarcerated person commits an act of criminal nature; the shift supervisor will notify the Operations Division of the Sheriff's Department requesting that an investigating officer is assigned.

L. Assistance to Incarcerated persons in Disciplinary Proceedings:

1. An incarcerated person may request staff assistance in disciplinary proceedings where it is evident the incarcerated person is unable to comprehend the disciplinary charges, the possible consequence of such charges, the disciplinary hearing process, the disciplinary process, or to collect or present evidence in support or defense of their position.
2. A staff member is assigned to assist the incarcerated persons by the shift supervisor during the hearing.
3. Staff members who are witnesses to the incident will not serve as a representative unless the incident is commonly known to all staff members. The representative will not be directly involved in the incident or with the disciplinary officer.

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4. In instances where language barriers exist and no employee is available to interpret, the staff member assigned to assist the incarcerated persons may use another incarcerated person for interpretation only.
 - a. An incarcerated person may refuse to accept the assistance of the first staff member assigned at the time of the initial assignment or for good cause as determined by the shift supervisor at any time during the disciplinary process.
 - i. If staff assistance is refused at the time of initial assignment, a second staff member is to be assigned if requested by the incarcerated persons.
 - b. An incarcerated person's refusal to accept the second staff member's assistance does not require the assignment of another staff member unless the shift supervisor determines that a fair hearing cannot be held without staff assistance.
 - c. Staff will not give legal counsel nor specify the position the incarcerated persons should take in any disciplinary or criminal proceedings.
 - i. The assigned staff assistant will, upon the incarcerated person's request, maintain the confidentiality of information the incarcerated person may disclose concerning the incarcerated person's past conduct, but information about future criminal conduct may be disclosed to appropriate authorities.
 - d. An investigative employee is not subject to the confidentiality of information as described for a staff incarcerated person assistant.
 - e. The staff assistant will inform the incarcerated persons that all evidence and information obtained and considered or developed in the disciplinary process may be used in court if the same charges have been or are to be referred to the district attorney for possible criminal prosecution.
5. The staff representative may cross-examine witnesses at the hearing.

M. Pre-Hearing Separation, Disciplinary Separation Pending:

1. Pre-hearing separation of incarcerated persons charged with a rule violation is not considered disciplinary. Only when necessary, and to ensure the safety of the incarcerated persons or the good order or security of the facility, will an incarcerated persons remain in their assigned cell as pre-hearing separation.
 - a. Pre-hearing separation is limited to a period before the hearing. The hearing must be conducted within 72 hours of the incarcerated persons receiving their copy of the incident report.

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2. Pre-hearing separation shall be served in a location as determined by the Classification Unit or shift supervisor.
3. The incident report will indicate the reason for the pre-hearing separation. The shift supervisor will sign the incident report as approval of the separation.
 - a. Such separation will be subject to review by the Facility Commander within 72 hours.
4. Incarcerated persons will be placed in disciplinary isolation, as opposed to pre-hearing separation, only after a hearing is conducted by the hearing officer.
 - a. Placement in disciplinary separation will be preceded by the incarcerated persons receiving notice of intended placement, appearance at the hearing, and an opportunity to present their case to the hearing officers.
 - b. The Classification Unit will review placement in disciplinary isolation within 3 working days.

N. Disciplinary Hearing:

1. Disciplinary action will not be imposed before the hearing and the disciplinary officer's determination, except in the form of reprimand, warning, or counseling.
2. Staff is authorized to place any incarcerated persons in pre-hearing separation with the approval of the shift supervisor.
3. Disciplinary hearings and sanctions imposed for rule violations will be conducted by an impartial person of the rank of sergeant or facility training officer, who was not involved in the incident.
4. Staff may recommend disciplinary action; however, the disciplinary officer will determine the disciplinary action to be imposed, ensuring the sanction imposed is proportionate to the offense.
5. When possible, the disciplinary officer will handle all disciplinary incidents or hearings occurring during their assigned shift.
 - a. In the event a disciplinary officer is unable to dispose of a disciplinary incident or hearing during the shift in which it occurred; the disciplinary officer will forward the incident report to the shift supervisor of the following shift within the prescribed time limits for the subsequent action in the disciplinary process.
6. The disciplinary officer assigned to conduct the hearing will interview the incarcerated persons subject to disciplinary action.
7. The disciplinary officer will explain to the incarcerated persons that a hearing is an administrative, rather than a judicial process.

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8. Formal rules of evidence will not govern hearings. Evidence presented, and questioned for relevancy, or materiality to an issue will be ruled upon by the disciplinary officer without formal restrictions.
 9. The disciplinary officer, incarcerated persons, or incarcerated person staff representative may request and have in attendance at a disciplinary hearing any person who has relevant and not unduly cumulative information; except when doing so may severely jeopardize the life, safety, security, or good order of the facility.
 - a. If the disciplinary officer rules the witnesses cannot or should not appear for security reasons, written statements may be introduced. Reasons for denial will be stated in writing on the disciplinary report by the authority denying a witness to be present at the hearing.
 10. The disciplinary officer will review such records, where it reasonably appears to the disciplinary officer, that the incarcerated person's file or records are relevant to the disciplinary hearing.
 - a. Upon request of the incarcerated persons, relevant records will be copied and delivered to the incarcerated persons where information in the records does not compromise confidentiality or security. Such record copies will be returned to the disciplinary officer after the hearing.
 11. The incarcerated persons are to be provided an opportunity to make a statement and present documentary evidence at the disciplinary hearing.
 12. Incarcerated persons charged with rule violations will be present at the hearing unless they waive the right to be present in writing, refuse to participate, or are excluded due to their behavior.
 - a. The disciplinary officer may exclude the incarcerated persons from the hearing during deliberations where the security of the facility could be jeopardized or confidential information is disseminated, or if the incarcerated persons disrupt the orderly conduct of the hearing. The incarcerated person's absence and reason for absence will be noted in the disciplinary report.
- O. Disciplinary Hearing Process:
1. Upon receipt of an incident report, the shift supervisor or reporting officer should have a copy of the report delivered to the incarcerated persons charged with an alleged violation of facility rules within 24 hours of completing the investigation. Extension of time would be for a good cause and must be justified.
 2. Incarcerated persons charged with rule violations will receive a hearing within 72 hours after the copy of the report is served to the incarcerated persons. The hearing may be postponed for good cause or continued for a reasonable length of time through a written waiver completed by the incarcerated persons.

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- a. The incarcerated persons must submit this request to the Facility Commander within 24 hours of service.
3. A disciplinary hearing notification will be provided to the incarcerated persons at least 24 hours in advance of the hearing. The incarcerated persons may consent in writing to a hearing within less than 24 hours of the notification of the disciplinary hearing report.
4. An incarcerated person may refuse a disciplinary hearing through a written waiver and not contest the charges or possible disciplinary actions. The disciplinary officer will accept the incarcerated person's waiver.
5. If the incarcerated persons were separated as a means of control in pre-hearing separation, the disciplinary officer will consider the initial separation as time served applied to the total disciplinary separation time imposed.
6. The disciplinary officer, upon completion of the hearing, will take the appropriate action:
 - a. Find the incarcerated persons guilty as charged and impose an appropriate disciplinary measure.
 - b. Find the incarcerated persons guilty as charged and suspend any disciplinary action.
 - c. Dismiss the charges when an incarcerated person is found not guilty, lack of evidence, etc.
 - d. Institute disciplinary action, i.e., loss of commissary or loss of visiting.
 - e. Remove the disciplinary hearing report within 24 hours from all files, if the incarcerated persons are found not guilty of the alleged rule violation, after the disciplinary hearing.
7. Discipline reports may be kept for statistical purposes, assuring the incarcerated person's name is removed from the report if provided to outside researchers.
8. The disciplinary officer will file a final report of findings, facts, and conclusions of the rules violated. A copy of this report is to be given to the incarcerated persons. The disciplinary officer will explain to the incarcerated persons the violation charged and the disciplinary action imposed.
9. The disciplinary officer will enter a disposition, statement, and disciplinary actions if any, on the disciplinary hearing report.
10. The original disciplinary hearing report is forwarded to the operations sergeant. A copy of the report is forwarded to the incarcerated persons. Classification and the housing unit where the incarcerated persons are housed also receive copies.

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- a. Additional copies may be generated as necessary for distribution to those service areas possibly impacted, i.e., court transportation, visiting, etc.

P. Good or Work Time Forfeiture:

1. When good time or work time is to be forfeited by an incarcerated person as a disciplinary action, the shift supervisor will adjust the incarcerated person's release date according to the number of good time or work time days to be deducted.
2. Incarcerated person Appeal:
 - a. Three factors are considered by the administrative sergeant as part of the appeal process:
 - i. Was there substantial compliance with facility standards on incarcerated persons' discipline?
 - ii. Was the decision based on adequate evidence?
 - iii. Was the sanction imposed proportionately to the offense?
 - b. Disciplinary actions against an incarcerated person will not normally be stayed pending appeal. If the incarcerated persons prevail on appeal, the Facility Commander will take action that is reasonably necessary to eliminate the effect of the Disciplinary actions imposed.
 - c. The incarcerated persons will be notified in writing within 10 calendar days of the results of the appeal and the right to appeal directly to the Adult Detention Division Commander for review of the previous appeal decision.

Q. Disciplinary Separation Review:

1. The Title 15 Compliance Officer may review the status of each incarcerated person separated for disciplinary purposes to ensure compliance with all California Code of Regulations Minimum Jail Standards Title 15. The Title 15 Compliance Officer may meet with the classification officer to determine if re-classification is justified.
 - a. If the Facility Commander obtains evidence or determines that an incarcerated person is ready to conform to rules and the facility's discipline goals will be benefit, the Facility Commander may take the following action:
 - i. Dismiss, change, or reduce the previously imposed disciplinary action.
 - ii. Restore forfeited good time or work time.

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- b. Mental health or medical staff determine that an individual has a serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon the Facility Commander's determination.

R. Administrative Review:

1. Accurate detailed reports of disciplinary actions will be maintained. A copy of all disciplinary hearing reports and dispositions is to be forwarded to the Facility Commander for administrative review and to assess possible training needs.
2. The Facility Commander will review all formal disciplinary hearings and dispositions by reading, reviewing, and initialing all disciplinary reports and dispositions.

S. Disciplinary Sanctions for Incarcerated persons, PREA:

1. Incarcerated persons shall be subject to disciplinary sanctions under a formal disciplinary process following an administrative finding that the incarcerated persons engaged in incarcerated persons on incarcerated persons' sexual abuse or following a criminal finding of guilt for incarcerated persons on incarcerated persons' sexual abuse.
2. Incarcerated persons who are found guilty of committing sexual assault will be punished to the highest degree by the Stanislaus County Sheriff's Department incarcerated person discipline policy to and including criminal prosecution.
3. An incarcerated person's mental disabilities or mental illness shall be considered when determining what type of discipline, if any, is to be imposed.
4. An incarcerated person may be disciplined for sexual contact with staff only upon a finding that staff did not consent to such contact.
5. For disciplinary action, a report of sexual abuse made in good faith and based upon a reasonable belief that the alleged conduct occurred, shall not constitute falsely reporting an incident or lying even if an investigation does not establish evidence sufficient to substantiate the allegation.

T. Suggested Sanctions for Prohibited Acts Codes (PAC):

1. The suggested sanctions for loss of days are maximums; staff should refer to policy and use reasonableness in determining final dispositions.

		Days:	DI:
PAC 1	Major	30	10
PAC 2	Major	180	10
PAC 3(a)	Major	360	20

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PAC 3(b)	Major	360	10
PAC 3(c)	Major	360	20
PAC 3(d)	Major	360	10
PAC 4	Major	30	10
PAC 5	Major	180	10
PAC 6	Major/Minor	30/10	10
PAC 7	Major	90	20
PAC 8	Major	30	10
PAC 9	Major	180	10
PAC 10	Major	180	20
PAC 11	Minor	5	5
PAC 12	Major	30	10
PAC 13	Major	30	10
PAC 14	Minor	10	5
PAC 15	Major	90	10
PAC 16	Major	30	10
PAC 17	Major	30	10
PAC 17(a)	Major	30	10
PAC 18	Major	30	10
PAC 19	Major	360	30
PAC 20	Minor	5	5
PAC 21	Major	90	10
PAC 22	Minor	10	5
PAC 23	Major	30	10
PAC 24	Major	30	10
PAC 25	Minor	5	5
PAC 26	Major	30	10
PAC 27	Major	360	30
PAC 28	Major	90	10
PAC 29	Major	180	10
PAC 30	Major	90	10
PAC 31	Minor	10	5
PAC 32	Major	30	10
PAC 33	Major	30	10
PAC 34	Major	30	10
PAC 35	Major	30	10
PAC 36	Major	180	10
PAC 37	Minor	5	5
PAC 38	Major	30	10
PAC 39	Major	180	10
PAC 40	Major	30	10
PAC 41	Major	360	20
PAC 42	Minor	10	5
PAC 43	Major/Minor	30/10	5
PAC 44	Major	30	10
PAC 45	Major	30	10
PAC 46	Major	30	10

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PAC 47	Major	360	20
PAC 48	Major	90	10
PAC 49	Major	90	10
PAC 50	Major	90	10
PAC 51	Minor	20	5
PAC 52	Major	180	10
PAC 53	Major	180	10
PAC 54	Minor	5	5
PAC 55	Minor	10	5
PAC 56	Minor	5	5
PAC 57	Major/Minor	90/10	10
PAC 58	Major/Minor	30/10	10
PAC 59	Major	30	10
PAC 60	Major/Minor	30/5	5
PAC 61	Major/Minor	180	10
PAC 62	Minor	10	5
PAC 63	Major/ Minor	30	5
PAC 64	Minor	10	5
PAC 65	Minor	5	5
PAC 66	Major	30	10
PAC 67	Major	180	20
PAC 68	Major	180	20
PAC 69	Major	180	20
PAC 70	Major	180	20

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I PURPOSE AND SCOPE

- A. This policy establishes procedures for the hearing officer's checklist, which is used in processing incarcerated person's disciplinary hearings.

II POLICY

- A. The hearing officer's checklist defines steps in the disciplinary process to ensure the incarcerated person's constitutional rights are met regarding disciplinary sanctions.
1. The list is intended to help the hearing officer recognize and properly deal with any deficiencies in the disciplinary process.
 2. The hearing officer must substantiate and be specific when making ruling decisions.
 3. The hearing officer will document factual evidence in the hearing disposition and fully explain the justification for the denial of any rights to the incarcerated persons.
 4. The hearing officer's checklist is arranged in the order in which specific issues may arise during a hearing.

III DEFINITIONS

IV PROCEDURE

- A. Unbiased Hearing Officer:
1. The hearing officer must be impartial or not directly involved with the incident or otherwise biased for or against the incarcerated persons.
 2. Decisions to disqualify the hearing officer should be made at the beginning of the hearing.
 - a. The hearing officer must disqualify themselves if:
 - i. The hearing officer has direct personal knowledge of the incident such as being a witness, victim, or otherwise being directly involved in the incident.
 - ii. Indirect knowledge, acquired unintentionally through casual conversation, does not necessarily require disqualification.
 - b. If the hearing officer is biased for or against the incarcerated persons for any reason.

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3. The hearing officer should also consider disqualification if:
 - a. The officer has acquired so much indirect information about the incident that it will be difficult to make a decision based on the information presented at the hearing.
 - b. If the incarcerated persons request the hearing officer be disqualified for being biased; the hearing officer should respond to such allegations directly in the hearing record.
 - i. In some cases it may be legally wiser to step down. The appearance of fairness is important in maintaining the incarcerated person's constitutional rights.

B. Adequacy of Notice:

1. Aspects of 24-hour notice:
 - a. The incarcerated persons must receive the notice far enough in advance to have a reasonable opportunity to prepare for the hearing.
 - b. The notice must be clear, allowing the incarcerated persons to understand what they are being charged with.
 - i. A clear description of the incident.
 - ii. The time and place of the incident.
 - iii. Names of witnesses, unless good cause exists to withhold this information.
 - iv. The specific rules which are alleged to have been violated.
 - v. Asking the incarcerated persons if they understand the nature of the proceedings and what they have been charged with.
 - vi. If the incarcerated persons indicate they don't understand the charges or otherwise object to the clarity of the notice, or there is any question, the hearing officer should consider the following options:
 - (a) Continue the hearing to allow time for a clear charge to be issued to the incarcerated persons. The amended charge should be in writing. If any doubt or uncertainty exists about the clarity of the charge, the better practice is to continue the hearing.

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(b) Proceed with the hearing if the hearing officer determines that a reasonable person reading the charge would be able to understand the nature of what the charge is beyond simply understanding what the specific offense number is, and there is no specific reason why the incarcerated persons might not have been able to understand the charge.

2. If the notice was not served at least 24 hours in advance of the hearing, the hearing officer should take one of the following actions:
 - a. Discontinue the hearing and give notice to the incarcerated persons.
 - b. Proceed with the hearing if the incarcerated person voluntarily agrees to waive any claims regarding inadequate notice. Such waivers should be noted on the record.
3. The incarcerated persons may ask for a continuance even though the notice was served more than 24 hours in advance of the hearing. The request should be granted when the incarcerated person is able to give reasonable justification for being unable to prepare in the time available. Justifications might include such things as:
 - a. A complex factual situation.
 - b. The incarcerated persons were in separation or the hospital and couldn't prepare.
 - c. There are key witnesses who are not available, but who would be available if the hearing were continued.
 - d. There are witnesses from outside the institution with relevant testimony to offer.
 - e. Other reasonable situations where the incarcerated persons were not able to prepare.

C. Service of Documents:

1. The incarcerated person is entitled to have access to reports and other written documents used by the hearing officer in advance of the hearing.
 - a. If reports and other written documents used by the hearing officer are not given to the incarcerated persons prior to the hearing; give the incarcerated persons ample time to review these documents and respond to them during the hearing.

D. Incarcerated person Witness:

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1. Incarcerated persons have a right to call witnesses to testify at the hearing unless doing so presents a safety issue or the proposed witness testimony is irrelevant, duplicative, or unnecessary to an adequate presentation of the incarcerated person's case.
 - a. Grounds for denial; if a witness whom the incarcerated persons ask to testify in person is not allowed to testify in person, one or more of the following rulings should be documented in the hearing record:
 - i. Physically calling the witness would compromise institutional safety. Consider the use of a written statement from the witness or telephone testimony.
 - ii. Testimony is irrelevant, the testimony doesn't pertain to the question of guilt or innocence.
 - iii. Testimony is duplicative. Ensure that a second witness is not corroborating the testimony of the first witness, before making a denial.
 - iv. The incarcerated person agrees to use a witness statement instead of a live witness.
 - v. The hearing officer must clearly justify any denials in the hearing record.

E. Staff Advisors:

1. The incarcerated person is entitled to the assistance of an advisor when the incarcerated person is illiterate or the issues are so complex it is unlikely the incarcerated person will be able to collect and present the evidence necessary for an adequate comprehension of the case.
 - a. The decision to appoint a staff advisor and the role that advisor should play is at the discretion of the hearing officer. Relevant factors regarding the decision to appoint, and the role of the advisor include:
 - i. Is the incarcerated persons literate?
 - ii. What is the level of intelligence? Are the incarcerated persons considered to be developmentally disabled or otherwise impaired in any way?
 - iii. How complex is the infraction or violation?
 - iv. Does the incarcerated persons appear reasonably capable of preparing for the hearing and speaking for themselves in the hearing?

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v. Was the incarcerated person in pre-hearing separation or some other tightly controlled housing that may have impeded the incarcerated person's ability to prepare for the hearing?

b. If an advisor is appointed:

- i. The advisor must have access to written material in advance of the hearing, which was considered by the hearing officer in the hearing.
- ii. The advisor must have an opportunity to privately discuss the case with the incarcerated persons before the hearing to allow the advisor enough time to assist the incarcerated persons in preparing for the hearing.
- iii. The hearing officer should document in the hearing record, that the advisor has had sufficient time to prepare for whatever level of assistance is appropriate under the circumstances of the case.

c. If the hearing is postponed for examination of the incarcerated person's mental status:

- i. Appoint an advisor immediately and direct that they fully prepare a response to the charges on behalf of the incarcerated persons in the event the incarcerated persons are ultimately unable to prepare or present the case on their own.

d. If no request for an advisor is made, the hearing officer should consider whether one should be appointed, anyway.

F. Informant Information:

1. Since the incarcerated persons do not have the right to confront and cross-examine witnesses, it is permissible in extraordinary circumstances for the hearing officer to consider information from a witness whose identity is not disclosed to the charged incarcerated persons. In such cases, the hearing officer should determine that the informant is both generally reliable and that the information being offered is credible.

a. The hearing officer must determine both that the informant is reliable and that the specific information being offered is believable.

G. Hearing Officer's Decision:

1. A finding of guilty must include written reasons showing the facts which the hearing officer relied upon and the reasons for imposing whatever sanctions were selected.

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- a. If a finding of guilt is made, the decision should indicate what the hearing officer believes the facts were to establish guilt and the source of such belief.
 - i. The disposition must explain the reason for selecting a particular sanction.
 - ii. The hearing officer should also consider the incarcerated person's mental status as part of determining an appropriate sanction.

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I PURPOSE AND SCOPE

- A. This policy establishes procedures that define the incarcerated person's grievance and appeal process.

II POLICY

- A. Incarcerated persons are provided with the opportunity to grieve conditions of confinement as a means of resolving problems.
1. The incarcerated persons' grievance procedure, grievance rights and responsibilities, and grievance process shall be posted in housing areas or made available to all incarcerated persons upon request.
 2. Incarcerated persons will use an Incarcerated person Grievance and Appeals form when filing a grievance or an appeal.
 3. Incarcerated persons shall exhaust all administrative grievance and appeal procedures before applying to the courts.
 4. Records of all facility grievances and appeals shall be maintained within each facility.
 5. The Stanislaus Sheriff's Department will not provide or accept citizen complaint forms from incarcerated persons, in our facilities.
- B. Any incarcerated persons may file a grievance relating to any conditions of confinement. Conditions of confinement include, but are not limited to:
1. Staff Conduct
 2. Medical Care
 3. Classification Actions
 4. Disciplinary Actions
 5. Program Participation
 6. Access to Telephones, Mail, and Visiting Procedures
 7. Food, Clothing, and Bedding

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8. Sexual Abuse and Sexual Harassment.

C. Incarcerated person's Grievance Rights:

1. The right to submit a formal Prison Rape Elimination Act (PREA) grievance regarding an allegation of sexual abuse or sexual harassment involving staff; to the facility operations sergeant of the facility in which the incident occurred.
2. The right to submit a formal grievance to a staff member who is not the subject of the complaint regarding an allegation of sexual abuse involving staff. Such complaints shall not be forwarded to the alleged staff member.
3. The right to file an emergency grievance to the shift supervisor when the incarcerated person is subject to a substantial risk of imminent sexual abuse or personal harm.
4. The right to have any grievance, not involving a sexual assault, resolved at the lowest appropriate staff level by the correct jurisdiction within the facility.
5. The right to grieve any administrative procedure.
6. The right to receive written acknowledgment of the grievance with documentation to substantiate a grievance as founded or unfounded, citing California Code of Regulations Minimum Jail Standards Title 15 or incarcerated person rules, when applicable or relevant.
7. The right to seek judicial or administrative redress without fear of reprisals as a consequence.
8. The right to submit reasonable grievances without fear of reprisal or disciplinary separation. Reasonable does not include excessive, frivolous, or grievances submitted in bad faith.
9. The right to receive immediate response to valid emergencies.
10. The right to appeal decisions to the Administrative Sergeant, Facility Commander, and Adult Detention Division Commander for review.
11. The right to receive a written response to a filed appeal with documentation to substantiate an appeal as founded or unfounded, citing California Code of Regulations Minimum Jail Standards Title 15 or incarcerated person rules, when applicable or relevant.

D. Time Restraints:

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1. Failure by staff to adhere to the time limits defined in the grievance policy may cause the grievance to advance to the next level.
 - a. If time limits are not met by the incarcerated persons, the grievance will be considered resolved.
2. Time requirements for staff to respond to a grievance may be extended by forwarding a request to the administrative sergeant for review. Requests for extensions will be considered on a case-by-case basis.
3. Time limits are the maximum time allowed. All grievances should be resolved or forwarded as quickly as possible. No grievance response should be delayed simply because time limits allow for such delays.
4. Time limits are as follows:
 - a. An incarcerated person shall have 14 calendar days from the date of an incident to generate a grievance and file it with staff.
 - i. Grievances about sexual misconduct or sexual harassment will have no time limits and can be filed at any time.
 - b. Department members have 15 calendar days to respond to an incarcerated person's grievance.
 - c. An incarcerated person shall have 5 calendar days to appeal the result of the grievance for administrative review to the next level in the chain of command.
 - d. The Administrative Sergeant, Facility Commander, and Adult Detention Division Commander will have 10 business days to respond to an appeal.
- E. Incarcerated persons do not have the right to abuse the grievance system by filing excessive or frivolous grievances without merit or evidence to substantiate their claims. Such actions may result in disciplinary action being taken against the incarcerated persons. A grievance may be denied without addressing the substantive issues for any of the following reasons:
 1. The disciplinary officer must demonstrate the following:
 - a. The grievance was submitted in bad faith.
 - b. The grievance contains profanity, insults, or racial slurs unless included as an alleged direct quote of another party.

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- c. The grievance contains a threat of serious bodily injury to a specific individual.
 - d. The grievance is considered to be frivolous, malicious, or harassing.
- F. Special Incarcerated persons Grievance Rights Under Rodriguez v. Stanislaus County et. al. stipulated judgment:
1. Whenever any incarcerated persons have information that they believe will disclose a violation of judgment under Rodriguez v. Stanislaus County et. al:
 - a. They may write a grievance to the Facility Commander who shall cause an investigation thereof to be made as soon as reasonably practical but, in any event, within 5 days following the receipt of a such written statement.
 - b. As an alternative, an attorney for the incarcerated persons may initiate this administrative process.
 - c. No judicial remedy may be sought until the expiration of 20 days from the filing of a grievance with a facility employee unless the incarcerated person has received a final administrative decision before the expiration of twenty days.
 - d. The topics included in the Rodriguez v. Stanislaus County et al Federal stipulated judgment is:
 - i. Population Caps
 - ii. Law Library Privileges
 - iii. Medical, Dental, Psychiatric, and Psychological Care
 - iv. Food and Clothing
 - v. Probable Cause Hearings
 - vi. Racial and Ethnic Separation of Incarcerated persons
 - vii. Safety Cell Utilization.

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III DEFINITIONS

- A. Grievance: a complaint by an incarcerated person involving any condition of confinement.
- B. Emergency Grievance: an emergency is a condition which, if processed through the normal grievance timeframes, would subject the incarcerated persons to a substantial risk of personal injury, sexual abuse, or cause other serious and irreparable harm.
- C. PREA Grievance: Grievance regarding an allegation of sexual abuse or sexual harassment involving staff.
- D. Appeal: the process whereby an incarcerated person requests an administrative review regarding the outcome of a filed grievance.

IV PROCEDURE

- A. Incarcerated person Responsibilities:
 - 1. Incarcerated persons have the right to file a complaint regarding a specific procedure, situational outcome, or staff action. This appeal or complaint process is known as a grievance.
 - a. It is the incarcerated person's responsibility to file the grievance if they believe corrective action or a decision reversal is warranted. The issue shall be reported on an Incarcerated persons Grievance and Appeals form.
 - b. A grievance shall be made in writing and addressed to the specific staff member having authority regarding the specific issue.
 - c. Grievances are addressed at the lowest level in the chain of command unless unique circumstances exist.
- B. Staff Responsibilities:
 - 1. Staff will attempt to settle all written grievances immediately and informally at the lowest level possible.
 - 2. If necessary, staff will supply a grievance form and sufficient materials to an incarcerated person desiring to submit a formal grievance.
 - 3. Staff will attempt to resolve the grievance and respond in writing during the shift in which the grievance occurred.

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- a. The written response is to be completed on the grievance form and additional paper in memo format, if necessary.
 4. The staff response should explain why a decision was made or why a specific course of action was taken.
 5. A staff member who cannot resolve a grievance will forward the grievance to the appropriate supervisor in the chain of command for resolution.
 - a. The date and time, and the supervisor to whom the grievance was forwarded shall be noted on the grievance form.
 6. Any time a staff member responds to an incarcerated person's grievance, they will provide the grievance and response to the sergeant before submitting it to the incarcerated person.
 7. Staff will ensure the incarcerated persons receive a copy of the grievance form indicating the response or the forwarding actions taken.
- C. Shift Supervisor Responsibilities:
1. The sergeant will review the grievance and response to assist in providing consistency and ensure the response is appropriate. Sergeants will then sign the grievance form, verifying it has been reviewed and approved to return to the incarcerated person.
 2. The supervisor will attempt to settle the grievance by issuing a written response to the incarcerated person which explains why a decision was made or a specific course of action was taken.
 3. The grievance may be forwarded to the Facility Commander if the supervisor is unable to resolve the issue.
 - a. The date and time the grievance was forwarded shall be noted on the form.
 4. If necessary, the shift supervisor shall issue a written response to the incarcerated persons which explains why a decision could not be made at the supervisory level. The response should also note to whom the grievance is being forwarded and include the time and date of referral.
 5. The Facility Commander shall maintain all grievance records for the facility. Filed incarcerated persons' grievances and grievance responses shall be stored by current facility practice.

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D. Appeal Process:

1. Should an incarcerated person be dissatisfied with a grievance response; the incarcerated person may continue to appeal the grievance through the chain of command starting with the operations sergeant or administrative sergeant, followed by the Facility Commander, and lastly the Adult Detention Division Commander. The Adult Detention Division Commander shall have the final resolution decision regarding the appeal process.
 - a. The Facility Commander will review all facility grievances and staff responses.
 - b. If necessary, the Facility Commander may reverse the decision issued to the incarcerated persons.
 - c. The Administrative Sergeant, Operations Sergeant, Facility Commander, and Adult Detention Division Commander have 10 business days to respond to an appeal.
 - d. An additional administrative appeal review may be requested of the Adult Detention Division Commander if the situation persists, and the incarcerated person believes such perceived deficiencies will continue if not addressed.
 - i. The Adult Detention Division Commander has the authority to make the final decision regarding any administrative appeal review.

E. Excessive or Frivolous Grievances:

1. Every system will encounter incarcerated persons who attempt to paralyze the administration with excessive or frivolous grievances. Staff will not ignore these grievances because of inconvenience, or the time required to correctly process the grievance.
2. Grievances that touch on the health and safety of individuals must always be reviewed and addressed.
3. Under the California Code of Regulations Minimum Jail Standards Title 15 Section 1073 (b), a regulation may be placed on frivolous grievance submittals while being sensitive to potentially valid complaints from all sources.
 - a. It is important to document the reasons that a grievance has been considered frivolous.
 - b. A disciplinary officer must demonstrate that the grievance was filed in bad faith.

F. PREA Grievances:

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1. A PREA grievance may be submitted on an incarcerated person's request form as either a standard grievance or an emergency grievance.
2. Standard Administrative PREA Grievance:
 - a. An incarcerated person may submit a formal PREA Grievance to the Administrative Sergeant, of the facility in which the incident occurred, at any time. The grievance will be forwarded to the PREA Coordinator.
 - b. Anyone may assist an incarcerated person in filing a request or may file a request on the incarcerated person's behalf regarding administrative remedies.
 - i. If a third party files such a request; the alleged victim shall be informed by the PREA Coordinator that a grievance has been submitted on their behalf and it will be processed under the PREA Grievance procedure. The PREA Coordinator will document any instance of the alleged victim declining to have the request processed.
 - ii. Incarcerated persons may submit a formal PREA Grievance to a staff member who is not the subject of the complaint. The complaint will not be forwarded to the staff member who is the subject of the complaint.
 - iii. Department members will make every effort to respond to the incarcerated persons regarding a final agency decision of criminal prosecution, internal investigation, or termination of investigation within 90 days for a grievance alleging sexual abuse. The 90 days is calculated from the initial filing date of the grievance, excluding time consumed by the incarcerated persons in preparing an administrative appeal.
 - iv. An extension of 70 days may be claimed if the normal period for response is insufficient to make an appropriate decision. The incarcerated persons are to be notified in writing of any extension and will be provided with a date by which a decision is to be made.

G. Emergency Administrative PREA Grievance:

1. An incarcerated person may submit an emergency PREA Grievance to the shift supervisor when the incarcerated person is subject to a substantial risk of imminent sexual abuse.
 - a. Upon receiving an emergency PREA Grievance; the classification officer or shift supervisor shall review the grievance and determine if there are any safety concerns warranting an immediate change of housing.

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- b. The grievance is forwarded to the PREA Coordinator and reviewed for any required corrective action. An initial response shall be provided to the incarcerated persons within 48 hours and a decision made within 5 calendar days.
- c. The grievance may be processed as normal if it is determined to not be an emergency. The PREA Coordinator shall provide the incarcerated persons with a written explanation of why the grievance does not qualify as an emergency.
 - i. An incarcerated person may be disciplined for intentionally filing a frivolous grievance only when the disciplinary officer can demonstrate that the grievance was filed in bad faith.

H. Internal and External Reporting Entities:

- 1. Incarcerated persons may report abuse, retaliation, or harassment by contacting the following entities:
 - a. Stanislaus County Sheriff's Department Internal Affairs Unit
 - b. Stanislaus County Sheriff's Department PREA Coordinator
 - c. Rape Crisis Center
 - d. California Attorney General's Public Inquiry Unit
- 2. Employees shall accept reports made verbally, in writing, or anonymously from third parties. In addition, information that indicates an incarcerated person is being or has been sexually assaulted shall be documented and reported immediately to the appropriate supervisor.
 - a. Apart from reporting to designated supervisors or officials; for treatment, investigation, and other security and management decisions, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know.
 - b. Department members are encouraged to follow the chain of command when reporting sexual abuse of incarcerated persons.
 - i. Employees not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and report the allegation to any supervisor or manager.
 - ii. The chain of command may be bypassed if the allegation is against an immediate supervisor or manager.

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3. If an incarcerated person reports being sexually abused at another agency facility; the Bureau of Administrative Services Commander shall notify the head of that agency in writing as soon as possible, but no later than 72 hours after receiving the allegation.
4. When staff receives an allegation of a sexual assault; the incarcerated persons shall be notified that department members are mandated reporters under Penal Code Section 11165.7 and a report must be filed with the Stanislaus County Sheriff's Department.
5. Sexual Assault Victim Counselor Privilege: confidential communication as defined in Evidence Code Section 1035.4 and any information disclosed to a victim advocate will remain confidential unless the court compels disclosure.
6. The incarcerated persons may be subject to discipline and criminal action if it is determined that the incarcerated person's allegations are false.

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SECTION: Incarcerated Persons Orientation & Rules	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1069	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for the development and distribution of incarcerated persons' orientation and rules material. The implementation and publication of an incarcerated persons orientation program, which is reasonably understandable, is designed to orientate newly received incarcerated persons at the time of placement into the general jail population.

II POLICY

- A. The goals of the Stanislaus County Sheriff's Department are to provide a safe and secure environment, which promotes positive incarcerated persons' behavior by utilizing the direct-supervision model of detention facility management.
1. The goals of the adult detention division shall be realized through the fair, impartial, and humane treatment of all individuals incarcerated in Stanislaus County adult detention facilities.
- B. Incarcerated person's orientation and rules information shall be posted in each facility for consistency purposes and to assist incarcerated persons in understanding expectations.
1. Each facility shall be responsible to ensure an incarcerated person's rulebook and orientation information is available and current in each housing area.
 - a. Both written and verbal incarcerated persons' orientation information shall be provided.
 - b. This may also be achieved by airing a video daily at scheduled intervals throughout the facility.

III DEFINITIONS

IV PROCEDURE

- A. Each facility commander shall ensure the incarcerated person's orientation and rules information is current and updated as necessary.
1. Review and development of this information shall be completed on an annual basis.
 - a. Supervisors, facility training officers, and facility staff shall participate in reviewing and developing facility orientation and rules information.
 2. The publication of this information shall minimally include the following:
 - a. Rules regarding correspondence, visiting, and telephone usage

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- b. Incarcerated person's rules and disciplinary procedures
- c. Incarcerated person's grievance procedures
- d. The availability of incarcerated persons programs and methods of application
- e. Medical, dental, and mental health services and procedures
- f. Classification information regarding housing assignments
- g. The location of scheduled court appearances
- h. The availability of personal care items and opportunities for personal hygiene
- i. The availability of reading and recreational materials
- j. Voting and registration information
- k. Zero tolerance policy against sexual abuse and sexual harassment

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CHAPTER : Rights, Visiting, Rules & Discipline, & PREA	ISSUE DATE: 10/23/13
SECTION: Sexual Misconduct & Abuse (PREA)	REVISION DATE: 01/18/23
RELATED ORDERS: PREA 2003: 42 USC 15601 28 CFR 115 EVI: 1035.4 GOV: 6254 (f) PC: 148.5, 264.2, 286(e), 288a(e), 289.6, 293(a), 293.5, 314, 647, 679.04, 4021 (b), 11165.7, 13516	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for maintaining a program of education, prevention, and detection to protect individuals from incarcerated persons' sexual assault, sexual abuse, sexual misconduct, and sexual harassment by any department member, independent contractor, volunteer, or other incarcerated persons.
- B. Procedures to investigate and punish perpetrators as well as victim treatment and support processes are also defined in this policy. A further purpose of this policy is to ensure compliance with Public Law 108-79, the Prison Rape Elimination Act (PREA), and to establish regulations for data collection.

II POLICY

- A. This policy applies to all incarcerated persons and persons employed by the Stanislaus County Sheriff's Department including volunteers and independent contractors.
- B. All in-custody victims of sexual abuse are provided treatment at no cost to them and offered tests for sexually transmitted infections and diseases as deemed medically appropriate.
 1. Pregnancy testing must be by medical personnel and offered to victims of sexual abuse without cost and regardless of whether the victim cooperates with any investigation.
- C. The Stanislaus County Sheriff's Department maintains a zero-tolerance policy regarding incarcerated persons' sexual assault, sexual abuse, sexual misconduct, and sexual harassment by any department member, independent contractor, volunteer, or other incarcerated persons.
 1. Department members will take immediate action to protect incarcerated persons who are reasonably believed to be subject to a substantial risk of imminent sexual abuse.
 2. Department members shall thoroughly investigate any allegation of sexual abuse. When warranted by evidence; department members will impose relative sanctions up to and including criminal prosecution.
 3. Retaliatory measures against employees or incarcerated persons who report incidents of sexual abuse shall not be tolerated and will result in disciplinary action and or criminal prosecution.

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- a. Retaliatory measures include but are not limited to coercion, threats of punishment, or any other activities intended to discourage or prevent a department member or incarcerated persons from reporting sexual abuse.
4. Department members of the opposite gender shall announce their presence when entering an incarcerated persons housing unit or tier.
 - a. When a male staff member enters any female housing unit, they are required to announce their presence to the female incarcerated persons.
 - b. When a female staff member enters any male housing unit, they are required to announce their presence to the male incarcerated persons.
 - c. This type of announcement is only required when an opposite-gender staff member enters a housing unit where there is not already another cross-gender staff member present; meaning that if a female staff member enters into a male unit where there is already a female staff member present no announcement is required as the incarcerated persons are already aware of a female presence; and vice versa for male staff members.
 5. Incarcerated persons shall have the ability to shower, perform bodily functions, and change clothing without a non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia except in exigent circumstances or when such viewing is incidental during a routine cell check or security check.
- D. The PREA Coordinator shall prepare an annual report which includes a comparison of the current year's data and corrective actions as well as those from previous years. The PREA Coordinator shall also provide an annual assessment describing the progress made in addressing sexual abuse and harassment in the Stanislaus County Sheriff's Department detention facilities.
- E. Prevention Planning:
1. The Stanislaus County Sheriff's Department conducts criminal background checks during the hiring, recruitment, and processes and before enlisting the services of any contractor. Employment disqualification factors are as follows:
 - a. The individual has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, or other institution.
 - b. The individual has been convicted of engaging or attempting to engage in sexual activity in the community aided by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse; or

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- c. The individual has been civilly or administratively adjudicated to have engaged in sexual activity as described above.
 - d. The department shall not hire or promote anyone who may have contact with inmates and shall not enlist the services of any contractor who may have contact with inmates, who:
 - i. Has engaged in sexual abuse in a jail, confinement facility, or other institution (as defined in 42 U.S.C. 1997).
2. The PREA Coordinator shall have the authority to develop and oversee the department's efforts to comply with the PREA standards in all adult detention facilities.
 3. Each detention facility shall have a designated PREA Compliance Manager to oversee that specific facility's compliance with PREA standards.
 4. Upon contracting for the confinement of incarcerated persons with private agencies or other entities, the Stanislaus County Sheriff's Department shall reach an agreement to include PREA standards and obligatory compliance with established standards. Such agencies or entities will be monitored to ensure compliance with standards.
 5. The Sheriff's Department in conjunction with the Stanislaus County Human Resources Department shall develop staffing plans which include approved and allocated staffing positions. Facility commanders and the Bureau of Administrative Services Unit shall make every effort to comply with staffing allocations and staff each facility considering generally accepted best practices for detention and correctional facilities.
 - a. Video monitoring shall not be a substitute for staff supervision.
 - b. The Facility Commander shall consider generally accepted best practices and seek the approval of authorities having jurisdiction when determining the need for video monitoring.
 - c. Non-compliance with the approved and allocated staffing plan shall be documented to include justification for all deviations from the plan. The PREA Coordinator may be asked to assess and comment regarding any adjustments to the plan.
 6. Shift supervisors shall conduct unannounced rounds on all shifts to identify and deter staff from sexual abuse and sexual harassment of incarcerated persons.
 - a. Alerting staff members that supervisory rounds are occurring is prohibited unless such announcements are related to a legitimate operational function of the facility.

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7. Protecting incarcerated persons from sexual abuse shall be considered when designing, acquiring, expanding, or modifying any adult detention facility.

F. Initial Notifications for PREA Incidents:

1. When a PREA incident occurs in any detention facility the shift supervisor shall contact the Classification Unit. The Classification Unit will ensure proper re-housing assignments are made to separate the alleged abuser and victim.

a. The shift supervisor shall also notify the PREA Deputy regarding the incident.

i. If the PREA Deputy is unavailable; the shift supervisor shall notify the BAS Sergeant regarding the incident.

ii. If both the PREA Deputy and BAS Sergeant are unavailable; the shift supervisor shall notify the PREA Coordinator regarding the incident.

G. Sexual Activity between Incarcerated Persons and Employees:

1. There is no consensual sex between employees and incarcerated persons under Penal Code Section 289.6. Any such sexual activity is prohibited by the Stanislaus County Sheriff's Department. All such allegations shall be investigated.

2. Retaliation against incarcerated persons or staff who report or cooperate with an investigation of sexual abuse or sexual harassment is prohibited.

a. The Facility Commander shall ensure that the conduct and treatment of these individuals are monitored for signs of retaliation. The Facility Commander shall act promptly to remedy any such incident of retaliation.

i. Monitoring for at least 90 days following their report or cooperation with an investigation.

ii. Monitoring beyond 90 days will occur if indications show there, is a continuing need.

iii. Monitoring will terminate if the allegation is unfounded.

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3. All cases involving sexual abuse, sexual misconduct, and/or sexual harassment will be referred to the Sheriff's Internal Affairs Unit. All referrals shall be documented and if appropriate forwarded to the District Attorney's Office for prosecution.

H. Disciplinary Sanctions for Employees:

1. Department members shall be subject to disciplinary sanctions up to and including termination or possible criminal prosecution for violating any part of this policy.
2. All cases involving violations of this policy shall be investigated by established department investigative procedures.

I. Corrective Actions for Contractors and Volunteers:

1. Any contractor or volunteer who engages in sexual abuse shall be reported to the patrol watch commander and Sheriff's Crimes Against Persons Unit unless the incident was not criminal.
 - a. The Facility Commander shall take necessary and appropriate measures when addressing any violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

III DEFINITIONS

- A. Sexual Abuse: includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
 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. Penetration of the anal or genital opening of another person, however slight, by any part of the body of one person or any object, substance, instrument, or, device into the sex organ, mouth, or anus of another person.
 4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person excluding incidents in which the intent of the sexual contact is solely to harm or debilitate rather than to sexually exploit.
- B. Sexual Abuse by a Staff Member, Contractor, or Volunteer **INCLUDES** any of the following acts with or without consent:

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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, with the intent to abuse, arouse, or gratify sexual desire.
 4. Penetration of the anal or genital opening, however slight, by any part of the body or of any object, substance, instrument, or device that is unrelated to any official duty or with the intent to abuse, arouse or gratify sexual desire.
 5. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person that is unrelated to an official duty or with the intent to abuse, arouse, or gratify sexual desire.
 6. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.
- C. Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one incarcerated person directed toward another; and repeated verbal comments or gestures of a sexual nature to an incarcerated persons by a staff member, contractor, or volunteer including demeaning references to gender, sexually suggestive or derogatory comments about one's body or clothing, or obscene language or gestures.
- D. Sexual Misconduct: as it relates to incarcerated persons; includes acts of indecent exposure, sexual disorderly conduct, and exhibitionist masturbation. Any incarcerated persons who willfully and lewdly expose their private parts or who touches, without exposing their genitals, buttocks, or breasts in a manner that demonstrates it is for sexual arousal, gratification, annoyance, or offense will be subject to discipline and or criminal prosecution.
1. As it relates to employees; any sexual behavior by a departmental member directed toward an incarcerated person, under Section 289.6 PC. The legal concept of consent does not exist between employees and incarcerated persons; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and or to prosecution under the law. Sexual misconduct also includes but is not limited to, conversations or correspondence that suggests a romantic relationship.

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- E. Indecent Exposure: means the display of one's uncovered genitalia, buttocks, or breast in the presence of an incarcerated person.
- F. Victim Advocate: an individual typically employed by a Rape Crisis Center whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate demonstrating completion of a training program in the counseling of sexual assault victims which is issued by an approved counseling center.
- G. Victim Support Person: means any person of the alleged victim's choosing including a personal friend, chaplain, or family member.
- H. Voyeurism: means an invasion of one's privacy for reasons unrelated to official duties such as: peering at an incarcerated persons who are showering, undressing, or using a toilet in their cell to perform bodily functions; requiring an incarcerated person to expose their buttocks, genitals or breasts; or taking images of all or part of an incarcerated person's naked body or of an incarcerated persons performing bodily functions for personal viewing, distributing or publishing.
- I. Trauma is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.
- J. Gender expression: how gender is expressed through clothing, appearance, behavior, speech, etc.
- K. Gender identity: a person's sense of being male, female, some combination of male or female, or neither male nor female.

IV PROCEDURE

- A. Sexual Disorderly Conduct by Incarcerated Persons:
 - 1. Acts of indecent exposure, sexual disorderly conduct, sexually hostile acts, and exhibitionist masturbation will not be tolerated. Any incarcerated persons who engage in these behaviors shall be disciplined by the established disciplinary policy.
 - a. Staff witnessing such behavior shall report it to their immediate supervisor and complete an incident report.

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- b. The shift supervisor shall determine whether or not the incident warrants rebooking on additional charges.
 - c. The PREA Coordinator shall be notified regarding any incident of this type.
 - d. If the behaviors are considered to be unusual and bizarre; staff shall refer the incarcerated persons to mental health for evaluation.
2. If an incarcerated person's continued behavior requires additional security precautions the following steps should be considered:
- a. Transfer to an alternate housing unit at the discretion of the classification officer or shift supervisor.
 - b. Post notifications to alert staff regarding the incarcerated person's propensity to engage in indecent exposure or sexual disorderly conduct.
- B. Employee Training:
- 1. All employees, investigative staff, volunteers, and contractors who may have contact with incarcerated persons shall be trained on the Sheriff's Department's Zero Tolerance Policy for sexual abuse and sexual harassment. This training is to occur during new employee orientation, the Correctional Core Academy, and the Supplemental Core Academy training. Refresher training, occurring no less than every two years, is to be conducted during annual in-service training. The training shall include instruction in the following areas:
 - a. The prevention, detection, and response to incidents of sexual abuse and sexual harassment.
 - b. Investigating incarcerated persons' sexual abuse and sexual harassment.
 - c. Review of cross-gender viewing and searching policy.
 - d. In years in which no refresher training is conducted; employees will be provided with refresher information on current sexual abuse and sexual harassment policies.
 - e. The PREA Coordinator will receive specialized training in conducting investigations in confinement settings.
 - i. All departmental sexual assault investigators (criminal & administrative) are required to attend and provide completion of certificates of training received.

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- ii. PREA Investigators are to be trained in conducting sexual abuse investigations in confinement settings, techniques for interviewing sexual abuse victims, proper use of Miranda and Garrity warnings, procedures for sexual abuse evidence collection in a confinement setting, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.
 - iii. All PREA Investigators will be trained in the department's sexual assault investigation training and stay in compliance by attending PREA standard updates and sex assault investigator's in-service training.
- f. The PREA Coordinator shall conduct orientation training at regular intervals to ensure volunteers, investigative staff and contractors have completed this training requirement.
- i. Minimally, all volunteers and contractors shall read and sign the PREA General Guidelines before facility access is granted.
 - ii. All departmental sexual assault investigators (criminal & administrative) and department internal affairs are required to attend and provide completion of certificates of training received.

C. Cross-Gender Searches:

1. All cross-gender pat-down, unclothed, and visual body cavity searches shall be documented by department policy.
2. Cross-gender unclothed searches or cross-gender visual body cavity searches shall not be conducted except in exigent circumstances or when performed by medical practitioners.
3. Barring exigent circumstances, male Correctional Staff is prohibited from pat-searching female inmates. All cross-gender pat searches of female inmates by male Correctional Staff shall be documented in an incident report., under Penal Code Section 4021(b).
 - a. Female staff members may conduct pat-down or thorough clothing searches of male incarcerated persons when no other options are available.
 - i. Absent the availability of a same-sex staff member, it is recommended that a witnessing staff member be present during any pat-down search of an

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individual of the opposite sex. All cross-gender searches shall be documented (28 CFR 155.15).

- b. An incarcerated person shall not be restricted access to regularly available programming or other out of cell opportunities to comply with this provision.
- c. Transgender or intersex incarcerated persons shall not be searched or physically examined for the sole purpose of determining the incarcerated person's genital status. If the incarcerated person's genital status is unknown.
 - i. Interview the incarcerated persons to determine their gender.
 - ii. Medical practitioners can review medical records.
 - iii. Medical examination conducted by a medical practitioner.
- 4. Department members shall be trained to conduct cross-gender pat-down searches and searches of transgender and intersex incarcerated persons. These types of searches are to be conducted professionally and respectfully and in the least intrusive manner possible.
 - a. An incarcerated person may choose to be searched by a male or female deputy when the incarcerated persons identify as transgender or intersex. The incarcerated person's preference shall be recorded on the PREA Initial Assessment form and kept on file.
 - i. Any deviation from the incarcerated person's gender search preference shall be documented in an incident report.
 - ii. If custodial personnel have reasons to doubt, which can be clearly articulated, the incarcerated person's identification as transgender or intersex; custodial personnel will defer to the shift supervisor for final determination.
 - iii. When the shift supervisor overrides the incarcerated person's gender search preference, the shift supervisor shall clearly articulate the decision and reasons in an incident report.

D. Reporting and Grievances:

- 1. Department members shall not rely on incarcerated person interpreters, incarcerated person readers, or other types of incarcerated person assistants except in limited circumstances where an extended delay in obtaining an interpreter could compromise the incarcerated person's safety or the investigation of the incarcerated person's allegation.

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2. Incarcerated persons may privately report:
 - a. Sexual abuse, sexual misconduct, and sexual harassment.
 - b. Retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment.
 - c. Staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse or sexual harassment.
 - d. Standard Administrative PREA Grievance:
 - i. An incarcerated person may submit a formal PREA Grievance to the facility operation's supervisor, of the facility in which the incident occurred, at any time. The grievance will be forwarded to the PREA Coordinator.
 - (a) Anyone may assist an incarcerated person in filing a request or may file a request on the incarcerated person's behalf regarding administrative remedies.
 - (b) If a third-party files such a request; the alleged victim shall be informed by the PREA Coordinator that a grievance has been submitted on their behalf and it will be processed under the PREA Grievance procedure. The PREA Coordinator will document any instance of the alleged victim declining to have the request processed.
 - (c) Incarcerated persons may submit a formal PREA Grievance to a staff member who is not the subject of the complaint. The complaint will not be forwarded to the staff member who is the subject of the complaint.
 - (d) Department members will make every effort to respond to the incarcerated persons regarding a final agency decision of criminal prosecution, internal investigation, or termination of investigation within 90 days for a grievance alleging sexual abuse. The 90 days are calculated from the initial filing date of the grievance, excluding time consumed by the incarcerated persons in preparing an administrative appeal.
 - (e) An extension of 70 days may be claimed if the normal period for response is insufficient to make an appropriate decision. The incarcerated persons are to

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be notified in writing of any extension and will be provided with a date by which a decision is to be made.

- (f) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as incarcerated person or staff. No agency shall require an incarcerated person who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

3. Emergency Administrative PREA Grievance:

- a. An incarcerated person may submit an emergency PREA Grievance to the shift supervisor when the incarcerated person is subject to a substantial risk of imminent sexual abuse.
 - i. Upon receiving an emergency PREA Grievance, the classification officer or shift supervisor shall review the grievance and determine if there are any safety concerns warranting an immediate change of housing.
 - ii. The grievance is forwarded to the PREA Coordinator and reviewed for any required corrective action. An initial response shall be provided to the incarcerated persons within 48 hours and a decision made within 5 calendar days.
 - iii. The grievance may be processed as normal if it is determined to not be an emergency. The PREA Coordinator shall provide the incarcerated persons with a written explanation of why the grievance does not qualify as an emergency.
 - (a) An incarcerated person may be disciplined for intentionally filing a frivolous grievance only when the disciplinary officer can demonstrate that the grievance was filed in bad faith.

4. Internal and External Reporting Entities:

- a. Incarcerated persons may report abuse, retaliation, or harassment by contacting the following entities:
 - i. Stanislaus County Sheriff's Department Internal Affairs Unit
 - ii. Stanislaus County Sheriff's Department PREA Coordinator
 - iii. Rape Crisis Center

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- iv. California Attorney General's Public Inquiry Unit
- b. Employees shall accept reports made verbally, in writing, or anonymously and from third parties. In addition, information that indicates an incarcerated person is being or has been sexually assaulted shall be documented and reported immediately to the appropriate supervisor.
 - i. Apart from reporting to designated supervisors or officials, for treatment, investigation, and other security and management decisions, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know.
 - ii. Department members are encouraged to follow the chain of command when reporting sexual abuse of incarcerated persons.
 - (a) Employees not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and report the allegation to any supervisor or manager.
 - (b) The chain of command may be bypassed if the allegation is against an immediate supervisor or manager.
- c. If an incarcerated person reports being sexually abused at another agency facility; the Bureau of Administrative Services Commander shall notify the head of that agency in writing as soon as possible, but no later than 72 hours after receiving the allegation.
- d. When staff receives an allegation of a sexual assault; the incarcerated persons shall be notified that department members are mandated reporters under Penal Code Section 11165.7, and a report must be filed with the Stanislaus County Sheriff's Department.
- e. Sexual Assault Victim Counselor Privilege: confidential communication as defined in Evidence Code Section 1035.4 and any information disclosed to a victim advocate will remain confidential unless the court compels disclosure.
- f. The incarcerated persons may be subject to discipline and criminal action if it is determined that the incarcerated person's allegations are false.

E. Victim Advocates and Support Persons:

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1. Victims of sexual assault have the right to a victim advocate or support person present for both the medical examination and the investigation interview. The medical provider shall notify the victim in writing or verbally of this right. Victims can invoke this right for the crimes listed below:
 - a. 261 PC, Rape
 - b. 261.5 PC, Unlawful Sexual Intercourse with Person Under 18
 - c. 262 PC, Rape of Spouse
 - d. 286 PC, Sodomy
 - e. 288a PC, Oral Copulation
 - f. 289 PC, Forcible Acts of Sexual Penetration
2. In most cases, the victim advocate will be from a Rape Crisis Center.
3. The victim support person may be excluded from the examination if the shift supervisor or medical provider determines that the presence of the victim support person would be detrimental to the purpose of the examination or poses a threat to the safety and security of the facility or the hospital.
4. The shift supervisor or medical provider who excluded the victim support person shall document the reason for exclusion in an incident report.
5. Victims have the right to have a victim advocate and victim support person of their choosing present at an interview conducted by law enforcement, the district attorney, or defense attorneys. Before the interview, the victim must be notified verbally or in writing of this right by the investigator or the district attorney.
 - a. If the investigator or district attorney determines that the presence of the victim support person would be detrimental to the interview, the victim support person may be excluded from the interview.
 - i. If a victim support person is excluded, the investigator or district attorney who made the decision shall document the reason in the case file.
 - b. An initial investigation by law enforcement to determine whether a crime has been committed and the identity of the suspect shall not constitute a law enforcement interview for the purpose of this section.

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F. Initial Response to Sexual Assault or Abuse:

1. Department members will maintain a professional and non-judgmental attitude when interacting with an alleged victim of sexual assault or abuse. Members shall display sensitivity to the potential emotional impact of the situation. Incident-specific information shall be treated as confidential under Section 6254(f) of the California Government Code. Any disclosure of information shall only be made to the district attorney, law enforcement investigators, and medical staff who have a "need to know" for treatment, the investigation, and other security and management decisions as permitted or required by law.
 - a. Upon learning that an incarcerated person has been sexually assaulted within the last 72 hours, which is the period that still allows for the collection of physical evidence, department members will:
 - i. Separate the alleged victim and abuser.
 - ii. Secure and preserve any crime scene.
 - iii. Request the victim not to take any actions which could destroy physical evidence:
 - (a) Showering or washing.
 - (b) Brushing teeth.
 - (c) Changing or removing clothes.
 - (d) Using the restroom facilities.
 - (e) Drinking or eating.
 - b. Determine the identity of the suspect and any possible witnesses. Acquire a brief description of the abuse, harassment, or incident. Do not conduct an in-depth interview with the victim.
 - c. Do not attempt to interrogate the alleged suspect unless circumstances make it unavoidable. In addition, ensure the suspect does not take any actions that could destroy physical evidence:
 - i. Showering or washing.

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- ii. Brushing teeth.
 - iii. Changing or removing clothes.
 - iv. Using the restroom facilities.
 - v. Drinking or eating.
- d. If a volunteer or contractor is the first person notified; the volunteer or contractor shall follow all the procedures listed above to ensure the preservation of evidence and the integrity of any investigation.
 - e. A volunteer or contractor faced with these circumstances should notify correctional staff immediately or as soon as practical.
 - f. The shift supervisor shall contact dispatch and request a patrol deputy responds to the facility if the incident is criminal in nature or the victim wishes to press charges.
 - g. The shift supervisor shall also notify the Classification Unit and the PREA Coordinator regarding the incident, as soon as practical, to ensure an investigation is conducted.

G. Victim Identity, Matter of Public Record:

- 1. Under 293(a) PC; the shift supervisor shall ensure the victim is informed regarding their name becoming a matter of public record unless the victim requests that it not become public record. If the victim requests to be listed as a confidential victim; the Victim Confidentiality Form is to be completed by the shift supervisor and given to the responding officer or detective.
 - a. This advisement and the victim's response shall be documented in the incident report.
 - b. Under 293(a) PC; if the victim chooses to remain confidential any written report regarding the offense must indicate that the victim requested confidentiality of their name.
 - i. The victim's name and address may only be released to specified persons as authorized by law.

H. Coordinated Response:

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1. Jail medical staff shall assess and stabilize the victim preparing them for transport to a medical facility with SAFE(s) or SANE(s) personnel. These personnel are trained to conduct sexual assault examinations. The medical facility shall be notified that the incarcerated person is a victim of a sexual assault.
 2. If a life-threatening condition exists, request emergency transportation. It is critical to inform the dispatcher that the injured incarcerated persons are the victim of sexual assault when requesting the ambulance.
 - a. Medical staff shall be aware of the importance of maintaining any physical evidence which may be on the victim's person or clothing.
 - b. Testing for pregnancy, sexually transmitted infections or diseases, HIV, and follow-up care will be offered as appropriate by medical personnel.
 3. The incarcerated persons shall be assigned a custody escort or the department's PREA Coordinator who shall remain with the victim throughout the entire process.
 - a. Gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication occurs for the victim.
 - b. The escort shall not be present in the examination room during the sexual assault examination unless requested by the victim or hospital staff or ordered by the shift supervisor or detectives.
 4. A Victim Sexual Assault Advocate shall be requested from a Rape Crisis Center at the time the victim is sent to the hospital. Communication between the shift supervisor, PREA Coordinator, and the responding peace officer or detective shall determine who will be responsible to contact the Rape Crisis Center.
 5. The victim has the right to refuse a sexual assault exam. If the victim refuses, the information shall be documented in the incident report.
 6. The provision of safe housing options and medical care shall not be contingent upon the victim's willingness to press charges.
- I. Suspect Processing:
1. Staff shall make every attempt to ensure there is no physical, verbal, or visual contact between the victim and suspect. Correctional staff shall not interrogate the alleged suspect unless circumstances make it unavoidable.

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2. The responding peace officer or investigating detective will interview the suspect to obtain their statement.
 3. The suspect will be transported, at the discretion of the responding peace officer or investigating detective, to a medical facility with SAFE(s) or SANE(s) personnel. These personnel are trained to conduct sexual assault examinations.
 4. Medical and mental health staff shall be notified after the sexual assault examination and when the suspect is returning to the facility. In addition, a staff referral shall be made for the incarcerated persons for further mental health evaluation and counseling.
 5. The classification officer will transfer the suspect to administrative separation. The alleged suspect shall be held in separation pending investigation.
 6. The Crimes Against Persons Unit will be responsible for all phases of the investigation if the allegations are against an employee, contractor, or volunteer.
 - a. Immediate efforts shall be made to eliminate contact between the victim and the staff member.
 - b. The Adult Detention Division Commander shall determine if;
 - i. The employee should be placed on administrative leave during the course of the investigation, consistent with departmental policy.
 - ii. The contractor or volunteer should be denied further access to any adult detention facilities during the course of the investigation.
 - c. Substantiated allegations of conduct that appear to be criminal shall be referred to the district attorney for prosecution.
 7. The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.
- J. Victim Crisis Intervention and Risk Assessment:
1. Upon returning to the facility, medical and mental health staff shall be notified and conduct an urgent assessment of all victims of a sexual assault.
 2. Mental health staff shall be responsible to monitor victims for suicidal impulses, post-traumatic stress disorder, depression, and other mental health conditions.

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SECTION: Sexual Misconduct & Abuse (PREA)	REVISION DATE: 01/18/23
RELATED ORDERS: PREA 2003: 42 USC 15601 28 CFR 115 EVI: 1035.4 GOV: 6254 (f) PC: 148.5, 264.2, 286(e), 288a(e), 289.6, 293(a), 293.5, 314, 647, 679.04, 4021 (b), 11165.7, 13516	ADMINISTRATIVELY APPROVED ANNUALLY

3. The victim shall be offered crisis intervention counseling appropriate to the individual needs of the victim. The department's PREA Coordinator shall facilitate this counseling with a Rape Crisis Center.

K. Delayed Reporting of Sexual Abuse or Harassment:

1. If the alleged sexual assault is reported or discovered more than 72 hours after the incident where the incarcerated persons retained evidence of the assault (soiled bedding, clothing, etc.):
 - a. The shift supervisor shall secure the alleged crime scene, if feasible, and place the alleged suspect if identified into administrative separation.
 - b. The shift supervisor shall contact the patrol watch commander and request a peace officer or detective to respond. The PREA Coordinator shall be notified.
 - c. Facility medical staff shall assess and stabilize the victim. The patrol officer or detective shall determine whether the victim is to be taken for a sexual assault examination.
 - d. SAFE(s) or SANE(s) medical personnel will be responsible to conduct a sexual assault examination of the victim and any alleged suspect. This personnel will determine the presence or absence of physical trauma; perform follow-up testing for sexually transmitted diseases and pregnancy testing as medically appropriate.
 - e. The victim has the right to refuse a sexual assault exam. Any refusal shall be documented in the incident report.
 - f. A staff referral shall be made for the incarcerated persons to a victim advocate and mental health staff for evaluation and counseling.
2. If the alleged sexual assault is reported or discovered more than 72 hours after the incident and no evidence is presented by the incarcerated persons:
 - a. The shift supervisor shall place the alleged suspect if identified into administrative separation.
 - b. The shift supervisor shall contact the patrol watch commander and request a peace officer or detective to respond. The PREA Coordinator shall be notified.

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- c. Facility medical staff shall assess and stabilize the victim for any life-threatening condition. The patrol officer or detective shall determine whether the victim is to be taken for a sexual assault examination.
- d. The incarcerated persons shall be offered tests for pregnancy and or sexually transmitted infections and diseases as medically appropriate.
- e. The victim has the right to refuse a sexual assault exam. Any refusal shall be documented in the incident report.
- f. A staff referral shall be made for the incarcerated persons to a victim advocate and mental health staff for evaluation and counseling.

L. Reporting to Incarcerated persons:

- 1. This reporting requirement does not apply to allegations that are determined to be unfounded or to an individual who is released from custody.
 - a. All allegations of sexual abuse, including third-party and anonymous reports, shall be documented and reported to the department's Crimes Against Persons Unit by the PREA Coordinator or Bureau Administrative Services Commander.
 - b. If the victim alleges the incident involved a volunteer, contractor, or staff member; the Bureau Administrative Services Commander will notify the Internal Affairs Unit.
 - c. Following an investigation into an allegation of sexual abuse in a Stanislaus County Sheriff's Department facility:
 - i. The incarcerated persons shall be informed verbally or in writing as to whether the allegation has been substantiated, unsubstantiated, or unfounded.
 - ii. If another agency conducts the investigation; the Stanislaus County Sheriff's Department will request such information to inform the incarcerated persons. All notifications shall be documented.
 - d. Following an incarcerated person's allegation that a volunteer, contractor, or staff member has committed sexual abuse; the incarcerated persons shall be informed when any of the following occurs:
 - i. The individual is no longer assigned within the incarcerated person's housing unit.

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- ii. The individual is no longer employed with the Sheriff's Department.
- iii. The individual has been indicted related to the incident.
- iv. The individual has been convicted on a charge related to the incident.
- e. Following an incarcerated person's allegation that another incarcerated person has committed sexual abuse; the incarcerated person shall be informed when any of the following occurs:
 - i. The alleged suspect has been indicted related to the incident.
 - ii. The alleged suspect has been convicted on a charge related to the incident.

M. Disciplinary Sanctions:

1. Incarcerated persons shall be subject to disciplinary sanctions consistent with formal disciplinary procedures following administrative guilt finding that the incarcerated persons engaged in incarcerated persons on incarcerated persons' sexual abuse or following a criminal guilty finding of incarcerated persons on incarcerated persons' sexual abuse.
2. Incarcerated persons who are found guilty of committing sexual abuse or assault will be punished to the highest degree by established incarcerated persons disciplinary policy up to and including criminal prosecution.
3. An incarcerated person's mental disabilities or mental condition shall be considered when determining what type of discipline if any is imposed.
4. An incarcerated person may be disciplined for sexual contact with staff only when a finding of the staff member not consenting to such contact is established.
5. For disciplinary action, a report of sexual abuse made in good faith and based on a reasonable belief that the alleged conduct occurred, even if an investigation does not establish sufficient evidence to substantiate the allegation, shall not constitute falsely reporting an incident or lying.

N. Incarcerated Person Education:

1. All incarcerated persons will be informed of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report these incidents or allegations of this behavior. All

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incarcerated persons will be provided with this information either in writing or shown a video during the orientation process.

2. Within 30 days of arriving in custody; incarcerated persons shall receive education either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and retaliation for reporting such incidents. Incarcerated persons are also to be informed regarding the policies and procedures of the Stanislaus County Sheriff's Department for responding to such incidents.
3. Incarcerated person's education shall be accomplished in formats accessible to those who are limited English speakers, deaf, visually impaired, or otherwise disabled as well as those who have limited reading skills. Incarcerated person's participation in these processes is to be documented by the PREA Coordinator.
4. Incarcerated persons who are detained solely for civil immigration purposes shall be provided with the necessary information to contact their consular officials and their officials at the Department of Homeland Security.
5. Posters containing key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout each facility: all housing units, medical rooms, program classrooms, and work areas.
6. The department's PREA Coordinator shall ensure this material is currently distributed and maintained as necessary.

O. Screening for Appropriate Placement:

1. Initial Screening:
 - a. Within 72 hours: during intake screening or the initial classification screening process all, incarcerated persons shall be assessed for their risk of being sexually abused or sexually abusive towards other incarcerated persons. In addition, all incarcerated persons are to be re-screened upon transfer to another facility.
 - b. Incarcerated persons may not be disciplined for refusing to answer particular questions or for not disclosing complete information.
 - c. If an incarcerated person discloses prior sexual victimization or predatory behavior, whether it occurred in an institutional setting or the community, staff shall ensure that the incarcerated person is offered a follow-up reception with a medical or mental health practitioner within 14 days of the intake screening.

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2. Follow-up Screening:

- a. Incarcerated persons shall be re-screened within 30 days from arrival at a facility. This screening shall be based on information received from the initial intake screening process.
- b. Incarcerated persons shall be re-screened when warranted due to a referral, request, or incident of sexual victimization.
- c. The Classification Unit is responsible for housing incarcerated persons. The Classification Unit shall be immediately notified in any of the following circumstances:
 - i. If an employee has a significant concern that an incarcerated person may be subject to sexual victimization.
 - ii. If an incarcerated person displays predatory behavior.

3. Use of Voluntary Separated Housing:

- a. Incarcerated persons which are at high risk for sexual victimization shall not be placed in involuntarily separated housing unless an assessment of all available alternatives has been made and a determination has been made that there are no available alternative means of separation from likely abusers.
- b. If the Classification Unit cannot conduct such an assessment immediately; the incarcerated persons may be held in an involuntarily separated housing for no more than 24 hours while completing the assessment.
 - i. Incarcerated persons placed in involuntary segregation or separate housing for this purpose shall have access to programs, privileges, education, and work opportunities to every extent possible.
 - ii. If an incarcerated person's access to programs, privileges, education, or work opportunities is restricted due to their placement in involuntary separation, the Classification Unit shall document:
 - (a) The opportunities which have been limited.
 - (b) The duration for which the opportunities were limited.
 - (c) The reasons for such limitations:

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- c. Incarcerated persons assigned to involuntarily separated housing shall only be housed as such until an alternative means of separation from the likely abusers can be arranged. Such an assignment shall not ordinarily exceed 30 days.
- d. Incarcerated persons assigned to involuntarily separated housing shall be re-assessed every 30 days to determine whether there is a continuing need for separation from other incarcerated persons.
- e. If an involuntarily separated housing assignment is utilized; the Classification Unit shall document:
 - i. The basis for their concern regarding the incarcerated person's safety.
 - ii. The reasons why no alternative means of separation can be arranged.
- f. Any use of separate housing to protect incarcerated persons who are alleged to have suffered sexual abuse shall be subject to the same requirements listed above.
 - i. Individuals at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers. If Classification cannot conduct such an assessment immediately, the facility may hold the individual in involuntarily segregated housing for less than 24 hours while completing the assessment.

P. Data Collection and Review Processes:

- 1. A sexual abuse incident review shall be conducted after every sexual abuse investigation. This procedure will also occur when the allegation has not been substantiated or the allegation has been determined to be unfounded.
- 2. The review team may consist of the following members: Adult Detention Lieutenant, the Health Services Administrator, one Adult Detention Supervisor, the PREA Coordinator, and facility healthcare staff, if applicable. The review team shall:
 - a. Consider whether the allegation or investigation indicates a need to change policy or practices to better prevent, detect, or respond to sexual abuse.
 - i. The administrative investigation indicates that an effort was made to determine whether staff actions or failure to act contributed to the abuse.

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- b. Consider whether the incident or allegation was motivated or otherwise caused by the perpetrator or victim's race, ethnicity, sexual orientation, gang affiliation, or other group dynamics within the facility.
- c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may have enabled the 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 staff.
- f. Prepare a report of findings and any recommendations for improvement and submit the report to the Adult Detention Division Commander within 30 days.
 - i. Following the review, the facility shall:
 - (a) Implement the recommendations for improvement.
 - (b) Document reasons for not implementing the recommendations.

Q. Data Storage, Publication, and Document Destruction:

- 1. All related data will be stored in a secure location and maintained for 10 years or as prescribed by law.
 - i. The department will retain all written reports for as long as the alleged abuser is incarcerated or employed by the department, plus 5 years.
- 2. All related data from facilities under the department's direct control and private facilities which the department contracts with shall be made readily available by California Law.
- 3. Stanislaus County Counsel shall review and approve all requests for the release of public information.

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RELATED ORDERS: CCR MJS 15: 1050, 1080, 1243, 1246, 1262, 1280 PC: 4019, 4532	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for selecting incarcerated workers, and vocational programs and assigning work details.

II POLICY

- A. The selection of incarcerated workers is objective and non-discriminatory to gender identity, color, race, religion, national origin, physical or mental handicaps, age, or political affiliation. Selection is determined by the incarcerated person's attitude, ability, behavior, and willingness to work.
1. Custodial personnel will ensure each incarcerated worker receives an equal opportunity for work assignments and is free from physical or mental abuse or harassment by staff, volunteers, or other incarcerated persons.
 2. An effort should be made to assign tasks that mirror occupations or trades held by the incarcerated persons prior to incarceration, which reinforces previous work habits and skills.
 3. Incarcerated workers are assigned to on-the-job training programs as opportunities arise or for which there is an expressed interest.
- B. Incarcerated workers who are cleared through the classification screening process may be selected for work details to prevent idleness, retain work habits and skills, and reinforce positive behavior.
1. An incarcerated worker shall not have authority over or be responsible for the supervision of another incarcerated person or worker and will not participate in duty assignment decisions.
 2. Incarcerated persons working conditions will comply with all applicable workplace safety laws and regulations as required by the California Occupational Safety and Health Act (OSHA).
 3. Staff shall provide personal protective equipment that is reasonably necessary.
 4. Classification has the primary responsibility for screening and selecting incarcerated workers.
- C. Outside incarcerated worker details may only be performed with the approval of the Facility Commander. Incarcerated worker labor shall not be used for the benefit of any individual or private party.
1. Incarcerated workers shall not be assigned to any dangerous tasks or to areas that are hazardous to their health.

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2. Incarcerated workers are required to use issued safety equipment such as goggles, helmets, leather gloves, and high-visibility vests.
3. Incarcerated workers shall be trained in the proper use of safety equipment.

III DEFINITIONS

- A. Sentenced Incarcerated persons: is defined as an incarcerated person who has no pending cases locally or otherwise, and the incarcerated person has a release date.
- B. Un-Sentenced Incarcerated persons: defined as incarcerated persons with pending cases locally or otherwise.

IV PROCEDURE

- A. Screening and Selecting Incarcerated Workers:
 1. All potential incarcerated workers with a valid recommendation from staff should be given consideration for work assignments first.
 2. The following criteria should be considered before assigning an incarcerated worker:
 - a. Status sentenced or un-sentenced.
 - b. Security risk.
 - c. Willingness and physical or mental ability of the incarcerated persons.
 - d. Any medical conditions and medical clearance.
 - e. Occupational experience or special skills.
 - f. Length of a sentence.
 - g. Types of charges, except for an escape risk, charges will not necessarily be a basis for selection or denial.
 - h. Classification history and hazard code assessment.
 - i. Any other available information such as disciplinary status or criminal history.

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B. Housing Unit and Facility Workers:

1. Any incarcerated persons may volunteer for a work assignment within the housing unit or the facility.
 - a. Un-Sentenced incarcerated persons are not required to work with the exception of personal housekeeping duties.
2. All sentenced incarcerated persons are eligible for work assignments once the screening process is complete.
3. Only those incarcerated persons cleared by the classification are allowed outside the secure perimeter of the facility.
 - a. Custodial personnel will supervise incarcerated persons working outside of the secure facility perimeter.
4. All positions in a unit food service area are to be filled from both the sentenced and un-sentenced incarcerated person populations.
 - a. Incarcerated workers who handle food must be tested for tuberculosis and cleared by medical for contagious diseases prior to assignment.
5. Maintaining an ethnic balance shall be considered in worker selection, particularly in food service assignments.
6. Incarcerated persons that are confined to their cell for disciplinary purposes are not eligible to work.
7. An incarcerated person under disciplinary sanctions shall not be allowed to work and depending on the circumstances, may be permanently removed from their assignment.
 - a. An incarcerated person dismissed from a worker position, for disciplinary reasons, is not eligible for any other position for a minimum of 30 days unless cleared by classification or the shift supervisor.
 - b. An incarcerated person may appeal the loss of a worker position.
8. Responsibilities for housing workers are as follows:

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- a. Report to assigned duty assignments on time and dress in appropriate clothing.
- b. Wear issued protective clothing and equipment; food service hats, gloves, and aprons as prescribed by health and safety regulations.
- c. Complete all assigned tasks in an orderly manner.
- d. Follow the directions of staff.
- e. Maintain established personal cleanliness and hygiene standards.
- f. Remain in the assigned work area.

C. Housing Unit Worker Duties:

1. Housekeeping: sweep, mop, and vacuum floors in the common areas.
 - a. Before daily inspections.
 - b. Before final lockdown.
 - c. During double scrub.
 - d. Before and after meals.
 - e. As needed.
2. Collect garbage from trash containers for removal from the unit.
3. Collect dirty and soiled laundry for removal from the unit.
4. Prepare and serve meals.
5. Clean interior and exterior windows in common areas.
6. Dust and clean common area furniture, windowsills, and fixtures.

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7. Assist with clothing exchange.
8. Complete assigned tasks promptly and orderly.
9. Maintain established personal cleanliness standards.
10. All incarcerated workers are eligible to receive the following extra privileges at the discretion of staff:
 - a. Phone calls, extended use of the phones.
 - b. Extended use of the television.
 - c. Additional visitation privileges, at the discretion of the Facility Commander.
 - d. Extended recreation time, as permitted by staff.

D. Assigning Workers for Outside Clearance:

1. Incarcerated workers will sign a 4532 PC form, regarding escapes, prior to working outside the facility.
2. Staff shall confer with classification should any question arise regarding the clearance of an incarcerated person for a work assignment outside of the facility.
 - a. Staff may recommend incarcerated workers who appear to have the ability to perform well as an incarcerated worker, but final selection responsibility rests with classification.

E. Vocational Programs:

1. Incarcerated persons can be assigned to one of the following Stanislaus County Sheriff Department vocational programs.
 - a. Welding.
 - b. Landscaping.

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c. Agriculture.

2. The Sheriff Adult Detention Programs Unit will supervise the vocational workers Monday-Friday (excluding holidays).
3. It is the responsibility of the R.E.A.C.T. staff, to make sure all vocational projects on the weekend (Saturday & Sunday) or any holiday have been completed.
 - a. R.E.A.C.T. staff will use the selected vocational workers who are participating in the vocational program.

F. Court Appearance or Illness:

1. Incarcerated workers are not required to report for work if scheduled for a court appearance immediately following or during their shift.
 - a. The individual will return to their work assignment at their next scheduled work shift.
2. An incarcerated worker is not required to work while they have an illness.
 - a. The incarcerated worker is to immediately fill out and turn in a sick call slip to medical.
 - b. Medical must verify the illness.
 - c. The incarcerated worker must comply with all medical orders and remain on bedrest until able to return to their assigned duties.

G. Environmental Health Guidelines:

1. Before any incarcerated workers are assigned to a work assignment:
 - a. Incarcerated workers must be physically and mentally able to perform the duties required.
 - b. The incarcerated workers must be medically cleared to work.

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- c. Working conditions will conform to all federal, state, and local health laws and regulations.
- d. Health and safety inspections are to be conducted at least annually by agencies having jurisdiction.
- e. The shift supervisor will conduct weekly inspections including a visual inspection and evaluation of safety practices, compliance with fire codes, and healthy working conditions.

H. On-the-Job Injury:

1. Ensure that the incarcerated persons are stabilized regarding their medical condition. If needed, call 911.
2. The shift supervisor shall be notified regarding the incarcerated person's injury and condition as soon as practical.
3. The work crew supervisor shall complete an incident report minimally detailing the following information:
 - a. The tasks the incarcerated worker was performing when the injury occurred.
 - b. What specific actions, performed by the incarcerated persons, affected the injury?
 - c. What specific equipment, used by the incarcerated persons, affected the injury?
 - d. Was the equipment used correctly or incorrectly, or did it fail?
 - e. What unsafe conditions were present?
 - f. Did the incarcerated persons receive training before assignment?
 - g. Was safety equipment issued and used correctly by the incarcerated worker?
 - h. What specific injuries did the incarcerated worker suffer?

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- i. What specific areas of the body was injured?
4. The work crew supervisor shall collect as much documentation as possible and take pictures to document injuries and/ or property damage.
5. The incarcerated worker must be examined and cleared by medical.
 - a. The incarcerated person, while working for the county, is qualified for workman's compensation, and allowed to see their private doctor or a county pre-selected doctor.
6. The shift supervisor may assign the work supervisor to complete an On-the-Job Injury Report, but the shift supervisor will complete the Supervisor's Investigation Report.
7. The shift supervisor is responsible to fax and forward all reports to Risk Management and the department's safety officer upon completion.

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RELATED ORDERS: CCR MJS 15: 1061, 1064, 1070	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. A broad array of programs is provided to maintain the physical, social, and emotional health of individuals incarcerated in Stanislaus County. Reasonable criteria are used when determining an individual's eligibility for any program or service.

II POLICY

- A. Each facility commander shall plan and request, of appropriate public officials, an education program for incarcerated persons as well as other programs and services that benefit the overall well-being of incarcerated persons.
1. When such services are not available, the Facility Commander shall develop programs and services with available resources.
 2. Programs will emphasize the use of community resources and include:
 - a. Religious services, substance abuse counseling, and educational courses.
 - b. Recreation and leisure time activities.
 - c. Library services including current information on community services and resources.
 - d. Each facility shall post information regarding legal research materials and make available to incarcerated persons a means for requesting such information through Legal Research Associates (LRA).
 - e. The incarcerated program's service information will be posted in all facility housing units. The program services will include contacts for individual, group, and/or family counseling, drug and alcohol abuse counseling, cognitive behavioral intervention, and employment counseling. Discharge and reentry forms shall be placed in all release and receiving areas.
- B. Incarcerated persons are afforded equal opportunity to participate in all facility programs regardless of their race, national origin, color, creed, gender identity, economic status, or political belief.
1. Information regarding new programs is made available to both staff and incarcerated persons.
 2. Academic or vocational programs are made available to sentenced and un-sentenced incarcerated persons.
 3. Program coordination, monitoring, and scheduling shall be the responsibility of designated department staff.

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4. Custodial personnel is expected to support existing programs and submit new ideas to the Facility Commander for improvement.
5. The Facility Commander, at their discretion, may curtail, postpone, or discontinue the services of any volunteer or organization.

III DEFINITIONS

IV PROCEDURE

A. Incarcerated person Programs:

1. Program participation is facilitated on a voluntary basis.
 - a. Incarcerated persons are not required to participate in programs unless directed to do so by Probation or as a condition of sentencing.
2. All volunteers who facilitate programs must be registered in the jail pass holder system.
3. All volunteers must present their identification and sign in before entering the facility.
 - a. Volunteers are subject to search upon entering the facility. Minimally, all volunteers must pass through a metal detector before entering the facility.
 - b. All items being brought into the facility by a volunteer; bags, briefcases, carts, etc., shall be screened through the baggage screener.
4. Programs are to be offered in designated programming rooms or dayrooms, as directed by staff.
 - a. The Literacy Center and the Chaplain may regularly visit housing units to offer and facilitate participation in programs for a larger group of incarcerated persons.
5. The facility commander must approve the facility's programming schedule.
6. Custodial personnel will cancel a specific program or deny access to a volunteer if any of the following occur:
 - a. There is a threat to the safety and security of the facility.
 - b. The safety of the volunteer, incarcerated persons, or staff is in jeopardy.
 - c. Non-compliance with facility rules or a violation of criminal laws.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	5-02.01 GDP
CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Incarcerated Persons Services & Programs	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1061, 1064, 1070	ADMINISTRATIVELY APPROVED ANNUALLY

d. Non-compliance with staff directives or orders.

- i. Custodial personnel will generate an incident report describing the circumstances that led to canceling a specific program or denying access to a volunteer.
- ii. A copy of the report is to be forwarded to the Program's Commander and Program's Sergeant for investigation of the incident.

B. Participation in Programs:

1. Program announcements will be posted in each housing area.
2. Incarcerated persons may sign-up for a program when it becomes available.
3. Incarcerated persons may also complete a request form to participate in one or more programs and submit it to staff.
4. Staff will forward the request to the appropriate program facilitator.
5. Notification to the incarcerated persons, regarding program acceptance, is the responsibility of the program's director.
6. The Facility Commander may limit the number of incarcerated persons allowed to participate in any one specific program for security reasons.
7. Department members, with reasonable cause, may limit or deny program participation to any incarcerated persons.

C. Program Security Chairs

1. The Program Security Chairs shall be used to control incarcerated persons who are working on their academic or vocational programs.
2. Program Security Chairs are for academic or vocational incarcerated person programs only.
3. The Program Security Chairs shall not be applied to an incarcerated person for more time than is necessary.
4. Incarcerated persons placed in the Program Security Chairs shall be kept physically separated from other incarcerated persons. In no case shall the use of the Program Security Chairs be for discipline.

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5. The Program Security Chairs shall not be used as a holding area.
6. Incarcerated persons of the same classifications and genders can sit during classes and treatment. Incarcerated persons with the classification documented "keep away" will not program together.
7. It is the responsibility of the unit staff to monitor the scheduling of incarcerated persons that are placed in the Program Security Chairs.
8. Incarcerated persons placed in the Program Security Chairs will have black box shackle restraints on while sitting in the chairs. Incarcerated persons will have leg irons on and will be secured to the Program Security Chairs using the foot lock bar.

D. Incarcerated person Education, PREA Standards:

1. All incarcerated persons will be informed of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report these incidents or allegations of this behavior. All incarcerated persons will be provided with this information either in writing or shown a video during the orientation process.
2. Within 30 days of arriving in custody; incarcerated persons shall receive education either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and retaliation for reporting such incidents. Incarcerated persons are also to be informed regarding the policies and procedures of the Stanislaus County Sheriff's Department for responding to such incidents.
3. Incarcerated person's education shall be accomplished in formats accessible to those who are limited English speakers, deaf, visually impaired, or otherwise disabled as well as those who have limited reading skills. Incarcerated person's participation in these processes is to be documented by the PREA Coordinator.
4. Incarcerated persons who are detained solely for civil immigration purposes shall be provided with the necessary information to contact their consular officials and their officials at the Department of Homeland Security.
5. Posters containing key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout each facility: all housing units, medical rooms, program classrooms, and work areas.
6. The department's PREA Coordinator shall ensure this material is currently distributed and maintained as necessary.

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CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Facility Commissary	REVISION DATE: 04/10/23
RELATED ORDERS: CCR MJS 15: 1246 PC: 4025	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of the policy is to establish procedures for operating a commissary store.

II POLICY

- A. A commissary store allows incarcerated persons to purchase miscellaneous hygiene and food items for the enhancement of morale.
1. The BAS Commander shall approve the items which are available in the commissary store.
 2. Incarcerated persons are limited to a maximum commissary expenditure of \$75.00 per week not including phone cards.
 - a. Commissary more than \$75.00 is considered contraband.
 - b. Incarcerated persons are limited to a maximum expenditure of \$50.00 per week on phone cards, in addition to their commissary draw.
 3. Commissary delivery to all housing areas will occur on the day shift, Monday through Friday, in accordance with the established schedule.

III DEFINITIONS

IV PROCEDURE

- A. Excess commissary items, found in the possession of an incarcerated person, are considered contraband and are to be confiscated and disposed of.
1. Staff will generate an incident report describing the type and quantities of items confiscated as well as the circumstances surrounding the incident.
 2. The shift supervisor shall destroy all confiscated commissary items and make a notation regarding the method of disposal in the incident report.
- B. Facility Commissary:
1. Commissary order forms are available in all housing areas.

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RELATED ORDERS: CCR MJS 15: 1246 PC: 4025	ADMINISTRATIVELY APPROVED ANNUALLY

- a. Incarcerated persons on disciplinary status who have lost their commissary privileges may only order from the DI Commissary Form.
2. Commissary distribution:
- a. Incarcerated persons without ID card or armbands are not eligible to receive commissary.
 - b. For incarcerated persons confined at the hospital or in the sheltered bed unit; medical must approve any purchased commissary items before they are delivered to the incarcerated persons.
 - i. Incarcerated persons who are on medical diets are able to receive commissary unless medical specifically removes their commissary privileges.
 - c. An announcement is made over the public address system for those who purchased commissary to report to the dayroom.
 - d. If the commissary is dispensed from the commissary window staff will move incarcerated persons in one group to the commissary window.
 - e. Staff will ask the incarcerated persons their name and room number. The incarcerated person must present their ID card or armband for verification. Once verified, the incarcerated persons will check the order and sign the receipt to receive their commissary.
 - f. Incarcerated persons in maximum security areas will have their commissary delivered to their cell by staff.
 - i. Should the incarcerated persons be out of the housing unit; the commissary order is to be stored in a secure location for safekeeping. Staff will deliver the commissary upon the incarcerated person's return.
 - g. Signed commissary receipts are to be returned to the commissary.
 - h. An incarcerated person desiring the name of a commissary employee should be given the last name of the employee only. This will allow the incarcerated persons to file incarcerated persons requests or grievances, but still, afford the employee some protection and privacy.
- C. Stockpiling of Commissary Items:
1. Incarcerated persons are prohibited from stockpiling commissary items. Stockpiling is defined as:
 - a. Possessing 24 of any one type of food product.

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- i. Example: 24 Top Ramen Soups, not 24 of each flavor.
- b. 2 of any one type of personal hygiene item.
- c. 20 of any one type of stationery item.

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CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Incarcerated Persons Religious Programs	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1007, 1070, 1072 PC: 4027	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures relating to the development and operation of incarcerated person's religious programs.

II POLICY

- A. Incarcerated persons have a right to their legitimate religious beliefs. Their right to practice is limited and should be subject only to the limitation necessary for maintaining facility order and security.
1. Legitimate religious practices are authenticated by the Adult Detention Division Commander, who may consult with the Department Chaplain to determine the legitimacy of any proposed religion.
 2. Each facility commander shall ensure the incarcerated person population has the opportunity to participate in religious services and counseling on a voluntary basis.

III DEFINITIONS

IV PROCEDURE

- A. The Department Chaplain shall be responsible to approve individuals for volunteer chaplain assignments.
1. Clergy passes are issued to ordained or licensed ministers from recognized churches, synagogues, or temples located within Stanislaus County.
 2. Minister passes may be issued to private citizens who are recommended by clergy or their religious organization and can clear a background check.
 3. No more than two clergy passes, and four minister passes will be issued per congregation.
 4. Any person from a congregation who is requesting a jail pass must submit a letter from the senior pastor. The letter must define the person as a legitimate member of the congregation and affirm the individual as their representative.
- B. An incarcerated person who wishes to visit one on one with their clergy representative or minister must submit an incarcerated persons request form. The clergy representative or minister must have a valid jail pass.

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1. Clergy representatives or ministers will only visit the incarcerated person who has made the request and not solicit business from other incarcerated persons while visiting.
 2. Visits will be limited to official visitation hours only.
 3. One-on-one visits will be held in an interview room, or an area designated by staff.
- C. Volunteer chaplains may lead group study or worship services in an area designated by staff. Incarcerated persons do not need to submit an incarcerated persons request form to attend these types of group activities.
1. More than one group may take place on any given day if space allows.
 2. Due to a lack of private visiting space; attorneys, probation officers, private physicians, law enforcement officers, and other official visitors shall take priority over group worship or religious study programs.
 3. Baptisms may be performed at the discretion of the Department Chaplain. The Department Chaplain shall make all arrangements with the operations sergeant before performing any baptisms.
- D. General Rules for Volunteer Chaplains:
1. Volunteer chaplains are allowed to distribute paperback study materials only. Nothing else is to be distributed to incarcerated persons.
 - a. These articles must be inspected by staff before distribution.
 2. Briefcases, purses, cellular phones, tablets, computers, and laptop computers are prohibited in the facility unless approved by the Facility Commander.
 3. Visitors are not allowed to accept anything from the incarcerated persons to be taken from the facility.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	5-02.04 GDP
CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Incarcerated Person Marriages	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1062, 1070, 1072	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for incarcerated person's marriages.

II POLICY

- A. Incarcerated persons are not authorized to marry one another. Incarcerated persons' marriages should be discouraged for the purpose of maintaining the good order and security of the facility. Nothing in this policy shall be construed to override the safety and security of the facility.
1. All inquiries regarding an incarcerated person's marriage shall be directed to the Facility Commander.
 2. The Facility Commander must approve an incarcerated person's marriage before it is allowed to occur.
 3. The Facility Commander and the Department Chaplain shall establish any special criteria and coordinate the conditions of any incarcerated person's marriage, approved to occur, within the facility.

III DEFINITIONS

IV PROCEDURE

- A. Marriage Ceremony:
1. The Department Chaplain will not perform marriage ceremonies. The chaplain is approved to provide information or direction to incarcerated persons who are seeking to become married.
 2. Incarcerated persons who wish to become married must provide their own officiate.
 - a. The marriage officiate can be any minister or priest of a church or religious denomination, or any California State Judge or Justice.
 - b. The ceremony must be conducted during normal visiting hours.
 - c. No special arrangements or visits will be permitted.

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- d. Multiple visitors may be allowed to include the fiancé and officiate at the discretion of the Facility Commander.
 - e. Marriage ceremonies shall be performed as a face-to-face non-contact visit and shall be counted against the incarcerated person's weekly visit total.
 - f. Officiates may bring religious or marriage literature into the visiting area to accomplish the ceremony. No other items are allowed.
3. Attorneys:
- a. An incarcerated person, who wishes to marry, must request their attorney or private clergy outside of the detention system.
 - b. All requests for official documents shall be directed to the Stanislaus County Clerk and Recorder's Office.
 - c. Department members will not assist incarcerated persons with arrangements or compiling legal documentation for a marriage.
4. Pro-Per Incarcerated persons:
- a. A pro-per-incarcerated person must make a marriage request through their private clergy member outside of the detention system.
 - b. A pro-per incarcerated person must contact the Stanislaus County Clerk and Recorder's Office for official documents.
 - c. Department members will not assist pro-per incarcerated persons with arrangements or compiling legal documentation for a marriage.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	-0 .0 GDP
CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Volunteers	REVISION DATE: 05/08/24
RELATED ORDERS: CCR MJS 15: 1061, 1070, 1072	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for community volunteers who provide and facilitate incarcerated person's religious, recreational, and educational programs in Stanislaus County Adult Detention Facilities.

II POLICY

- A. The Adult Detention Division will partner with volunteers and private providers to enhance and expand the services and programs offered to incarcerated persons. Volunteers and providers are recognized by the Sheriff and the Stanislaus County Board of Supervisors as a valuable resource to supplement the level of service currently provided by department programming staff.
1. Volunteers and providers perform services that would not otherwise be available to incarcerated persons:
 - a. Individual, group, or family counseling.
 - b. Drug or alcohol counseling and substance abuse.
 - c. Vocational testing and employment counseling, and referral to community resources or programs.
 - d. Pre-release and release assistance.
 - e. Legal assistance.
 - f. Referral services for developmentally disabled incarcerated persons.
 2. Volunteers and providers are recruited from all cultural and socio-economic segments of the community.
 - a. Facility commanders retain discretion to curtail, postpone, or discontinue the use of any volunteer or provider if deemed to be in the best interest of the program, incarcerated persons, or facility security.
 3. Volunteers and providers are encouraged to provide an increased level of service to the incarcerated person population. This may be accomplished by partnering with the chaplain or other paid staff to achieve more effective programs than would normally be available.

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CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
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RELATED ORDERS: CCR MJS 15: 1061, 1070, 1072	ADMINISTRATIVELY APPROVED ANNUALLY

- a. The Programs Commander will ensure that a resource guide, which describes available services and programs, is distributed to incarcerated persons throughout all detention facilities.
4. The Programs Sergeant has the primary responsibility for recruiting, screening, orientating and training custodial programming volunteers and providers.
 - a. All volunteers and providers will complete PREA orientation before being granted facility access or approval to work with incarcerated persons.
 - b. Department staff is responsible to supervise volunteers and providers during incarcerated person programming.

III DEFINITIONS

IV PROCEDURE

A. Security Clearance:

1. A master list of facility volunteers shall be developed and maintained by the Programs Sergeant. The Programs Sergeant is responsible for managing all volunteers and providers.
 - a. The list shall include descriptive information as it relates to each approved volunteer and provider.
2. The Programs Sergeant shall coordinate background and clearance checks. Fingerprinting and completing an application may be required as part of the approval process.
 - a. Facility security is a primary factor in the selection and approval process.
 - b. The Sheriff's Department retains the right to deny any applicant whose record check or background investigation proves questionable.
 - c. Volunteers and providers may also be approved to work under staff supervision in the facility pending background and clearance, at the discretion of the Programs Commander.
3. All volunteers and providers are required to display a visitor's ID badge or their current approved jail pass while on the Sheriff's campus.
4. Volunteers and providers are allowed access to all detention facilities under the following conditions:

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- a. They are scheduled and listed on an approved volunteer or provider list.
- b. The facility is not under lockdown conditions.
- c. They have completed orientation training facilitated by the Programs Sergeant.
- d. They have completed PREA Orientation training.
- e. They are listed on the Jail pass list in ICJIS and displaying their visitor's ID badge.
- f. They surrender their driver's license, California ID Card, and/or department-issued ID badges for Law Enforcement personnel upon arrival and retrieve them upon departure.

B. Orientation:

1. Each volunteer, provider, and the contractor will complete an orientation program facilitated by the Programs Sergeant before being granted facility access.
 - a. Each volunteer, provider, and contractor must also complete PREA Orientation facilitated by the PREA Coordinator.
2. Orientation training will address the history and policies of the Sheriff's Department, an overview of the program, and a tour of the facilities.
3. Orientation training will also include a description of duties and responsibilities as well as the needs, lifestyle, and manipulative nature of the incarcerated person population.
4. Short-term volunteers, who will continually volunteer under supervision, may require a less intensive orientation.
 - a. Waiver of the full orientation training program is permitted only at the discretion of the Programs Commander.

C. PREA Standards:

1. All volunteers, providers, and contractors who have contact with incarcerated persons shall be advised of the Stanislaus County Sheriff's Department's Zero Tolerance Policy regarding sexual abuse and sexual harassment, and trained on their responsibilities regarding sexual abuse prevention, detection, and response.
2. The PREA Coordinator shall conduct orientation training at regular intervals to ensure volunteers, providers, and contractors complete this training requirement.

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3. All volunteers, providers, and contractors shall read the PREA General Guidelines and sign the waiver form and training waiver form before facility access is approved.

D. Authorization to Disperse Materials:

1. Authorization must be obtained from the Programs Commander before dispersing items or information to incarcerated persons.
2. The shift supervisor may also limit items brought into the facility based on security.

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CHAPTER : Incarcerated Workers, Services & Programs, & Recreation	ISSUE DATE: 04/01/11
SECTION: Incarcerated Persons Exercise Recreation & Out of Cell Time	REVISION DATE: 03/31/23
RELATED ORDERS: CCR MJS 15: 1050, 1065, 1266, 1267	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding incarcerated person's exercise recreation and out of cell time in Stanislaus County detention facilities.

II POLICY

- B. Access to recreational opportunities, equipment, and outdoor exercise shall be provided to incarcerated persons for the purpose of maintaining physical, social, and emotional health.
1. Each facility commander shall develop and implement an exercise and out of cell time program based on the design of the facility.
 - a. Only areas designed for out of cell time and recreation, shall be utilized.
 - b. The goal of the program is to achieve a minimum of 3 hours of large muscle activity and 7 hours of out of cell time, distributed over a period of 7 days.
 - c. Whenever possible, recreation shall occur in an outdoor area to provide fresh air and sunshine.
 - d. Regulatory procedures are included in the exercise and out of cell time, as reasonably necessary, to maintain facility security and protect the welfare of staff and incarcerated persons.

III DEFINITIONS

- A. Recreation: the individual's ability to choose from activities that occupy the attention and offer the opportunity for relaxation and may include reading, games, socialization, entertainment, education, and programs.
- B. Out of cell time: time spent outside of the sleeping area, where an individual has the opportunity to exercise or participate in recreation.
- C. Exercise: the opportunity for physical exertion.

IV PROCEDURE

- A. Temporary Housing, Administrative Separation, and Maximum Security:

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1. Recreation is offered in accordance with established standards and can occur anytime within a 24-hour period.

a. Incarcerated persons may continue recreation and out of cell time during shift change and counts.

b. Incarcerated persons shall have access to telephones.

1. Each incarcerated person is given 3 hours of exercise recreation time and 7 hours of out of cell time, distributed over a period of 7 days. Each incarcerated person is given 15 minutes for showering. Showers and recreation are completed on separate days.

a. Incarcerated persons classified as administrative separation shall be restrained and moved to the recreation yard by two staff.

b. Exercise recreation and out of cell time, shall occur in the designated recreation yard, unit dayroom, or program room, as designated by the Classification Unit.

c. Department members will coordinate out of cell and exercise recreation times and log out of cell and exercise recreation periods and showers for each rec-alone incarcerated person or rec groups. Staff will ensure all entries are accurate and complete.

d. Recreation times should be offered in a varied schedule throughout the 7-day period.

i. The schedule will not be adjusted for the incarcerated person's convenience. If the incarcerated persons decline due to an inconvenient time it will be considered a refusal.

e. No incarcerated persons are allowed contact with any other classification of incarcerated persons except for in a recreation group, as approved by Classification.

f. Staff will make a security check at the conclusion of each recreational period; ensuring all incarcerated persons are properly locked down before starting another recreational period.

A. Medium Security:

1. Exercise recreation and out of cell time are offered in accordance with established standards and will occur on specified schedules for each housing area.

2. Exercise recreation and out of cell time is offered on a varied schedule over the 7-day period.

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3. Incarcerated persons shall have access to the dayroom and recreation yard during their assigned exercise and out of cell time.
4. Incarcerated persons shall have access to showers during recreation for personal hygiene needs.
5. Incarcerated persons shall have access to telephones.

B. Minimum Security:

1. Staff will offer a minimum of 3 hours of exercise time and 7 hours of out of cell time each week. When staff cannot achieve the goal of 3 hours of exercise or 7 hours of out of cell time; a notation shall be made on the yard log as to why the standard was not accomplished.
 - a. Recreation hours: 0800 through 2100 hours daily, except during mealtimes, formal counts, visiting, lockdowns, and yard closures.
2. Staff shall record out of cell and exercise recreation on a log.
 - a. Staff will record the start and end times of each session including the total hours for the session.
 - i. At the end of the week, the yard log is to be reconciled for accuracy and compliance. The graveyard supervisor will complete this audit and forward the log to BAS.
 - b. Staff shall set, establish, and enforce yard boundaries.
 - c. If staff needs to leave the yard area while supervising incarcerated person's recreation, staff will notify the shift supervisor.
 - d. Staff will supervise incarcerated persons during yard time. Different classifications of incarcerated persons shall not be mixed during exercise recreation or out of cell time.
 - e. The yard perimeter shall be inspected and cleared by staff before incarcerated persons access the yard.
 - f. Incarcerated persons are afforded daily access to the dayroom and telephones.

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- g. Incarcerated persons shall have access to showers during exercise recreation or out of cell time for personal hygiene needs.

C. Exercise Recreation, Out of Cell Time & Shower Logs:

1. Exercise recreation, out of cell time, and shower logs are created and distributed by the Classification Unit.
2. Logs are designed to document the activity of incarcerated persons, relating to compliance with minimum standards:
 - a. Record the incarcerated person's name and booking number.
 - b. Record the date the incarcerated persons were received in the unit, for that specific week.
 - c. For incarcerated persons on disciplinary isolation, record the dates of the disciplinary period.
 - d. Record the start and end times of activity.
 - i. If only a shower is given, record the time and write "shower."
 - ii. If the incarcerated persons refuse the activity, write "refused" and the time.
 - iii. If the incarcerated person self-terminates activity, write "self-term" and the time.
 - iv. If the incarcerated persons are confined to quarters, write CTQ and the date.
 - v. If the incarcerated persons are released from the unit, record the date incarcerated persons were released during that specific week.
 - e. At the end of the week the yard and shower logs are to be reconciled for accuracy and compliance. The graveyard supervisor will complete this audit and forward the logs to BAS.

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CHAPTER : Incarcerated persons Workers, Services & Programs, & Recreation	ISSUE DATE: 01/24/21
SECTION: Incarcerated persons Tablets	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1007, 1061, 1070	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding incarcerated person's tablet management in Stanislaus County detention facilities.

II POLICY

- B. Dependent on housing location, access to tablets shall be provided to incarcerated persons for educational and/or conversational purposes.
1. Each facility will be assigned tablets and charging stations.

III DEFINITIONS

- A. Tablet: A small portable computer that accepts input directly onto its screen rather than via a keyboard or mouse, used for incarcerated persons' educational or conversational purposes.
- B. Charging Station: A secured container for charging incarcerated persons' tablets.

IV PROCEDURE

- A. At each facility, day shift deputies will distribute tablets to necessary units. Night shift deputies will be responsible for collecting all the tablets and ensuring they are placed in the charging station.
1. General Information
 - a. Programs Staff will be administering the software (Password resets, education modules, restricting features, etc.)
 - b. Staff will ensure that tablets will be checked out and in and will be logged.
 - c. Tablets are to be used in the dayroom and/or rec. yard depending on the facility.
 - d. Tablets are to never be taken into cells.
 - e. Educational Programs on the tablet system is assigned by the Programs Staff.
 - f. Incarcerated persons' access to tablets is a privilege and may be suspended.

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- g. When tablets are not in use, they are to be secured in charging stations.
2. Tablet Maintenance
 - a. It will be the Unit Deputy's responsibility to inspect tablets before assigning or receiving the tablets; ensuring there has not been any tampering, the screens are operational, and there is no physical damage.
 - b. Staff will inspect the tablets at least once per shift.
 - c. If incarcerated persons intentionally damage a tablet, they will be written up.
 3. Earbuds will initially be given to REACT/HUM-6 for educational programs by the Programs Unit.
 - a. If they are broken it will be the incarcerated person's responsibility to buy more off commissary.
 - b. Any earbuds with exposed wires will be taken at the time of notice from incarcerated persons by the unit deputy.
 - c. If earbuds are broken intentionally, incarcerated persons will be written up and programs will be notified.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	6-01.01 GDP
CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Housekeeping	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1212, 1280 PC: 6031	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for regular facility housekeeping.

II POLICY

- A. Custodial personnel shall ensure a regular schedule of housekeeping is performed throughout all facilities and workspaces to achieve and maintain sanitary and hygienic conditions.
 1. An acceptable level of cleanliness is to be maintained at all times.
 2. Private contractors, incarcerated person workers, and Alternative Work Program participants may be used to accomplish this directive.

III DEFINITIONS

IV PROCEDURE

- A. Cleaning Supplies:
 1. All cleaning supplies and chemicals are to be delivered to housing areas by the Supply or Operations Deputy.
 2. The Supply or Operations Deputy is the only staff member authorized to mix chemical cleaners.
 - a. Proper safety gear, eye protection, and gloves are to be utilized by staff and incarcerated persons while preparing cleaning solutions.
 3. Staff will issue and control all chemical cleaners during housekeeping.
 4. Staff will account for all chemical cleaners before the end of their shift, ensuring bottles and containers are intact.
 5. All chemical cleaners are to be stored in a locked janitor closet when not in use.
 6. All chemical cleaners will remain in their original bottles and containers with labels attached.
 7. First aid for chemical exposures is to be handled by facility medical staff in accordance with Safety Data Sheets (SDS) first aid guidelines.
 8. Eye wash stations are located in the following areas throughout all facilities:

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- a. SDC East:
 - i. R&R, R163 Exam Room
 - ii. Clinic, C342 Exam Room
 - iii. Hospital, H136 Supply/Medical Storage Room
 - iv. Housing Unit K, K704 Sick Call Room
 - v. Housing Unit L, L704 Sick Call Room
 - vi. Housing Unit M, M710 Sick Call Room
- b. REACT:
 - i. Housing Unit O1, O111 Exam/Interview Room
 - ii. Housing Unit O3, O315 Exam/Interview Room
 - iii. Housing Unit O4, O411 Exam/Interview Room
 - iv. O833, Central Corridor Exam Room
- c. SDC West:
 - i. Housing Unit B Staff Bathroom
 - ii. Medical Distribution Room
- d. MHU 1 & 2:
 - i. MHU 1, Medical Exam Room in each unit A, B, and C.
 - ii. MHU 2, Medical Exam Room in each unit A, B, and C.

B. SDS binders are located in the following areas:

- 1. SDC East:
 - a. A160 Janitors Closet in Administration
 - b. Booking Platform in R&R

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- c. R804 Less Lethal Armory
 - d. S100 Central Control
 - e. S109 Operations Deputy Office
 - f. S111 Operations Sergeant Office
 - g. Deputies Workstations in the Clinic and Hospital
 - h. K700, L700, and M700 Unit Control Workstations
2. REACT:
- a. P113 Operations Deputy Office
 - b. P812 Administration Janitor closet
 - c. O841 Janitor closet
3. SDC West:
- a. Operations Deputy Office
 - b. Operations Sergeant Office
 - c. Shift Supervisors Office
 - d. Staff Station Storage Closet Housing Units B, D, E, F, G, and I
 - e. Perimeter Storage Closet E138
4. MHU 1 & 2:
- a. Operations Sergeant Office
 - b. Unit 1 Staff Station
 - c. Unit 2 Staff Station

C. Housekeeping in Unsecured Areas:

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1. Under the supervision of staff, Alternative Work Program participants or private contractors will clean the following areas:
 - a. All offices.
 - b. Lobby areas.
 - c. Public and staff restrooms.
 - d. Hallways and any other common areas.
 - e. Campus grounds and parking areas.
2. Alternative Work Program participants or private contractors shall be supervised directly when cleaning staff offices, locker rooms, or workstations.
3. Hallways and walkways shall be kept clean, dry, and free of hazardous substances at all times.
4. All solid waste is taken to the facility trash container (dumpster).
5. Housekeeping schedules:
 - a. Daily Service:
 - i. Offices and workstations, public lobbies, hallways, and training rooms.
 - (a) Empty wastebaskets and remove the trash.
 - (b) Sweep and mop floors.
 - (c) Spot mop for spills.
 - (d) Vacuum carpets.
 - (e) Spot clean carpets as needed.
 - (f) Dust desks, file cabinets, and furniture.
 - (g) Clean and disinfect drinking fountains and surfaces.
 - (h) Clean windows.

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- ii. Public restrooms and staff locker rooms.
 - (a) Clean and disinfect all fixtures.
 - (b) Refill all dispensers.
 - (c) Clean and disinfect toilets, urinals, and showers
 - (d) Spot clean walls.
 - (e) Clean mirrors, countertops, and surfaces.
 - (f) Empty wastebaskets and remove trash
 - (g) Dust lockers and all return air vents
 - (h) Sweep and mop floors and vacuum carpet areas.

- b. Weekly Service:
 - i. Offices, lobbies, and hallways.
 - (a) Replace plastic liners in wastebaskets when applicable.
 - (b) Clean doormats, thresholds, and entrance areas.
 - (c) Spray and buff tile and damp mop stairs and elevators.
 - ii. Public and Staff restrooms.
 - (a) Scrub and sanitize floors.
 - (b) Clean and sanitize bathroom fixtures.

- c. Monthly:
 - i. General
 - (a) Dust door ledges, partitions, and moldings.
 - (b) Spot clean doors, walls, and door frames.

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(c) Vacuum and dust ventilation vents.

(d) Clean Venetian blinds.

(e) Damp wipe wastebaskets.

(f) Clean all interior windows.

(g) Buff tile floors.

ii. Semi-Annual:

(a) Clean all light fixtures and luminaries.

(b) Shampoo steam clean all carpets.

(c) Strip and wax floors.

D. Housekeeping in Secured Areas:

1. Each incarcerated person is responsible for maintaining sanitary and hygienic living conditions in their assigned dorm living area or cell.
2. All cleaning materials and chemicals are to be stored in the janitor closet within each unit.
 - a. Staff will regularly inventory cleaning supplies and equipment.
 - b. Any inventory discrepancies are to be reported to the Shift Supervisor.
3. Medical exam rooms and clinic areas are to be cleaned at the request of medical staff. Staff will supervise incarcerated person workers at all times when working in these areas.
4. Incarcerated person workers under the supervision of staff will clean the following areas daily:
 - a. Receiving and releasing areas and holding cells.
 - b. Clinic areas and unit common areas.
 - c. Vehicle sally ports and trash container areas.
 - d. Corridors and break rooms and staff dining areas.

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- e. Visiting areas, recreation yards, and any other interior perimeter areas.
5. Incarcerated person workers under the supervision of staff will clean the following housing areas daily:
 - a. Unit dayrooms, interview rooms, and recreation yards.
 - b. Tables, trash areas, and serving counters.
 - c. Food service areas, refrigerators, and ovens.
 - d. Storage rooms, janitorial closets, and showers.
 6. Daily housekeeping schedule for housing areas:
 - a. Clean all table tops and counters in the dayroom and kitchen areas.
 - b. Sweep and mop the floor and vacuum.
 - c. Clean windows.
 - d. Wipe down and disinfect the telephones.
 - e. Dust all TVs, book carts, and other furniture.
 - f. Clean and disinfect the incarcerated persons' showers.
 - g. Clean and disinfect incarcerated persons' sinks, toilets, and urinals.
 - h. Clean marks from the doors and walls.
 - i. Clean the recreation yard, as directed by staff.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Incarcerated Person Hygiene	REVISION DATE: 08/01/23
RELATED ORDERS: CCR MJS 15: 1265, 1266, 1267 CCR 16; 9: 979, 980 PC: 4012, 6030	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures in accordance with the California Code of Regulations Minimum Jail Standards Title 15 for issuing personal care items, showering, and hair care services, so that incarcerated persons may maintain an acceptable level of personal hygiene.

II POLICY

- A. Personal care items, showers, shaving, and hair care services are to be made available to incarcerated persons while confined in Stanislaus County detention facilities.
1. Each menstruating incarcerated person shall be provided with sanitary napkins, panty liners, and tampons free of charge, regardless of indigency status.
 2. Each incarcerated person to be held over 12 hours shall be issued an admissions kit or welfare pack.
 - a. Upon request, indigent incarcerated persons are to be issued a replacement admissions kit or welfare pack once per week.
 3. Incarcerated persons shall not be required to share any issued personal care items.
 4. Incarcerated persons shall be permitted to shower upon assignment to a housing unit and at least every other day.
 - a. The water temperature for showers is to be thermostatically controlled and set at 105 degrees Fahrenheit to prevent scalding.
 5. Department members shall make hair care and shaving services available to incarcerated persons during recreation and in accordance with established policy.

III DEFINITIONS

- A. Admission Kit: also known as a welfare pack, contains the following personal care items:
1. Toothbrush
 2. Toothpaste
 3. Soap
 4. Comb

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5. Pencil, Envelope, and Paper.

B. State Board of Barbering and Cosmetology: Sections 979 and 980, Division 9, Title 16, California Code of Regulations, are the barbering and cosmetology regulations.

IV PROCEDURE

A. Hygiene Standards:

1. All incarcerated persons are responsible for maintaining an acceptable level of personal cleanliness and hygiene.
2. Personal care items are to be made available through the commissary.
 - a. Only indigent incarcerated persons, with less than \$2.00 on their account, are eligible to receive additional facility hygiene articles at no charge.
3. The Shift Supervisor may authorize incarcerated persons to receive special hygiene articles such as special soaps, disposable razors, shampoos, or medical hygiene products, approved by medical staff.
 - a. Once medical staff has approved an incarcerated person to use a disposable razor, such razor will not be kept in an incarcerated person's cell.
 - b. Incarcerated persons will be issued one disposable razor, which will be logged by the unit deputy and returned to the unit deputy for disposal once shaving is completed.

B. Showering:

1. Showers are available for use during recreation in medium and minimum-security housing units.
2. In administrative separation and maximum-security units, showers shall be offered on a pre-determined schedule occurring no less than every other day.

C. Hair Care Services:

1. Incarcerated persons shall be allowed to shave daily.
2. Hair care and shaving services are available to incarcerated persons during exercise, recreation, and out of cell time, for medium and minimum-security housing units.

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3. Opportunities for haircuts shall be made available at least once a month to incarcerated persons in special handling units.
 - a. The Facility Commander may suspend this requirement for incarcerated persons who are considered to be a danger to themselves or others.
4. Incarcerated persons in maximum-security or special handling units will have electric shavers available to them upon request.
 - a. Staff will provide an electric shaver to incarcerated persons on disciplinary separation. They will not be permitted to leave their cell until the device has been returned to staff.
 - b. Staff will maintain a current shaving device log. People are not allowed to leave their cell until the shaving device has been returned.
 - i. Staff will collect, verify, and log in that all items have been returned before the end of their assigned shift.
5. Incarcerated people will not share electric razors, clippers, and other shaving instruments capable of breaking the skin, when shared among incarcerated persons, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.
 - a. Staff will ensure bactericide is available to sterilize haircutting and shaving equipment after each use.
 - b. Haircutting and shaving equipment are to be secured at the staff station when not in use.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Facility Clothing & Linen	REVISION DATE: 10/31/23
RELATED ORDERS: CCR MJS 15: 1260, 1261, 1262, 1263, 1264, 1270, 1271, 1272 PC: 4600	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for distributing and exchanging facility clothing and linen.

II POLICY

- A. Only with the permission of the Shift Supervisor are staff allowed to access the laundry supply room. The Laundry Supervisor shall be notified of any clothing, linens, or supplies removed from this area.
- B. Clean, climatically suitable clothing and linens are issued to incarcerated persons and exchanged to maintain personal hygiene standards. Clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered, and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.
1. The Shift Supervisor may authorize an incarcerated person to wear their own personal clothes if adequate clothing sizes are not available. Orthopedic shoes may be worn by the incarcerated person for medical reasons if approved by medical.
 2. Suitable additional clothing and protective equipment, essential for incarcerated persons to perform special work assignments, such as food service, landscaping, and other specialized work details shall be made available.
 3. Incarcerated persons shall be held responsible for the care of all clothing, bedding, linen, and towels issued to them. The Sheriff's Department will pursue all remedies available under 4600 PC to recover the value of items maliciously damaged or destroyed by an incarcerated person.
 - a. Before release, staff will examine the incarcerated person's cell and bunk area, its furnishings, and items issued to the incarcerated person for malicious damage or destruction.
 - b. The Shift Supervisor is to be notified if damage or destruction is discovered.
 4. Each facility will have available a supply of clothing, linen, and bedding that exceeds the need of the maximum incarcerated person population. This excess shall allow the replacement of items that are destroyed, worn out, or unserviceable.
 5. A quarterly inventory of incarcerated persons' clothing, linen, and bedding is to be conducted in January, April, July, and October of each year.

III DEFINITIONS

- A. Gender expression: the manner in which gender is expressed through clothing, appearance, behavior, speech, etc.

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B. Gender identity: a person's sense of being male, female, some combination of male or female, or neither male nor female.

C. Serviceable: mattresses that lack holes or tears and have sufficient padding.

IV PROCEDURE

A. Issuing Facility Clothing:

1. Initial clothing issue: if necessary, incarcerated persons will shower to prevent the spread of vermin and for the purpose of maintaining a sanitary and hygienic environment.
2. Staff in Receiving & Release will supervise the issue of facility clothing for all new receives during the dress-in process.
 - a. New receives are taken to the dress-out area, will shower if necessary, and change clothing.
3. The initial issue of facility clothing will consist of:
 - a. 2 pairs of underwear.
 - b. Outer garments consisting of 1 pair of coveralls or a shirt and 1 pair of pants.
 - c. 1 pair of sandals and 2 pairs of socks.
 - d. 1 bra, If applicable.
 - e. 1 nightgown, If applicable.
 - f. 2 undershirts.
 - g. 2 sheets or 1 mattress cover and 1 sheet
 - h. 2 towels.
 - i. 1 blanket.
4. The Laundry Supervisor is to be notified regarding the need for special clothing sizes.

B. Clothing Exchange:

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1. All incarcerated persons may have one set of facility clothing in their possession.
 - a. Facility housing workers may change clothing daily.
 - b. All garments, linens, and towels are exchanged on a one- for-one basis.
 - c. Outer garments, sheets, and mattress covers are exchanged once a week.
 - d. Two sets of undergarments, and socks are exchanged twice a week.
2. Clothing exchange is conducted on specific days for each housing unit in accordance with the established schedule. The Laundry Supervisor shall establish the schedule with input from Facility Operations Sergeants.
3. Blankets are exchanged and laundered every 3 months on a quarterly basis; January, April, July, and October.
 - a. All soiled blankets are to be laundered before being reissued to another incarcerated person.
 - b. An additional blanket may be issued upon request, during the winter months or as approved in writing by medical staff.
4. Sweatshirts are issued during the winter months at SDCE and Minimum Housing Units 1 & 2 only. Long sleeve t-shirts are issued during the winter months at REACT only.
5. Kitchen workers at Support Services are to be issued a clean shirt daily. This is to be completed before incarcerated persons start their shifts.
6. Department staff will announce clothing exchange over the public address system. Clothing exchange is conducted one cell at a time.
 - a. Department staff will supervise incarcerated person workers as they assist with clothing exchange.
7. Incarcerated persons in special handling units will complete clothing exchange through the tray slot in their cell door. Items are exchanged on a one-for-one basis.
8. Department staff will inspect each incarcerated person's cell for excess clothing or contraband during clothing exchange.

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9. Department staff will ensure that clothing and linens are examined for damage during the exchange process.
 - a. Staff will document the discovery of any damaged items or contraband in accordance with established disciplinary procedures.
 - i. Debris, unrepairable clothing, and linens are to be separated and disposed of accordingly.
 - ii. Repairable Clothing is to be sent to the laundry unit for repair.
 - iii. Clothing will be cleaned and laundered before issue.
 - b. Staff will ensure that all soiled clothing and linens are removed from the unit before the end of the shift.

10. Department staff will ensure that all carts are searched before they are removed from the housing unit.
11. Escort deputies will conduct an independent and separate search of all carts before moving them outside of the facility.

C. Incarcerated persons Release or Transfer:

1. Mattresses are to be inspected for damage, including holes and tears, and have sufficient padding.
2. Mattresses will be sanitized with disinfectant immediately before being reissued to other incarcerated persons.
3. Clothing and linen are to be inventoried and examined for malicious damage. Any damage or shortage will be brought to the attention of the Shift Supervisor.
4. Incarcerated persons are to remove their linens and bedding from their cells upon release. Staff will inspect these items.
 - a. These items are placed in the soiled laundry cart.
 - i. If there is no shortage or damage the incarcerated persons will continue with the release or transfer process.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Sanitation, Safety, & Maintenance Inspections	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1029, 1280 PC: 6031.1 H&S: 101045	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures to maintain an acceptable level of cleanliness, repair, and safety throughout all Stanislaus County Adult Detention Facilities.

II POLICY

- A. Sanitation, safety, and maintenance inspections of all adult detention facilities are conducted continuously to ensure a high degree of cleanliness, repair, and safety.
1. Department members will cooperate and assist all authorities having jurisdiction during inspections.
 - a. Inspections shall not interfere with normal operations or the security of the facility.
 - b. The Facility Commander shall be immediately notified regarding any deficiency discovered during an inspection.
 2. Each Facility Commander will develop and implement a regular schedule of housekeeping.
 - a. Each facility will complete double scrub every Wednesday.
 3. The Sheriff and Adult Detention Division Commander shall inspect the facilities at their discretion.
 4. Shift Supervisors shall make regular inspections throughout each shift to identify and correct unsanitary or unsafe conditions or work practices.
 - a. All department staff will report maintenance issues in accordance with policy.
 5. All department staff will ensure facility housekeeping is completed daily.
 - a. Before opening dayrooms and recreation.
 - b. Before and after meal service.
 - c. Before lockdown, nightly.

III DEFINITIONS

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- A. Double Scrub: this is a more intensive cleaning than regular housekeeping. Incarcerated persons clean and sanitize their cells and living areas. All cleaning is inspected by staff.

IV PROCEDURE

A. Informal Inspections:

1. Staff will inspect their respective assignment areas continually throughout each shift. Any cleanliness or maintenance problems shall immediately be addressed and corrected.
 - a. Staff will inspect the kitchen, food prep area, and dining area within each housing area for cleanliness and sanitation.
 - b. Staff will inspect storage areas for hazardous conditions and cleanliness.
 - i. Uncorrectable problems are to be reported to the Shift Supervisor.
 - ii. The Shift Supervisor is to take appropriate action to correct the issue.
2. The Shift Supervisor shall inspect all areas under the scope of their supervision at least once per shift.
 - a. Cleanliness or maintenance issues shall be brought to the attention of staff and corrected as soon as possible.
 - b. Appropriate corrective action shall be utilized.
3. Support Services staff will inspect the main kitchen, commissary, staff dining areas, and laundry areas on each shift.
 - a. Cleanliness or maintenance problems will be corrected as soon as possible.
 - b. Repair requests are forwarded to the Unit Supervisor.

B. Formal Inspections:

1. Each facility is inspected weekly by the Facility Commander and Operations Sergeant.

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2. All sanitation, safety, and cleanliness issues are to be documented on an inspection report and corrected as soon as possible.
 - i. All locks, windows, walls, floors, ventilator covers, access plates, doors, and other security barriers and devices shall be regularly inspected to ensure that they are fully operational and secure.
 - ii. Facility floors will be kept clean, dry, and free of hazardous substances at all times.
4. Emergency key sets are to be inspected quarterly to ensure that they are in working order. All defective equipment is to be replaced or repaired.
5. Formal inspection reports to authorities having jurisdiction are submitted by the BAS Commander.
 - iii. The Adult Detention Division Commander and facility staff shall have access to such reports.
6. Pursuant to 6031.1 PC; the Board of State and Community Corrections (BSCC) will inspect each facility on a biennial basis.
7. Pursuant to Section 101045 of the Health and Safety Code; the County Public Health Department will inspect each facility annually.
 - a. The Sheltered Medical Housing Unit and Medical Clinic shall be cleaned and sanitized in accordance with the policies and procedures established by the County's Public Health Department.
8. Water samples from both drinking water and wastewater will be tested annually by the Environmental Health Services Agency to ensure that the water supply meets all applicable laws.
9. Each facility is inspected quarterly as well as annually by the Stanislaus County Fire Prevention Bureau for compliance with safety and fire prevention standards.
 - a. In conjunction with formal fire inspections, a fire, and safety inspection is conducted weekly by the shift supervisor to identify and correct areas that may be potentially dangerous.

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10. The Operations Sergeant will conduct the Stanislaus County Security and Violence in the Workplace Assessment biannually. This report encompasses risk assessments, hazardous materials surveys, fire protection, housekeeping, and a review of Safety Data Sheet booklets.

11. The Stanislaus County Grand Jury or the Criminal Justice Committee of the Grand Jury may make unannounced facility inspections. Normally, these inspections are arranged in advance.

C. Vermin and Pest Control Inspections:

1. The Facility Commander will ensure that Vermin or Pest Control Specialists are readily available at the facility.
2. Regular monthly service inspections are conducted for prevention and to identify any such conditions or problems.

D. Fire & Safety Inspections:

1. Facility Commanders shall ensure that monthly fire prevention inspections are completed by facility staff. In addition to general housekeeping the following items are to be inspected:
 - a. First aid kits.
 - b. Emergency lighting.
 - c. Fire extinguishers, fire hoses, and fire hydrants.
 - d. The smoke exhaust system.
 - e. Self-contained breathing apparatus (SCBA).
 - i. Any noted deficiencies are addressed and corrected immediately.
 - ii. Each facility shall retain fire inspection records for a period of 2 years.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Facility Repair Requests	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1280	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for making facility repair requests.

II POLICY

- A. Facility repair requests shall be reported as soon as possible to ensure the facility is maintained in good working order. All repair requests shall be clearly written describing the deficiency and location.
1. Emergency repairs for hazardous situations or security issues shall be reported to the Shift Supervisor and addressed immediately.
 2. Repairs for non-emergency issues after normal working hours shall be assessed by the Shift Supervisor to determine the need for immediate response. The on-call maintenance worker is to be contacted if an immediate response is required.
 3. Maintenance requests at all facilities, for non-emergency issues during normal working hours, shall be processed in the following manner:
 - a. Department members who identify maintenance deficiencies will notify the Facility Operations Sergeant or Operations Deputy by phone, email, or in memo format.
 - b. The Facility Operations Sergeant or Operations Deputy will log onto GSA CAMS and complete the online maintenance service request.
 - i. This allows the Operations Deputy to track the progress of the service request.

III DEFINITIONS

IV PROCEDURE

- A. Lock Shop Repair Requests:
1. Staff will report all needed repairs for any locking mechanisms, requests for key replacement, or issues with doors not closing properly to the Shift Supervisor.
 2. After hours, the Shift Supervisor will determine if emergency repair or replacement is needed.
 - a. If repair is needed immediately, the Shift Supervisor will call the on-call locksmith and listen to the voicemail message.

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<p>SECTION: Facility Repair Requests</p>	<p>REVISION DATE: 01/18/23</p>
<p><u>RELATED ORDERS:</u> CCR MJS 15: 1280</p>	<p>ADMINISTRATIVELY APPROVED ANNUALLY</p>

3. The Shift Supervisor will notify the Operations or Supply Deputy for non-emergency repairs.
 - a. The Operations or Supply Deputy will submit a repair request to GSA.

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I PURPOSE AND SCOPE

- A. This policy establishes security procedures related to facility maintenance, improvement projects, repair work, and vendor services taking place within the detention facilities.

II POLICY

- A. Deviations from this policy, either by the General Services Agency or department staff, will result in disciplinary action.
- B. The Stanislaus County General Services Agency (GSA) shall provide a preventive maintenance program for facility systems and equipment. The purpose of this program is to minimize any out-of-service time and to reduce costly repairs.
1. Incarcerated persons workers are not to be utilized or supervised by GSA. Incarcerated person workers are only approved to work under the direct supervision of custodial personnel.
 2. GSA employees shall complete facility orientation training before accessing or completing work in a detention facility.
- C. Vendors, delivery persons, and contractors that require access to the facility will have a uniform, a name tag, or an identifying company logo on their clothes or safety equipment. These individuals must be accompanied by facility staff while inside secure areas of the facility.
- D. Facility security is a primary concern when GSA conducts any work inside the facility. The safety of all department members and contract employees is the highest priority.
1. Custodial personnel will ensure no incarcerated persons has access to GSA, vendors, private contractors, or their tools and equipment while work is performed inside of a detention facility.
 2. The Facility Operations Sergeant shall develop operational directives that enhance facility security when large facility maintenance, improvement, or repair projects are undertaken by GSA, vendors, or private contractors in a detention facility.
 - a. Background screening may be used as a security measure for all private contractors.
 - b. A security briefing or orientation for contractors may be used before any work occurs.
 - c. Custodial personnel may conduct tool and equipment inventories.
 - d. The Facility Commanders may lockdown the facility or limit incarcerated persons' movements and access.

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3. No tools may be brought into the facility unless in a locked toolbox.
 - a. The only exception to this directive is if the tool is too large to fit in a locked box.
 - b. Tools shall be inventoried to ensure that no tools are lost or accidentally left within the confines of the facility.
 - i. A tool inventory sheet shall be kept on the tool cart for use by the engineer.
4. The incarcerated person population is to never use tools, chemicals, parts, or equipment or be encouraged or allowed to make facility repairs.
5. Under no circumstances will a GSA engineer be separated from their facility keys. Keys must always be on their person or in hand and are never to be passed to anyone except another GSA engineer or sworn staff member.
6. Radios, tools, parts, and equipment are never to be left unattended inside the facility unless it is a place that is a normal receptacle for those items.
7. All GSA engineers working inside the facility may have a two-way radio for communication with staff or Central Control, where applicable.
 - a. All issued keys and radios shall be returned to facility staff at the end of the shift and are to never be taken out of the facility or off-site.

III DEFINITIONS

IV PROCEDURE

- A. Building Maintenance Services:
 1. Once a building warranty expires, GSA will take responsibility for the maintenance and repair of structures, utility systems, refrigeration equipment, and mechanical equipment controls including settings and adjustments.
 2. GSA does not have the responsibility for maintenance and repair of the following equipment and systems; these items are to be addressed by specific departments, vendors, and contractors:
 - a. Elevators
 - b. Computers and Copy machines

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- c. Vending machines
- d. Laundry machines
- e. Kitchen equipment, Microwave Ovens, Ice Makers, Coffee, and Juice Machines
- f. TVs, Converters, and DVD players
- g. Floor buffers and vacuums
- h. Fire Alarm and Security Systems

B. Working Conditions and Access:

1. Facility staff is responsible for the safety and security of GSA staff while they are working inside a detention facility.
 - a. GSA shall be allowed access to areas of the facility for the purpose of making repairs. The goal is to expedite repairs for purpose of restoring normal operations.
2. GSA will notify facility staff before any scheduled work takes place inside the facility.
 - a. Notification is to include the location of the work order.
3. GSA will notify staff when the work is complete or when they need to leave a housing unit.
 - a. GSA is responsible for their tools and equipment. Facility staff will ensure no tools, parts, or equipment is left unattended, unsecured, or left behind when a work order is complete.
4. The Shift Supervisor shall be notified in any instance where a tool, parts, or equipment is left unattended, unsecured, or lost by GSA.
5. Department staff shall cooperate with GSA to the extent possible, without violating security protocols, to ensure the completion of work orders.
6. GSA staff is to be escorted out of the facility during an emergency.
7. If GSA deems the working environment unfit; facility staff shall notify the Shift Supervisor.

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8. When GSA is working in a cell, incarcerated persons assigned to the cell are to be relocated. If GSA deems the cell out of service, staff shall notify Classification.

9. The housing unit is to remain locked down when GSA is working in the dayroom or common areas of the unit.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 04/01/11
SECTION: Disposal of Hazardous Infectious Liquid & Solid Waste	REVISION DATE: 01/18/23
RELATED ORDERS: H&S: 25115, 25117, 25117.5 California Administrative Code, Title 22 EPA Resource Conservation Recovery Act CCR OSHA Title 8; 7 et al	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for disposing of hazardous and infectious waste.

II POLICY

- A. Disposal of all hazardous and infectious liquid and solid waste shall be accomplished in accordance with the law and conform to appropriate federal, state, and local ordinances.
- B. If incarcerated persons are employed to clean and sanitize in hazardous areas or areas contaminated by bodily fluids, infectious, or hazardous materials; they shall be issued and employ personal protective equipment (PPE). Staff shall directly supervise incarcerated persons during these duties.
- C. All hazardous liquid waste shall be stored in appropriate containers and removed from the facility by a state-registered material or waste hauler.
1. Responsibility for, and title to, all hazardous liquid waste remains with Stanislaus County until the chemical composition of the liquid has been changed to render it harmless by either burial or incineration.
- D. All hazardous solid waste shall be placed in appropriate double-bagged and marked containers and removed from the facility by a state-registered material or waste hauler.
1. Responsibility for, and title to, all hazardous solid waste remains with Stanislaus County. Hazardous solid waste may be buried.
- E. All infectious solid waste shall be double bagged in appropriately marked bags and removed from the facility and transported to the Stanislaus County Health Services Agency for incineration.

III DEFINITIONS

- A. Hazardous Waste: is a waste or combination of wastes, which because of its quantity, concentration, and/or physical, chemical, or infectious characteristics may either:
1. Cause or significantly contribute to an increase in serious irreversible or incapacitating reversible illness.
 2. Pose a substantial present or potential hazard to human health or the environment when improperly stored, transported, disposed of, or otherwise managed.

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B. Infectious Waste: includes all of the following:

1. Laboratory wastes include cultures of etiologic agents, which pose a substantial threat to health due to their volume and virulence.
2. Pathologic specimens, including human or animal tissues, blood elements, excreta, and secretions, which contain etiologic agents and attendant disposable fomites.
3. Equipment, instruments, utensils, food containers, and other disposable materials, which are likely to transmit etiologic agents from the rooms of incarcerated persons, which have been isolated because of suspected or diagnosed communicable diseases.
4. Human dialysis waste material including arterial lines and dialysate membranes.
5. Any other material that, in the determination of the facility medical staff, presents a significant danger of infection because it is contaminated with or may reasonably be expected to be contaminated with etiologic agents.

C. Etiologic Agents: a type of microorganism, toxin, or virus that causes, or significantly contributes to the cause of, increased morbidity or mortality of human beings.

IV PROCEDURE

A. Disposal of Hazardous Waste:

1. All staff that handles hazardous waste shall do so using universal precautions such as gloves, aprons, personal protective equipment (PPE), and faces shields.
2. All hazardous waste shall be placed in appropriately marked containers such as red bags and biohazardous trash receptacles and disposed of by the proper authority.

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RELATED ORDERS: CCR Title 17, Division 1; Section 4 Health and Safety, Division 105; Section 120990	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for isolation precautions and infectious waste disposal, which offers the most reliable means to prevent the transmission of disease between people.

II POLICY

- A. Since medical history and examination cannot reliably identify all persons infected with Human Immune Deficiency Virus (HIV) or other blood-borne pathogens; blood and body fluid precautions should consistently be used for all encounters with individuals confined in Stanislaus County detention facilities.
1. No job is so important that it must be accomplished at the expense of personal injury and suffering.
 2. For incidents of attempted suicide or other serious encounters, where there is a potential for body fluid transfer due to open wounds or self-inflicted wounds, staff will not enter the immediate area or cell unless completely outfitted with personal protective equipment (PPE).
 3. Personal protective equipment shall minimally include the following;
 - a. Helmet and face shield.
 - b. Gloves, shoe covers, and a protective jumpsuit or gown.

III DEFINITIONS

- A. Body Fluids: blood, semen, drainage, pus, saliva, mucus, urine, and feces.
- B. Personal Protective Equipment (PPE): specialized clothing or equipment used to protect a person from direct exposure to blood, body fluid, and other potentially infectious materials.

IV PROCEDURE

- A. Precautions for Department Members:
1. Headgear with a face shield used to contain exposure to the eyes, mouth, or mucous membranes.
 2. Fluid-resistant garments are used to contain exposure and prevent further contamination.

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3. Cleaning and decontamination of equipment; use physical or chemical means to remove, inactivate, or destroy bloodborne pathogens to the point where they are no longer capable of transmitting infectious particles.
 4. Use latex gloves when touching:
 - a. Blood and body fluids.
 - b. Mucous membranes.
 - c. Non-intact skin.
 - d. Handling items or touching surfaces soiled with blood and body fluids.
 - e. Responding to an area where there is a possibility of contact with blood or bodily fluids.
 5. Use a protective respiratory mask when interacting with an individual that is suspected of or diagnosed with an infectious respiratory disease such as active tuberculosis.
 - a. Ensure the infectious incarcerated person wears a protective respiratory mask when leaving their cell.
 6. Use CPR masks with protective exhalation valves for CPR.
 7. Hands should be washed immediately and thoroughly for a minimum of 15 seconds if contaminated with blood or body fluid. Wash hands even after removing gloves.
 8. Gloves should be worn during pat searches to prevent a possible infestation with lice, scabies, or fleas.
 9. Wear gloves during cell searches and look in all areas before using your hands. Move slowly and use a mirror if available.
 10. Personal protective equipment is located in the facility armories and many janitor closets and other common areas.
- B. Incarcerated Person Workers:
1. Laundry workers shall be issued gloves and other personal protective equipment when handling dirty linens as a precaution against transmission.
 - a. All soiled linen will be placed in laundry carts in each housing area.

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- b. Linen contaminated with lice, scabies, and fleas is to be bagged.
2. Kitchen:
- a. Kitchen workers are to wear gloves and hair nets when preparing food and when handling dirty dishes.
 - i. Kitchen workers are monitored by department staff and are considered to be infection-free and not exhibiting symptoms of diarrhea, vomiting, fever, cold, or open sores.
3. Infective or Contaminated Waste:
- a. All trash can be handled routinely except sharps containers, which are to be bagged and placed in the Contaminated Trash Box. The trash box is to be picked up by medical services for disposal.
- C. Contaminated Clothing:
- 1. If an employee's uniform or garments become contaminated with another person's blood, body fluids, or potentially infectious materials:
 - a. As circumstances permit and within a reasonable time, the contaminated clothing shall be removed.
 - b. The contaminated items shall be placed in a red bio-hazard bag.
 - c. The employee shall take the contaminated clothing to a professional cleaning service designated by the department for decontamination.
- D. Work Practice Controls:
- 1. Work practice controls shall be in place to reduce the likelihood of a staff member's exposure to blood or other potentially infectious materials.
 - a. Wash hands immediately after removing gloves or as soon as possible after contact with body fluids, blood, or other potentially infectious material.
 - b. Remove personal protective equipment immediately or as soon as possible upon leaving the work area. Clean and decontaminate or properly dispose of the equipment. Place the equipment in an appropriately designated area or container for storage.

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- c. Dispose of intact needles and sharps in a puncture-resistant container. Used needles and other sharps shall not be sheared, bent, broken, recapped, or re-sheathed by hand.
 - d. Perform all preventative procedures when blood, body fluids, or other potentially infectious materials are present to minimize splashing and spraying.
 - e. Handle any sharp and or broken glass using engineering controls whenever possible, such as a broom and dustpan, forceps, or tongs.
- E. Risk Minimization of Occupationally Acquired Airborne Diseases:
1. Practice social distancing, 6 feet of distancing is the recommended social distance.
 2. Participate in ongoing employee education and training.
 3. Use good cough etiquette and hand hygiene.
 4. Wash your hands often with soap and water.
 5. Avoid touching your eyes nose and mouth.
 6. Ensure surfaces and shared areas are properly cleaned, such as countertops, phones, and doorknobs.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 10/18/12
SECTION: Communicable Disease	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1051, 1206.5, 1207 Code of Federal Regulations, Title 42; Volume 1 Health Insurance Portability and Accountability Act (HIPAA) of 1996 Public Law 104-191 Health and Safety: 199.97, 121060	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for managing persons who are suspected of having or are displaying symptoms of any communicable diseases.

II POLICY

- A. At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not they have had any communicable diseases, such as hepatitis, tuberculosis, or other airborne diseases, or have observable symptoms of tuberculosis or any other communicable diseases, or other special medical problems.
 1. The individual's symptoms and responses to the medical pre-screening questionnaire shall be recorded on the pre-screening form.
 2. Any person who is suspected of having or displaying symptoms of any communicable diseases, such as hepatitis, tuberculosis, or other airborne diseases, or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problems will immediately be referred to the medical staff.
- B. The medical provider will submit a report to the Facility Commander for any person who is suspected of having or displaying symptoms of any communicable diseases. The Facility Commander and medical provider shall establish a response plan defining treatment responsibility during incarceration and coordination with public health officials for follow-up treatment in the community.
 1. The Facility Commander will issue notice, in accordance with Health Insurance Portability and Accountability Act (HIPAA), to department members, contractors, and volunteers that reflect the current local incidence of communicable disease, which potentially threatens the health of incarcerated persons and staff.

III DEFINITIONS

IV PROCEDURE

- A. Management of Communicable Diseases:
 1. An incarcerated person with a highly contagious communicable disease is to remain separated until cleared by medical.

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2. The Facility Commander will ensure notice is made in accordance with HIPAA law that the incarcerated person is contagious to any contact visitor, program providers, facility staff, and court staff who may come into contact with the contagious incarcerated person.
 - a. Examples of highly contagious communicable diseases:
 - i. MRSA
 - ii. Shingles
 - iii. Chickenpox
 - iv. Lice
 - v. C-Diff
 - vi. Active Tuberculosis

3. The facility medical provider will maintain an active list of incarcerated persons who are considered to be contagious with communicable diseases.
 - a. The medical provider will make the list available to Classification, the Facility Commander, and the Operations Sergeants.
 - b. Classification will enter the term "Universal Precautions" on the headcount roster for any contagious incarcerated persons.
 - i. The term "Universal Precautions" does not violate HIPAA law and is to be used to identify all contagious incarcerated persons.
 - c. Medical shall remove incarcerated persons from the list when they are no longer considered contagious.

4. Contact Visiting:
 - a. Department staff who sign-up contact visitors shall crosscheck the headcount roster for incarcerated persons listed as "Universal Precautions."
 - b. If an incarcerated person is listed as "Universal Precautions," the visitor is to be notified that the incarcerated person is contagious.

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- i. Department staff will not discuss any medical information with the visitor, only the fact that the incarcerated person is contagious.
- ii. It is the visitor's responsibility to decline the visit.

5. Scheduling Court:

- a. Department staff that creates the court list will crosscheck the headcount roster and highlight any incarcerated persons listed as "Universal Precautions."
- b. Classification will enter "Universal Precautions" in the memo section of the court list.
- c. The Shift Supervisor and medical will determine how the incarcerated person is to be transported.
 - i. Transportation staff shall review their court list each day and note any incarcerated persons listed as "Universal Precautions."
 - ii. Transportation staff shall take the necessary steps for safe transport and notify court holding staff of the contagious incarcerated persons.
 - iii. Court holding staff shall notify staff who works the courts for any incarcerated persons listed as "Universal Precautions."
 - iv. Court staff shall notify the department where the incarcerated person is scheduled to appear.

6. HIV Testing:

- a. Department members, who believe they have come into contact with the bodily fluids of an incarcerated person or person, shall complete a Department of Health Services form #84-59 before the end of the shift on which the incident occurred.
 - i. The form is to be forwarded to the County Health Officer. The employee may request an HIV test of the person they came into contact with.
- b. Department members may file a #84-59 report with the County Health Officer when they observe or are informed of any activity in a correctional institution, which is classified as causing or is known to cause the transmission of the HIV/AIDS Virus. Reportable activities include:

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- i. Sexual activity resulting in the exchange of bodily fluids.
 - ii. Incidents involving injuries to incarcerated persons or staff in which bodily fluids are exchanged.
 - iii. Tampering with medical and food supplies and or equipment.
 - iv. Tattooing among incarcerated persons.
 - v. Intravenous drug use.
 - c. Upon receiving the report, the County Health Officer has 5 days in which to decide to require testing.
 - d. An incarcerated person confined in a custodial institution may request the HIV testing of another incarcerated person if they believe they have come into contact with the bodily fluids of that incarcerated person.
 - e. The request must be filed within 2 calendar days of the incident.
7. Declaration/Petition Order to Test Accused Blood (Warrant):
- a. A peace officer dealing with a person against whom a criminal complaint has been filed, alleging that the person interfered with an official who was bitten, scratched, spit upon, or had blood or other bodily fluids of the person on the officer's skin or membranes, may petition the court of jurisdiction for a court-ordered HIV test of the person, pursuant to 199.97 of the Health and Safety Code.
 - b. If the incarcerated persons refuse to voluntarily submit to a blood test for communicable diseases; you can request a "Petition for Order to Test Accused Blood" be submitted to the courts, pursuant to Health and Safety Code 121060.
 - i. The Shift Supervisor will notify the Facility Commander.
 - ii. If the incarcerated persons refuse to consent to a blood draw, the Shift Supervisor will contact SO Detectives at the direction of the Facility Commander.
 - (a) A copy of the disciplinary report is to be given to detectives.

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- (b) SO Detectives will complete a declaration and a petition in order to test the person's blood (warrant) and process the sample collection in accordance with the warrant.
 - (c) The petition allows the courts to test the accused individual's blood for the Human Immunodeficiency Virus (HIV) and other communicable diseases, as the court deems appropriate.
- iii. AD Transportation will transport the individual to the medical facility, at the request of detectives, to complete the blood draw.

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SECTION: Court Appearance for Contagious, Exposed, Hospitalized, or ill Incarcerated Persons	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1050, 1051, 1206.5, 1207 PC: 4011	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes court appearance procedures for incarcerated persons who are actively contagious, who have been exposed and are separated and not contagious, who is too ill to appear in court, or who have been hospitalized for a serious illness.

II POLICY

- A. The following procedures shall be utilized whenever an incarcerated person in one of the following categories is scheduled for a court appearance. Other than those options listed below, the judge may also elect to hold certain types of hearings within the facility.

III DEFINITIONS

IV PROCEDURE

- A. Actively Contagious Incarcerated persons:
1. The judge is to be advised that the incarcerated person has a contagious disease and is currently in the infectious and contagious stage.
 - a. The disease or condition of the incarcerated persons is to be revealed to the judge.
 - b. The judge is to be briefed regarding the recommendations of facility medical staff and any recommendations that may have been made by the Public Health Department.
 - i. Example 1: Public Health and Medical believe that this incarcerated person should not appear in court due to their contagious status.
 - ii. Example 2: this incarcerated person may appear in court if wearing a mask to cover their mouth and nose, and precautions are taken by cleaning any surface areas the incarcerated persons might come into contact with.
 - c. Once the judge has been briefed, the judge will decide whether or not the incarcerated person is to appear in court.
 - i. If the judge orders the incarcerated persons to appear, the incarcerated persons will be taken to court.
 - ii. Precautions shall be strictly adhered to and the court appearance should be coordinated with medical staff.

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- iii. Minimal contact should occur with other incarcerated persons and staff, and in the courtroom.
 - iv. The Shift Supervisor may order special transportation for the appearance.
- 2. An incarcerated person who has been exposed to a contagious disease and is separated, but is not contagious:
 - a. The judge is to be advised that the incarcerated person is not currently ill with a disease but has merely been exposed and may be in a communicable stage even though they are not yet exhibiting any symptoms of the disease itself.
 - b. The judge is to be briefed regarding the recommendations of facility medical staff and the Public Health Department concerning the incarcerated person's appearance in court and any precautions to minimize exposure.
 - c. Once the judge has been briefed, the judge will decide whether or not the incarcerated person is to appear in court.
 - i. If the judge orders the incarcerated person to appear, the incarcerated person will be taken to court.
 - ii. Precautions shall be strictly adhered to, and the court appearance should be coordinated with medical staff.
 - iii. Minimal contact should occur with other incarcerated persons and staff, and in the courtroom.
 - iv. The Shift Supervisor may order special transportation for the appearance.
- 3. An incarcerated person too ill to appear in court:
 - a. The judge is to be advised that the incarcerated person is too ill to appear in court. Inform the judge whether this information has been verified by the medical provider or not.
 - b. If the judge orders the incarcerated person to appear in court; coordinate the transport with facility medical staff.
- 4. Medical Treatment or Hospitalization of a Person (4011 PC):
 - a. A person may be taken to a medical facility within the county for specialized treatment, without a court order. Hospitalization is not to exceed 48 hours. A 4011 PC order, signed

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by a judge, is required if hospitalization exceeds 48 hours. Medical is also notified of the transfer to ensure orders, charts, and medications go with the person.

- b. The Operations Sergeant will prepare an affidavit for delivery to the court within 48 hours of the incarcerated person's removal of incarcerated persons to a medical facility, pursuant to 4011 PC. The Facility Commander must sign the affidavit.

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RELATED ORDERS: CCR MJS 15: 1050, 1051, 1206.5, 1207 Health and Safety: 199.97, 121060	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for initial response and proper management of an exposure incident.

II POLICY

- A. An exposure incident refers to direct exposure to blood-borne pathogens, blood, bodily fluids, and other potentially infectious materials. Department members shall follow the procedures listed in this policy as an initial response plan to limit personal injury as a result of exposure.

III DEFINITIONS

IV PROCEDURE

- A. In the event of an exposure:
1. Decontaminate the exposed areas of the body as quickly as possible. Flush the entry area for 15 minutes and wash the skin with soapy water.
 - a. Showers are available in the staff locker rooms if needed.
 - b. Report the exposure incident to your supervisor immediately.
 2. Prepare a detailed report using the Occupational Injury and Illness Report, DWC-1, and the Employee Exposure Worksheet.
 - a. It is important to document the route, such as an open sore, needle stick, mucous membrane, or other methods in which exposure occurred and the circumstances surrounding the incident.
 - b. If exposure is due to a needle stick, complete the Sharp's Injury Log. Report to one of the approved occupational medical care providers for evaluation and follow-up exams.
 3. Ensure that any clothing, personal protective equipment, tools, or duty equipment is decontaminated appropriately, and treated or disposed of properly.
 - a. Do not take these items to your personal residence for decontamination.
- B. Declaration/Petition Order to Test Accused Blood (Warrant):
1. A peace officer dealing with a person against whom a criminal complaint has been filed, alleging that the person interfered with an official who was bitten, scratched, spit upon, or had

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blood or other bodily fluids of the person on the officer's skin or membranes may petition the court of jurisdiction for a court-ordered HIV test of the person, pursuant to 199.97 of the Health and Safety Code.

2. If the incarcerated persons refuse to voluntarily submit to a blood test for communicable diseases; you can request a "Petition for Order to Test Accused Blood" be submitted to the courts, pursuant to Health and Safety Code 121060.
 - a. The Shift Supervisor will notify the Facility Commander.
 - b. If the incarcerated persons refuse to consent to a blood draw, the Shift Supervisor will contact SO Detectives at the direction of the Facility Commander.
 - i. A copy of the disciplinary report is to be given to detectives.
 - ii. SO Detectives will complete a declaration and a petition for an order to test a person's blood (warrant) and process the sample collection in accordance with the warrant.
 - iii. The petition allows the courts to test the accused individual's blood for the Human Immunodeficiency Virus (HIV) and other communicable diseases, as the court deems appropriate.
 - c. AD Transportation will transport the individual to the medical facility, at the request of detectives, to complete the blood draw.

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I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures in accordance with the Occupational Safety and Health Administration (OSHA) requirements for plan development, regarding the prevention and spread of Aerosol Transmissible Pathogens, such as tuberculosis, Severe Acute Respiratory Syndrome, Pertussis, and influenza.

II POLICY

- A. The Aerosol Transmissible Diseases (ATD) Standard identifies specific work environments and tasks within the scope of its regulations that identify the risk of infection for employees based on the nature of the exposure and type of work setting. The Stanislaus County Safety Manual addresses these standards under Tab 12.
1. The Stanislaus County Sheriff's Department meets the exposure risks identified within the standard and therefore does fall under the requirements of the ATD Standard.
 - a. The Stanislaus County Sheriff's Department will develop an exposure control plan in accordance with the ADT Standard. The plan will address the following areas:
 - i. Occupational Exposure Risks
 - ii. High Hazard Facility Operations
 - iii. Medical Surveillance
 - iv. Communication Regarding Exposure Incidents
 - v. Employee Training
 - vi. Control Methods
 - vii. Personal Respiratory Protection Guidelines
 - viii. Record Keeping

III DEFINITIONS

- A. CCR Title 8, Section 5199 - Aerosol Transmissible Diseases: establishes minimum requirements for controlling employee exposure to airborne infectious diseases. This standard requires

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employers included within the scope of the standard to develop control measures that will reduce the risk of infection for employees, based on the nature of the exposure and type of work setting.

IV PROCEDURE

A. Exposure Control Plan:

1. The Stanislaus County Sheriff's Department has established, implemented, and maintains an effective written exposure control plan which is specific to the workplace and operations.
2. The Facility Commander, Medical Administrator, and Shift Supervisor are to be responsible for administering this plan.
3. The job classifications below have occupational exposure risk to aerosolized transmissible diseases:
 - a. Deputy Sheriff Custodial
 - b. Deputy Sheriff Sergeant- Custodial
 - c. Stock Delivery Clerk
 - d. Legal Clerk
 - e. Confidential Assistant
 - f. Food Service Workers
 - g. Community Service Officers
 - h. Medical and Mental Health Personnel
 - i. Private Contractors, Providers, and Other Law Enforcement Officers

B. High-hazard procedures performed within the facility:

1. All facility staff encountering infected individuals will employ personal protective equipment.

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- a. Respiratory protection is required for incarcerated persons infected with aerosolized transmissible diseases.
 2. Work practice controls for aerosolized transmissible diseases:
 - a. Staff will utilize social distancing and isolation of infected detainees.
 - b. Personal protective equipment is to be utilized by all staff.
 - c. Disposable tissues, hand sanitizer, disinfectant wipes, and areas for hand washing will be made available to aid in preventing the spread of aerosolized transmissible diseases.
 - i. Disinfectant wipes are to be disposed of properly, not flushed down the toilet.
 - d. Vaccinations are conducted annually for staff. Staff is offered the Seasonal Flu vaccine and Tuberculosis Screening.
 - e. Department members will receive training in Blood Borne Pathogens and Disease Control annually.
 - i. Training records are stored at the Bureau of Administrative Services Unit.
 3. Signs are to be placed at each entrance of the facility, which indicates the facility is a high-risk environment for contracting aerosolized transmissible diseases.
 - a. Sneeze and cough etiquette signs are to be posted in all housing units.
 4. During the intake and booking processes, the detainee is asked a series of medical pre-screening questions to identify the signs and symptoms of aerosolized transmissible diseases.
 - a. Each detainee shall be medically cleared by facility medical personnel before acceptance into the facility.
- C. Medical Surveillance:
1. Medical surveillance is provided on an annual basis to department members. Staff is required to sign the vaccine waiver to accept or decline the vaccine.
 - a. Specific times are scheduled during the employee's shift for vaccination.

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- b. Administered vaccines are tracked by the facility's medical provider.
 - c. Vaccination records are retained at the Bureau of Administrative Services Unit.
 - d. If vaccines are unavailable, the department safety officer will document the unavailability of the vaccinations.
2. Recommended vaccinations shall be made available to all employees who have an occupational exposure risk, within 10 working days of initial assignment, unless:
- a. The employee has previously received the recommended vaccinations and is not due to receive another vaccination dose.
 - b. A physician or other licensed health-care professional has determined the employee is immune in accordance with CDC or CDPH guidelines.
 - c. The vaccine is inadvisable for medical reasons.
3. The department shall make additional vaccinations available to employees within 120 days of the issuance of new CDC or CDPH recommendations.
- a. If an employee initially declines a vaccination, but later while still covered under the standard decides to accept the vaccination, the department shall make the vaccination available within 10 working days of the request.
4. Any employee who declines to accept a recommended and offered vaccination shall sign a vaccination declination form.
- a. The only exception is when the department cannot implement these procedures due to the lack of availability of vaccines.
 - b. The department shall document its efforts made to obtain the vaccine in a timely manner and inform employees regarding the status of the vaccine's availability.
 - c. The department will check on the availability of the vaccine at least every 10 working days and inform employees when the vaccine becomes available.

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5. The department shall make available seasonal influenza vaccines to all employees with occupational risk exposure.
 - a. Seasonal influenza vaccine shall be provided during the period designated by the CDC for administration and need not be provided outside of those periods.

D. Communication Regarding an Exposure Incident:

1. Medical staff will medically evaluate the incarcerated person before determining if the incarcerated person has an aerosolized transmissible disease.
2. If it is determined that the incarcerated person tests positive for an ATD; medical staff will notify the Facility Commander who will in turn notify the Operations Sergeant of the exposure.
3. Department members are to be made aware of the exposure as it pertains to their daily activities and assignment.
4. Once a suspected or active exposure has been determined, the following steps will be taken to stop the spread of an ATD:
 - a. A particle mask is to be supplied to the incarcerated person. The incarcerated person must wear the mask whenever they are being transported inside or outside the facility, whenever they come out of their cell or come into contact with any staff member or incarcerated persons in the general jail population.
 - b. The infected incarcerated person is to be isolated from the general jail population as much as practical to curtail the spread of the ATD.
 - c. Persons with a suspected or confirmed infectious disease shall be transferred to a negative pressure medical Isolation cell.
 - d. Medical staff will brief the Facility Commander regarding the status of the person or persons with suspected or confirmed infectious diseases.
 - i. Signs are to be placed at each entrance of the facility, which indicates the facility is a high-risk environment for contracting aerosolized transmissible diseases.

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- e. The supervisor will notify those employees on shift regarding the status of the incarcerated person with the suspected or confirmed infectious disease and the precautions to take while they are in the facility.
5. The Facility Operations Sergeant shall maintain in normal operations, foreseeable emergencies, and surge situations an adequate supply of personal protective equipment and other equipment necessary to minimize exposure to ATDs.
- i. Supplies are to be purchased as necessary to meet the needs of the facility.
- E. Training:
- 1. The department shall provide ATD training through annual in-service training. ATD training shall be included in annual OSHA training classes for employees.
 - 2. The department safety officer will track all employees' ATD training. The records will be stored at the Bureau of Administrative Services Unit.
 - a. Employees will annually review the ATD Plan before taking their annual or refresher training course.
- F. Control Methods:
- 1. Feasible engineering and work practice controls shall be used to minimize employee exposure to ATD. When engineering and work practice controls do not provide sufficient protection; the department shall provide and ensure that employees use personal protective equipment. The department shall also provide respiratory protection for controlling exposure to airborne infectious pathogens.
 - 2. Work practices are implemented to prevent or minimize employee exposures to airborne, droplet, and contact transmission of aerosol transmissible pathogens. These work practices may include, but are not limited to:
 - a. Hand washing and gloving procedures.
 - b. The use of respiratory protection.

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- c. The use of personal protective equipment such as eye and face protection, surgical masks, gowns, and other protective apparel.
 - d. Cleaning and disinfecting contaminated surfaces, articles, and linens.
3. Procedures for source control shall be implemented and utilized to incorporate the recommendations contained in the Respiratory Hygiene and Cough Etiquette in Health Care Settings Standards.
 4. The procedures shall include methods to inform individuals entering the facility, being transported by employees, or otherwise in close contact with employees, of the source control practices implemented by the department.
 5. When the department is affected, it shall develop and implement engineering and work practice controls to protect employees who operate, use, or maintain vehicles that transport persons who are ATD cases or suspected cases.
 - a. The department shall consider implementing barriers and air handling systems, where feasible.
 - b. The department shall document the results and the basis for the result of their consideration process.
 - c. These control measures shall be included in the annual review of the plan per state regulations.
 6. Effective decontamination procedures shall be developed and implemented, including appropriate engineering controls for cleaning and decontamination of work areas, vehicles, personal protective equipment, and other equipment.
 7. Individuals identified for any airborne infectious disease cases or suspected cases shall be:
 - a. Provided with disposable tissues and hand hygiene materials and masked or placed in such a manner that contact with persons who are not wearing respiratory protection is eliminated or minimized until transfer or placement in an airborne infection isolation room or area can be accomplished.
 - b. Persons with a suspected or confirmed infectious disease shall be transferred to a negative pressure medical isolation cell.

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G. Personal Respiratory Protection:

1. The department shall provide a powered air-purifying respirator with a High-Efficiency Particulate Air (HEPA) filter to employees who perform high-hazard procedures on airborne infectious disease-infected persons; unless the department determines that the use would interfere with the successful performance of the required tasks.
 - a. If the use of a respirator by facility staff would interfere with the successful performance of their required job tasks, an N-95 mask is to be placed on the incarcerated persons, not the staff member.
2. The General Services Agency (GSA) will record inspections, tests, and maintenance of non-disposable engineering controls including ventilation and other air handling systems or air filtration systems.
 - a. The results shall be maintained for 5 years and include:
 - i. Names and affiliations of the persons performing the test, inspection, or maintenance.
 - ii. The date and any significant findings and actions are taken.
 - b. The person performing the test shall be knowledgeable about the assessment of the air handling system and be present during the performance of procedures or services for the system.

H. Recordkeeping:

1. The department shall establish and maintain an accurate medical record for each employee with occupational exposure. Medical records will be kept confidential.
2. The annual review records of the ATD Plan or Bio-Safety Plan shall include the names of persons conducting the review, the dates the review was conducted, the names and work areas of employees involved, and a summary of the conclusions. The record shall be retained for 3 years.
3. Records regarding the unavailability of the vaccine shall include the name of the person who determined that the vaccine was not available, the name and affiliation of the person providing

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the vaccine availability information, and the date of contact. This record shall be retained for 3 years.

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I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures in accordance with the Occupational Safety and Health Administration (OSHA) requirements for plan development, regarding the prevention and spread of tuberculosis among clients and employees.

II POLICY

- A. The Tuberculosis Protection Guidelines have been developed to provide guidelines to employees to minimize the risk of occupationally acquired mycobacterium tuberculosis (MTB). These guidelines focus on source control, control of the environment, safe work practice habits, and respiratory protective devices. Included in the program are:
1. An ongoing employee medical surveillance program.
 2. An employee training program.
 3. An ongoing risk assessment to minimize the potential for occupationally acquired MTB infection.
- B. Department members are responsible for their compliance with these guidelines. Employees are strongly encouraged to comply with annual TB surveillance and are required to comply with educational components.
1. Participation in skin testing is voluntary for all employees other than those identified to be working in high-risk classifications or positions or are known to have been exposed.
 2. For high-risk classifications or positions, or those known to have been exposed, participation in skin testing is mandatory.

III DEFINITIONS

IV PROCEDURE

- A. Risk Assessment:
1. Department members may come into contact with a person known to have or is suspected to be infected with active respiratory tract tuberculosis in many different ways. Persons who work in or around the following facilities are at a higher risk.

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- a. Hospitals
 - b. Prisons, jails, and juvenile hall
 - c. Facilities which:
 - i. Utilize procedures resulting in aerosolization of pulmonary secretions.
 - ii. Provide diagnosis, including radiographic diagnosis, or treatment of HIV infection or tuberculosis.
 - d. Employers of emergency personnel (police, fire, ambulance)
 - e. Employers other than hospitals, whose employees routinely work in hospitals
 - f. Employers of personnel who deliver non-emergency health care to patients in settings other than hospitals or clinics
 - g. Residential facilities for HIV-infected persons
 - h. Long-term care facilities for the elderly
 - i. Shelters for the homeless
 - j. Drug or alcohol treatment or counseling facilities
 - k. Laboratories, clinical research, or production facilities that work with TB bacteria
2. To ensure that persons at risk are protected, each department head shall review job tasks and job descriptions to identify any persons who might be involved in tasks that could present a risk. If persons are identified, they shall be included in this policy.
- B. TB Surveillance:
1. Every employee or prospective employee shall comply with the department head that shall:

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- a. Ensure that all prospective employees in identified higher-risk positions present either documentation of a negative skin test from within the past 3 months, or have a positive TB test, or the results of a chest x-ray within the past 3 months, before beginning employment.
- b. Every 12 months provide a Purified Protein Derivative (PPD) skin test for all subject employees.
 - i. If an employee tests positive for PPD, a TB screening form shall be completed, and a medical evaluation shall be conducted if the person shows symptoms.
 - ii. Pursuant to Title 17 CCR Section 2500; requires employers to report all cases and suspected cases of a reportable aerosol-transmissible disease and aerosol-transmissible pathogens to the local health authority within 24 hours. This section includes employees, incarcerated persons, or any other persons known or suspected.
 - iii. CCR MJS Title 15 addresses incarcerated persons' TB issues and will be followed when an incarcerated person is involved.
- c. Ensure that all employees who undergo preventive therapy for TB are provided all medical evaluation and services necessary to complete therapy.
- d. Ensure that all required TB skin tests, medical evaluation, and preventive therapies are:
 - i. Made available to the employee at a reasonable time and place.
 - ii. Performed by a licensed health care professional.
 - iii. Made available at no cost to the employee.
 - iv. Exception: where the employee is an incarcerated person, who was exposed as a result of his/her work duties and is to be released from custody before the completion of preventive therapy, the Sheriff is not required to continue therapy beyond the incarcerated person's release. However, in such a case the Sheriff shall provide the incarcerated person, upon release, with appropriate information about resources available for the continuation of therapy.

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- v. In-custody incarcerated persons are addressed in accordance with CCR MJS Title 15.
- e. Ensure that when a county department wishes to act as the evaluating licensed health care professional, the county department shall first offer the employee, and provide if requested, the option of medical evaluation and follow-up by a different licensed health care professional.
- f. Ensure that all TB skin tests are administered, and all skin test readings are observed and interpreted by a licensed health care professional in accordance with the recommendations of the CDC, current at the time the TB skin test is administered.
- g. Ensure that written notification of the TB skin test result and its interpretation are promptly provided to each employee tested and kept confidential.
 - i. Notification shall include the following statement:
 - (a) "HIV infection and other medical conditions may cause a TB skin test to be negative even when TB infection is present."
- h. Provide testing on request or when medically indicated, to any involved employee who receives a negative TB skin test result.
- i. Comply with the previous 8 procedures, except in the following cases:
 - i. Employees who work in an area that has a documented job-related conversion of an employee from negative to positive may be put on a 6-month testing program for an evaluation.
 - ii. As soon as reasonably possible, but in no case later than 72 hours after the discovery of the condition, provide a medical evaluation for TB and where medically appropriate, provide a TB skin test to any employee who is a suspect infectious TB case.
 - iii. Any employee who exhibits a TB skin test conversion, positive x-ray, or sputum sample which is recordable must have a medical evaluation for TB within one week where medically appropriate preventive therapy for TB is offered.

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- iv. Within one week from the date of a known exposure incident and again 12 weeks after the exposure incident, a medical evaluation for TB and where medically appropriate a TB skin test. Preventive therapy for TB will be, when medically appropriate, offered to any employee known to the department head to have been subject to an exposure incident.
- v. If the knowledge of TB exposure is delayed then TB testing, medical evaluation, and preventive therapy are offered according to current CDC guidelines.

C. Post-Exposure Evaluation:

- 1. Following a report, exposure, or suspected exposure incident, the department's designated officer will determine if exposure has occurred.
- 2. If the designated officer needs assistance in determining exposure, they may contact the Stanislaus County Health Officer at the Department of Public Health.

D. Atmospheric Isolation:

- 1. An infectious incarcerated person shall be transferred to a negative-pressure medical isolation cell.
 - a. Negative pressure medical isolation housing is to be utilized before relying on solely personal protective equipment to prevent exposure to MTB.
- 2. Masking of infectious individuals:
 - a. Whenever an infectious incarcerated person is not in a negative pressure medical isolation cell, the employee shall, to the extent practicable and consistent with sound medical practice, ensure that the infectious incarcerated persons wear an appropriate mask and is educated that TB is an airborne disease.
- 3. Disposal:
 - a. Filters from machines used to clean air contaminated with TB bacteria pursuant to this policy shall be containerized and treated as biohazardous waste in accordance with Health and Safety Code sections 25080, 25081, and 24090.

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4. Posting:

- a. Any room or area in which an infectious incarcerated person is housed shall be posted in such a way that employees will be apprised of the exposure hazard before entering the room or area.

E. Personal Respiratory Protection:

1. Respiratory protection will be utilized in the defined high-risk work areas, where engineering controls are not feasible or do not provide adequate protection against exposure. High-risk work areas include the following:
 - a. An isolation room in which a confirmed or suspected infectious TB incarcerated person is housed.
 - b. An enclosed vehicle in which a suspect or confirmed infectious incarcerated person is being transported.
 - c. An area of close proximity to an infectious incarcerated person undergoing high-risk procedures. Where the procedure is performed by isolating the patient in an enclosed booth or room and respiratory protection is not required.
 - d. Isolation rooms in hospitals.
2. Respirators will be placed on infectious incarcerated persons and not staff if the respirator will hinder staff from successfully performing their job duties or assignments.

F. Employee Training:

1. All employees involved with persons known to have or suspected to be infected with active respiratory tract TB shall be trained as follows:
 - a. Prevalence of TB in the community.
 - b. The nature, extent, and specific hazards of TB transmission in county departments.
 - c. Symptoms of TB.

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SECTION: Tuberculosis Control Plan	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1050, 1051, 1206.5, 1207 Health and Safety: 199.20, 199.21 CCR 17: 2500 (b) (c), 24090, 25080, 25081	ADMINISTRATIVELY APPROVED ANNUALLY

- d. Description of specific risks of infection to each exposed individual.
- e. Preventative concerns and benefits of treatment with Isoniazid or other chemoprophylactic agents and the possibility of active disease.
- f. Employer screening and engineering control currently in place.
- g. A description of why engineering controls may not be adequate to eliminate the need for personal respiratory protection.
- h. An explanation of why a particular respirator has been selected for a specific location.

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SECTION: H1N1 & H3N2 Pandemic Influenza Protection Guidelines	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1050, 1051, 1206.5, 1207, 2500 Health and Safety: 199.20, 199.21	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures in accordance with the Occupational Safety and Health Administration (OSHA) requirements for plan development regarding the prevention and spread of H1N1 influenza A and subtype H3N2.
- B. In April 2009, a novel type of influenza virus, H1N1 emerged as a significant disease. The spread of this pandemic H1N1 influenza A virus is thought to occur in the same manner that seasonal flu spreads. Although flu symptoms are typically similar no matter the strain of influenza, history has shown that seasons in which H3N2 influenza A is the dominant strain has been more severe. From 2003 to 2013, the three flu seasons that were dominated by H3N2 strains of the flu had the highest mortality rates - causing more deaths on average than in other years.
- C. The flu is primarily spread through large droplets that contact the nose, mouth, or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact to within 6 feet with others when possible. To a lesser degree, human influenza is spread by touching objects contaminated with influenza viruses, and then transferring the infected material from the hands to the nose, mouth, or eyes.

II POLICY

- A. In keeping with the requirements spelled out in the Aerosol Transmissible Disease Protection Policy, some additional guidelines have been outlined to further assist departments and their employees in minimizing the risk of occupationally acquired H1N1 or H3N2 influenza. The specific high-risk environments have been addressed in the 6-04.01 Exposure Control Plan Policy. These guidelines are general in nature. General guidelines for the prevention and spread of influenza include:
 1. Social distancing.
 2. Ongoing employee education and training.
 3. On-going practice on good cough etiquette and hand hygiene.
 4. Proper cleaning of surfaces and shared areas including countertops, phones, doorknobs, etc.

III DEFINITIONS

IV PROCEDURE

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A. Risk Assessment:

1. To assist with classifying employee exposure risks during an influenza pandemic, OSHA has divided workplaces and work operations into four risk zones, according to the likelihood of occupational exposure. Most workplaces are likely to be in the medium exposure risk or lower exposure risk groups.
 - a. Department members could encounter a person known to have or suspected to be infected with an aerosol-transmissible pathogen in different ways. It is known that the following settings place an employee at a higher risk of being exposed to aerosol-transmissible pathogens:
 - i. Hospitals
 - ii. Skilled nursing facilities
 - iii. Clinics and medical offices
 - iv. Facilities where high-hazard procedures are performed:
 - (a) Procedures include bronchoscopy; cough induced procedures, administration of aerosolized medications, or where infectious aerosols are created
 - (b) Autopsy suites
 - v. Home healthcare
 - vi. Public health services
 - vii. Long-term healthcare facilities and hospice
 - viii. Medical outreach services
 - ix. Employers of emergency personnel (police, fire, ambulance)
 - x. Facilities, services, or operations receiving persons who have been exposed to an uncontrolled release of hazardous biological agents
 - xi. Correctional facilities and other facilities that house incarcerated persons or detainees

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- xii. Homeless shelters and drug treatment programs
 - xiii. Facilities, services, or operations that perform aerosol-generating procedures on cadavers such as pathology laboratories, medical examiners' facilities, coroners' offices
 - xiv. Laboratories
 - xv. Maintenance, renovation, service, or repair operations of contaminated equipment or areas
- b. To assure that persons at risk are protected, each department head shall review job tasks and job descriptions to identify any persons who might be involved in tasks that could present a risk. If persons are identified, they shall be included in this policy. Facilities shall provide resources and an environment that promotes personal hygiene.
- i. Provide tissue, hand soap, hand sanitizer, or no-touch trash receptacles.

B. Practices:

1. Respiratory hygiene and cough etiquette is an infection control practice strategy used in the healthcare field. This strategy can assist other work areas with guidelines as well. Respiratory hygiene and cough etiquette include education on the signs and symptoms of illness and the methods of reducing risks for healthcare facility staff, patients, and visitors.
 - a. Signs and Symptoms:
 - i. The symptoms of the flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headaches, chills and fatigue, vomiting, and sometimes diarrhea.
 - b. Prevention:
 - i. All employers should implement good hygiene and infection control practices. People with influenza spread flu viruses mainly from person to person through coughing or sneezing. Touching an object with the flu virus on it and then touching your mouth or nose may sometimes cause infection.
2. Basic precautions can help prevent the spread of germs that cause respiratory illnesses like influenza. Employees are encouraged to take these precautions to protect their health:

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- a. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after use.
 - b. Wash your hands often with soap and water, for at least 20 seconds, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective when water and soap are unavailable.
 - c. Try to avoid close contact with sick people.
 - d. Avoid touching your eyes, nose, and mouth.
 - e. Maintain a healthy lifestyle by exercising and eating right.
 - f. Stay home if you are sick to prevent the spread of germs.
 - g. Keep frequently touched surfaces such as phones, keyboards, tools, and doorknobs clean, especially shared objects.
3. Whenever possible, social distancing is recommended as well as the avoidance of close contact with customers and co-workers. 6 feet of distance is the recommended separation distance.
- a. Contamination and cleaning:
 - i. Studies, thus far, have shown that the influenza virus can survive on environmental surfaces and can infect a person for 2 to 8 hours after being deposited on a surface.
 - ii. The influenza virus can be destroyed by heat, 167-212 degrees Fahrenheit, in addition to germicides which include chlorine, hydrogen peroxide, detergents or soap, iodine-based antiseptics, and alcohols which are effective against the human influenza viruses if used in proper concentration for a sufficient length of time.
 - iii. The US Environmental Protection Agency has a website that currently lists over 500 products registered for the use against influenza on hard surfaces. Some top germ spots are telephone receivers, refrigerators, microwaves, door handles, kitchen faucets, light switches, and countertops.
4. Part of education and control practices involves posting signs in languages appropriate to the population being served with instructions to employees, patients, and visitors about good hygiene practices. Respiratory and hand hygiene signs can be found on the California Department of Public Health website at:

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- c. www.cdph.ca.gov/programs/immunize/Pages/RespiratoryDiseasePrevention.aspx
- d. Signs regarding respiratory and cough etiquette should be placed in strategic locations similar to high-risk environments such as common lobby entrances, counters, or cafeterias.
- e. Resources that may be considered for some strategic locations and employees are tissues, no-touch receptacles, soap and water, and hand sanitizers.

C. Personal Protective Equipment (PPE):

1. While administrative and engineering controls and proper work practices are considered to be more effective in minimizing exposure to influenza, the use of PPEs may also be designated during certain exposures.
2. If used correctly, PPEs can help prevent some exposures; however, they should not take the place of other preventive interventions, such as engineering controls, cough etiquette, and hand hygiene.
3. Examples of personal protective equipment are gloves, goggles, face shields, surgical masks, and respirators (e.g., N-95). Personal protective equipment must be:
 - a. Selected based on the hazard to the detainee
 - b. Properly fitted and some must be periodically refitted (e.g., respirators)
 - c. Conscientiously and properly worn
 - d. Regularly maintained and replaced as necessary
 - e. Properly removed and disposed of to avoid contamination of self, others, or the environment.

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CHAPTER : Environment, Maintenance, & Disease Protection / ATDPP	ISSUE DATE: 09/19/11
SECTION: Hantavirus	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1050, 1051, 1206.5, 1207, 2500 Health and Safety: 199.20, 199.21	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures in accordance with the Occupational Safety and Health Administration (OSHA) requirements for plan development, regarding the prevention and spread of Hantavirus.
- B. Hantavirus is a family of viruses found in rodents. These viruses have caused serious health problems in other parts of the world. The Hantavirus referenced in this policy is unique to North America. This strain attacks the lungs instead of the kidneys as the other strains do; resulting in a disease termed Adult Respiratory Distress Syndrome (ARDS). Typical cases of ARDS initially seem similar to the flu: high fever, muscle aches, cough, and headache. These symptoms typically develop 1-2 weeks after exposure, but the range may be as wide as a few days up to 6 weeks.
- C. Rodents, especially the deer mouse, are the primary host of Hantavirus although recent research has shown that other small mammals can be infected as well. Infected rodents shed Hantavirus in their saliva, urine, and droppings. Infection can occur when saliva, urine, or droppings from an infected rodent are inhaled as an aerosol produced directly from the rodent or when the dried material is disturbed in such a way that creates dust and is inhaled. Infection can also occur when rodent excreta is introduced into a cut, abrasion, or mucus membrane. People have also become infected after a rodent bite.
- D. Risk of Hantavirus infection is low for persons who do not have direct rodent contact and who do not live in dwellings heavily contaminated with rodent droppings. Rodents often harbor other disease organisms, and it is prudent to take sensible precautions to avoid contact with rodents or rodent droppings, especially in rural settings.

II POLICY

- A. All department members will work in the safest manner possible. To ensure this, while working around materials or in an area that may contain materials with the Hantavirus, the following policy is to be followed, this section contains specific recommendations:
 1. Eliminating rodents and their droppings inside buildings.
 2. Preventing Hantavirus exposure while cleaning up rodent-contaminated areas.
 3. Minimizing risk while performing field duties.
- B. This policy is based on:
 1. The assumption that all wild rodents and their droppings are infected or contaminated.
 2. This policy is established to minimize contact and potential exposure to Hantavirus.

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3. This policy is periodically evaluated and modified if necessary.

C. This policy is divided into 2 basic levels of workplace safety issues:

1. Level I – Routine Office Situations and Field Workers
2. Level II – Clean-Up Requirements of Heavy Rodent Infestations

III DEFINITIONS

IV PROCEDURE

A. Risk Reduction:

1. Eradicating the reservoir hosts of Hantaviruses is neither necessary nor feasible. The best current approach for disease prevention and control is risk reduction through environmental practices that deter rodents from colonizing the work environment.
 - a. Hantavirus expected risk factors include:
 - i. Inhabiting rural dwellings with indoor rodent populations.
 - ii. Occupying previously vacant cabins or dwellings.
 - iii. Cleaning barns and other outbuildings.
 - iv. Residing in or visiting rural areas where the rodent population has increased.
 - v. Planting or harvesting field crops.
 - vi. Disturbing rodent-infested areas.
2. It is likely that the greatest risk of becoming infected with the Hantavirus is through the inhalation of aerosols of droppings or saliva produced directly by rodents. The risk is more likely to occur indoors than outdoors. Keeping rodents out of buildings is the first order of risk reduction. However, buildings that are already infested require that the infestation be abated and cleaned up. These activities must be carried out in such a manner as to minimize the inherent risk.

B. Level I – Routine Office Situations and Field Workers

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1. Special precautions for the clean-up of occasional rodent droppings or trapped rodents are generally not needed. However, it is required that the following simple procedures be used for office situations:
 - a. Do not use vacuum cleaners or sweep with dry brooms as this will create dust.
 - b. Spray dead rodents, rodent nests, droppings, and other items that have been contaminated by rodents with a 1 to 5 dilution of household bleach in water, solution: 1 part household bleach to 5 parts water.
 - i. Soak the material thoroughly and place it in a plastic bag. Seal, place in a second plastic bag, and dispose of at the County Landfill.
 - c. Disinfect countertops, cabinets, drawers, and other durable surfaces by washing with a solution of detergent, water, and disinfectant. Allow to air dry.

C. Level II – Clean-Up Requirements of Heavy Rodent Infestations

1. The following are special precautions for cleaning buildings with heavy rodent infestations (e.g., piles of feces or numerous dead animals). These precautions may also apply to vacant dwellings that have attracted several rodents while unoccupied. Rodent infestation can be determined directly from the observation of animals or indirectly from the presence of rodent droppings in closets, cabinets, or floors.
2. General Field Safety:
 - a. Never touch a rodent, its droppings, or its urine with your bare hands. Always use plastic or rubber gloves when handling dead rodents, contaminated traps, or cleaning up rodent material.
 - b. Take all precautions to prevent being bitten by rodents.
 - c. Protective goggles should be worn if it is anticipated there will be material contacting the eyes. The use of respiratory protection should be considered when contaminated material might become aerosolized.
 - d. Appropriate protective clothing such as gloves, coveralls, boots, lab coats, goggles, and an appropriate respiratory protection device, such as a half-mask air purifying respirator with a high-efficiency particulate (HEPA) air filter or a powered air purifying respirator (PAPR) with HEPA filters shall be worn.
 - e. All involved field staff shall complete appropriate respiratory use training before participating in any clean-up work at this level. Knowledgeable persons should supervise staff. Eating, drinking, and smoking are prohibited in areas where respirators are in use.

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- f. Staff working in potentially high-risk settings shall be informed by the supervisor about the symptoms of the disease and be given current detailed guidance on preventive measures.
 - g. Staff who develops a fever or respiratory illness within 45 days of the last exposure should seek medical attention immediately and inform the attending physician of the potential occupational risk of Hantavirus Infection.
 - i. The physician should contact the local Public Health Officer immediately if a Hantavirus-associated illness is suspected.
3. Cleaning Buildings with Heavy Rodent Infestation:
- a. Caution should be exercised in cleaning dwellings heavily infested with rodents. Dwellings with evidence of infestation should first be aired out, and then rodent debris should be thoroughly wetted with a 1 to 5 dilution of household bleach in the water to reduce the formation of dust or aerosols. Debris should then be wiped-up and placed in double plastic bags for disposal.
 - i. Do not use vacuum cleaners or sweep with dry brooms that will create dust.
 - b. Persons involved in the clean-up shall wear disposable coveralls, a hair covering, rubber boots or disposable shoe covers, rubber or plastic gloves, protective goggles, and an appropriate respiratory protection device such as a half-mask air purifying respirator with a high-efficiency particulate (HEPA) air filter or a powered air purifying respirator (PAPR) with HEPA filters.
 - c. All involved field staff shall complete appropriate respirator use training before participating in any clean-up work. Knowledgeable persons should supervise staff. Eating, drinking, and smoking are prohibited in areas where respirators are in use.
 - d. Before rodent elimination work is begun, ventilate closed buildings or areas inside buildings by opening doors and windows for at least 30 minutes. Use cross ventilation if possible. Leave the area until the airing out period is finished. The airing process may help remove or dilute any aerosolized virus produced directly by living rodents, which may urinate when startled.
 - e. Spray dead rodents, rodent nests, droppings, or other items that have been contaminated by rodents with the disinfectant solution. Soak the material thoroughly and place it in a plastic bag. Seal, place in a second plastic bag, and dispose of at the County landfill.
 - f. After the above items have been removed, mop floors with a solution of water, detergent, and disinfectant.

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- g. Disinfect countertops, cabinets, drawers, and other durable surfaces by washing with a solution of detergent, water, and disinfectant. Allow to air dry.
4. Disposing of Rodents and Rodent Material:
- a. Workers should wear a half-mask air-purifying respirator with HEPA filter or PAPR with HEPA filter when removing live rodents from traps or handling live rodents.
 - b. Rodent carcasses and material should be placed in plastic bags that contain enough disinfectant to thoroughly wet them. Seal the bag and then dispose at the County Landfill.
 - c. Traps contaminated by rodent urine or feces should be decontaminated by soaking in the 20% diluted bleach solution: 1 part household bleach to 4 parts water.
5. Procedures for Decontaminating Protective Gear:
- a. Personal protective gear should be decontaminated before removal.
 - b. The personal protective equipment outerwear of each protected worker should be sprayed with the 20% diluted bleach solution from the neck down taking care to avoid the face. After spraying down:
 - i. Remove disposable coveralls.
 - ii. Remove the head cover.
 - iii. Remove the foot cover.
 - iv. Remove the respirator.
 - v. Remove gloves
 - c. Thoroughly wash hands with soap and water after removing gloves. When using the bleach solution, avoid spilling the mixture on clothing or other items that may be damaged.
 - d. Workers should shower with soap and water as soon as possible after removing protective gear.
 - e. Disposable protective gear handled in this manner does not need to be handled as infectious waste. After bagging in plastic bags, it can be disposed of as household trash.

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D. These recommendations for prevention and control represent general measures to minimize the likelihood of human exposure to Hantavirus-infected rodents. The impact and utility of the recommendations will be continually reviewed, especially as additional epidemiological and laboratory data related to the virus becomes available. It may be necessary to modify these recommendations in the future.

1. Recommended supplies for clean-up of heavily infested Level II rodent-contaminated areas.
 - a. Rubber Gloves
 - b. Goggles
 - c. Portable Sprayer
 - d. Spray Bottles
 - e. Disinfectant, 20% diluted bleach solution or quaternary ammonium compounds
 - f. Respirators with HEPA filters
 - g. Buckets
 - h. Garbage Cans
 - i. Trash bags
 - j. Snap Traps
 - k. Disposable Coveralls
 - l. Rubber Boots
 - m. Duct Tape
2. Recommended procedures for reopening a heavily infested Level II building.
 - a. Don all Personal Protective Equipment
 - b. Open and ventilate thoroughly
 - c. Quick walk-through for signs of infestation

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- d. Disinfect
 - e. Trap
 - f. Ventilate and disinfect
 - g. Ongoing trapping
 - h. Inspect for winter damage
 - i. Repeat inspection, ventilation, disinfection, and trapping cycle as necessary
3. Recommended work plan for clean-up of heavily infested Level II rodent-contaminated areas.
- a. Begin control efforts
 - b. Seal
 - c. Ventilate
 - d. Spray disinfectant
 - e. Set traps
 - f. Remove trapped animals
 - g. Re-spray
 - h. Survey interior
 - i. Seal
 - j. Continue trapping, sealing, and disinfecting
- E. For staff involved in heavily infested Level II clean-ups; the safety measures described herein are to be followed explicitly and completely by all staff participating in such work.
- 1. Any person, not employed by Stanislaus County, who participates in any manner and for any duration in the work conducted by Stanislaus County, shall also be required to follow the safety measures as required by this policy.
 - 2. No exceptions are to be allowed or tolerated.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.01 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Nutritional Services Administration	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015- 2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for administering a food service plan that complies with the applicable California Retail Food Code. There shall be a trained and experienced food services manager to prepare and implement a food service plan for the Stanislaus County adult detention facilities.

II POLICY

- A. Nutritional Services will provide a standardized management system to execute a cost-effective and efficient food service operation.
1. Nutritional Services staff will operate under the direction of a technically trained food service manager with proven experience and abilities in organizing and administering a complex food service system.
 2. The food service manager will have the authority and responsibility to develop and manage all aspects of the food service program with high professionalism.

III DEFINITIONS

IV PROCEDURE

- A. Administration of Nutritional Services:
1. The food service manager will:
 - a. Develop procedures for actual meal service.
 - b. Plan menus.
 - c. Identify vendors and purchase food.
 - d. Identify the methods, equipment, and supplies to transport and serve food at safe temperatures and of palatable quality.
 - e. Implement a portion control system.

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- f. Designate and supervise kitchen personnel.
 - g. Train facility staff in serving food to comply with sanitary standards outlined in Health and Safety Code Division 104 Part 7, Chapter 4, Articles 6-8, Sections 113700 et seq. California Retail Food Code.
 - h. Train food service staff and incarcerated persons.
 - i. Dispose of garbage and trash in a safe and sanitary manner.
 - j. Prepare a yearly food budget.
 - k. Plan a logistical support system for the food preparation function.
 - l. Implement a food cost accounting system and inventories.
 - m. Develop an emergency feeding plan.
 - n. Maintain and repair food service equipment and appliances.
 - o. Ensure ovens are operating properly and controls are pre-set correctly.
 - p. Ensure hot water dispensers are set at the correct temperature to meet standards as set by the Health and Safety Code.
- B. Management of Nutritional Services Records:
1. The nutritional services manager will maintain budgeting, purchasing, and a cost accounting system to document the following information:
 - a. Compliance with established daily nutritional requirements.
 - b. Special diet requests and composition.
 - c. Food consumption.
 - d. Number of incarcerated person meals served daily.
 - e. Number of meals served to employees, guests, and visitors.

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- f. Average raw food cost per person, per day.
- g. Average total cost per meal served.
- h. Estimate of food service requirements based on population count at least 30 days in advance.
- i. Daily records of food production and utilization as well as disposal.
- j. Monthly, semi-annual, and annual utilization records.
- k. Maintenance of records kept on all food products purchased, raised, produced, and utilized to compute average daily raw food cost, per day.
- l. Effective procurement procedures which result in the purchase of supplies at competitive wholesale prices and under other favorable conditions when possible.
- m. Records of perpetual and monthly physical inventories and methods used to ensure that food is not stored beyond its safe shelf life.
- n. Cost performance data for objective program planning and evaluations.

C. Food Portion Control:

1. All meals will be prepared to allow incarcerated persons, staff, guests, and visitors the same quality and quantity of food.
2. Portion control techniques are applied by nutritional services at the time the food allowances are filled for each housing area.
3. Standard individual portion sizes are provided as they appear on the posted menu and transport log.
4. Excess hot and cold trays may be distributed to incarcerated persons.
5. Excess foods such as milk, which has not passed the expiration date printed on the carton, bag lunches, and loafed bread should be saved for later distribution.

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SECTION: Nutritional Services Administration	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015- 2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

- a. Store excess food in the walk-in refrigerators located throughout the Public Safety Center site.
- b. Do not return food to the main kitchen by the food cart. Food returned in this manner must be disposed of because there is no way of determining if proper cold storage or holding temperatures were met.

D. Food Storage:

1. Kitchen supplies shall be stored in the proper locations upon delivery to the facility and/or housing units.
2. Food carts shall be immediately moved into refrigeration units when they are received at the facility or the housing units.
3. Food carts shall not be left outside of the refrigerator for extended periods.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.02 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Nutritional Services Health & Safety Compliance	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for health and safety compliance regarding nutritional services.

II POLICY

- A. Nutritional Services will comply with all applicable federal, state, and local health laws and health regulations to provide adequate health and safety protection for all incarcerated persons, staff, and visitors.

III DEFINITIONS

IV PROCEDURE

- A. Personal Hygienic Requirements for Food Handlers:
 - 1. The nutritional services manager will ensure that all food handlers working in food service:
 - a. Utilize hygienic food handling techniques:
 - i. Use appropriate equipment such as tongs, gloves, ladles, etc.
 - ii. Wear clean and washable uniforms.
 - b. Thoroughly wash hands and any portion of the arms exposed to direct food contact with cleanser and warm water, by vigorously rubbing lathered hands and arms for at least 15 to 20 seconds and rinsing with clean running water followed by drying hands.
 - i. Upon reporting for duty and before donning gloves for working with food.
 - ii. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
 - iii. When switching between working with raw food and working with ready-to-pre dispensing or serving food.

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SECTION: Nutritional Services Health & Safety Compliance	REVISION DATE: 01/18/23
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- iv. After touching face or hair.
 - v. After picking up items from the floor or handling soiled equipment or utensils.
 - vi. After handling garbage.
 - vii. After using restroom facilities.
 - viii. After coughing, sneezing, eating, or drinking.
 - ix. After any other activity that may contaminate the hands.
- c. Maintain clean hands and fingernails. Food handlers may not wear fingernail polish or fake nails.
 - d. Wear plastic gloves while handling food and utensils.
 - e. Incarcerated persons will always wear hairnets while in the kitchen or food preparation area. Incarcerated persons with facial hair will wear a beard net.
 - f. Employees will always wear hairnets while in the kitchen or food preparation area. Staff with short hair may wear a uniform cap instead of the hairnet.
2. The supervising cook will make daily health and safety inspections of all food handlers at the beginning of each shift to ensure:
- a. The absence of apparent illness or infection.
 - b. The absence of any skin lesions, rashes, or wound that is open or draining.
 - c. The adherence to dress code and sanitation hygienic codes and practices.

B. Equipment & Safety Inspections:

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SECTION: Nutritional Services Health & Safety Compliance	REVISION DATE: 01/18/23
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1. All food service areas and equipment are to be inspected daily by the supervising cook to ensure acceptable sanitary and safety conditions, and for compliance with established health and safety codes.
 - a. Any deficiencies discovered regarding equipment shall be reported immediately to the shift supervisor.
2. The nutritional services manager will ensure that an inspection report is generated daily containing:
 - a. Refrigeration and water temperatures.
 - i. Refrigeration units are inspected to ensure a temperature of 40 degrees or lower is maintained.
 - ii. The optimal temperature for food storage is 36 degrees.
 - iii. The shift supervisor is to be notified immediately if the temperature is found to be above 40 degrees.
 - iv. Deficiencies are recorded and addressed immediately.
 - b. Work areas are to be kept in a clean and sanitary condition free of health and safety hazards.
 - c. Food storage areas shall continually be inspected for cleanliness and sanitary conditions.
 - d. Kitchen facilities will comply with all structural and equipment standards set forth and mandated in the Health and Safety Code.
 - e. Cutlery control is to be maintained by the established policy.

C. Personnel Training:

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1. Standardized training, demonstrations, and observations in proper sanitation, hygiene and safety techniques are facilitated by the supervising cook, environmental health staff, and department members continuously.
 - a. Personnel are to be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers.
 - b. Personnel will attend regular meetings to discuss accident prevention and analyze major accidents to prevent reoccurrence.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.03 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Menu Planning	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for menu planning.

II POLICY

- A. A standardized 30-day menu cycle shall be planned and certified at least 1 month in advance of its use and will provide a variety of foods to prevent repetitive meals.

III DEFINITIONS

- A. Dietary Allowances: the total utilizable nutrient composition of food items provided daily at planned mealtimes.
- B. Recommended Dietary Allowances, National Academy of Science: the average daily nutritional requirements needed for overall body maintenance and working efficiency adjusted for age, gender identity, and activity level.

IV PROCEDURE

- A. Food Preparation:
 1. Nutritional services will maintain a standardized recipe file based on tested recipes established by the Stanislaus County Nutritionist and adjusted to a yield appropriate to the facility population.
 2. All food is prepared and served in a manner that will maximize safety, quality, and control, and will:
 - a. Preserve the nutrient quality and content.
 - b. Enhance the appearance and overall palatability.
 - c. Preserve flavor, color, and texture.
 - d. Fulfill the appropriate temperature requirements for hot and cold food.

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B. Menu Evaluations:

1. Menus shall be planned at least 1 month in advance and shall be planned to provide a variety of foods. The Stanislaus County Nutritionist shall approve menu cycles.
2. If any meal served varies from the planned menu, the change shall be noted in writing on the Menu Change Log.
3. Before a meal is served, the Stanislaus County Dietician should approve substitutes and additions to the menu.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.04 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Special Diets	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015- 2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures regarding the use and delivery of special diets.

II POLICY

- A. Special diets are available to provide dietary modifications for medical and therapeutic needs, religious preferences, and disciplinary reasons.
 1. Religious diets must be validated by the Sheriff's Department Chaplin and approved by the Adult Detention Division Commander or designee.
 2. Other than medical staff; the Facility Commander shall review and approve procedures and authorizations for special diets.

III DEFINITIONS

- A. Therapeutic and Medical Diet Modifications: the need to change standard menu composition for the expressed purpose of addressing a therapeutically physical or biological need. The adjustments of specific nutrients, texture, consistency or feeding frequency are designed to facilitate and maintain the health and well-being of the individual.
- B. Religious Preference: a set of principles supporting religious practices that are recognized by persons who share common ethical or moral views.

IV PROCEDURE

- A. Service of Special Diets:
 1. The attending physician prescribes medical diets. Medical will send a list of medical diets to Support Services daily. A registered dietician will approve all diet plans.
 2. Medical diets and their delivery must be documented. The incarcerated persons must sign the work production sheet signifying that they have received their special diet tray.
 - a. If the incarcerated persons are unable or unwilling to sign; staff will sign the sheet indicating the special diet tray was delivered.

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- b. The signed form is returned to Support Services.
3. Support Services will maintain a Medical Diet Manual containing a list of diets, sample menus, and a list of appropriate substitutions. The county dietician and the attending physician will review and approve the diet manual annually.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.05 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Control of Kitchen Cutlery Equipment	REVISION DATE: 01/18/23
<u>RELATED ORDERS:</u>	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes accountability procedures for all controlling kitchen cutlery equipment.

II POLICY

- A. The supervising cook is responsible to monitor the control of all kitchen cutlery equipment.
1. All kitchen cutlery equipment shall be inventoried and controlled to maintain safety and security.
 2. Department members shall be held responsible to safeguard against loss and to ensure the safety of staff and incarcerated persons.

III DEFINITIONS

- A. Kitchen Cutlery Equipment: sharp objects used for food preparation such as knives, meat cleavers, slicer or dicer blades, spatulas, forks, etc.
- B. Control Panel or Shadow Board: a locked cabinet, located in the kitchen area, used to secure cutlery equipment. Each item stored within the box is outlined to show its proper place and for quick recognition when an item is out of the box.
- C. Modified Control: staff having visual supervision and recognition of cutlery objects in use for food preparation.

IV PROCEDURE

- A. Equipment Control Process:
1. Department members shall inventory all equipment stored in the control panel or shadow board at the beginning and end of each shift.
 2. Department members will conduct a weekly inventory of modified control items.
 3. Department members will ensure the control panel is always locked unless issuing an item or returning an item to the control panel.
 4. Department members will immediately notify the shift supervisor when a controlled item is missing or unaccounted for.
 - a. Incarcerated person workers are not to leave the kitchen area.
 - b. Incarcerated workers are to be searched and cleared before leaving the kitchen area.

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<p>SECTION: Control of Kitchen Cutlery Equipment</p>	<p>REVISION DATE: 01/18/23</p>
<p><u>RELATED ORDERS:</u></p>	<p>ADMINISTRATIVELY APPROVED ANNUALLY</p>

5. The shift supervisor will initiate a search for the missing items and assign a deputy sheriff to investigate and write an incident report.
 - a. The supervising cook is responsible to write a supplemental report.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	7-01.06 GDP
CHAPTER : Food Service	ISSUE DATE: 04/01/11
SECTION: Meal Service	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1240, 1241, 1242 1243, 1245, 1246, 1247, 1248 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015- 2020 Dietary Guidelines for Americans. Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for the service of incarcerated persons' meals.

II POLICY

- A. Department members shall supervise the service of incarcerated person's meals to ensure food safety, proper handling, adequate distribution, equal treatment of incarcerated persons, and overall waste reduction.
 1. Incarcerated persons are provided 3 meals daily for 24 hours.
 - a. At least 1 meal is to be served hot.
 2. Meals are to be served at regular intervals daily for 24 hours.
 3. There shall be no more than 14 hours between the evening meal and the breakfast meal.
 - a. Exception for this directive is exigent circumstances.
 4. Supplemental food or meals shall be provided if the time between meals exceeds 14 hours.
 5. 15 minutes shall be allotted for eating time once the last incarcerated persons have received their meal.

III DEFINITIONS

- A. Work Production Sheet: detailed information regarding all food to be served at each meal, the portion sizes, heating instructions, and any special diet instructions.

IV PROCEDURE

- A. Mealtimes and Meal Counts:
 1. Incarcerated person's meals are served at approximately 0400, 1030, and 1630 hours.
 - a. The time between meals shall not exceed 14 hours.

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CHAPTER : Food Service	ISSUE DATE: 04/01/11
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- b. Meals are served either in the incarcerated person's cell, dayroom, or at work sites, depending on the incarcerated person's classification status.
 2. The shift supervisor must approve any meal service deviations from the regular menu.
 - a. Example: emergency lockdown requiring bag lunches to be served.
 3. Kitchen staff will confirm the incarcerated person's count with each facility when preparing meals.
 - a. Kitchen staff will contact the shift supervisor for any discrepancies regarding the count.
 - b. The supervisory cook shall prepare meals projected on estimated future numbers.
 4. Work crew supervisors and staff responsible for checking out incarcerated person's work crews shall request the number of lunches needed from support services.
 - a. Kitchen staff will contact the shift supervisor for any discrepancies between the number of meals requested and the number of incarcerated persons on the work crew.
- B. Incarcerated Kitchen Workers:
 1. Incarcerated person workers will prepare and serve meals under the supervision of department staff.
 - a. This includes pre-heating ovens and maintaining sanitary conditions in food preparation and service areas.
 2. Incarcerated person's kitchen workers will:
 - a. Contain and cover hair and facial hair with hair nets.
 - b. Wash their hands upon:
 - i. Reporting to duty.
 - ii. After using restroom facilities.
 - iii. After handling garbage.

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- iv. After any other potentially unsanitary practice.
 - c. Wear plastic gloves always during the preparation of meals or handling of food.
 - d. Kitchen workers are to eat their meals after all incarcerated persons have been served.
- C. Meal Service:
1. Preparation for meal service is to start approximately 45 minutes before the time the meal is intended to be served.
 2. Staff will supervise food preparation and food service.
 3. Incarcerated persons workers are responsible for the following duties:
 - a. Prep food.
 - b. Heat food in the oven.
 - c. Remove heated food from the oven.
 - d. Place food on the service line or in service carts or trays.
 - e. Serve all food items on the menu.
 4. Meals are to be saved for those incarcerated persons who are out of the unit during meal service.
 - a. Incarcerated persons not present, during the lunch meal will be provided a sack lunch upon return if they were not served a meal while out of the unit.
 5. Special diets are to be served first before regular meal service.
 - a. The incarcerated persons will sign the work production sheet documenting that they received their special diet.
 - i. In special handling units, where incarcerated persons are served meals in their cells, staff will sign the production sheet documenting that the incarcerated persons have received the special diet tray.

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- b. Staff will return the production sheet to the main kitchen.
6. Once all special diets have been served; the remainder of the incarcerated persons will be paged to report to the dayroom.
 - a. Incarcerated persons will form an orderly line and remain quiet while in the service line.
 - b. Incarcerated persons housed in special handling units shall be served their meals through the tray slot in their cell door.
 - i. This service is to be completed by staff, not incarcerated workers.
7. Staff will log any meal refusals on their unit log.
8. If incarcerated persons indicate, they are on a hunger strike:
 - a. Staff will notify the shift supervisor. The shift supervisor will notify the facility commander and medical immediately.
 - b. Staff will generate an incident report.
9. Staff will ensure the following housekeeping duties are completed after each meal:
 - a. All tables are cleaned and sanitized.
 - b. Garbage is removed from the dayroom and kitchen area.
 - c. Ovens and other kitchen equipment are cleaned and sanitized.
 - d. Kitchen and dayroom floors are swept, mopped, and vacuumed if necessary.
10. Staff shall collect garbage from incarcerated persons who are served meals in their cells.
11. The following will apply in housing areas where meals are served in the dayroom:
 - a. Each incarcerated person will place trays and paper refuse in the containers provided.
 - b. Incarcerated workers will tie all garbage in plastic bags and place them in the sally port foyer area for removal.

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- c. Soiled materials, bags of garbage, or bags of laundry are not to be placed on top of or in the food carts at any time.

D. Serving and Food Tray Count:

1. Kitchen staff will count the number of serving trays in each food cart. The number of trays is recorded on a strip of masking tape on the outside of the food cart.
 - a. Staff will verify the number of serving trays in their carts as the food arrives at the unit.
 - b. Serving trays are to be verified again after the meal service before the cart is sent out of the housing unit.
 - c. The shift supervisor is to be notified regarding any discrepancies in the serving tray count.
2. Kitchen staff will count food trays on each meal cart verifying the number of trays is adequate to feed the number of incarcerated persons in each housing area.
 - a. Kitchen staff will record the food tray count on the work production sheet. The work production sheets are sent with each meal cart to the respective housing unit.
3. Staff will count the food trays on each meal cart at the beginning of their shift, ensuring that the number of food trays or sack lunches is adequate to feed the number of incarcerated persons in their housing unit.
 - a. Staff will record the food tray count on the work production sheet included in the food cart.
 - b. Staff will contact kitchen staff for any needed additional food trays.

E. Transporting Food Carts:

1. Support Services shall be responsible for the transportation of food carts from the main kitchen to the facility's walk-in refrigerators.
2. Facility staff is responsible to move food carts from the walk-in refrigerators to the housing units.

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- a. At MHU 1 & 2 incarcerated person workers will move food carts from the main kitchen to Units 1 and 2.

F. Extra Food and Disposal:

1. No food trays that have been cooked shall be saved for later meal service.
2. Any food that is left over or extra after a meal service may be passed out to the incarcerated persons or eaten by staff.
 - a. Cooked food trays are to be eaten within 2 hours of cooking.
 - b. Cooked food trays are to be discarded after 2 hours and not consumed.
3. Food trays that are not cooked within the day they are intended to be served shall be disposed of.
4. Sack lunches may be kept in the refrigerator as extra meals.
 - a. Sack lunches shall only be kept for a period of 3 days. There is a date stamp on each sack lunch.
 - b. Staff shall check the date stamp before eating or serving the sack lunch to an incarcerated person. If expired, the sack lunch must be disposed of.
5. All food served by staff to incarcerated persons is intended to be eaten during meal service.
 - a. Incarcerated persons shall not take food from meals to their cells or save food.
 - b. Any facility food found in an incarcerated person's cell is to be considered contraband and disposed of unless approved for medical reasons.
6. When meals are served to incarcerated persons in their cells; additional or left-over food is to be collected, removed from the incarcerated person's cell, and disposed of.
7. When meal service is complete, the unit trash is to be removed from the unit and disposed of.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	8-01.01 GDP
CHAPTER : Medical/Mental Health & ADA Services	ISSUE DATE: 04/01/11
SECTION: Medical Services	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1029, 1050, 1056, 1057, 1200, 1209, 1211, 1213, 1214, 1215 PC: 4011, 4011.6, 4011.8, 4011.2 Health and Safety: 11222, 11757.59 Welfare & Institutions Code: 5328 Wellpath: Policy and Procedural Manual, Stanislaus County Adult Facility HIPAA (Health Insurance Portability and Accountability Act of 1996 Reproductive Privacy Act Article 2.5 (commencing with Section 123460) of Chapter 2 of Part 2 of Division 106 of the Health and Safety Code).	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures regarding treatment and health care services for all individuals detained or confined in Stanislaus County detention facilities and who need or require medical care.

II POLICY

- A. Health services are provided to all individuals for the purpose of reducing suffering from medical, dental, or mental health problems. The primary responsibility of health services personnel is to provide required services for the entire incarcerated persons population.
1. Health services personnel shall not be required to provide any service that is of non-medical nature.
 2. Health services shall adhere to and comply with all security regulations.
 3. Incarcerated persons will not be used for medical, pharmaceutical, or cosmetic experiments.
 - a. This does not prohibit the need for individual medical treatments, which are not generally available.
 4. Health services personnel shall make timely room visits to non-ambulatory or bed rest recovery room patients to complete interviews, exams, and treatments.
 5. Scheduled medical and dental appointments are to be conducted in designated areas.
 - a. Medical and dental prostheses are authorized upon approval of the responsible physician or dentist when the health of the incarcerated persons would otherwise be adversely affected.
 6. Health care maintenance will be conducted for people undergoing prolonged incarceration, an age-appropriate and risk factor-based health maintenance visit shall take place within the person's second year of incarceration.
 - a. The specific components of the health maintenance examinations shall be determined by the responsible physician based on age, gender, and health.

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- b. Thereafter, the health maintenance examinations shall be repeated at reasonable intervals, but not to exceed one year, as determined by the responsible physician.
- B. Health services personnel will assist in the management of incarcerated persons with medical and mental health conditions.
1. The health services administrator and the classification officer will consult with each other regarding incarcerated persons who are diagnosed as having psychiatric illnesses.
 2. When appropriate, such consultation could include:
 - a. Housing assignments.
 - b. Program assignments.
 - c. Disciplinary measures.
 - d. Transfers in and out of the facility.
 - e. Returning from the court.
 3. Staff shall not urge, force, or influence a pregnant person's decision on termination of pregnancy. In addition, may not confer authority or discretion to nonmedical jail staff to decide if a pregnant person is eligible for an abortion.
- C. The medical detoxification of incarcerated persons is accomplished under the supervision of medical personnel. A sobering cell shall be utilized for those individuals, displaying such a high level of intoxication, that they are a danger to themselves.
1. The sobering of intoxicated individuals is accomplished under the observation and care of custodial personnel and medical personnel.
 2. Any individual whose condition requires them to remain in a sobering cell environment, for more than 6 hours, shall be examined by medical personnel to determine the presence of a more severe medical condition.
- D. No individual shall be deprived of health care services as a result of being indigent. No essential medication is to be withheld because of a lack of funds.

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1. No condition or restriction upon the obtaining of abortion by an incarcerated person detained in any detention facility, pursuant to the Reproductive Privacy Act Article 2.5 other than those contained in that act, shall be imposed.
2. An incarcerated person found to be pregnant and desiring an abortion shall be permitted to determine their eligibility for an abortion pursuant to law, and if determined to be eligible, shall be permitted to obtain an abortion.
 - a. There shall be no gestational limits inconsistent with state law.
 - b. There shall be no unreasonable delay in access to the procedure.
 - c. Transportation shall be provided without requiring a court order.
- E. An incarcerated person may refuse both emergency and non-emergency medical treatment and psychiatric care. Incarcerated persons are to be informed of their right to refuse treatment.
 1. An incarcerated person may be treated by their own private physician at the facility. The incarcerated persons or their insurance carrier shall be liable for all physician fees for services.
 - a. Use of over-the-counter medications is not included in this requirement. This includes aspirin, laxatives, antacids, etc.
- F. Department members with a reason to believe, that an incarcerated person is suffering from a behavioral crisis shall immediately notify the shift supervisor and classification.
 1. Classification shall take appropriate action to segregate the incarcerated persons and arrange for a psychiatric evaluation as soon as practical or minimally within 24 hours or the next day's sick call, whichever is earliest.
 2. At the request of health services personnel, arrangements shall be made to transfer a behavioral crisis incarcerated person to the proper facility for diagnosis, evaluation, and treatment under the authority of 4011.6 PC, pursuant to CCR MJS Title 15: 1029.
 - a. If an incarcerated person is transferred to such a facility, the Director of Mental Health is to be notified as soon as possible. If local charges are pending against the incarcerated persons, the court shall also be notified of the transfer.

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- G. Department members with a reason to believe, that an incarcerated person is developmentally disabled shall immediately notify the shift supervisor and classification.
1. If necessary, classification shall take appropriate action to segregate the incarcerated persons pursuant to CCR MJS Title 15: 1050.
 2. Health services personnel shall be notified. Arrangements are to be made with Valley Mountain Regional Center within 24 hours.
 3. Classification shall be notified regarding any change or need for housing.
- H. Prescribing, dispensing, and administering pharmaceuticals shall be accomplished in accordance with federal and state laws by licensed health care and psychiatric professionals.
1. Psychotropic medications are only prescribed when clinically authorized as one part of a program or therapy.
 2. Psychotropic medications shall not be used as a means of chemical restraint.
- I. Medical records shall be kept by health services personnel separate from booking records. Health services personnel will control access to all medical records.
1. Health services personnel will inform the Facility Commander regarding any information deemed to be necessary for the management of the incarcerated person's security status or ability to participate in programs.
 2. Incarcerated persons' consent is required for the transfer of medical records unless the records are transferred directly from one health services provider to another for the sole purpose of providing continuous patient care.
 3. Pursuant to Welfare and Institutions Code 5328; the release of confidential information is controlled by the patient's consent, unless otherwise stated by law.
 - a. Summaries or copies of medical records, routinely sent to health service providers of facilities to which the incarcerated persons are transferred, must be transferred in a confidential manner.
- J. Health Care Procedures Manual.

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1. The health authority shall, in cooperation with the facility administrator, outline in writing, policies, and procedures in conformance with applicable state and federal law, which are reviewed and updated at least every two years.
 - a. Health care procedure manuals are located at all facility medical stations and in the BAS Title 15 G-Drive.

III DEFINITIONS

- A. Triage: the sorting and allocation of treatment to patients according to priorities of need.
- B. Serious Mental Illness (SMI): defines a severely disabling condition that impairs behaviors, thoughts, and emotions. SMI includes but is not limited to, schizophrenia, bipolar disorder, post-traumatic stress disorder, as well as major affective disorders or other severely disabling mental disorders. Individuals with serious mental illness may also have substance use problems, developmental disabilities, or other physical illnesses. Without treatment, support, and rehabilitation; serious mental illness may interfere with the ability to do any or all of the following:
 1. Manage activities of daily living.
 2. Function independently.
 3. Maintain personal or community safety.
 4. Achieve emotional or cognitive stability.
 5. Develop and sustain positive relationships.
- C. Health Services Personnel or Medical Personnel: Stanislaus County's contracted medical service provider, providing licensed medical services to the incarcerated persons population in the county's adult detention facilities.
- D. Psychiatric Professionals: are licensed psychiatrists or psychiatric nurse practitioners contracted to provide mental health and program services within the county's adult detention facilities.

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- E. Trauma: is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.
- F. Medical detoxification: a process that systematically and safely withdraws people who may be addicted to drugs or alcohol, under the care of a physician-licensed medical provider. The detoxification process is designed to treat the immediate bodily effects of stopping drug or alcohol use that may be life-threatening.

IV PROCEDURE

A. General Health Services:

1. Adult detention medical services include:
 - a. Screening new bookings.
 - b. Pill call rounds in housing areas daily on each shift.
 - c. Physician's sick call is held daily.
 - i. When necessary, incarcerated persons are transported by staff to the clinic area for treatment by a physician or psychiatric doctor.
 - d. Staffing coverage of the hospital and clinic area when occupied by incarcerated persons.
 - e. Medical care and housing in a clinic and medical bed unit.
 - f. Referral service for hospitalization and specialty treatment as needed.
 - g. Dental services.

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- h. Mental health services.
 - i. Emergency Response:
 - i. Medical personnel shall respond to the location of the incident when requested to do so by Department staff.
 - ii. The incarcerated persons can be taken to the clinic area if stabilization is not required.
 - j. Should an incarcerated person be designated as Total Care; medical personnel will assist the incarcerated person with showering or bathing.
2. Incarcerated persons shall not be used for the following duties:
- a. Performing direct patient care services.
 - b. Scheduling health care appointments.
 - c. Determining access of other incarcerated persons to health care services.
 - d. Operating or repairing medical equipment.
 - e. Handling or having access to:
 - i. Surgical instruments
 - ii. Syringes
 - iii. Needles
 - iv. Medications

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v. Health records

3. Incarcerated persons requiring non-emergency medical, dental, or mental health care must complete a blue medical request form and hand it directly to medical personnel at pill call or place it into the unit mailbox located in the dayroom.
4. Non-emergency medical visits, known as a sick calls, are conducted Monday through Friday by licensed medically trained personnel.

B. Detoxification:

1. Incarcerated persons experiencing acute withdrawal reactions and symptoms shall be transferred to an acute care facility at the discretion of the medical staff.
 - a. The shift supervisor may give direction regarding transfer to an acute care facility, in the absence of medical staff.
2. Pursuant to 11222 HSC; a provision for medical aid is available, to relieve symptoms of withdrawal, when there is reasonable cause to believe, an individual is addicted to a controlled substance.
 - a. Pursuant to 11757.59 HSC; the pregnant incarcerated person on methadone maintenance is allowed to continue with the program until conviction, under the approval of a licensed methadone program director.

C. Suicidal Incarcerated persons:

1. If an incarcerated person makes a suicidal threat while intoxicated or on drugs, department members shall conduct a risk assessment of the individual in accordance with policy. Medical and mental health personnel shall assess the individual upon referral.
2. Incarcerated persons will remain under observation as long as they are determined to be a danger to themselves or others. Mental health personnel shall complete continued assessments until the individual is no longer a threat to themselves or others.

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3. Referrals and notifications sent to mental health personnel should be as informative as possible regarding the threats and behaviors displayed by incarcerated persons.
4. If an incarcerated person declares themselves suicidal during pre-screening or booking, medical is to be immediately notified.

D. Suicide Precautions:

1. Department members shall place any person who threatens or gestures suicide into a safety cell until seen by medical and mental health personnel.
 - a. This regulation relieves a clinical judgment decision on the part of the staff. Only licensed practitioners are qualified to make a clinical judgment.
2. Suicidal incarcerated persons shall remain under observation until they are no longer deemed to be a threat by mental health practitioners.

E. Attempted Suicide:

1. In the event of an attempted suicide, that requires the incarcerated persons to be transported out of the facility for further treatment, the following shall be completed:
 - a. The Shift Sgt. will fill out the Attempted Suicide Review Form and submit it to the Facility Commander.
 - i. The Attempted Suicide Review Form can be found at; G:/ All User Access/ Supervisory Forms
 - b. The Facility Commander shall contact the incarcerated person's Emergency Contact, at their discretion, either while the incarcerated person is at the hospital or upon their return to the facility.
 - c. A review board, consisting of the following, shall convene within 30 days of the event:

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- i. Facility Commander
- ii. Health Services Administrator
- iii. Mental Health Practitioner
- iv. Shift Sergeant
 - (a) The board will be responsible for reviewing the incident and identifying any preventative measures that could have been taken to prevent the incident.
 - (b) Any findings or recommendations of the review board will be done so through the Attempted Suicide Review Form.
 - (c) Completed forms will be forwarded to the Title 15 Deputy and retained for reference.

F. Heat Plan for Incarcerated persons on Psychotropic Medications:

1. For those incarcerated persons on psychotropic medications, it is important that they do not become overly exposed to direct sunlight without proper protection or heat more than 86 degrees Fahrenheit without relief.
2. Medical precautions shall be made for incarcerated persons on neuroleptic medications, regarding increased photosensitivity and heat sensitivity. Transfer of these incarcerated persons to MHU 1 & 2 or REACT should be reviewed on a case-by-case basis.
3. In the event the air conditioning or environmental controls fail; medical personnel will assess the temperate of the housing environment. Medical personnel shall inform the shift supervisor if cooling procedures are required due to an increase in temperature.
 - a. Medical personnel will provide a list of incarcerated persons who are taking neuroleptic medications to the shift supervisor.

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- b. Fans are to be bought into the unit and ice is provided to these incarcerated persons for cooling purposes and to prevent overheating.
4. The following actions are to be taken if the cell or housing unit temperature reaches 86 degrees Fahrenheit or higher:
 - a. Temporary rise of temperature; incarcerated persons will be observed closely for complaints of being too hot. In such instances, incarcerated persons shall be allowed to take a cool shower to reduce their body temperature. This procedure may need to be completed several times until climate controls are operational.
 - b. Long-term cooling problems: incarcerated persons are to be transported, in an air-conditioned vehicle, to a facility where climate controls are operating properly.
5. Incarcerated persons housed in areas with outdoor recreation; if an incarcerated person is cleared to house in a location with outdoor and uncovered recreation during the summer months and is taking psychotropic medications, a hat or some other type of shading and cooling headwear may be provided. The incarcerated persons may also need to wear sunscreen to prevent severe sunburn.
6. Ice and cold water can be dispensed for cooling purposes, at the discretion of medical.

G. Dental:

1. Medically essential dental care and services shall be provided to the incarcerated persons population. Services include tooth removal and pain-reducing care or any other medically required treatment.
2. An incarcerated person may refuse county dental treatment and request treatment by their own personal dentist, at their own expense.
 - a. The Facility Commander, after consulting with medical staff, may authorize treatment by the incarcerated person's private dentist. The incarcerated persons shall be

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required to pay the cost of guarding, transportation, and all expenses incurred by the dental visit.

- b. Arrangements with the dentist must be scheduled in advance.
- c. The cost of guarding and transportation shall be paid in advance of the appointment date.

H. Pharmaceutical Management:

1. The identity of the incarcerated persons must be verified before any medication is dispensed to the incarcerated persons.
2. All dispensed medication is to be taken immediately in the presence of medical personnel.
3. Incarcerated persons are allowed to carry one dose of certain prescribed medications such as antibiotics, heart, or asthma medication.
 - a. Incarcerated persons must possess the proper written authorization, stating the specific medication, incarcerated person's name, and authorizing medical staff member on the form.
4. Medical staff prescribing medication will include a stop order date for the medication and re-evaluate the prescription before renewal.
5. All controlled substances, medications, and medication supplies are to be stored in a designated secure facility pharmacy or medical distribution area with controlled access and monitoring.
 - a. Inventories of controlled substances, medications, and medication supplies are to be completed by medical personnel at regular intervals.
 - b. The medical supervisor and supervising nurse practitioner are responsible for ensuring the inventory are complete on a weekly basis.

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6. First aid kits are available at designated areas within the facility. Each first aid kit must be approved by the medical supervisor.
 - a. The medical personnel shall collect all facility first aid kits and prepare them for review each month.
 - b. Medical is responsible for inventorying and ordering supplies for first aid kits.
 - c. First aid supplies are for the use of both staff and incarcerated persons.
 - d. Each facility commander shall ensure first aid kits are readily available throughout the facility.

I. Emergency Services:

1. Custodial personnel will normally transport incarcerated persons to a medical facility in a department vehicle.
 - a. An ambulance may be requested by the shift supervisor or medical staff for emergencies or serious illness, injuries, or for precautionary reasons.
2. The incarcerated persons will not be transported to the hospital if emergency medical services can be provided within the facility by medical personnel.
3. The shift supervisor responsible for authorizing transfer to a medical facility shall determine whether a guard is needed or not based on the following criteria:
 - a. The charges against the incarcerated persons.
 - b. The incarcerated person's sentence status.
 - c. The incarcerated person's prior record and history.
 - d. The incarcerated person's physical condition.
 - e. Any other recommendations from staff.

J. Emergency Contact of the Incarcerated person's Next of Kin:

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1. The shift supervisor may notify the incarcerated person's next of kin in cases of serious illness or injury.
2. The incarcerated persons must provide their contact information, should they desire notification of their next of kin.
 - a. The incarcerated person's willingness to provide emergency contact information indicates the incarcerated person's permission for emergency notification by department members.
3. The shift supervisor will only notify an incarcerated person's next of kin in cases where the incarcerated person is not physically able or mentally capable to make the notification of their own volition.
 - a. An incident report is to be completed regarding the emergency contact notification.
4. Hospitalization of Incarcerated persons and Commitment to a Treatment Facility:
5. An Authorization for Treatment form, generated by the medical provider, shall accompany any incarcerated persons taken to a medical or treatment facility for treatment or hospitalization.
6. When an incarcerated person needs medical treatment that requires hospitalization, 4011 PC:
 - a. A person may be taken to a medical facility within the county for specialized treatment, without a court order.
 - b. Hospitalization is not to exceed 48 hours. A 4011 PC order, signed by a judge, is required if hospitalization exceeds 48 hours.
 - c. Medical is also notified of the transfer to ensure orders, charts, and medications go with the person.
7. When requesting a 4011 PC order; a recommendation is made to the court describing the incarcerated person's charges, prior record, and physical condition. The Facility Commander shall also include any requirements for guarding the incarcerated persons at the hospital or treatment facility.

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K. 4011.6 PC, Commitment of a Person to a Mental Health Facility:

1. The following criteria are to be considered when custodial personnel, guards an incarcerated person at a mental health treatment facility:
 - a. The incarcerated person's level of agitation or aggression, which the treatment facility may not be able to manage.
 - b. Need to employ restraints.
 - c. Known potential escape risk.
 - d. Security level of the treatment facility.
 - i. This criterion is not the sole factor in determining the need for a guard but should be considered in combination with the other factors listed above.
2. When the treatment facility requests custodial personnel to guard the incarcerated persons:
 - a. The decision to guard is to be re-evaluated by treatment facility staff at each change of shift.
 - b. The Facility Commander is to be given no less than 12 hours advance notice for the need for continued guarding.
 - c. Custodial personnel are to return to the facility once a guard is no longer needed.

L. Incarcerated persons with Mental Disorders:

1. Any staff member who has reason to believe that an incarcerated person is suffering from a mental disorder shall immediately report this information to the shift supervisor and complete a Mental Health Referral report, describing the incarcerated person's specific behaviors and demeanor.
2. Custodial personnel will notify medical personnel to arrange an evaluation of the incarcerated persons.

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3. Classification shall take appropriate action to segregate the incarcerated persons based on the findings of medical and mental health personnel.
 - a. If the incarcerated persons cannot function in their current housing location; classification will re-house the incarcerated persons.

M. Transfer to Treatment Facility of a Behavioral crisis Incarcerated persons:

1. A behavioral crisis incarcerated person, who appears to be gravely disabled or a danger to themselves or others, shall be transferred to a treatment facility designated by the county and approved by the State Department of Health Services for diagnosis and treatment.
 - a. Incarcerated persons unable to be adequately cared for, while in the detention facility, shall be transferred to a designated treatment facility as soon as practical.

N. Use of the ADA Shower:

1. If an incarcerated person requires the use of an ADA designated shower:
 - a. Custodial personnel will place a hard plastic chair inside of the designated shower or unlock and set the ADA shower seat for use.
 - b. Staff will attach the handheld shower head and hose for the incarcerated person's use.
 - i. When the shower head and hose are not in use, they are to be stored at the deputy station.
 - ii. The ADA seat is also to be returned to the locked position.

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RELATED ORDERS: CCR MJS 15: 1212 PC: 4020	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes procedures for vermin control within Stanislaus County detention facilities.

II POLICY

- A. Any incarcerated persons who have or are suspected of being infested with vermin such as body lice, head lice, or pubic lice shall be immediately reported to medical personnel.
1. Medical personnel shall prescribe treatment and develop medical protocols to prevent the spread of vermin.
 - a. Under 4020 PC; an incarcerated person's hair shall only be cut, as a prescribed treatment, under the following conditions:
 - i. The County Board of Health or the designated County Physician presents to the Sheriff, or other officer having charge of the county jail a certificate, or order, in writing, to the effect that it is by them, or him, considered necessary for protecting the public health, or to prevent the introduction or spreading of disease, or to protect or improve the health of criminals under sentence.
 - ii. The Sheriff, or another officer, must cut, or cause to be cut, the hair of any such person or persons in his charge convicted of a misdemeanor and sentenced to a longer term of imprisonment than 15 days, to a uniform length of one and one-half inches from the scalp of such person or persons so imprisoned.
 2. Medical personnel shall develop control procedures and arrange for treatment in the areas where the incarcerated persons had contact with other incarcerated persons.
 3. Each facility shall have scheduled pest control services. Additional services shall be utilized as necessary.

III DEFINITIONS

IV PROCEDURE

- A. Lice Information:
1. It is not uncommon for staff to observe what appears to be a lice infestation on a person during processing or after a housing assignment.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	8-01.02 GDP
CHAPTER : Medical/Mental Health & ADA Services	ISSUE DATE: 04/01/11
SECTION: Vermin Control	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1212 PC: 4020	ADMINISTRATIVELY APPROVED ANNUALLY

2. The most common observation will involve adult lice and eggs on the scalp or other hairy portions of the body. Lice can also be found on clothing, particularly along the seams or inner surfaces.
3. The three types of lice commonly observed in detention environments are the head louse, body louse, and crab or pubic louse. The crab louse is usually observed in the pubic area and some cases in the eyebrows and eyelashes.
4. It is also possible for various forms of mites and scabies to be found in incarcerated persons.
5. Lice do not jump; they transfer by direct contact with another person, their clothing, or other personal belongings.

B. Vermin Control:

1. When medically necessary, department staff will use the following procedures for delousing. These procedures are divided into 3 sections: treatment of the incarcerated persons, treatment of clothing and belongings, and treatment of facility areas and equipment contaminated by the incarcerated persons.
 - a. Treatment of the incarcerated persons:
 - i. Pediculicides for the control of lice in the individual area are available.
 - ii. Most shampoos available are effective for the control of the head, crab, and body lice.
 - iii. The label instructions are very simple and must be followed.
 - iv. Persons held for 24 to 48 hours, before being released or transferred, do not usually require re-treatment.
 - v. Treatment is recommended only when persons are found to be infected.
 - vi. Medical staff will dispense the appropriate treatment as needed.
 - b. Treatment of clothing and belongings:
 - i. Infested incarcerated persons' clothing and other belongings are to be properly bagged in a water-soluble bag, labeled, and removed from the facility.
 - (a) The washing and drying of infected clothing shall be completed at the laundry facility, located in the Support Services building.

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- ii. Removal is the safest option for decontamination.
- c. Lice and their eggs may be killed by:
 - i. Wash in water at 140 degrees Fahrenheit or higher for 20 minutes.
 - ii. Tumbling clothing in a dryer at 140 degrees Fahrenheit or higher for 20 minutes.
 - iii. Dry cleaning.
 - iv. Storing in a sealed plastic bag for 30 days.
 - v. Treating with an insecticide specifically developed for this purpose: Li-ban, R&C, Silox, Dri-cide, or non-toxic pesticide sprays such as Pyrethrin.
- d. Treatment of facility areas and equipment:
 - i. Housing areas and equipment contaminated by an individual with lice should be treated with a disinfectant cleaner.
 - ii. Blankets, facility clothing, towels, and all infected linens shall be treated in the same manner as incarcerated persons' clothing and or belongings as stated in number ii. above.
 - iii. Floors or other surfaces may be cleaned of lice by using a vacuum cleaner with a disposable bag. The vacuum bag is to be placed in a second bag and tightly closed before disposal.
 - iv. Housing areas and equipment contaminated by lice shall be disinfected with a non-toxic pesticide. After disinfecting, all contaminated equipment shall be thoroughly cleaned.
 - v. A non-prescribed product shall be used for vermin control when applied by non-medical personnel.
 - vi. Prescribed products shall only be applied by medical personnel.
 - vii. Anyone using any product for vermin control shall be thoroughly trained in its use by medical personnel.

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- viii. In cases where vermin contamination is heavy, the services of a licensed pest control operator should be considered.
- ix. The use of toxic sprays, by a licensed pest control company, may require specific areas to be out of service for extended periods.

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CHAPTER : Medical/Mental Health & ADA Services	ISSUE DATE: 04/01/11
SECTION: Incarcerated Person Death	REVISION DATE: 03/21/23
RELATED ORDERS: CCR MJS 15: 1029, 1046 PC: 5021, 6030 GOV: 12525 (a) (1) (b) (1), 26643 Health and Safety code: 7113 & AB 2761 & GOV § 12525	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish assurance procedures that every incarcerated person's death, which occurs while the incarcerated person is in the custody of the Stanislaus County Sheriff's Department, is investigated by trained personnel and reviewed by an In-Custody Death Review Board.

II POLICY

- A. Department members will not make any public comment regarding an in-custody death, or the individuals involved in the incident and will refer all inquiries to the shift supervisor or the Facility Commander.
- B. The Crimes Against Persons Unit (CAP) and the Coroner's Unit shall investigate all in-custody deaths.
1. The CAP Sergeant is responsible for submitting all required notification forms to the Department Of Justice for all in-custody death cases.
 2. Life-saving measures such as CPR and first aid are to be administered immediately in cases where cessation of life is not obvious.
 - a. Appropriate emergency life-saving measures, administered by custodial personnel and medical personnel, are to be continued until the staff is relieved by emergency medical first responders. If necessary, custodial personnel will continue to administer life-saving measures during transport to a medical facility.
 3. In cases where death has already been determined by a physician or coroner's personnel, or death is obvious such as post-mortem lividity or rigor mortis, the body will not be disturbed or moved from the scene until approved to do so by CAP investigators or Coroner's personnel.
 4. The Medical Administrator, of the contracted medical services provider, shall ensure that a medical review is completed of every in-custody death.
 5. Each in-custody death is reviewed by a review board. The Board shall be appointed by the Adult Detention Division Commander.

III DEFINITIONS

- A. In-Custody Death is the death of a confined or detained person, which occurs in an adult detention facility or while the confined or detained person is in the custody of department personnel.

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IV PROCEDURE

A. Responsibilities of Custodial Personnel:

1. Custodial personnel shall secure and preserve the scene and all evidence contained within the scene. This includes instruments and/or materials used to affect the death.
2. Custodial personnel will detain, identify, and separate all suspects and witnesses.
3. Custodial personnel will notify the shift supervisor immediately regarding any discovery of death.

B. Responsibilities of The Shift Supervisor:

1. Notifying the Facility Commander or if unavailable the Adult Detention Division Commander or the next available person in the chain of command up to the Sheriff, if necessary.
2. Notifying the Investigations Division.
3. Notifying the CAP Unit either through dispatch or by calling the on-call phone number.
4. Completing the In-Custody Death Checklist.
 - a. The checklist is located at: G:>Detenttion Division>Detention Facilities>Incarcerated persons Death
5. The Coroner is responsible for notifying the incarcerated person's next of kin in all incarcerated person death cases.
 - a. In the event of a homicide, the Investigations Unit will make a notification.
 - b. If the shift supervisor receives an inquiry from the incarcerated person's next of kin; the shift supervisor will take down contact information and forward it to the Coroner or the Investigations Unit for notification.
6. In officer-involved deaths or any instance when a department member is involved in an in-custody death, the Internal Affairs Unit will notify the Deputy Sheriff's Association Representative as soon as practicable.

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7. In all in-custody death cases the shift supervisor is to make a complete copy of the incarcerated person's booking pouch for the Investigation Unit. This is to include all documents contained within the incarcerated person's pouch.
8. The shift supervisor will submit a memo to the Facility Commander detailing the chronological set of events preceding the death of the incarcerated person, including a brief history of the incarcerated person.
9. The shift supervisor will retain the original booking pouch, containing all records and documentation.
 - a. The booking pouch is to be forwarded to the BAS Unit once all reporting requirements are complete.

C. Responsibilities of The Facility Commander:

1. Notifying the Sheriff.
2. Notifying the Adult Detention Division Commander.
3. Ensure the CAP Unit has been notified and has responded or is responding to the facility.

D. Personal Effects of the Deceased Incarcerated persons:

1. The Coroner is responsible for and will take custody of all of the deceased incarcerated person's personal property and clothing.
 - a. In a homicide case, the Coroner and CAP Unit will determine the disposition of the property.
2. The Investigations Unit or Coroner will secure the following:
 - a. Any suicide notes.
 - b. Any medications.
 - c. All clothing, personal property, and money.

E. Reporting:

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1. As directed by the shift supervisor; an incident report is to be initiated by the staff member supervising the incarcerated persons when death originated or was discovered.
 - a. Subsequent follow-up investigations are to be completed by the Investigation Unit or Coroner as deemed appropriate.
 - b. The CAP Unit will coordinate notification to the California State Attorney General's Office by completing and mailing the Death in Custody Reporting Form (bcia_713) within 10 days.

- i. Contact information:

California State Attorney General
C/O Bureau of Criminal Statistics
Attention: Death in Custody Program
P. O. Box 903427
Sacramento, California 94203-4270
Facsimile: (209) 227-0427 or 227-3561
Telephone: (916) 227-3720

- c. Under California Government Code Section 12525; the Attorney General is to be notified within 10 days of an incarcerated person's death, explaining the circumstances surrounding death.

F. Responsibility of Medical:

1. The Medical Administrator will ensure that a medical review of every in-custody death is conducted.

G. In-Custody Death Review Board:

1. The Board shall consist of the following members:
 - a. Stanislaus County Counsel
 - b. An Adult Detention Commander
 - c. The Health Services Administrator
 - d. Responsible Physician
 - e. Other medical personnel and supervisory staff relevant to the incident.

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2. The In-Custody Death Review Board will complete its review within 30 days and submit its findings and recommendations in the form of a written report to the Adult Detention Division Commander.
3. The In-Custody Death Review Board will include the following information in their written report of findings and recommendations:
 - a. A synopsis of the circumstances surrounding death.
 - b. Any recommendations to update policies and procedures.
 - c. Any recommendations regarding staff conduct.
 - d. An overview of medical personnel's response and any care rendered to the incarcerated persons.
 - i. If the Board finds discrepancies regarding the care rendered; the Health Services Administrator will submit an independent report of the medical and mental health services rendered to the incarcerated persons before death.
4. Any recommendations regarding staff documentation of the incident on observation logs, incident reports, or referrals.

H. Deaths while in law enforcement custody reporting.

1. When a person who is in custody dies, Stanislaus County Sheriff's Department will post specified information, consistent with reporting requirements pursuant to Section 12525 of the Government Code, post all the following on its internet website:
 - a. The full name of the agency with custodial responsibility at the time of death.
 - b. The county in which the death occurred.
 - c. The facility in which the death occurred, and the location within that facility where the death occurred.
 - d. The race, gender, and age of the decedent.
 - e. The date on which the death occurred.
 - f. The custodial status of the decedent, including, but not limited to, whether the person was awaiting arraignment, awaiting trial, or incarcerated.

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- g. The manner and means of death.
2. The information shall be posted for the public to view on the Stanislaus County Sheriff's Department internet website within 10 days of the date of death. If any of the information changes, including, but not limited to, the manner and means of death, the agency shall update the posting within 30 days of the change.
 - a. The facility commander will contact the coroner's office to confirm the next of kin has been notified. Once this has been confirmed, the facility commander can provide IT with the information to be published.
 - b. If the Stanislaus County Sheriff's Department seeks to notify the next of kin and is unable to notify them within 10 days of the death, the agency shall be given an additional 10 days to make good faith efforts to notify the next of kin before the information shall be posted for the public to view on the agency's internet website.
 3. The facility commander will submit the required information in accordance with GOV§ Section 12525 to the Stanislaus County Sheriff's Department IT unit, for posting on the Stanislaus County Sheriff Department's internet website.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	8-01.08 GDP
CHAPTER : Medical/Mental Health & ADA Services	ISSUE DATE: 04/01/11
SECTION: Incarcerated Person Food or Hunger Strike	REVISION DATE: 01/18/23
RELATED ORDERS: CCR MJS 15: 1029, 1050, 1057,1209, 1210, 1211, 1213, 1214, 1246 PC: 4011.2, 4011.6, 4011.8, Welfare and Institutions Code: 5328	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. This policy establishes treatment and health care procedures for an incarcerated person who is engaged in a food or hunger strike.

II POLICY

- A. The primary responsibility of all department members during an incarcerated person's food or hunger strike is to protect the health and welfare of the incarcerated persons involved.
 - 1. Custodial personnel will actively investigate the cause of a hunger strike, and if possible, seek reasonable solutions to resolve the hunger strike.
 - 2. Medical staff will assess and monitor the involved incarcerated persons to mitigate, to the degree possible, any health risk associated with not eating.
 - a. Documentation shall be made on the housing unit log for each occurrence of the incarcerated persons refusing medical treatment.
 - 3. Incarcerated persons engaged in a hunger strike will remain in their current housing assignment until such a time their behavior warrants housing in administrative separation or disciplinary separation.
 - a. At the request of medical personnel or the shift supervisor, an incarcerated person's housing assignment may be adjusted to achieve better observation.
 - b. If medical staff determines the physical condition of the incarcerated person warrants hospitalization or transfer to a medical housing unit, the incarcerated person is to be moved accordingly, as soon as possible.

III DEFINITIONS

- A. Food or Hunger Strike: occurs when an incarcerated person or group of incarcerated persons refrains from eating for more than 24 hours or declares that they are on a hunger strike.

IV PROCEDURE

- A. Incarcerated persons Engaged in a Hunger Strike:
 - 1. Any staff member discovering an incarcerated person engaged in a hunger strike will:
 - a. Interview the incarcerated persons involved to determine the reason for the hunger strike.

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- b. Immediately notify the shift supervisor and medical personnel.
- c. Generate an individual, information only, incident report documenting:
 - i. The identity of the incarcerated persons(s) engaged in the hunger strike.
 - ii. The last known time the incarcerated persons ate.
 - iii. The reason for the hunger strike.
 - iv. Any known pre-existing medical conditions or any current medical problems the incarcerated persons are experiencing.

B. Medical personnel will:

- 1. Perform an examination and initial assessment of the incarcerated persons within 4 hours of notification.
- 2. Monitor the incarcerated person's health by established medical protocols.

C. The shift supervisor will:

- 1. Notify the Facility Commander and document the hunger strike on the watch report.
- 2. Interview the incarcerated persons and attempt to resolve the issue.
- 3. Confer with medical staff.
- 4. Ensure the staff member who discovered the incarcerated persons completes an incident report and starts a food log.

D. The Facility Commander will:

- 1. Notify the Adult Detention Captain.
- 2. Identify the cause of the hunger strike and attempt to mitigate it, if possible.

E. Custodial Personnel assigned to the housing area of the involved incarcerated persons will:

- 1. Ensure that each incarcerated person involved is offered a meal at each meal service. Note the offering in the housing unit log and whether the incarcerated persons refuse or accept the meal.

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2. Maintain a food log for the involved incarcerated persons.
3. Check each involved incarcerated person's commissary slip, when the commissary is delivered, to determine if the incarcerated person is purchasing food items. Note any findings in the housing unit log.
4. Write a supplemental incident report when commissary food items are purchased and indicate whether or not the food is consumed by the incarcerated persons.
5. Enter the time of the medical checks in the housing unit log.

F. Ending the Hunger Strike:

1. If staff observes the incarcerated persons eating food:
 - a. Interview the incarcerated persons and determine if the incarcerated persons intend to continue eating.
 - b. Notify the shift supervisor.
 - c. Complete a supplemental report indicating what the incarcerated persons ate and any statements the incarcerated persons made regarding ending or continuing the hunger strike.
 - d. Log all relevant information in the housing unit log and on the food log.

G. The shift supervisor will:

1. If warranted, interview the incarcerated persons and conduct further investigations.
2. Confer with the medical staff.
3. Discontinue hunger strike procedures unless there is a compelling reason to continue monitoring the incarcerated person's food intake.
4. If hunger strike procedures are continued; the incarcerated persons are to be considered on a hunger strike.
 - a. Monitoring procedures will continue until there is no longer a compelling reason to monitor the incarcerated persons.
5. Advise the Facility Commander regarding the incarcerated person's status.

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H. The Facility Commander will:

1. Notify the Division Commander when the hunger strike has ended.

Stanislaus County Sheriff's Department Policy & Procedure Manual - Adult Detention Division	8-03.01 GDP
CHAPTER : Medical/Mental Health & ADA Services	ISSUE DATE: 12/04/12
SECTION: Persons with Disabilities & Armstrong Class Incarcerated persons	REVISION DATE: 01/18/23
RELATED ORDERS: American with Disabilities Act: Title II, Section 504 United States Supreme Court cases: 42 ss12131, 29 ss794 Armstrong v. Brown 9 th circuit: case C94-2307 CW, 12-16018, 622 F.3d at 1068, 1074	ADMINISTRATIVELY APPROVED ANNUALLY

I PURPOSE AND SCOPE

- A. The purpose of this policy is to establish procedures for the identification of Armstrong Class Incarcerated persons and to establish reasonable accommodations that allow them as well as other persons with disabilities equal access to programs, services, and health care while maintaining the security and operation of the adult detention facilities.

II POLICY

- A. The Stanislaus County Sheriff's Department shall ensure, to the degree reasonably possible, equal access to services and programs for persons with disabilities by Title II of the Americans with Disabilities Act, which prohibits discrimination based on disability in all services, programs, and activities provided to the public by state and local governments, including those programs offered within jails.
1. The following established adult detention policies detail what accommodations are offered to persons with disabilities and how those accommodations are accomplished within each facility.
 - a. 2-01.01 Receiving People & Transfers (General Process)
 - b. 2-01.02 Screening People & Transfers
 - c. 2-01.03 Intake & Processing
 - d. 2-06.03 Classification Assessment Interview
 - e. 2-06.06 Facility Housing Classification
 - f. 3-01.01 Incarcerated person Rights
 - g. 3-03.03 Incarcerated person Grievances
 - h. 3-03.04 Incarcerated persons Rules and Orientation
 - i. 8-01.01 Medical Services

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- B. Department members with any reason to believe that an incarcerated person or visitor is deaf or hard of hearing will advise that person that appropriate auxiliary aids and services are available for effective communication or direct the person to the appropriate staff member for assistance.
1. The Sheriff's Department shall adopt and implement written policies and procedures to provide telecommunication devices for incarcerated persons who are deaf or hard of hearing in a manner that ensures effective access to telephone services.
 2. This policy shall also provide that incarcerated persons in this category have access to telecommunication devices to communicate with family members or friends who are deaf or hard of hearing.
- C. The Bureau of Administrative Services (BAS) Unit shall maintain all necessary information about access to and maintenance of this policy. BAS shall provide appropriate assistance regarding immediate access to and proper use of auxiliary aids and services available under this policy.
1. Each facility commander shall know how to obtain services, where the appropriate auxiliary aids are stored, and how to operate them, and shall be responsible for their maintenance, repair, replacement, and distribution.
 2. BAS shall maintain records of requests and inquiries regarding the delivery of auxiliary aids and services.
 3. BAS shall schedule, announce, and promote all training required by this policy.
- D. BAS shall draft, provide, and maintain all reports required by this Policy. Individuals identified as Armstrong Class Incarcerated persons, by the California Department of Corrections and Rehabilitation (CDCR) shall be afforded reasonable accommodation and care for their respective disabilities by established department policy and current ADA standards.
1. No Armstrong Class Incarcerated persons shall be deprived of health care services as a result of being indigent or for any other reason.
 2. Grievances submitted by Armstrong Class Incarcerated persons shall be addressed by current grievance procedures outlined in established department policy.
 3. The department's contracted medical provider shall be made aware of any disabled individual requiring health care services.

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4. The Facility Commander will furnish reasonable and appropriate auxiliary aids and services, where necessary, to afford a disabled individual's equal opportunity to participate in and enjoy the benefits of a service, program, or other activity facilitated by the Sheriff's Department.
5. Department members will take appropriate action to ensure effective communication with disabled incarcerated persons or members of the public with disabilities.
6. Armstrong Class notifications, received from CDCR, are to be entered into ICJIS by BAS for tracking and follow-up care.
 - a. After initial documentation, individuals are to be interviewed by designated department members to determine if their identified disabilities are being accommodated and if there is any change in their documented status.
 - i. Any information or deficiencies discovered during the interview are to be documented in ICJIS and corrected as soon as possible.
 - (a) Deficiencies in medical or mental health care.
 - (b) The lack of reasonable accommodation.
 - (1) Deficiencies that cannot be corrected by medical, mental health or the Classification Unit shall be reported to the facility commander for review and corrective action.

III DEFINITIONS

- A. Armstrong Class Incarcerated Persons: are individuals on parole or who are sentenced to state prison and serving their sentence in a county adult detention facility, and are documented with physical or developmental disabilities that may require special housing arrangements or assistance including but not limited to, access to and use of medications, wheelchairs, walkers and telecommunication devices or a video relay phone system.
- B. Qualified Interpreter: means an interpreter who can interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary.
- C. Disabled Person: an individual is considered to have a disability if they have a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or are regarded as having such impairment.

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1. Major life activities include:
 - a. Caring for oneself.
 - b. Performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
 - c. To be substantially limited means that such activities are restricted in the manner, condition, or duration in which they are performed in comparison with most people.

IV PROCEDURE

A. Identification:

1. If a new person or transfer tells any department member that they have a disability, or staff suspects the individual has a disability, the shift supervisor, medical personnel, and classification officer are to be notified.
 - a. Medical personnel will:
 - i. Examine the individual and determine the type and degree of the individual's disability.
2. Classification will:
 - a. Document assessment information in ICJIS and arrange appropriate housing for the individual.
3. The shift supervisor will:
 - a. Determine what accommodations are required to ensure equal access to services and programs.
 - b. Inform staff regarding the individual's needs and accommodations.
4. If the individual appears or claims to be deaf or hard of hearing, staff will:

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- a. Interview the individual to determine what kinds of communication (reading lips, written notes, and sign language) the individual can communicate with.
- b. Notify the shift supervisor, medical personnel, and classification officer.
 - i. The shift supervisor will:
 - (a) Determine what accommodations are required to ensure equal access to services and programs.
 - (b) Inform staff regarding the individual's needs and accommodations.
 - ii. Medical personnel will:
 - (a) Examine the individual and determine the type and degree of the individual's disability.
 - iii. Classification will:
 - (a) Document assessment information in ICJIS and arrange appropriate housing for the individual.
- c. If staff becomes aware that an incarcerated person has a disability, which was not identified during the initial screening and booking process, staff will notify the shift supervisor and classification.
- d. If the incarcerated persons later request additional or different accommodations than were indicated on the initial assessment; the decision to grant or deny the newly requested accommodation will not be made based on the initial assessment.
 - i. Medical personnel and classification will conduct a new assessment.
 - ii. The shift supervisor, after consulting with medical staff, shall review and approve any change to the original accommodation.

5. Deaf, Hard of Hearing, or Deaf-Blind Incarcerated persons:

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- a. People who identify as deaf, hard of hearing or deaf-blind are entitled to a level of service equivalent to that which is provided to others.
 - b. Department members will make every effort to communicate effectively with individuals identified as deaf, hard of hearing, or deaf-blind.
 - c. Various types of communication aids, known as auxiliary aids and services, are used to communicate with people who are deaf, deaf-blind, or hard of hearing. These include:
 - i. Gestures or visual aids to supplement oral communication.
 - ii. An exchange of written notes.
 - iii. Use of a computer, tablet, and/ or typewriting devices.
 - iv. Use of assistive listening devices, which amplify sound for individuals who are hard of hearing.
 - v. Use of qualified oral sign language or tactile interpreters.
6. Delivery of Appropriate Auxiliary Aids and Services:
- a. An initial communication assessment of the individual shall be made at the time of the intake. Department members shall perform and document a communication assessment as part of the pre-screening process.
 - b. Medical personnel shall conduct at least 1 routine assessment on each individual with a hearing disability to determine appropriate auxiliary aids and services.
 - i. Medical personnel shall keep appropriate records reflecting any ongoing assessments or developments about the individual's care.
 - c. Department members will provide an appropriate auxiliary aid or service to individuals who are deaf or hard of hearing after determining that the aid or service is necessary.
 - i. This accommodation is to be made for both incarcerated persons and members of the public who require such accommodations for effective communication.

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- ii. Auxiliary aids and services include:
 - (a) Qualified interpreters.
 - (b) Note takers.
 - (c) Transcription services and video remote interpreting tablets.
 - (d) Writing materials.
 - (e) Assistive listening devices and systems.
 - (f) Other effective methods of making hearing assistance materials available to individuals who are deaf or hard of hearing.
- d. Department members shall determine the timing, duration, and frequency of appropriate auxiliary aids or services that are made available to individuals with disabilities.
- e. When an auxiliary aid or service is required for effective communication; department members shall give the individual an opportunity to request the auxiliary aid or service of their choice.
 - i. Department members shall provide the expressed choice unless another equally effective means of communication is available.
 - ii. The expressed choice shall not result in a fundamental alteration of service, program, or activity or create undue financial and administrative burdens.
- f. Nothing in this policy shall require that an electronic device or piece of equipment, used as an appropriate auxiliary aid, be used when or where its use may be inconsistent with established policy or pose security concerns.
 - i. Example: access to closed captioned or subtitled televisions is provided for incarcerated persons with hearing disabilities at the same duration and frequency as televisions that are provided to other incarcerated persons of the same classification status.
- g. The Facility Commander shall maintain an effective complaint resolution procedure, regarding the delivery of auxiliary aids and services, and shall maintain records of all complaints filed and actions taken.

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- h. If an individual who is deaf, hard of hearing, or deaf-blind does not request appropriate auxiliary aids or services, but the staff has reason to believe the individual would benefit from appropriate auxiliary aids or services, staff may inform the individual that appropriate auxiliary aids and services are available free of charge.
- i. Department members shall take appropriate steps to ensure that all personnel having contact with an incarcerated person who is deaf, hard of hearing, or deaf-blind are made aware of the person's disability so that effective communication with the person can be achieved.

7. Providing Qualified Interpreters:

- a. The Facility Commander shall make qualified interpreters or video remote interpreting tablets available as necessary for effective communication or effective participation in facility programs and activities by incarcerated persons and members of the public who are deaf, hard of hearing, or deaf-blind.
- b. The following are examples of when it may be necessary to provide an interpreter. This list of circumstances is neither exhaustive nor mandatory and shall not imply that there are no other circumstances when it may be appropriate to provide interpreters for effective communication:
 - i. Intake and classification screening.
 - ii. Facility health care appointments and programs such as medical, dental, vision, mental health, and drug and alcohol recovery services.
 - iii. Treatment and another formal programming.
 - iv. Educational classes and activities.
 - v. Criminal investigations are any official hearings conducted by the Sheriff's Department in which the incarcerated persons are a participant.
 - vi. Classification interviews.
 - vii. Grievance interviews.
 - viii. Religious services.

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ix. Formal investigations conducted by department staff.

8. Qualified Interpreter:

- a. A department member who signs should not be considered an interpreter unless they possess the proper skills to observe someone signing and change their signed or finger-spelled communication into spoken words and vice versa.
- b. An employee should not be allowed to interpret if their presence poses a conflict of interest or raises confidentiality and privacy concerns.
- c. On occasion, an incarcerated person may possess the skill level necessary to provide interpreting services; however, the impartiality concerns remain and in many, if not most situations, incarcerated person interpreters should not be used due to confidentiality, privacy, and security reasons.
- d. Someone who has only a rudimentary familiarity with sign language or finger spelling is not a qualified interpreter under this policy.
- e. Someone fluent in sign language, but who does not possess the ability to process spoken communication into the proper signs or to observe someone else signing and change their signed or finger-spelled communication into spoken words is not a qualified sign language interpreter.

9. Contracts for Interpreting Services:

- a. The Sheriff's Department shall establish contracts or provide other effective means to ensure that qualified interpreters or video remote interpreting tablets are available when required, without delay.
 - i. Response times subject to events, which are outside the reasonable control of the Sheriff's Department, are excluded from the determination of whether the prescribed response criteria have been met or not.

10. Other Means of Communication During Non-scheduled Circumstances:

- a. Between the times an interpreter is requested and when an interpreter arrives, department members shall continue to try to communicate with the incarcerated persons or member of the public who is deaf or hard of hearing using all available methods of communication.

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- i. Example: seeking the services of an interpreter shall not mean that medical treatment will be delayed until the interpreter arrives.
- ii. Upon the arrival of the interpreter, staff shall review and confirm with the incarcerated persons all information received without the benefit of the interpreter.
- iii. This provision in no way lessens the Sheriff's Department's obligation to provide qualified interpreters in person, promptly as required by this policy.

11. Staff Interpreters:

- a. The Sheriff's Department may but shall have no obligation to, hire or otherwise contract with qualified interpreters for a staff position.
- b. Staff interpreters must be qualified as outlined in the Stanislaus County Personnel Policy Manual.
- c. Incarcerated persons and visitors who are provided with staff interpreters must have the same level of coverage, for both duration and frequency, as the Sheriff's Department is otherwise obligated to provide under this policy.
- d. The Sheriff may assign other duties as appropriate to staff interpreters that do not interfere with the provisions of sign language interpreting service.

12. Hearing Aids and Batteries:

- a. Replacement Batteries:
 - i. The contracted medical provider shall purchase and keep appropriate types of hearing aid batteries in stock in the medical supply room during the length of time an incarcerated person who wears a hearing aid is in custody.
 - ii. Medical personnel shall provide replacement hearing aid batteries to incarcerated persons requesting them as soon as possible.
 - iii. The cost for replacement batteries shall be billed to the incarcerated persons.
- b. Hearing Aid Repairs:

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- i. The contracted medical provider shall send an incarcerated person's hearing aid to a hearing aid repair company as soon as possible, following a request by an incarcerated person for the repair of their hearing aid.
- ii. Medical personnel shall keep the incarcerated persons informed when their hearing aid was sent out for repair and when it is expected to be returned by the repair company.
- iii. The Medical Care Provider shall provide the incarcerated persons with written documentation of all hearing aid repairs, including detailed information regarding the vendor used, the date of the repair, and the specific repairs performed.
 - (a) The cost for all repairs shall be billed to the incarcerated persons.

13. Communicating with Assistive Listening Devices:

- a. Effective communication with an individual who has partial hearing impairment is an ADA requirement.
- b. Depending on the degree of impairment; effective communication may be facilitated by facing the individual and speaking loudly.
- c. Some individuals may require assistive listening devices to amplify the sound.
- d. Appropriate assistive listening devices are to be made readily available in the following areas:
 - i. Receiving & Release
 - ii. HUK
 - iii. HUL
 - iv. HUM
 - v. HUH – Sheltered Bed Unit.
 - vi. If the incarcerated persons are not housed in any of these areas' arrangements can be made through the operations sergeant to have the assistive listen-to device sent to the location of the incarcerated persons.

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14. Personal Assistant Listening – FM Receiver System:

a. Hearing Safety:

- i. The FM Receiver is designed to amplify sound at a high volume. To protect your hearing and the hearing of others:
 - (a) Make sure the unit is off or the volume is turned down before putting on the earphones.
 - (b) Set the volume level at the minimum setting, which you need to hear.
 - (c) Do not allow unauthorized person access to the system.

b. Battery Safety:

- i. Do not attempt to recharge alkaline or other non-rechargeable batteries, which may explode, release dangerous chemicals, cause burns, or cause other serious harm to the user or system.

c. Medical Device Safety:

- i. Check with medical personnel before using this system with a pacemaker or other implantable medical devices.

d. FM Transmitter:

- i. The transmitter will broadcast up to 150 feet away. The system is designed to help large and small groups of people overcome background noise and distance to hear the speaker.

15. Telephones & Telecommunications Devices for the Deaf:

a. Telecommunications devices in visiting areas:

- i. The Facility Commander shall make telecommunication devices available throughout the facility.

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- ii. There shall be at least 1 telecommunication device in each of the visiting areas used by incarcerated persons and visitors who are deaf, hard of hearing, or deaf-blind.
 - iii. The Facility Commander can either permanently install the required telecommunication device or make available a sufficient number of portable devices.
 - iv. Wherever fee-based telephones are available, but telecommunication devices are not permanently installed; the Facility Commander shall post permanent signs in the lobby of the facility in which deaf, hard of hearing, or deaf-blind incarcerated persons are housed, indicating the location of the nearest telecommunication's device.
- b. Telecommunications devices in housing units and other facility areas:
- i. The Facility Commander shall provide telecommunication devices to all deaf and hard-of-hearing incarcerated persons residing in the housing unit to the extent that fee-based telephones are available to other incarcerated persons.
 - ii. In those situations where the Facility Commander provides a portable telecommunication device; department members shall promptly provide a device upon the incarcerated person's request, absent any emergency circumstance, for purposes of communicating with department members or medical personnel.
 - iii. The Facility Commander shall also make telecommunication devices available whenever a fee-based telephone is made available to incarcerated persons in other areas of the facility.
- c. Toll-free numbers for telecommunication devices:
- i. The Facility Commander shall take the necessary steps to provide incarcerated persons and visitors with access to toll-free numbers for telephone relay services or telecommunication operators.
 - ii. These numbers shall be posted near all fee-based telephones, indicating that the numbers are toll-free.
- d. Hearing aid-compatible telephones:

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- i. The Facility Commander shall ensure that no less than 25 percent of all its fee-based telephones are hearing aid compatible.
 - ii. The Facility Commander shall ensure that hearing aid-compatible telephones are dispersed among all fee-based telephones throughout the facility.
- e. Video relay service:
 - i. Video relay service is a form of telecommunications relaying that enables persons with hearing disabilities, who use American Sign Language, to communicate with voice telephone users through video equipment rather than through typed text.
 - ii. Video equipment links the relay service user with a telecommunication relaying operator, called a communications assistant so that the user and operator can see and communicate with each other during signed conversations.
- f. Video Remote Interpreting tablets:
 - i. Video Remote Interpreting (VRI) provides interpreting services to ensure effective communication with deaf and hard-of-hearing individuals who communicate using sign language. The (VRI) service connects those who are deaf and hard of hearing to a live online interpreter instantly, rather than through typed text.
 - ii. The (VRI) tablet will be located in the Sergeant's Office. The tablet will always be connected to the charger when not in use. The (VRI) tablet can be activated by pressing the home button which is located in the center of the bottom edge of the tablet. To connect to a live online interpreter, press the start button on the tablet screen. Position the tablet so the individual that is deaf or hard of hearing can see the tablet. The interpreter will sign what is being said back to the deaf or hard-of-hearing individual. When the (VRI) tablet is no longer needed, return the tablet to the Sergeant's Office.
 - iii. When the (VRI) tablet is used in the absence of an on-site interpreter, it must be used properly in terms of policy, procedure, and technology.
- g. Televisions:
 - i. The Facility Commander shall provide and maintain closed captioned television decoders or televisions with subtitle capabilities in television rooms

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to enable incarcerated persons who are deaf or hard of hearing to enjoy the same opportunity for television viewing as afforded to other incarcerated persons.

16. Notices:

a. Signs:

- i. The Facility Commander shall post and maintain signs of a noticeable size and print wherever other posters or flyers are required by law to be posted.
- ii. Such signs shall relay the following information:
 - (a) Sign language and oral interpreter information.
 - (b) Information regarding the availability of telecommunication devices.
 - (c) Information regarding other auxiliary aids and services available free of charge to people who are hearing impaired.
 - (d) Information regarding assistance from department personnel.

b. Incarcerated Persons Rules and Orientation:

- i. The Facility Commander will ensure printings of the Incarcerated person Rules and Orientation manual references the following information:
 - (a) To accomplish effective communication between incarcerated persons and their visitors, who are deaf or hard of hearing, we provide appropriate auxiliary aids and services free of charge:
 - (1) Sign language and oral interpreters.
 - (2) Telecommunication and video devices.
 - (3) Note takers.
 - (4) Computer-assisted real-time transcription services.
 - (5) Writing materials.

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(6) Telephone handset amplifiers, assistive listening devices, and systems.

(7) Telephones compatible with hearing aids, closed caption decoders, and open and closed captioning during incarcerated person programs.

17. Personnel Training:

- a. The BAS Unit shall provide training sessions as part of its annual in-service training plan for all department members who have contact with deaf, deaf-blind, or hard-of-hearing incarcerated persons and visitors.
- b. This training shall be sufficient in duration and content for personnel who routinely interact with incarcerated persons and members of the public with disabilities.
 - i. This training shall address access to policies, use of policies, and cover awareness and service needs for deaf, deaf-blind, and hard-of-hearing incarcerated persons and visitors.

在押人员指导和规则手册

本手册涵盖在押人员在羁押期间遇到的许多常见问题和疑虑。如果您有任何其他疑问或担忧，请与部门员工联系。

Una versi n en espa ol del re lamento interno de psc pueden ser suministrados a petici n

简介

斯坦尼斯劳斯县治安部门 (Stanislaus County Sheriff's Department) 的目标是提供一个安全、可靠的环境，利用拘留设施管理直接监督模式促使在押人员形成积极的行为模式。

A. 成人拘留部的目标应通过以公平、公正、人道的方式对待斯坦尼斯劳斯县成人拘留设施内的所有在押人员来实现。

设施工作人员假定您的行为将是积极、理性的。在被羁押期间遵守本设施的规定和工作人员的指令是您的责任。

某些规定可能对您有所限制。然而，为了营造一个安全、可靠、人道的环境，我们有必要设置此类规定。积极、理性的行为能够保护您的特权。消极、不理性的行为将使您受到纪律处分或刑事控告。

本手册中的信息将帮助您顺利度过被羁押的时间。如果您有任何疑问，请与居住区警官或任何其他设施工作人员联系。

A. 每个居住区内的休息室或放风场地内均有本手册的副本。

法院信息：

设施工作人员会在您需要出庭时通知您。如果您不确定自己的计划出庭时间，请咨询设施工作人员。

A. 除了出席陪审团审讯期间以外，您皆须穿着监狱发放的狱服出庭。不准穿着夹克或运动衫出庭。

B. 在您出庭时，正式法庭文件是您唯一可携带的文件。

1. 上午法庭：在 06:00 之前准备就绪，并在收到通知时立即响应。

2. 下午法庭：在 11:00 之前准备就绪，并在收到通知时立即响应。

居住单元规章：

A. 在押人员仅可待在指定的居住单元内。

B. 在押人员仅可待在指定的囚室内。

C. 在押人员仅可在休息室或放风场地内探访其他在押人员。

D. 被分配到居住单元一楼的在押人员不准前往居住单元二楼。

E. 不准将寝具或床垫带入休息室或放风场地。

F. 不准遮蔽囚室或宿舍内的灯光。

G. 不准在囚室或宿舍内的墙壁、窗、家具、固定装置或通气口上附着、悬挂或粘贴任何物品。

H. 囚室或宿舍内的墙壁、窗、家具、固定装置或通气口上粘贴的照片和图画将被作为违禁品没收并弃置。

I. 不准在囚室或宿舍内的墙壁、窗、家具、固定装置或通气口上写字。

J. 如果我们发现您在墙壁、窗、家具、固定装置或通气口上刻字或写字，您会受到纪律处分。

K. 您不得出于任何理由将休息室内的椅子搬到放风场地或在押人员的囚室。

L. 不得将属于放风场地或休息室的任何物品（即，平板电脑、理发器、放风场地的球等）带入囚室。

在押人员表格：

以下内容简要说明了对您有利的可用表格。每个居住区内均有这些表格。

在押人员请求表 (Inmate Request Form)：您可以使用本表请求物品和服务。本表也被称为“kite”。特定区域内的探视亭也可提供本表格的电子版。

医疗请求表 (Medical Request Form)：本表是一张蓝色表格，可用于请求医疗护理服务。您必须在发药期间将填好的本表格直接交给医务人员。

杂货店订购表 (Commissary Order Forms)：您可以使用几种不同的表格订购特定的食品、文具和卫生用品。您可以在您的居住区内可取得这些表格。

未成年人治疗许可 (Permission to Treat Minor)：您可以通过本表暂时委托某人为您的未成年子女作出医疗决策。您可以向您的居住区警官索要本表格。

访客批准表 (Visitor Approval Form)：网站上可提供本表格的电子版。所有访客必须有电子邮箱，并且必须在到访之前在网站 stanislausca.gtlvisitme.com 上完成在线审批流程。

访客上诉表 (Visitor Appeal Form)：如果您的访客提出的申请被否决，访客可以针对否决提出上诉。访客可以通过网站 www.scsdonline.com 获取上诉状。访客必须填写本表上的所有项目。表格上有一个空白处，访客可以在空白处清晰说明上诉情形。访客可以将本表提交给任何斯坦尼斯劳斯县拘留设施，工作人员会将该表转交给管理部门审核。

通行证申请表 (Application for Pass Form)：应将本表提交给设施运营部门的警官。应根据 4018.6 PC (治安官因在押人员家庭发生紧急情况或在押人员回归社区做好准备而暂时释放在押人员) 使用本表。

投诉和上诉状 (Complaint and Appeal Form)：本表是三联绿色表格。如果您认为监禁条件有不足之处，您可以使用本表报告此类问题。如果您想要报告问题，您需要填好本表上的所有项目并将本表提交给值班的警官。设施工作人员会在 15 天内回复。在此提醒，提出虚假或不严肃的投诉会招致纪律处分。

法律研究和律师助理表 (Legal Research & Associates Form, 简称 LRA Form)：您可以使用本表请求法律研究材料。本表背面有填写说明。这是一项法律图书馆服务。

可选工作计划申请 (Alternative or Program Application)：您可以通过填写本表申请可选工作计划 (AWP)。刑期短于 365 天的在押人员可以申请该计划。具备资格的在押人员可以在社区里工作，以此代替在监狱里服刑。AWP 办公室会审核申请并确定您是否具备资格。

在押人员指导和规则手册

电子监控计划申请 (Electronic Monitorin Program Application)：您可以通过向监狱可选项目办公室发送在押人员申请表的方式获得电子监控及在家服刑申请表。所有在押人员均可申请本计划，无论刑期长短。如果申请被采纳，参与者需要在参与本计划期间每日付费。

继续监禁通知 (Detainer Notice)：本表也被称为“1381 表”。当在押人员已被判处在本地服刑 90 天或更长时间且在另一个县内还有未决案件时需要使用本表。

出庭申请表 (Re uest for Court Appearance Form)：当在押人员想要与法官沟通关于修改刑罚的事项时需要填写本表。

治安官假释申请 (Sheriff's Parole Application)：已经完成 1/3 刑期的任何已判刑在押人员均可申请治安官假释。假释裁决委员会的三名成员会审查申请，确定申请人是否具备假释资格。如果假释获准，假释条款和条件由假释裁决委员会设定。参与者可以在参与本计划期间重回社区，但是，监禁替代部门的工作人员会继续监控参与者，直至假释期结束。

个人护理申请 (Personal Care Pac Re uest)：现金账户余额只有 2 美元或不足 2 美元且在过去 2 周内未订购或收到日用品的贫困在押人员可以使用本表申请卫生用品。

被关押工人：

如果您在被关押工人岗位上被辞退，那么，未经值班主管批准，您在 30 天之内无资格再申请任何其它职位。

- A. 如果已被判刑的在押人员被分配到某个工作组中，该在押人员必须按要求参加工作。
- B. 未被判刑的在押人员可以自愿承担工作任务。
 - 1. 您是否有资格参加工作取决于您的分类身份和受到的指控。

在工作期间，您的身份仍然是受到斯坦尼斯劳斯县治安官监管的在押人员，您必须遵守一切设施规章和规定。

- A. 您不准吸烟或持有烟草产品。
- B. 您不准携带任何物品前往工作地点，也不准从工作地点带回任何物品。
- C. 您回到本设施时需要接受裸身搜查。

在押人员工作条件符合所有适用的工作场所安全法律和《加州职业安全与健康法》(California Occupational Safety and Health Act) 的规定。

适用于被关押工人的规定如下：

- A. 迅速前往工作地点报到并穿戴适当的服装。
- B. 工作时必须穿戴整齐。您不可以在工作期间穿 T 恤衫或袒胸露背。
- C. 穿戴并适当运用已发给您的所有防护设备。
- D. 尽力有序地完成所有工作任务。
- E. 遵循您的主管下达的指令和命令。
- F. 尊重您的主管和公众人员。

- G. 保持个人卫生，遵守卫生标准。
- H. 如果在工作期间受伤，应立即向您的主管报告。
- I. 始终待在指定区域内。如果您在未经主管审批的情况下离开工作站，您将受到刑事指控。

在押人员的资金

汇款人仅可通过 Touch-Pay 系统将资金汇入在押人员的个人现金账户中。

- A. 本设施不接受汇款人邮寄的现金、保兑支票、银行本票或汇票。如果收到现金或此类票据，本设施会将现金或此类票据退给汇款人。

汇款人应使用下列信息向在押人员账户汇款：

设施定位编号：295354
加州斯坦尼斯劳斯县 (Stanislaus County, CA)
个人预订编号
个人姓名

Touch-pay 系统可接受 Visa 卡、MasterCard 卡、借记卡、电子支票或现金（仅探视亭可接受）。

汇款人可以通过三种方式向账户存款：

- A. **探视亭：**汇款人可以前往治安拘留中心、公共安全中心和 REACT 设施的大厅向在押人员的个人账户存入美元。
- B. **电话：**汇款人可以通过电话向在押人员的个人账户中存钱，汇款人需要有可用的 Visa 或 MasterCard 卡、借记卡或个人支票账户信息。拨打电话 1-866-232-1899（免费）。按照语音提示操作。您会在完成交易时收到一个确认码。
- C. **互联网：**汇款人可以通过互联网向在押人员的个人账户存钱；汇款人需要有可用的 Visa 或 MasterCard 卡、借记卡或个人支票账户信息。访问网站 <http://payments.touchpaydirect.net> 并按屏幕上的提示信息操作。您会在完成交易时收到一个确认码。您需要提供一个电子邮箱地址，用于接收收据。
 - 1. 如需使用本系统，您需要支付便利费。账单或支票账单上显示的收款人将会是 Touch-Pay Direct 或 Correctional Payment Services。
 - 2. 除非获得本设施指挥官的授权，在押人员仅可在预约之后的 24 小时内取走资金。如果在押人员获得取款批准，在押人员必须一次性取出个人账户中的全部资金。
 - a. 在押人员不得将自己账户中的资金转至其他在押人员的账户。
 - b. 在近 30 天内被监禁的在押人员不得取出在押人员账户中的资金。
 - 3. 如果工作人员在在押人员结束探视、工作之后回到本设施时或在在押人员被监禁期间的任何时候发现在押人员携带现金，此类现金将被没收并存入斯坦尼斯劳斯县通用基金账户。

在押人员指导和规则手册

在押人员的资金和财产的发放

在押人员仅可在下列情况下取出资金：

- A. 预订之后的 24 小时之内。
- B. 除非获得本设施指挥官的授权。
- C. 除非在押人员向监禁替代措施部门提出书面请求并获得授权。
 - 1. 本设施会通过 Touch Pay 卡（类似于信用卡或借记卡）发放资金。本设施不会直接发放现金。

在押人员可以将个人财产发放给指定人员。要想接收在押人员的个人财产，该指定人员必须持有有效的图像识别证件。

- A. 在押人员可以通过填写在押人员请求表要求本设施将个人财产发放给指定人员。

已被判处监禁的在押人员可以申请将衣物和个人财产发放给指定人员。

- A. 加州惩教部不会保留您的衣物或财产，但是会将您的衣物或财产邮寄到指定地点，邮费由您承担。
- B. 斯坦尼斯劳斯县治安部门不会保留或邮寄您的衣物或财产。
- C. 在押人员还可以通过提交在押人员申请表，将衣物捐赠给在押人员贫困基金。

领事通知

如果您是外国公民，您有权要求治安部门向贵国驻美国领事代表发出通知。在某些情况下，无论您是否希望通知领事代表，我们都必须立即将您被捕的消息告知最近的贵国领事馆。

- A. 贵国领事官员可以帮您聘请法律顾问、联系您的家人，也可以在您被拘留期间探视您。
- B. 如果您希望治安部门通知贵国领事官员，您现在即可使用在押人员申请表申请发出通知或在此后随时申请发出通知。
- C. 一旦领事官员收到通知，他们可能会给您打电话或探视您。

接收用于参加陪审团审理的衣物

您可以在陪审团审理开始前 48 小时将用于参加陪审团审讯的衣物交付至斯坦尼斯劳斯拘留中心。

- A. 在审理期间，您可以换衣。
- B. 您必须在探视期间换衣。
- C. 您可以逐件换掉整套衣物。本设施不接受腰带或领带。您的律师可以在法庭上为您提供这些物品。
- D. 工作人员仅会接受您将在下一次参加陪审团审理期间穿戴的衣物。本设施不会为您保留多余的衣物。

分类

本分类制度的设计目的是根据性别身份、年龄、犯罪情节、犯罪指控的严重性、身体或心理健康需求、攻击性或非攻击性行为和标准在押人员分配适当的居住单元和活动，进而保护在押人员和工作人员的安全。

- A. 如果在押人员对自己的安全感到担忧，必须立即告知工作人员。
 - 1. 分类部门会在您被关押的头 30 天之后自动审查您的状态。此后，分类部门每 60 天会进行一次审查。
 - 2. 我们会定期进行审查，或者在收到可能对在押人员的个人状态产生影响的信息时随时进行审查。
 - 3. 您可以通过向分类部门提交在押人员请求表的方式要求分类部门审查您的分类状态。

在押人员的权利和特权

您有权：

- A. 要求工作人员以公平、公正、尊重的方式对待您。
- B. 自由追求宗教信仰和自愿进行宗教崇拜。
- C. 卫生保健服务包括：营养餐、适当的寝具和衣物、干净的衣物、定期淋浴的机会、适当的取暖和通风设施、定期锻炼和到囚室外活动、梳洗用品以及医疗和牙科治疗。
- D. 以合理的方式接受探视以及与代理人通电话。
- E. 以合理的方式获取可用的法律资料。
- F. 与所有人和所有机构通信。
- G. 接受家人和朋友的探视，与他们通电话和通信。
- H. 了解会在您被监禁期间对您产生直接影响的规章、规定、程序和时间安排。

您的权利受到法律保护，任何人不得剥夺您的权利。但是，本机构可能会由于您的行为而修改您的权利，旨在保障所有在押人员的权利和本设施的安全。

- A. 所有未被列为在押人员权利的服务和功能均为在押人员的特权。在押人员可以通过积极、理性的行为来维持自己的特权。消极或不理性的行为会导致在押人员失去特权。

怀孕在押人员的权利

- A. 应向所有怀孕和哺乳期在押人员提供关于产前保健、产后保健、分娩教育和婴儿护理的信息。已知怀孕的在押人员在怀孕期间应被分配到较低的铺位和较低的楼层。应当为哺乳期母亲提供吸奶器。
- B. 处于妊娠期的人员有权要求接受由自己选择的内科和外科医生提供的医疗服务。
- C. 如果在押人员接受了由内科医生和外科医生提供的医疗服务且此类服务并非由斯坦尼斯劳斯县治安部门（Stanislaus County Sheriff's Department）提供，在押人员应承担相关费用。
- D. 任何根据本章节规定提供服务的医生应当持有有效、未被撤销的医疗执照。
 - 1. 由于为在押人员提供必要的监管和安全措施（监护）而发生的费用应当由在押人员承担。

在押人员指导和规则手册

- E. 在押人员有权请医生诊治，以确认怀孕、继续孕期或选择堕胎。在押人员也可以要求自费看私人医生、执业护士、认证护士助产士或医师助理。
- F. 根据怀孕人员表达的怀孕意愿提供咨询和帮助，无论其选择留下孩子，使用收养服务或堕胎。
- G. 表示希望终止妊娠或希望就此问题进行咨询的在押人员应被转介给计划生育联合会，以进一步了解其可用的所有选项。
- H. 怀孕的在押人员在分娩和生育过程中应享有最大程度的隐私。
- I. 怀孕的在押人员可以选择在分娩、生育和住院期间的产后恢复期间让一名支持人员在场。支持人员可以是部门指定的经批准的访客或卫生人员，在产前护理、分娩、生育、哺乳和产后护理方面为在押人员提供协助。
 - 1. 应通过访客申请表概述对支持人员的批准。
 - a. 如果拒绝关于选定支持人员的请求，应在收到请求后 15 个工作日内以书面形式向在押人员提供拒绝的理由。
- J. 希望在被关押期间为其婴幼儿提供母乳，或保持泌乳以在获释后恢复母乳喂养婴幼儿的在押人员，将有机会在收监时、分娩后或保持泌乳后的任何时间提出上述请求。
 - 1. 本设施将向在押人员提供附带使用说明的手动或电动吸奶器。家人、朋友或其他机构可以提供个人电动或手动吸奶器，并获得监管使用许可。
 - a. 本设施将指导在押人员在吸乳前用肥皂和水洗手，并在每次使用后用肥皂和水洗吸奶器。
 - 2. 母乳将被放入由家人、朋友或其他机构提供的干净母乳袋或奶瓶中。容器将标有在押人员的姓名、身份证号码和挤奶日期/时间，然后被放入指定的冰箱或冰柜中，直至每天由指定人员取走并运送给婴幼儿。
 - a. 在每次取走容器并运送给婴幼儿时，指定的提取母乳的人员将在母乳转送日志上签名并注明日期。
 - b. 任何未在七 (7) 天内提取的母乳将被丢弃。
 - 3. 当在押人员首次就诊时，医务人员将告知在押人员关于孕妇的标准和政策，包括但不限于《加州刑法》第 4023.5 条、第 4023.6 条、第 4023.8 条、第 4028 条、第 6030 条和《健康与安全法典》第 106 卷第 2 部分第 2 章《生殖隐私法》第 2.5 条（从第 123460 条开始）的规定。

在押人员行为准则：

我们期望您在本设施接受监禁期间能够遵守一切规章、规定和行为指南。一般而言，我们期望您能够：

- A. 遵守一切规章和规定。
- B. 遵循工作人员的一切指令和要求。

- C. 穿着得体。如果您收到的衣物或工作人员要求您穿戴的衣物尺码太大，工作人员会给您重新发放一套衣物。不准出现衣物“松垮”的情况。
- D. 始终佩戴您的臂章或身份证，以便我们正确识别您的身份。
- E. 爱护设施的财产和其他人的个人财产。
- F. 保持您的床铺、床脚置物箱和囚室区内的公用区域的卫生和秩序。
- G. 符合日常个人卫生标准。
- H. 尊重他人。不准使用具有种族歧视含义的蔑称，不准骂人或使用侮辱性语言。
- I. 不得参与喧闹和具有破坏性的行为。
- J. 禁止向人行道、地面、墙壁、围墙或本设施的任何其它表面或财产上吐痰。

法律图书馆

本设施通过法律研究协会 (LRA) 提供法律图书馆服务。LRA 可以按需提供法律研究资料。

- A. 本计划可提供由代理人监督的研究和由接受过法律培训的人员进行的研究。
- B. 工作人员会确定在押人员请求的优先级并提供个性化回复。
- C. 所有在押人员均可进行法律研究，本设施会每日更新关键法律研究资料。
- D. 在押人员可以填写 LRA 请求表并将请求表放入寄出邮箱中。您可以在居住单元的休息室内拿到 LRA 请求表。
- E. 在押人员可以在当月 1 日至 15 日之间提交两份请求表，在当月 16 日至月末之间再提交两份请求表。

通信

工作人员会在每周的周一至周六交付收到的邮件。在将邮件交付给在押人员之前，工作人员会打开、扫描所有邮件并搜查邮件中是否有违禁品（法律函件除外）。工作人员会在在押人员在场的情况下打开法律函件并搜查函件中是否有违禁品。法律函件是指在押人员与以下人员之间的通信邮件：

- A. 所有州和联邦当选官员。
- B. 州长或美国总统任命的所有州和联邦官员。
- C. 对在押人员的当前、以往或预期监护以及假释或缓刑监督负责的所有市级、县级、州级和联邦官员。
- D. 所有州和联邦法官和法院。
- E. 已在州律师协会登记的律师。
- F. 认证 PREA 审计师和 PREA 相关实体机构。
- G. 州和社区惩教委员会。

在押人员指导和规则手册

1. 工作人员会在您在场的情况下打开法律函件并搜查其中是否有违禁品。寄出的法律函件将被发送给警官，警官会进行违禁品检查并封好函件。
2. 寄出邮件应被放入位于居住单元的休息室内的邮箱。居住区警官会每日收集邮件并将邮件投放至美国邮政信箱中。
3. 您的邮寄地址是：
 - a. 您的姓名、预订号和分配的居住区
 - b. Stanislaus County Sheriff's Detention Center
200 East Hackett Road
 - c. Modesto, CA 95358
 - d. 您的姓名、预订号和分配的居住区
 - e. Stanislaus County Sheriff's REACT Facility
 - f. 194 East Hackett Road
 - g. Modesto, CA 95358
4. 只要您有足够的邮资，您的的寄出邮件数量不受限制。
 - a. 您可以通过杂货店购买邮票。
 - b. 在押人员可以使用美国邮政服务与其他在押人员通信。
 - c. 现金账户余额只有 2 美元或不足 2 美元且在过去 2 周内未订购或收到日用品的贫困在押人员每周会收到两个免邮资信封和八张纸，可用于个人通信。每周从周日开始。对于贫困的在押人员，法律函件不受限制。

本设施不接受任何人通过邮件邮寄的现金、汇票、保兑支票、个人支票或邮票。

本设施不接受通过邮件邮寄的下列物品。包含下列任何项目的邮件将被退给发件人或被作为违禁品销毁。

- A. 包含拍立得照片、任何全裸或部分裸体的照片和图片、与帮派有关的文字或凸起的装饰贴纸的邮件。
- B. 被装入可能隐藏违禁品的信封中的邮件。
- C. 个人支票、问候卡和明信片。
- D. 可以通过杂货店购买的物品。
- E. 包含粉末状、液体、唇膏等物品的邮件。
- F. 设施指挥官认为不可接受的任何材料。
- G. 不准邮寄描述性行为的图片。此类物品属于违禁品，将被销毁。
- H. 与帮派有关的文字、照片或描述。

在押人员可以在获得本设施指挥官事先书面批准的情况下通过邮件接收由出版商或分销商直接发送的杂志、期刊和书籍。在押人员应负责在新资料到达时处置已过期的资料。

书籍和期刊

您可以在居住区的休息室内获取书籍。

- A. 您可以持有 5 本书或杂志、1 本圣经和 1 份报纸。

- B. 上述总数包括您购买的个人书籍以及图书馆书籍和杂志。
 - a. 不得将书籍放在个人财产上。
- C. 杂志必须为当前版本。
- D. 您应当负责在收到新杂志和新报纸之前处置个人持有的杂志和报纸。
- E. 您可以通过向本设施的教士提交在押人员请求表的方式获得宗教读物。

电话使用

电话位于您所在的居住单元的休息室或放风场地内。您可以在放风和囚室外活动期间打电话。

- A. 所有电话均为对方付费电话。您可以通过杂货店购买预付费电话卡。
 1. 您只需拿起听筒即可按照使用说明使用电话。
 2. 为了让其他人也能使用电话，您的最长通话时间为 15 分钟。
- B. 本设施会监控您的通话内容。
- C. 您仅可对外拨打电话。
- D. 在任何情况下，设施工作人员都不会转接来电，也不会传递任何电话留言。
- E. 应为有听力或语言障碍的在押人员提供适当的电信设备，以方便通信。

在押人员的投票

符合下列要求的斯坦尼斯拉斯县 (Stanislaus County) 在押人员具备在加利福尼亚州投票的资格：

- A. 必须为美国公民。
- B. 必须是加州居民。
- C. 必须在下一个选举日当天或之前年满 18 岁。
- D. 必须不得由于重罪进入监狱服刑或处于假释或释放后社区监督之下。
- E. 必须不得由于 2011 年颁布的《刑事司法调整法案》(Criminal Justice Realignment Act of 2011, 英文缩写 CJRA) 中定义的低级重罪而进入县监狱服刑。
- F. 必须不得处于缓刑期 (由于 CJRA 定义的低级重罪而进入县监狱服刑, 以缓刑作为执行剩余刑期的替代方式)。
- G. 必须不得被法院认定为智力不健全人员。
- H. 必须不得正在县监狱内度过由州级法院判定的刑期 (根据州政府与当地机构签订的合同)。

在押人员指导和规则手册

斯坦尼斯劳斯县 (Stanislaus County) 在押人员在符合下列条件的情况下具有投票资格：

- A. 由于轻罪而在本地监狱内服刑。
- B. 在法院在重罪定罪之后暂缓判决和量刑的情况下，在押人员在县监狱内度过缓刑期。
- C. 正在等待审判或目前正在受审且尚未宣判。
- D. 因重罪定罪判定的假释期或释放后社区监管期已结束。
- E. 处于缓刑期，除非是由于 CJRA 定义的低级重罪而进入县监狱服刑，以缓刑作为执行剩余刑期的替代方式。

斯坦尼斯劳斯县 (Stanislaus County) 在押人员可以为了登记投票和申请缺席投票与居住县的书记官通信。

- A. 本设施可应要求向在押人员提供投票材料。
- B. 所有与选民有关的寄出邮件（包括选民登记表和以邮寄方式投出的选票）的处理方式与法律函件的处理方式保持一致。

如果您是斯坦尼斯劳斯县 (Stanislaus County) 的居民且想要投票，您可以填写请求表并将请求表邮寄给设施运营部门的警官，说明您想要投票的意愿。设施运营部门的警官会为您发送选民登记表。

- A. 如果您是斯坦尼斯劳斯县 (Stanislaus County) 的居民且想要通过缺席投票的方式投票，您会收到县委书记办公室发出的书面选票。地址：1021 "I" Street, Suite 101, Modesto, California, 95354。

如果您是外县居民，您可以给居住县的县委书记办公室写信，要求他们为您邮寄选民登记表。您可以通过法律书记官获取任何县委书记办公室的地址。

您在填写选民登记表时应当使用您的家庭住址。不要将本设施的地址作为您的回信地址或住址。

- A. 如果您没有目前住址，请使用您的已知最新地址。

将填好的选民登记表投入邮箱，登记表邮寄方法与任何其它个人邮件的邮寄方法相同。

- A. 您应当负责支付邮寄选民登记表所需的邮资。

想要与县书记官通信或想要索取缺席选票的贫困在押人员可以使用指定的四封免邮费邮件。

- A. 本设施不会为此提供额外邮资。

探视规章

斯坦尼斯劳斯县治安部门 (Stanislaus County Sheriff's Department) 承认探视在押人员的重要性。本设施会尽可能为在押人员提供与家人和社区维系感情的机会。

- A. 斯坦尼斯劳斯县治安部门 (Stanislaus County Sheriff's Department) 的政策是允许在押人员的家人、神职人员、法律顾问和其他人在符合设施安全和运行要求的情况下探视在押人员。

- B. 工作人员应确保探视过程的安全性，保证探视过程不会妨碍设施的安全或正常运行。

- C. 不允许携带饮料、食物、日用品或铅笔进入探访室。

本设施可以随时由于纪律原因或以违反探视规章为由取消探视。

- A. 访客每天、每次仅可探视一名在押人员（官方访客除外）。
- B. 您每天仅可接受 1 次免费的公开探视。
- C. 您有资格每周接受 2 次免费探视（官方访客除外）。
- D. 参加工作或计划的在押人员有资格每周接受 3 次免费探视。设施指挥官可酌情决定探视安排，或者，探视也可以作为特定计划的组成部分。

您的探视联系人摘要屏幕上可以有无限数量的经批准的访客。

- A. 由于空间有限，每名在押人员每次仅能与 4 名访客见面。
- B. 未成年子女必须提交探视申请且应被计入在每次探视期间获准探视在押人员的总人数。

1. 在探视期间，未成年子女必须有父/母或法定监护人陪伴。登记时，未成年子女应被列为预定访客。
2. 陪伴未成年子女的父/母或法定监护人必须是获得批准的访客并按照部门工作人员的要求提供监护证明。

- C. 每名在押人员在每次接触式探视期间仅能与 3 名访客见面。未成年子女必须提交探视申请且应被计入在每次探视期间获准探视在押人员的总人数。

- D. 您可以拒绝探视。如果您拒绝某位访客的探视，此人姓名可能会从获准访客名单中被删除。

1. 您必须通过提交在押人员申请表的方式删除获准访客名单中的访客。

探视时间：

探视仅可在设施指挥官确定的预定日期和时间进行。

- A. 设施可以在用餐期间或出于对设施安全的考虑而限制或拒绝探视。
- B. 探视时间可能发生变更，探视安排的原则为“先到先得”。
- C. 各设施大厅或网站 stanislausca.gtlvisitme.com 会张贴/发布探视时间安排。

1. 斯坦尼斯劳斯县治安探视中心 (Stanislaus County Sheriff's Visitation Center) 也会张贴探视时间，探视中心地址为：801 11th Street Modesto, CA 95354。

每次探视的时长为 30 分钟，两次探视之间会有 30 分钟的休息时间（即 08:00-08:30、09:00-09:30 等）。

- A. 所有访客必须在预定探视开始前 30 分钟到达并登记。
- B. 治安拘留中心 (PSC East & PSC West) 以及 REACT 设施：

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1. 本时间表适用于非接触式面对面探视和视频探视。
 - a. 正式探视时间：每天 08:00-21:00
 - b. 周三不安排探视。
 - c. 周四至周二：08:00 – 11:00、12:00 – 16:00 以及 19:00 – 21:00
 - d. 探视中止时间：11:00 – 12:00 和 16:00 – 19:00

C. MHU1 和 MHU2 – 本时间表适用于非接触式探视：

1. 正式探视时间：每天 08:00-21:00
 - a. 周六：

第 1 段：	MHU2A	07:00	08:00
第 2 段：	MHU2A	08:30	09:30
第 3 段：	MHU2B	11:00	12:00
第 4 段：	MHU2B	12:30	13:30
第 5 段：	MHU2C	14:00	15:00
第 6 段：	MHU2C	15:30	16:30
 - b. 周日：

第 1 段：	MHU1A	07:00	08:00
第 2 段：	MHU1A	08:30	09:30
第 3 段：	MHU1B	11:00	12:00
第 4 段：	MHU1B	12:30	13:30
第 5 段：	MHU1C	14:00	15:00
第 6 段：	MHU1C	15:30	16:30

探视时间安排：

访客最好通过网站 stanislausca.gtlvisitme.com 在线预约探视时间。必须在线安排所有探视。治安拘留中心和 REACT 设施的公共大厅内均设有预约安排亭，协助访客预约探视时间。

- A. 所有申请探视的访客必须有电子邮箱，用于进行访客批准登记和预约探视时间。
- B. 公开探视：
 1. 访客最多可以提前 7 天预约公开探视。
 2. 访客至少需要提前 24 小时预约公开探视。
 3. 申请公开探视的访客最迟可以在探视前 24 小时变更预约探视时间或取消探视预约。

访客着装要求

访客必须遵守经设施指挥官批准的着装要求。设施大厅的《在押人员规则和指南手册》中包含此信息。

- A. 严禁访客在探视区内或在视频探视期间展示任何帮派标志颜色、符号、标志或穿戴表示帮派关系的服装。

- B. 各设施会在探视之前和探视期间严格执行探视着装要求。如有任何关于适当着装的问题，访客可以向值班主管提问，以确定是否可以在探视期间穿着任何服装。违反着装要求的情形包括但不限于：

1. 穿着任何游泳服装。
2. 穿任何高于大腿中部的服装（包括短裤、连衣裙和短裙）。
3. 穿透视装（包括但不限于透明衬衫或任何袒胸露肩的其它服装）。
4. 访客必须穿内衣。禁止任何性别的访客穿任何透视装或露胸的服装。
5. 禁止任何性别的访客穿任何过分暴露乳沟、腹部或肩膀的服装（例如，抹胸、背心或露背装）。
6. 访客不得赤脚。
7. 访客不准戴任何样式的帽子。

访客规章

所有访客必须遵守下列规章：

- A. 不遵守下列规章的访客将失去一切探视权利。如果访客违反探视规章、规定或程序，工作人员将护送访客离开设施，该访客的探视许可将被否决。本章节中的所有探视规章适用于坦尼斯劳县治安部门（Stanislaus County Sheriff's Department）提供的所有探视机会，包括现场探视、场外探视、家中探视或通过互联网进行的探视。

- a. 访客必须遵守经设施指挥官批准的着装要求。
 - b. 访客携带武器、爆炸物、酒精饮料、麻醉剂和管制物质进入拘留设施的行为属于犯罪行为，携带上述物品进入拘留设施的访客将被逮捕。
 - c. 处于醉酒状态或受到药物影响的访客不准探视在押人员且有可能被逮捕。
 - d. 无法在设施内妥善监督子女的访客不准探视在押人员，会被勒令离开设施。制造混乱或骚乱并构成犯罪行为的访客可能被逮捕。如果某位访客由于破坏行为而被送出设施，那么，该访客在再次获得设施指挥官批准之前将无法获得探视批准。
 - e. 未经值班主管事先批准，访客不准给在押人员带任何物品或带走在押人员的任何物品。
- B. 未经值班主管书面许可，访客不准将任何物品带入设施或通过探视带回任何物品。
 - a. 此类物品包括杂货店物品、夹克衫、值班帽和邮件。此类物品将被没收、被视为违禁品并销毁。此类行为可能招致纪律处分。

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- C. 在押人员与访客之间不得有任何接触，例如拥抱、握手或短暂的亲吻。

您可以在必要时每天与您的律师或法律顾问联系。律师探视您的次数和探视时间不受限制，已确定的探视时间或紧急戒备期间除外。

视频探视

坦尼斯劳县治安部门 (Stanislaus County Sheriff's Department) 和视频探视服务供应商对访客的互联网或无线网 (Wi-Fi) 连接质量不承担任何责任。治安部门对访客家中的电脑和 / 或工作电脑、网络摄像头或用于视频探视的任何其它硬件的设置或运行不承担任何责任。

- A. 所有公开视频探视均会被监控。
B. 正式探视不会被监控。

公众可以通过下列方法进行视频探视：

- A. 在探视时间内前往治安拘留探视中心的探视亭 - SDC 东侧公共大厅进行探视。
B. 在探视时间内使用个人电脑在家中或办公室内进行探视。
C. 在探视时间内通过已安装探视应用程序的智能手机或平板电脑进行探视。

如果已安排预约，访客会被告知预约时间和探视亭所在地点。访客必须在指定地点报到或进行探视。

- A. 探视将精确按照预定的时间开始。一旦访客已被告知探视安排，访客不得修改探视时间和地点。如果访客迟到，探视将被取消。被取消的探视不会被计入在押人员在本周内的已分配探视次数。
B. 如果在押人员或访客在规定探视时间结束之前结束探视，此次探视将被视为已完成。此次探视不会重新开始或改期。
C. 如果发生设备故障、停电或部门排期或探视设备出现其它问题，值班主管可以酌情决定为探视改期。
D. 设施不会为已有其它预约（医疗、出庭、设施工作等）的在押人员安排探视。设施会在预约活动结束后安排探视。

纪律

上诉：受到纪律处分的在押人员借以请求设施对纪律处分进行行政审查的程序。

纪律处分听证会：为确定是否存在能够证明在押人员违规或未违规的实质性证据而进行的非司法性行政程序。

纪律处分专员：纪律专员有权根据违规行为的严重程度批准或实施纪律处分。

正式纪律处分：已提交事件报告且纪律处分专员已根据既定时间限制召开正式听证会。

非正式纪律处分：设施工作人员对在押人员进行辅导、警告或口头训诫。

听证前隔离：在调查结束之前或听证会排期之前将在押人员囚禁在一个单独房间里

禁止行为：违反联邦、州、县或地方法规的行为或违反设施规章的行为（对在押人员或设施的整体秩序造成不利影响）

处罚：为了禁止某些行为而采取的特定措施，作为鼓励良好行为、预防违规行为的一种手段。

- A. 纪律处罚包括但不限于：
1. 口头警告或训诫。
 2. 暂停特权。
 3. 禁闭 (CTQ) 或防范禁闭。
 4. 纪律隔离。
 5. 失去已经获得的良好品行积分和工作时间积分。

纪律隔离：在押人员由于违反设施规章而受到的纪律处分，包括在囚室或宿舍内度过指定的禁闭时间。

- (a) 如果某位在押人员被受到纪律隔离处罚，其将失去一切放风、囚室外活动、探视和杂货店特权（卫生用品和通信除外），直至纪律隔离期结束。

为了保障所有工作人员和在押人员的安全，您必须遵守一切县级、州级和联邦法律、设施法规和工作人员的指令。

- (a) 违规行为和违法行为会导致纪律处罚以及民事或刑事起诉。

被禁止的行为包括但不限于下列行为（无论是已完成的行为，还是试图进行的行为）。

被禁止行为代码：

PAC 1	严重	食品或饮料掺假
PAC 2	严重	纵火
PAC 3a	严重	攻击/工作人员
PAC 3b	严重	攻击/在押人员
PAC 3c	严重	殴打/工作人员
PAC 3d	严重	殴打/被监禁的人
PAC 4	严重	企图自杀
PAC 5	严重	破坏、改动或损坏监狱财产
PAC 6	严重/轻微	破坏行为
PAC 7	严重	参与/鼓励群体示威
PAC 8	严重	参与性行为
PAC 9	严重	逃跑/企图逃跑
PAC 10	严重	勒索
PAC 11	轻微	未能保持个人卫生或房间清洁
PAC 12	严重	未能提供适当的身份证明
PAC 13	严重	未能参加点名
PAC 14	轻微	吸烟
PAC 15	严重	打架
PAC 16	严重	填写或编写虚假报告
PAC 17	严重	赌博
PAC 17a	严重	帮派涂鸦/服装
PAC 18	严重	向工作人员赠送/提供物品
PAC 19	严重	杀人
PAC 20	轻微	前往未经许可的区域
PAC 21	严重	不当裸露
PAC 22	轻微	不服从命令/傲慢无礼
PAC 23	严重	干扰工作人员履行职责/责任
PAC 24	严重	干扰点名过程

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PAC 25	轻微	乱丢垃圾
PAC 26	严重	丧失工人职位/工作
PAC 27	严重	对他人处以私刑
PAC 28	严重	制作、持有或使用致醉物质
PAC 29	严重	向其他人提出性暗示或威胁其他人
PAC 30	严重	恶意行为
PAC 31	轻微	假装生病
PAC 32	严重	滥用药物
PAC 33	严重	点燃地毯、家具或寝具
PAC 34	严重	持有其他人的臂章
PAC 35	严重	持有其他人的财产
PAC 36	严重	持有药品
PAC 37	轻微	持有过量物品（衣物、寝具等）
PAC 38	严重	持有赌博用具
PAC 39	严重	持有走私违禁品
PAC 40	严重	持有未经许可的衣物（便服）
PAC 41	严重	持有武器
PAC 42	轻微	在墙壁、灯具或固定装置上粘贴物品
PAC 43	严重/轻微	向工作人员提供虚假信息
PAC 44	严重	拒绝提供尿样
PAC 45	严重	拒绝工作
PAC 46	严重	拒绝服从命令
PAC 47	严重	性犯罪/参与非法性行为
PAC 48	严重	篡改任何报警设备
PAC 49	严重	篡改封闭或封锁设备
PAC 50	严重	篡改设施系统或设备
PAC 51	轻微	纹身
PAC 52	严重	偷窃
PAC 53	严重	威胁工作人员
PAC 54	轻微	在未经许可的情况下与公众接触
PAC 55	轻微	在未经许可的情况下使用电话
PAC 56	轻微	在未经许可的情况下缺勤
PAC 57	严重/轻微	饮酒或滥用药品
PAC 58	严重/轻微	使用侮辱性语言或污言秽语
PAC 59	严重	使用或持有未经许可的设备或工具
PAC 60	严重/轻微	违反通信要求
PAC 61	严重	违反刑法
PAC 62	轻微	违反在押人员规则
PAC 63	严重/轻微	违反居住单元规章
PAC 64	轻微	违反计划规章
PAC 65	轻微	违反探视规章
PAC 66	严重	伪装或戴面具
PAC 67	严重	通过胁迫或威胁手段强迫其他人做某事
PAC 68	严重	仇恨犯罪
PAC 69	严重	破坏或试图破坏证据
PAC 70	严重	以不恰当的方式向工作人员示好和/或做手势

严重和轻微违规行为

违规行为可被分为严重违规行为或轻微违规行为，分类依据是违规行为是否有可能直接威胁其他在押人员和工作人员的健康和安全，是否可能严重干扰设施的安全。

工作人员可以酌情以非正式或正式的方式处理轻微违规行为。工作人员最好通过辅导、警告或训诫等非正式方式处理轻微违规行为。

A. 两次或多次轻微违规行为可被视为一次严重违规行为。

工作人员会以正式的方式处理严重违规行为。正式纪律处分要求：

- 事件报告。
- 值班主管批准。

- 将事件报告的副本交给在押人员，以说明相关指控。
- 纪律处分专员召开正式听证会，确定处置方案。

纪律处分听证会

纪律处分听证会是行政听证会，与民事或刑事起诉不同。

A. 严重罪行将被提起民事或刑事起诉。

纪律处分听证会应在自事件报告送达时起的 72 小时之内召开。听证会应由与听证事件无关、遵守公平、公正原则的听证官主持。尽管工作人员可以建议对在押人员进行纪律处分，但是，听证官应负责决定对在押人员施以何种处罚或纪律处分。

您有权：

- 出席听证会并代表自己发言。
- 提前于纪律听证会 24 小时收到一份事件报告副本。
- 收到所有相关报告副本。
- 传唤自己的证人。

- 如果传唤证人可能对设施工作人员的生命、安全和设施的安全和秩序造成严重威胁，您不得传唤证人。

纪律处分听证官会提交说明听证会处置结果的最终报告。在押人员会收到一份本报告的副本，表明受到指控的违规行为以及任何纪律处罚。

在押人员上诉

您可以针对正式和非正式纪律处分提出上诉。

- 填写在押人员投诉和上诉表。
- 勾选上诉项目并向行政管理警官提交上诉表。
- 行政管理警官会审查您的上诉并批准、修改或暂停已实施的纪律处分。
 - 您会在 10 天之内收到书面通知。
 - 您有权在自收到纪律处分上诉决定之日起的 5 天之内向设施指挥官提出上诉。

在押人员投诉

您有权针对下列项目提出投诉：

- 监禁条件（作为解决问题的手段）。
 - 在押人员应在自事件发生之日起的 14 个日历日之内向工作人员提出投诉。
 - 在押人员应通过填写在押人员投诉与上诉表提出书面投诉。居住区工作人员会接受该表。
 - 在押人员不得针对纪律处罚提出投诉，但可以提出上诉。
- 部门工作人员应在 15 个日历日内解决在押人员投诉并按时回复。
 - 书面回复内容包括解释作出某个决定的理由。
- 在紧急情况下应立即回复。

在押人员指导和规则手册

D. 您有权提出合理投诉，不必担心遭到报复或受到纪律隔离处分。合理投诉不包括过度、轻率或恶意提出的投诉。

E. 斯坦尼斯劳斯县治安部门不会在我们的设施中提供或接受来自在押人员的公民投诉表。

投诉上诉：

处于最低职级的工作人员应尽力解决投诉事件。如果处于最低职级的工作人员无法解决投诉，工作人员会将投诉转交给负责行政管理审查的主管处理。

- A. 在押人员可以通过行政管理体系针对投诉调查结果提出上诉。
- B. 行政管理警官、设施指挥官和成人拘留部门指挥官会在 10 个工作日之内针对上诉作出答复。
- C. 在押人员应在 5 个日历日内针对投诉处理结果向行政管理体系中的上一级工作人员提出上诉，工作人员会进行行政审查。
 - 1. 如果在押人员未按时提出上诉，该在押人员的投诉将被视为已得到解决。

在押人员可以针对医疗投诉的调查结果首先向医疗程序管理员提出上诉。如果需要继续上诉，在押人员可以向设施指挥官、成人拘留部门指挥官（按顺序）提出上诉。

- A. 关于标准投诉上诉的时间要求适用。
- B. 如果在押人员未按时继续提出上诉，该在押人员的上诉将被视为已得到解决。

《2003 年杜绝监狱强奸犯罪法案》 PRISON RAPE ELIMINATION ACT OF 2003 (英文缩写 PREA)

经美国国会通过的《2003 年杜绝监狱强奸犯罪法案》旨在确保在押人员被监禁在各种成人和少年惩教设施或机构期间不会遭受其他在押人员或工作人员实施的性侵犯。该法案的目标是预防、发现、响应在押人员性侵犯和性虐待事件。

零容忍政策：

斯坦尼斯劳斯县治安部门（Stanislaus County Sheriff's Department）对在押人员性侵犯、性虐待、不当性行为以及任何部门工作人员、独立承包商、志愿者或其他在押人员的性骚扰行为采取零容忍政策。

- A. 所有指控都将被调查。
- B. 本政策适用于所有在押人员和斯坦尼斯劳斯县治安部门（Stanislaus County Sheriff's Department）的所有雇员，包括志愿者和独立承包人。

PREA 赋予在押人员的权利：

- A. 即使您身处监狱之中，您仍然享有权利。
- B. 第八修正案保护您免受“残忍和不正常的惩罚”。
- C. 性骚扰和性虐待属于残忍和不正常的惩罚。宪法赋予您的权利可以保护您免受残忍和不正常的惩罚。

D. 性骚扰和性虐待不是刑罚的组成部分。

如何举报：

上报性骚扰指控不受时间限制。如果您或您认识的某人已经在监狱中受到性骚扰或正在遭受性骚扰：

- A. 您可以向任何工作人员（警官、医务人员、心理健康咨询人员等任何工作人员）报告此类事件。
- B. 您可以向 PREA 协调员、内务部或医护人员提交在押人员请求表。
- C. 您也可以拨打下列电话号码举报任何性虐待事件。
 - 1. 举报人需要提交一份报告。
 - 2. 您可以匿名举报，但是，如果您举报此类事件，设施将会进行调查。
 - 3. 根据 148.5 PC 的规定，如果您提交虚假报告，您会受到刑事起诉。

加州总检察长公开调查部门（California Attorney General's Public Inquiry Unit）
1.800.952.5225

Haven Women's Center of Stanislaus（无论您的性别如何，该中心都会为您提供服务）
618 13th Street
Modesto, CA 95354
咨询电话：209.524.4331
24 小时危机热线：(209) 577-5980

性侵犯是指：

- A. 性侵犯包括由陌生人、朋友或其他人实施的强奸或强奸未遂行为。
- B. 通常，强奸被定义为强迫性交。强奸是一种暴力犯罪，施害者通常会使用武力或武力威胁制服受害者。
- C. 强奸和其它形式的性侵犯（包括强奸未遂、口交、肛交和性暴力）表明受害者失去个人权力。
- D. 犯罪者的意图是通过实际入侵支配、羞辱、贬低或控制受害者。

如果您感到害怕和孤单：

感觉害怕是正常的，但是，您并不孤单。您可以选择利用各种服务来帮助您度过艰难时期。

- A. 心理健康服务
- B. 医疗服务
- C. 可提供咨询辅导的受害者救助者。您与受害者救助者之间的沟通内容属于保密信息。

在押人员指导和规则手册

如果您是受害者：

如果您已经遭受性侵犯，您应当采取下列行动：

- A. 切勿更换或处理任何衣物。
- B. 切勿淋浴、梳洗、上厕所、刷牙或吃东西。
- C. 立即向任何工作人员报告性侵事件。

您在遭受性侵犯之后遵照上述步骤采取行动有助于保留任何证据，便于工作人员对事件进行适当的调查。

- A. 请记住，您推迟举报性侵犯事件的时间越长，工作人员进行适当调查的难度越大。

警告犯罪者：

如果您被判有罪，您将受到纪律惩罚和刑事起诉。

在押人员投诉和《 年杜绝监狱强奸犯罪法》 (英文缩写 PREA)

斯坦尼斯劳斯县治安部门 (Stanislaus County Sheriff's Department) 对在押人员性侵犯、性虐待、不当行为以及任何部门工作人员、独立承包商、志愿者或其他在押人员的性骚扰行为采取零容忍政策。

- A. 部门工作人员应针对任何性虐待指控进行彻底调查。如果有效证据证明确实存在性侵犯事件，部门工作人员将对犯罪者施以惩罚，包括针对犯罪者提出刑事起诉。

性骚扰：一名在押人员直接对另一名在押人员进行反复、不受欢迎的性挑逗、要求性服务或作出具有性暗示意味的口头评价、具有贬损或冒犯性质的性暗示姿势或动作；以及工作人员、承包商或志愿者对在押人员进行反复的、具有性暗示意味的口头评价或具有性暗示意味的姿势（包括贬低性别的语言、针对某人身体或衣物作出包含性暗示意味的评价或污秽的语言或姿势。

不当性行为：与在押人员有关，包括不当裸露、不检点的性行为和当众手淫。故意暴露私处或在未暴露生殖器的情况下为了唤起性欲、性满足、性厌烦情绪或性侵犯行为而故意触摸臀部或胸部的任何在押人员将受到纪律处罚或刑事起诉。

内部和外部举报机构：

举报说明和联系电话已被张贴到您所在的居住单元内。

- A. 在押人员可以通过联系下列机构举报虐待、报复或骚扰行为：
 - 1. 斯坦尼斯劳斯县治安部门内务部 (Stanislaus County Sheriff's Department Internal Affairs Unit)
 - 2. 斯坦尼斯劳斯县治安部门 (Stanislaus County Sheriff's Department) PREA 协调员
 - 3. 强奸危机管理中心 (Rape Crisis Center)

- 4. 加州总检察长公开调查部门 (California Attorney General's Public Inquiry Unit)

在押人员可以私下举报：

- A. 性虐待、不当行为和性骚扰。
- B. 由于举报性虐待和性骚扰而受到其他在押人员或工作人员的打击报复。
- C. 导致性虐待或性骚扰的工作人员疏忽行为或失职行为。

PREA 投诉

紧急行政管理 PREA 投诉：

- A. 仅当纪律官员能够证明投诉是出于恶意时，在押人员才可能因故意提出无理取闹的投诉而受到纪律处分。
- B. 如果在押人员面临迫在眉睫的严重性虐待风险，在押人员可以向主管提出紧急 PREA 投诉。

标准行政管理 PREA 投诉：

- A. 在押人员可以随时向事件发生地的设施运行主管提出正式 PREA 投诉。投诉将被转交给 PREA 协调员。
- B. 在押人员可以向并非投诉对象的工作人员提出正式 PREA 投诉。投诉不会被转交给作为投诉对象的工作人员。
 - 1. 如果收到性虐待投诉，部门工作人员将尽力在 90 天内答复，将机构对是否提出刑事起诉作出的最终决定、内部调查情况或调查终止决定告知在押人员。上述 90 天期限从投诉提交日期开始，不包括在押人员准备行政管理投诉花费的时间。
 - 2. 如果相关机构无法在正常时限内作出适当决定，上述期限可延长 70 天。如果发生延期，在押人员会收到书面延期通知并被告知机构作出决定的日期。

教育与物质滥用

您可以参加多种教育与物质滥用计划。您可以请求参加教育计划（包括“突破障碍计划”和“高中同等学力计划”以及“匿名戒毒互助会”、“匿名戒毒互助会”等预防物质滥用计划。

- A. 您可以通过填写在押人员请求表请求参加您喜欢的计划。

杂货店

您可以使用杂货店取货服务。您可以在居住单元的休息室内拿到杂货店请求表。您应将填好的杂货店请求表放入居住单元的邮箱。

- A. 您在每次计划取货时最多可以购买价值为 100 美元的杂货店物品（不包括手机卡）。
- B. 您不可在您的交易已被处理之后更换或交换日用品。
- C. 您仅可从自己的个人资金账户中取款。您不可以为其他在押人员取款，也不可以将资金转到其他在押人员的杂货店账户中。

在押人员指导和规则手册

禁止在押人员囤积杂货店物品。囤货是指您持有超过 10 件某一种产品的行为。示例：11 包 Top Ramen Soups（并非每种口味 11 包）；11 个糖果棒（并非每个品牌 11 个）等等预包装产品（每个包装内含有 5 件）除外，例如，燕麦片、热巧克力、果汁饮料等。

工作人员每周送货。但是，在您所在的居住区内，工作人员可能会在每周的指定一天内送货。节假日不送货。

A. 没有正确佩戴臂章或身份证的在押人员将无法收到货品。

宗教活动

- A. 宗教计划可以为所有在押人员提供服务和咨询辅导，无论在押人员的教派或信仰如何。
- B. 提供宗教服务的场所是休息室或宗教计划专用房间（取决于您的分级和分配的居住区）。
- C. 宗教计划在每周的不同时间提供服务。在押人员可以在放风期间参加服务。
- D. 工作人员会宣布教堂礼拜仪式。
- E. 如果您想要获取关于宗教服务的详细信息或安排一对一咨询，您可以填写在押人员请求表并交给教士。

运动休闲和囚室外活动 最低安全级别

- A. 应在休息室或户外放风场所度过运动休闲和囚室外活动时间。
- B. 工作人员将宣布何时可以进行运动休闲和囚室外活动。
- C. 在运动休闲和囚室外活动时间内可以使用电话和淋浴。

运动休闲和囚室外活动时间 中等安全级别

- A. 应在休息室或单元放风场所度过运动休闲和囚室外活动时间。放风场地在休息室开放时可用。
- B. 在运动休闲和囚室外活动时间内可以使用电话和淋浴。
- C. 使用不同时间段的交错时间表提供运动休闲和囚室外活动时间：
 - 1. 奇数日历日：
 - a. 底层：08:00 – 14:00
 - b. 顶层：16:00 – 22:00
 - 2. 偶数日历日：
 - a. 顶层：08:00 – 14:00
 - b. 底层：16:00 – 22:00

运动休闲和囚室外活动时间 纪律隔离和最高安全级别

- A. 在特殊处理单元内，在押人员不能在休息室内进行运动休闲活动。
- B. 所有运动休闲活动均在放风场所内完成。
- C. 您可以在放风期间打电话。

- D. 在您提出要求的情况下，工作人员会给您分配在放风期间淋浴的时间。
- E. 特殊处理单位的运动休闲期间为 3 小时运动休闲时间，可在 7 天时间内使用。
- F. 应在放风场所、休息室或活动室内度过囚室外活动时间。
- G. 不得携带饮料、食物、日用品或铅笔进入放风场所。

在押人员禁止进入的区域：

在押人员不得进入工作人员工作站和工作区，除非在押人员需要进入上述区域配合处理公务。

- A. 在押人员不得进入无人的办公室或前往工作站后方，除非工作人员指示在押人员进入上述区域。
- B. 在押人员不得进入某些工作区（例如，服装间或厨房区），除非在押人员被分配到此类区域工作。

卫生清洁

您应当负责保持床铺、房间和储物柜的清洁。

- A. 您应在每天吃早饭之后确保您负责的区域清洁，保证床铺整洁。无论您何时离开囚室，您必须确保床铺整洁。
- B. 您必须在晚上睡觉之前保证自己的床铺整洁。应以整齐和专业的方式铺床。不得在床垫和床架之间存放任何物品。
- C. 您必须将自己的所有物品放入自己的储物柜中。当您不穿运动衫时，您应当把运动衫放入自己的储物柜中。
- D. 不准在囚室内穿夹克衫。
- E. 您仅可将毛巾留在床铺上。毛巾不得遮盖床铺号。
- F. 未被放入储物柜中的任何物品将被视为违禁品，工作人员可以没收、处置此类物品。

淋浴设施位于您所在的居住单元内。您可以在放风期间随时使用淋浴。如果您处于禁闭期，您每隔一天可以使用淋浴一次。

- A. 您必须适当保持个人卫生和仪容仪表。
- B. 未能遵守此类规定会导致纪律处分。
- C. 食品供应人员和搬运人员必须每天淋浴。

您可以通过杂货店购买卫生用品。贫困在押人员可以提交请求表，工作人员每周五会向贫困在押人员发放卫生用品。

- A. 不论贫困状况如何，都应免费向每位处于经期在押人员提供卫生巾、护垫和卫生棉条。

衣物交换

- A. 衣物交换的原则是“一件换一件”。
- B. 您可以在居住单元内每周进行一次衣物交换。
- C. 您可以每周交换一次外衣、内衣和亚麻制品。
- D. 您可以每季度交换一次毛毯。

在押人员指导和规则手册

- E. 在押工人可以在衣物上有明显脏污时随时获得干净的衣物。
- F. 参加工作的所有在押人员会在值班结束时收到干净的衣物。

膳食和食品

- A. 您应当在休息室内吃饭，除非您需要在囚室内吃饭。
- B. 只有指定的厨房工作人员可以进入厨房或配餐区。
- C. 在等待领取食品期间不要在位于厨房区附近的休息室内徘徊。在您的囚室内等待用餐。
- D. 您不可以将除杂货店物品以外的任何食品带入囚室，除非此类食品被送入囚室。
- E. 除了通过杂货店购买的物品以外，您不可以将碗、杯子、塑料袋、盘子、托盘等放入储物柜或囚室内。
- F. 您可以在中等和最低安全级别的居住单元的休息室内通过杂货店获取用于冲泡食品或饮料干粉的热水。
- G. 您不可以携带额外食品就餐，也不得带走任何食品。
- H. 您在用餐期间没有吃的额外食品将被丢弃。
- I. 您在休息室内用餐时必须穿戴整齐（包括袜子和鞋）。

如果您由于医疗原因而需要特殊饮食，您必须在医疗请求表上填写您的特殊饮食需求并在发药时将请求表提交给医务人员。

- A. 厨房管理员会向医务人员咨询，医务人员会协助厨房管理员准备特殊饮食。

用餐时间安排如下（以下时间为大致时间）：

- A. 早餐：早上 5:00
- B. 午餐：上午 10:00
- C. 晚餐：下午 4:00

医疗、口腔和心理健康

如果您生病或受伤，请立即告知工作人员。

获得许可的医务人员可以为您提供常规和紧急医疗服务。

- A. 如果您需要非紧急医疗服务、口腔和心理健康服务，您必须填写蓝色的医疗请求表并在发药时直接将表格交给医务人员。
- B. 医务人员将在发药时间在休息室内发放处方药和非处方药，或者直接将药送到您的囚室。您应当负责在发药时领药。
- C. 如果您因病卧床，您必须在卧床期结束之前保留医疗卧床请求表。

药物和发药：

工作人员会通过公共广播系统宣布发药。

- A. 在押人员应携带一杯水前往休息室并排成一列纵队。

- B. 医务人员也可以通过囚室的托盘槽发药。
- C. 您必须在医务人员面前服下所有药物。

您不得持有药物或药片，除非医务人员批准您持有药物或药片。您必须凭医务人员签署的蓝色医疗请求表才能持有药物。

- A. 您可以通过杂货店购买维生素片、仿制药 Advil（艾德维尔）和 Tylenol（泰勒诺）。
- B. 您可以购买或持有的药物数量受到限制。
- C. 超过限量的药物、被从原容器中取出并以其它方式携带或储存的药物将被没收。
- D. 如需了解当前的限制条件，请查看杂货店清单。

贫困在押人员可以按照医生的指令获得 Aspirin（阿司匹林）、Tylenol（泰勒诺）或 Maalox（抗酸剂）。如果您处于贫困状态且需要频繁服用此类药品，您必须提交蓝色的医疗请求表，与医务人员协商用药需求。

安全、点名和检查

工作人员会在特定时间或特定情况下发出“LOC DO N”（禁闭）、“ET ON THE ROUND”（趴下）等命令或宣布“COUNT TIME”（点名时间）。您必须遵循、配合此类命令。

- A. 为了确保您的安全，工作人员会在每天进行数次定时或不定时点名。您必须在点名期间回到您的铺位。
- B. 您必须在点名期间处于醒目位置，以便工作人员辨认您的身份。
- C. 工作人员会通过您的臂章或身份证确认您的身份。
- D. 在点名期间交谈或以其它方式扰乱或干扰秩序的行为属于违规行为，此类行为会导致您受到纪律处罚。

除了每日计划内卫生和安全检查以外，工作人员可能会在必要时对您的床铺、囚室或居住区进行不定时检查。

- A. 工作人员将没收并处置任何在检查期间发现的违禁品。如果工作人员在您的囚室内发现违禁品，您会受到纪律处分。
- B. 任何可直接归咎于您的设施财产破坏行为将会导致您受到纪律处分和刑事起诉。
- C. 您必须在检查过程中配合执行检查的工作人员。
- D. 您无权旁观检查过程。

您在进入或离开设施内的各区域时可能需要接受拍身搜查或裸身搜查。

活动

您必须在离开囚室或宿舍时穿戴整齐。您必须始终将 T 恤衫底边塞进裤子里，裤腰必须位于腰部。不准穿过于宽松或下垂的裤子。

- A. 您在放风期间参加任何体育活动时必须穿凉鞋。
 1. 在押人员在走出囚室时必须穿凉鞋（人字拖或凉拖）和袜子。不准赤脚。

在押人员指导和规则手册

- B. 当您在运动场或居住单元放风场时，您可以穿工作人员发给您的 T 恤衫，外面不能穿衬衫，或者，您应当将连体裤的腰部扎好。禁止只穿平角内裤。

当工作人员通过公共广播系统叫您的名字时，您必须立即前往指定地点报到并在工作人员发出进一步指令之前始终留在指定地点。

- A. 您必须按要求展示自己的臂章或身份证，以便工作人员辨认您的身份。
- B. 如果您的臂章或身份证丢失，您应当负责申请新的臂章或身份证。
- C. 未佩戴臂章或身份证属于违反设施规章的行为。
- D. 您必须在进入居住单元时摘下棒球帽或值班帽。
1. 您在佩戴棒球帽时必须确保帽檐朝前，您只能在放风场戴棒球帽。

违禁品

工作人员将没收并处置被视为违禁品的任何物品。您不得持有或控制除了下列物品以外的任何物品：

- A. 斯坦尼斯劳斯县治安部门（Stanislaus County Sheriff's Department）发给您的物品。
- B. 您通过杂货店购买的物品。
- C. 设施指挥官许可您持有或控制的物品。
1. 切勿改动您收到的任何物品。
 2. 切勿制作钓鱼线、头巾或发带。
 3. 不得持有过多的水果、饮料或塑料袋。您在用餐期间没有吃的额外食品将被丢弃。

被用于不当用途的任何已发放或许可物品、被改动的物品或持有数量不符合要求的物品将被视为违禁品。如果您持有此类物品，您会受到纪律处分。

许可持有物品：

- A. 设施衣物：
- 1 套制服和设施用鞋
 - 2 件 T 恤衫
 - 2 双袜子
 - 2 套内衣
- 女性 - 1 件胸罩
- 女性 - 1 件睡衣
- 通过杂货店购买的 1 双鞋或 1 双人字拖
- 1 件应季夹克衫 - 仅限外部工人
 - 1 件应季运动衫
 - 1 件应季橙色值班帽 - 仅限外部工人（通过杂货店购买）

- B. 卫生用品：

1 把梳子或 1 个发夹

1 把发刷

1 个牙刷

通过杂货店购买的物品

- C. 寝具：

1 个床垫（未改动）

通过杂货店购买的 1 个枕头

- D. 亚麻制品：

2 条手巾

2 条床单

1 条毛毯（2 条毛毯 - 仅可在获得许可的季节使用）

- E. 书籍、杂志和期刊：

总数不超过 5 件

1 本圣经

1 份当期报纸

1 本当期杂志

计划负责人批准的教科书

- F. 其它物品：

15 件纪念品（仅可放在许可区域内）

通过杂货店购买的 10 包 Tylenol 或 Advil

10 张照片（非拍立得照片）

通过杂货店购买的 2 - 12 盎司玻璃杯

1 个医疗警报手环或颈环

1 串念珠

通过杂货店购买的物品

设施医务人员批准的医疗器械

消防演习和消防疏散

- A. 如果您发现火灾或烟雾，您应当立即向工作人员报告。
- B. 如果您听到工作人员宣布您所在的居住单元应疏散，您应当立即到指定地点报到并遵循指令。
- C. 工作人员会在疏散期间发出指令。为了保证自己和其他人的安全，您必须遵循此类指令。
- D. 工作人员会在全年中宣布、进行多次消防演习。您必须参加消防演习。未能参加消防演习会导致纪律处分。

在押人员指导和规则手册

E. 所有居住区内都有应急照明设备，可在紧急情况下提供足够的光线。

F. 为便于疏散，设施内已张贴紧急疏散通道示意图。

为残疾人士提供的协助：

为了确保在押人员与访客之间进行有效沟通，我们可以为耳聋或听力较弱的人免费提供辅助设备和服务：

A. 手语译员和口译员。

B. 电信设备。

C. 记录员。

D. 计算机辅助实时转录服务。

E. 文具。

F. 电话听筒放大器、助听设备和系统。

G. 与助听器兼容的电话、隐藏式字幕译码器以及在在押人员节目播放期间提供的开放式字幕和隐藏式字幕。

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

Phau nta v hia no hais t o ntau cov lus nu uas heev nu thia cov ev t ha ee nta m cov nee rau t im uas mua thaum la v tseem rau ceev hauv tsev la cu Yo tias o mua lus nu los sis ev t ha ee da tsi nt iv, thov hu rau cov nee ua hau l m nta m chav hau l m

Ana hom ua Lus Mev nta m cov ev cai ts sa hauv nta m psc tua yeem mua rau tau yo tias thov

I LUS HIA

Cov hom phiaj ntawm Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus yog los muab lub chaw nyab xeeb thiab ruaj ntseg, uas txhawb nqa tus cwj pwm zoo ntawm tus neeg raug kaw los ntawm kev siv tus qauv saib xyuas ncaj-qha ntawm kev tswj lub tsev txim.

A. Cov hom phiaj ntawm feem hauj lwm kaw neeg laus yuav tsum tau ua tiav los ntawm kev ncaj ncees, haum raws cia, thiab kev kho mob rau tib neeg ntawm txhua tus neeg txim hauv cov chaw kaw neeg laus hauv Nroog Stanislaus.

Cov neeg ua hauj lwm hauv chaw kaw ntau nqi tau tias koj tus cwj pwm yuav zoo thiab muaj kev meej pem tuaj. Nws yog koj li kev lees ris uas kom ua raws li cov cai tswj ntawm lub chaw kaw neeg thiab cov lus qhia los ntawm cov neeg ua hauj lwm thaum koj raug mus nyob rau hauv.

Qee qhov kev cai tswj yuav nruaj heev rau koj. Txawm li cas los xij, lawv yuav tsum ua kom muaj kev nyab xeeb, kev ruaj ntseg, thiab kev siab tib neeg muaj nqi nyob rau tom qhov chaw kaw. Kev coj cwj pwm zoo thiab meej pem yuav ua tau raws koj cov cai tswj. Kev coj tsis zoo thiab tsis meej pem yuav tau txais kev rau txim raws cai los sis yuav raug foob tsub lub ntchim ntchiv rau koj.

Cov lus qhia hauv phau ntawv qhia no yuav pab koj thaum lub sij hawm koj raug mus nyob rau hauv. Yog tias koj muaj lus nug, thov qhia rau koj tus neeg saib xyuas hauv tsev khaw los sis lwm tus neeg ua hauj lwm hauv tsev txim.

A. Ib daim ntawv theej ntawm phau ntawv qhia no yog nyob rau hauv chaw nruab hnuv los sis chaw ua si ntawm txhua lub tsev txim.

COV NTAU NTA V HAUV TSEV HAIS PLAUB :

Cov neeg ua hauj lwm hauv tsev txim yuav tshaj qhia koj thaum koj raug thau los hais plaub. Nug cov neeg ua hauj lwm hauv tsev txim yog tias koj tsis paub meej txog koj lub loj teev sij hawm uas raug thau los hais plaub.

A. Koj yuav tsum tau hnav koj cov khaub ncaws raug-txim tuaj mus rau lub tsev hais plaub tshwj tias tsis yog muaj cov neeg sib tw txiav txim tuaj koom. Cov tsho loj los sis cov tsho loj tsis tso cai hnav tuaj rau lub tsev hais plaub.

B. Cov ntaub ntawv hauv tsev hais plaub xwb thij li yog cov khoom uas koj yuav nqa tau nrog koj tuaj rau hauv tsev hais plaub.

1. Thaum Sawv Ntxov Lub tsev hais plaub: npaj txhij li 0600 teev thiab teb tam sim ntawd nyob rau thaum raug tshaj qhia.
2. Thaum Tsaus Ntuj Lub tsev hais plaub: npaj txhij li 1100 teev thiab teb tam sim ntawd nyob rau thaum raug tshaj qhia.

COV CAI RAU COV CHA NYO HAUV TSEV T IM:

- A. Tsuas yog cov neeg raug kaw uas raug kaw rau hauv chaw chaw nyob ntawd xwb thiab nyob tau rau hauv chaw chaw nyob ntawd.
- B. Tsuas yog cov neeg kaw uas raug kaw rau chaw kaw ntawd xwb thiab nyob tau rau chaw kaw ntawd.
- C. Kev mus saib lwm tus neeg raug kaw raug txwv mus rau chaw siv thaum nruab hnuv los sis chaw ua si nkaus xwb.
- D. Cov neeg raug kaw nyob rau hauv tshooj ib tsis pub mus nyob rau saum tshooj ob ntawm chaw chaw nyob.
- E. Tsis pub muaj txaj los sis tej pam pua nyob rau hauv chaw siv thaum nruab hnuv los sis chaw ua si.
- F. Tsis pub muaj dab tsi los npog lub teeb sab hauv koj chaw kaw los sis chaw so.
- G. Tsis muaj dab tsi raug lo rau, dai rau, los sis ntsia rau ntawm tej phab ntsa, tej qhov rais, cov tog zaum, tej rooj, los sis khoom tso cua ntawm koj chaw kaw los sis chaw so.
- H. Cov duab thiab cov kab kos duab uas raug pom tau tias raug lo rau, dai rau, los sis ntsia rau ntawm tej phab ntsa, tej qhov rais, cov tog zaum, tej rooj, los sis khoom tso cua ntawm koj chaw kaw los sis chaw so yuav raug muab tshem tawm raws li yog qhov khoom yuam cai thiab raug muab pov tseg.
- I. Tsis txhob sau ntawv rau ntawm tej phab ntsa, tej qhov rais, cov tog zaum, tej rooj, los sis khoom tso cua ntawm koj chaw kaw los sis chaw so.
- J. Chaw kaw los sis chaw so uas raug pom tias kos los sis sau rau tej phab ntsa, tej qhov rais, cov tog zaum, tej rooj, los sis khoom tso cua ntawm koj yuav tsum raug qhuab ntuag.
- K. Cov tog zaug yuav tsis txhob muab tshem tawm ntawm cav siv thaum nruab hnuv tawm mus rau qhov chaw ua si los sis lub chaw kaw cov neeg txim txawm yog vim li cas lo.
- L. Tsis pub muaj cov khoom mus rau hauv lub chawv, uas yog nyob rau ntawm chaw ua si los sis chaw nruab hnuv (xws li, xov toj thej lev, cov pob pov, lub pob, thiab lwm yam.)

TUS NEE RAU A N UA COV FOOS:

Cov nram qab no yog cov lus qhia uas luv ntawm cov ntaub ntawv uas muaj rau koj cov nyiaj pab. Cov ntawv no muaj nyob hauv txhua lub tsev kaw neeg.

Daim Foos Thov nta m Tus Nee Rau a N ua : qhov no raug siv los thov cov khoom thiab cov kev pab cuam. Daim foos no kuj tseem raug hu ua daim "kite." Daim foos no kuj muaj nyob rau hauv tshuab hluav taws xob ntawm lub khw muag khoom hauv qee cheeb tsam.

Daim Foos Thov ev ho Mo : qhov no yog ib daim ntawv xiaiv uas raug siv rau kev thov kev kho mob. Koj yuav tsum xa daim ntawv uas raug ntchiv lus teb yam tiav log tuaj ncaj qha rau ntawm cov neeg ua hauj lwm kho mob thaum lub caij koj hu tuaj thov tshuaj kho.

Cov Foos Thov Yuav hoom Siv: Ntau hom foos yam sib txawv uas raug siv los thov yuav qee yam khoom noj, tej khoom sau ntawv, thiab tej khoom siv tu cev. Cov foos Tag nrho no muaj nyob hauv koj lub tsev kaw neeg.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

Daim Nta v Tso Cai Rau ev ho Tus Me Nyuam: daim foos no tso cai rau koj tawm ntawm kev raug ceev ib ntu los txiav txim txog qhov kev kho mob rau koj tus me nyuam mus rau ib tus neeg tshwj xeeb twg. Tshaj tawm daim foos no los ntawm kev thov los ntawm koj tus neeg tuav ntaub ntawv hauv tsev txim.

Daim Nta v Tso Cai Rau Tus Tua yuas: daim foos no yog ib daim foos hluav taws xob uas muaj nyob rau hauv online. Txhua tus neeg tuaj xyuas yuav tsum muaj tus email qhov raug kaws thiab ntxiv lus teb rau daim ntawv pom zoo hauv online yam tiav log ntawm stanislausca.gtlvisitme.com ua ntej lawv yuav tuaj xyuas tau.

Daim Foos Thov Rov Tau Dua Rau Tus Tua yuas: Yog tias koj tus neeg tus xyuas raug xyeej tsis pom zoo rau kev tuaj xyuas lawv tuaj yeem thov kom rov taug qhov kev txiav txim dua. Daim foos thov rov taug dua muaj nyob rau hauv online ntawm www.scsdonline.com. Daim foos no yuav tsum raug ntxiv lus teb kom tiav. Muaj ib qho chaw seem tseg rau tus neeg ntawd kom piav qhia meej tsheeb txog qhov teeb meem ntawm lawv qhov kev thov rov taug dua. Daim foos no tuaj yeem raug xa tuaj rau ntawm lub Nroog Stanislaus lub tsev txim thiab yuav raug xa mus rau Lub Chaw Tswj Xyuas rau kev txheeb xyuas.

Daim Foos Thov Dhau ev: daim foos no raug xa mus rau tus tub ceev xwm hauv lub tsev txim. Nws raug siv raws li 4018.6 PC (Kev Rho ntawm Tub Ceev Xwm Ib Ntu rau Xwm Txheej Ceev ntawm Tsev Neeg Kev los sis Npaj Rov Mus Nyob rau Hauv Lub Zej Zog).

Daim Foos Tsis T aus Sia thia ev Thov Rov Tau Dua: Daim foos no yog ib daim ntawv thiav ntsuab. Nws raug siv los tshaj qhia txog tej teeb meem tshwj xeeb uas koj xav tias tsis muaj txhij txhua raws li koj cov laj thawj ntawm kev raug kaw. Yog tias koj xav tshaj qhia ib qhov teeb meem, ua tib zoo ntxiv daim foos no thiab xa nws tuaj rau tus thawj saib xyuas hauj lwm. Cov neeg ua hauj lwm hauv tsev txim muaj 15 hnuv los teb. Raws li kev tshaj qhia kev tsis txaus siab uas tsis muaj tseeb los sis dag yuav raug rau txim raws cai.

Daim Foos ev Tsa Fa & Ntsuam yuas Ra s Cai LRA : daim foos no raug siv los thov cov ntaub ntawv tshawb fawb raws kev cai lij choj. Muaj cov lus qhia uas luam tawm nyob sab nraum qab ntawm daim foos. Nov yog lub chaw pab cuam tsev qiv ntawv kev cai lij choj.

L m Cov Nta v Thov Phia m Pa Cuam ev Ua Hau L m: ntxiv lus teb rau daim foos no kom tiav txhawm rau muab xa rau hauv Phiaj Xwm Pab Cuam Kev Ua Hauj Lwm (Alternative Work Program, AWP). Lub khoos kas pab cuam no siv tau rau cov neeg raug kaw uas raug txim tsawg dua 365 hnuv. Cov neeg uas tsim nyog ntawd yuav tuaj yeem ua hauj lwm hauv lub zej zog los tam lawv lub txim hauv nkuaj. Lub Chaw Hauj Lwm AWP yuav txheeb xyuas daim ntawv thov thiab txiav txim seb koj puas tsim nyog.

Daim Nta v Thov Lu hoos as Pa Cuam ev So Ntsuam Hauv Es Lev Thos Niv: daim ntawv thov rau kev soj ntsuam raws tshuab hluav taws xob thiab kev raug kaw hauv tsev yuav tuaj yeem tau txais yam xa daim foos thov ntawm tus neeg raug kaw mus rau Lub Chaw Saib Xyuas Cov Neeg Txim Me. Lub khoos kas pab cuam no siv tau rau cov neeg raug kaw uas tsis muaj ncuam ciam kaw ntawd lawv lub txim. Yog tias txais, tus neeg koom yuav tau raug them tus nqi txhua hnuv thaum nyob hauv qhov phiaj xwm pab cuam no.

Daim Nta v Tsha hia T o Tus Nee T im: daim foos no kuj hu ua daim foos 1381. Nws raug siv thaum tus neeg raug kaw uas raug lub txim nyob rau 90 hnuv hauv lub zos los sis tshaj saud thiab muaj tib lub txim zoo li ntawd nyob rau lwm lub nroog.

Daim Foos Thov rau Ntsi I Tu Nee Hauv Tsev Hais Plau : Daim foos no ua tiav thaum tus neeg raug kaw xav tham nroog ib tus kws txiav txim plaub ntug tham txog kev hloov lub txim.

Daim Nta v Thov ev Tso Mus Ua Nte Ta Lu T im Nta m Tu Ceev m: Kev tso mus ua ntej tag lub txim ntawm tub ceev xwm yog qhib rau tus neeg rau kaw uas raug txim tau txog 1/3 ntawm lawv lub ntxim lawm. Cov ntawv thov raug txheeb xyuas rau qhov kev tsim nyog tau txais los ntawm peb tug neeg tuaj koom ntawm Pawg Thawj Tswj Xyuas Kev Tso Mus Ua Ntej Tag Lub Txim (Parole Board). Cov ntsiab lus thiab cov laj thawj raug teem los ntawm Pawg Thawj Tswj Xyuas Kev Tso Mus Ua Ntej Tag Lub Txim thaum kev tso ua ntej tag lub txim yuav raug tso cai. Nyob rau hauv qhov phiaj xwm pab cuam no, tus neeg tuaj koom yuav rov qab mus nyob rau hauv lub zej zog tau tab sis tseem yuav raug soj ntsuam los ntawm cov neeg ua hauj lwm hauv Chaw Saib Xyuas Cov Neeg Txim Me kom txog hnuv lawv lub txim tag.

ev Thov hoom Pu Da : Cov neeg raug kaw txom nyem uas tsuas muaj \$2.00 los sis tsawg dua seem ntawm lawv cov nyaj ntsuab thiab tsis yuav khoom los sis tsis tau txais khoom los tau 2 lub lim tiam lawm, tuaj yeem siv daim foos no los thov cov khoom siv tu ib cev tau.

COV NEE T IM UA HAU L M:

Yog tias koj raug tsem los ua ib tug neeg txim ua hauj lwm ntawm ib qho hauj lwm twg lawm, koj yuav tsis muaj cai tau txais lwm txoj hauj lwm ntxiv nyob rau 30 hnuv yam tsis tau kev pom zoo ntawm tus tub ceev xwm saib xyuas.

- A. Cov neeg raug kaw uas raug txiav txim tseev kom los ua hauj lwm thaum tau teev mus rau cov neeg ua hauj lwm.
- B. Cov neeg raug kaw uas tsis raug txiav txim kom ua hauj lwm tuaj yeem thov rau cov kev teev ua hauj lwm tau.
 1. Kev tsim nyog rau kev ua hauj lwm yog nyob rau ntawm kev lub txim thiab cov kev ua txaum.

Thaum ua hauj lwm, koj tseem yog tus neeg rau kaw nyob rau hauv kev saib xyuas ntawm Cov Tub Ceev Xwm ntawm Cheeb Tsam Nroog Stanislaus thiab kuj tseem siv txhua cov cai thiab cov cai tswj hauv tsev txim rau koj.

- A. Txwv tsis pub koj haus luam yeeb los sis nqa txhua cov khoom luam yeeb.
- B. Txwv tsis pub koj nqa tej khoom nroog koj mus ua hauj lwm los sis nqa tej khoom rov qab los ntawm koj chaw hauj lwm.
- C. Koj yuav raug mus tshawb txhua zaus tsis hnav khaub ncaws thaum nkag rov qab nkag rau hauv tsev txim.

Tus neeg raug kaw ua hauj lwm raug tso cai raws li tag nrho kev cai lij choj tswj kev nyab xeeb hauv chaw ua haujlwm thiab cov cai tswj kev ua hauj lwm raws Tsab Cai Kev Ua Hauj Lwm Yam Nyab Xeeb thiab Noj Qab Haus Huv Hauv Xeev California. Cov kev cai rau cov neeg txim ua hauj lwm yog muaj li nram no:

- A. Tshaj qhia rau cov chaw teev hauj lwm ua dej num kom sai thiab hnav khaub ncaws kom tsim nyog.
- B. Koj yuav tsum hnav khaub ncaws thaum ua hauj lwm. Koj yuav tsis tuaj yeem ua hauj lwm yam hnav lub tsho npab lub los sis lub tsho tsis npog hauv siab.
- C. Hnav thiab siv yam khoom tiv thaiv kom haum rau koj.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- D. Sau tag nrho txhua yam dej num uas koj ua tiav raws li koj lub peev xwm.
- E. Ua raws li cov lus qhia thiab cov lus txib ntawm koj tus thawj saib xyuas.
- F. Hwm koj tus thawj saib xyuas thiab lwm tus neeg koom ua hauj lwm uas yog cov pej xeem.
- G. Tu lub cev kom huv si thiab raws li tus qauv kev tu cev.
- H. Tshaj qhia txhua cov kev raug mob tam sim ntawd rau koj tus thawj saib xyuas.
- I. Nyob twj ywm hauv cheeb tsam teev rau koj ua hauj lwm. Tej zaum koj yuav raug tsub lub txim ntxiv yog tias koj tawm hauv koj qhov chaw hauj lwm yam tsis tau kev tso cai pom zoo ntawm tus thawj saib xyuas.

TUS NEE RAU A N UA COV NYIA

Cov nyiaj tsuas yog muab tso rau ntawm tus neeg ntawd tus as khauj uas siv tau raws Touch-Pay System.

- A. Tej Nyiaj ntsuab, cov ntawv tsev, cov nyiaj tshv, los sis cov nyiaj muab los tsis raug tso cai xa tuaj raws kev xa ntawv thiab yuav raug xa rov qab mus rau tus neeg xa ntawv.

Cov ntaub ntawv hauv qab no yuav tsum xa rau tus as kauj nyiaj:

Lub Chaw Tsev Txim # 295354
Stanislaus County, CA
Tus Neeg Txim Tus Zavv Ntiag Tug
Tus Neeg Txim Lub Npe

Touch-pay System siv tau cov npav Visa, MasterCard, debit cards, cov tshv hluav taws xob, los sis nyiaj ntsuab (tsuas lub khw muag khoom xwb).

Nws muaj peb txoj hauv kev tso nyiaj rau hauv tus as khauj:

- A. **Lu h Mua hoom:** Tej zaum tam sim no Teb Chaws Mes Kas tuaj yeem tso nyiaj rau ntawm tus leej neeg li as kauj tau hauv lub chaw tos txais ntawm Tsev Tub Ceev Xwm Kaw Neeg Txim (Sheriff's Detention Center), Chaw Kev Ruaj Ntseg ntawm Pej Xeem (Public Safety Center), thiab Chaw Kaw Neeg REACT.
- B. **a Ra s ov Too:** kom tso nyiaj raws xov tooj, siv tau raws npad Visa los sis MasterCard, debit card, los sis kev kuaj tus as khauj ntaub ntawv leej neeg. Hu rau 1-866-232-1899 (hudaub). Ua raws li lub suab lus qhia. Thaum ua tiav cov kev xa nyiaj lawm, koj yuav tau txais tus lej lees txais.
- C. **Hauv Internet:** txhawm rau tso nyiaj hauv internet: siv tau raws daim npav Visa los sis MasterCard, debit card, los sis kev kuaj tus as khauj ntaub ntawv leej neeg. Mus saib hauv <http://payments.touchpaydirect.net> thiab ua raws li cov lus taw-qhia uas tshwm los. Thaum xa tiav txoj hauj lwm lawm, koj yuav tau txais tus lej lees txais. Koj yuav tsum muaj as khauj email los txais ib daim ntawv txais nyiaj.

- 1. Muaj tus nqi yooj yim rau kev siv qhov hauj lwm no. Kev them nqi los sis kuaj xyuas cov lus qhia hauv tus as khauj yuav qhia ncaj qha los ntawm Touch-Pay Direct los sis Correctional Payment Services li yog tus neeg txai nyiaj.
- 2. Tshwj tsis raug tso cai los ntawm tus thawj coj hauv lub tsev txim, yuav tsis pub cov leej neeg rho cov nyiaj tawm tshwj rau thaum thawj 24 teev tom qab kev teem ua tug cia. Yog raug pom zoo, tus leej neeg yuav tsum rho cov nyiaj tag nrho hauv lawv tus as khauj.
 - a. Cov nyiaj tsis tuaj yeem hloov xa los ntawm ib tug leej neeg tus as khauj mus rau lwm tus leej neeg tus as khauj.
 - b. Tus leej neeg ntawd cov nyiaj yuav tsis raug rho tawm rau cov tib neeg ua raug kaw hauv 30 hnub.
- 3. Tag nrho cov nyiaj uas tau pom los ntawm tus leej neeg tom qab kev rov qab los ntawm kev mus saib, kev mus ua hauj lwm, los sis txhua zaum thaum kev raug kaw ntawd raug ywv tej nyiaj txiag thiab raug xa mus rau hauv Pob Nyiaj Nruab Nrab Hauv Nroog Stanislaus.

TSO TA M COV NYIA THIA COV HOOM MUA N IS NTA M COV NEE RAU A N UA

Ib tus neeg raug kaw yuav tsis tuaj yeem rho txhua yam ntawm lawv cov nyiaj tawm tshwj tsis yog cov hauv qab no:

- A. Nyob hauv thawj 24 teev tom qab tau teem tseg.
- B. Tshwj tias raug tso cai los ntawm tus thawj coj hauv tsev txim.
- C. Tshwj tias raug tso cai yam sau ntawv thov los ntawm tus neeg raug kaw rau hauv Chaw Saib Xyuas Cov Neeg Txim Me.
 - 1. Cov nyiaj raug rho los ntawm cov npav Touch Pay, ib yam li daim npav credit los sis daim npav debit. Tsis muaj nyiaj raug rho.

Tus neeg raug kaw tuaj yeem rho lawv tej peev txheej ntiag tug mus rau ib tus neeg twg uas raug teev tseg. Tus neeg ntawd yuav tsum muaj ib daim duab taw qhia tus kheej uas muaj tseeb los txais qhov peev txheej ntawd.

- A. Daim Foos Thov ntawm Tus Neeg raug kaw tuaj yeem ua kom tiav, rau qhov kev rho qhov peev txheej ntiag tug mus rau ib tus neeg tswj xeeb.

Cov neeg raug kaw raug txiav txim mus rau hauv kaw neeg yuav tshem lawv cov khaub ncaws thiab cov peev txheej ntiag tug tawm.

- A. Fab Hauj Lwm Saib Xyuas Cov Kev Rau Txim Hauv Xeev California (California Department of Corrections and Rehabilitation) yuav tsis khaws koj cov khaub ncaws los sis cov peev txheej ntiag tug cia tab sis yuav xa tag nrho ob qho tib si mus rau qhov raug kaws ntawm koj cov nqi them.
- B. Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus yuav tsis khaws los sis xa koj cov khaub ncaws los sis peev txheej tuaj.
- C. Tus neeg raug kaw yuav tsis muab ib qho ntawm lawv cov nyiaj tshwj tsis yog hauv cov xwm txheej hauv qab no.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

EV TSHA HIA RAU SA THAM THU

Yog tias koj yog ib tus neeg txawv teb chaws; koj muaj txoj cai kom muaj Fab Hauj Lwm Tub Ceev Xwm tshaj qhia rau koj cov sab tham thuj hauv kev lub teb chaws uas sawv cev nyob rau hauv Teb Chaws Mes Kas no. Qee zaum, lub chaw sab tham thuj uas nyob ze tshaj plaws yuav tsum raug tshaj qhia yam tsis tas ncuu ntawm koj qhov kev raug kaw, tsis hais tias koj yuav xav tau li cas.

- A. Ib lub tus neeg ua hauj lwm chaw sab tham thuj hauv koj lub teb chaw yuav tuaj yeem pab koj nrhiav tau tus kws lij choj, hu rau koj tsev neeg, thiab tuaj yeem tuaj xyuas koj thaum koj raug kaw.
- B. Yog tias koj xav kom lub koom haum Feem Hauj Lwm Tub Ceev Xwm tuaj yeem tshaj qhia rau koj lub chaw sab tham thuj hauv teb chaws, koj tuaj yeem thov qhov kev tshaj qhia no ntawm tus neeg raug kaw daim ntawv thov, tam sim no los sis txhua lub sij hawm yav tom ntej.
- C. Thaum lub chaw sab tham thuj tau txais kev tshaj qhia, lawv tuaj yeem hu los sis tuaj ntsib koj tau.

EV T AIS HAU NCA S RAU LU ROO SI T T IAVT IM

Tej zaum koj tuaj yeem xa khaub ncaws mus rau Stanislaus Lub Chaw Kaw Neeg rau kev txiav txim plaub ntug, 48 teev ua ntej pib qhov yuav pib sim.

- A. Thaum lub sij hawm pib sim koj cov khaub ncaws kuj hloov pauv tau.
- B. Qhov no yuav tsum tau ua kom tiav nyob rau thaum cov teev sij hawm tuaj xyuas.
- C. Koj tuaj yeem hnab cov khaub ncaws rau qhov raug teev tseg thiab hloov pauv cov khoom ib yam rau ib yam. Tsis pub siv cov si tawv los sis cov hlua pluam caj dab nyob rau tom qhov chaw kaw. Cov khoom no raug muab rau koj los ntawm koj tus kws lij choj hauv tsev hais plaub.
- D. Cov neeg ua hauj lwm tsuas yog lees txais yam yuav tsum hnab rau lub rooj sib hais plaub tom yav tom ntej. Tsis pub hnab khaub ncaws yuav raug khaws cia.

EV FAI UA FEEM

Qhov txheej txheem kev faib tawm yog kom muab cov neeg raug tawm qauv los teev kom haum rau cov neeg raug kaw nyob rau tom tsev txim thiab cov kev ua ub no raws li hom ntawm poj niam txiv neej, hnub nyoog, kev ua txhaum cai, kev ua txhaum ntawm loj, kev xav ntawm kev kho lub cev los sis lub hlwb, kev coj tus cwj pwm phem, thiab lwm yam uas yuav ua rau kev nyab xeeb ntawm cov neeg raug kaw thiab cov neeg ua hauj lwm.

- A. Cov neeg raug kaw yuav tsum qhia rau cov neeg ua hauj lwm tam sim ntawd yog tias lawv muaj kev txhawj txog lawv txoj kev nyab xeeb.
 - 1. Kev faib tawm ua tus tsis tuaj xyuas koj qhov xwm txheej tom qab thawj 30 hnub ntawm kev kaw thiab txhua 60 hnub tom qab ntawd.
 - 2. Kev txheeb xyuas tau ua tiav txhua zaum los sis txhua lub sij hawm thaum twg cov ntaub ntawv tau txais kev cuam tshuam rau tus neeg ntawd txoj cai.
 - 3. Koj tuaj yeem thov kom rov qab soj ntsuam txog koj tus kheej txoj hauj lwm nyob hauv qhov chaw xa ntawv los ntawm xa ib daim ntawv thov xa daim foos thov ntawm tus neeg raug kaw mus rau Kev Faib Tawm.

COV CAI THIA T O CAI NTA M TUS NEE RAU A

Koj muaj cai los:

- A. Cia siab tias yuav tsum muaj kev ncaj ncees, kev haum raws cia thiab, kev huab hwm.
- B. Kev ywj pheej ntawm kev ntseeg raws kab lis kev cai thiab kev ntseeg kev ywj pheej raws kab lig kev cai.
- C. Kev noj qab haus huv suav nrog: noj zaub mov zoo, tej chaw pw kom huv si thiab hnab khaub ncaws, hnab khaub ncaws kom huv si, muaj caij mus da dej kom sov, cua sov thiab cua txias, lub sij hawm ua si thiab tawm ntawv chav siv xub tsuag, thiab kev kho mob thiab kho hniav.
- D. Kev tuaj xyuas thiab xov tooj hu nrog koj tus kws lij choj.
- E. Tsim nyog nkag mus rau cov ntaub ntawv raug cai.
- F. Cov ntawv xov xwm nrog txhua tus neeg thiab cov koom haum.
- G. Mus saib, hu xov tooj, thiab xa xov nrog koj tsev neeg thiab phooj ywg.
- H. Paub txog cov cai, cov kev tswj fwm, cov txheej txheem, thiab cov sij hawm uas ncaj qha rau koj thaum lub sij hawm koj raug kaw.

Koj txoj cai raug tiv thaiv los ntawm txoj cai lij choj thiab tsis tuaj yeem tshem ntawm koj. Txawm li cas los xij, nws yuav tsim nyog hloov koj cov cai, vim yog koj tus cwj pwm, los xyuas kom meej cov cai ntawm txhua tus neeg raug kaw kom nyab xeeb thiab kev ruaj ntseg ntawm lub chaw.

- A. Tag nrho cov kev pab cuam thiab kev ua hauj lwm uas tsis tau teev tseg raws li tus neeg raug kaw txoj cai yog txoj cai tswj xeeb rau tus neeg raug kaw. Cov cai raug tuav tseg los ntawm kev coj tus cwj pwm zoo thiab muaj tswv yim zoo. Kev coj tsis zoo los sis kev ua tsis ncaj ncees tej zaum yuav ua rau tsis tau cov cai.

TUS NEE RAU A CEV EE TU T O CAI

- A. Tag nrho cov neeg raug kaw uas lub cev xeeb tub thiab me nyuam tseem noj mis yuav tsum tau muab cov ntaub ntawv hais txog kev saib xyuas kev noj qab haus huv ua ntej yug me nyuam, kev saib xyuas kev noj qab haus huv tom qab yug me nyuam, kev qhia me nyuam yaus, thiab kev saib xyuas me nyuam mos. Tus neeg raug kaw uas paub tias cev xeeb tub yuav tsum raug muab tso nyob rau hauv ib hoob tsev qis thiab chav qis rau lub sijhawm lawv cev xeeb tub. Cov twj tso kua mis lo kuj siv tau rau cov leej niam uas muaj mis rau me nyuam noj.
- B. Cov poj niam uas cev xeeb tub tau txais kev txiav txim siab ntawm cov kev pab cuam kho mob thiab tau txais cov kev pab cuam xws li ntawm tus kws kho mob thiab tus kws yug me nyuam uas lawv xaiv.
- C. Cov nuj nqis uas tau muaj los ntawm cov kws kho mob thiab tus kws yug me nyuam uas cov kev pab cuam tsis muab los ntawm Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus yuav tsum yog nqi ntawm tus kheej.

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- D. Ib tus kws kho mob uas muab cov kev pab cuam raws li hauv seem no yuav tsum muaj ib daim ntawv pov thawj uas siv tau thiab tsis muab ntawv pov thawj los koom rau hauv kev xyauam tshuaj.
1. Tus neeg raug kaw nyob hauv nkuaj yuav tsum raug them rau tus nqi los ntawm kev muab tsim nyog rau tus neeg saib xyuas thiab kev raj ntseg ntawm tus neeg raug kaw (saib xyuas).
- E. Cov neeg raug kaw yuav tsum muaj cai hu thiab tau txais kev pab cuam ntawm tus kws kho mob kom paub meej tias cev xeeb tub, txuas ntxiv cev xeeb tub los sis xaiv rho me nyuam tawm. Tus neeg raug kaw kuj thov tau mus ntsib lawv tus kws kho mob, tus kws kho mob pab yug me nyuam, tus kws saib xyuas neeg mob uas muaj ntawv pov thawj, los sis tus kws kho mob pab ntawm lawv tus kheej.
- F. Kev sab laj thiab kev pab cuam yog muab raws li tus neeg mob cev xeeb tub cov kev xav tau hais txog lawv cev xeeb tub, txawm tias tus niam cev xeeb tub ntawv yuav xaiv los tsis xaiv khaws tus me nyuam cia, siv cov kev pab saws me nyuam los sis rho me nyuam tawm.
- G. Tus neeg raug kaw uas qhia txog kev xav txiav cev xeeb tub, los sis leej twg xav tau kev sab laj txog qhov teeb meem, yuav tsum raug xa mus rau Planned Parenthood rau cov ntaub ntawv ntxiv txog txhua yam kev xaiv muaj rau nov lawm.
- H. Cov neeg raug kaw uas cev xeeb tub yuav tsum tau muab qhov siab tshaj plaws ntawm kev ceev ntiag tug rau thaum lub sij hawm ua npaj yug me nyuam thiab cov txheej txheem kev yug me nyuam.
- I. Cov neeg raug kaw uas cev xeeb tub kuj tuaj yeem xaiv kom muaj tus neeg txhawb nqa thaum lub sij hawm cev xeeb tub, yug me nyuam, thiab rov qab yug me nyuam thaum so pw hauv tsev kho mob. Tus neeg txhawb nqa tuaj yeem yog tus neeg tuaj saib pom zoo los sis cov neeg ua hauj lwm saib xyuas kev noj qab haus huv tau xaiv los ntawm lub chaw hauj lwm los pab kev saib xyuas ua ntej yug me nyuam, kev ua hauj lwm, kev yug me nyuam, pab muab mis rau me nyuam noj, thiab kev saib xyuas tom qab yug me nyuam tag.
1. Kev pom zoo rau tus neeg txhawb nqa yuav tsum tau piav qhia los ntawm daim ntawv thov tuaj xyuas.
 - a. Yog tias qhov kev thov rau ib tus neeg raug xaiv raug tsis pom zoo, ib qho laj thawj rau qhov tsis lees paub yuav tsum muab sau ua ntawv rau tus neeg raug kaw hauv li 15 hnuv ua hauj lwm tom qab tau txais daim ntawv thov.
- J. Cov neeg raug kaw uas xav pub mis rau lawv tus me nyuam mos noj los sis me nyuam me thaum raug kaw; los sis tswj xyuas lawv cov kua mis kom rov pib pub mis rau lawv tus me nyuam mos los sis me nyuam yaus tom qab tso tawm, yuav muaj sij hawm los ua li ntawd thaum noj, tom qab yug me nyuam, los sis txhua lub sij hawm tom qab thaum lawv cov kua mis tseem tshuav.
1. Ib phau ntawv qhia los sis lub twj tso kua mis es lev thos niv nrog cov lus qhia ntawm nws siv yuav muab rau tus neeg raug kaw. Tej zaum tsev neeg, cov phooj ywg, los sis lwm lub koom haum yuav muab lub tshuab hluav taws xob rau tus kheej los sis phau ntawv qhia nrog kev pom zoo rau kev siv.
 - a. Cov neeg raug kaw yuav raug qhia kom ntxuav lawv txhais tes nrog xab npum thiab dej ua ntej siv, thiab lub twj tso kua mis yuav raug ntxuav nrog xab npum thiab dej tom qab siv txhua zaus.
 2. Cov kua mis yuav muab tso rau hauv lub hnuv mis huv-huv los sis lub raj mis muab los ntawm tsev neeg, phooj ywg, los sis lwm lub koom haum. Cov thawv ntim khoom yuav raug cim nrog tus neeg raug kaw lub npe, tus lej ID, thiab hnuv tim/lub sij hawm qhia cov mis thiab muab tso rau hauv lub tub yeas los sis lub tub yeas kom txog thaum tus neeg raug xaiv thauj mus rau tus me nyuam mos/me nyuam me txhua hnuv.
 - a. Tus neeg raug xaiv los khaws cov kua mis yuav kos npe thiab sau hnuv tim Daim Npav Mis Ua sau cim cov kua Mis txhua zaus nqa lub thawv thauj mus rau tus me nyuam mos/me nyuam me.
 - b. Tej qho mis uas tsis raug khaws txog hauv xya (7) hnuv raug muab pov tseg.
 3. Thaum tus neeg raug kaw mus hauv tsev kho mob thawj zaug, cov neeg ua hauj lwm saib xyuas kev noj qab haus huv yuav qhia tus neeg raug kaw txog cov qauv thiab cov cai tswj xyuas cov neeg cev xeeb tub, suav nrog, tab sis tsis txwv rau, cov kev cai ntawm California Txoj Cai Lij Choj (Penal Code) tshooj 4023.5, 4023.6, 4023.8, 4028, 6030 thiab Txoj Cai Tswj Xyuas Ntiag Tug Ntawm Kev Tsim Muaj (Reproductive Privacy Act) Tshooj 2.5 (pib nrog Tshooj 123460) ntawm Tshooj 2 ntawm Tshooj 2 ntawm Feem Hauj Lwm 106 ntawm Txoj Cai Kev Noj Qab Haus Huv thiab Kev Nyab Xeeb)
- EV CIA SIA T O C P MNTA MTUS NEE RAU A :**
- Peb qhov kev cia siab yog tias koj yuav ua raws li tag nrho cov cai, cov cai tswj thiab kev coj cwj pwm thaum pw hauv lub tsev txim. Feem ntau, peb cov kev cia siab yog tias koj yuav:
- A. Ua raws li tag nrho cov cai thiab cov cai tswj.
 - B. Ua raws li tag nrho cov neeg ua hauj lwm cov kev tswj thiab cov lus thov.
 - C. Yuav tsum hnav khaub ncaws, yog tias cov khaub ncaws tawm los yog thov kom loj dhau, ib txheej tshiab yuav raug muab rau, "tsis muaj kev kho kom me."
 - D. Coj koj lub kauj tog roj hnav los sis rau daim npav ID kom paub tseeb.
 - E. Hwm tej peev txheej hauv tsev txim thiab peev txheej ntawm lwm tus li ntiag tug.
 - F. Tswj kho koj lub txaj pw uas raug teev tseg, txoj xaub xaub taw, thiab ib puag ncig ntawm ib cheeb tsam kom huv, kom txhob dawm taw thiab huv si.
 - G. Txhawb nqa cov qauv kev tu cev txhua hnuv.
 - H. Ua zoo rau lwm tus. Txhob siv cov lus hais lus phem, npe-hu, los sis hais lus phem.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- I. Tsis txhob koom nrog kev ua kom nrov thiab cuam tshuam kev ua.
- J. Txwv rau ntawm kev taug kev, cov plag tsev, phab ntsa tsev, los sis laj kab los sis lwm qhov chaw los sis lwm yam khoom raug txwv.

LU TSEV IV NTA V EV CAI LI CHO

Lub tsev txim muab cov kev pab cuam tsev qiv ntawv kev cai lij choj raws Daim Foos Kev Tsawb Fawb thiab Ntsuam Xyuas Raws Cai (Legal Research Associates, LRA). LRA yog tus muaj peev xwm ntawm cov ntaub ntawv tshawb nrhiav kev cai lij choj.

- A. Qhov phiaj xwm pab cuam no muaj tus kws lij choj-saib xyuas kev tshawb fawb thiab kev tshawb fawb tau ua los ntawm cov neeg tau kawm nyob hauv txoj cai.
- B. Cov lus thov tus neeg raug kaw yog qhov tseem ceeb ua ntej, thiab cov lus teb rau tus kheej.
- C. Kev tshawb nrhiav txog kev cai lij choj muaj kev yooj yim rau txhua tus neeg raug kaw thiab cov ntaub ntawv tshawb nrhiav cov ntaub ntawv tseem ceeb txhua hnuv.
- D. Cov neeg raug kaw tau ua daim ntawv LRA thov thiab muab tso rau hauv cov ntawv xa tuaj. Cov ntawv thov LRA muaj nyob rau hauv koj chav nyob ntawm koj lub tsev.
- E. Cov neeg raug kaw raug xa mus rau hauv 2 daim ntawv thov txij hnuv tim 1 txog rau hnuv tim 15 ntawm lub hli thiab lwm daim foos thov 2 diam txij li hnuv tim 16 txog rau thaum xaus ntawm lub hlis.

EV ANTA V

Cov ntawv xa tuaj yuav muab nyob rau hnuv Monday txog hnuv Saturday ntawm txhua lub lim tiam. Tag nrho cov ntawv xa tuaj yuav raug qhib, luam theej duab, thiab tshawb nrhiav yam tsis ncaj ncees ua ntej xa mus, tshwj tsis yog xa ntawv raug cai. Txoj cai xa ntaub ntawv raug qhib thiab raug tshawb fawb tawm tsam ntawm tus neeg raug kaw hauv nws tau hais rau. Kev xa ntawv raug cai yog xa ntawm tus neeg raug kaw thiab:

- A. Tag nrho cov nom tswv thiab tsoom fwm xaiv tsa.
- B. Txhua lub xeev thiab tsoomfwm cov nom tswv tau xaiv los ntawm Tus Thawj Coj los sis Thawj Coj ntawm Teb Chaws Mes Kas.
- C. Txhua lub nroog, lub cheeb tsam nroog, lub xeev, thiab tsoom fwm nom tswv muaj lub luag hauj lwm rau tus neeg raug kaw nyob rau tam sim no, ua ntej, los sis xav tau kev tso cai thiab kev saib xyuas los ntawm kev saib xyuas.
- D. Tag nrho lub xeev thiab tsoomfwm cov kws txiavtxim thiab cov tsev hais plaub.
- E. Tus kws lij choj ntawm txoj cai lij choj teev muaj ib lub koom haum hauv lub xeev.
- F. Cov ntawv pov thawj PREA certified thiab PREA lwm cov chaw.
- G. Lub Rooj Tsav Xwm ntawm Lub Xeev thiab Lub Tsev Txim Hauv Lub Zej Zog.

- 1. Cov ntaub ntawv xa tawm yuav raug qhib thiab raug tshawb fawb rau hauv koj lub xub ntiag. Cov ntawv xa tuaj yuav tsum tau xa rau ib tug Thawj Saibxyuas rau daim tshev tiv thaiv thiab lub hnuv ntim ntawm lub hnuv ntawv.
- 2. Cov ntawv xa tawm tau tso rau hauv lub thawv hauv cov hnuv nyob ntawm chav tsev nyob. Cov ntawv xa no yuav raug sau txhua hnuv los ntawm tus kws pab tswv yim tsev nyob thiab muab tso rau hauv Teb Chaws Mes Kas Kev xa ntawv raws tsev xa ntawv.
- 3. Koj qhov raug kaws xa ntawv yog:
 - a. Koj lub npe, tus lej tub xa ntawv, thiab fab chaw kaw uas raug teev tseg
 - b. Tsev Tub Ceev Xwm Kaw Neeg Txim Hauv Nroog Stanislaus 200 East Hackett Road Modesto, CA 95358
 - d. Koj lub npe, tus lej tub xa ntawv, thiab fab chaw kaw uas raug teev tseg
 - e. Chaw Kaw Neeg REACT Hauv Nroog Stanislaus
 - f. 194 East Hackett Road
 - g. Modesto, CA 95358
- 4. Tsis muaj kev txwv rau cov ntawv uas koj yuav xa tawm tuaj, yog tia koj muaj cov chaws nyob xa tuaj txaus.
 - a. Cov duab lo ntawv xa muas yuav tau los ntawm tus kws lij choj.
 - b. Cov neeg raug kaw tuaj yeem cuam tshuam nrog lwm tus neeg raug kaw uas siv Kev Pab Cuam Xa Ntawv Hauv Teb Chaws Meskas.
 - c. Cov neeg raug kaw uas tsis muaj nyiaj txog \$2.00 los sis tsawg dua nyob rau hauv lawv tus as khauj nyiaj thiab tsis yuav khoom los sis tsis tau txais khoom los tau ob lub lim tiam lawm, yuav tau txais 4 tsab ntawv them nyiaj pub dawb thiab yim daim ntawv rau kev sau ntawv tus kheej txhua lub lim tiam. Lub lim tiam pib hnuv Sunday. Kev xa ntawv raws cai yog tsis muaj kev txwv rau cov neeg raug kaw hauv tsev loj kuj.

Nyiaj ntsuab, nyiaj tshev, pov thawj ntawm nyiaj tshev, cov ntawv tshev, los sis cov duab xa ntawv yuav tsis txais los ntawm kev xa ntawv.

Cov hauv qab no tsis tau txais los ntawm kev xa ntawv. Kev xa ntawv muaj ib qho ntawm cov khoom no yuav raug xa rov qab mus rau tus neeg xa ntawv los sis raug rhuav tshem.

- A. Kev xa ntawv uas muaj Polaroid duab, txhua hom duab liab qab los sis cov duab liab qab los sis duab thajj duab, ntawv sau ntawv.
- B. Cov ntawv nyob hauv lub hnuv ntawv uas yuav zais qhov tsis ncaj ncees.
- C. Cov ntawv tshev, cov npav tos txais, thiab xa ntawv.
- D. Yam khoom uas yuav muab tau txai hauv commissary.
- E. Xa ntawv muaj cov tshuaj xws li hmoov, kua, lipsticks, thiab lwm yam.
- F. Txhua yam uas tsis tau txais los ntawm tus thawj coj hauv lub tsev txim.

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- G. Cov duab kos txwv tsis pub muaj kev sib deev. Lawv yog neeg txhaum thiab yuav raug rhuav tshem.
- H. Pawg-neeg ua dej num sau ntawv ua ke, cov duab los sis cov duab kos.

Nrog rau kev pom zoo tso cai los ntawm tus thawj coj hauv chaw ua hauj lwm; cov ntawv xov xwm, cov ntawv tshaj tawm, thiab cov phau ntawv yuav tsum tau txais los ntawm kev xa ntawv, twb muab lawv xa ncaj qha los ntawm tus luam tawm los sis tus neeg faib tawm. Cov neeg raug kaw muaj lub luag hauj lwm pov tseg cov khoom siv hnuv tim thaum cov khoom tshiab tuaj txog.

COV PHAU NTA V THIA COV NTA V OV M

Cov phau ntawv muaj nyob rau hauv koj chav nyob ntawm koj qhov raug kaws.

- A. Tej zaum koj yuav muaj koj li 5 co phau ntawv los sis cov ntawv xov xwm, phau Vaj Loog Kub, thiab 1 phau xov xwm.
- B. Cov nyiaj no suav nrog cov ntawv koj tus kheej nrog rau cov phau ntawv nyeem thiab cov ntawv xov xwm.
 - a. Phau ntawv yuav tsis muab tso rau ntawm cov khoom muaj nqi tus kheej.
- C. Cov phau ntawv xov xwm yuav tsum muaj cov xwm txheej tam sim no.
- D. Nws yog koj lub luag hauj lwm los muab cov ntawv xov xwm thiab ntawv xov xwm ntiag tug pov tseg ua ntej txais lwm.
- E. Cov ntawv nyeem kev cai dab qhuas tuaj yeem tau txais los ntawm qhov xa daim foos thov ntawm tus neeg raug kaw mus rau tus txiv plig hauv tsev txim.

EV SIV OV TOO

Cov xov tooj nyob hauv chaw nruab hnuv los sis chaw ua si ntawm txhua lub tsev. Cov xov tooj muaj rau siv thaum lub caij ua si thiab tawm ntawm lub sijhawm ntawm tes.

- A. Txhua cov xov kev hu tooj yuav raug khaws teev cov kev hu. Cov npav them nyiaj hu xov tooj tuaj yeem yuav tau lo ntawm lub khw muag khoom.
 - 1. Yog xav siv lub xov tooj, tsuas yog tsa lub xov tooj thiab ua raws li cov lus qhia uas raug teev rau hauv.
 - 2. Cov kev hu xov tooj tsuas raug siv li ntawm 15 feeb kom thiaj li cia tau mus nkag rau lwm tus.
- B. Koj hu xov tooj yuav hu tau.
- C. Tag nrho cov xov tooj tsuas yog hu tau-tawm mus xwb.
- D. Cov neeg ua hauj lwm hauv tsev tsis tuaj yeem hloov cov kev hu tuaj, los sis lawv yuav tsis siv xov tooj hauv txhua lub sijhawm.
- E. Cov neeg raug kaw uas muaj, tsis hnov lus los sis hais lus tsis hnov zoo, yuav tsum tau nkag mus rau cov khoom siv sib txuas lus uas tsim nyog uas yuav pab txhawb kev sib txuas lus.

TUS NEE RAU A N UA HO CAI AIV TSA

Cov neeg rau kaw hauv Nroog Stanislaus yuav tsum tau ua raws li cov hauv qab no kom tsim nyog muaj npe xaiv tsa hauv Xeev California:

- A. Yuav tsum yog neeg xam xaj hauv Teb Chaws Mes Kas.
- B. Yuav tsum yog neeg nyob hauv California.
- C. Yuav tsum muaj hnuv nyoog 18 xyoo los sis laus dua los sis ua ntej hnuv xaiv tsa tom ntej.
- D. Yuav tsum tsis txhob raug nyob rau hauv tsev loj kuj, nyob rau hauv kev saib xyuas, los sis nyob rau hauv lub zejzog txoj kev saib xyuas tomqab lub txim txhaum loj.
- E. Yuav tsum tsis txhob ua hauj lwm rau hauv tsev txim hauv tsev txim vim hais tias muaj kev txhaum loj npaum li tau hais los ntawm Txoj Cai Kev Ua Phem Kev Ncaj Ncees ntawm Xyoo 2011 (CJRA).
- F. Yuav tsum tsis txhob nyob hauv kev ua txhaum sim ua lwm txoj hauv kev los ua hauj lwm rau hauv qhov kev txiav txim siab hauv lub tsev txim hauv lub tsev txim rau txoj kev ntseeg ntawm CJRA txhais tau tias kev txhaum loj tsawg.
- G. Yuav tsum tsis tau muaj kev tsis txaus siab los ntawm lub tsev hais plaub txoj cai.
- H. Yuav tsum tsis txhob ua hauj lwm rau lub xeev lub sijhawm hauv tsev txim hauv lub county raws ib txoj kev cog lus ntawm xeev thiab hauv zos cov cai.

Stanislaus County cov neeg raug kaw muaj cai pov npav yog tias lawv yog:

- A. Nyob rau hauv ib lub tsev kaw neeg hauv cheeb tsam vim raug txim txhaum cai.
- B. Nyob hauv ib lub tsev txim hauv tsev txim thaum lub caij ua txhaum cai thaum lub rooj txiav txim thiab kev txiav txim tau raug ncuu tseg tom qab lub txim txhaum loj.
- C. Tuaj tos los sis tseem tab tom yuav mus sib hais thiab tseem tsis tau raug txim vim muaj kev ua txhaum.
- D. Ua tiav daim ntawv tso cai los ntawm kev rho los sis tom qab rho hauv zej zog saib xyuas qhov kev ua txhaum cai loj.
- E. Thaum raug sim ua txhaum cai-tshwj tsis yog lub sijhawm ua txhaum cai yog raug lwm txoj hauv kev los ua hauj lwm rau hauv qhov kev txiav txim siab hauv lub tsev txim hauv lub tsev txim rau kev lees paub ntawm lub CJRA txhais tau tias ua txhaum loj tsawg.

Cov neeg raug kaw hauv Nroog Stanislaus yuav xa mus rau tus neeg ua hauj lwm nyob hauv lawv lub nroog hauv lawv lub nroog ntawm lub hom phiaj rau kev sau npe los pov npav thiab thov rau kev xaiv tsa.

- A. Cov ntaub ntawv pov npav yog muaj rau cov neeg raug kaw thaum thov.

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B. Txhua tus neeg xaiv-tsa uas tuaj yeem xa ntawv nrog rau cov ntawv sau npe xaiv tsa thiab kev pov-npav-los ntawm kev xa ntawv xaiv tsa, raug kho raws li txoj cai xa ntawv.

Yog tias koj nyob hauv Nroog Stanislaus thiab xav mus pov npav; ua kom tiav ib daim ntawv thov thiab hais rau qhov chaw ua hauj lwm, tus neeg pab cuam hais tias koj lub siab xav pov npav. Txoj hauj lwm yog tus xa neeg tuaj yeem xa koj daim ntawv xaiv tsa.

A. Yog tias koj nyob hauv Nroog Stanislaus thiab xav los pov npav los ntawm cov neeg tsis tuaj yeem xaiv tsa; koj tuaj yeem tau txais daim ntawv pov ntawv xaiv tsa uas sau mus rau Chaw Hauj Lwm Ntawm Thawj Tswv Nroog. Lawv chaw nyob yog 1021 "I" Street, Suite 101, Modesto, California, 95354.

Yog tias koj yog ib tug neeg nyob hauv lwm lub nroog; sau lub County Clerk's Office hauv koj lub nroog ntawm qhov raug kaws thiab thov kom lawv xa koj daim ntawv xaiv tsa rau koj. Koj tuaj yeem tau txais qhov raug kaws ntawm Ib Cheeb Tsam Chav Hauj Lwm Hauv Zos (Office Clerk's Office) los ntawm tus neeg ua haujlwm raug cai.

Siv koj qhov raug kaws tom tsev thaum sau koj daim ntawv xaiv tsa. Tsis txhob siv chaw nyob raws li koj qhov raug kaws xa ntawv los sis chaw nyob chaw nyob.

A. Yog tias koj tsis muaj qhov raug kaws tam sim no, siv koj qhov raug kaws uas paub kawg.

Muab koj daim ntawv xaiv tsa ua tiav rau hauv lub thawv ntawv raws li koj xav tau rau lwm cov ntawv xa tuaj.

A. Nws yog koj lub luag hauj lwm los muab kev xa ntawv xa tuaj rau xa daim foos no.

Cov neeg raug kaw, uas xav mus sib hais nrog Lub Tuam Tsev Chav Hauj Lwm rau hauv nroog los mus sau npe pov ntawv tawm suab los sis thov kom xa daim ntawv pov npav tsis tuaj lawm, yuav siv lawv cov duab xa ntawv dawb 4 daim-ntawv.

A. Cov ntawv xa ntxiv yuav tsis muab rau qhov laj thawj no.

COV CAI RAU EV TUA YUAS

Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus tau lees paub txog qhov tseem ceeb ntawm kev tuaj xyuas tus neeg raug kaw. Cov cib fim kom muaj kev sib raug zoo nrog tsev neeg thiab neeg zej zog yuav tsum raug muab rau cov neeg raug kaw thaum tsim nyog.

A. Nws yog txoj cai ntawm Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus kom tuaj xyuas nrog cov neeg hauv tsev neeg, cov xib fwb, tus kws lij choj, thiab lwm tus neeg raws li kev nyab xeeb, kev ruaj ntseg, thiab kev txhawj txog kev ua hauj lwm.

B. Cov neeg ua hauj lwm yuav tsum xyuas kom cov txheeb txheem tuaj xyuas dej num tsim kev nyab xeeb thiab tsis cuam tshuam nrog kev ruaj ntseg los sis kev khiav hauj lwm hauv lub tsev txim.

C. Tsis pub haus dej, khoom noj, khoom noj khoom haus, los sis muaj xaum qhuav nyob hauv chav sib ntsib.

Kev tuaj yeem tuaj yeem raug muab tshem tawm txhua lub sij hawm rau lub txim qhuab qhia los sis ua txhaum txoj cai tswj xyuas.

A. Ib tus qhua tuaj yeem tuaj xyuas ib tus neeg raug kaw nyob hauv ib lub sij hawm thiab ib tus neeg raug kaw hauv ib hnuv, tsis xam cov neeg tuaj saib xyuas.

B. Koj tsuas tuaj yeem tau txais 1 qhov kev mus ntsib dawb rau hauv ib hnuv.

C. Koj tsim nyog tau txais 2 hnuv tuaj ntsib dawb ib lim piam twg, tsis xam cov kev tuaj ntsib koj.

D. Cov neeg ua hauj lwm los sis cov neeg raug kaw hauv tsev neeg kuj tuaj yeem tsim nyog tau txais mus ntsib dawb txog 3 zaug txhua lub lim tiam ntawm qhov kev txiav txim ntawm tus thawj koj hauv chaw ua hauj lwm los sis ib feem ntawm ib qho kev qhia tshwj xeeb.

Koj tuaj yeem muaj tus lej tsis txwv ntawm cov neeg tuaj saib pom zoo ntawm koj qhov kev mus ntsib kev tshuaj ntsuam xyuas.

A. Vim muaj kev txwv, tsuas yog 4 tus neeg tuaj tawm hauv ib tus neeg tuaj yeem mus saib tus neeg raug kaw ua ke ib zaug xwb.

B. Cov me nyuam yaus yuav tsum raug xa rau kev pom zoo thiab suav rau ntawm tag nrho cov neeg tuaj xyuas pom zoo thaum tuaj xyuas.

1. Cov me nyuam yaus yuav tsum tau nrog niam lawv txiv los sis tus saib xyuas hauv kev sib tham thaum tuaj xyuas thiab sau npe raws li cov neeg tuaj xyuas teem sij hawm rau npe.

2. Tus niam txiv los sis tus neeg saib xyuas nrog tus neeg tuaj yeem yuav tsum yog tus neeg tuaj ntsib thiab tau daim ntawv pov thawj ntawm kev saib xyuas yog tias tau thov kom ua los ntawm cov neeg hauv koom haum.

C. Tsuas yog 3 tus neeg tuaj saib ib tus neeg raug kaw nyob hauv tsev neeg tuaj yeem tuaj xyuas ntawm ib zaug hauv kev sib tham. Cov me nyuam yaus yuav tsum raug xa rau kev pom zoo thiab suav rau ntawm tag nrho cov neeg tuaj xyuas pom zoo thaum tuaj xyuas.

D. Koj tuaj yeem tsis kam tuaj xyuas. Yog tias koj tsis kam ib tug qhua, tus neeg ntawd yuav raug tshem tawm hauv daim ntawv teev npe uas tau pom zoo.

1. Koj yuav tsum xa Daim Foos Thov ntawm Tus Neeg raug kaw kom tsem tawm cov neeg tuaj xyuas ntawm koj daim ntawv teev npe uas tau pom zoo.

Cov Teev ev Tua yuas:

Kev tuaj xyuas raug teev rau hnuv teem sij hawm thiab teev raws li tau txiav txim los ntawm tus thawj koj hauv lub tsev txim.

A. Ib qhov chaw yuav txwv los sis tsis pub tuaj xyuas thaum tuaj noj mov los sis ua kom muaj kev nyab xeeb thiab kev xav tau kev ruaj ntseg.

B. Cov sij hawm saib xyuas yuav raug hloov thiab tuaj xyuas yog teem rau ntawm qhov "tuaj thawj zaug - ua ntej pab".

C. Cov sij hawm teem tuaj xyuas tau muab rho rau hauv txhua lub chaw hauj lwm los sis hauv online ntawm stanislausca.gtlvisitme.com.

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1. Cov sij hawm mus xyuas tau kuj muab rho hauv Chaw Tuaj Xyuas Neeq Txim Hauv Nroog Stanislaus, 801 11th Street Modesto, CA 95354.

Tag nrho cov kev tuaj yeem yuav tsum yog ntev li 30-feeb ntev nrog 30 feeb ua ntej tuaj xyuas lwm zaus (piv txwv li., 0800 txog 0830, 0900 txog 0930, thiab lwm yam)

- A. Txhua tus neeg tuaj xyuas yuav tsum tshaj qhia thiab tshawb xyuas-30 feeb ua ntej lawv tuaj ntsib lawv.

- B. Tsev Tub Ceev Xwm Kaw Neeq Txim (PSC Hnub Tuaj & PSC Hnub Poob) & Chaw Kaw Neeq REACT:

1. Daim ntawv teev npe no siv rau tim-ntsejtim-muagtuaj xyuas cov tsis tuaj xyuas thiab kev mus yees duab.

- a. Cov Teev Sij Hawm Tuaj Xyuas: 0800 txog 2100 txhua hnub
- b. Tsis muaj hnub tuaj xyuas rau Hnub Wednesday.
- c. Hnub Thursday txog Hnub Tuesday: 0800 - 1100, 1200 - 1600 & 1900 - 2100
- d. Kev Kaw Kev Tuaj Xyuas: 1100 - 1200 & 1600 - 1900

- C. MHU1 & MHU2 – lub sij hawm teem ciaj no siv tau los tsis ta hu rau kev tuaj xyuas:

1. Cov Teev Sij Hawm Tuaj Xyuas: 0800 txog 2100 txhua hnub

- a. Hnub Saturday:

Ntu 1: MHU2A	0700	0800
Ntu 2: MHU2A	0830	0930
Ntu 3: MHU2B	1100	1200
Ntu 4: MHU2B	1230	1330
Ntu 5: MHU2C	1400	1500
Ntu 6: MHU2C	1530	1630

- b. Hnub Sunday:

Ntu 1: MHU1A	0700	0800
Ntu 2: MHU1A	0830	0930
Ntu 3: MHU1B	1100	1200
Ntu 4: MHU1B	1230	1330
Ntu 5: MHU1C	1400	1500
Ntu 6: MHU1C	1530	1630

Teem Cai Tua yuas:

Cov neeg tuaj xyuas raug txhawb kom teem caij tuaj xyuas lawv hauv online ntawm stanislausca.gtlvisitme.com. Tag nrho cov kev tuaj xyuas yuav tsum tau teem caij hauv online. Lub sij hawm teem caij lub khw muag khoom siv tau rau hauv chaw pab cuam pej xeem ntawm Tsev Tub Ceev Xwm Kaw Neeq Txim, thiab REACT lo pab cuam rau cov neeg tuaj ncig xyuas lub sij hawm tuaj xyuas.

- A. Tag nrho cov neeg tuaj xyuas neeg yuav tsum muaj email chaw nyob txhawb rau kev rau npe rau tus neeg tuaj xyuas uas raug tso cai thiab teem caij ntawm kev tuaj xyuas.

- B. Kev Tuaj Xyuas Ntawm Pej Xeem:

1. Cov kev tuaj xyuas ntawm pej xeem tuaj yeem teem sij hawm mus txog 7 hnub ua ntej tuaj xyuas.

2. Tsawg kawg, kev tuaj xyuas pej xeem tuaj yeem teem sij hawm 24 teev ua ntej lub sij hawm tuaj saib xyuas.

3. Cov neeg qhua tuaj yeem tuaj yeem hloov los sis rho tawm lawv lub sij hawm mus txog 24 teev ua ntej tuaj xyuas.

EV CO TUS AUV NTA M TUS NEE TUA YUAS

Cov neeg tuaj xyuas yuav tsum ua raws txoj cai coj tus zauv uas tau pom zoo los ntawm tus thawj coj hauv tsev txim. Cov ntaub ntawv no tau muab tso rau hauv Cov Neeq raug kaw hauv Cov Cai thiab Kev Taw Qhia Phau Ntawv Qhia, hauv qhov chaw tos txais.

- A. Txwv tsis pub cov neeg tuaj saib ua muaj xim, cov cim, cov xim los sis cov ris tsho uas sawv cev rau pawg neeg ua phem rau hauv cov cheeb tsam los sis thaum mus ntsib cov neeg raug kaw thaum lub sij hawm mus ntsib hauv vis dis aus.

- B. Cov cai hnav tsoos tsho yuav raug coj los siv ua ntej thiab tag nrho cov kev mus xyuas. Cov lus nug hais txog kev hnav khaub ncaws tsim nyog yuav tsum raug xa mus rau tus neeg saib xyuas hauv lwm ntawm kev txiav txim siab los txiav txim seb puas tuaj xyuas los sis tsis tau. Tis tsoo cai yuam kev yog suav tab sis tsis txwv rau cov hauv qab no:

1. Hnav cov khaub ncaws ua luam dej.
2. Hnav cov khaub ncaws, uas yog siab dua nruab nrab ntawm tus ncej, suav nrog cov khaub ntaws, thiab tiab luv.
3. Kev hnav khaub-ncaws-mus-xam nrog rau tab sis tsis tas rau, tsho blouse los sis lwm yam khaub-ncaws hnyav uas pom tau tias yog.
4. Cov neeg tuaj saib yuav tsum hnav khaub ncaws. Tsis pom cov khaub ncaws los sis hnav cov khaub ncaws uas ua rau pom lub mis txawm tias tus neeg tuaj saib poj niam txiv neej.
5. Txwv tsis pub hnav cov khaub ncaws xws li lub raj tshuaj saum taub hau, lub taub hau saum toj, los sis lub lauj kaub sab saum toj uas nthuav tawm ntau qhov kev sib cais, lub nruab nrab, los sis lub xub pwg nyom txawm yog tus txiv neej tuaj saib tus poj niam txiv neej.
6. Muaj cov me nyuam yaus tsis raug cai.
7. Tsis muaj cov kaus mom ntawm txhua hom raug tso cai.

COV CAI RAU COV NEE TUA YUAS

Txhua tus neeg tuaj xyuas yuav ua raws li cov cai hauv qab no:

- A. Ib tug qhua uas tsis ua raws li cov cai no yuav poob txhua txoj cai los mus xyuas. Ib tug neeg tuaj xyuas leej twg ua txhaum txoj cai tswj xyuas cov cai, cov kev cai, los sis cov txheej txheem yuav raug coj los ntawm lub chaw tu neeg thiab tsis pom zoo pom zoo los mus xyuas. Tag nrho cov kev cai mus saib xyuas nyob rau hauv nqe lus no siv rau tag nrho cov kev tuaj xyuas los ntawm Fab Hauv Lwm Tub Ceev Xwm Hauv Nroog Stanislaus suav nrog rau ntawm qhov-chaw, tawm-

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ntawm qhov chaw, thiab mus xyuas tom tsev los sis sib txua hauv is taws nem.

- a. Cov neeg tuaj xyuas yuav tsum ua raws txoj cai coj tus zauv uas tau pom zoo los ntawm tus thawj coj hauv tsev txim.
 - b. Nqa phom, khoom tawg, dej cawv, tshuaj yeeb thiab, tshuaj yeeb dej caw rau hauv qhov chaw kaw neeg txhaum yog ua txhaum thiab ua rau raug ntes.
 - c. Cov qhua uas tshwm sim los ntawm qaug cawv los sis tshuaj yeeb yuav tsis pub tuaj xyuas thiab tej zaum yuav raug ntes.
 - d. Cov qhua uas tsis tuaj yeem saib xyuas lawv cov me nyuam thaum nyob hauv qhov chaw hauv tsev yuav tsis pub tuaj xyuas thiab yuav raug hais kom tawm ntawm qhov chaw. Cov qhua uas cuam tshuam los sis ua rau muaj kev cuam tshuam los ntawm kev ua txhaum yuav raug ntes. Yog tias ib tus neeg tuaj xyuas los ntawm lub chaw rau kev coj tus cwj pwm, tus neeg tuaj xyuas yuav raug tsis pom zoo kev pom zoo los mus xyuas kom txog thaum rov los ntawm tus thawj coj hauv chaw ua hauj lwm.
 - e. Cov neeg tuaj xyuas yuav tsis muab los sis tsis pub ib yam dab tsi ntawm tus neeg raug kaw tawm yam tsis tau kev pom zoo los ntawm tus thawj saib xyuas hauj lwm.
- B. Tsis muaj dab tsi pub rau coj los sis rov qab los ntawm kev mus xyuas yam tsis tau kev tso cai ua ntej los ntawm tus neeg saib xyuas kev hloov.
- a. Qhov no muaj xws li cov khoom ua lag luam, cov tsho, saib lub hau, thiab xa ntawv. Cov khoom no yuav raug ntiag tug, yuav raug pom zoo, thiab raug rhuav tshem. Cov kev ua no yuav raug rau txim.
- C. Txwv tsis pub ua lb qho kev sib cuag ntawm tus neeg raug kaw thiab tus tuaj saib xws li puag, tuav tes, los sis hnai me ntsis.

Koj tuaj yeem tau txais kev tuaj xyuas txhua hnuv los ntawm koj tus kws lij choj los sis tus kws lij choj raws li tsim nyog. Kuj tsis muaj kev txwv rau cov kws lij choj uas koj tuaj yeem tau los sis lawv lub sij hawm, nrog rau cov sij hawm teem tuaj ntsib los sis sij hawm thaum muaj xwm txheej ceev.

EV TUA YUAS RA S VIDEO

Fab Hauj Lwm Tub Ceev Xwm Hauv Nroog Stanislaus thiab tus neeg muab kev tuaj xyuas hauv yeeb yaj kiab tsis thaj tsob kev sib txuas kom tau zoo hauv nternet thiab Wi-Fi ntawm cov neeg tuaj xyuas. Feem Hauj Lwm Tub Ceev Xwm kuj tsis thaj tsob rau kev teeb dho los yog kev ua hauj lwm ntawm cov neeg tuaj xyuas uas nyob tom tsev thiab los sis hauv lub chaw ua hauj lwm li koos pij tawj, lub koob yees duab los sis lwm yam khoom siv uas siv rau kev tuaj xyuas hauv yeeb yaj kiab.

- A. Tag nrho cov kev tuaj xyuas hauv yeeb yaj kiab pej xeem raug soj ntsuam.
- B. Kev tuaj xyuas uas raws txoj cai tsis raug soj ntsuam.

Cov pej xeem tuaj yeem ua kom tiav kev tuaj xyuas hauv yeeb yaj kiab uas yog siv cov kev hauv qab no:

- A. Kiosk nyob rau hauv Lub Chaw Ua Hauj Lwm Saib Xyuas Kev Ruaj Ntseg Rau Kev Tuaj xyuas Neeg Txim SDC Chav Txais To Pej Xeem Saib Hnuv Tuaj (Sheriff's Detention Center - PSC East Public) nyob rau hauv cov sij hawm tuaj xyuas.
- B. Hauv tsev los yog lub chaw ua hauj lwm uas siv yus lub computer nyob rau hauv cov sij hawm tuaj xyuas.
- C. Hauv xov-tooj los sis tablet uas siv lub cuab yeej tuaj xyuas nyob rau huav cov sij hawm tuaj xyuas.

Thaum lub sij hawm teem siab ntsib raug teem, tus neeg tuaj xyuas yuav tau txais lub sij hawm teem sib ntsib thiab qhov chaw nyob kiosk. Tus neeg tuaj xyuas yuav tsum tau qhia los sis kev tuaj sib ntsib ntawm qhov chaw uas tau teem tseg.

- A. Kev tuaj xyuas yuav pib ntawm lub sij hawm teem sij hawm. Tsis muaj kev pauv lossis kev hloov kho thaum yuav tuaj xyuas. Yog tias tus tuaj xyuas tau lig rau lub sij hawm teem tuaj xyuas, qhov kev sib ntsib yuav tsis muaj yuav tsis muaj kev tshai sij hawm. Kev tuaj xyuas uas raug tso tseg yuav tsis suav nrog cov kev saib ntawm tus neeg raug kaw hauv lub lim tiam.
- B. Yog tias tus neeg raug kaw los sis tus neeg tuaj xyuas tso tseg txoj kev sib ntsib ua nej lub sij hawm tag, txhais tia txoj kev tuaj xyuas tau tiav lawm. Kev tuaj xyuas yuav tsis tuaj yeem rov qab pib dua los sis rov teem dua.
- C. Yog tias nws raug txiav txim tias muaj kev ua txhaum cai, tsis muaj peev xwm, los sis lwm yam teeb meem los ntawm txoj kev teem caij ntawm fab saib xyuas hauj lwm los yog lub cuab yeej mus saub; qhov kev tuaj xyuas tuaj yeem teem dua raws txoj kev txiav txim siab ntawm tus thawj saib xyuas hauj lwm.
- D. Cov neeg raug kaw uas muaj lwm qhov kev teem caij; kev kho mob, lub tsev hais plaub, chaw ua hauj lwm, thiab lwm yam yuav tsis tuaj yeem teem caij rau kev tuaj xyuas tau. Cov kev tuaj xyuas no tuaj yeem teem tau thaum txoj kev teem caij tiav.

COV EV RAU T IM

ev Rov a So Ntsuam: qhov txheej txheem uas tus neeg raug kaw uas muaj txim cov kev thov kev tswj fwm rov ntsoj ntsuam txoj kev rau txim.

Lu Roo Sia Tham Hais T o ev Rau T im: ib qhov txheej txheem kev tswj fwm uas tsis yog kev hais plaub txhawm rau txiav txim tias muaj pov thawj txaus los nrhiav tus neeg raug kaw uas txhaum los sis tsis txhaum ntawm txoj kev ua txhaum cai.

Tus Tu Ceev m Rau T im: Tus tub ceev xwm uas muaj txoj cai pom zoo los yog txiav txim rau kev rau txim raws li txoj kev ua txhaum.

ev Rau T im Uas Ra s T o Cai: ib qho kev tshaj qhia xwm txheej uas xa mus thiab lub rooj sab laj raws txoj cai uas yog teeb tsa los ntawm tus tub ceev xwm rau txim raws li lub sij hawm tsim nyog.

ev Rau T im Uas Tsis Ra s T o Cai: yog kev qhuab ntuas, ceeb toom, lossis hais lus tsis txaus siab los ntawm cov neeg ua hauj lwm hauv qhov chaw ua hauj lwm.

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ev Fai Ta m Ua Nte Lu Roo Si Tham: kev kaw tus neeg raug kaw ib leeg hauv ib chav mus txog thaum qhov kev tshawb xyuas tiav los sis lub rooj sib tham raug teem caij

Cov Cais Uas T v: kev ua txhaum tsoom fwm, xeev, nroog, los yog hauv zos cov cai, los yog kev ua txhaum cov cai ntawm qhov chaw uas muaj kev tsis zoo rau tus neeg raug kaw los sis tag nrho qhov kev txiav txim zoo ntawm lub chaw kaw

ev Rau T im: Cov kev ua tshwj xeeb uas tau txwv tsis pub ua raws li kev txhawb nqa kev coj zoo thiab tiv thaiv kev ua txhaum.

A. Kev rau txim rau kev qhuab qhia yog suav nrog, tab sis tsis ciah ciam rau:

1. Kev hais lus ceeb toom lossis kev hais tsis zoo.
2. Kev nrho tawm cov cai tshwj xeeb.
3. Kev Ciah Ciam Chaw Nyob (Confinement to Quarters, CTQ) los yog kev ceev chaw nyob.
4. Kev Rau Txim Kev Sib Cais.
5. Kev poob ntawm cov khoom tau txais thiab cov qhab nia ua haujlwm.

ev Rau T im ev Si Cais: qhov kev qhuab qhia raug muab rau tus neeg raug kaw vim yog ua txhaum txoj cai hauv tsev kho mob thiab uas muaj kev kaw hauv lub xov tooj los sis chaw pw hauv lub sij hawm tau teev tseg.

(a) Thaum tus neeg raug kaw raug muab tso rau hauv kev qhuab qhia sib cais, lawv tau ua txhaum tag nrho tsis muaj cov kev ua si, nyob sab nrauv chav pws, kev neeg tuaj ntsib, thiab cov cai tswj fwm (tshwj tsis yog cov khoom siv tu cev thiab kev sau xov xwm) kom txog rau thaum kev sib cais ntawm kev qhuab qhia tas sij hawm.

Koj yuav tsum ua raws li txhua lub nroog, lub xeev, thiab tsoom fwm cov cai lij choj, cov cai hauv lub chaw, thiab cov neeg ua hauj lwm cov neeg txib txawm rau kev nyab xeeb thiab kev ruaj ntseg ntawm txhua tus neeg ua haujlwm thiab cov neeg raug kaw.

(a) Kev ua txhaum cov cai thiab cov cai lij choj no yuav raug rau txim thaib raug nplua, lossis raug foob.

Cov kev ua uas raug txwv yuav suav nrog, tab sis tsis ciah ciam rau cov kev ua nram no txhawm yuav yog kev tab meeg ua lossis txhob txwm ua los xij.

Cov Cai Hais T o Cov ev Ua Uas Rau T v Prohi ited Act Codes :

PAC 1	Loj	Kev Ua Khoom Noj lossis Dej Haus Cuav
PAC 2	Loj	Kev Nyiag Hlawv
PAC 3a	Loj	Ua phem/Neeg Ua Haujlwm
PAC 3b	Loj	KEV TSIM TXOM/TUS NEEG RAUG KAW NKUAJ
PAC 3c	Loj	Roj Teeb/Cov Neeg Ua Hauj Lwm
PAC 3d	Loj	ROJ TEEB/TUS NEEG RAUG KAW NKUAJ
PAC 4	Loj	Kev Tua Yus Tus Kheej
PAC 5	Loj	Kev Tsoo, Hloov Kho, los sis Ua Puas Cov Khoom Hauv Nkuaj
PAC 6	Loj/Me	Kev Thab Plaub
PAC 7	Loj	Kev Koom Tes Nrog/Kev Txhawb Nqa Pab Pawg Tawm Tsam
PAC 8	Loj	Kev Koom Tes Nrog Txoj Kev Sib Deev
PAC 9	Loj	Kev Nyiag Khiav Tawm/Kev Npaj Siab Nyiag Khiav Tawm
PAC 10	Loj	Kev Quab Yuam
PAC 11	Me	Ua Tsis Tau Kev Tu Tus Neeg lossis Chav Kom Du Lug

PAC 12	Loj	Ua Tsis Tau Kev Qhia Tus Kheej Kom Muaj Tseeb
PAC 13	Loj	Ua Tsis Tau Kev Sawv Suav
PAC 14	Me	Haus Luam Yeeb
PAC 15	Loj	Sib Ntaus
PAC 16	Loj	Kev Sau lossis Ua Daim Ntawv Tsaj Qhia Tsis Raug
PAC 17	Loj	Kev Twv Txiaj
PAC 17a	Loj	Kev Sau Ntawv / Hnav Tsho Ua Pab Ua Pawg Tawm Tsam
PAC 18	Loj	Kev Muab/Xyeev Muab Khoom Muaj Nqi rau Neeg Ua Hauj Lwm
PAC 19	Loj	Kev Tua Neeg
PAC 20	Me	Hauv Cheeb Tsam Tsis Tau Kev Tso Cai
PAC 21	Loj	Kev Liab Qab
PAC 22	Me	Kev Txhoj Puab/Khav Theeb
PAC 23	Loj	Cuam Tshuam Cov Neeg Ua Hauj Lwm Cov Hauj Lwm/Cov Luag Hauj Lwm
PAC 24	Loj	Cuam Tshuam Kev Suav
PAC 25	Me	Kev Pov Khib Nyiab Rau Ub Rau no
PAC 26	Loj	Poob Hauj lwm ntawm Tus Neeg Ua Hauj Lwm/Lub Luag Hauj Lwm
PAC 27	Loj	Kev Rau Txim Dai Caj Dab Lwm Tus Neeg
PAC 28	Loj	Kev Tsim, Ua lossis Siv Cov Kuab Tshuaj Txhaum
PAC 29	Loj	Kev Xyeev Txoj Kev Seb Deev lossis Ua Phem Rau Lwm Tus
PAC 30	Loj	Kev Ua Uas Muaj Kev Pom Sij
PAC 31	Me	Kev Mob Dag, Ua Txuj Mob
PAC 32	Loj	Kev Siv Tshuaj Kho Mob Mus Rau Yam Tsis Zoo
PAC 33	Loj	Ua Cov Ntaub Pua, Rooj Tog, lossis Cov Txaj Kub Nyiab
PAC 34	Loj	Coj Lwm Tus Lub Kauj Toog Npab
PAC 35	Loj	Nyiag Lwm Tus Cov Khoom
PAC 36	Loj	Muaj Yeeb tshuaj
PAC 37	Me	Teeb Meem Lwm Yam (khaub ncaws, chaw pw, thiab lwm yam)
PAC 38	Loj	Muaj Koom Twv Txiaj
PAC 39	Loj	Muaj lossis Nyiag Thauj Cov Khoom Uas Tsis Raug Cai
PAC 40	Loj	Muaj Cov Khaub Ncaws Uas Tau Kev Tso Cai (pej xeem)
PAC 41	Loj	Muaj Riam Phom
PAC 42	Me	Sau Ntawv Taw Rau Cov Phab Ntsa, Teeb Hluav Taws Xob, lossis Cov Koom Siv
PAC 43	Loj/Me	Muab cov lus qhia tsis muaj tseeb rau cov neeg ua haujlwm
PAC 44	Loj	Tsis Kam Tso Zis Kuaj
PAC 45	Loj	Tsis Kam Ua Hauj lwm
PAC 46	Loj	Tsis Kam Mloog Lus Txib
PAC 47	Loj	Kev Quab Yuam Deev/Kev Koom Nrog Cov Kev Sib Deev Uas Txhaum Cai
PAC 48	Loj	Kev Thab Plaub Ua Yog Siv Cov Tswb Ceeb Toom
PAC 49	Loj	Kev Thab Plaub Uas Siv Cov Cuab Yeej Thaiv Lossis Xauv
PAC 50	Loj	Kev Thab Plaub Ua Siv Lub Chaw Cov Txheej Txheem lossis Cuab Yeej
PAC 51	Me	Kev Nkaug Xim Rau Lub Cev
PAC 52	Loj	Tub Sab
PAC 53	Loj	Hawv Ua Phem Rau Tus Neeg Ua hauj Lwm
PAC 54	Me	Tiv Tauj nrog Civ Neeg Sab Nrauv Yam Tsis Tau Kev Tso Cai
PAC 55	Me	Siv Xov Tooj Yam Tsis Tau Kev Tso Cai
PAC 56	Me	Tsis Tuaj Ua Hauj Lwm Yam Tsis Tau Kev Tso Cai Los ntawm Hauj Lwm
PAC 57	Loj/Me	Vwm Dej Cawv Lossis Vwm Tsuaj Yaj Yeeb
PAC 58	Loj/Me	Siv Lus Tsis Zoo Mloog lossis Lus Phem
PAC 59	Loj	Siv Cov Khoom lossis Cov Cuab Yeej Tsis Tau Kev Tso Cai
PAC 60	Loj/Me	Ua Txhaum Txoj Kev Sib Xa Xov
PAC 61	Loj	Ua Txhaum Txoj Kev Cai Lij Choj Kev Rau Txim

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- PAC 62 Me Kev ua txhaum txoj cai ntawm tus neeg raug kaw
- PAC 63 Loj/Me Ua Txhaum Txoj Cai Ntawm Lub Chaw Kaw Neeg
- PAC 64 Me Ua Txhaum Txoj Cai ntawm Txoj Hauj Lwm
- PAC 65 Me Ua Txhaum Txoj Cai Tuaj Xyuas
- PAC 66 Loj Kev Looj Ntsej Muag lossis Ntaub Npog Qhov Ncauj
- PAC 67 Loj Kev quab yuam uas siv dag zog lossis tso kav thawj
- PAC 68 Loj Kev Ntxub Ntxaug
- PAC 69 Loj Kev Rhuav Tshem lossis Npaj Rhuav Tshem Pov Thawj
- PAC 70 Loj Kev nce qib thiab/lossis cov cwj pwm tsis tsim nyog rau cov neeg ua hauj lwm

COV EV UAT HAUM LO THIA ME

Cov kev ua txhaum txoj cai raug teeb ua loj los sis me, nyob ntawm tus cwj pwm seb tsim teeb meem pom sij li cas rau lwm tus neeg rau kaw, thiab tus neeg ua hauj lwm lub cev thiab txoj kev ruaj ntseg los sis cuam tshuam loj heev rau kev ruaj ntseg hauv lub tsev txim.

Kev ua txhaum cai me nyuam raug rau txim tsis raws txoj cai lossis raws txoj cai nyob ntawm kev txiav txim ntawm tus neeg ua hauj lwm. Cov neeg ua hauj lwm raug txhawb kom daws qhov teeb meem me uas tsis raws txoj cai los ntawm kev sab laj, ceeb toom, los sis qhuab qia.

- A. Kev ua txhaum cai ob zaug lossis ntau dua ntawm cov kev ua uas txwv yuav raug xav suav ua kev ua txhaum loj.

Kev ua txhaum loj raug taug raws txoj cai. Cov kev rau txim raws txoj cai:

- A. Ib qho xwm txheej qhia.
- B. Kev pom zoo los ntawm tus thawj coj.
- C. Xa ib daim ntawv qhia txog qhov xwm txheej rau tus neeg raug kaw uas qhia txog kev foob.
- D. Lub rooj sib hais plaub ua los ntawm tus tub ceev xwm rau txim txhawm rau saib xyuas kev txoj kev rau txim.

LU ROO SA LA RAUT IM

Cov rooj sab laj kev rau txim yog kev tham fab kev tswj fwm thiab cais tawm ntawm txoj kev foob kev ua txhaum fab kev nplua lossis kev raug txim.

- A. Kev ua txhaum loj yog raug nplua los yog raug txim.

Cov rooj sab laj kev rau txim yog nyob rau hauv 72 teev ntawm qhov kev ceeb qhia xwm txheej. Lub rooj sab laj kev rau txim ua los ntawm tus tub ceev xwm nyob nruab nrab uas tsis koom nrog rau qhov xwm txheej. Txawm hais tias cov neeg ua hauj lwm yuav pom zoo rau txoj kev rau txim, nws yog tus tub ceev xwm saib xyuas kev sib tham lub luag hauj lwm thiab kev txiav txim siab txog kev rau txim lossis kev ua uas tau teev tseg.

Koj muaj cai los:

- A. Tuaj rau hauv lub rooj sib hais thiab tham txog koj tus kheej.
- B. Txais daim ntawv theej qhia txog qhov teeb meem hauv 24 teev ua ntej lub roj sab laj kev rau txim.
- C. Tau txais cov ntawv theej tag nrho cov ntaub ntawv uas muaj kev cuam tshuam.

- D. Hu rau cov neeg tim khawv rau koj.

1. Koj tsis tuaj yeem hu cov neeg tim khawv thaum ua li ntawd yuav ua teeb meem rau lub neej, kev nyab xeeb, kev ruaj ntseg, los sis qhov kev txiav txim zoo ntawm lub chaw.

Tus tub ceev xwm saib xyuas lub rooj sib hais yuav sau ntaub ntawv qhia txog qhov kev sib hais ntawm lub rooj sib sab laj. Tus neeg raug kaw tau txais daim ntawv theej ntawm daim ntawv ceeb qhia no txhawm rau piav qhia txog qhov kev raug teev tias ua txhaum thiab cov kev ua hauv txoj kev rau txim.

TUS NEE RAU A EV THOV HAIS DUA

Koj tuaj yeem thov rau ob qho tib si tsis hais kev raug txoj cai thiab tsis raws txoj cai.

- A. Ua kom tiav Daim Ntawv Qhia Cov Kev Tsis Tau Siab thiab Daim Ntawv Thov Kom Rov Hai dua rau Tus Neeg Raug Kaw.
- B. Kos rau lub voj voog thov rov soj ntsuam dua thiab xa daim ntawv thov mus rau Tus Thawj Tsav Xwm.
- C. Tus Thawj Tsav Xwm yuav tshuaj xyuas koj daim ntawv thov thiab pom zoo, hloov, lossis muab ncuva tseg txoj kev rau txim.
1. Koj yuav tau txais ib daim ntawv ceeb toom ua ntej li 10 hnuv.
2. Koj muaj txoj cai thov rov kom soj ntsuam dua mus rau lub Tuam Thawj Coj Saib Xyuas Tsev Txim nyob rau hauv 5 hnuv tom qab tau txais qhov kev txiav txim siab ntawm txoj kev thov rov soj ntsuam kev rau txim.

EV TSI T AUS SIA TUS NEE RAU A

Koj muaj cai tsis txau siab:

- A. Cov xwm txheej ntawm kev raug kaw yog ib qho kev daws teeb meem.
1. Tus neeg raug kaw muaj sij hawm 14 hnuv txij li hnuv uas muaj teeb meem los xav cov kev tsis txaus siab thiab sau ua ntaub ntawv rau cov neeg ua hauj lwm.
2. Qhov tsis txaus siab yuav tau sau rau hauv Daim Qauv Ntawv Tsis Txaus Siab thiab Daim Ntawv Thov Kom Rov Hais dua. Daim ntawv no txais los ntawm cov neeg ua hauj lwm saib xyuas chaw nyob.
3. Kev rau txim tsis raug txiav txim siab tab sis tuaj yeem rov hais dua.
- B. Cov npoj yaig hauv Feem Hauj Lwm muaj 15 hnuv rau kev daws saib xyuas thiab teb tus neeg rau kaw qhov kev tsis txaus siab.
1. Daim ntawv sau teb muaj nrog qhov laj thawj tom qab tias yog vim li cas thiaj tau txiav txim li ntawv.
- C. Kev teb ceev ntawm cov xwm txheej kub ceev.
- D. Txoj cai los muab cov lus tsis txaus siab uas tsis tas yuav ntshai tias yuav muaj kev ntshai muaj kev pauj kev chim los sis kev cai rau txim. Kev tsim nyog tsis suav nrog ntau dhau, tsis txaus ntseeg, los sis kev tsis txaus siab xa hauv qhov tsis muaj qhov tseeb.
- E. Tub Ceev Xwm Lub Chaw Hauj Lwm Hauv Stanislaus yuav tsis muab los sis txais cov ntawv foob pej xeem los ntawm cov neeg raug kaw, hauv peb cov chaw.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

Cov ev Thov om Rov Thov Hais Dua hov ev Tsis T aus Sia :

Txhua yam kev daws teeb meem kev tsis txaus siab yog pib hauv cov neeg ua hauj lwm tsim nyog qib qis tshaj plaws. Thaum tus neeg ua hauj lwm twg tsis tuaj yeem daws qhov kev tsis txaus siab nyob rau qiab qis tshaj lawm, lawv yuav xa daim ntawv tsis txaus siab mus rau tus thawj coj saib xyuas rau kev saib xyuas.

- A. Tus neeg raug kaw tuaj yeem qhia qhov tsis txaus siab raws fab kev tswj fwm.
- B. Tus Thawj Tsav Xwm, Tuam Thawj Coj Saib Xyuas Tsev Txim, thiab Tuam Thawj Coj Saib Xyuas Cov Neeg Kev Kaw Cov Neeg Lau muaj sij hawm 10 hnuv ua hauj lwm los teb cov lus tsis txaus siab.
- C. Tus neeg raug kaw yuav muaj 5 hnuv rau lub rau kev thov kom rov soj ntsuam dua txog qhov kev tsis txaus siab, rau kev saib xyuas ntawm feem kev tswj hwm, mus rau qib tom ntej hauv fab kev tswj fwm.

- 1. Yog hais tias lub sij hawm txwv tsis raug los ntawm tus neeg raug kaw, qhov kev tsis txaus siab yuav raug txiav txim siab daws.

Tej zaum cov neeg raug kaw tawm kuj tuaj yeem thov rov hais dua txog qhov kev tsis txaus siab kho mob rau Tus Thawj Coj Kev Kho Mob, tom qab tus Tuam Thawj Tuav Tsav Xwm, thiab kawg ntawm Pawg Neeg Tawm Tsam Saib Xyuas Neeg Laus.

- A. Tib lub sij hawm rau cov txheej txheem tus qauv kev tsis txaus siab tau thov.
- B. Yog hais tias lub sij hawm txwv tsis raug los ntawm cov neeg raug kaw, qhov kev thov hai dua yuav raug txiav txim siab daws.

TSA EV CAI LI CHO HAIS T O EV UA YUAM HAUV TSEV T IM PRISON RAPE ELIMINATION ACT, PREA YOO

Tsab Kev cai Lij Choj Hais txog Kev Quab Yuam xyoo 2003 tau lees txais los ntawm Teb Chaws Mes kas Lub Chaw Ua Hauj Lwm Saib Xyuas Tsoom Fwv (Congress) thiab tsim los tiv thaiv cov neeg raug kaw uas raug quab yuam deev los ntawm lwm tus neeg raug kaw los sis cov neeg ua hauj lwm thaum uas raug kaws nyob hauv cov tsev txim neeg laus thiab cov chaws ceev me nyuam yau losis cov chaw kawm. Lub hom phiaj yog tiv thaiv, txhom, thiab teb rau cov xwm txheej ntawm kev raug tus neeg raug kaw quab yuam deev thiab tsim txom.

T o Cai Rau T im Nyav ero-Tolerance Policy :

Feem Hauj Lwm Tub Ceev Xwm Hauv Lub Cheeb Tsam Nroog Stanislaus tswj hwm txoj cai rau txim nyhav uas hais txog cov neeg raug kaw ntawv tus neeg raug kaw uas raug quab yuam deev, mos deev, khuj deev, thiab ntxias deev los ntawm txhua tus neeg hauv fab hauj lwm, tus neeg ua hauj lwm ntiav, tus neeg pab dawb los sis lwm tus neeg rau kaw.

- A. Tag nrho cov lus iab liam yuav raug tshawb xyuas.
- B. Tsab cai no siv rau txhua tus neeg raug kaw thiab cov neeg ua hauj lwm los ntawm Feem Hauj Lwm Tub Ceev Xwm Hauv Cheeb Tsam Nroog Stanislaus xws li cov neeg pab dawb thiab cov neeg ua hauj lwm ntiav.

Tus nee rau a t o cai li PREA:

- A. Txawm tias koj nyob hauv nkuaj, koj tseem muaj txoj cai.
- B. Kev hloov kho zaum thib 8 tau tiv thaiv koj los ntawm "kev tsim txom nyhav thiab kev rau txim tsis raug cai."
- C. Kev ntxias thiab mos deev yog ib yam yuav raug tsim txom nyhav thiab rau txim tsis raug cai. Koj cov cai raws kev cai lij choj tiv thaiv koj ntawm kev tsim txom nyhav thiab rau txim tsis raug cai.
- D. Kev ntxias thiab mos deev tsis yog ib feem ntawm koj cov kab lus.

Yuav hia li cas:

Tsis muaj ciaj ciam rau lub sij hawm thaum qhia txog qhov kev iab liam ntawm kev deev tag. Yog tias koj lossis ib tus neeg koj paub yog tus neeg raug teeb meem los sis raug quab yuam deev hauv tsev kaw neeg:

- A. Qhia qhov teeb meem rau tus neeg ua hauj lwm (Tus Lwm, Medical, Kws Kho Mob Puas Siab Puas Ntsws, txhua tus, thiab lwm yam).
- B. Koj tuaj yeem ua Tus Neeg Raug Kaw Daim Ntawv Thov xa mus rau PREA Tus Neeg Saib Xyuas Hauj Lwm, Feem Hauj Lwm Saib Xyuas Kev Siv Cov Kev Cai Lij Choj (Internal Affairs Unit), los sis Medical.
- C. Koj tuaj yeem hu rau cov xov tooj hauv qab no los qhia txog cov teeb meem kev quab yuam deev.
 - 1. Raws li yog cov kws tshaj qhia peb yeej xav kom ua ib tsab ntawv tshaj qhia.
 - 2. Koj tuaj yeem tsis qhia npe, tab sis yog koj qhia qhov xwm txheej, nws yuav raug tshawb fawb.
 - 3. Kev tshaj qhia tsis muaj tseeb yuav raug mus rau fab kev rau txim raws li 148.5 PC.

Fa Hau L m Tau Plau Ntu Pe eem Hauv California (California Attorney General's Public Inquiry Unit)

1.800.952.5225

Lu Cha Ua Hau L m Sai yuas Po Niam Haven nta m Stanislaus (Cov kev pab cuam tau muab tsis hais po jniam los sis txiv neej li)

618 13th Street

Modesto, CA 95354

Yog xav paub ntxiv: 209.524.4331

Tus Xov Tooj Pab Kev Kub Ntxhov Hus Tau 24-Teev:

(209) 577-5980

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

ev ua Yuam Deev yo :

- A. Kev quab yuam deev muaj xws li quab yuam los yog yuav quab yuam los ntawm tus neeg uas muaj zog dua, tus phooj ywg, lossis lwm tus neeg.
- B. Kev quab yuam (rape) feem ntau txhais tias yog kev sib deev uas raug yuam. Nws yog ib qho kev ua txhaum loj uas feem ntau tus neeg raug teeb meem ntsib yog los ntawm kev siv dag zog yuam los yog kev tso kav thawj yuam.
- C. Kev quab yuam thiab lwm yam kev yuam deev, xws li kev yuav quab yuam, kev siv qhov ncauj sib deev, kev deev chaws tawm rooj, thiab kev ntxias deev, ua rau pom tau tias muaj kev xiam dag zog.
- D. Tus neeg yuam cai lub hom phiaj ntawm kev mos lub cev yog kom tau ua tus tswv, poob ntsej muaj, poob suab npe, lossis tswj tus neeg raug teeb meem.

Yo tias o ntshai thia hnov tau tias nyo i lee :

Txoj kev hnov tias ntshai yog ib qho yeej yuav tsum muaj, tab sis koj tsis nyob ib leeg. Cov kev pab cuam muaj los pab koj kom dhau ntawm lub sij hawm no yog tias koj xaiv los siv lawv.

- A. Kev Pab Kev Nyuaj Siab
- B. Kev pab kho mob
- C. Cov kws pab cuam kev teeb meem muab kev sab laj. Kev sib tham ntawm koj thiab tus kws pab cuam kev raug teeb meem yuav raug khaws ua kev zais.

Yo tias o tau rau tee meem:

Yog tias koj tau raug quab yuam deev, koj yuav tsum tau ua raws li nram no:

- A. Tsis txhob hloov lossis hle cov khaub ncaws.
- B. Tsis txhob da dej, ntxuav, siv chav dej, txhuam koj cov hniav, lossis noj mov.
- C. Qhia cov teeb meem tam sim ntawd rau txhua tus neeg ua hauj lwm.

Yog tias koj ua raws cov kauj ruam no tom qab kev raug quab yuam deev, nws yuav pab tau koj xyuas kom meej tias txhua yam pov thawj muaj kev tiv thaiv, thiab tshawb xyuas qhov tseeb tau.

- A. Nco ntsoov tias yog koj qhia txoj kev raug quab yuam deev lig npaum cas, nws nyuab rau txoj kev soj ntsuam qhov tseeb npaum ntawd.

Cov Nee Ua T haum Cai Rau Cee Toom:

Yog pom tias koj tau ua txhaum, koj yuav raug rau txim thiab raug foob teem txim.

COV EV TSIS T AUS SIA NTA M TUS NEE RAU A THIA TSA EV CAI LI CHO HAIS T O EV UA YUAM HAUV TSEV T IM YOO PREA

Fab Hauj Lwm Tub Ceev Xwm Hauv Cheeb Tsam Nroog Stanislaus tswj hwm txoj cai rau txim nyhav uas hais txog ib tus neeg raug kaw ntawv tus neeg raug kaw uas raug quab yuam deev, mos deev, khuj deev, thiab ntxias deev los ntawm txhua tus neeg hauv fab hauj lwm, tus neeg ua hauj lwm ntiav, tus neeg pab dawb los sis lwm tus neeg rau kaw.

- A. Cov npoj yaig hauv Fab Hauj Lwm yuav tsum txheeb xyuas txhua qhov kev iab liam ntawm kev quab yuam deev. Thaum muaj pov thawj meej tsheeb; cov npoj yaig hauv paus fab hauj lwm yuav teeb kev rau txim uas muaj kev cuam tshuam thiab nrog rau kev raug foob mus rau fab teem txim.

Kev Ntxias Deev (Sexual Harassment): cov kev sib deev txhawm rau kev nce qib uas muaj tas li thiab tsis xav tau, cov kev thov sib deev pauv lwm yam los sis kev hais lus, kev coj, los sis kev ua tej yam tsis zoo lossi kev sib deev los ntawm ib tug neeg raug kaw mus rau lwm tus; thiab cov kev rov hais lus lossi kev coj uas cuam tsum txoj kev sib deev rau tus neeg raug kaw los ntawm tus neeg ua hauj lwm, tus neeg hauj lwm ntiav, lossis tus neeg tuaj yeem pab dawb nrog rau kev sib txuas lus uas cuam tshuam txog kev sib deev, lus sib deev, lossis cov lus liam uas hais txog lub cev lossis khaub ncaws, lossis lus lossis kev coj uas liam.

Kev Thab Deev: nws cuam tshuam nrog cov neeg raug kaw; xws li cov kev liab qab, cov kev ua kom xav sib deev thiab cov kev pab tus kheej rau lwm tus pom. Tus neeg raug kaw ua txhob txwm thiab tab meeg cia kom pom nws tej chaw zais los sis tus kov, uas tsis qhiab nws li chaw mos, pob tw los sis lub mis uas qhia tau tias nws yog lub hom phiaj ua kom xav sib deev, muaj siab, yuam kev los sis ua txhaum yuav raug rau txim los sis thiab raug txim.

Cov Chaws Kev Tshaj Qhia Rau Sab Hauv thiab Sab Nraud:

Cov ntaub ntawv qhia txog kev tshaj qhia thiab cov xov tooj hu tau muaj lo nyob rau hauv koj lub chaw kaw.

- A. Cov neeg raug kaw tuaj yeem qhia kev ua phem, kev ua pauj, lossis kev quab yuam los ntawm kev hu rau cov chaw nram no:
 1. Lub Chaw Ua Hauj Lwm Sab Hauv Ntawm Fab Hauj Lwm Tub Ceev Xwm Hauv Lub Stanislaus (Stanislaus County Sheriff's Department Internal Affairs Unit)
 2. Tus Neeg Saib Xyuas Tsab Cai PREA Fab Hauj Lwm Tub Ceev Xwm Hauv Lub Stanislaus (Stanislaus County Sheriff's Department PREA Coordinator)
 3. Lub Qhaw Muab Kev Pab Cuam Kev Raug Ua Phem
 4. Fab Hauj Lwm Taug Plaub Ntug Pej Xeem Hauv California (California Attorney General's Public Inquiry Unit)

Tus neeg raug kaw tuaj yeem tshaj tawm qhia tus kheej:

- A. Kev raug yuam deev, kev thab deev, thiab kev ntxias deev.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- B. Kev ua pauj los ntawm lwm tus neeg raug kaw los sis cov neeg ua hauj lwm vim kev tshaj qhia kev raug sib deev thiab ntxias deev.
- C. Cov neeg ua hauj lwm tsis muaj saib xyuas los sis ua txhaum lub luag hauj lwm uas tau ua rau muaj teeb meem kev yuam deev lossis kev thab deev.

EV TSIS T AUS SIA PREA

Kev Tswj Fwm Kev Tsis Txaus Saib Xwm Ceev PREA:

- A. Ib tug neeg raug kaw yuav raug qhuab qhia kom txhob txwm ua ntawv tsis txaus siab tsuas yog thaum tus tub ceev xwm tuaj yeem ua pov thawj tias qhov kev tsis txaus siab raug foob los ntawm kev ua tsis ncaj.
- B. Tus neeg raug kaw tuaj yeem xa tsab ntawv Tsis Txaus Siab xwm ceev PREA rau tus thawj coj saib xyuas hauj lwm thaum tus neeg raug kaw muaj kev phom sij ntawm kev raug quab yuam deev.

Kev Tswj Fwm Kev Tsis PREA Raws Lis Txheej Txheem:

- A. Tus neeg raug kaw tuaj yeem xa daim ntawv Tsis Txau Siab PREA ua raug raw txog cai rau tus thawj cov saib xyuas lub chaw, ntawm lub chaw uas muaj teeb meem tshwm sim, txhua lub sij hawm. Qhov kev tsis txaus siab yuav muab xa mus rau tus neeg saib xyuas tsab cai PREA.
- B. Cov neeg raug kaw tuaj yeem daim ntawv Tsis Txau Siab PREA tus neeg ua hauj lwm uas tsis nyob hauv qhov kev tsis txaus siab. Tsab ntawv tsis txaus siab yuav tsis raug xa mus rau tus neeg ua hauj lwm uas nyob hauv qhov kev tsis txaus siab.
 - 1. Cov neeg ua hauj lwm hauv Feem Hauj Lwm yuav ua txhua yam txhawm rau teb tus neeg raug kaw uas hais txog qhov kev txiav txim siab zaum kawg ntawm txoj kev foob fab kev raug txim, kev tshawb nrhiav sab hauv, los sis soj ntsuam hauv 90 hnub rau kev tsis txaus siab tias muaj kev quab yuam deev. Ncuaj sij hawm 90-hnub raug suav txij hnub pib ua daim ntawv tsis txaus siab, tsis suav lub sij hawm uas tus neeg raug kaw npaj kev thov kom rov soj ntsuam.
 - 2. Tej zaum kuj yuav muaj kev ncuaj sij hawm ntxiv 70 hnub yog tias lub sij hawm rau kev teb tsis txaus los txiav txim. Tus neeg raug kaw yuav tau txais tsab ntawv ceeb toom txhuas zaum muaj kev ncuaj sij hawm thiab qhia hnub uas txiav txim.

EV A M & EV UAV YEE UAV TSHUA

Muaj ntau yam kev kawm thiab kev quav yeeb quav tshuaj muaj rau koj. Koj tuaj yeem thov koom rau hauv cov txheej txheem kev kawm ua teeb tso los ntawm Qov Txheej Txheem Kev Daws Teeb Meem Kom Muaj Vaj Huam Sib Luag Hauv Tsev Kawm Qib Siab thiab cov txheej txheem kev quav yeeb quav tshuaj xws li Alcoholics Anonymous thiab Narcotics Anonymous.

- A. Ua kom tiav daim ntawv tus neeg raug kaw thov kev pab cuam uas koj xav tau txhawm rau kev koom nrog.

LU H MUA HOOM COMMISSARY

Muaj khw muag khoom rau koj yuav khoom. Koj tuaj yeem tau txais daim ntawv thov khws yuav khoom hauv chav qhib nruab hnub ntawm koj lub chaw kaw. Sau kom tiav cov ntawv tso rau hauv lub thawv xa ntawv.

- A. Koj tuaj yeem yuav tau txog \$ 100.00 ntawm cov khoom muag, tsis suav cov npav xov tooj, nyob rau ib zaug kev yuav khoom.
- B. Koj tsis raug tso cai pauv nyiaj lossis ua lag luam rau cov khoom yuav hauv lub khw muag khoom tom qab koj txoj kev yuav khoom tau ua tiav.
- C. Koj tsuas raug tso cai yuav khoom los ntawm koj tus kheej tus zauv cia nyiaj xwb. Koj tsis raug tso cai yuav khoom lwm rau lwm tus neeg raug kaw lossis xa nyiaj mus rau lwm tus neeg raug kaw tus zauv cia nyiaj yuav khoom.

Cov neeg raug kaw uas raug txwv kev khaws cov khoom yuav. Kev khaw khoom (Stockpiling) txhais yog kev uas koj tus kheej muaj khoom ntau dua 10 yam ntawm ib hom khoom 1 yam khoom. Piv txwv: 11 Pob Mij, tsis yog 11 yam kev qab; 11 lub khob noom qab zib v, tsis yog 11 hom, thiab lwm yam. Qhov kos yog cov khoom muag hauv cov ntawv npaj ua ntej ntawm 5 leej, xws li, oatmeal, kub chocolate, txiv hmab txiv ntoo haus, thiab lwm yam.

Cov khoom raug xa tuaj txhua lub lim tiam. Txawm li cas los xij, kev xa kuj tuaj yeem raug teev ua hnub tshwj xeeb txhua lub lim tiam hauv koj qhov chaw nyob. Tsis muaj kev xa tuaj rau hnub so.

- A. Cov neeg raug kaw uas tsis muaj daim qhwv caj npab los sis daim npav ID raug txuas yuav tsis tau txais kev xa khoom.

COV DE NUM EV NTSEE

- A. Cov txheej txheem kev ntseeg muab cov pab cuam thiab kev saib laj rau txhua tus neeg raug kaw tsis hais txog cov ntseeg lossis kev ntseeg.
- B. Cov kev pab cuam no yuav muaj nyob rau hauv chav qhib nruab hnub lossis chav rau qhov txheej theem nyob ntawm koj txoj kev raug faib thiab kev pom zoo ntawm koj lub chaw nyob.
- C. Cov kev pab muaj nyob rau cov lub sij hawm sib txawv hauv lub lim tiam. Cov neeg raug kaw tuaj yeem koom nrog cov kev pab cuam thaum lub caij ua si.
- D. Cov neeg ua hauj lwm yuav tshaj tawm cov kev pab cuam rau pawg ntseeg.
- E. Yog tias koj xav paub kom ntau ntxiv txog cov kev pab cuam kev ntseeg uas muaj rau koj lossis muab kev sab la jib leeg tauj ib leeg, xa tus neeg raug kaw daim ntawv thov mus rau tus xib fwb.

EV SO UA SI & SI HA M TA M NTA V CHAV CHA NYO EV RUA NTSE YAM TSA A N AUS

- A. Kev tawm dag zog ua si thiab tawm ntawm lub sij hawm cell yog muaj nyob rau hauv nruab hnub los sis sab nraum zoov ua si.
- B. Cov neeg ua hauj lwm yuav tshaj tawm thaum muaj kev tawm dag zog thiab tawm ntawm lub sij hawm cell.
- C. Muaj cib fim rau kev siv xov tooj thiab da dej yog muaj thaum lub sij hawm ua si thiab tawm sij hawm cell.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

EV SO UA SITHIA SI HA MTA MNTA V CHAV CHA NYO EV RUA NTSE YAM NRU NRA

- A. Kev tawm dag zog ua si thiab tawm ntawm lub sij hawm cell yog muaj nyob rau hauv nruab hnuab los sis kom txog sab nraum zoov ua si. Lub chaw ua si muaj nyob rau thaum chav nruab hnuab qhib.
- B. Muaj cib fim rau kev siv xov tooj thiab da dej yog muaj thaum lub sij hawm ua si thiab tawm sij hawm cell.
- C. Kev tawm dag zog ua si thiab tawm ntawm lub sij hawm cell yog muab los ntawm kev siv lub sij hawm tsis sib tshooj nrog cov sij hawm sib txawv:
 - 1. Cov hnuab khib:
 - a. Tshooj Hauv Qab 0800 - 1400
 - b. Tshooj Saum Toj 1600 - 2200
 - 2. Cov hnuab khub:
 - a. Tshooj Saum 0800 - 1400
 - b. Tshooj Hauv Qab 1600 - 2200

EV SO UA SITHIA SI HA MTA MNTA V CHAV CHA NYO EV FAI TS SAI YUAS AD SE THIA EV SAI YUAS EV RUA NTSE I SIA A N AU

- A. Kev Ua Si tsis pub muaj nyob rau hauv qhib nruab hnuab hauv cov chav kaw neeg tshwj xeeb.
- B. Txhua yam kev ua si yuav tsum ua tiav nyob rau hauv qhov chaw ua si.
- C. Cov xov tooj muaj nyob rau hauv lub chaw ua si.
- D. Muaj kev teeb sij hawm da dej nyob rau lub cajj ua si, raws li tau thov.
- E. Lub sij hawm ua si hauv kev ua si tshwj xeeb yog peb teev ntawm lub sij hawm tawm dag zog ua si, faib rau ib lub sij hawm ntawm xya hnuab.
- F. Tawm ntawm lub sij hawm cell ua tiav hauv qhov chaw ua si los sis chav ua hauj lwm nruab hnuab los sis chav hauj lwm.
- G. Tsis pub haus dej, khoom noj, khoom noj khoom haus los sis muaj xaum qhuav nyob ntawm chav ua si.

Cov Chee Tsam Tsis T v Rau Cov Nee Rau a :

Cov neeg ua hauj lwm cov chaw thiab cov chaw ua hauj lwm yog cov chaw-txwv rau cov neeg raug kaw tshwj tsis yog kev ua lag luam.

- A. Cov neeg raug kaw tsis tuaj yeem nkag mus rau cov chaw ua hauj lwm tsis muaj kev tiv thaiv los yog mus rau nram qab lub chaw hauj lwm tswj tsis yog tau txais lus txib ua li ntawd los ntawm cov neeg ua hauj lwm.
- B. Qee qhov chaw ua hauj lwm, xws li cov chav hloov khaub ncaws los yog cov chaw ua mov noj, yuav raug-txwv tshwj tsis yog tias koj tau txais kev tso cai tshwj xeeb ua hauj lwm rau ntawm qhov chaw ntawd.

EV NO AU MOV OM OOTHIA TU CHA NYO OM HUV

Koj muaj lub luag hauj lwm rau kev tu koj lub txaj, chav kaw, thiab lub tub rau khoom kom huv si.

- A. Saib kom koj cheeb tsam huv si thiab ntawm koj lub txaj tom qab noj tshais txhua hnuab. Txhua lub sij hawm koj tawm hauv koj chav kaw, koj lub txaj yuav tsum raug tu.
- B. Koj lub txaj yuav tsum tau tu tais kom zoo kom txog ntua thaum koj pw yav tsaus ntuj. Lub txaj yuav tsum tau ua nyob rau hauv ib qho kev npaj thiab qhov sib xws. Yuav tsum tsis pub muaj dab tsi cia rau saum daim pam pua thiab lub txaj.
- C. Tag nrho koj cov khoom hauv chav kaw yuav tsum muab cia rau hauv lub tub uas rau khoom muab rau koj. Cov tsho ntaub yuav tsum khaws cia hauv lub tub rau khoom thaum tsis hnav lawm.
- D. Cov tso loj tsis raug tso cai siv hauv cov chav kaw neeg.
- E. Tib yam khoom uas pub cia rau saum koj lub tsaj yog daim phuum da dej xwb. Cov phuum tsis yog los ua kom cov npauj npawb tsis zoo.
- F. Txhua yam uas tsis muab cia hauv koj lub tub rau khoom yuav raug xam tias yog qhov txhaum cai thiab yuav raug muab txeeb thiab muab pov tseg.

Cov chaw da dej muaj nyob rau hauv koj lub chaw kaw. Kev da dej muaj rau koj txhua lub sij hawm thaum muaj kev ua si los sis yog tias xauv-cia, txhua hnuab.

- A. Koj yuav tsum tau muaj kev nyiam huv ntawm kev nyob thiab tus kheej kom nyob rau qib lees txais tau.
- B. Yog tsis ua raws li cov kev tswj fwm no tej zaum yuav raug rau txim.
- C. Tag nrho cov neeg nqa thiab saib xyuas zaub mov noj yuav tsum tau da dej txhua hnuab.

Cov khoom siv rau kev nyiam huv yuav tau muas ntawm lub khw muag khoom. Cov neeg raug kaw txom nyem tuaj yeem xa daim ntawv thov kom tau txais cov khoom siv rau txhua hnuab Friday.

- A. Txhua tus neeg raug kaw uas coj khaub ncaws yuav tsum tau muab coj ntaub npuas, ris luv sab hauv, thiab cov ntaub so, uas tsis txob hais qhov xwm txheej tsis zoo.

EV HLOOV PAUV HAU NCA S

- A. Kev pauv hloov khaub ncaws raug ua ib leeg tauj ib leeg.
- B. Kev pauv hloov khaub ncaws muaj tshwm sim ib zaug hauv ib lim tiam hauv koj lub chaw kaw.
- C. Cov khaub ncaws hnav sab nrauv, sab-hauv, thiab ntaub pua yuav raug pauv txhua lub lim tiam.
- D. Cov pam raug pauv raws peb lub hlis ib zaug.
- E. Cov neeg ua hauj lwm hauv yuav tau txais khaub ncaws huv txhua lub sij hawm lawv pom tia lawv cov ris tsho lo av.
- F. Txhua tus neeg raug kaw raug tso cai ua hauj lwm yuav tau txais cov khaub ncaws huv si thaum lawv ua hauj lwm tiav.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

PLUAS NO & HOOM NO

- A. Txhua pluas noj yuav tsum tau noj nyob rau ntawm cov rooj ua tau muab los hauv chav qhib nruab hnuv tshwj tsis yog ua raug ua lwm hauj lwm hauv koj chav kaw.
- B. Tsuas yog cov neeg uas tau txais kev tso cai ua hauj lwm hauv chav ua noj thiaj tau kev tso cai noj hauv chav ua noj los yog chaw rau mov noj xwb.
- C. Tsis txhob mus los hauv chav qhib nruab hnuv ze ntawm chav ua noj thaum tab tom tos kev rau zaub mov noj. Nyob twj ywm hauv koj chav kaw kom txog thaum hu rau noj mov.
- D. Tsis muaj zaub mov, dhau ntawm cov khoom yog yuav hauv khw muag khoom raug nqa tom koj chav tshwj tsis yog tias muaj kev pab cuam nyob rau ntawd.
- E. Tsis pub cov tais, khob, hnab yas, phaj, phaj loj, thiab lwm yam nyob hauv tus neeg raug kaw lub tub rau khoom los sis khaws cia hauv chav kaw tshwj tsis yog yuav los ntawm lub khw muaj khoom.
- F. Cov dej kub rau kev sib tov khoom kom muag ua yuav los ntawm lub khw muag khoom muaj nyob rau hauv chav qhib nruab hnuv hauv cov chaw kaws muaj kev saib xyuas kev ruaj ntseg qib nruab nrab thiab qib-qis.
- G. Tsis pub muaj cov khoom noj ntxiv rau lossis nqa los ntawm pluas mov noj.
- H. Tag nrho cov zaub mov ntxiv yuav raug muab pov tseg yog tia tsis noj thaum noj mov.
- I. Tag nrho cov khaub ncaws, suavnrog rau cov thom khwm thiab cov khau, yuav tsum hnav hauv chav qhib nruab hnuv rau kev noj mov.

Yog tias koj xav tau kev noj haus tshwj xeeb vim kev kho mob, koj yuav tsum ua kom tiav daim ntawv thov kev kho mob qhia koj xav tau ntawm kev noj haus tshwj xeeb thiab muab rau cov kws kho mob thaum lub sij hawm muab cov tshuaj ntsiav.

- A. Tus thawj coj chav ua noj yuav nrog cov kws kho mob tham rau kev pab tsim cov khoom noj tshwj xeeb.

Cov pluas no rau teem ra s li nram no t hua lu si ha m yo v yees :

- A. Noj tshais 5:00 AM
- B. Noj su 10:00 AM
- C. Noj hmo 4:00 PM

EV HO MO , HO HNAIV & HO HL

Yog tias koj mob lossis raug mob, ceeb toom cov neeg ua hauj lwm tam sim ntawd.

Muaj cov kws kho mob ua muaj ntawv tso cai muab kev pab cuam kho mob raws caij nyoog tas li thiab xwm txheej ceev.

- A. Yog tias koj xav tau kev kho mob, kho hniav, los sis kho hlwb uas tsis yog xwm ceev; koj yuav tsum ua daim ntawv thov kho mob xiav thiab xa ncaj nram mus rau cov kws kho mob ntawm qhov chaw muab tshuaj.
- B. Tus kws kho mob yuav muab cov tshuaj raws kws kho mob sau thiab cov tshuaj tsis raws kws kho mob sau xa tuaj rau koj ntawm qhov chaw muab tshuaj hauv chav qhib nruab hnuv lossis ncaj qha rau koj chav kaw. Nws yog koj lub luag hauj lwm los teb thaum muaj ib qhov kev tshaj tawm muab tshuaj.
- C. Yog tias koj muaj kev so mob, koj yuav tsum khaws cov ntawv kho mob tas li nrog nram koj kom txog rau thaum koj qhov kev so tag sij hawm.

Tshua & ev Mua Tshua :

Tus neeg ua hauj lwm yuav tshaj tawm cov tshuaj thov rau ntawm qhov chaw tau kev tso cai.

- A. Cus neeg raug kaw yuav nqa ib leeg ib khob dej thiab sawv ua ib kab hauv chav qhib nruab hnuv.
- B. Cov kws kho mob kuj tseem muab cov tshuaj los ntawm lub qhov cev phaj ntawm koj chav kaw.
- C. Tag nrho cov tshuaj noj yuav tsum tau noj tim ntsej muag rau ntawm cov kws kho mob.

Koj tsis muaj cai muaj tshuaj tshwj tsis yog tias tau txais kev pom zoo los ntawm cov kws kho mob. Koj yuav tsum muaj daim thov kev kho mob xim xiav uas tso cai los ntawm cov kws kho mob kom muaj cov tshuaj.

- A. Cov tshuaj qab lo (vitamins), tshuaj txho ntshav siab (aspirin), cov tshuaj Advil, thiab Tylenol yuav tsum tau yuav los ntawm tus neeg sawv ces lo tas.
- B. Muaj ciam ciam rau kev ntau uas koj yuav lossis koj muaj.
- C. Txhua yam khoom uas tshaj li qhov teev tseg los sis cov khoom raug tshem tawm los ntawm lub thawv thiab nqa los sis khaws tseg los ntawm lwm yam, yuav raug muab txeeb.
- D. Thov tuaj xyuas daim ntawv teev kev ciam cov khoom sim no hauv lub khw muag khoom.

Cov neeg raug kaw uas txom nyem yuav tau txais tshuaj Aspirin, Tylenol, los sis Maalox raws kev muab los ntawm tus kws kho mob nkaus xwb. Yog tias koj txom nyem thiab xav tau ib qhov khoom no heev, koj yuav tsum xa ib daim ntawv thov kho mob xim xiav rau cov kws kho mob txheeb xyuas.

EV RUA NTSE , EV SUAV & EV UA YUAS

Nyob rau qee lub sij hawm lossis thaum muaj xwm txheej tswm sim, cov neeg ua hauj lwm yuav muab lus txib kom " **AUV,**" "**PWS RAU HAUV AV**" los sis tshaj, "**KEV SUAV LUB SIJ HAWM.**" Koj yuav tsum ua raws thiab koom tes nrog cov lus txib.

- A. Txhawm rau koj txoj kev ruaj ntseg thiab kev nyab xeeb cov neeg ua hauj lwm yuav suav neeg raws tau teem caij thiab tsis teem caij txhua hnuv. Koj yuav tsum rov qab mus rau koj lub txaj tom qab kev suav tag.
- B. Koj yuav tsum nyob rau hauv qhov kom pom meej thaum lub sij hawm suav txhawm rau tuaj yeem txheeb xyuas tau koj.

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- C. Cov neeg ua hauj lwm yuav kuaj xyuas koj tus kheej los ntawm koj lub kauj toog npab los sis daiv npav ID.
- D. Kev tham los sis ua rau plam cim xeeb los sis cuam tshuam cov neeg ua hauj lwm hauv lub sij hawm suav yog kev ua txhaum txoj cai uas koj yuav raug rau txim.

Dhau ntawm kev kuaj xyuas kev tu txaj chaw thiab kev nyab xeeb uas muaj kev teem caij txhua hnuv; cov neeg ua hauj lwm kuj yuav pom tias nws tsim nyog muaj kuaj xyuas koj lub txaj, lub chaw kaw, lossis lub chaw nyob uas tsis muaj kev teem caij ua ntej.

- A. Txhua yam khoom txwv ua tshawb pom yuav raug muab txeeb thiab muab pov tseg. Kev tshawb pom cov koom tswv yuav raug rau txim.
- B. Txhua yam khoom ua puas tsuaj rau lub chaw, uas tshawb tau ncaj nraim los ntawm koj, yuav ua rau koj raug rau txim thiab raug foob raug txim.
- C. Koj yuav tsum tau koom tes nrog tus neeg ua hauj lwm uas tab tom muaj kev kuaj xyuas.
- D. Koj tsis muaj cai tuaj nyob rau lub sij hawm kuaj xyuas.

Koj yuav raug tshawb xyuas los yog hle khaub ncaw tshawb xyuas thaum nkag lossis tawm ntawm txhua qhov chaw hauv lub chaw.

EV TA M MUS LOS

Koj yuav tsum hnav khaub ncaws kom zoo thaum tawm hauv koj chaw kaw los yog chaw nyob. Koj lub tsho tsis muaj ntsej yuav tsum nyob sab hauv lub tsho tas li thiab lub ris yuav haum rau lub duav. Tsis pub hnav lub ris xoob lossi ntev dau.

- A. Yuav tsum rau cov khaub khiab thaum koom nrog cov kev ua si.
 - 1. Cov neeg raug kaw yuav tsum tau rau khaub khiab (khaub khiab los yog khaub muaj hlua khiab) thiab thom khwm thaum nyob sab nraum lawv cov chaw kaw. Tsis pub ko taw liab.
- B. Thaum sij hawm ntawm qhov chaw ua si lossis lub chaw so ua si, koj tuaj yeem hnav tau koj lub tsho tsis muaj ntsej uas tsis muaj tsho tshooj sab nraud los sis hle-txoj siv ntawm koj lub duav. Tsis txhob hnav boxers nkaws xwb.

Thaum hu mus rau cov chaw sab nraud, ceeb toom tam sim ntawd mus rau qhov chaw ua hus thiab nyob twj ywm kom txog rau thaum mus kev qhia ntiv los ntawm cov neeg ua hauj lwm.

- A. Thaum tis tes ti taw, koj yuav tsum tsa koj kauj toog npab los sis daim npav ID txhawm rau qhia koj tus kheej rau qhov kev tuaj zoo.
- B. Nws yog koj lub luag hauj lwm ntawm kev nrhiav lub kauj toog npab tshiab los sis daim npav ID yog tias koj uas koj lub kauj taug npab poob lawm los sis daim npav ID.
- C. Tsis muaj lub kauj toog npab los sis daim npav ID yog yuav txhaum rau cov cai ntawm lub chaw kaw.
- D. Yuav tsum hle lub kaus mom ntoo los sis kaus mom looj thaum nkag mus hauv lub chaw kaw.
 - 1. Yuav tsum ntoo daim hau ntawm lub kaus mom tuaj pem xwb ntiaj thiab tsuas tuaj yeem ntoo tau rau hauv qhov chaw ua si xwb.

COV HOOM T V

Txhua yam khoom raug suav ua khoom txwv yuav raug muab txeeb thiab muab pov tseg. Koj raug txwv kev muaj cov khoom nyob hauv koj lub cev los yog hauv koj txoj kev tswj uas tsis yog:

- A. Muab rau koj los ntawm Fab Hauj Lwm Tub Ceev Xwm Hauv Lub Stanislaus (Stanislaus County Sheriff's Department).
- B. Yuav los ntawm Lub Khw Muag Khoom.
- C. Lwm yam tau kev tso cai los ntawm tus thawj coj hauv chaw kaw neeg.
 - 1. Tsis txhob hloov tej yam khoom uas tau muab rau koj.
 - 2. Tsis txhob tsim cov hlua nuv ntse, cov phuum qhwv ntsej muag, lossi cov phuum kauv taub hau.
 - 3. Tsis muaj txiv hnav txiv ntoo, dej qab zib, los sis cov hnav yas. Tag nrho cov zaub mov ntxiv yuav raug muab pov tseg uas tsis tau noj thaum noj mov

Txhua yam khoom raug muab los sis tau txais kev tso cai uas siv tsis raug, raug hloov kho txawv qub, los sis muaj ntau tshaj kev tso cai yuav raug xav suav ua khoom txwv. Kev muaj cov khoom tau hais los no koj yuav raug rau txim.

Cov ev Tso Cai Mua :

- A. Lub Chaw Kaw Neeg Cov Khaub Ncaw:
 - 1 Cev Khaub Ncaw thiab Sab Khau Raug Txim
 - 2 Tsho Tsis Muaj Ntsej
 - 2 Khub Thom Khwm
 - 2 Ob Lub Ris Hnav Hauv Qab
 - Poj niam - 1 Tsho Khiab Mis
 - Poj niam - 1 Cev Khaub Ncaw Hnav Pw
 - 1 Khub Khau los sis Khau Khiab Uas Yuav Los Ntawm Lub Khw Muag Khoom
 - 1 Tsho Loj, Tsuas Yog Muab Raws Caij Nyoog – Cov Neeg Ua Hauj Lwm Sab Nrau Xwb
 - 1 Tsho Sov, Raws Caij Nyoog
 - 1 Lub Kau Mom Npog Pob Tseg Xim Kua Taub, Tsuas Yog Muab Raws Caij Nyoog – Cov Neeg Ua Hauj Lwm Sab Nrau Xwb, Yuav Los Ntawm Lub Khw Muag Khoom
- B. Cov Khoom Siv:
 - 1 Lub Zaum lossis Tus Pas Kau Quav Ntsej
 - 1 Lub zuag ntsis plaub hau
 - 1 TusTxhuam hnav
 - Cov Khoom Yuav los ntawm Lub Khw Muag Khoom

Phau Nta v hia thia Cov Cai Rau Tus Nee Rau a N ua

- C. Khoom Txaj:
1 Daim Pam Pua, Tsis Hloov
1 Cov Hauv Ncoo Yuav los ntawm Lub Khw Muag Khoom
- D. Cov Phuam Linens:
2 Daim Phuam Da Dej
2 Daim Ntaub Pua Txaj
1 Pam (2 Daim Pam Ncaim – Raug Tso Cai Raws Caij Nyooq Xwb)
- E. Cov Ntawv, Cov Ntawv Nyeem, & Ntawv Xov Xwm:
5 Phau Ntawv Tag Nrho
1 Phau Ntawv Vaj Lug Kub
1 Phau Ntawv Xov Xwm, Tam Sim No
1 Phau Ntawm Nyeem Lom Zem, Tawm Tam Sim No
Cov phau ntawv kawm raws li tau pom zoo los ntawm lub Program Director
- F. Lwm Yam:
15 Lub Nyiaj NPib (Qhov Chaw Tau Kev Tso Cai Xwb)
10 Pob Tshuaj Tylenol lossis Advil Ua Yuav los ntawm Lub Khw Muaj Khoom
10 Daim Duab (Tsis Yog Duab Yas Polaroids)
2 - 12 oos. Cov KHob lav Yuav Los Ntawm Tus Lub Khw Muag Khoom
1 Txoj Saw Tes lossis Saw Daj Dab Uas Qhia Tus Kheej
1 Txoj Saw Khaub Lig Thov Vaj Tswv
Cov Khoom Yuav los ntawm Lub Khw Muag Khoom
Cov Khoom Kho Mob Uas Tau Pom Zoo los ntawm Chaw Rau Cov Neeg Ua Hauj Lwm Kho Mob

- E. Tag nrho cov vaj tse yuav muaj lub teeb pom kev thaum muaj xwm ceev uas muaj lub teeb rau lub sijhawm thaum muaj xwm ceev.
- F. Cov kev khiav tawm thaum muaj xwm txheej ceev lo thooob plaws hauv lub chaw txhawm rau pab txoj kev khiav tawm.

ev Pa rau Cov Nee Uas Mua ev iam Oo ha :
Yuav kom txoj kev sib txuas lus ntawm cov neeg txim thiab lawv cov neeg tuaj xyuas tau txais txiaj ntsim zoo, tus neeg uas lag ntseg los sis tsis hnov lus zoo, peb muab cov kev pab cuam thiab cov kev pab cuam uas tsim nyog thiab pub dawb:

- A. Cov lus piav tes thiab cov neeg txhais lus.
- B. Lub cuab yeej pab kev sib tham.
- C. Cov neeg sau ntawv.
- D. Lub Computer pab cuam sau cov suab lus ua ntawv los ntawm lub sijhawm tiag.
- E. Cov khoom sau ntawv.
- F. Cov xov tooj tso kom suab nrov loj tau, cov cuab yeeb, thiab khoom pab kev hloog kom tau zoo.
- G. Cov xov tooj sib txuas nrog cov khoom pab kev hnov lus tsis zoo, cov cuab qhib cov suab lus zai, thiab cov lus qhib thiab lus zais nyob rau tus neeg raug kaw cov kev pab cuam.

COV EV AUM TUA HLUAV TA & HIAV HLUAV TA

- A. Yog tias koj pom kub nyhiab lossis ncho pa, qhia rau cov neeg ua hauj lwm tam sim ntawd.
- B. Yog tias koj hnov ib tshaj tawm los ntawm cov neeg ua hauj lwm kom khiav tawm hauv koj lub chaw kaw neeg, tshaj qhia tam sim ntawd mus rau qhov chaw qhia ntawd thiab ua raws cov lus qhia.
- C. Cov neeg ua hauj lwm yuav muab cov lus qhia tshwj xeeb thaum muaj kev kom khiav tawm. Nws yog ib qho tseem ceeb uas koj ua raws li cov lus qhia no tsis yog rau koj kev nyab xeeb xwb tab sis yog rau ntawm lwm tus txoj kev nyab xeeb thiab.
- D. Cov neeg ua hauj lwm yuav tshaj tawm thiab xyaum tua hluav taws kub nyob rau ntau lub sijhawm thooob plaws hauv lub xyoo. Koj yuav tsum muaj kev tuaj koom. Yog koj tsis tuaj koom yuav ua rau muaj kev rau txim.

Incarcerated Person Orientation & Rules Manual

This manual will cover many of the commonly asked questions and concerns incarcerated persons have while in custody. If you have any additional questions or concerns, please contact department staff.

Ana versi n en espa ol del re lamento interno de psc pueden ser suministrados a petici n

INTRODUCTION

The goals of the Stanislaus County Sheriff's Department are to provide a safe and secure environment, which promotes positive incarcerated person behavior by utilizing the direct-supervision model of detention facility management.

- A. The goals of the adult detention division shall be realized through the fair, impartial, and humane treatment of all individuals incarcerated in Stanislaus County adult detention facilities.

Facility staff presumes your behavior will be positive and rational. It is your responsibility to comply with the regulations of this facility and directives issued by staff during your stay.

Some regulations may seem restrictive to you. However, they are necessary to maintain a safe, secure, and humane environment. Positive and rational behavior will preserve your privileges. Negative and irrational behavior will result in disciplinary actions or criminal charges being filed against you.

The information in this handbook will assist you during your stay. Should you have any questions, please address them to your housing deputy or any other facility staff.

- A. A copy of this manual is in the dayroom or recreation yard of each housing area.

COURT INFORMATION:

Facility staff will notify you when you have court. Ask facility staff if you are unsure of your scheduled court appearances.

- A. You must wear your jail-issued clothing to court unless attending a jury trial. Jackets or sweatshirts are not approved for court appearances.
- B. Official court documents are the only item you may bring with you to court.
 1. A.M. Court: be ready by 0600 hours and respond immediately when notified.
 2. P.M. Court: be ready by 1100 hours and respond immediately when notified.
- C. The Sheriff's Office strives to ensure that incarcerated persons are released with expediency from custody.
 1. If the court orders your release, the jail must first receive the court paperwork.
 - a. Paperwork from the courts is delivered periodically throughout the day.
 - b. Paperwork that causes the release of incarcerated persons is prioritized and processed expeditiously.
 2. The release process normally occurs that same day, in the afternoon or evening. Similarly, any paperwork that

causes your release (e.g., a bail bond or a hold is dropped), will normally occur that same day.

3. If you are sentenced to County time, you will be released on your release date.
 - a. Releases will normally begin at 12:01 am. If you have transportation that reports to the facility to pick you up.
 - b. If you do not have transportation, you may be released when public transportation commences.
4. Upon notice of your anticipated release, you will be allowed to make up to three free phone calls to arrange for transportation.

HOUSING UNIT RULES:

- A. Only incarcerated persons assigned to a specific housing unit may be in that housing unit.
- B. Only incarcerated persons assigned to a specific cell may be in that cell.
- C. Visiting with other incarcerated persons is restricted to the dayroom or the recreation yard only.
- D. Incarcerated persons living on the first floor are not allowed on the second floor of the housing unit.
- E. No bedding or mattresses are allowed in the dayroom or the recreation yard.
- F. There is to be nothing covering the interior lights of your cell or dorm.
- G. Nothing is to be attached to, hung from, or stuck on the walls, windows, furniture, fixtures, or air vents of your cell or dorm.
- H. Photographs and drawings found attached to the walls, windows, furniture, fixtures, or air vents of your cell or dorm will be confiscated as contraband and disposed of.
- I. Do not write on the walls, windows, furniture, fixtures, or air vents of your cell or dorm.
- J. Dorms or cells found to have etchings or writings on the walls, windows, furniture, fixtures, or air vents shall be subject to discipline.
- K. Chairs are not to be removed from the dayroom to the recreation yard or incarcerated person's cell for any reason.
- L. No item is to be brought into the cell, that belongs in the recreation yard or dayroom (i.e., tablets, clippers, yard ball, etc.)

INCARCERATED PERSON FORMS:

The following is a brief description of the forms that are available for your benefit. These forms are available in each housing area.

Incarcerated person Request Form: this is used to request items and services. This form is also called a "kite." This form is also available electronically on a kiosk in certain locations.

Medical Request Form: this is a blue form used to request medical care. You must turn in the completed form directly to the medical staff during the pill call.

Incarcerated Person Orientation & Rules Manual

Commissary Order Forms: several different forms are used to order specific food, writing materials, and hygiene items. All these forms are available in your housing area.

Permission to Treat Minor: this form allows you to release temporary control of medical decisions for the treatment of your minor child to a specific individual. Obtain this form by requesting it from your housing deputy.

Visitor Approval Form: this form is an electronic form available online. All visitors must have an email address and complete the approval process online at stanislausca.gtlvisitme.com before they can visit.

Visitor Appeal Form: if your visitor has been denied approval for visitation, they can appeal the decision. The appeal form is available online at www.scsdonline.com. This form must be filled out completely. There is a space for the person to clearly explain the circumstances regarding their appeal. This form can be submitted at any Stanislaus County detention facility and will be forwarded to the Administration for review.

Application for Pass Form: this form is submitted to the facility operation's sergeant. It is used in accordance with 4018.6 PC (Sheriff's Temporary Release for Family Emergency or Prep for Return to Community).

Grievance and Appeal Form: this form is a triplicate green form. It is used to report specific issues that you feel are deficient regarding your conditions of confinement. If you wish to report an issue, thoroughly fill out this form and submit it to the deputy on duty. Facility staff has 15 days to respond. As a reminder false or frivolous grievances are subject to disciplinary action.

Legal Research & Associates LRA Form: this form is used to request legal research materials. There are instructions printed on the back of the form. This is a law library service.

Alternative or Pro ram Application: complete this form to apply for the Alternative Work Program (AWP). This program is available to incarcerated persons with sentences of less than 365 days. Those who qualify may work in the community in lieu of completing their sentence in jail. The AWP Office reviews the application and determines your eligibility.

Electronic Monitoring Pro ram Application: an application for electronic monitoring and home detention can be obtained by sending an incarcerated person request form to the Jail Alternatives Office. This program is available to incarcerated persons no matter the length of their commitment. If accepted, the participant is then charged a daily fee while on the program.

Detainer Notice: this form is also called a 1381 Form. It is used when an incarcerated person has been sentenced locally to 90 days or more and has a pending case in another county.

Request for Court Appearance Form: this form is completed when an incarcerated person would like to speak with a judge regarding sentence modification.

Sheriff's Parole Application: Sheriff's Parole is open to any sentenced incarcerated persons who have completed 1/3 of their commitment. Applications are reviewed for eligibility by three members of the Parole Board. Terms and conditions are set by the Parole Board when parole is granted. In this program, the participant may rejoin the community but will continue to be monitored by Jail Alternatives staff until their parole expires.

Personal Care Package Request: indigent incarcerated persons with \$2.00 or less on their cash account and who have not ordered or received commissary for 2 weeks, may use this form to request hygiene items.

Stanislaus County Sheriff's Department – Adult Detention Division

INCARCERATED OR ERS:

If you are dismissed from an incarcerated worker position, you will not be eligible for any other position for 30 days without the approval of the shift supervisor.

- A. Sentenced incarcerated persons are required to work when assigned to a work crew.
- B. Un-sentenced incarcerated persons may volunteer for work assignments.
 - 1. Eligibility to work is based on your classification status and charges.

While at work, you are still an incarcerated person in the custody of the Stanislaus County Sheriff and all facility rules and regulations apply to you.

- A. You are not allowed to smoke or possess tobacco products.
- B. You are not allowed to take items with you to work or bring items back with you from work.
- C. You are subject to an unclothed search upon entrance back into the facility.

Incarcerated person's work conditions will comply with all applicable workplace safety laws and regulations pursuant to the California Occupational Safety and Health Act. Regulations for incarcerated persons workers are as follows:

- A. Report to duty assignments promptly and dressed in the appropriate clothing.
- B. You must be fully dressed while working. You may not work in a t-shirt or bare-chested.
- C. Wear and properly employ all protective equipment issued to you.
- D. Complete all assigned tasks in an orderly manner to the best of your ability.
- E. Follow the directions and orders of your supervisor.
- F. Treat your supervisor and members of the public with respect.
- G. Maintain personal cleanliness and hygiene standards.
- H. Report all injuries immediately to your supervisor.
- I. Remain in your assigned area. You may be charged criminally if you leave your station without supervisory approval.

INCARCERATED PERSON FUNDS

Funds may only be placed on an individual's money account via the Touch-Pay System.

- A. Any Cash, certified checks, cashier's checks, or money orders are not accepted through the mail and will be returned to the sender.

The following information is needed to fund an account:

Incarcerated Person Orientation & Rules Manual

Facility Locator # 295354
Stanislaus County, CA
Individual's Booking Number
Individual's Name

The Touch-pay System accepts Visa, MasterCard, debit cards, electronic checks, or cash (kiosk only).

There are three ways to place funds in an account:

- A. **ios**: United States currency may be deposited on an individual's account in the lobby of the Sheriff's Detention Center, Public Safety Center, and REACT Facility.
- B. **Telephone**: to deposit money by telephone, have available Visa or MasterCard, debit card, or personal checking account information. Call 1-866-232-1899 (toll-free). Follow the voice prompts. Upon completing the transaction, you will receive a confirmation number.
- C. **Internet**: to deposit money by internet: have available Visa or MasterCard, debit card, or personal checking account information. Go to <http://payments.touchpaydirect.net> and follow the on-screen prompts. Upon completion of the transaction, you will receive a confirmation number. You will need to have an email account to receive a receipt.
 1. There is a convenience fee to use this system. Billing or checking account statements will show either Touch-Pay Direct or Correctional Payment Services as the payee.
 2. Unless authorized by the facility commander, individuals will not be allowed to release money except within the first 24 hours after booking. If approved, the individual must release all their money into their account.
 - a. Money cannot be transferred from one individual's account to another individual's account.
 - b. An individual's money will not be released to individuals who have been incarcerated within 30 days.
 3. All money found on an individual after returning from a visit, work crew, or at any time during incarceration will be confiscated and may be deposited into the Stanislaus County General Fund.

RELEASE OF INCARCERATED PERSON FUNDS & PROPERTY

An incarcerated person may not release any of their funds except in the following instances:

- A. Within the first 24 hours after being booked.
- B. Unless authorized by the facility commander.
- C. Unless authorized by written request from the incarcerated persons to the Jail Alternatives Unit.
 1. Funds are released by Touch Pay cards, like credit or debit cards. No cash is released.

An incarcerated person may release their personal property to a designated person. The person must have a valid picture identification to receive the property.

- A. An Incarcerated person Request form can be completed, requesting the release of personal property to a specific person.

An incarcerated person sentenced to prison may release their clothing and personal property.

- A. The California Department of Corrections and Rehabilitation will not store your clothing or property but will mail both to a designated location at your expense.
- B. The Stanislaus County Sheriff's Department will not store or mail your clothing or property.
- C. Incarcerated people may also donate their clothing to the incarcerated person's indigent fund by submitting an Incarcerated persons Request form.

CONSULAR NOTIFICATION

If you are a foreign national; you are entitled to have the Sheriff's Department notify your country's consular representatives here in the United States. In some cases, the nearest consular office must be notified without delay of your arrest, regardless of your wishes.

- A. Consular officials from your country may be able to help you obtain legal counsel, contact your family, and may visit you while you are detained.
- B. If you would like the Sheriff's Department to notify your country's consular officials, you can request this notification on an incarcerated person's request forms, now or at any time in the future.
- C. Once consular officials are notified, they may call or visit you.

RECEIVING CLOTHING FOR JURY TRIAL

You may have clothing delivered to the Stanislaus Detention Center for a jury trial, 48 hours before the start of the trial.

- A. During the trial your clothing may be exchanged.
- B. This must be done during visiting hours.
- C. You may have one full set of clothing and exchange items one for one. No belts or ties are accepted at the facility. These items are given to you by your attorney in court.
- D. Staff will only accept what is to be worn for the next jury trial appearance. No excess clothing will be stored.

CLASSIFICATION

The classification system is designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, the seriousness of the crime charged, physical or mental health needs, assaultive or non-assaultive behavior, and other criteria which will provide for the safety of incarcerated persons and staff.

- A. Incarcerated persons must inform staff immediately if they have a concern for their safety.
 1. Classification conducts an automatic review of your status after the first 30 days of confinement and every 60 days thereafter.
 2. Reviews are completed at regular intervals or at any time when information is received affecting an individual's status.

Incarcerated Person Orientation & Rules Manual

3. You may request a review of your classification status by submitting an incarcerated persons request form to Classification.

INCARCERATED PERSONS' RIGHTS AND PRIVILEGES

You have the right to:

- A. Expect to be treated with fairness, impartiality, and respect.
- B. Freedom of religious affiliation and voluntary religious worship.
- C. Health care includes nutritious meals, proper bedding and clothing, clean laundry, the opportunity to shower regularly, proper ventilation for warmth and fresh air, regular exercise and out of cell period, toiletries, and access to medical and dental treatment.
- D. Reasonable visitation and telephone contact with your attorneys.
- E. Reasonable access to available legal materials.
- F. Postal correspondence with all persons and agencies.
- G. Visit, telephone, and correspond with your family and friends.
- H. Be informed of the rules, regulations, procedures, and schedules that directly affect you during your incarceration.

Your rights are protected by law and cannot be taken away from you. However, it may become necessary to modify your rights, because of your behavior, to ensure the rights of all incarcerated persons as well as the safety and security of the facility.

- A. All services and functions that are not listed as incarcerated person's rights are incarcerated person's privileges. Privileges are maintained by positive and rational behavior. Negative or irrational behavior may result in the loss of privileges.

PRENANT INCARCERATED PERSON'S RIGHTS

- A. All pregnant and lactating incarcerated persons shall be provided with information pertaining to prenatal health care, postpartum health care, childbirth education, and infant care. An incarcerated person known to be pregnant shall be assigned to a lower bunk and lower tier for the duration of their pregnancy. Breast pumps shall be available for lactating mothers.
- B. Pregnant persons are entitled to a determination of medical services and the receipt of such services from the physician and surgeon of their choice.
- C. Any expenses incurred by the services of a physician and surgeon whose services are not provided by the Stanislaus County Sheriff's Department shall be at the expense of the individual.
- D. Any physician providing services pursuant to this section shall possess a valid and un-revoked certificate to engage in the practice of medicine.

1. The person shall be liable for the costs incurred by providing the necessary custody and security of the person (guarding).

- E. Incarcerated persons shall have the right to summon and receive the services of a physician to confirm pregnancy, continue the pregnancy or elect an abortion. An incarcerated person may also request to see their own physician, nurse practitioner, certified nurse midwife, or physician assistant at their own expense.
- F. Counseling and assistance are provided in accordance with the pregnant patient's expressed desires regarding their pregnancy, whether the person elects to keep the child, use adoption services or have an abortion.
- G. An incarcerated person who expresses a desire to terminate the pregnancy, or who would like counseling on the issue, shall be referred to Planned Parenthood for further information as to all options available to them.
- H. Pregnant incarcerated persons shall be given the maximum level of privacy possible during the labor and delivery process.
- I. Pregnant incarcerated persons may elect to have a support person present during labor, childbirth, and postpartum recovery while hospitalized. The support person may be an approved visitor or health staff designated by the department to assist with prenatal care, labor, childbirth, lactation, and postpartum care.
 1. The approval for the support person shall be outlined via a visitor request form.
 - a. If the request for an elected support person is denied, a reason for the denial shall be provided in writing to the incarcerated person within 15 working days of receipt of the request.
- J. Incarcerated persons who wish to provide breastmilk to their infant or toddler while incarcerated; or maintain their milk supply to resume breastfeeding their infant or toddler after release, will be provided the opportunity to do so at intake, after delivery, or any time after when their milk supply remains.
 1. A manual or electric breast pump with instructions on its use will be provided to the incarcerated person. Family, friends, or other agencies may provide a personal electric or manual pump with custody approval for use.
 - a. Incarcerated persons will be provided instruction to wash their hands with soap and water prior to pumping, and the breasts pump with soap and water after each use.
 2. Breast milk will be pumped into clean breast milk bags or bottles provided by a family, friend, or another agency. Containers will be marked with Incarcerated person's name, ID number, and date/time of milk expression and then placed into a designated refrigerator or freezer until picked up by a designated person to transport to the infant/toddler each day.
 - a. The designated person picking up the breast milk will sign and date the Breast Milk Transfer Log

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each time container(s) is picked up to transport to the infant/toddler.

- b. Any milk not picked up within seven (7) days will be discarded.
3. At the incarcerated person's first clinic visit, the health staff will advise the incarcerated person of the standards and policies governing pregnant persons, including, but not limited to, the provisions of California Penal Code sections 4023.5, 4023.6, 4023.8, 4028, 6030 and the Reproductive Privacy Act Article 2.5 (commencing with Section 123460) of Chapter 2 of Part 2 of Division 106 of the Health and Safety Code)

EXPECTED INCARCERATED PERSON BEHAVIOR:

Our expectation is that you will comply with all rules, regulations, and behavior guidelines while housed at this facility. In general, our expectations are that you will:

- A. Follow all rules and regulations.
- B. Follow all staff directives and requests.
- C. Be properly dressed, if the issued or requested clothing is too big, a new set will be issued, "no sagging."
- D. Always wear your armband or ID card for proper identification.
- E. Respect facility property and the personal property of others.
- F. Maintain your assigned bunk, footlocker, and surrounding common cell area in a clean, orderly, and sanitary manner.
- G. Maintain daily personal hygiene standards.
- H. Treat others with respect. Do not use racial slurs, name-calling, or profanity.
- I. Do not engage in loud and disruptive conduct.
- J. Spitting on the sidewalks, floors, walls, fences, or any other facility surface or property is prohibited.

LEGAL LIBRARY

The facility provides law library services through Legal Research Associates (LRA). LRA is a capable provider of tailored legal research material.

- A. The program offers attorney-supervised research and research performed by persons trained in the law.
- B. Incarcerated person requests are prioritized, and responses individualized.
- C. Legal research is accessible to all incarcerated persons and key legal research materials are updated daily.
- D. Incarcerated persons can fill out an LRA request form and place it in the outgoing mailbox. The LRA request forms are located in the dayroom of your housing unit.

- E. Incarcerated persons are allowed to send in 2 request forms from the 1st through the 15th of the month and another 2 request forms from the 16th through the end of the month.

CORRESPONDENCE

Incoming mail will be delivered Monday through Saturday of each week. All incoming mail will be opened, scanned, and searched for contraband prior to delivery, except for legal mail. Legal mail is opened and searched for contraband in the presence of the incarcerated persons it is addressed to. Legal mail is mail between an incarcerated person and:

- A. All state and federal elected officials.
- B. All state and federal officials appointed by the Governor or the President of the United States.
- C. All city, county, state, and federal officials have responsibility for the incarcerated person's present, prior, or anticipated custody and Parole or Probation supervision.
- D. All state and federal judges and courts.
- E. An attorney at law listed with a state bar association.
- F. Certified PREA auditors and PREA related entities.
- G. The Board of State and Community Corrections.
 1. Legal mail may be opened and searched for contraband in your presence. Outgoing legal mail should be delivered to a deputy for a contraband check and the sealing of the envelope.
 2. Outgoing mail is placed in the mailbox located in the dayroom of the housing unit. This mail will be collected daily by the graveyard housing deputy and placed into a U.S. Postal Service mailbox.
 3. Your mailing address is:
 - a. Your name, booking number, and housing assignment.
 - b. Stanislaus County Sheriff's Detention Center
200 East Hackett Road
Modesto, CA 95358
 - c. Your name, booking number, and housing assignment.
 - d. Stanislaus County Sheriff's REACT Facility
194 East Hackett Road
Modesto, CA 95358
 4. There is no limit to the amount of outgoing mail you may send, provided you have sufficient postage.
 - a. Postage stamps may be purchased through commissary.
 - b. Incarcerated persons may correspond with other incarcerated persons using the U.S. Postal Service.
 - c. Indigent incarcerated persons with \$2.00 or less on their cash account and who have not ordered or received commissary for two weeks, may receive four free postage-paid letters and eight sheets of paper for personal correspondence each week.

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The week starts on Sunday. Legal mail is unlimited for indigent incarcerated persons.

Cash, money orders, certified checks, personal checks, or postage stamps will not be accepted through the mail.

The following are not accepted through the mail. Mail containing any one of these items will be returned to the sender or destroyed as contraband.

- A. Mail containing Polaroid pictures, any kind of nude or partially nude pictures or drawings, gang writing, or raised decorative stickers.
- B. Letters in envelopes that could conceal contraband.
- C. Personal checks, greeting cards, and postcards.
- D. Items that may be obtained on commissary.
- E. Mail containing substances such as powder, liquids, lipsticks, etc.
- F. Any material not deemed acceptable by the facility commander.
- G. Pictures depicting sexual acts are not allowed. They are contraband and will be destroyed.
- H. Gang-affiliated writings, photos, or depictions.

With prior written approval from the facility commander, magazines, periodicals, and books may be received through the mail, provided they are sent directly from the publisher or distributor. Incarcerated persons are responsible to dispose of dated material as new material arrives.

BOOKS & PERIODICALS

Books are available in the dayroom of your housing area.

- A. You may have in your possession a total of 5 books or magazines, a Bible, and 1 newspaper.
- B. This total includes personal books you purchased as well as library books and magazines.
 - a. Books will not be put on personal property.
- C. Magazines must be current editions.
- D. It is your responsibility to dispose of personal magazines and newspapers prior to receiving another.
- E. Religious reading material can be obtained by submitting an incarcerated persons request form to the facility chaplain.

TELEPHONE USE

Telephones are in the dayroom or recreation yard of each unit. Telephones are available for use during recreation and out of cell time.

- A. All telephone calls are collect calls. Pre-paid telephone cards are available for purchase through the commissary.
 - 1. To utilize the telephone, simply lift the receiver and follow the posted instructions.

2. Telephone calls are limited to 15 minutes in duration in order to allow telephone access to others.

- B. Your telephone calls may be monitored.
- C. All telephone calls are outgoing only.
- D. Facility staff will not transfer incoming calls, nor will they take telephone messages under any circumstances.
- E. Incarcerated persons who have, hearing or speech impairments, shall be provided access to the appropriate telecommunication device which will facilitate communication.

INCARCERATED PERSONS VOTING

Stanislaus County incarcerated persons shall meet the following requirements to establish voting eligibility in the State of California:

- A. Must be a citizen of the United States of America.
- B. Must be a resident of California.
- C. Must be at least 18 years of age or older on or before the next election day.
- D. Must not be in prison, on parole, or under post-release community supervision as a result of a felony conviction.
- E. Must not be serving a sentence in county jail for the conviction of a low-level felony as defined by the Criminal Justice Realignment Act of 2011 (CJRA).
- F. Must not be on probation as an alternative to serving the concluding portion of a sentence in county jail for the conviction of a CJRA defined low level felony.
- G. Must not have been declared mentally incompetent by a court of law.
- H. Must not be serving a state prison term in a county jail under a contract between state and local authorities.

Stanislaus County incarcerated persons are eligible to vote if they are:

- A. In a local jail because of a misdemeanor conviction.
- B. In a county jail as a condition of probation when the entry of judgment and sentencing has been suspended following a felony conviction.
- C. Awaiting trial or are currently on trial and have not yet been convicted of a crime.
- D. Completed parole or post-release community supervision for a felony conviction.
- E. On probation unless the probation is an alternative to serving the concluding portion of a sentence in county jail for the conviction of a CJRA defined low level felony.

Stanislaus County incarcerated persons may correspond with the County Clerk in their county of residence for the purpose of registering to vote and applying for an absentee ballot.

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- A. Voting materials are available to incarcerated persons upon request.
- B. All outgoing voter-related mail including voter registration forms and vote-by-mail ballots, are treated in a manner consistent with legal mail.

If you are a resident of Stanislaus County and wish to vote, complete a request form and address, it to the facility operation's sergeant stating your desire to vote. The operation's sergeant will send you a voter's registration form.

- A. If you are a resident of Stanislaus County and wish to vote by absentee ballot; you may receive a ballot by writing to the County Clerk's Office. Their address is 1021 "I" Street, Suite 101, Modesto, California, 95354.

If you are a resident of another county, write to the County Clerk's Office in your county of residence and request that they mail a voter's registration form to you. You can get the address of any County Clerk's Office through the legal clerk.

Use your home address when completing your voter registration form. Do not use the facility address as your return address or your residency address.

- A. If you do not have a current address, use your last known address.

Place your completed voter's registration form in the mailbox as you would for any other personal mail.

- A. It is your responsibility to provide postage to mail this form.

Indigent incarcerated persons, who wish to correspond with the County Clerk to register to vote or to request an absentee ballot, will use their allotted 4 free postage-paid letters.

- A. Additional postage will not be provided for this purpose.

RULES FOR VISITIN

The Stanislaus County Sheriff's Department recognizes the importance of incarcerated persons visiting. Opportunities to maintain ties with family and community shall be provided to incarcerated persons whenever possible.

- A. It is the policy of the Stanislaus County Sheriff's Department to provide for visitation with family members, clergy, legal counsel, and others as safety, security, and operational concerns allow.
- B. Staff shall ensure the visitation process is safe and does not interfere with the security or operation of the facility.
- C. No drinks, food, commissary items, or pencils are allowed in the visit rooms.

Visitation can be revoked at any time for disciplinary reasons or for violating visiting rules.

- A. A visitor may only visit one incarcerated person at a time and one incarcerated person per day, excluding official visitors.
- B. You may only receive 1 free public visit per day.
- C. You are eligible for 2 free visits per week, excluding official visits.

- D. Workers or program-incarcerated persons may be eligible for up to 3 free visits per week at the discretion of the facility commander or as part of a specific program.

You can have an unlimited number of approved visitors on your visit contact summary screen.

- A. Due to space constraints, only 4 visitors per incarcerated person may visit at one time.
- B. Minor children must be submitted for approval and do count towards the total number of approved visitors during a visit.
 - 1. Minor children must be accompanied by their parents or legal guardian during visitation and listed as scheduled visitors registering.
 - 2. The accompanying parent or legal guardian must be an approved visitor and present proof of guardianship if requested to do so by department members.
- C. Only 3 visitors per incarcerated person may visit at one time in a contact visit. Minor children must be submitted for approval and do count towards the total number of approved visitors during a visit.
- D. You may refuse a visit. If you refuse a visitor, that person may be removed from the approved visitor list.
 - 1. You must submit an Incarcerated person Request form to remove visitors from your approved visitor list.

Visitin Hours:

Visitation is conducted on scheduled days and hours as determined by the facility commander.

- A. A facility may limit or deny visitation during meals or as safety and security needs facilitate.
- B. Visitation times are subject to change and visitation is scheduled on a "first come – first serve" basis.
- C. Visitation schedules are posted in each facility lobby or online at stanislausca.gtlvisitme.com.
 - 1. Visiting times are also posted at the Stanislaus County Sheriff's Visitation Center, 801 11th Street Modesto, CA 95354.

All visits shall be 30 minutes in length with a 30-minute break before the next visit begins (i.e., 0800 to 0830, 0900 to 0930, etc.)

- A. All visitors must report and check in 30 minutes before their scheduled visit.
- B. Sheriff's Detention Center (PSC East & PSC West) & REACT Facility:
 - 1. This schedule applies to face-to-face non-contact visits and video visitation.
 - a. Official Visiting Hours: 0800 to 2100 daily
 - b. No visiting Wednesday.

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- c. Thursday through Tuesday: 0800 – 1100, 1200 – 1600 & 1900 – 2100
- d. Visiting Closed: 1100 – 1200 & 1600 – 1900

C. MHU1 & MHU2 – this schedule applies to non-contact visiting:

1. Official Visiting Hours: 0800 to 2100 daily

a. Saturday:

Session 1: MHU2A 0700	0800
Session 2: MHU2A 0830	0930
Session 3: MHU2B 1100	1200
Session 4: MHU2B 1230	1330
Session 5: MHU2C 1400	1500
Session 6: MHU2C 1530	1630

b. Sunday:

Session 1: MHU1A 0700	0800
Session 2: MHU1A 0830	0930
Session 3: MHU1B 1100	1200
Session 4: MHU1B 1230	1330
Session 5: MHU1C 1400	1500
Session 6: MHU1C 1530	1630

Scheduling Visitation:

Visitors are encouraged to schedule their visit appointments online at stanislausca.gtlvisitme.com. All visits must be scheduled electronically online. A scheduling kiosk is available in the public lobby of the Sheriff's Detention Center and REACT to aid visitors in scheduling visitation.

- A. All potential visitors must have an email address to register for visitor approval and to schedule visitation.
- B. Public Visiting:
 - 1. Public visits may be scheduled up to 7 days in advance of the visit.
 - 2. Minimally, a public visit can be scheduled 24 hours prior to the actual visit time.
 - 3. Public visitors may make changes or cancel their visit appointment up to 24 hours prior to the visit.

VISITOR DRESS CODE

Visitors must conform to the dress code approved by the facility commander. This information is posted in the Incarcerated persons Rules & Orientation Manual, in the facility lobbies.

- A. Displays by visitors of gang colors, symbols, marks, or attire representing gang affiliation are strictly forbidden in visiting areas or when visiting incarcerated persons during video visitation sessions.
- B. The visitation dress code will be strictly enforced prior to and throughout the visit. Questions concerning appropriate dress should be referred to the shift supervisor to determine whether the visit will be permitted or not. Dress code violations include but are not limited to the following:
 - 1. Wearing any swimming attire.

- 2. Wear clothing that is above mid-thigh, including cutoffs, shorts, dresses, and skirts.
- 3. Wearing see-through clothing including but not limited to, sheer blouses or any other clothing considered to be revealing.
- 4. Visitors must wear undergarments. No see-through clothing or wearing clothes that make the breasts visible regardless of the visitor's gender.
- 5. Wearing clothing such as a tube top, tank top, or halter top which exposes excessive cleavage, the midriff, or the shoulders regardless of the visitor's gender is prohibited.
- 6. Having bare feet is prohibited.
- 7. No hats of any kind are allowed.

RULES FOR VISITORS

All visitors will conform to the following rules:

- A. A visitor who does not conform to these rules will lose all privileges to visit. A visitor who violates visiting rules, regulations, or procedures will be escorted from the facility and denied approval to visit. All visiting rules addressed in this section apply to all visiting offered by the Stanislaus County Sheriff's Department including on-site, off-site, and visiting from home or an internet-based connection.
 - a. Visitors must conform to the dress code approved by the facility commander.
 - b. Bringing firearms, explosives, alcoholic beverages, narcotics, and controlled substances into a detention facility is a crime and cause for arrest.
 - c. Visitors who appear to be under the influence of alcohol or drugs will not be allowed to visit and may be subject to arrest.
 - d. Visitors who are unable to adequately supervise their children while inside the facility will not be allowed to visit and will be asked to leave the facility. Disruptive visitors or cause disturbances that result in a crime may be arrested. If a visitor is escorted from the facility for disruptive behavior, the visitor will be denied approval to visit until re-approved by the facility commander.
 - e. Visitors will not give or take anything from an incarcerated person without prior approval from the shift supervisor.
- B. Nothing is allowed to be taken to or brought back from a visit without prior permission from the shift supervisor.
 - a. This includes commissary items, jackets, watch caps, and mail. These items will be confiscated, may be deemed contraband, and destroyed. These actions may result in disciplinary action.
- C. Any contact between an incarcerated person and a visitor such as a hug, handshake, or a brief kiss is prohibited.

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You may receive daily visits from your attorney or legal counsel as necessary. There are no restrictions as to the number of attorneys visiting you may have or their duration, with exception of the established visiting hours or during a declared emergency.

VIDEO VISITATION

The Stanislaus County Sheriff's Department and the video visitation vendor are not responsible for the quality of the visitors' internet and or Wi-Fi connection. The Sheriff's Department is also not responsible for the set-up and or operation of the visitors' home and or work computer, web camera, or any other hardware being used for video visitation.

- A. All public video visiting is monitored.
- B. Official visiting is not monitored.

The public can accomplish video visitation using the following methods:

- A. Kiosk in the Sheriff's Detention Center – SDC East Public Lobby during visiting hours.
- B. From home or an office using a personal computer during visiting hours.
- C. From a smartphone or tablet with the visitation application during visiting hours.

When an appointment is scheduled, the visitor is given an appointment time and kiosk location. The visitor must either report to or conduct the visiting appointment from the specified location.

- A. Visitation will start at the precise scheduled time. No changes or modifications will be made once the visit has been assigned. If the visitor is late for a scheduled visit appointment, the visit will not take place. The canceled visit will not count against the incarcerated person's allotted visits for the week.
- B. If the incarcerated person or visitor ends the visit before time has expired, the visiting session is complete. The visit will not be restarted or rescheduled.
- C. If it is determined that there is a malfunction, power loss, or other problem with department scheduling or visitation equipment, the visit can be rescheduled at the discretion of the shift supervisor.
- D. Incarcerated persons who have other pending appointments; medical, court, facility work, etc. will not be scheduled for visitation. These visits can be scheduled when the appointment is complete.

DISCIPLINE

Appeal: the process whereby a disciplined incarcerated person requests administrative review of disciplinary action.

Disciplinary Hearing: a non-judicial administrative procedure to determine if substantial evidence exists to find an incarcerated person guilty or not guilty of a rule violation.

Disciplinary Officer: The disciplinary officer has the authority to approve or impose disciplinary sanctions in accordance with the severity of violations.

Formal Discipline: an incident report is submitted, and a formal hearing is held by a disciplinary officer in accordance with established time limitations.

Informal Discipline: is counseling, a warning, or verbal reprimand by facility staff.

Pre-Hearin Separation: the confinement of an incarcerated person in an individual room until an investigation is completed, or a hearing is scheduled.

Prohi ited Acts: violations of federal, state, county, or local statutes, or violations of facility rules which have an adverse effect on an incarcerated person or the overall good order of the facility.

Sanctions: specific actions that are imposed to prohibit acts as a means of encouraging good conduct and preventing violations.

- A. Disciplinary sanctions include, but are not limited to:
 - 1. Verbal warning or reprimand.
 - 2. Suspension of privileges.
 - 3. Confinement to Quarters (CTQ) or lockdown.
 - 4. Disciplinary Separation.
 - 5. Loss of earned goods and work time credits.

Disciplinary Separation: the disciplinary assigned to an incarcerated person as the result of violating facility rules and which consists of confinement in a cell or dorm for a specified period.

- (a) When an Incarcerated person is placed on disciplinary separation, they forfeit all recreation, out of cell time, visiting, and commissary privileges (except for hygiene and correspondence items) until the disciplinary separation period expires.

You are required to comply with all county, state, and federal laws, facility regulations, and staff directives for the safety and security of all staff and incarcerated persons.

- (a) Violating these rules and laws may result in disciplinary sanctions and civil, or criminal prosecution.

Prohibited acts shall include, but not be limited to the following acts whether committed or attempted.

Prohi ited Act Codes:

PAC 1	Major	Adulteration of Food or Drinks
PAC 2	Major	Arson
PAC 3a	Major	Assault/Staff
PAC 3b	Major	Assault/Incarcerated persons
PAC 3c	Major	Battery/Staff
PAC 3d	Major	Battery/Incarcerated persons
PAC 4	Major	Attempt Suicide
PAC 5	Major	Destroying, Altering, or Damaging Jail Property
PAC 6	Maj/Min	Disruptive Conduct
PAC 7	Major	Engaging/Encouraging Group Demonstrations
PAC 8	Major	Engaging in Sexual Acts
PAC 9	Major	Escape/Attempt Escape
PAC 10	Major	Extortion
PAC 11	Minor	Failure to Keep Person or Room Clean
PAC 12	Major	Failure to Provide Proper Identification
PAC 13	Major	Failure to Stand Count

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PAC 14	Minor	Smoking
PAC 15	Major	Fighting
PAC 16	Major	Filing or Making False Report
PAC 17	Major	Gambling
PAC 17a	Major	Gang Graffiti / Attire
PAC 18	Major	Giving/Offering Items of Value to Staff
PAC 19	Major	Homicide
PAC 20	Minor	In Unauthorized Area
PAC 21	Major	Indecent Exposure
PAC 22	Minor	Insubordination/Insolence
PAC 23	Major	Interference with Staff Duties/Responsibilities
PAC 24	Major	Interfering with Count
PAC 25	Minor	Littering
PAC 26	Major	Loss of persons Worker Position/Job
PAC 27	Major	Lynching
PAC 28	Major	Making, Possessing or Using Intoxicants
PAC 29	Major	Making Sexual Proposal or Threat to Another
PAC 30	Major	Malicious Mischief
PAC 31	Minor	Malingering, Feigning Illness
PAC 32	Major	Misuse of Medication
PAC 33	Major	Lighted Articles Carpeting, Furniture, or Bedding
PAC 34	Major	Possession of Another's Armband
PAC 35	Major	Possession of Another's Property
PAC 36	Major	Possession of Drugs
PAC 37	Minor	Excess Issue (clothes, bedding, etc.)
PAC 38	Major	Possession of Gambling Paraphernalia
PAC 39	Major	Possession of or Smuggling Contraband
PAC 40	Major	Possession of Unauthorized Clothing (civilian)
PAC 41	Major	Possession of Weapons
PAC 42	Minor	Posting Items to Walls, Lights, or Fixtures
PAC 43	Maj/Min	Providing False Information to Staff
PAC 44	Major	Refusal to Provide Urine Sample
PAC 45	Major	Refusal to Work
PAC 46	Major	Refusal to Obey Orders
PAC 47	Major	Sex Crimes/Engaging in Illegal Sex Acts
PAC 48	Major	Tampering with Any Alarm Device
PAC 49	Major	Tampering with Blocking or Locking Devices
PAC 50	Major	Tampering w/ Facility Systems or Devices
PAC 51	Minor	Tattooing
PAC 52	Major	Theft
PAC 53	Major	Threatening a Staff Member
PAC 54	Minor	Unauthorized Contact with the Public
PAC 55	Minor	Unauthorized Use of the Telephone
PAC 56	Minor	Unexcused Absence from Work
PAC 57	Maj/Min	Under the Influence of Alcohol or Drugs
PAC 58	Maj/Min	Using Abusive or Obscene Language
PAC 59	Major	Using or Possessing Unauthorized Equipment or Tools
PAC 60	Maj/Min	Violation of Correspondence
PAC 61	Major	Violation of Criminal Laws
PAC 62	Minor	Violation of Incarcerated person Rules
PAC 63	Maj/Min	Violation of Housing Unit Rules
PAC 64	Minor	Violation of Program Rules
PAC 65	Minor	Violation of Visiting Rules
PAC 66	Major	Wearing a Disguise or Mask
PAC 67	Major	Coercion by the use of force or threats
PAC 68	Major	Hate Crimes
PAC 69	Major	Destroying or attempting to destroy evidence.
PAC 70	Major	Inappropriate advances and/or gestures towards staff

MAJOR AND MINOR VIOLATIONS

Rule violations are classified as major or minor, depending on whether the behavior is likely to cause a direct danger to the health and safety of other incarcerated persons, and staff or significantly interfere with facility security.

Minor violations may be handled on an informal or formal basis at the discretion of the staff. Staff members are encouraged to resolve minor incidents on an informal basis through counseling, warning, or reprimand.

- A. Two or more minor violations of prohibited acts may be considered a major violation.

Major violations are addressed on a formal basis. Formal discipline requires:

- A. An incident report.
- B. Approval by the shift supervisor.
- C. Deliver a copy of the incident report to the incarcerated person indicating the charges.
- D. A formal hearing conducted by a disciplinary officer to determine disposition.

DISCIPLINARY HEARING

Disciplinary hearings are administrative hearings and are separate from civil or criminal prosecution.

- A. Serious offenses are prosecuted civilly or criminally.

Disciplinary hearings are held within 72 hours of incident report service. The hearing is conducted by an impartial hearing officer not involved with the incident. Although staff may recommend disciplinary action, it is the disciplinary hearing officer's responsibility and decision as to what sanctions or actions are imposed.

You have the right to:

- A. Be present at the hearing and speak on your own behalf.
- B. Receive a copy of the incident report 24 hours in advance of the disciplinary hearing.
- C. Receive copies of all relevant reports.
- D. Call witnesses on your behalf.
 1. You may not call witnesses when doing so may severely jeopardize life, safety, security, or the good order of the facility.

The disciplinary hearing officer files a final report describing the disposition of the hearing. The incarcerated persons receive a copy of this report explaining the violation charged and the disposition of any imposed disciplinary sanctions.

INCARCERATED PERSON APPEAL

You may appeal to both formal and informal discipline.

- A. Complete an Incarcerated person Grievance and Appeals form.
- B. Check the appeal box and submit the appeal to the Administration Sergeant.
- C. The Administration Sergeant will review your appeal and either approve, modify, or suspend the imposed discipline.
 1. You will receive a notification in writing within 10 days.
 2. You have the right to appeal to the Facility Commander within 5 days of receiving the disciplinary appeal decision.

INCARCERATED PERSON GRIEVANCES

You have the right to grieve:

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- A. Conditions of confinement as a means of resolving problems.
 - 1. An incarcerated person shall have 14 calendar days from the date of an incident to generate a grievance and file it with staff.
 - 2. A grievance is made in writing on an Incarcerated Person's Grievance and Appeals form. This form is accepted by housing staff.

Disciplinary sanctions are not grievable but can be appealed.
- B. Department members have 15 calendar days to resolve and respond to an incarcerated person's grievance.
 - 1. A written response includes the reasoning behind why a decision was made.
- C. An immediate response in emergency situations.
- D. The right to submit reasonable grievances without fear of reprisal or disciplinary separation. Reasonable does not include excessive, frivolous, or grievances submitted in bad faith.
- E. The Stanislaus Sheriff's Department will not provide or accept citizen complaint forms from incarcerated persons in our facilities.

Grievance Appeals:

Every attempt to resolve a grievance is made at the lowest appropriate staff. When a staff member cannot resolve a grievance at the lowest staff level, they will forward the grievance to an appropriate supervisor for administrative review.

- A. An incarcerated person may appeal the findings of a grievance through the chain of command.
- B. The Administrative Sergeant, Facility Commander, and Adult Detention Division Commander will have 10 business days to respond to an appeal.
- C. An incarcerated person shall have 5 calendar days to appeal the result of the grievance, for administrative review, to the next level in the chain of command.
 - 1. If time limits are not met by the incarcerated person, the grievance will be considered resolved.

Incarcerated persons may appeal the findings of a medical grievance to the Medical Program Manager, followed by the Facility Commander, and lastly the Adult Detention Division Commander.

- A. At the same time requirements for standard grievance appeals apply.
- B. If time limits are not met by the incarcerated persons, the appeal will be considered resolved.

PRISON RAPE ELIMINATION ACT PREA OF

The Prison Rape Elimination Act of 2003 was passed by the U.S. Congress and was created for the protection of incarcerated persons against sexual assaults by other incarcerated persons or staff members while confined in various adult and juvenile facilities

or institutions. The goal is to prevent, detect, and respond to incidents of incarcerated person's sexual assault and abuse.

Zero-Tolerance Policy:

The Stanislaus County Sheriff's Department maintains a zero-tolerance policy regarding incarcerated persons on incarcerated person's sexual assault, sexual abuse, sexual misconduct, and sexual harassment by any department member, independent contractor, volunteer, or other incarcerated persons.

- A. All allegations will be investigated.
- B. This policy applies to all incarcerated persons and people employed by the Stanislaus County Sheriff's Department including volunteers and independent contractors.

Incarcerated person's rights under PREA:

- A. Even though you are in jail, you still have rights.
- B. The 8th Amendment protects you from "cruel and unusual punishment."
- C. Sexual harassment and abuse are a form of cruel and unusual punishment. Your constitutional rights protect you from cruel and unusual punishment.
- D. Sexual harassment and abuse are not part of your sentence.

How to report:

There are no time restrictions in reporting an allegation of sexual assault. If you or someone you know has been a victim or is being victimized sexually in jail:

- A. Report the incident to any staff member (deputy, Medical, Mental Health, anyone, etc.).
- B. You can address an Incarcerated persons Request form to the PREA Coordinator, Internal Affairs Unit, or Medical.
- C. You can also call any of the phone numbers listed below to report any incidents of sexual abuse
 - 1. As mandated reporters we are required to file a report.
 - 2. You may remain anonymous, but if you report an incident, it will be investigated.
 - 3. Filing a false report is subject to criminal prosecution pursuant to 148.5 PC.

California Attorney General's Public Inquiry Unit
1.800.952.5225

Haven Women's Center of Stanislaus (Services are provided regardless of gender)
618 13th Street
Modesto, CA 95354
For information: 209.524.4331
24-Hour Crisis Line: (209) 577-5980

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Sexual Assault is:

- A. Sexual assault includes rape or attempted rape by a stranger, a friend, or another person.
- B. Rape is generally defined as forced sexual intercourse. It is a crime of violence where the victim is often overpowered by the use of force or threat of force.
- C. Rape and other forms of sexual assault, including attempted rape, oral copulation, sodomy, and sexual battery, represent the loss of personal power.
- D. The offender's intent by physical intrusion is to dominate, humiliate, degrade, or control the victim.

If you are scared and feel alone:

The feeling of being scared is normal, but you are not alone. Services are available to help you through this tough time if you choose to use them.

- A. Mental Health services
- B. Medical services
- C. Victim advocates providing counseling. Communication between you and a victim advocate is confidential.

If you have been victimized:

If you have been sexually assaulted, you should take the following actions:

- A. Do not change or remove any clothing.
- B. Do not shower, wash, use the toilet, brush your teeth, or eat.
- C. Report the incident right away to any staff member.

If you take these steps after being sexually assaulted, it will help ensure that any evidence is preserved, and a proper investigation is conducted.

- A. Remember the longer you wait to report sexual victimization, the harder it is to conduct a proper investigation.

Perpetrators are arrested:

If you are found guilty, you will be subjected to disciplinary sanctions and criminal prosecution.

INCARCERATED PERSONS GRIEVANCES & PRISON RAPE ELIMINATION ACT OF PREA

The Stanislaus County Sheriff's Department maintains a zero-tolerance policy regarding an incarcerated person on incarcerated person's sexual assault, sexual abuse, sexual misconduct, and sexual harassment by any department member, independent contractor, volunteer, or other incarcerated persons.

- A. Department members shall thoroughly investigate any allegation of sexual abuse. When warranted by evidence;

department members will impose relative sanctions up to and including criminal prosecution.

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one incarcerated person directed toward another; and repeated verbal comments or gestures of a sexual nature to an incarcerated person by a staff member, contractor, or volunteer including demeaning references to gender, sexually suggestive or derogatory comments about one's body or clothing, or obscene language or gestures.

Sexual Misconduct: as it relates to incarcerated persons; includes acts of indecent exposure, sexual disorderly conduct, and exhibitionist masturbation. Any incarcerated persons who willfully and lewdly expose their private parts or who touches, without exposing their genitals, buttocks, or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance, or offense will be subject to discipline and or criminal prosecution.

Internal and External Reporting Entities:

Information describing reporting instructions and contact phone numbers are posted in your housing unit.

- A. Incarcerated person may report abuse, retaliation, or harassment by contacting the following entities:

1. Stanislaus County Sheriff's Department Internal Affairs Unit
2. Stanislaus County Sheriff's Department PREA Coordinator
3. Rape Crisis Center
4. California Attorney General's Public Inquiry Unit

The incarcerated person may privately report:

- A. Sexual abuse, sexual misconduct, and sexual harassment.
- B. Retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment.
- C. Staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse or sexual harassment.

PREA GRIEVANCE

Emergency Administrative PREA Grievance:

- A. An incarcerated person may be disciplined for intentionally filing a frivolous grievance only when the disciplinary officer can demonstrate that the grievance was filed in bad faith.
- B. An incarcerated person may submit an emergency PREA Grievance to the shift supervisor when the incarcerated person is subject to a substantial risk of imminent sexual abuse.

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Standard Administrative PREA Grievance:

- A. An incarcerated person may submit a formal PREA Grievance to the facility operation's supervisor, of the facility in which the incident occurred, at any time. The grievance will be forwarded to the PREA Coordinator.
- B. Incarcerated person may submit a formal PREA Grievance to a staff member who is not the subject of the complaint. The complaint will not be forwarded to the staff member who is the subject of the complaint.
 - 1. Department members will make every effort to respond to the incarcerated person in regard to a final agency decision of criminal prosecution, internal investigation, or termination of investigation within 90 days for a grievance alleging sexual abuse. The 90-day period is calculated from the initial filing date of the grievance, excluding time consumed by the incarcerated person in preparing an administrative appeal.
 - 2. An extension of 70 days may be claimed if the normal time period for response is insufficient to make an appropriate decision. The incarcerated person is to be notified in writing of any extension and will be provided with a date by which a decision is to be made.

EDUCATION & SUBSTANCE ABUSE

Various educational and substance abuse programs are available to you. You may request to participate in educational programs ranging from the Breaking Barriers Program to High School Equivalency and substance abuse programs such as Alcoholics Anonymous and Narcotics Anonymous.

- A. Complete an incarcerated person's request form to request the desired program you wish to participate in.

COMMISSARY

Commissary draws are available to you. You may obtain a commissary request form in the dayroom of your housing unit. Completed commissary forms are placed in the unit mailbox.

- A. You may purchase up to \$75.00 worth of commissary items, not including phone cards, per scheduled draw.
- B. You are not allowed to make exchanges or trades of commissary items after your transaction has been processed.
- C. You are only allowed to draw from your personal fund account. You are not allowed to make draws for other incarcerated persons or transfer funds to another incarcerated person's commissary account.

Incarcerated persons are prohibited from stockpiling commissary items. Stockpiling is defined as having in your possession more than 10 items of any 1 type of product. Example: 11 Top Ramen Soups, not 11 of each flavor; 11 candy bars, not 11 of each brand, etc. The exception is products sold in prepackaged units of 5 each, e.g., oatmeal, hot chocolate, fruit drink, etc.

Commissary is delivered weekly. However, deliveries may be designated for a specific day each week in your housing area. There are no deliveries on holidays.

- A. Incarcerated persons without an armband or ID card correctly attached will not receive the delivery.

RELIGIOUS ACTIVITIES

- A. Religious programs provide services and counseling to all incarcerated persons regardless of denomination or faith.
- B. Services may be held in the dayroom or program's room depending on your classification and housing assignment.
- C. Services occur at different times throughout the week. Incarcerated persons may attend services during recreation.
- D. Staff will announce church services.
- E. If you would like more information on the religious services available to you or arrange for one-on-one counseling, address an incarcerated person's request form to the chaplain.

EXERCISE RECREATION & OUT OF CELL TIME MINIMUM SECURITY

- A. Exercise recreation and out of cell time are offered in the dayroom or outdoor recreation yard.
- B. Staff will announce when the exercise recreation and out of cell time is available.
- C. Opportunities for telephone use and showering are available during exercise recreation and out of cell time.

EXERCISE RECREATION & OUT OF CELL TIME MEDIUM SECURITY

- A. Exercise recreation and out of cell time is offered in the dayroom or unit recreation yard. The recreation yard is available when the dayroom is open.
- B. Opportunities for telephone use and showering are available during exercise recreation and out of cell time.
- C. Exercise recreation and out of cell time are offered using a staggered schedule with varied times:
 - 1. Odd calendar days:
 - a. Bottom Tier 0800 – 1400
 - b. Top Tier 1600 – 2200
 - 2. Even calendar days:
 - a. Top Tier 0800 – 1400
 - b. Bottom Tier 1600 – 2200

EXERCISE RECREATION & OUT OF CELL TIME ADVERSE & MAXIMUM SECURITY

- A. Exercise recreation is not allowed in the dayroom in special handling units.
- B. All exercise recreation is completed in the recreation yard.
- C. Telephones are available in the recreation yard.
- D. Time is allotted during recreation for showering, as requested.
- E. Exercise recreation periods in special handling units are three hours of exercise recreation time, distributed over a period of seven days.

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- F. Out of cell time is completed in the recreation yard or dayroom or programs room.
- G. Opportunities for seven hours of out of cell time distributed over a period of seven days.
- H. No drinks, food, commissary items or pencils allowed in the recreation yards.

Areas Off Limits to Incarcerated persons:

Staff stations and work areas are off-limits to incarcerated persons unless conducting official business.

- A. Incarcerated persons are not to enter unoccupied offices or go behind workstations unless instructed to do so by staff.
- B. Certain work areas, such as clothing rooms or kitchen areas, are off-limits unless you are specifically assigned to work at that location.

SANITATION AND HYGIENE

You are responsible for the cleanliness of your assigned bunk, cell, and locker area.

- A. Ensure that your area is clean and that your bed is made after breakfast each morning. Anytime you leave your cell, your bed must be made.
- B. Your bed must remain made until you retire in the evening. Beds are to be made in an organized and professional manner. Nothing is to be stored between the mattress and bed rack.
- C. All your cell property must be stored in the locker provided to you. Sweatshirts are to be stored in lockers when not in use.
- D. Jackets are not permitted in cells.
- E. The only item allowed to remain on your bunk is a towel. The towel is not to obstruct the bunk number.
- F. Any item not stored inside your locker will be considered contraband and may be confiscated and disposed of.

Shower facilities are located in your housing unit. Showers are available to you at any time during recreation or if on lockdown, every other day.

- A. You will be required to maintain an acceptable level of personal hygiene and appearance.
- B. Failure to conform to these regulations may result in disciplinary action.
- C. All food servers and handlers are required to shower daily.

Hygiene articles may be purchased on commissary. Indigent incarcerated persons may submit a request form to receive an admission kit each Friday.

- A. Each menstruating incarcerated person shall be provided with sanitary napkins, panty liners, and tampons free of charge, regardless of indigency status.

CLOTHING EXCHANGE

- A. Clothing exchange is conducted on a one-for-one exchange.
- B. Clothing exchange occurs once a week in your specific housing unit.

- C. Outer clothing, undergarments, and linens are exchanged weekly.
- D. Blankets are exchanged quarterly.
- E. Incarcerated workers will receive clean clothing any time their clothing is noticeably soiled.
- F. All incarcerated persons assigned to a work crew will be provided clean clothing at the end of their shift.

MEALS & FOOD

- A. All meals are to be eaten in the dayroom at the tables provided unless otherwise served in your cell.
- B. Only the assigned kitchen workers are allowed in the kitchen or pantry area.
- C. Do not loiter in the dayroom near the kitchen area while waiting for meals to be served. Remain in your assigned cell until called for chow.
- D. No food, other than commissary items is to be in your cell unless otherwise served there.
- E. No bowls, cups, plastic bags, plates, trays, etc. are to be in an incarcerated person's locker or retained in the cell area unless purchased on commissary.
- F. Hot water for dry mixes sold through the commissary is available in the dayroom in medium and minimum-security housing units.
- G. No extra food may be brought to or taken from served meals.
- H. All extra food is to be discarded if not eaten at mealtimes.
- I. All clothing, including socks and footwear, must be worn in the dayroom for meal service.

Should you require a special diet due to medical reasons, you must complete a medical request form detailing your need for a special diet and give it to medical staff during pill calls.

- A. The kitchen manager will consult with the medical staff for assistance in developing special diets.

Meals are scheduled as follows all times are approximate :

- A. Breakfast 5:00 AM
- B. Lunch 10:00 AM
- C. Dinner 4:00 PM

MEDICAL, DENTAL & MENTAL HEALTH

If you are ill or become injured, notify staff immediately.

Licensed medical personnel is available to provide routine and emergency medical services.

- A. If you require medical, dental, or mental health services of a non-emergency nature, you must complete a blue medical

Incarcerated Person Orientation & Rules Manual

request form and hand it directly to medical personnel at pill call.

- B. A medical staff member will dispense prescription and non-prescription medication to you at pill call in the dayroom or directly at your cell. It is your responsibility to respond when a pill call is announced.
- C. If you have a medical lay-in, you must always keep the medical lay-in kite with you until your lay-in has expired.

Medication & Pill Call:

Staff will announce pill calls over the public address system.

- A. Incarcerated people will bring a cup of water and form a single file line in the dayroom.
- B. Medical staff may also conduct pill calls through the tray slot of your cell.
- C. All medication will be taken in front of the medical staff.

You are not allowed to possess medication or pills unless approved to do so by medical staff. You must have a blue medical request signed by medical staff to possess medication.

- A. Vitamins, aspirin, generic Advil, and Tylenol may be purchased through the commissary.
- B. There is a limit on the amount you may purchase or possess.
- C. Any item more than the limit or those items removed from the original container and carried or stored by other methods, will be confiscated.
- D. Please see a commissary list for current limitations.

Indigent incarcerated persons may receive Aspirin, Tylenol, or Maalox only by order of the doctor. If you are indigent and have a frequent need for these items, you must submit a blue medical request for a consultation with medical staff.

SECURITY, COUNTS & INSPECTIONS

At certain times or when situations dictate, staff will give commands to "LOC DO N," "GET ON THE GROUND" or announce, "COUNT TIME." You must follow and cooperate with the commands given.

- A. For your security and safety staff will conduct several scheduled and unscheduled head counts throughout the day. You are required to return to your assigned bunk during count times.
- B. You are required to remain in plain view during count so that you can be identified.
- C. Staff will verify your identification by your armband or ID card.
- D. Talking to or otherwise distracting or interfering with staff during the count is a rule violation that may subject you to disciplinary sanctions.

In addition to daily scheduled hygiene and safety inspections, staff may find it necessary to conduct an unscheduled inspection of your bunk, cell, or housing unit.

- A. Any contraband items found will be confiscated and disposed of. Found contraband may directly result in disciplinary action against you.

- B. Any damage to facility property, which can be directly traced to you, will subject you to disciplinary action and criminal prosecution.

- C. You are required to cooperate with the staff conducting the inspection.

- D. You do not have the right to be present during the inspection.

You may be subject to pat searches or unclothed searches upon entering or departing various areas of the facility.

MOVEMENT

You must be fully dressed when leaving your cell or dorm. Your t-shirt must be always tucked in, and pants will fit at the waist. No overly baggy or sagging pants are allowed.

- A. Sandals must be worn while engaged in any sporting activity during recreation.

- 1. Incarcerated persons must wear sandals (thongs or flip-flops) and socks when outside their cell. No bare feet allowed.

- B. While in the exercise yard or unit recreation yard, you may wear your issued t-shirt with no outer top shirt or tie off your jumpsuit at the waist. Wearing only boxers is prohibited.

When called over the public address system, report immediately to the designated location and remain there until further advisement by staff.

- A. When required, you must display your armband or ID card for positive identification.

- B. It is your responsibility to get a new armband or ID Card if you lose your armband or ID card.

- C. Not having an armband or ID card is a violation of facility rules.

- D. Ball caps or watch caps must be removed when entering the housing unit.

- 1. Ball caps must be worn with the bill facing to the front and can only be worn in the recreation yard.

CONTRA AND

Any item deemed to be contraband will be confiscated and disposed of. You are prohibited from having in your possession or under your control any items that are not:

- A. Issued to you by the Stanislaus County Sheriff's Department.

- B. Purchased by you through Commissary.

- C. Otherwise authorized by the facility commander.

- 1. Do not alter any item which is issued to you.

- 2. Do not make fishing lines, bandanas, or head wraps.

- 3. No excessive fruit, drinks, or plastic bags. All extra food is to be discarded that is not eaten at mealtimes.

Any issued or authorized item that is used inappropriately, altered from its original condition, or possessed in an unauthorized quantity is considered contraband. Possession of such items may subject you to disciplinary action.

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Authorized Possessions:

- A. Facility Clothing:
 - 1 Complete Uniform and Facility Shoes
 - 2 T-Shirts
 - 2 Pair Socks
 - 2 Pair Underwear
 - Females – 1 Bra
 - Females – 1 Nightgown
 - 1 Pair of Shoes or Thongs Purchased from the Commissary
 - 1 Jacket, Seasonal – Outside Workers Only
 - 1 Sweatshirt, Seasonal
 - 1 Orange Watch Cap, Seasonal – Outside Workers Only, Purchased from Commissary
- B. Hygiene Items:
 - 1 Comb or Pick
 - 1 Hairbrush
 - 1 Toothbrush
 - Items Purchased from Commissary
- C. Bedding:
 - 1 Mattress, Unaltered
 - 1 Pillow Purchased from Commissary
- D. Linens:
 - 2 Towels
 - 2 Sheets
 - 1 Blanket (2 Blankets – Season Only When Authorized)
- E. Books, Magazines, & Periodicals:
 - 5 total
 - 1 bible
 - 1 Newspaper, Current
 - 1 Magazine, Current Issue
 - Textbooks as Approved by the Program's Director
- F. Miscellaneous:
 - 15 Tokens (Approved Areas Only)
 - 10 Packs of Tylenol or Advil Purchased from Commissary
 - 10 Photographs (No Polaroids)
 - 2 – 12 oz. Tumbler Glasses Purchased from Commissary

- 1 Medic Alert Bracelet or Necklace
- 1 Rosary
- Items Purchased from Commissary
- Medical Devices Approved by Facility Medical Staff

FIRE DRILLS & FIRE EVACUATION

- A. If you see fire or smoke, report it to the staff immediately.
- B. If you hear an announcement by staff to evacuate your housing unit, report immediately to the location given and follow directions.
- C. Staff will give specific directives during an evacuation. It is imperative that you follow these directives not only for your safety but the safety of others.
- D. Staff will announce and conduct fire drills at various times throughout the year. Your participation is required. Failure to participate may result in discipline.
- E. All housing areas have emergency lighting which provides sufficient illumination for egress during an emergency.
- F. Emergency evacuation routes are posted throughout the facility to facilitate evacuation.

Assistance to Persons with Disabilities:

To accomplish effective communication between incarcerated persons and their visitors, who are deaf or hard of hearing, we provide appropriate auxiliary aids and services free of charge:

- A. Sign language and oral interpreters.
- B. Telecommunication devices.
- C. Notetakers.
- D. Computer-assisted real time transcription services.
- E. Writing materials.
- F. Telephone handset amplifiers, assistive listening devices, and systems.
- G. Telephones compatible with hearing aids, closed caption decoders, and open and closed captioning during incarcerated person programs.

Manual de Orientação e Regras para Reclusos

Este manual contém muitas das questões e preocupações que os reclusos têm em quanto se encontram no custódia. Se tiver dúvidas ou preocupações adicionais, deve contactar o pessoal do departamento.

Uma versão em espanhol do regulamento interno de psc pode ser fornecida mediante pedido.

INTRODUÇÃO

Os objetivos do Departamento do Xerife do Condado de Stanislaus são proporcionar um ambiente seguro e protegido, que promova o comportamento positivo dos reclusos, utilizando o modelo de supervisão direta da gestão das instalações de detenção.

A. Os objetivos da divisão de detenção de adultos devem ser realizados através de um tratamento justo, imparcial e humano de todos os indivíduos encarcerados nas instalações de detenção de adultos do Condado de Stanislaus.

O pessoal das instalações presume que o seu comportamento será positivo e racional. É da sua responsabilidade cumprir os regulamentos deste estabelecimento e as diretivas emitidas pelo pessoal durante a sua estadia.

Alguns regulamentos podem parecer restritivos para si. No entanto, são necessários para manter um ambiente seguro, seguro e humano. O comportamento positivo e racional preservará os seus privilégios. O comportamento negativo e irracional resultará em ações disciplinares ou acusações criminais contra si.

As informações contidas neste manual ajudá-lo-ão durante a sua estadia. Caso tenha alguma dúvida, queira dirigi-la ao seu adjunto de alojamento ou a qualquer outro pessoal das instalações.

A. Uma cópia deste manual encontra-se na sala de dia ou no pátio de recreio de cada zona habitacional.

INFORMAÇÃO DO TRIBUNAL:

O pessoal das instalações notificá-lo-á quando tiver de se deslocar ao tribunal. Pergunte ao pessoal das instalações se não estiver seguro das suas compareências no tribunal.

A. Deve usar a roupa que lhe foi dada na prisão para ir a tribunal, a menos que assista a um julgamento com júri. Casacos ou sweatshirts não são aprovados para compareências em tribunal.

B. Os documentos oficiais do tribunal são o único item que pode trazer consigo para o tribunal.

1. Tribunal Durante o período da manhã: esteja pronto até às 06:00 horas e responder imediatamente quando for notificado.

2. Tribunal Durante o período da tarde: esteja pronto até às 11:00 horas e responder imediatamente quando for notificado.

REGRAS DA UNIDADE DE HABITAÇÃO:

A. Só os reclusos afetados a uma unidade habitacional específica podem estar nessa unidade habitacional.

B. Só os reclusos afetados a uma cela específica podem estar nessa cela.

C. A visita com outros reclusos é restrita apenas à sala de dia ou ao pátio de recreio.

D. Os reclusos que vivem no primeiro andar não são permitidos no segundo andar da unidade habitacional.

E. Não são permitidas camas ou colchões na sala de dia ou no pátio de recreio.

F. Não deve haver nada que cubra as luzes interiores da sua cela ou dormitório.

G. Nada deve ser fixado, pendurado ou preso nas paredes, janelas, móveis, luminárias, ou respiradouros da sua cela ou dormitório.

H. Fotografias e desenhos encontrados presos às paredes, janelas, móveis, luminárias ou respiradouros da sua cela ou dormitório serão confiscados como contrabando e descartados.

I. Não escreva nas paredes, janelas, mobília, móveis ou respiradouros da sua cela ou dormitório.

J. Dormitórios ou celas encontrados com gravuras ou escritos nas paredes, janelas, móveis, luminárias, ou respiradouros de ar serão sujeitos a medidas disciplinares.

K. As cadeiras não devem ser removidas da sala de dia para o pátio de recreio ou para a cela do recluso, por qualquer razão.

L. Nenhum item que pertença ao pátio de recreio ou sala de dia (ou seja, tablets, cortadores, bola de pátio, etc.) deve ser levado para a cela.

FORMULÁRIOS DE RECLUSOS:

Segue-se uma breve descrição dos formulários que estão disponíveis para seu benefício. Estes formulários estão disponíveis em cada área habitacional.

Formulário de pedido do recluso: é utilizado para solicitar itens e serviços. Este formulário é também chamado de «papagaio». Este formulário está também disponível eletronicamente num quiosque em certos locais.

Formulário de Pedido Médico: este é um formulário azul utilizado para pedir cuidados médicos. Deve entregar o formulário preenchido diretamente ao pessoal médico durante a chamada para comprimidos.

Formulários de pedidos ao armário: vários formulários diferentes são utilizados para encomendar alimentos específicos, materiais de escrita e artigos de higiene. Todos estes formulários estão disponíveis na sua área habitacional.

Permissão para Tratar Menor: este formulário permite-lhe libertar o controlo temporário das decisões médicas para o tratamento do seu filho menor a um indivíduo específico. Obter este formulário solicitando-o ao seu ajudante de alojamento.

Formulário de Aprovação de Visitantes: este formulário é um formulário eletrónico disponível online. Todos os visitantes devem ter um endereço de e-mail e completar o processo de aprovação online em stanislausca.gtlvisitme.com antes de poderem visitar.

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Formulário de Recurso do Visitante: se ao seu visitante tiver sido negada a aprovação para visita, pode recorrer da decisão. O formulário de recurso está disponível online em www.scsdonline.com. Este formulário deve ser completamente preenchido. Há um espaço para a pessoa explicar claramente as circunstâncias relativas ao seu recurso. Este formulário pode ser apresentado em qualquer centro de detenção do condado de Stanislaus e será enviado à Administração para revisão.

Formulário de Pedido de Passagem: este formulário é submetido ao sargento de operação da instalação. É utilizado em conformidade com 4018.6 PC (Libertação temporária do Xerife para Emergência familiar ou Preparação para retorno à comunidade).

Formulário de Reclamação e Recurso: este formulário é um formulário verde triplicado. É utilizado para relatar questões específicas que considere deficientes em relação às suas condições de confinamento. Se desejar relatar um problema, preencha minuciosamente este formulário e submeta-o ao representante de serviço. O pessoal das instalações tem 15 dias para responder. Como lembrete, as queixas falsas ou frívolas estão sujeitas a ação disciplinar.

Formulário Legal Research e Associates LRA: este formulário é utilizado para solicitar materiais de investigação legal. Há instruções impressas no verso do formulário. Este é um serviço de biblioteca de direito.

Candidatura ao Programa de Trabalho Alternativo: preencher este formulário para se candidatar ao Programa de Trabalho Alternativo (AWP). Este programa está disponível para reclusos com penas inferiores a 365 dias. Aqueles que se qualificam podem trabalhar na comunidade em vez de cumprir a sua pena na prisão. O Gabinete de AWP revê a candidatura e determina a sua elegibilidade.

Pedido de Programa de Monitorização Eletrónica: um pedido de monitorização eletrónica e detenção domiciliária pode ser obtido enviando um formulário de pedido de recluso para o Gabinete de Alternativas de Prisões. Este programa está disponível para reclusos, independentemente da duração da sua pena. Se aceite, o participante é então cobrado uma taxa diária enquanto estiver no programa.

Aviso ao Detentor: este formulário é também chamado de 1381. É utilizado quando um recluso foi condenado localmente a 90 dias ou mais e tem um caso pendente noutro condado.

Formulário de Pedido de Comparência no Tribunal: este formulário é preenchido quando um recluso gostaria de falar com um juiz a respeito da modificação da sentença.

Pedido de Liberdade Condicional do Xerife: A liberdade condicional do Xerife está aberta a qualquer pessoa condenada que tenha cumprido 1/3 da sua pena. As candidaturas são revistas para elegibilidade por três membros da Comissão de Liberdade Condicional. Os termos e condições são estabelecidos pela Comissão de Liberdade Condicional quando a liberdade condicional é concedida. Neste programa, o participante pode reingressar na comunidade mas continuará a ser monitorizado pelo pessoal de Alternativas à Prisão até que a sua liberdade condicional expire.

Pedido de Pacote de Cuidados Pessoais: pessoas indigentes encarceradas com \$2,00 ou menos na sua conta de dinheiro e que não tenham encomendado ou recebido uma encomenda durante 2 semanas, podem utilizar este formulário para pedir artigos de higiene.

TRABALHADORES ENCARCERADOS:

Se for despedido de um posto de trabalhador encarcerado, não será elegível para qualquer outro posto durante 30 dias sem a aprovação do supervisor de turno.

- A. Os reclusos condenados são obrigados a trabalhar quando são afetadas a uma equipa de trabalho.
- B. Os reclusos não condenados podem ser voluntários para missões de trabalho.
 1. A elegibilidade para trabalhar é baseada no seu estatuto de classificação e encargos.

Enquanto estiver a trabalhar, ainda é um recluso sob a custódia do Xerife do Condado de Stanislaus e todas as regras e regulamentos das instalações se aplicam a si.

- A. Não lhe é permitido fumar ou possuir produtos do tabaco.
- B. Não está autorizado a levar consigo artigos para o trabalho ou trazer consigo artigos do trabalho.
- C. É sujeito a uma busca sem roupa ao entrar de novo nas instalações.

As condições de trabalho do Recluso cumprirão todas as leis e regulamentos de segurança no local de trabalho aplicáveis, nos termos da Lei de Segurança e Saúde no Trabalho da Califórnia (California Occupational Safety and Health Act).

Os regulamentos para os trabalhadores encarcerados são os seguintes:

- A. Apresentar-se prontamente ao serviço e vestido com o vestuário apropriado.
- B. Tem de estar completamente vestido enquanto trabalha. Não pode trabalhar com uma t-shirt ou com o peito nu.
- C. Utilizar e empregar corretamente todos os equipamentos de proteção que lhe sejam entregues.
- D. Completar todas as tarefas atribuídas de forma ordenada e o melhor que puder.
- E. Sigas as instruções e as ordens do seu supervisor.
- F. Trate o seu supervisor e membros do público com respeito.
- G. Mantenha os padrões de higiene e limpeza pessoal.
- H. Comunique imediatamente todos os ferimentos ao seu supervisor.
- I. Permaneça na sua área designada. Poderá ser acusado criminalmente se sair do seu posto sem aprovação do supervisor.

FUNDOS PARA RECLUSOS

Os fundos só podem ser depositados na conta monetária de um indivíduo através do sistema Touch-Pay.

- A. Dinheiro, vales e cheques bancários ou ordens de pagamento não são aceites pelo correio e serão devolvidos ao remetente.

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As seguintes informações são necessárias para financiar uma conta:

Localizador de Instalações # 295354
Condado de Stanislaus, CA
Número de Reserva do Indivíduo
Nome do indivíduo

O Sistema Touch-pay aceita Visa, MasterCard, cartões de débito, cheques eletrônicos ou dinheiro (apenas quiosque).

Existem três formas de colocar fundos numa conta:

- A. **uios ue:** A moeda dos Estados Unidos pode ser depositada na conta de um indivíduo no lobby do Centro de Detenção do Xerife, no Centro de Segurança Pública e nas Instalações REACT.
- B. **Telefone:** para depositar dinheiro por telefone, ter disponível cartões Visa ou MasterCard, cartão de débito, ou informação pessoal de conta corrente. Ligue 1-866-232-1899 (ligação gratuita). Siga as instruções de voz. Ao concluir a transação, receberá um número de confirmação.
- C. **Internet:** para depositar dinheiro através da Internet: ter disponíveis informações sobre Visa ou MasterCard, cartão de débito, ou conta corrente pessoal. Ir para <http://payments.touchpaydirect.net> e seguir as instruções no ecrã. Após a conclusão da transação, receberá um número de confirmação. Precisar de ter uma conta de correio eletrónico para receber um recibo.
 1. Existe uma taxa de conveniência para utilizar este sistema. Os extratos de faturação ou os extratos de conta corrente mostrarão ou o Touch-Pay Direct ou os Serviços de Pagamento Correcional como beneficiário do pagamento.
 2. A menos que autorizado pelo chefe da instalação, os indivíduos não serão autorizados a libertar dinheiro, exceto nas primeiras 24 horas após a reserva. Se aprovado, o indivíduo deve libertar todo o seu dinheiro na sua conta.
 - a. O dinheiro não pode ser transferido da conta de um indivíduo para a conta de outro indivíduo.
 - b. O dinheiro de um indivíduo não será libertado a indivíduos que tenham sido encarcerados no prazo de 30 dias.
 3. Todo o dinheiro encontrado num indivíduo após o regresso de uma visita, da tripulação de trabalho, ou em qualquer altura durante o encarceramento será confiscado e poderá ser depositado no Fundo Geral do Condado de Stanislaus.

LIBERTAÇÃO DE FUNDOS E BENS DE RECLUSOS

Um recluso não pode libertar nenhum dos seus fundos, exceto nos seguintes casos:

- A. Dentro das primeiras 24 horas após ter sido reservado.
- B. A menos que autorizado pelo chefe da instalação.

C. A menos que autorizado por pedido escrito dos reclusos à Unidade de Alternativas à Cadeia.

1. Os fundos são libertados por cartões Touch Pay, como cartões de crédito ou débito. Não é libertado dinheiro.

Um recluso pode entregar os seus bens pessoais a uma pessoa designada. A pessoa deve ter uma identificação fotográfica válida para receber o imóvel.

A. Um recluso pode ser preenchido um formulário de pedido, solicitando a libertação de bens pessoais a uma pessoa específica.

Um recluso condenado à prisão pode libertar as suas roupas e bens pessoais.

- A. O Departamento de Correções e Reabilitação da Califórnia não armazenará o seu vestuário ou propriedade, mas enviará ambos para um local designado, às suas custas.
- B. O Departamento do Xerife do Condado de Stanislaus não guardará nem enviará pelo correio o seu vestuário ou propriedade.
- C. O recluso pode também doar as suas roupas ao fundo de indigentes do recluso, apresentando um Formulário de Pedido de Recluso.

NOTIFICAÇÃO CONSULAR

Se for cidadão estrangeiro, tem direito a que o Departamento do Xerife notifique os representantes consulares do seu país aqui nos Estados Unidos. Em alguns casos, o serviço consular mais próximo deve ser imediatamente notificado da sua detenção, independentemente da sua vontade.

- A. Os funcionários consulares do seu país poderão ajudá-lo a obter aconselhamento jurídico, contactar a sua família e poderão visitá-lo enquanto estiver detido.
- B. Se desejar que o Departamento do Xerife notifique os funcionários consulares do seu país, pode solicitar esta notificação nos formulários de pedido de um recluso, agora ou em qualquer altura no futuro.
- C. Uma vez notificados, os funcionários consulares podem telefonar ou visitá-lo.

RECEBER VESTUÁRIO PARA JULGAMENTO COM RITO

Pode mandar entregar roupa no Centro de Detenção de Stanislaus para um julgamento com júri, 48 horas antes do início do julgamento.

- A. Durante o julgamento, a sua roupa pode ser trocada.
- B. Isto deve ser feito durante as horas de visita.
- C. Pode ter um conjunto completo de roupa e trocar artigos um por um. Não são aceites cintos ou gravatas nas instalações. Estes artigos são-lhe entregues pelo seu advogado em tribunal.
- D. O pessoal só aceitará o que deve ser usado para a próxima participação no julgamento com júri. Nenhum excesso de roupa será armazenado.

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CLASSIFICAÇÃO

O sistema de classificação é concebido para atribuir corretamente reclusos a unidades de alojamento e atividades de acordo com as categorias de identidade de género, idade, sofisticação criminal, gravidade do crime imputado, necessidades de saúde física ou mental, comportamento agressor ou não e outros critérios que proporcionarão a segurança dos reclusos e dos funcionários.

- A. Os reclusos devem informar imediatamente o pessoal se tiverem uma preocupação com a sua segurança.
 1. A classificação efetua uma revisão automática do seu estado após os primeiros 30 dias de confinamento e, posteriormente, de 60 em 60 dias.
 2. As revisões são concluídas a intervalos regulares ou em qualquer altura em que a informação é recebida que afete o estado de um indivíduo.
 3. Pode solicitar uma revisão do seu estatuto de classificação, submetendo um formulário de pedido de reclusos à Classificação.

DIREITOS E PRIVILÉGIOS DOS RECLUSOS

Tem o direito de:

- A. Esperar ser tratado com justiça, imparcialidade e respeito.
- B. Liberdade de filiação religiosa e de culto religioso voluntário.
- C. Os cuidados de saúde incluem refeições nutritivas, roupa de cama e vestuário adequados, roupa limpa, a oportunidade de tomar banho regularmente, ventilação adequada para aquecimento e ar fresco, exercício regular e fora do período celular, artigos de higiene pessoal e acesso a tratamento médico e dentário.
- D. Visitas razoáveis e contacto telefónico com os seus advogados.
- E. Acesso razoável aos materiais legais disponíveis.
- F. Correspondência postal com todas as pessoas e agências.
- G. Visitar, telefonar e corresponder-se com a sua família e amigos.
- H. Ser informado das regras, regulamentos, procedimentos e horários que o afetam diretamente durante o seu encarceramento.

Os seus direitos estão protegidos por lei e não lhe podem ser retirados. No entanto, pode tornar-se necessário modificar os seus direitos, devido ao seu comportamento, para garantir os direitos de todas as reclusos, bem como a segurança e proteção da instalação.

- A. Todos os serviços e funções que não estão listados como direitos do recluso são privilégios do recluso. Os privilégios são mantidos por um comportamento positivo e racional. O comportamento negativo ou irracional pode resultar na perda de privilégios.

DIREITOS DA RECLUSA R VIDA

- A. Todas as pessoas grávidas e lactantes encarceradas devem receber informações relativas a cuidados de saúde pré-natal, cuidados de saúde pós-parto, educação do parto e cuidados infantis. Uma reclusa que se saiba estar grávida receberá um beliche inferior e a um nível inferior durante a sua gravidez. As bombas de leite devem estar disponíveis para mães lactantes.
- B. As pessoas grávidas têm direito a uma determinação dos serviços médicos e à receção de tais serviços por parte do médico e do cirurgião da sua escolha.
- C. Quaisquer despesas incorridas pelos serviços de um médico e cirurgião cujos serviços não sejam prestados pelo Departamento do Xerife do Condado de Stanislaus serão suportadas pelo indivíduo.
- D. Qualquer médico que preste serviços nos termos da presente secção deve possuir um certificado válido e irrevogável para se dedicar à prática da medicina.
 1. A pessoa será responsável pelos custos incorridos, fornecendo a custódia e segurança necessárias da pessoa (guarda).
- E. As reclusas têm o direito de convocar e receber os serviços de um médico para confirmar a gravidez, continuar a gravidez ou decidir-se por um aborto. Uma reclusa pode também pedir para consultar o seu próprio médico, enfermeiro clínico, enfermeira parteira certificada ou médico assistente, às suas próprias custas.
- F. São prestados aconselhamento e assistência de acordo com os desejos expressos pela paciente grávida em relação à sua gravidez, quer a pessoa opte por ficar com a criança, utilizar os serviços de adoção ou fazer um aborto.
- G. Uma reclusa que exprima o desejo de interromper a gravidez, ou que deseje aconselhamento sobre o assunto, será encaminhada para Planeamento Parental para mais informações sobre todas as opções à sua disposição.
- H. As pessoas grávidas encarceradas devem receber o máximo nível de privacidade possível durante o processo de trabalho de parto e parto.
- I. As pessoas grávidas encarceradas podem optar por ter uma pessoa de apoio presente durante o trabalho de parto, parto e recuperação pós-parto enquanto hospitalizadas. A pessoa de apoio pode ser um visitante aprovado ou pessoal de saúde designado pelo departamento para ajudar nos cuidados pré-natais, trabalho de parto, parto, lactação e cuidados pós-parto.
 1. A aprovação da pessoa de apoio deve ser delineada através de um formulário de pedido de visita.
 - a. Se o pedido de uma pessoa de apoio eleita for recusado, deve ser apresentada por escrito à pessoa encarcerada uma razão para a recusa no prazo de 15 dias úteis após a receção do pedido.

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J. As reclusas que desejem fornecer leite materno ao seu bebê ou criança enquanto encarceradas; ou manter o seu fornecimento de leite para retomar a amamentação do seu bebê ou criança após a sua libertação, terão a oportunidade de o fazer no momento da ingestão, após o parto, ou em qualquer altura depois de o seu fornecimento de leite permanecer.

1. Será fornecida à pessoa encarcerada uma bomba de leite manual ou elétrica com instruções sobre a sua utilização. A família, amigos, ou outras agências podem fornecer uma bomba pessoal elétrica ou manual com aprovação de custódia para utilização.

a. As reclusas receberão instruções para lavar as mãos com água e sabão antes de bombear e os seios serão bombeados com água e sabão após cada utilização.

2. O leite materno será bombeado para sacos ou biberões de leite materno limpos fornecidos por uma família, amigo ou outra agência. Os recipientes serão marcados com o nome da reclusa, número de identificação e data/hora de expressão do leite e depois colocados num frigorífico ou congelador designado até serem recolhidos por uma pessoa designada para transportar diariamente o bebê/ criança.

a. A pessoa designada para recolher o leite materno assinará e datará o Registo de Transferência de Leite Materno cada vez que o(s) recipiente(s) for(em) recolhido(s) para o transporte para o bebê/criança.

b. Qualquer leite não recolhido dentro de sete (7) dias será descartado.

3. Na primeira visita clínica da reclusa, o pessoal de saúde aconselhará a reclusa sobre as normas e políticas que regem as pessoas grávidas, incluindo, entre outras, as disposições das secções 4023.5, 4023.6, 4023.8, 4028, 6030 do Código Penal da Califórnia e o Artigo 2.5 da Lei sobre a Privacidade Reprodutiva (a partir da secção 123460) do Capítulo 2 da Parte 2 da Divisão 106 do Código de Saúde e Segurança)

COMPORTAMENTO ESPERADO DOS RECLUSOS:

A nossa expectativa é que cumpra todas as regras, regulamentos e diretrizes de comportamento enquanto estiver alojado nesta instalação. Em geral, as nossas expectativas são:

- A. Seguir todas as regras e regulamentos.
- B. Seguir todas as diretivas e pedidos do pessoal.
- C. Estar devidamente vestido, se a roupa entregue ou solicitada for demasiado grande, será entregue um novo conjunto, «sem estar muito grande».
- D. Usar sempre a sua braçadeira ou cartão de identificação para uma identificação adequada.
- E. Respeitar os bens das instalações e os bens pessoais de terceiros.

F. Manter o beliche que lhe foi atribuído, o cacifo e a área da cela comum circundante de uma forma limpa, ordenada e sanitária.

G. Manter os padrões diários de higiene pessoal.

H. Tratar os outros com respeito. Não usar calúnias raciais, chamadas de nomes ou profanidades.

I. Não se envolver em condutas ruidosas e perturbadoras.

J. É proibido cuspir nas calçadas, pavimentos, paredes, ou vedações, ou qualquer outra superfície ou propriedade das instalações.

I LIOTECA UR DICA

O estabelecimento fornece serviços de biblioteca jurídica através da Legal Research Associates (LRA). O LRA é um fornecedor capaz de fornecer material de investigação jurídica à medida.

A. O programa oferece pesquisa supervisionada por advogados e pesquisa realizada por pessoas formadas em direito.

B. Os pedidos das pessoas presas são priorizados e as respostas individualizadas.

C. A pesquisa jurídica é acessível a todos os reclusos e os principais materiais de investigação jurídica são atualizados diariamente.

D. Os reclusos podem preencher um formulário de pedido do LRA e colocá-lo na caixa do correio de saída. Os formulários de pedido do LRA estão localizados na sala de dia da sua unidade habitacional.

E. Os reclusos estão autorizados a enviar 2 formulários de pedido do 1º até ao 15º dia do mês e outros 2 formulários de pedido do 16º dia até ao final do mês.

CORRESPONDÊNCIA

O correio recebido será entregue de segunda a sábado de cada semana. Todo o correio recebido será aberto, digitalizado e procurado por contrabando antes da entrega, exceto o correio legal. O correio legal é aberto e procurado por contrabando na presença dos reclusos a quem se dirige. O correio legal é o correio entre um recluso e:

A. Todos os funcionários eleitos estaduais e federais.

B. Todos os funcionários estaduais e federais nomeados pelo Governador ou pelo Presidente dos Estados Unidos da América.

C. Todos os funcionários municipais, estaduais e federais com responsabilidade pela presença, prisão preventiva ou antecipada do recluso e supervisão da liberdade condicional.

D. Todos os juízes e tribunais estaduais e federais.

E. Um advogado inscrito numa Ordem dos Advogados do Estado.

F. Auditores certificados do PREA e entidades relacionadas com o PREA.

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G. O Conselho de Estado e as Correções Comunitárias.

1. O correio legal pode ser aberto e procurado em busca de contrabando na sua presença. O correio legal de saída deve ser entregue a um delegado para verificação de contrabando e fecho do envelope.
2. O correio de saída é colocado na caixa de correio localizada no quarto de dia da unidade de alojamento. Este correio será recolhido diariamente pelo responsável pelo período noturno e colocado numa das caixas de correio do Serviço Postal dos EUA.
3. O seu endereço postal é:
 - a. O seu nome, número de reserva e atribuição de alojamento
 - b. Stanislaus County Sheriff's Detention Center
200 East Hackett Road
 - c. Modesto, CA 95358
 - d. O seu nome, número de reserva e atribuição de alojamento
 - e. Stanislaus County Sheriff's REACT Facility
 - f. 194 East Hackett Road
 - g. Modesto, CA 95358
4. Não há limite para a quantidade de correio de saída que pode enviar, desde que tenha portes suficientes.
 - a. Os selos postais podem ser adquiridos através do armazém.
 - b. Os reclusos podem corresponder-se com outros reclusos utilizando o Serviço Postal dos EUA.
 - c. Pessoas indigentes encarceradas com \$2,00 ou menos na sua conta de dinheiro e que não tenham encomendado ou recebido uma encomenda durante duas semanas, podem receber quatro cartas gratuitas com porte pago e oito folhas de papel para correspondência pessoal cada semana. A semana começa no domingo. O correio legal é ilimitado para pessoas indigentes encarceradas.

Dinheiro, ordens de pagamento, vales, cheques pessoais ou selos não serão aceites pelo correio.

O seguinte não é aceite através do correio. O correio contendo qualquer um destes artigos será devolvido ao remetente ou destruído como contrabando.

- A. Correio contendo fotografias Polaroid, qualquer tipo de fotografias ou desenhos nus ou parcialmente nus, escrita de gangues, ou autocolantes decorativos em relevo.
- B. Cartas em envelopes que poderiam esconder o contrabando.
- C. Cheques pessoais, cartões comemorativos e postais.
- D. Artigos que podem ser obtidos no armazém.
- E. Correio contendo substâncias tóxicas como pó, líquidos, batons, etc.
- F. Qualquer material não considerado aceitável pelo chefe da instalação.
- G. Não são permitidas imagens que representem atos sexuais. São contrabando e serão destruídos.

H. Escritos, fotografias ou representações afiliadas a gangues.

Com aprovação prévia por escrito do chefe da instalação; revistas, jornais e livros podem ser recebidos através do correio, desde que sejam enviados diretamente da editora ou distribuidor. Os reclusos são responsáveis pela eliminação de material antigo à medida que chega material novo.

LIVROS E PUBLICAÇÕES ESPECÍFICAS

Os livros estão disponíveis na sala de dia da sua área habitacional.

- A. Pode ter em sua posse um total de 5 livros ou revistas, uma Bíblia e 1 jornal.
- B. Este total inclui livros pessoais que adquiriu, bem como livros e revistas de biblioteca.
 - a. Os livros não serão colocados nos bens pessoais.
- C. As revistas devem ser edições atuais.
- D. É da sua responsabilidade eliminar revistas e jornais pessoais antes de receber outros.
- E. O material de leitura religiosa pode ser obtido submetendo um formulário de pedido de reclusos ao capelão do estabelecimento.

UTILIZAÇÃO DO TELEFONE

Os telefones encontram-se na sala de dia ou no pátio de recreio de cada unidade. Os telefones estão disponíveis para utilização durante o recreio e fora do tempo de cela.

- A. Todas as chamadas telefónicas são chamadas a cobrar. Os cartões telefónicos pré-pagos estão disponíveis para compra através do armazém.
 1. Para utilizar o telefone, basta levantar o receptor e seguir as instruções afixadas.
 2. As chamadas telefónicas são limitadas a 15 minutos de duração a fim de permitir o acesso telefónico a outras pessoas.
- B. As suas chamadas telefónicas podem ser monitorizadas.
- C. Todas as chamadas telefónicas são apenas efetuadas.
- D. O pessoal das instalações não transferirá as chamadas recebidas, nem aceitará mensagens telefónicas em nenhuma circunstância.
- E. Os reclusos que tenham deficiências auditivas ou de fala, deverão ter acesso ao dispositivo de telecomunicações apropriado que facilitará a comunicação.

VOTO DE RECLUSOS

Os reclusos no Condado de Stanislaus devem preencher os seguintes requisitos para estabelecer a elegibilidade para votar no Estado da Califórnia:

- A. Deve ser um cidadão dos Estados Unidos da América.
- B. Deve ser um residente da Califórnia.

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- C. Deve ter pelo menos 18 anos de idade ou mais no dia ou antes do dia seguinte das eleições.
- D. Não deve estar na prisão, em liberdade condicional, ou sob supervisão comunitária após a libertação como resultado de uma condenação criminal.
- E. Não deve estar a cumprir uma pena na prisão municipal pela condenação de um crime de baixo nível, tal como definido pela Lei de Realinhamento da Justiça Penal de 2011 (CJRA).
- F. Não deve estar em liberdade condicional como alternativa ao cumprimento da parte final de uma pena na cadeia do condado pela condenação de um delito de baixo nível definido pela CJRA.
- G. Não deve ter sido declarado mentalmente incompetente por um tribunal.
- H. Não deve estar a cumprir uma pena de prisão estatal numa cadeia municipal ao abrigo de um contrato entre autoridades estatais e locais.

Os Reclusos do Condado de Stanislaus são elegíveis para votar se estiverem:

- A. Numa prisão local por causa de uma condenação por delito.
- B. Numa prisão municipal como condição de liberdade condicional, quando a entrada da sentença e da sentença tiver sido suspensa na sequência de uma condenação por crime.
- C. Aguardam julgamento ou estão atualmente em julgamento e ainda não foram condenados por um crime.
- D. Liberdade condicional completa ou supervisão comunitária após a libertação condicional para uma condenação criminal.
- E. Em liberdade condicional a menos que a liberdade condicional seja uma alternativa ao cumprimento da parte final de uma pena na prisão do condado pela condenação de uma CJRA definida como crime de baixo nível.

Os reclusos no Condado de Stanislaus podem corresponder-se com o funcionário do Condado no seu condado de residência para efeitos de inscrição para votar e requerer um voto como ausente.

- A. O material de votação está disponível para reclusos, mediante pedido.
- B. Todo o correio de saída relacionado com o eleitor, incluindo formulários de registo de eleitores e boletins de voto por correio, são tratados de forma consistente com o correio legal.

Se for residente do Condado de Stanislaus e desejar votar; preencha um formulário de pedido e dirija-se ao sargento da instalação, declarando o seu desejo de votar. O sargento da operação irá enviar-lhe um formulário de registo de eleitores.

- A. Se for um residente do Condado de Stanislaus e desejar votar por escrutínio de ausente; pode receber um voto escrevendo para o Gabinete do Secretário do Condado. O seu endereço é 1021 "I" Street, Suite 101, Modesto, California, 95354.

Se for residente de outro condado; escreva ao Gabinete do Secretário do Condado no seu condado de residência e solicite que lhe enviem pelo correio um formulário de registo de eleitores. Pode obter a morada de qualquer escritório de registo municipal através do oficial de justiça.

Use o seu endereço de casa ao preencher o seu formulário de registo de eleitores. Não utilize o endereço do estabelecimento como endereço de devolução ou como endereço de residência.

- A. Se não tiver um endereço atual, utilize o seu último endereço conhecido.

Coloque o seu formulário de registo de eleitores preenchido na caixa de correio como faria para qualquer outro correio pessoal.

- A. É da sua responsabilidade fornecer os portes de correio para enviar este formulário.

As pessoas indigentes encarceradas, que desejem corresponder-se com o funcionário do condado para se inscreverem para votar ou para solicitarem uma voto por ausência, utilizarão as 4 cartas gratuitas de porte pago.

- A. Não serão fornecidos portes adicionais para este fim.

REGRAS DE VISITA

O Departamento do Xerife do Condado de Stanislaus reconhece a importância das visitas para os reclusos. Sempre que possível, serão dadas aos reclusos oportunidades de manter laços com a família e a comunidade.

- A. É política do Departamento do Xerife do Condado de Stanislaus providenciar visitas com membros da família, clero, conselho jurídico e outros, conforme as preocupações de segurança, proteção e operacionais o permitam.
- B. O pessoal deve garantir que o processo de visita é seguro e não interfere com a segurança ou o funcionamento da instalação.
- C. Não são permitidas bebidas, comida, artigos de comércio ou lápis nas salas de visita.

A visita pode ser revogada em qualquer altura por razões disciplinares ou por violação das regras de visita.

- A. Um visitante só pode visitar um recluso de cada vez e um recluso por dia, excluindo os visitantes oficiais.
- B. Só pode receber 1 visita pública gratuita por dia.
- C. É elegível para 2 visitas gratuitas por semana, excluindo as visitas oficiais.
- D. Os trabalhadores ou as pessoas que tenham sido vítimas de um programa podem ser elegíveis para até 3 visitas gratuitas por semana, a critério do chefe da instalação ou como parte de um programa específico.

Pode ter um número ilimitado de visitantes aprovados no seu ecrã de resumo de contactos de visita.

- A. Devido a limitações de espaço, apenas 4 visitantes por pessoa encarcerada podem visitar de uma só vez.

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B. As crianças menores devem ser submetidas para aprovação e contam para o número total de visitantes aprovados durante uma visita.

1. As crianças menores devem ser acompanhadas pelos seus pais ou tutor legal durante a visita e listadas como visitantes programados registados.
2. O pai ou tutor legal acompanhante deve ser um visitante aprovado e apresentar prova de tutela se tal for solicitado pelos membros do departamento.

C. Apenas 3 visitantes por pessoa encarcerada podem visitar de uma só vez numa visita de contacto. As crianças menores devem ser submetidas para aprovação e contam para o número total de visitantes aprovados durante uma visita.

D. Pode recusar uma visita. Se recusar um visitante, essa pessoa pode ser retirada da lista de visitantes aprovados.

1. Deve apresentar um formulário de pedido de retirada de visitantes da sua lista de visitantes aprovados.

Horas de visita:

A visita é realizada em dias e horas agendados, conforme determinado pelo chefe da instalação.

- A. Uma instalação pode limitar ou negar visitas durante as refeições ou como as necessidades de segurança e proteção facilitam.
- B. Os horários das visitas estão sujeitos a alterações e as visitas são programadas numa base de «primeiro a chegar - primeiro a ser atendido».
- C. Os horários das visitas são afixados em cada átrio das instalações ou online em stanislausca.gtlvisitme.com.
 1. Os horários de visita são também afixados no Centro de Visitas do Xerife do Condado de Stanislaus, 801 11th Street Modesto, CA 95354.

Todas as visitas terão uma duração de 30 minutos com um intervalo de 30 minutos antes do início da visita seguinte (ou seja, 08h00 às 08h30, 09h00 às 09h30, etc.)

- A. Todos os visitantes devem apresentar-se e fazer check-in em 30 minutos antes da sua visita agendada.
- B. Centro de Detenção do Xerife (PSC East e PSC West) e Instalação REACT:
 1. Este horário aplica-se a visitas presenciais sem contacto e visitas por vídeo.
 - a. Horas de Visita Oficial: 08h00 a 21h00 diariamente
 - b. Não há visitas à quarta-feira.
 - c. De quinta a terça-feira: 08h00 – 11h00, 12h00 – 16h00 e 19h00 – 21h00
 - d. Visita Fechada: 11h00 – 12h00 e 16h00 – 19h00

C. MHU1 e MHU2 - este horário aplica-se a visitas sem contacto:

1. Horas de Visita Oficial: 08h00 a 21h00 diariamente

a. Sábado:

Sessão 1: MHU2A	07h00	08h00
Sessão 2: MHU2A	08h30	09h30
Sessão 3: MHU2B	11h00	12h00
Sessão 4: MHU2B	12h30	13h30
Sessão 5: MHU2C	14h00	15h00
Sessão 6: MHU2C	15h30	16h30

b. Domingo:

Sessão 1: MHU1A	07h00	08h00
Sessão 2: MHU1A	08h30	09h30
Sessão 3: MHU1B	11h00	12h00
Sessão 4: MHU1B	12h30	13h30
Sessão 5: MHU1C	14h00	15h00
Sessão 6: MHU1C	15h30	16h30

A endamento de visitas:

Os visitantes são encorajados a marcar as suas visitas online em stanislausca.gtlvisitme.com. Todas as visitas devem ser marcadas eletronicamente online. Um quiosque de marcação está disponível no hall público do Centro de Detenção do Xerife e nas instalações REACT para ajudar os visitantes na marcação de visitas.

- A. Todos os potenciais visitantes devem ter um endereço de correio eletrónico para se registarem para aprovação do visitante e para marcarem visitas.
- B. Visita Pública:
 1. As visitas públicas podem ser agendadas até 7 dias antes da visita.
 2. No mínimo, uma visita pública pode ser agendada 24 horas antes da hora real da visita.
 3. Os visitantes públicos podem fazer alterações ou cancelar o seu compromisso de visita até 24 horas antes da visita.

C DÍO DE VESTUÁRIO DO VISITANTE

Os visitantes devem estar em conformidade com o código de vestuário aprovado pelo chefe das instalações. Esta informação é afixada no Manual de Regras e Orientação para Reclusos, no hall das instalações.

- A. Visitantes que exibam cores, símbolos, marcas ou trajas que representem uma afiliação a gangues são estritamente proibidos nas áreas de visita ou quando visitarem reclusos durante as sessões de visita em vídeo.
- B. O código de vestuário da visita será rigorosamente aplicado antes e durante toda a visita. As questões relativas ao vestuário apropriado serão remetidas ao supervisor de turno para determinar se a visita será ou não permitida. As violações do código de vestuário incluem mas não estão limitadas ao seguinte:
 1. Vestir qualquer fato de banho.
 2. Vestir roupa, que esteja acima do meio da coxa, incluindo roupas rasgadas, calções, vestidos e saias.

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3. Vestir roupa transparente incluindo, mas não se limitando a, blusas ou qualquer outra roupa considerada reveladora.
4. Os visitantes devem usar roupa interior. Sem roupa transparente ou roupas que tornem os seios visíveis, independentemente do sexo do visitante.
5. É proibido vestir tops que exponham um decote excessivo, o ventre, ou os ombros, independentemente do sexo do visitante.
6. É proibido ter os pés descalços.
7. Não são permitidos chapéus de qualquer tipo.

REGRAS PARA OS VISITANTES

Todos os visitantes obedecerão às seguintes regras:

- A. Um visitante que não cumpra estas regras perderá todos os privilégios de visita. Um visitante que viole as regras, regulamentos ou procedimentos de visita será escoltado para fora das instalações e ser-lhe-á negada a aprovação da visita. Todas as regras de visita abordadas nesta secção aplicam-se a todas as visitas oferecidas pelo Departamento do Xerife do Condado de Stanislaus, incluindo no local, fora do local, e visitas a partir de casa ou de uma ligação à Internet.
 - a. Os visitantes devem estar em conformidade com o código de vestuário aprovado pelo chefe das instalações.
 - b. Trazer armas de fogo, explosivos, bebidas alcoólicas, narcóticos e substâncias controladas para um centro de detenção é um crime e causa de prisão.
 - c. Os visitantes que pareçam estar sob a influência de álcool ou drogas não serão autorizados a visitar e poderão ser sujeitos a detenção.
 - d. Os visitantes que não possam supervisionar adequadamente os seus filhos enquanto estiverem dentro das instalações não serão autorizados a visitá-las e ser-lhes-á pedido que abandonem as instalações. Os visitantes que sejam perturbadores ou causem perturbações que resultem num crime podem ser presos. Se um visitante for escoltado da instalação por comportamento perturbador, será negada ao visitante a aprovação para visitar até ser novamente aprovado pelo chefe da instalação.
 - e. Os visitantes não darão nem receberão nada de um recluso sem a aprovação prévia do supervisor de turno.
- B. Nada é permitido ser levado ou trazido de volta de uma visita sem a autorização prévia do supervisor de turno.
 - a. Isto inclui artigos de armazém, casacos, bonés e correspondência. Estes artigos serão confiscados, poderão ser considerados contrabando e destruídos. Estas ações podem resultar em ações disciplinares.
- C. É proibido qualquer contacto entre um recluso e um visitante, como um abraço, um aperto de mão ou um breve beijo.

Poderá receber visitas diárias do seu advogado ou consultor jurídico, conforme necessário. Não há restrições quanto ao número de visitas do seu advogado nem sobre a sua duração, com exceção do horário de visitas estabelecido ou durante uma emergência declarada.

VISITA ATRAVÉS DE VÍDEO

O Departamento do Xerife do Condado de Stanislaus e o fornecedor de visitas através de vídeo não são responsáveis pela qualidade da Internet e ou da ligação Wi-Fi dos visitantes. O Departamento do Xerife também não é responsável pela instalação e/ou funcionamento do computador de casa e/ou de trabalho dos visitantes, câmara Web, ou qualquer outro hardware que esteja a ser utilizado para a visita através de vídeo.

- A. Todas as visitas públicas através de vídeo são monitorizadas.
- B. A visita oficial não é monitorizada.

O público pode realizar visitas através de vídeo utilizando os seguintes métodos:

- A. Quiosque no Centro de Detenção do Xerife - SDC East Public Lobby durante as horas de visita.
- B. De casa ou de um escritório utilizando um computador pessoal durante as horas de visita.
- C. A partir de um smartphone ou tablet com a aplicação de visitação durante as horas de visita.

Quando uma marcação for agendada, o visitante recebe uma hora marcada e o local do quiosque. O visitante deve apresentar-se ou realizar a visita a partir do local especificado.

- A. A visita começará na hora precisa programada. Depois de a visita ter sido atribuída não será feita nenhuma alteração ou modificação. Se o visitante se atrasar para uma visita agendada, a visita não terá lugar. A visita cancelada não contará contra as visitas atribuídas ao recluso durante a semana.
- B. Se o recluso ou visitante terminar a visita antes do tempo ter expirado, a sessão de visita está completa. A visita não será reiniciada ou remarcada.
- C. Se for determinado que existe um mau funcionamento, perda de energia, ou outro problema com a programação do departamento ou equipamento de visita; a visita pode ser remarcada à discricção do supervisor de turno.
- D. Os reclusos que tenham outras marcações pendentes; médicos, tribunal, trabalho em instalações, etc. não terão marcações para visitas. Estas visitas podem ser agendadas quando a marcação estiver completa.

DISCIPLINA

Recurso: o processo pelo qual um recluso disciplinado solicita uma revisão administrativa de uma ação disciplinar.

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Audiência disciplinar: um procedimento administrativo não judicial para determinar se existem provas substanciais para considerar um recluso culpado ou inocente de uma violação de uma regra.

Funcionário Disciplinar: O funcionário disciplinar tem autoridade para aprovar ou impor sanções disciplinares de acordo com a gravidade das violações.

Disciplina formal: é apresentado um relatório de incidente, e é realizada uma audiência formal por um funcionário disciplinar de acordo com as limitações de tempo estabelecidas.

Disciplina informal: é o aconselhamento, uma advertência, ou repreensão verbal pelo pessoal das instalações.

Se re a o pr -audiência: o confinamento de um recluso numa sala individual até que uma investigação seja concluída ou uma audiência agendada

Atos Proibidos: violações de estatutos federais, estaduais, municipais ou locais, ou violações das regras das instalações que tenham um efeito adverso sobre um recluso ou a boa ordem geral da instalação

Sanções: ações específicas que são impostas para proibir atos como meio de encorajar a boa conduta e prevenir violações.

A. As sanções disciplinares incluem, mas não estão limitadas a:

1. Aviso verbal ou repreensão.
2. Suspensão de privilégios.
3. Confinamento aos quartos (CTQ) ou isolamento.
4. Separação disciplinar.
5. Perda de bens ganhos e créditos de tempo de trabalho.

Separar o disciplinar: a disciplina atribuída a um recluso como resultado da violação das regras das instalações e que consiste no confinamento numa cela ou dormitório durante um período especificado.

(a) Quando um recluso é colocado em separação disciplinar, perde todos os privilégios de recreio, tempo fora da cela, visitas e de armazém (exceto para artigos de higiene e correspondência) até o período de separação disciplinar expirar.

É-lhe exigido o cumprimento de todas as leis municipais, estaduais e federais, regulamentos de instalações e diretivas de pessoal para a segurança e proteção de todo o pessoal e reclusos.

(a) A violação destas regras e leis pode resultar em sanções disciplinares e processos civis ou penais.

Os atos proibidos incluem, mas não se limitam aos seguintes atos, quer tenham sido cometidos ou tentados.

Códigos dos atos proibidos:

PAC 1	Grave	Adulteração de Alimentos ou Bebidas
PAC 2	Grave	Fogo posto
PAC 3a	Grave	Ataque/Funcionários
PAC 3b	Grave	Assalto/Reclusos
PAC 3c	Grave	Agressão/Funcionários
PAC 3d	Grave	Assalto/reclusos
PAC 4	Grave	Tentativa de suicídio
PAC 5	Grave	Destruir, alterar ou danificar a propriedade da cadeia
PAC 6	Grave/Menos importante	Indisciplina

PAC 7	Grave	Envolver-se/Encorajar demonstrações de grupo
PAC 8	Grave	Envolver-se em atos sexuais
PAC 9	Grave	Fuga/tentativa de fuga
PAC 10	Grave	Extorsão
PAC 11	Menos importante	Falha em manter a pessoa ou a sala limpas
PAC 12	Grave	Falha em fornecer uma identificação adequada
PAC 13	Grave	Falha na contagem
PAC 14	Menos importante	Fumar
PAC 15	Grave	Lutas
PAC 16	Grave	Apresentar ou fazer um relatório falso
PAC 17	Grave	Jogos de azar
PAC 17a	Grave	Grafite de Gangues/Vestuário
PAC 18	Grave	Dar/Oferecer itens de valor aos funcionários
PAC 19	Grave	Homicídio
PAC 20	Menos importante	Na área não autorizada
PAC 21	Grave	Exposição indecente
PAC 22	Menos importante	Insubordinação/Insolência
PAC 23	Grave	Interferência com tarefas/responsabilidades dos funcionários
PAC 24	Grave	Interferir com a contagem
PAC 25	Menos importante	Sujar
PAC 26	Grave	Perda de pessoas Cargo/Emprego
PAC 27	Grave	Linchamento
PAC 28	Grave	Fazer, possuir ou usar bebidas alcoólicas
PAC 29	Grave	Fazer proposta sexual ou ameaça a terceiro
PAC 30	Grave	Comportamento mal-intencionado
PAC 31	Menos importante	Fingimento, fingir doença
PAC 32	Grave	Uso indevido de medicação
PAC 33	Grave	Pegar fogo a artigos, carpetes, móveis ou roupas de cama
PAC 34	Grave	Posse da braçadeira de outrem
PAC 35	Grave	Posse de propriedade alheia
PAC 36	Grave	Posse de Drogas
PAC 37	Menos importante	Problema de excesso (roupas, roupa de cama, etc.)
PAC 38	Grave	Posse de apetrechos de jogo
PAC 39	Grave	Posse ou contrabando de artigos roubados
PAC 40	Grave	Posse de vestuário não autorizado (civis)
PAC 41	Grave	Posse de armas
PAC 42	Menos importante	Publicar itens em paredes, luzes ou equipamentos
PAC 43	Grave/Menos importante	Fornecer informações falsas aos funcionários
PAC 44	Grave	Recusa em fornecer amostra de urina
PAC 45	Grave	Recusa de trabalhar
PAC 46	Grave	Recusa em obedecer ordens
PAC 47	Grave	Crimes sexuais/envolvimento em atos sexuais ilegais
PAC 48	Grave	Adulterar qualquer dispositivo de alarme
PAC 49	Grave	Adulterar dispositivos de bloqueio
PAC 50	Grave	Adulterar sistemas ou dispositivos de instalação
PAC 51	Menos importante	Tatuagens
PAC 52	Grave	Roubo
PAC 53	Grave	Ameaçar um membro dos funcionários
PAC 54	Menos importante	Contacto não autorizado com o público
PAC 55	Menos importante	Uso não autorizado do telefone
PAC 56	Menos importante	Ausência não justificada do trabalho
PAC 57	Grave/Menos importante	Sob a influência do álcool ou drogas
PAC 58	Grave/Menos importante	Uso de linguagem abusiva ou obscena
PAC 59	Grave	Uso ou posse de equipamentos ou ferramentas não autorizadas
PAC 60	Grave/Menos importante	Violação de correspondência
PAC 61	Grave	Violação de leis criminais

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PAC 62	Menos importante	Violação das regras do recluso
PAC 63	Grave/Menos importante	Violação das regras da unidade habitacional
PAC 64	Menos importante	Violação das regras do programa
PAC 65	Menos importante	Violação das regras de visita
PAC 66	Grave	Vestir um disfarce ou máscara
PAC 67	Grave	Coerção pelo uso de força ou ameaças
PAC 68	Grave	Crimes de Ódio
PAC 69	Grave	Destruir ou tentar destruir provas
PAC 70	Grave	Avanços e/ou gestos inapropriados para os funcionários

OFENSAS RAVES E LEVES

As violações das regras são classificadas como graves ou leves, dependendo se o comportamento pode causar um perigo direto à saúde e segurança de outros reclusos, ou interferir consideravelmente na segurança das instalações.

As ofensas leves podem ser tratadas de maneira informal ou formal, a critério dos funcionários. Os funcionários são encorajados a resolver incidentes menos importantes numa base informal, através de aconselhamento, advertência ou repreensão.

A. Duas ou mais ofensas menos importantes de atos proibidos podem ser consideradas uma violação grave.

As ofensas graves são tratadas formalmente. A disciplina formal requer:

- Um relatório de incidente.
- Aprovação pelo supervisor de turno.
- Entregar cópia do boletim de ocorrência ao recluso, indicando as acusações.
- Uma audiência formal conduzida por um oficial disciplinar para determinar a disposição.

AUDIÊNCIA DISCIPLINAR

Audiências disciplinares são audiências administrativas e são separadas da ação civil ou criminal.

A. As ofensas graves são processadas civil ou criminalmente.

As audiências disciplinares são realizadas no período de 72 horas do serviço de notificação de incidentes. A audiência é conduzida por um oficial de audiência imparcial não envolvido no incidente. Embora os funcionários possam recomendar medidas disciplinares, elas são responsabilidade do auditor disciplinar e será este quem decide sobre quais sanções ou ações serão impostas.

Tem o direito de:

- Estar presente na audiência e falar em seu próprio nome.
- Receber uma cópia do relatório do incidente com 24 horas de antecedência da audiência disciplinar.
- Receber cópias de todos os relatórios relevantes.
- Ligar para as testemunhas em seu nome.
 - Não pode telefonar para testemunhas quando isso puder prejudicar seriamente a vida, a segurança ou a boa ordem das instalações.

O auditor da disciplina emite um relatório final descrevendo a disposição da audiência. Os reclusos recebem uma cópia deste

relatório explicando a ofensa e a disposição de quaisquer sanções disciplinares impostas.

RECURSO DO RECLUSO

Podem recorrer tanto à disciplina formal quanto à informal.

- Preencher um formulário de reclamação e apelação do recluso.
- Marque a caixa de recurso e envie o recurso ao sargento da administração.
- O sargento da administração analisará o seu recurso e aprovará, modificará ou suspenderá a disciplina imposta.
 - Receberá uma notificação por escrito no prazo de 10 dias.
 - Tem o direito de apelar ao Comandante das instalações no prazo de 5 dias após receber a decisão do apelo disciplinar.

UEIAS DE RECLUSOS

Tem o direito a queixar-se de:

- Condições de confinamento como meio de resolver problemas.
 - Um recluso terá 14 dias a partir da data de um incidente para fazer uma queixa e apresentá-la aos funcionários.
 - As queixas são feitas por escrito num formulário de Reclamações e apelos internos. Este formulário é aceite pelo pessoal da unidade habitacional.
 - Sanções disciplinares não são prejudiciais, mas podem ser contestadas.
- Os membros do departamento têm 15 dias para resolver e responder a uma queixa dos reclusos.
 - Uma resposta por escrito inclui o raciocínio por detrás de uma decisão tomada.
- Uma resposta imediata em situações de emergência.
- O direito de apresentar queixas razoáveis sem medo de represálias ou segregação punitiva. Queixas razoáveis não incluem queixas excessivas, frívolas ou apresentadas de má-fé.
- O Departamento do Xerife de Stanislaus não fornecerá ou aceitará formulários de reclamação de reclusos, nas nossas instalações.

Apelos de ueias:

Todas as tentativas de resolver uma queixa são feitas ao pessoal apropriado de menor nível. Quando um funcionário não conseguir resolver uma queixa no menor nível da equipa, eles encaminharão a queixa para um supervisor apropriado para revisão administrativa.

- Um recluso pode contestar as respostas a uma queixa através da cadeia de comando.
- O sargento administrativo, o chefe das instalações e o chefe da divisão de detenção de adultos terão 10 dias úteis para responder a um apelo.

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- C. Um recluso terá 5 dias para contestar o resultado da queixa, para revisão administrativa, para o próximo nível na cadeia de comando.
1. Se os prazos não forem cumpridos pelo recluso, a queixa será considerada resolvida.

Os reclusos podem recorrer das conclusões de uma queixa médica ao Gerente do programa médico, seguido pelo Chefe das instalações e, por último, pelo Chefe do departamento de detenção para adultos.

- A. Aplicam-se os mesmos requisitos de tempo para os recursos de reclamação padrão.
- B. Se os prazos não forem cumpridos pelo recluso, o recurso será considerado resolvido.

LEI DE ELIMINAÇÃO DE VIOLAÇÕES NA PRISÃO PREA DE

A Lei de eliminação de violações na prisão de 2003 foi aprovada pelo Congresso dos EUA e criada para a proteção de reclusos contra as agressões sexuais por outros reclusos ou funcionários enquanto confinados em várias instalações ou instituições para adultos e jovens. O objetivo é prevenir, detectar e responder a incidentes de agressão e abuso sexual.

Política de tolerância zero:

O Departamento do Xerife do Condado de Stanislaus mantém uma política de tolerância zero em relação ao recluso referente ao abuso sexual, má conduta sexual e assédio sexual de reclusos por qualquer membro do departamento, contratado independente, voluntário ou outro recluso.

- A. Todas as alegações serão investigadas.
- B. Esta política aplica-se a todos os reclusos e pessoas empregadas pelo Departamento do Xerife do Condado de Stanislaus, incluindo voluntários e contratados independentes.

Os direitos do recluso ao arri o do PREA:

- A. Mesmo que esteja na prisão, ainda tem direitos.
- B. A 8ª Emenda protege-o de «punição cruel e incomum».
- C. O assédio e abuso sexual são uma forma de punição cruel e incomum. Os seus direitos constitucionais protegem-no de punições cruéis e incomuns.
- D. Assédio e abuso sexual não fazem parte da sua sentença.

Como denunciar:

Não há restrições de tempo para comunicar uma alegação de agressão sexual. Se o recluso ou alguém que conhece foi vítima ou está a ser sexualmente perseguido na prisão:

- A. Notifique o incidente a qualquer funcionário (adjunto, médico, saúde mental, qualquer pessoa etc.).
- B. Pode enviar um formulário de Solicitação de recluso para o Coordenador da PREA, Unidade de assuntos internos ou médico.

- C. Também pode ligar para qualquer um dos números de telefone apresentados abaixo para denunciar qualquer incidente de abuso sexual

1. Como divulgadores mandatados, solicitamos a apresentação de um relatório.
2. Pode permanecer anónimo, mas se comunicar um incidente, este será investigado.
3. A apresentação de um relatório falso está sujeita a processo criminal nos termos do 148.5 CP.

Unidade de inquirição público da procuradoria-geral da Califórnia
1.800.952.5225

Haven Women's Center of Stanislaus (Os serviços são fornecidos independentemente do sexo)
618 13th Street
Modesto, CA 95354
Para informação: 209.524.4331
Linha de Crise 24 horas: (209) 577-5980

A agressão sexual :

- A. A agressão sexual inclui violação ou tentativa de violação por um estranho, um amigo ou outra pessoa.
- B. A violação é geralmente definida como uma relação sexual forçada. É um crime de violência, onde a vítima é muitas vezes dominada pelo uso de força ou ameaça de força.
- C. Violação e outras formas de agressão sexual, incluindo tentativa de violação, cópula oral, sodomia e agressão sexual, representam a perda de poder pessoal.
- D. A intenção do infrator pela intrusão física é dominar, humilhar, degradar ou controlar a vítima.

Se está com medo e se sente sozinho:

A sensação de estar com medo é normal, mas não está sozinho. Os serviços estão disponíveis para o ajudar neste momento difícil, se optar por usá-los.

- A. Serviços de saúde mental
- B. Serviços médicos
- C. Defesa da vítima com aconselhamento. A comunicação entre si e um defensor da vítima é confidencial.

Se foi uma vítima:

Se foi agredido sexualmente, deve agir da seguinte forma:

- A. Não troque nem remova qualquer roupa.
- B. Não tome banho, não se lave, não use a casa de banho, não escove os dentes nem coma.

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C. Comunique o incidente imediatamente a qualquer membro da equipa.

Se tomar estas medidas após ser abusado sexualmente, ajudará a garantir que qualquer prova é preservada e que uma investigação apropriada pode ser conduzida.

A. Lembre-se de que quanto mais esperar para denunciar um ataque sexual, mais difícil será conduzir uma investigação adequada.

A ressores, fi uem avisados:

Se for considerado culpado, estará sujeito a sanções disciplinares e processo criminal.

UEI AS DO RECLUSO E LEI DE ELIMINAÇÃO DA VIOLAÇÃO NA PRISÃO DE PREA

O Departamento do Xerife do Condado de Stanislaus mantém uma política de tolerância zero em relação a um recluso referente ao abuso sexual, má conduta sexual e assédio sexual de reclusos por qualquer membro do departamento, contratado independente, voluntário ou outro recluso.

A. Os membros do departamento devem investigar minuciosamente qualquer alegação de abuso sexual. Quando justificado por provas, os membros do departamento imporão sanções relativas, inclusive processos penais.

Assédio Sexual: avanços sexuais repetidos e indesejados, pedidos de favores sexuais ou comentários verbais, gestos ou ações de natureza sexual depreciativa ou ofensiva por um recluso dirigido a outro; e repetidos comentários verbais ou gestos de natureza sexual a um recluso por um membro da equipa, contratado ou voluntário, incluindo referências humilhantes ao género, comentários sexualmente sugestivos ou depreciativos sobre o próprio corpo ou vestuário, linguagem ou gestos obscenos.

Má conduta sexual: no que se refere aos reclusos; inclui atos de exposição indecente, conduta sexual desordenada e masturbação exibicionista. Qualquer recluso que intencional e perversamente exponha as suas partes íntimas ou que toque, sem expor os seus órgãos genitais, nas nádegas ou seios de uma maneira que demonstre que tem como objetivo a excitação sexual, gratificação, moléstia ou ofensa, estará sujeito à disciplina e/ou processo penal.

Entidades internas e externas para fazer queixa:

Informações que descrevem as instruções de queixas e números de telefone de contacto são publicadas na sua unidade habitacional.

A. Os detidos podem denunciar abuso, retaliação ou assédio contactando as seguintes entidades:

1. Unidade de assuntos internos do Departamento do Xerife do Condado de Stanislaus
2. Departamento de Xerife do Condado de Stanislaus - Coordenador da PREA
3. Centro de crise por violação

4. Unidade de inquérito público da procuradoria-geral da Califórnia

O recluso pode relatar em particular:

- A. Abuso sexual, má conduta sexual e assédio sexual.
- B. Retaliação por outros reclusos ou funcionários por denunciar abuso sexual e assédio sexual.
- C. Negligência da equipa ou violação de responsabilidades que possam ter contribuído para um incidente de abuso sexual ou assédio sexual.

UEI A PREA

Reclamações administrativas de emergência PREA:

- A. Um recluso pode ser punido por intencionalmente apresentar uma queixa frívola apenas quando o oficial disciplinar demonstrar que a queixa foi apresentada de má-fé.
- B. Um recluso pode submeter uma queixa PREA de emergência ao supervisor de turno quando o recluso estiver sujeito a um risco substancial de abuso sexual iminente.

Reclamações administrativas padrão PREA:

- A. Um recluso pode submeter uma queixa PREA formal ao supervisor da operação das instalações, nas instalações em que ocorreu o incidente, a qualquer momento. A queixa será encaminhada para o Coordenador da PREA.
- B. Os reclusos podem submeter uma queixa PREA formal a um funcionário que não seja o objeto da denúncia. A queixa não será encaminhada ao funcionário que é o objeto da denúncia.
 1. Os membros do departamento envidarão todos os esforços para responder ao recluso em relação a uma decisão final da agência de processo criminal, investigação interna ou término da investigação no prazo de 90 dias por uma queixa que alegue abuso sexual. O período de 90 dias é calculado a partir da data inicial da apresentação da queixa, excluindo o tempo consumido pelo recluso na preparação de um recurso administrativo.
 2. Uma extensão de 70 dias pode ser reivindicada se o período de tempo normal para resposta for insuficiente para tomar uma decisão apropriada. O recluso deve ser notificado por escrito de qualquer extensão e ser-lhe-á fornecida a data limite para a tomada de decisão.

EDUCAÇÃO E A USO DE SUBSTÂNCIAS

Vários programas educacionais de abuso de substâncias estão disponíveis para si. Pode solicitar a participação em programas educacionais que vão desde o Programa Quebrar barreiras até à Equivalência no Ensino Médio e programas de abuso de substâncias como Alcoólicos anónimos e Narcóticos anónimos.

A. Preencha um formulário de solicitação de recluso para solicitar o programa desejado no qual deseja participar.

ARMAMENTO

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Os saques de armazém estão disponíveis para todos. Pode obter um formulário de solicitação de armazém na sala de estar da sua unidade habitacional. Os formulários de armazém preenchidos são colocados na caixa de correio da unidade.

- A. Pode comprar até USD 100,00 em itens de armazém, não incluindo cartões telefônicos, por saque programado.
- B. Não tem permissão para fazer trocas ou negociações de itens de armazém após a transação ter sido processada.
- C. Só tem permissão para levantar da sua conta de fundos pessoais. Não tem permissão para fazer levantamentos para outras pessoas presas ou transferir fundos para a conta do comissário de outra pessoa presa.

Os reclusos são proibidos de armazenar itens de armazém. O armazenamento é definido como tendo em sua posse mais de 10 itens de qualquer tipo de produto. Exemplo: 11 ramens instantâneos, não 11 de cada sabor; 11 barras de chocolate, não 11 de cada marca, etc. A exceção são produtos vendidos em unidades pré-embaladas de 5 cada; por exemplo, aveia, chocolate quente, bebida de frutas, etc.

Os produtos de armazém são entregues semanalmente. No entanto, as entregas podem ser designadas para um dia específico a cada semana na sua área de habitação. Não há entregas aos feriados.

- A. Reclusos sem braçadeira ou cartão de identidade devidamente anexados não receberão a entrega.

ATIVIDADES RELIGIOSAS

- A. Programas religiosos fornecem serviços e aconselhamento a todos os reclusos, independentemente da denominação ou fé.
- B. Os serviços podem ser realizados na sala de estar ou na sala do programa, dependendo da sua classificação e designação habitacional.
- C. Os serviços ocorrem em horários diferentes ao longo da semana. Os reclusos podem assistir a serviços religiosos durante o recreio.
- D. A equipa anunciará os serviços da igreja.
- E. Se quiser obter mais informações sobre os serviços religiosos disponíveis para si ou solicitar um aconselhamento individual, envie um formulário de solicitação ao capelão.

EXERCÍCIOS RECREATIVOS E TEMPO FORA DA CELA SEMPRE À MANHÃ

- A. Exercícios recreativos e tempo fora da cela são oferecidos na sala de estar ou no pátio recreativo ao ar livre.
- B. A equipa anunciará quando o exercício recreativo e o tempo fora da cela estiverem disponíveis.
- C. Oportunidades para uso do telefone e banho estão disponíveis durante o exercício recreativo e fora do horário da cela.

EXERCÍCIOS RECREATIVOS E TEMPO FORA DA CELA SEMPRE À TARDE

- A. Exercícios recreativos e tempo fora da cela são oferecidos na sala de estar ou no pátio recreativo da unidade. O pátio da recreação está disponível quando a sala de estar está aberta.

- B. Oportunidades para uso do telefone e banho estão disponíveis durante o exercício recreativo e fora do horário da cela.

- C. Exercícios recreativos e tempo fora da cela são oferecidos usando uma programação escalonada com horários variados:

1. Dias de calendário ímpares:
 - a. Nível inferior 08h00 – 14h00
 - b. Nível superior 16h00 – 22h00
2. Dias de calendário pares:
 - a. Nível superior 08h00 – 14h00
 - b. Nível inferior 16h00 – 22h00

EXERCÍCIOS RECREATIVOS E TEMPO FORA DA CELA SEMPRE À TARDE

- A. Os exercícios recreativos não são permitidos na sala de estar em unidades especiais de tratamento.
- B. Todos os exercícios recreativos são realizados no pátio recreativo.
- C. Telefones estão disponíveis no pátio recreativo.
- D. É concedido tempo durante a recreação para tomar banho, conforme solicitado.
- E. Os períodos dos exercícios recreativos nas unidades especiais de manejo são de três horas de exercícios recreativos, distribuídas num período de sete dias.
- F. O tempo fora da cela é concluído no pátio recreativo ou sala de estar ou sala de programas.
- G. Não são permitidos bebidas, alimentos, itens de armazém ou lápis nos pátios de recreio.

Regras proibidas para reclusos:

Estações de pessoal e áreas de trabalho são proibidas para os reclusos, a menos que conduzam negócios oficiais.

- A. Os reclusos não devem entrar em gabinetes desocupados ou ficar atrás de estações de trabalho, a menos que sejam instruídos a fazer isso pela equipa.
- B. Certas áreas de trabalho, como salas de roupas ou áreas de cozinha, são proibidas, a menos que seja especificamente designado para trabalhar nesse local.

SANEAMENTO E HIGIENE

É responsável pela limpeza da sua área designada, incluindo o beliche, cela e armário.

- A. Certifique-se de que a sua área está limpa e a sua cama feita após o pequeno-almoço todas as manhãs. Sempre que sair da sua cela, a sua cama deve ser feita.
- B. A sua cama deve permanecer feita até se recolher à noite. As camas devem ser arrumadas de forma organizada e profissional. Nada pode ser armazenado entre o colchão e a estrutura da cama.

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- C. Toda a propriedade da sua cela deve ser armazenada no armário fornecido. Camisolas devem ser armazenadas nos armários quando não estiverem em uso.
- D. Casacos não são permitidos nas celas.
- E. O único item permitido no seu beliche é uma toalha. A toalha não deve obstruir o número do beliche.
- F. Qualquer item não armazenado dentro do seu armário será considerado contrabando e poderá ser confiscado e eliminado.

As instalações do chuveiro estão localizadas na sua unidade habitacional. Os chuveiros estão disponíveis a qualquer momento durante o recreio ou, se estiver na solitária, a cada dois dias.

- A. Será obrigado a manter um nível aceitável de higiene pessoal e aparência.
- B. O não cumprimento destes regulamentos pode resultar em ação disciplinar.
- C. Todos os servidores e manipuladores de alimentos são obrigados a tomar banho diariamente.

Artigos de higiene podem ser comprados no armazém. Os reclusos indigentes podem enviar um formulário de solicitação para receber um kit de admissão todas as sextas-feiras.

- A. Cada reclusa menstruada deve receber pensos higiênicos, pensos diários e tampões gratuitamente, independentemente do estado de indigência.

TROCA DE VESTUÁRIO

- A. A troca de roupas é realizada numa troca um-para-um.
- B. A troca de roupas ocorre uma vez por semana na sua unidade habitacional específica.
- C. Roupas externas, roupas íntimas e roupas de cama são trocadas semanalmente.
- D. Os cobertores são trocados trimestralmente.
- E. Os trabalhadores detidos receberão roupas limpas sempre que as suas roupas estiverem visivelmente sujas.
- F. Todos os reclusos designados para uma equipa de trabalho receberão roupas limpas no final do seu turno.

REFEIÇÕES E ALIMENTOS

- A. Todas as refeições devem ser feitas na sala de estar nas mesas fornecidas, a menos que sejam servidas de outra forma na sua cela.
- B. Apenas os trabalhadores designados para a cozinha são permitidos na cozinha ou na copa.
- C. Não se demore na sala de estar perto da área da cozinha enquanto espera que as refeições sejam servidas. Permaneça na sua cela designada até ser chamado para comer.
- D. Nenhum alimento, além dos itens do armazém, deve estar na sua cela, a menos que seja servido de outra forma.

- E. Nenhuma tigela, chávena, saco plástico, prato, bandeja, etc. deve estar no armário de um recluso ou retidos na área da cela, a menos que sejam comprados no armazém.
- F. Água quente para misturas secas vendidas através do armazém está disponível na sala de estar nas unidades habitacionais de segurança média e mínima.
- G. Nenhum alimento extra pode ser trazido ou retirado das refeições servidas.
- H. Toda a comida extra deve ser eliminada se não for comida na hora das refeições.
- I. Todas as roupas, incluindo meias e calçado, devem ser usadas na sala de estar para o serviço de refeições.

Se precisar de uma dieta especial devido a razões médicas, deve preencher um formulário de solicitação médica explicando a sua necessidade de uma dieta especial e entregar o mesmo à equipa médica durante a chamada para a medicação.

- A. O responsável da cozinha consultará a equipa médica para assistência no desenvolvimento de dietas especiais.

As refeições são servidas da seguinte forma todas as horas e estimativas :

- A. Pequeno-almoço 05h00
- B. Almoço 10h00
- C. Jantar 16h00

SADIA, ODONTOLÓGICA E MENTAL

Se estiver doente ou se ferir, notifique a equipa imediatamente.

Está disponível pessoal médico licenciado para fornecer serviços médicos de rotina e de emergência.

- A. Se precisar de serviços médicos, odontológicos ou de saúde mental que não sejam de emergência, deve preencher um formulário de pedido médico azul e entregar o mesmo diretamente ao pessoal médico na chamada para a medicação.
- B. Um membro da equipa médica irá dispensar medicamentos que lhe são ou não receitados numa chamada de medicação na sala de estar ou diretamente na sua cela. Tem a responsabilidade de responder quando a chamada da medicação for anunciada.
- C. Se tem um tratamento médico, deve manter sempre o papagaio médico consigo até que a sua receita tenha expirado.

Medicação e chamada de medicação:

A equipa anunciará a chamada da medicação pelo sistema de altifalantes.

- A. Os reclusos levarão um copo de água e formarão uma fila única na sala de estar.
- B. A equipa médica também pode realizar uma chamada de medicação através da ranhura da sua cela.

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- C. Todos os medicamentos serão tomados em frente à equipa médica.

Não está autorizado a possuir medicação ou comprimidos a menos que seja aprovado pela equipa médica. Deve ter um pedido médico azul assinado pela equipa médica para possuir medicação.

- A. Vitaminas, aspirina, Advil genérico e Tylenol podem ser comprados através do armazém.
- B. Há um limite no valor que pode comprar ou possuir.
- C. Qualquer item que exceda o limite ou os itens removidos do recipiente original e transportados ou armazenados por outros métodos, serão confiscados.
- D. Por favor, veja a lista de armazém para as limitações atuais.

Prisioneiros indigentes podem receber aspirina, Tylenol ou Maalox apenas por ordem do médico. Se é indigente e tem necessidade frequente destes itens, deve enviar um formulário médico azul para consulta da equipa médica.

SE URAN A, CONTA ENSE INSPES

Em determinados momentos ou situações, a equipa dará comandos para «**CONFINAMENTO**», **DEITAR-SE NO CHÃO** ou anunciará **HORA DA CONTA EM**. Deve cumprir e cooperar com os comandos dados.

- A. Para a sua segurança e segurança, a equipa realizará várias contagens de cabeças programadas e não programadas ao longo do dia. É obrigado a voltar ao seu beliche atribuído durante as horas de contagem.
- B. É obrigado a permanecer à vista durante a contagem para que possa ser identificado.
- C. A equipa verificará a sua identificação pela sua braçadeira.
- D. Falar ou distrair ou interferir com a equipa durante a contagem é uma violação da regra que pode lhe sujeitar a sanções disciplinares.

Além de inspeções diárias de higiene e segurança programadas, a equipa pode achar necessário realizar uma inspeção não programada do seu beliche, cela ou unidade habitacional.

- A. Quaisquer itens de contrabando encontrados serão confiscados e descartados. Qualquer contrabando encontrado pode resultar diretamente em ação disciplinar contra si.
- B. Qualquer dano à propriedade das instalações, que possa ser diretamente atribuído a si, irá sujeitá-lo a ação disciplinar e processo criminal.
- C. É obrigado a cooperar com o pessoal que realiza a inspeção.
- D. Não tem o direito de estar presente durante a inspeção.

Pode estar sujeito a buscas ou revistas sem roupa ao entrar ou sair de várias áreas das instalações.

MOVIMENTO

Deve estar completamente vestido ao sair da sua cela ou dormitório. A sua camisola deve ser sempre colocada para dentro das calças e estas devem estar ajustadas na cintura. Não são permitidas calças excessivamente folgadas ou soltas.

Departamento do Xerife do Condado de Stanislaus - Divisão de Detenção de Adultos

- A. Sandálias devem ser usadas enquanto estiver envolvido em qualquer atividade desportiva durante a recreação.

1. Os reclusos devem usar sandálias (chinelos ou sandálias) e meias quando estiverem fora das suas celas. Não é permitido andar descalço.

- B. Quando estiver no pátio de exercícios ou no pátio recreativo da unidade, pode usar a sua camisola sem camisa por cima ou amarrar o seu macacão na cintura. É proibido usar apenas boxers.

Quando chamado pelo sistema de altifalantes, dirija-se imediatamente ao local designado e permaneça lá até que o pessoal o aconselhe.

- A. Quando necessário, deve exibir a sua braçadeira para identificação positiva.
- B. É da sua responsabilidade obter uma nova braçadeira ou cartão de identidade se perder os seus.
- C. Não ter uma braçadeira é uma violação das regras das instalações.
- D. Os bonés e gorros devem ser removidos ao entrar na unidade habitacional.
 1. Os bonés devem ser usados com a pala voltada para a frente e só podem ser usados no pátio recreativo.

CONTRABANDO

Qualquer item considerado contrabando será confiscado e descartado. Está proibido de ter na sua posse ou sob o seu controlo quaisquer itens que não sejam:

- A. Emitidos a si pelo departamento do xerife do condado de Stanislaus.
- B. Comprados por si através do armazém.
- C. De outra forma autorizada pelo chefe das instalações.
 1. Não altere nenhum item que lhe seja emitido.
 2. Não faça linhas de pesca, bandanas ou lenços para a cabeça.
 3. Nada de frutas, bebidas ou sacolas plásticas em excesso. Toda a comida extra deve ser eliminada se não for comida na hora das refeições

Qualquer item emitido ou autorizado que seja usado de forma inadequada, alterado da sua condição original ou possuído em quantidade não autorizada é considerado contrabando. A posse de tais itens pode lhe sujeitar a uma ação disciplinar.

Posses autorizadas:

- A. Vestimenta das instalações:
 - 1 uniforme completo e sapatos da prisão
 - 2 Camisolas
 - 2 pares de meias
 - 2 pares de roupa íntima

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Mulheres - 1 sutiã

Mulheres - 1 camisa de noite

1 par de sapatos ou chinelos compradas no armazém

1 casaco, sazonal - apenas trabalhadores externos

1 camisola, Sazonal

1 boné cor de laranja, Sazonal - apenas trabalhadores externos, comprados no armazém

B. Itens de higiene:

1 pente ou palheta

1 escova de cabelo

1 escova de dentes

Itens comprados no armazém

C. Cama:

1 colchão, inalterado

1 almofada comprada no armazém

D. Têxteis:

2 Toalhas

2 lençóis

1 cobertor (2 cobertores - sazonal apenas quando autorizado)

E. Livros, revistas e jornais:

5 no total

1 Bíblia

1 jornal, atual

1 revista, edição atual

Livros didáticos aprovados pelo diretor do programa

F. Diversos:

15 vales (apenas áreas aprovadas)

10 pacotes de Tylenol ou Advil comprados no armazém

10 fotografias (não polaroids)

Copos de 60 a 355 ml. comprados do armazém

1 pulseira ou colar de alerta médico

1 rosário

Itens comprados no armazém

Dispositivos médicos aprovados pela equipa médica da instituição

FORMAÇÃO DE INCÊNDIO E EVACUAÇÃO DE INCÊNDIOS

A. Se vir fogo ou fumo, informe a equipa imediatamente.

B. Se ouvir um anúncio da equipa para evacuar a sua unidade habitacional, dirija-se imediatamente ao local indicado e siga as instruções.

C. A equipa fornecerá diretrizes específicas durante uma evacuação. É imperativo que siga estas diretrizes não apenas para a sua segurança, mas também para a segurança das outras pessoas.

D. A equipa anunciará e realizará simulações de incêndio em vários momentos ao longo do ano. A sua participação é necessária. Não participar pode resultar em disciplina.

E. Todas as áreas habitacionais têm iluminação de emergência que fornece iluminação suficiente para a saída durante uma emergência.

F. Rotas de evacuação de emergência são colocadas em toda a instalação para facilitar a evacuação.

Assistência a pessoas com deficiência:

Para conseguir uma comunicação eficaz entre os reclusos e os seus visitantes, que são surdos ou com deficiência auditiva, disponibilizamos ajudas e serviços auxiliares gratuitos:

A. Língua gestual e intérpretes orais.

B. Dispositivos de telecomunicações.

C. Anotadores.

D. Serviços de transcrição em tempo real assistidos por computador.

E. Materiais de escrita.

F. Amplificadores de auscultadores telefónicos, dispositivos de audição assistida e sistemas.

G. Telefones compatíveis com aparelhos auditivos, descodificadores de legendas e legendas durante programas para reclusos.

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਇਸ ਮੈਨੂਅਲ ਵਿੱਚ ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀਆਂ ਵੱਲੋਂ ਹਿਰਾਸਤ ਵਿੱਚ ਹੋਣ ਵੇਲੇ ਆਮ ਤੌਰ 'ਤੇ ਪੁੱਛੇ ਜਾਣ ਵਾਲੇ ਕਈ ਸਵਾਲ ਅਤੇ ਚਿੰਤਾਵਾਂ ਸ਼ਾਮਲ ਹਨ। ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਲ ਕੋਈ ਹੋਰ ਸਵਾਲ ਜਾਂ ਚਿੰਤਾਵਾਂ ਹਨ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਵਿਭਾਗ ਦੇ ਸਟਾਫ਼ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Ana versi n en espa ol del re lamento interno de psc pueden ser suministrados a petici n

ਜਾਣ-ਪਛਾਣ

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਦੇ ਟੀਚੇ ਇੱਕ ਸੁਰੱਖਿਅਤ ਅਤੇ ਰੱਖਿਅਤ ਵਾਤਾਵਰਣ ਮੁਹੱਈਆ ਕਰਨਾ ਹਨ, ਜੋ ਕਿ ਨਜ਼ਰਬੰਦੀ ਸਹੂਲਤ ਪ੍ਰਬੰਧਨ ਦੇ ਸਿੱਧੇ-ਨਿਰੀਖਣ ਮਾਡਲ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਸਕਾਰਾਤਮਕ ਕੈਦੀ ਰਵੱਈਏ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕਰਦੇ ਹਨ।

- A. ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਵਰਗੀਕਰਨ ਦੇ ਟੀਚਿਆਂ ਨੂੰ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਦੀਆਂ ਸਹੂਲਤਾਂ ਵਿੱਚ ਕੈਦ ਹੋਣ ਵਾਲੇ ਸਾਰੇ ਵਿਅਕਤੀਆਂ ਦਾ ਨਿਰਪੱਖ, ਨਿਆਂਕਾਰੀ ਅਤੇ ਮਨੁੱਖੀ ਇਲਾਜ ਦੁਆਰਾ ਅਨੁਭਵ ਕੀਤਾ ਜਾਵੇਗਾ।

ਸੁਵਿਧਾ ਸਟਾਫ਼ ਮੰਨਦਾ ਹੈ ਕਿ ਤੁਹਾਡਾ ਰਵੱਈਆ ਸਕਾਰਾਤਮਕ ਅਤੇ ਤਰਕਸ਼ੀਲ ਹੋਵੇਗਾ। ਤੁਹਾਡੇ ਰੁਕਣ ਦੌਰਾਨ ਸਟਾਫ਼ ਦੁਆਰਾ ਜਾਰੀ ਇਸ ਸਹੂਲਤ ਅਤੇ ਨਿਰਦੇਸ਼ਾਂ ਦੇ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨਾ ਤੁਹਾਡੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੁੰਦੀ ਹੈ।

ਕੁਝ ਨਿਯਮ ਤੁਹਾਡੇ ਲਈ ਪ੍ਰਤੀਬੰਧਿਤ ਹੋ ਸਕਦੇ ਹਨ। ਹਾਲਾਂਕਿ, ਉਹ ਇੱਕ ਸੁਰੱਖਿਅਤ, ਰੱਖਿਅਤ ਅਤੇ ਮਨੁੱਖਤਾਪੂਰਨ ਵਾਤਾਵਰਣ ਨੂੰ ਕਾਇਮ ਰੱਖਣ ਲਈ ਜ਼ਰੂਰੀ ਹਨ। ਸਕਾਰਾਤਮਕ ਅਤੇ ਤਰਕਸ਼ੀਲ ਰਵੱਈਆ ਤੁਹਾਡੇ ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰਾਂ ਨੂੰ ਸੁਰੱਖਿਅਤ ਰੱਖੇਗਾ। ਨਕਾਰਾਤਮਕ ਅਤੇ ਅਸਾਧਾਰਣ ਰਵੱਈਏ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਤੁਹਾਡੇ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈਆਂ ਜਾਂ ਅਪਰਾਧਿਕ ਦੇਸ਼ ਲਗਾਏ ਜਾਣਗੇ।

ਇਸ ਕਿਤਾਬਚੇ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਤੁਹਾਡੇ ਪ੍ਰਵਾਸ ਦੌਰਾਨ ਤੁਹਾਡੀ ਮਦਦ ਕਰੇਗੀ। ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਈ ਸਵਾਲ ਹੋਣ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਆਪਣੇ ਰਿਹਾਇਸ਼ ਸਥਾਨ ਦੇ ਡਿਪਟੀ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸੁਵਿਧਾ ਸਟਾਫ਼ ਨੂੰ ਭੇਜੋ।

- A. ਇਸ ਕਿਤਾਬਚੇ ਦੀ ਇੱਕ ਕਾਪੀ ਹਰੇਕ ਰਿਹਾਇਸ਼ ਖੇਤਰ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਅਤੇ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਵਿੱਚ ਮੌਜੂਦ ਹੈ।

ਅਦਾਲਤੀ ਜਾਣਕਾਰੀ:

ਜਦੋਂ ਤੁਹਾਡੇ ਕੋਲ ਅਦਾਲਤ ਵਿੱਚ ਜਾਣ ਦੀ ਮਨਜ਼ੂਰੀ ਹੋਵੇਗੀ, ਤਾਂ ਸੁਵਿਧਾ ਸਟਾਫ਼ ਤੁਹਾਨੂੰ ਸੂਚਿਤ ਕਰੇਗਾ। ਜੇਕਰ ਤੁਸੀਂ ਆਪਣੇ ਅਨੁਮੋਦਿਤ ਅਦਾਲਤ ਵਿੱਚ ਪੇਸ਼ ਹੋਣ ਲਈ ਨਿਸ਼ਚਿਤ ਨਹੀਂ ਹੋ ਤਾਂ ਸੁਵਿਧਾ ਸਟਾਫ਼ ਨੂੰ ਪੁੱਛੋ।

- A. ਨਿਆਂ ਸਭਾ ਸੰਬੰਧੀ ਮੁਕੱਦਮੇ ਵਿੱਚ ਸ਼ਾਮਲ ਨਾ ਹੋਣ ਤੱਕ ਤੁਹਾਨੂੰ ਆਪਣੀ ਜੇਲ੍ਹ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਕੱਪੜੇ ਅਦਾਲਤ ਵਿੱਚ ਪਹਿਨਣੇ ਚਾਹੀਦੇ ਹਨ। ਜੇਕਰ ਤੁਸੀਂ ਸਵੈ-ਸ਼ਰਟਾਂ ਨੂੰ ਅਦਾਲਤ ਵਿੱਚ ਪੇਸ਼ ਹੋਣ ਵੇਲੇ ਪ੍ਰਵਾਨਗੀ ਨਹੀਂ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
- B. ਸਰਕਾਰੀ ਅਦਾਲਤੀ ਦਸਤਾਵੇਜ਼ ਉਹੀ ਇਕੋ ਚੀਜ਼ ਹੈ ਜੋ ਤੁਸੀਂ ਆਪਣੇ ਨਾਲ ਅਦਾਲਤ ਵਿੱਚ ਲਿਆ ਸਕਦੇ ਹੋ।
1. ਸਵੇਰ ਦੇ ਸਮੇਂ ਅਦਾਲਤ: 0600 ਘੰਟਿਆਂ ਤੱਕ ਤਿਆਰ ਰਹੋ ਅਤੇ ਜਦੋਂ ਸੂਚਨਾ ਦਿੱਤੀ ਜਾਵੇ ਤਾਂ ਤੁਰੰਤ ਜਵਾਬ ਦਿਓ।
 2. ਦੁਪਹਿਰ ਦੇ ਸਮੇਂ ਕੋਰਟ: 1100 ਘੰਟਿਆਂ ਤੱਕ ਤਿਆਰ ਹੋਵੋ ਅਤੇ ਜਦੋਂ ਸੂਚਨਾ ਦਿੱਤੀ ਜਾਵੇ ਤਾਂ ਤੁਰੰਤ ਜਵਾਬ ਦਿਓ।

ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਯੂਨਿਟ ਦੇ ਨਿਯਮ:

- A. ਸਿਰਫ਼ ਇੱਕ ਵਿਸ਼ੇਸ਼ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਨੂੰ ਸੌਂਪੇ ਗਏ ਕੈਦ ਕੀਤੇ ਗਏ ਵਿਅਕਤੀ ਉਸ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਵਿੱਚ ਹੋ ਸਕਦੇ ਹਨ।
- B. ਸਿਰਫ਼ ਇੱਕ ਵਿਸ਼ੇਸ਼ ਸੈੱਲ ਨੂੰ ਸੌਂਪੇ ਗਏ ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਉਸ ਸੈੱਲ ਵਿੱਚ ਹੋ ਸਕਦੇ ਹਨ।

- C. ਹੋਰ ਕੈਦ ਕੀਤੇ ਗਏ ਵਿਅਕਤੀਆਂ ਨਾਲ ਮੁਲਾਕਾਤ ਸਿਰਫ਼ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਤੱਕ ਸੀਮਿਤ ਹੈ।
- D. ਪਹਿਲੀ ਮੰਜ਼ਲ 'ਤੇ ਰਹਿਣ ਵਾਲੇ ਕੈਦੀਆਂ ਨੂੰ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਦੀ ਦੂਜੀ ਮੰਜ਼ਲ 'ਤੇ ਜਾਣ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
- E. ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਵਿੱਚ ਕਿਸੇ ਬਿਸਤਰੇ ਜਾਂ ਗੱਦੇ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- F. ਤੁਹਾਡੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਦੀ ਅੰਦਰੂਨੀ ਰੋਸ਼ਨੀ ਨੂੰ ਕਵਰ ਕਰਨ ਲਈ ਕੋਈ ਚੀਜ਼ ਵੀ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- G. ਤੁਹਾਡੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਦੀਆਂ ਕੰਧਾਂ, ਖਿੜਕੀਆਂ, ਫਰਨੀਚਰ, ਫਿਕਸਚਰਾਂ, ਜਾਂ ਹਵਾ ਵਾਲੇ ਰੋਸ਼ਨਦਾਨਾਂ ਨਾਲ ਜੋੜਨ ਲਈ, ਟੰਗਣ ਲਈ, ਜਾਂ ਅਟਕਾਉਣ ਲਈ ਕੋਈ ਵੀ ਚੀਜ਼ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- H. ਤੁਹਾਡੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਦੀਆਂ ਕੰਧਾਂ, ਖਿੜਕੀਆਂ, ਫਰਨੀਚਰ, ਫਿਕਸਚਰਾਂ ਜਾਂ ਹਵਾ ਵਾਲੇ ਰੋਸ਼ਨਦਾਨਾਂ ਨਾਲ ਜੁੜੇ ਹੋਏ ਫੋਟੋਗ੍ਰਾਫ਼ ਅਤੇ ਡਰਾਈੰਗ ਨੂੰ ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਅਤੇ ਨਿਪਟਾਰੇ ਵਜੋਂ ਜ਼ਬਤ ਕੀਤਾ ਜਾਵੇਗਾ।
- I. ਤੁਹਾਡੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਦੀਆਂ ਕੰਧਾਂ, ਖਿੜਕੀਆਂ, ਫਰਨੀਚਰ, ਫਿਕਸਚਰਾਂ, ਜਾਂ ਏਹਵਾ ਵਾਲੇ ਰੋਸ਼ਨਦਾਨਾਂ 'ਤੇ ਨਾ ਲਿਖੋ।
- J. ਕੰਧਾਂ, ਖਿੜਕੀਆਂ, ਫਰਨੀਚਰ, ਫਿਕਸਚਰਾਂ ਜਾਂ ਹਵਾ ਵਾਲੇ ਰੋਸ਼ਨਦਾਨਾਂ 'ਤੇ ਲਿਖਿਆ ਜਾਂ ਡੋਰਮ ਜਾਂ ਸੈੱਲਾਂ 'ਤੇ ਛਾਪਿਆ ਪਾਇਆ ਜਾਂਦਾ ਹੈ, ਉਹ ਅਨੁਸ਼ਾਸਨ ਦੇ ਅਧੀਨ ਹੋਵੇਗਾ।
- K. ਕਿਸੇ ਵੀ ਕਾਰਨ ਕਰਕੇ ਕੁਰਸੀਆਂ ਨੂੰ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਤੋਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਜਾਂ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਸੈੱਲ ਤੱਕ ਨਹੀਂ ਕੱਢਿਆ ਜਾਂਦਾ ਹੈ।
- L. ਸੈੱਲ ਵਿੱਚ ਕੋਈ ਵੀ ਵਸਤੂ ਨਹੀਂ ਲਿਆਂਦੀ ਜਾ ਸਕਦੀ, ਜੋ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਜਾਂ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਹੋਵੇ (ਜਿਵੇਂ ਕਿ ਗੋਲੀਆਂ, ਕਲੀਪਰ, ਵਿਹੜੇ ਦੀ ਬਾਲ, ਆਦਿ)।

ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਫਾਰਮ:

ਹੇਠਾਂ ਫਾਰਮਾਂ ਦਾ ਸੰਖੇਪ ਵਰਣਨ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਾਭ ਲਈ ਉਪਲਬਧ ਹੈ। ਇਹ ਫਾਰਮ ਹਰੇਕ ਰਿਹਾਇਸ਼ੀ ਖੇਤਰ ਵਿੱਚ ਉਪਲਬਧ ਹਨ।

ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ: ਇਹ ਚੀਜ਼ਾਂ ਅਤੇ ਸੇਵਾਵਾਂ ਦੀ ਬੇਨਤੀ ਕਰਨ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ। ਇਸ ਫਾਰਮ ਨੂੰ "ਪਤੰਗ" ਵੀ ਕਿਹਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਫਾਰਮ ਕੁਝ ਸਥਾਨਾਂ ਵਿੱਚ ਇੱਕ ਕਿਓਸਕ 'ਤੇ ਇਲੈਕਟ੍ਰਾਨਿਕ ਤਰੀਕੇ ਨਾਲ ਵੀ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ।

ਮੈਡੀਕਲ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ: ਇਹ ਇੱਕ ਨੀਲਾ ਫਾਰਮ ਹੁੰਦਾ ਹੈ ਜੋ ਕਿ ਡਾਕਟਰੀ ਦੇਖਭਾਲ ਸੰਬੰਧੀ ਬੇਨਤੀ ਕਰਨ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ। ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲ ਦੇ ਦੌਰਾਨ ਤੁਹਾਨੂੰ ਫਾਰਮ ਨੂੰ ਸਿੱਧੇ ਹੀ ਡਾਕਟਰੀ ਸਟਾਫ਼ ਦੇ ਵੱਲ ਪੂਰਾ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ।

ਸਹਾਇਕ ਦੇ ਆਦੇਸ਼ ਸੰਬੰਧੀ ਫਾਰਮ: ਕਈ ਵੱਖੋ-ਵੱਖਰੇ ਫਾਰਮ ਵਿਸ਼ੇਸ਼ ਖਾਣਿਆਂ, ਲਿਖਤੀ ਸਮੱਗਰੀਆਂ ਅਤੇ ਸਫਾਈ ਦੀਆਂ ਵਸਤਾਂ ਦੀ ਮੰਗ ਕਰਨ ਲਈ ਵਰਤੇ ਜਾਂਦੇ ਹਨ। ਇਹ ਸਾਰੇ ਫਾਰਮ ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ੀ ਖੇਤਰ ਵਿੱਚ ਉਪਲਬਧ ਹੁੰਦੇ ਹਨ।

ਨਾਬਾਲਗ ਬੱਚੇ ਦੇ ਇਲਾਜ ਲਈ ਅਨੁਮਤੀ: ਇਹ ਫਾਰਮ ਤੁਹਾਨੂੰ ਤੁਹਾਡੇ ਨਾਬਾਲਗ ਬੱਚੇ ਦੇ ਇਲਾਜ ਲਈ ਕਿਸੇ ਵਿਸ਼ੇਸ਼ ਵਿਅਕਤੀ ਨੂੰ ਮੈਡੀਕਲ ਫੈਸਲੇ ਲੈਣ ਦੇ ਲਈ ਆਰਜ਼ੀ ਨਿਯੰਤਰਣ ਨੂੰ ਜਾਰੀ ਕਰਨ ਦੀ ਆਗਿਆ ਦਿੰਦਾ ਹੈ। ਇਸ ਫਾਰਮ ਨੂੰ ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ ਸਥਾਨ ਦੇ ਡਿਪਟੀ ਤੋਂ ਬੇਨਤੀ ਕਰਕੇ ਇਸਨੂੰ ਪ੍ਰਾਪਤ ਕਰੋ।

ਵਿਜ਼ਟਰ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸੰਬੰਧੀ ਫਾਰਮ: ਇਹ ਫਾਰਮ ਇੱਕ ਇਲੈਕਟ੍ਰਾਨਿਕ ਫਾਰਮ ਹੈ ਜੋ ਜੈ ਐਨਲਾਈਨ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ। ਸਾਰੇ ਵਿਜ਼ਟਰਾਂ ਕੋਲ ਇੱਕ ਈਮੇਲ ਪਤਾ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਉਹਨਾਂ ਦੇ ਆਉਣ ਤੋਂ ਪਹਿਲਾਂ ਉਹਨਾਂ ਦੁਆਰਾ stanislausca.gtlvisitme.com 'ਤੇ ਪ੍ਰਵਾਨਗੀ ਦੀ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਮੁਲਾਕਾਤੀ ਦੀ ਅਪੀਲ ਸੰਬੰਧੀ ਫਾਰਮ: ਜੇਕਰ ਤੁਹਾਡੇ ਮੁਲਾਕਾਤੀ ਨੂੰ ਮੁਲਾਕਾਤ ਲਈ ਮਨਜ਼ੂਰੀ ਤੋਂ ਇਨਕਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਤਾਂ ਉਹ ਫ਼ੈਸਲੇ ਦੀ ਅਪੀਲ ਕਰ ਸਕਦਾ ਹੈ। ਅਪੀਲ ਫਾਰਮ www.scsdonline.com 'ਤੇ ਆਨਲਾਈਨ ਉਪਲਬਧ ਹੈ। ਇਸ ਫਾਰਮ ਨੂੰ ਪੂਰੀ ਤਰ੍ਹਾਂ ਭਰਿਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ। ਵਿਅਕਤੀ ਲਈ ਆਪਣੀ ਅਪੀਲ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਹਾਲਾਤਾਂ ਨੂੰ ਸਪੱਸ਼ਟ ਕਰਨ ਲਈ ਇੱਕ ਜਗ੍ਹਾ ਹੁੰਦੀ ਹੈ। ਇਹ ਫਾਰਮ ਕਿਸੇ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਨੂੰ ਨਜ਼ਰਬੰਦੀ ਸਹੂਲਤ 'ਤੇ ਜਮ੍ਹਾਂ ਕਰਵਾਇਆ ਜਾ ਸਕਦਾ ਹੈ ਅਤੇ ਇਸਨੂੰ ਸਮੀਖਿਆ ਲਈ ਪ੍ਰਸ਼ਾਸਨ ਨੂੰ ਅੱਗੇ ਭੇਜਿਆ ਜਾਵੇਗਾ।

ਪਾਸ ਫਾਰਮ ਲਈ ਅਰਜ਼ੀ: ਇਹ ਫਾਰਮ ਸਹੂਲਤ ਸੰਚਾਲਨ ਦੇ ਹੌਲਦਾਰ ਨੂੰ ਜਮ੍ਹਾਂ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ 4018.6 ਪੀਸੀ (ਸ਼ੈਰਿਫ਼ ਦੀ ਫੈਮਿਲੀ ਐਮਰਜੈਂਸੀ ਲਈ ਅਸਥਾਈ ਰਿਲੀਜ਼ ਜਾਂ ਕਮਿਊਨਿਟੀ 'ਤੇ ਵਾਪਸੀ ਲਈ ਤਿਆਰੀ) ਦੇ ਅਨੁਸਾਰ ਵਰਤਿਆ ਗਿਆ ਹੈ।

ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਸੰਬੰਧੀ ਫਾਰਮ: ਇਹ ਫਾਰਮ ਤੀਹਰਾ (ਤਿੰਨ ਕਾਪੀਆਂ ਬਣਾਉਣ ਵਾਲਾ) ਹਰਾ ਫਾਰਮ ਹੁੰਦਾ ਹੈ। ਇਹ ਉਹਨਾਂ ਵਿਸ਼ੇਸ਼ ਮੁੱਦਿਆਂ ਦੀ ਰਿਪੋਰਟ ਕਰਨ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ ਜਿੰਨ੍ਹਾਂ ਬਾਰੇ ਤੁਹਾਨੂੰ ਲੱਗਦਾ ਹੈ ਕਿ ਹਿਰਾਸਤ ਦੀਆਂ ਤੁਹਾਡੀਆਂ ਸ਼ਰਤਾਂ ਸੰਬੰਧੀ ਕਮੀ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਕਿਸੇ ਮੁੱਦੇ ਦੀ ਰਿਪੋਰਟ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਇਸ ਫਾਰਮ ਨੂੰ ਪੂਰੀ ਤਰ੍ਹਾਂ ਅਤੇ ਡਿਊਟੀ 'ਤੇ ਡਿਪਟੀ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਓ। ਸੁਵਿਧਾ ਸਟਾਫ਼ਟ ਕੋਲ ਜਵਾਬ ਦੇਣ ਲਈ 15 ਦਿਨ ਹੁੰਦੇ ਹਨ। ਯਾਦ ਪੱਤਰ ਵਜੋਂ ਝੁਠੀਆਂ ਜਾਂ ਫਜ਼ੂਲ ਸ਼ਿਕਾਇਤਾਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਅਧੀਨ ਹੁੰਦੀਆਂ ਹਨ।

ਲੀਗਲ ਰਿਸਰਚ ਅਤੇ ਐਸੋਸੀਏਟਸ ਐੱਲ ਆਰ ਏ ਫਾਰਮ: ਇਸ ਫਾਰਮ ਦੀ ਵਰਤੋਂ ਕਾਨੂੰਨੀ ਖੋਜ ਸਮੱਗਰੀਆਂ ਦੀ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਫਾਰਮ ਦੇ ਪਿਛਲੇ ਪਾਸੇ ਛਪੀਆਂ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਹਨ। ਇਹ ਇੱਕ ਕਾਨੂੰਨ ਲਾਇਬ੍ਰੇਰੀ ਸੇਵਾ ਹੈ।

ਵਿਕਲਪਕ ਕਾਰਜ ਪ੍ਰੋਗਰਾਮ ਐਪਲੀਕੇਸ਼ਨ: ਵਿਕਲਪਕ ਕਾਰਜ ਪ੍ਰੋਗਰਾਮ (ਏ.ਡਬਲਯੂ.ਪੀ.) ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਵਾਸਤੇ ਇਸ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕਰੋ। ਇਹ ਪ੍ਰੋਗਰਾਮ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ 365 ਦਿਨ ਤੋਂ ਘੱਟ ਮਿਆਦ ਨਾਲ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ। ਜਿਹੜੇ ਯੋਗਤਾ ਪੂਰੀ ਕਰਦੇ ਹਨ ਉਹ ਜੇਲ੍ਹ ਵਿੱਚ ਆਪਣੀ ਸਜ਼ਾ ਪੂਰੀ ਕਰਨ ਦੇ ਬਦਲੇ ਸਮਾਜ ਵਿੱਚ ਕੰਮ ਕਰ ਸਕਦੇ ਹਨ। ਏ.ਡਬਲਯੂ.ਪੀ. (AWP) ਦਫ਼ਤਰ ਐਪਲੀਕੇਸ਼ਨ ਦੀ ਸਮੀਖਿਆ ਕਰਦਾ ਹੈ ਅਤੇ ਤੁਹਾਡੀ ਯੋਗਤਾ ਨਿਰਧਾਰਤ ਕਰਦਾ ਹੈ।

ਇਲੈਕਟ੍ਰੋਨਿਕ ਨਿਗਰਾਨੀ ਪ੍ਰੋਗਰਾਮ ਐਪਲੀਕੇਸ਼ਨ: ਇਲੈਕਟ੍ਰੋਨਿਕ ਨਿਗਰਾਨੀ ਅਤੇ ਘਰ ਦੇ ਨਜ਼ਰਬੰਦ ਕਰਨ ਲਈ ਇੱਕ ਅਰਜ਼ੀ ਨੂੰ ਜੇਲ੍ਹ ਬਦਲਵੇਂ ਦਫ਼ਤਰ ਨੂੰ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦਾ ਬੇਨਤੀ ਪੱਤਰ ਭੇਜ ਕੇ ਪ੍ਰਾਪਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਇਹ ਪ੍ਰੋਗਰਾਮ ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ ਭਾਵੇਂ ਉਸ ਦੀ ਵਚਨਬੱਧਤਾ ਦੀ ਲੰਬਾਈ ਦਾ ਕੋਈ ਫਰਕ ਨਹੀਂ ਪੈਂਦਾ ਹੈ। ਜੇਕਰ ਸਵੀਕਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਭਾਗੀਦਾਰ ਤੋਂ ਪ੍ਰੋਗਰਾਮ ਦੇ ਦੌਰਾਨ ਰੋਜ਼ਾਨਾ ਫ਼ੀਸ ਦਾ ਸ਼ੁਲਕ ਲਿਆ ਜਾਂਦਾ ਹੈ।

ਡੀਟੇਨਟਰ ਨੋਟਿਸ: ਇਸ ਫਾਰਮ ਨੂੰ 1381 ਫਾਰਮ ਵੀ ਕਿਹਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਉਦੋਂ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ ਜਦੋਂ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਸਥਾਨਕ ਤੌਰ 'ਤੇ 90 ਦਿਨਾਂ ਜਾਂ ਵੱਧ ਸਮੇਂ ਲਈ ਸਜ਼ਾ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਕਿਸੇ ਹੋਰ ਕਾਉਂਟੀ ਵਿੱਚ ਇੱਕ ਬਕਾਇਆ ਮਾਮਲਾ ਹੁੰਦਾ ਹੈ।

ਅਦਾਲਤ ਵਿੱਚ ਪੇਸ਼ੀ ਸੰਬੰਧੀ ਫਾਰਮ ਲਈ ਬੇਨਤੀ: ਇਹ ਫਾਰਮ ਉਦੋਂ ਪੂਰਾ ਹੋ ਜਾਂਦਾ ਹੈ ਜਦੋਂ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਜੱਜ ਨਾਲ ਸਜ਼ਾ ਸੋਧ ਬਾਰੇ ਗੱਲ ਕਰਨੀ ਚਾਹੁੰਦਾ ਹੋਵੇ।

ਸ਼ੈਰਿਫ਼ ਦੀ ਪੈਰੋਲ ਸੰਬੰਧੀ ਅਰਜ਼ੀ: ਸ਼ੈਰਿਫ਼ ਦੀ ਪੈਰੋਲ ਕਿਸੇ ਵੀ ਸਜ਼ਾ ਸੁਣਾਏ ਕੈਦ ਵਿਅਕਤੀ ਲਈ ਖੁੱਲ੍ਹੀ ਹੈ ਜਿਸ ਨੇ ਆਪਣੀ ਵਚਨਬੱਧਤਾ ਦਾ 1/3 ਹਿੱਸਾ ਪੂਰਾ ਕੀਤਾ ਹੈ। ਪੈਰੋਲ ਬੋਰਡ ਦੇ ਤਿੰਨ ਮੈਂਬਰਾਂ ਦੁਆਰਾ ਯੋਗਤਾ ਲਈ ਅਰਜ਼ੀਆਂ ਦੀ ਸਮੀਖਿਆ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਪੈਰੋਲ ਦਿੱਤੇ ਜਾਣ 'ਤੇ ਪੈਰੋਲ ਬੋਰਡ ਦੁਆਰਾ ਨਿਯਮ ਅਤੇ ਸ਼ਰਤਾਂ ਤਹਿ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਇਸ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ, ਭਾਗੀਦਾਰ ਕਮਿਊਨਿਟੀ ਵਿੱਚ ਫਿਰ ਤੋਂ ਸ਼ਾਮਲ ਹੋ ਸਕਦਾ ਹੈ, ਪਰ ਉਸਦੀ ਜੇਲ੍ਹ ਬਦਲ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੁਆਰਾ ਉਦੋਂ ਤੱਕ ਨਿਗਰਾਨੀ ਕੀਤੀ ਜਾਂਦੀ ਰਹੇਗੀ ਜਦੋਂ ਤੱਕ ਉਸਦੇ ਪੈਰੋਲ ਦੀ ਮਿਆਦ ਖਤਮ ਨਹੀਂ ਹੋ ਜਾਂਦੀ।

ਵੈਲਫੇਅਰ ਪੈਕ ਸੰਬੰਧੀ ਬੇਨਤੀ: ਉਹਨਾਂ ਦੇ ਕੈਸ਼ ਖਾਤੇ 'ਤੇ \$ 2.00 ਜਾਂ ਘੱਟ ਦੇ ਨਾਲ ਗੈਰ ਕੈਦ ਵਿਅਕਤੀਆਂ ਅਤੇ ਜਿਨ੍ਹਾਂ ਨੇ 2 ਹਫ਼ਤਿਆਂ ਲਈ ਸਹਾਇਕ ਦਾ ਕੋਈ ਆਦੇਸ਼ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂ ਪ੍ਰਾਪਤ ਨਹੀਂ ਕੀਤਾ ਹੈ, ਉਹ ਇਸ ਫਾਰਮ ਦੀ ਵਰਤੋਂ ਸਫ਼ਾਈ ਸੰਬੰਧੀ ਚੀਜ਼ਾਂ ਦੀ ਮੰਗ ਕਰਨ ਲਈ ਕਰ ਸਕਦੇ ਹਨ।

ਕੈਦ ਵਿਅਕਤੀ ਕਰਮਚਾਰੀ:

ਜੇਕਰ ਤੁਹਾਨੂੰ ਕੈਦ ਵਿਅਕਤੀ ਕਰਮਚਾਰੀ ਦੇ ਆਹੁਦੇ ਤੋਂ ਖਾਰਜ ਕਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਤੁਸੀਂ ਸਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਦੀ ਪ੍ਰਵਾਨਗੀ ਤੋਂ ਬਿਨਾਂ 30 ਦਿਨਾਂ ਲਈ ਕਿਸੇ ਹੋਰ ਅਹੁਦੇ ਲਈ ਯੋਗ ਨਹੀਂ ਹੋਵੋਗੇ।

- ਇੱਕ ਕਾਰਜ ਦਲ ਨੂੰ ਸੌਂਪੇ ਜਾਣ 'ਤੇ ਸਜ਼ਾ ਸੁਣਾਏ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਕੰਮ ਕਰਨ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।
- ਗੈਰ-ਸਜ਼ਾ ਸੁਣਾਏ ਕੈਦ ਵਿਅਕਤੀ ਕੰਮ ਸੌਂਪੇ ਜਾਣ ਲਈ ਸਵੈ-ਸੇਵਕ ਹੋ ਸਕਦੇ ਹਨ।
 - ਕੰਮ ਕਰਨ ਲਈ ਪਾਤਰਤਾ ਤੁਹਾਡੀ ਵਰਗੀਕਰਣ ਸਥਿਤੀ ਅਤੇ ਖਰਚਿਆਂ 'ਤੇ ਅਧਾਰਤ ਹੁੰਦੀ ਹੈ।

ਕੰਮ ਕਰਦੇ ਸਮੇਂ, ਤੁਸੀਂ ਹਾਲੇ ਵੀ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੀ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਵਿੱਚ ਇੱਕ ਕੈਦੀ ਹੁੰਦੇ ਹੋ ਅਤੇ ਸਾਰੇ ਸੁਵਿਧਾ ਨਿਯਮ ਅਤੇ ਸ਼ਰਤਾਂ ਤੁਹਾਡੇ 'ਤੇ ਲਾਗੂ ਹੁੰਦੀਆਂ ਹਨ।

- ਤੁਹਾਨੂੰ ਤੰਬਾਕੂ ਉਤਪਾਦ ਪੀਣ ਜਾਂ ਤੰਬਾਕੂ ਨੋਸ਼ੀ ਕਰਨ ਦੀ ਆਗਿਆ ਨਹੀਂ ਹੈ।
- ਤੁਹਾਨੂੰ ਕੰਮ ਕਰਨ ਲਈ ਜਾਂ ਤੁਹਾਡੇ ਨਾਲ ਕੰਮ ਤੋਂ ਚੀਜ਼ਾਂ ਵਾਪਸ ਲਿਆਉਣ ਲਈ ਤੁਹਾਡੇ ਨਾਲ ਚੀਜ਼ਾਂ ਲੈਣ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- ਤੁਸੀਂ ਸੁਵਿਧਾ ਵਿੱਚ ਵਾਪਸ ਆਉਣ 'ਤੇ ਬਿਨਾਂ ਕੱਪੜਿਆਂ ਤੋਂ ਛਾਣਬੀਨ ਕਰ ਸਕਦੇ ਹੋ।

ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਕੰਮ ਦੀਆਂ ਸਥਿਤੀਆਂ ਕੈਲੀਫੋਰਨੀਆ ਆਕੁਪੇਸ਼ਨਲ ਸੇਫਟੀ ਐਂਡ ਹੈਲਥ ਐਕਟ ਦੇ ਅਨੁਸਾਰ ਲਾਗੂ ਹੋਣ ਵਾਲੇ ਸਾਰੇ ਕਾਰਜ-ਸਥਾਨ ਦੇ ਸੁਰੱਖਿਆ ਕਾਨੂੰਨਾਂ ਅਤੇ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨਗੀਆਂ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਨਿਯਮ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਨ:

- ਡਿਊਟੀ ਅਹੁਦਿਆਂ 'ਤੇ ਤੁਰੰਤ ਰਿਪੋਰਟ ਕਰੋ ਅਤੇ ਢੁਕਵੇਂ ਕੱਪੜੇ ਪਹਿਨੋ।
- ਕੰਮ ਕਰਦੇ ਸਮੇਂ ਤੁਹਾਨੂੰ ਪੂਰੇ ਕੱਪੜੇ ਪਹਿਨਣੇ ਚਾਹੀਦੇ ਹਨ। ਤੁਸੀਂ ਟੀ-ਸ਼ਰਟ ਜਾਂ ਅਣਕੱਜੀ-ਛਾਤੀ ਵਿੱਚ ਕੰਮ ਨਹੀਂ ਕਰ ਸਕਦੇ ਹੋ।
- ਤੁਹਾਨੂੰ ਜਾਰੀ ਕੀਤੇ ਸਾਰੇ ਸੁਰੱਖਿਆ ਉਪਕਰਨ ਪਹਿਨੋ ਅਤੇ ਸਹੀ ਢੰਗ ਨਾਲ ਉਹਨਾਂ ਦੀ ਵਰਤੋਂ ਕਰੋ।
- ਸਾਰੇ ਨਿਯੁਕਤ ਕਾਰਜਾਂ ਨੂੰ ਆਪਣੀ ਸਮਰੱਥਾ ਦੇ ਅਨੁਸਾਰ ਇੱਕ ਕ੍ਰਮਵਾਰ ਢੰਗ ਨਾਲ ਪੂਰਾ ਕਰੋ।
- ਆਪਣੇ ਸੁਪਰਵਾਈਜ਼ਰ ਦੇ ਨਿਰਦੇਸ਼ ਅਤੇ ਆਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ।
- ਆਪਣੇ ਸੁਪਰਵਾਈਜ਼ਰ ਅਤੇ ਜਨਤਾ ਦੇ ਮੈਂਬਰਾਂ ਨਾਲ ਆਦਰ ਨਾਲ ਪੇਸ਼ ਆਓ।
- ਨਿੱਜੀ ਸਫ਼ਾਈ ਅਤੇ ਸਵੱਛਤਾ ਦਾ ਮਿਆਰ ਕਾਇਮ ਰੱਖੋ।
- ਸਾਰੀਆਂ ਸੱਟਾਂ ਦੀ ਰਿਪੋਰਟ ਤੁਰੰਤ ਆਪਣੇ ਸੁਪਰਵਾਈਜ਼ਰ ਨੂੰ ਦਿਓ।
- ਆਪਣੇ ਨਿਰਧਾਰਤ ਖੇਤਰ ਵਿੱਚ ਰਹੋ। ਜੇਕਰ ਤੁਸੀਂ ਸੁਪਰਵਾਈਜ਼ਰ ਦੀ ਮਨਜ਼ੂਰੀ ਤੋਂ ਬਿਨਾਂ ਆਪਣੇ ਸਟੇਸ਼ਨ ਨੂੰ ਛੱਡ ਦਿੰਦੇ ਹੋ ਤਾਂ ਤੁਹਾਡੇ 'ਤੇ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਇਆ ਜਾ ਸਕਦਾ ਹੈ।

ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਫੰਡ

ਫੰਡ ਸਿਰਫ਼ ਟੱਚ-ਪੇ-ਸਿਸਟਮ ਰਾਹੀਂ ਕਿਸੇ ਵਿਅਕਤੀ ਦੇ ਮਨੀ ਖਾਤੇ 'ਤੇ ਹੀ ਦਿੱਤੇ ਜਾ ਸਕਦੇ ਹਨ।

- ਕੋਈ ਵੀ ਨਗਦੀ, ਪ੍ਰਮਾਣਿਤ ਚੈੱਕ, ਕੈਸ਼ੀਅਰ ਦੇ ਚੈੱਕ ਜਾਂ ਮਨੀ ਆਰਡਰ, ਡਾਕ ਰਾਹੀਂ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਅਤੇ ਭੇਜਣ ਵਾਲੇ ਨੂੰ ਵਾਪਸ ਕਰ ਦਿੱਤੇ ਜਾਣਗੇ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਕਿਸੇ ਖਾਤੇ ਨੂੰ ਫੰਡ ਦੇਣ ਲਈ ਹੇਠ ਲਿਖੀ ਜਾਣਕਾਰੀ ਦੀ ਜ਼ਰੂਰਤ ਹੈ:

ਸੁਵਿਧਾ ਲੇਕਟਰ # 295354
ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ, ਸੀ. ਏ.
ਵਿਅਕਤੀਗਤ ਦਾ ਬੁਕਿੰਗ ਨੰਬਰ
ਵਿਅਕਤੀ ਦਾ ਨਾਮ

ਟੱਚ-ਪੇ ਸਿਸਟਮ ਵੀਜ਼ਾ, ਮਾਸਟਰਕਾਰਡ, ਡੈਬਿਟ ਕਾਰਡ, ਇਲੈਕਟ੍ਰੋਨਿਕ ਚੈਕ, ਜਾਂ ਨਗਰੀ (ਸਿਰਫ਼ ਕਿਓਸਕ) ਸਵੀਕਾਰ ਕਰਦਾ ਹੈ।

ਇੱਕ ਖਾਤੇ ਵਿੱਚ ਫੰਡ ਰੱਖਣ ਦੇ ਤਿੰਨ ਤਰੀਕੇ ਹਨ:

- ਕਿਓਸਕ:** ਸੰਯੁਕਤ ਰਾਜ ਦੀ ਮੁਦਰਾ ਸ਼ੈਰਿਫ਼ ਦੇ ਨਜ਼ਰਬੰਦੀ ਕੇਂਦਰ, ਪਬਲਿਕ ਸੇਫ਼ਟੀ ਸੈਂਟਰ, ਅਤੇ ਰੀਏਕਟ ਫੈਸੀਲਿਟੀ ਦੀ ਲਾਬੀ ਵਿੱਚ ਕਿਸੇ ਵਿਅਕਤੀ ਦੇ ਖਾਤੇ 'ਤੇ ਜਮ੍ਹਾਂ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।
- ਟੈਲੀਫੋਨ:** ਟੈਲੀਫੋਨ ਦੁਆਰਾ ਪੈਸੇ ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ, ਵੀਜ਼ਾ ਜਾਂ ਮਾਸਟਰਕਾਰਡ, ਡੈਬਿਟ ਕਾਰਡ ਜਾਂ ਨਿੱਜੀ ਜਾਂਚ ਖਾਤਾ ਜਾਣਕਾਰੀ ਉਪਲਬਧ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ। 1-866-232-1899 (ਟੋਲ-ਫ੍ਰੀ) 'ਤੇ ਕਾਲ ਕਰੋ। ਵੌਇਸ ਸੰਕੇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ। ਟ੍ਰਾਂਜੈਕਸ਼ਨ ਨੂੰ ਪੂਰਾ ਕਰਨ 'ਤੇ ਤੁਹਾਨੂੰ ਪੁਸ਼ਟੀਕਰਣ ਨੰਬਰ ਪ੍ਰਾਪਤ ਹੋਵੇਗਾ।
- ਇੰਟਰਨੈੱਟ:** ਇੰਟਰਨੈੱਟ ਰਾਹੀਂ ਪੈਸੇ ਜਮ੍ਹਾਂ ਕਰਾਉਣ ਲਈ: ਵੀਜ਼ਾ ਜਾਂ ਮਾਸਟਰਕਾਰਡ, ਡੈਬਿਟ ਕਾਰਡ ਜਾਂ ਨਿੱਜੀ ਜਾਂਚ ਖਾਤਾ ਜਾਣਕਾਰੀ ਉਪਲਬਧ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ। <http://payments.touchpaydirect.net> 'ਤੇ ਜਾਓ ਅਤੇ ਸਕ੍ਰੀਨ- 'ਤੇ ਸੰਕੇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ। ਟ੍ਰਾਂਜੈਕਸ਼ਨ ਦੇ ਪੂਰੇ ਹੋਣ 'ਤੇ ਤੁਹਾਨੂੰ ਇੱਕ ਪੁਸ਼ਟੀਕਰਣ ਨੰਬਰ ਪ੍ਰਾਪਤ ਹੋਵੇਗਾ। ਰਸੀਦ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਤੁਹਾਡੇ ਕੋਲ ਈਮੇਲ ਖਾਤਾ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੋਵੇਗਾ।
 - ਇਸ ਸਿਸਟਮ ਦੀ ਵਰਤੋਂ ਕਰਨ ਲਈ ਸੁਵਿਧਾ ਫੀਸ ਹੁੰਦੀ ਹੈ। ਬਿੱਲਿੰਗ ਜਾਂ ਖਾਤਾ ਸਟੇਟਮੈਂਟਾਂ ਦੀ ਜਾਂਚ ਦੇ ਤੌਰ 'ਤੇ ਭੁਗਤਾਨ ਕਰਤਾ ਵਜੋਂ ਟੱਚ-ਪੇ ਡਾਇਰੈਕਟ ਜਾਂ ਸੁਧਾਰਿਕ ਭੁਗਤਾਨ ਸੇਵਾਵਾਂ ਦਿਖਾਈ ਦੇਣਗੀਆਂ।
 - ਜਦੋਂ ਤੱਕ ਕਿ ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਦੁਆਰਾ ਅਧਿਕਾਰਤ ਨਹੀਂ ਹੁੰਦੇ, ਵਿਅਕਤੀਆਂ ਨੂੰ ਬੁਕਿੰਗ ਤੋਂ ਬਾਅਦ ਪਹਿਲੇ 24 ਘੰਟਿਆਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਛੱਡਣ ਦੀ ਆਗਿਆ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਜੇਕਰ ਮਨਜ਼ੂਰੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ, ਤਾਂ ਵਿਅਕਤੀ ਨੂੰ ਆਪਣੇ ਖਾਤੇ ਵਿਚਲੇ ਸਾਰੇ ਪੈਸੇ ਰਿਲੀਜ਼ ਕਰਨੇ ਚਾਹੀਦੇ ਹਨ।
 - ਕਿਸੇ ਵਿਅਕਤੀ ਦੇ ਖਾਤੇ ਤੋਂ ਦੂਜੇ ਵਿਅਕਤੀ ਦੇ ਖਾਤੇ ਵਿੱਚ ਪੈਸੇ ਨੂੰ ਟ੍ਰਾਂਸਫਰ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
 - ਵਿਅਕਤੀਆਂ ਦੇ ਪੈਸੇ ਨੂੰ ਉਹਨਾਂ ਲੋਕਾਂ ਲਈ ਨਹੀਂ ਛੱਡਿਆ ਜਾਵੇਗਾ ਜਿਨ੍ਹਾਂ ਨੂੰ 30 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਜੇਲ੍ਹ ਵਿੱਚ ਰੱਖਿਆ ਗਿਆ ਹੈ।
 - ਕਿਸੇ ਵਿਅਕਤੀ, ਮੁਲਾਕਾਤ ਤੋਂ ਵਾਪਸ ਆਉਣ, ਕੈਮਰੇ ਦੌਰਾਨ ਜਾਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਕੈਦ ਦੌਰਾਨ ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਨੂੰ ਮਿਲੇ ਸਾਰੇ ਪੈਸੇ ਜ਼ਬਤ ਕੀਤੇ ਜਾਣਗੇ ਅਤੇ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਜਨਰਲ ਫੰਡ ਵਿੱਚ ਜਮ੍ਹਾਂ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ।

ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਫੰਡ ਅਤੇ ਜਾਇਦਾਦ ਦੀ ਰਿਹਾਈ

ਕੈਦ ਵਿਅਕਤੀ ਹੇਠ ਲਿਖੀਆਂ ਮਿਸਾਲਾਂ ਤੋਂ ਬਿਨਾਂ ਆਪਣੇ ਕਿਸੇ ਵੀ ਫੰਡ ਨੂੰ ਰਿਲੀਜ਼ ਨਹੀਂ ਕਰ ਸਕਦਾ ਹੈ:

- ਬੁੱਕ ਕਰਨ ਤੋਂ ਬਾਅਦ ਪਹਿਲੇ 24 ਘੰਟਿਆਂ ਦੇ ਅੰਦਰ।

- ਜਦੋਂ ਤੱਕ ਕਿ ਸਹੂਲਤ ਕਮਾਂਡਰ ਦੁਆਰਾ ਅਧਿਕਾਰਤ ਨਹੀਂ ਹੁੰਦਾ ਹੈ।
- ਜਦੋਂ ਤੱਕ ਕੈਦ ਵਿਅਕਤੀ ਵਲੋਂ ਜੇਲ੍ਹ ਬਦਲਵੇਂ ਯੂਨਿਟ ਨੂੰ ਲਿਖਤੀ ਬੇਨਤੀ ਦੁਆਰਾ ਅਧਿਕਾਰਤ ਨਾ ਹੋਵੇ।
 - ਇੱਕ ਕੈਡਿਟ ਜਾਂ ਡੈਬਿਟ ਕਾਰਡਾਂ ਵਾਂਗ ਟੱਚ ਪੇ ਕਾਰਡਾਂ ਦੁਆਰਾ ਫੰਡ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਕੋਈ ਨਗਰੀ ਰਿਲੀਜ਼ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ।

ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਆਪਣੀ ਨਿੱਜੀ ਜਾਇਦਾਦ ਨੂੰ ਕਿਸੇ ਮਨੋਨੀਤ ਵਿਅਕਤੀ ਨੂੰ ਰਿਲੀਜ਼ ਕਰ ਸਕਦਾ ਹੈ। ਜਾਇਦਾਦ ਨੂੰ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਵਿਅਕਤੀ ਕੋਲ ਇੱਕ ਪ੍ਰਮਾਣਿਤ ਤਸਵੀਰ ਦੀ ਪਛਾਣ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ।

- ਕਿਸੇ ਵਿਸ਼ੇਸ਼ ਵਿਅਕਤੀ ਨੂੰ ਨਿੱਜੀ ਜਾਇਦਾਦ ਦੀ ਰਿਲੀਜ਼ ਦੀ ਬੇਨਤੀ ਕਰਦੇ ਹੋਏ, ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

ਸਜ਼ਾ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਕੱਪੜੇ ਅਤੇ ਨਿੱਜੀ ਜਾਇਦਾਦ ਰਿਲੀਜ਼ ਕਰਨੀ ਪਵੇਗੀ।

 - ਕੈਲੀਫੋਰਨੀਆ ਡਿਪਾਰਟਮੈਂਟ ਆਫ਼ ਕੋਰੈਕਸ਼ਨਸ ਅਤੇ ਰੀਹੈਬਿਲੀਟੇਸ਼ਨ ਤੁਹਾਡੇ ਕੱਪੜੇ ਜਾਂ ਜਾਇਦਾਦ ਨੂੰ ਨਹੀਂ ਸੰਭਾਲਣਗੇ, ਪਰ ਤੁਹਾਡੇ ਖਰਚੇ 'ਤੇ ਇੱਕ ਨਿਸ਼ਚਿਤ ਸਥਾਨ 'ਤੇ ਦੋਵਾਂ ਨੂੰ ਮੇਲ ਕਰੇਗਾ।
 - ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਤੁਹਾਡੇ ਕੱਪੜੇ ਜਾਂ ਜਾਇਦਾਦ ਨੂੰ ਸਟੋਰ ਨਹੀਂ ਕਰਨਗੇ ਜਾਂ ਮੇਲ ਨਹੀਂ ਭੇਜਣਗੇ।
 - ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਬੇਨਤੀ ਫਾਰਮ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਕੇ ਆਪਣੇ ਕੱਪੜੇ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਗਰੀਬ ਫੰਡ ਵਿੱਚ ਦਾਨ ਕਰ ਸਕਦਾ ਹੈ।

ਵਣਜ ਦੂਤ ਸੰਬੰਧੀ ਨੋਟੀਫਿਕੇਸ਼ਨ

ਜੇਕਰ ਤੁਸੀਂ ਇੱਕ ਵਿਦੇਸ਼ੀ ਰਾਸ਼ਟਰੀ ਹੋ: ਤੁਸੀਂ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਨੂੰ ਆਪਣੇ ਦੇਸ਼ ਦੇ ਵਣਜ ਦੂਤ ਸੰਬੰਧੀ ਪ੍ਰਤੀਨਿਧਾਂ ਨੂੰ ਯੂਨਾਈਟਿਡ ਸਟੇਟ ਵਿੱਚ ਸੂਚਿਤ ਕਰਨ ਦੇ ਹੱਕਦਾਰ ਹੋ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿੱਚ ਤੁਹਾਡੀ ਮਰਜ਼ੀ ਦੇ ਬਾਵਜੂਦ, ਸਭ ਤੋਂ ਨੇੜਲੇ ਵਣਜ ਦੂਤ ਸੰਬੰਧੀ ਦਫ਼ਤਰ ਨੂੰ ਤੁਹਾਡੀ ਗ੍ਰਿਫ਼ਤਾਰੀ ਨੂੰ ਟਾਲੇ ਬਿਨਾਂ ਹੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।

- ਜਦੋਂ ਤੁਹਾਨੂੰ ਹਿਰਾਸਤ ਵਿੱਚ ਲੈ ਲਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਦੇਸ਼ ਦਾ ਇੱਕ ਵਣਜ ਦੂਤ ਸੰਬੰਧੀ ਅਧਿਕਾਰੀ ਤੁਹਾਨੂੰ ਕਾਨੂੰਨੀ ਸਲਾਹ ਲੈਣ, ਤੁਹਾਡੇ ਪਰਿਵਾਰ ਨਾਲ ਸੰਪਰਕ ਕਰਨ, ਅਤੇ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਦੇ ਯੋਗ ਹੋ ਸਕਦੇ ਹਨ।
- ਜੇਕਰ ਤੁਸੀਂ ਚਾਹੁੰਦੇ ਹੋ ਕਿ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਤੁਹਾਡੇ ਦੇਸ਼ ਦੇ ਕੌਂਸਲਰ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕਰੇ, ਤਾਂ ਤੁਸੀਂ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਬੇਨਤੀ ਫਾਰਮ 'ਤੇ ਗੁਣ ਜਾਂ ਭਵਿੱਖ ਵਿੱਚ ਕਿਸੇ ਵੀ ਸਮੇਂ ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੀ ਬੇਨਤੀ ਕਰ ਸਕਦੇ ਹੋ।
- ਇੱਕ ਵਾਰ ਜਦੋਂ ਵਣਜ ਦੂਤ ਸੰਬੰਧੀ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਉਹ ਤੁਹਾਨੂੰ ਫੋਨ ਕਰ ਸਕਦੇ ਹਨ ਜਾਂ ਤੁਹਾਨੂੰ ਮਿਲਣ ਆ ਸਕਦੇ ਹਨ।

ਨਿਆਂ ਸਭਾ ਸੰਬੰਧੀ ਮੁਕੱਦਮੇ ਲਈ ਕੱਪੜੇ ਪ੍ਰਾਪਤ ਕਰਨਾ

ਮੁਕੱਦਮੇ ਦੀ ਸ਼ੁਰੂਆਤ ਤੋਂ 48 ਘੰਟੇ ਪਹਿਲਾਂ, ਤੁਹਾਨੂੰ ਇੱਕ ਨਿਆਂ ਸਭਾ ਸੰਬੰਧੀ ਮੁਕੱਦਮੇ ਲਈ ਸਟੈਨੀਸਲਾਸ ਡਿਟੈਸ਼ਨ ਸੈਂਟਰ ਨੂੰ ਕੱਪੜੇ ਦਿੱਤੇ ਜਾ ਸਕਦੇ ਹਨ।

- ਮੁਕੱਦਮੇ ਦੌਰਾਨ ਤੁਹਾਡੇ ਕੱਪੜੇ ਬਦਲੇ ਜਾ ਸਕਦੇ ਹਨ।
- ਇਹ ਵਿਜਿਟ ਕਰਨ ਦੇ ਘੰਟਿਆਂ ਦੌਰਾਨ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।
- ਤੁਹਾਡੇ ਕੋਲ ਕੱਪੜਿਆਂ ਦਾ ਪੂਰਾ ਸੈੱਟ ਹੋ ਸਕਦਾ ਹੈ ਅਤੇ ਤੁਸੀਂ ਇੱਕ ਦੇ ਬਦਲੇ ਇੱਕ ਵਸਤੂਆਂ ਨੂੰ ਬਦਲ ਸਕਦੇ ਹੋ। ਸੁਵਿਧਾ ਵਿਖੇ ਕੋਈ ਬੈਲਟ ਜਾਂ ਟਾਈ ਨੂੰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਵਸਤੂਆਂ ਅਦਾਲਤ ਵਿੱਚ ਤੁਹਾਨੂੰ ਤੁਹਾਡੇ ਵਕੀਲ ਦੁਆਰਾ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ।
- ਸਟਾਫ਼ ਅਗਲੀ ਨਿਆਂ ਸਭਾ ਸੰਬੰਧੀ ਮੁਕੱਦਮੇ ਦੀ ਦਿੱਖ ਲਈ ਪਹਿਨਣ ਨੂੰ ਹੀ ਸਵੀਕਾਰ ਕਰੇਗਾ। ਕੋਈ ਵਾਧੂ ਕੱਪੜੇ ਸਟੋਰ ਨਹੀਂ ਕੀਤੇ ਜਾਣਗੇ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਵਰਗੀਕਰਨ

ਵਰਗੀਕਰਨ ਦੇ ਸਿਸਟਮ ਨੂੰ ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਯੂਨਿਟਾਂ ਅਤੇ ਗਤੀਵਿਧੀਆਂ ਲਈ ਸੈਕਸ, ਉਮਰ, ਅਪਰਾਧਕ ਦੇ ਦੋਸ਼ ਦੀ ਗੰਭੀਰਤਾ, ਸਰੀਰਕ ਜਾਂ ਮਾਨਸਿਕ ਸਿਹਤ ਦੀਆਂ ਲੋੜਾਂ, ਹਮਲਾਵਰ ਜਾਂ ਗੈਰ-ਹਮਲਾਵਰ ਅਤੇ ਹੋਰ ਮਾਪਦੰਡ ਅਨੁਸਾਰ ਸਹੀ ਤਰੀਕੇ ਨਾਲ ਸੌਂਪਣ ਲਈ ਡਿਜ਼ਾਇਨ ਕੀਤੇ ਗਏ ਹਨ ਜੋ ਕਿ ਕੈਦ ਵਿਅਕਤੀਆਂ ਅਤੇ ਸਟਾਫ਼ ਦੀ ਸੁਰੱਖਿਆ ਪ੍ਰਦਾਨ ਕਰਨਗੇ।

- A. ਜੇਕਰ ਉਹਨਾਂ ਦੀ ਸੁਰੱਖਿਆ ਲਈ ਉਨ੍ਹਾਂ ਨੂੰ ਕੋਈ ਚਿੰਤਾ ਹੈ, ਤਾਂ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਟਾਫ਼ ਨੂੰ ਤੁਰੰਤ ਸੂਚਿਤ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ।
 1. ਵਰਗੀਕਰਨ ਕੈਦ ਦੇ ਪਹਿਲੇ 30 ਦਿਨਾਂ ਅਤੇ ਇਸ ਤੋਂ ਬਾਅਦ ਹਰ 60 ਦਿਨਾਂ ਬਾਅਦ ਤੁਹਾਡੀ ਸਥਿਤੀ ਦੀ ਸਵੈਚਲਿਤ ਸਮੀਖਿਆ ਕਰਵਾਉਂਦੀ ਹੈ।
 2. ਜਦੋਂ ਕਿਸੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਨੂੰ ਪ੍ਰਭਾਵਿਤ ਕਰਦੇ ਹੋਏ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ, ਤਾਂ ਸਮੀਖਿਆਵਾਂ ਨਿਯਮਤ ਅੰਤਰਾਲਾਂ ਜਾਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਪੂਰੀਆਂ ਹੁੰਦੀਆਂ ਹਨ।
 3. ਤੁਸੀਂ ਵਰਗੀਕਰਨ ਲਈ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾ ਕੇ ਆਪਣੀ ਵਰਗੀਕਰਨ ਸਥਿਤੀ ਦੀ ਸਮੀਖਿਆ ਕਰਨ ਲਈ ਬੇਨਤੀ ਕਰ ਸਕਦੇ ਹੋ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਅਧਿਕਾਰ ਅਤੇ ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰ

ਤੁਹਾਡੇ ਕੋਲ ਅਧਿਕਾਰ ਹਨ:

- A. ਨਿਰਪੱਖਤਾ, ਨਿਆਂਕਾਰੀ, ਅਤੇ ਸਤਿਕਾਰ ਨਾਲ ਵਿਹਾਰ ਕੀਤੇ ਜਾਣ ਦੀ ਉਮੀਦ ਰੱਖਣ ਦਾ।
- B. ਧਾਰਮਿਕ ਮਾਨਤਾ ਅਤੇ ਸਵੈ-ਇੱਛਾ ਨਾਲ ਧਾਰਮਿਕ ਪੁਜਾਰੀ ਦੀ ਆਜ਼ਾਦੀ ਦਾ।
- C. ਸਿਹਤ ਦੇਖਭਾਲ ਵਿੱਚ ਪੇਸ਼ਕ ਭੋਜਨ, ਸਹੀ ਬਿਸਤਰੇ ਅਤੇ ਕੱਪੜੇ, ਸਾਫ਼-ਸੁਥਰੀ ਧੋਤੇ ਕੱਪੜਿਆਂ, ਨਿਯਮਿਤ ਤੌਰ 'ਤੇ ਨਹਾਉਣ ਦਾ ਮੌਕਾ, ਨਿੱਘ ਅਤੇ ਤਾਜ਼ੀ ਹਵਾ ਲਈ ਸਹੀ ਹਵਾਦਾਰੀ, ਨਿਯਮਤ ਕਸਰਤ ਦੀ ਅਵਧੀ, ਗੁਜ਼ਲਖ਼ਾਨੇ ਵਿੱਚ ਲੁੜੀਂਦੀਆਂ ਵਸਤੂਆਂ ਅਤੇ ਮੈਡੀਕਲ ਅਤੇ ਦਵਾਵਾਂ ਦੇ ਇਲਾਜ ਦੀ ਪਹੁੰਚ ਸ਼ਾਮਲ ਹੈ।
- D. ਆਪਣੇ ਵਕੀਲ ਨਾਲ ਵਾਜਬ ਮੁਲਾਕਾਤ ਅਤੇ ਟੈਲੀਫੋਨ ਸੰਪਰਕ ਕਰਨਾ।
- E. ਉਪਲਬਧ ਕਾਨੂੰਨੀ ਸਮੱਗਰੀਆਂ ਲਈ ਵਾਜਬ ਪਹੁੰਚ।
- F. ਸਾਰੇ ਵਿਅਕਤੀਆਂ ਅਤੇ ਏਜੰਸੀਆਂ ਨਾਲ ਡਾਕ ਸੰਬੰਧੀ ਚਿੱਠੀ-ਪੱਤਰ।
- G. ਤੁਹਾਡੇ ਪਰਿਵਾਰ ਅਤੇ ਦੋਸਤਾਂ ਦੇ ਨਾਲ ਮੁਲਾਕਾਤ ਕਰਨਾ, ਟੈਲੀਫੋਨ ਕਰਨਾ, ਅਤੇ ਉਹਨਾਂ ਦੇ ਅਨੁਰੂਪ ਹੋਣਾ।
- H. ਨਿਯਮ, ਸ਼ਰਤਾਂ, ਪ੍ਰਕਿਰਿਆਵਾਂ, ਅਤੇ ਕਾਰਜਕ੍ਰਮਾਂ ਬਾਰੇ ਸੂਚਿਤ ਰਹੇ, ਜੋ ਤੁਹਾਡੀ ਕੈਦ ਦੌਰਾਨ ਤੁਹਾਡੇ 'ਤੇ ਸਿੱਧਾ ਅਸਰ ਪਾਉਂਦੇ ਹਨ।

ਤੁਹਾਡੇ ਅਧਿਕਾਰ ਕਾਨੂੰਨ ਦੁਆਰਾ ਸੁਰੱਖਿਅਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਅਤੇ ਤੁਹਾਡੇ ਤੋਂ ਖੋਹੇ ਨਹੀਂ ਜਾ ਸਕਦੇ ਹਨ। ਹਾਲਾਂਕਿ, ਤੁਹਾਡੇ ਰਵੱਈਏ ਦੇ ਕਾਰਨ ਤੁਹਾਡੇ ਸਾਰੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਅਧਿਕਾਰਾਂ ਨੂੰ ਨਾਲ-ਨਾਲ ਸੁਵਿਧਾ ਦੀ ਸੁਰੱਖਿਆ ਯਕੀਨੀ ਕਰਨ ਲਈ, ਤੁਹਾਡੇ ਅਧਿਕਾਰਾਂ ਨੂੰ ਸੋਧਣਾ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦਾ ਹੈ।

- A. ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਅਤੇ ਫੰਕਸ਼ਨ, ਜੋ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਅਧਿਕਾਰਾਂ ਵਜੋਂ ਸੂਚੀਬੱਧ ਨਹੀਂ ਹਨ, ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰ ਹਨ। ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰ ਸਕਾਰਾਤਮਕ ਅਤੇ ਤਰਕਸ਼ੀਲ ਰਵੱਈਏ ਦੁਆਰਾ ਸਾਂਝੇ ਜਾਂਦੇ ਹਨ। ਨਾਕਾਰਾਤਮਕ ਜਾਂ ਅਣ-ਉਚਿਤ ਰਵੱਈਏ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰਾਂ ਦੀ ਹਾਨੀ ਹੋ ਸਕਦੀ ਹੈ।

ਗਰਭਵਤੀ ਕੈਦੀ ਵਿਅਕਤੀ ਦੇ ਅਧਿਕਾਰ

- A. ਸਾਰੀਆਂ ਗਰਭਵਤੀ ਅਤੇ ਦੁੱਧ ਚੁੰਘਾਉਣ ਵਾਲੀਆਂ ਕੈਦੀ ਔਰਤਾਂ ਨੂੰ ਜਨਮ ਤੋਂ ਪਹਿਲਾਂ ਦੀ ਸਿਹਤ ਸੰਭਾਲ, ਜਣੇਪੇ ਤੋਂ ਬਾਅਦ ਦੀ ਸਿਹਤ ਸੰਭਾਲ, ਜਣੇਪੇ ਦੀ ਸਿੱਖਿਆ, ਅਤੇ ਬਾਲ ਦੇਖਭਾਲ ਨਾਲ ਸੰਬੰਧਿਤ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾਵੇਗੀ। ਇੱਕ ਗਰਭਵਤੀ ਕੈਦੀ ਔਰਤ ਨੂੰ ਉਹਨਾਂ ਦੀ ਗਰਭ ਅਵਸਥਾ ਦੀ ਮਿਆਦ ਲਈ ਇੱਕ ਹੇਠਲੇ ਬੰਕ ਅਤੇ ਹੇਠਲੇ ਪੱਧਰ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇਗਾ। ਦੁੱਧ ਪਿਲਾਉਣ ਵਾਲੀਆਂ ਮਾਵਾਂ ਲਈ ਬ੍ਰੈਸਟ ਪੰਪ ਉਪਲਬਧ ਹੋਣਗੇ।
- B. ਗਰਭਵਤੀ ਔਰਤਾਂ ਡਾਕਟਰੀ ਸੇਵਾਵਾਂ ਦੇ ਨਿਰਧਾਰਨ ਕਰਨ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਪਸੰਦ ਦੇ ਡਾਕਟਰ ਅਤੇ ਸਰਜਨ ਵੱਲੋਂ ਅਜਿਹੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਪ੍ਰਾਪਤੀ ਦੀਆਂ ਹੱਕਦਾਰ ਹੁੰਦੀਆਂ ਹਨ।
- C. ਕਿਸੇ ਡਾਕਟਰ ਅਤੇ ਸਰਜਨ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੁਆਰਾ ਕੀਤੇ ਗਏ ਕੋਈ ਵੀ ਖਰਚੇ ਜਿਨ੍ਹਾਂ ਦੀ ਸੇਵਾਵਾਂ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਦੁਆਰਾ ਵਿਅਕਤੀ ਦੀ ਕੀਮਤ 'ਤੇ ਮੁਹੱਈਆ ਨਹੀਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।
- D. ਇਸ ਸੈਕਸ਼ਨ ਦੇ ਅਨੁਸਾਰ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਵਾਲਾ ਕੋਈ ਵੀ ਡਾਕਟਰ ਦਵਾਈ ਦੇ ਅਮਲ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਲਈ ਇੱਕ ਵੈਧ ਅਤੇ ਅਣ-ਰੱਦ ਕੀਤਾ ਹੋਇਆ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਾਪਤ ਕਰੇਗਾ।
 1. ਵਿਅਕਤੀ ਜ਼ਰੂਰੀ ਹਿਰਾਸਤ ਅਤੇ ਕੈਦੀ ਦੀ ਸੁਰੱਖਿਆ (ਪਹਿਰੇਦਾਰੀ) ਪ੍ਰਦਾਨ ਕਰਨ ਦੁਆਰਾ ਆਉਣ ਵਾਲੇ ਖਰਚੇ ਲਈ ਜਵਾਬਦੇਹ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- E. ਕੈਦ ਵਿਅਕਤੀਆਂ ਕੋਲ ਗਰਭ-ਅਵਸਥਾ ਦੀ ਪੁਸ਼ਟੀ ਕਰਨ, ਗਰਭ-ਅਵਸਥਾ ਜਾਰੀ ਰੱਖਣ ਜਾਂ ਗਰਭਪਾਤ ਦੀ ਚੋਣ ਕਰਨ ਲਈ ਇੱਕ ਡਾਕਟਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨੂੰ ਬੁਲਾਉਣ ਅਤੇ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੋਵੇਗਾ। ਇੱਕ ਕੈਦੀ ਵਿਅਕਤੀ ਆਪਣੇ ਖੁਦ ਦੇ ਖਰਚੇ 'ਤੇ ਆਪਣੇ ਖੁਦ ਦੇ ਡਾਕਟਰ, ਨਰਸ ਪ੍ਰੈਕਟੀਸ਼ਨਰ, ਪ੍ਰਮਾਣਿਤ ਨਰਸ ਦਾਈ, ਜਾਂ ਡਾਕਟਰ ਸਹਾਇਕ ਨੂੰ ਮਿਲਣ ਲਈ ਵੀ ਬੇਨਤੀ ਕਰ ਸਕਦਾ ਹੈ।
- F. ਗਰਭਵਤੀ ਮਰੀਜ਼ ਦੀ ਗਰਭ-ਅਵਸਥਾ ਦੇ ਸਬੰਧ ਵਿੱਚ ਪ੍ਰਗਟ ਕੀਤੀਆਂ ਇੱਛਾਵਾਂ ਦੇ ਅਨੁਸਾਰ ਕਾਉਂਟੀਲਿੰਗ ਅਤੇ ਸਹਾਇਤਾ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਭਾਵੇਂ ਵਿਅਕਤੀ ਬੱਚੇ ਨੂੰ ਰੱਖਣ, ਗੋਦ ਲੈਣ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਜਾਂ ਗਰਭਪਾਤ ਕਰਵਾਉਣ ਦੀ ਚੋਣ ਕਰਦਾ ਹੈ।
- G. ਗਰਭ-ਅਵਸਥਾ ਨੂੰ ਸਮਾਪਤ ਕਰਨ ਦੀ ਇੱਛਾ ਪ੍ਰਗਟ ਕਰਨ ਵਾਲੀ ਇੱਕ ਕੈਦ ਔਰਤ, ਜਾਂ ਜੇ ਇਸ ਮੁੱਦੇ 'ਤੇ ਕਾਉਂਟੀਲਿੰਗ ਚਾਹੁੰਦੀ ਹੈ, ਉਸ ਨੂੰ ਉਹਨਾਂ ਲਈ ਉਪਲਬਧ ਸਾਰੇ ਵਿਕਲਪਾਂ ਬਾਰੇ ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਯੋਜਨਾਬੱਧ ਮਾਤਾ-ਪਿਤਾ ਕੋਲ ਭੇਜਿਆ ਜਾਵੇਗਾ।
- H. ਗਰਭਵਤੀ ਕੈਦ ਔਰਤਾਂ ਨੂੰ ਲੇਬਰ ਅਤੇ ਡਿਲੀਵਰੀ ਪ੍ਰਕਿਰਿਆ ਦੌਰਾਨ ਸੰਭਵ ਤੌਰ 'ਤੇ ਵੱਧ ਤੋਂ ਵੱਧ ਗੋਪਨੀਯਤਾ ਦਿੱਤੀ ਜਾਵੇਗੀ।
- I. ਗਰਭਵਤੀ ਕੈਦ ਔਰਤਾਂ ਹਸਪਤਾਲ ਵਿੱਚ ਦਾਖ਼ਲ ਹੋਣ ਦੌਰਾਨ, ਜਣੇਪੇ, ਬੱਚੇ ਨੂੰ ਜਨਮ ਦੇਣ ਅਤੇ ਜਣੇਪੇ ਤੋਂ ਬਾਅਦ ਰਿਕਵਰੀ ਦੌਰਾਨ ਇੱਕ ਸਹਾਇਕ ਵਿਅਕਤੀ ਮੌਜੂਦ ਹੋਣ ਦੀ ਚੋਣ ਕਰ ਸਕਦੀਆਂ ਹਨ। ਸਹਾਇਕ ਵਿਅਕਤੀ ਇੱਕ ਪ੍ਰਵਾਨਿਤ ਵਿਜ਼ਟਰ ਜਾਂ ਸਿਹਤ ਸਟਾਫ਼ ਹੋ ਸਕਦਾ ਹੈ, ਜੋ ਕਿ ਵਿਭਾਗ ਦੁਆਰਾ ਜਨਮ ਤੋਂ ਪਹਿਲਾਂ ਦੀ ਦੇਖਭਾਲ, ਲੇਬਰ, ਜਣੇਪੇ, ਦੁੱਧ ਚੁੰਘਾਉਣ, ਅਤੇ ਜਨਮ ਤੋਂ ਬਾਅਦ ਦੀ ਦੇਖਭਾਲ ਵਿੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ।
 1. ਸਹਾਇਤਾ ਵਿਅਕਤੀ ਲਈ ਪ੍ਰਵਾਨਗੀ ਇੱਕ ਵਿਜ਼ਟਰ ਬੇਨਤੀ ਫਾਰਮ ਦੁਆਰਾ ਦਰਸਾਈ ਜਾਵੇਗੀ।
 - a. ਜੇਕਰ ਕਿਸੇ ਚੁਣੇ ਗਏ ਸਹਿਯੋਗੀ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਨੂੰ ਅਸਵੀਕਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਬੇਨਤੀ ਪ੍ਰਾਪਤ ਹੋਣ ਦੇ 15 ਕਾਰਜਕਾਰੀ ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਇਨਕਾਰ ਕਰਨ ਦਾ ਕਾਰਨ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾਵੇਗਾ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- J. ਅਜਿਹਾ ਕੈਦ ਵਿਅਕਤੀ ਜੋ ਕੈਦ ਦੌਰਾਨ ਆਪਣੇ ਬੱਚੇ ਜਾਂ ਛੋਟੇ ਬੱਚੇ ਨੂੰ ਮਾਂ ਦਾ ਦੁੱਧ ਦੇਣਾ ਚਾਹੁੰਦੇ ਹਨ; ਜਾਂ ਰਿਹਾਈ ਤੋਂ ਬਾਅਦ ਆਪਣੇ ਬੱਚੇ ਜਾਂ ਛੋਟੇ ਬੱਚੇ ਨੂੰ ਦੁੱਧ ਚੁੰਘਾਉਣਾ ਦੁਬਾਰਾ ਸ਼ੁਰੂ ਕਰਨ ਲਈ ਉਹਨਾਂ ਦੀ ਦੁੱਧ ਦੀ ਸਪਲਾਈ ਨੂੰ ਬਰਕਰਾਰ ਰੱਖਣ ਲਈ, ਉਹਨਾਂ ਨੂੰ ਸੇਵਨ ਕਰਨ ਵੇਲੇ, ਡਿਲੀਵਰੀ ਤੋਂ ਬਾਅਦ, ਜਾਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਜਦੋਂ ਉਨ੍ਹਾਂ ਦੀ ਦੁੱਧ ਦੀ ਸਪਲਾਈ ਬਰਕਰਾਰ ਰਹਿੰਦੀ ਹੈ, ਤਾਂ ਅਜਿਹਾ ਕਰਨ ਦਾ ਮੌਕਾ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾਵੇਗਾ।
1. ਕੈਦ ਔਰਤ ਨੂੰ ਇਸਦੀ ਵਰਤੋਂ ਦੀਆਂ ਹਦਾਇਤਾਂ ਵਾਲਾ ਇੱਕ ਮੈਨੂਅਲ ਜਾਂ ਇਲੈਕਟ੍ਰਿਕ ਬ੍ਰੈਸਟ ਪੰਪ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾਵੇਗਾ। ਪਰਿਵਾਰ, ਦੋਸਤ, ਜਾਂ ਹੋਰ ਏਜੰਸੀਆਂ ਵਰਤੋਂ ਲਈ ਹਿਰਾਸਤ ਦੀ ਮਨਜ਼ੂਰੀ ਦੇ ਨਾਲ ਇੱਕ ਨਿੱਜੀ ਇਲੈਕਟ੍ਰਿਕ ਜਾਂ ਮੈਨੂਅਲ ਪੰਪ ਪ੍ਰਦਾਨ ਕਰ ਸਕਦੀਆਂ ਹਨ।
 - a. ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪੰਪ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਆਪਣੇ ਹੱਥ ਸਾਬਣ ਅਤੇ ਪਾਣੀ ਨਾਲ ਧੋਣ ਲਈ, ਅਤੇ ਬ੍ਰੈਸਟ ਪੰਪ ਨੂੰ ਹਰ ਵਰਤੋਂ ਤੋਂ ਬਾਅਦ ਸਾਬਣ ਅਤੇ ਪਾਣੀ ਨਾਲ ਧੋਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
 2. ਛਾਤੀ ਦੇ ਦੁੱਧ ਨੂੰ ਪਰਿਵਾਰ, ਦੋਸਤ, ਜਾਂ ਕਿਸੇ ਹੋਰ ਏਜੰਸੀ ਦੁਆਰਾ ਮੁਹੱਈਆ ਕਰਵਾਈਆਂ ਗਈਆਂ ਛਾਤੀ ਦੇ ਦੁੱਧ ਦੀਆਂ ਸਾਫ਼ ਥੈਲੀਆਂ ਜਾਂ ਬੋਤਲਾਂ ਵਿੱਚ ਪੰਪ ਕੀਤਾ ਜਾਵੇਗਾ। ਕੰਟੇਨਰਾਂ ਨੂੰ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਨਾਮ, ਆਈ.ਡੀ. ਨੰਬਰ, ਅਤੇ ਦੁੱਧ ਦੇ ਪ੍ਰਗਟਾਵੇ ਦੀ ਮਿਤੀ/ਸਮੇਂ ਨਾਲ ਚਿੰਨ੍ਹਿਤ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਫਿਰ ਇੱਕ ਮਨੋਨੀਤ ਫਰਿੱਜ ਜਾਂ ਫ੍ਰੀਜ਼ਰ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇਗਾ, ਜਦੋਂ ਤੱਕ ਕਿ ਇੱਕ ਮਨੋਨੀਤ ਵਿਅਕਤੀ ਦੁਆਰਾ ਹਰ ਰੋਜ਼ ਬੱਚੇ/ਨੌਜਵਾਨ ਤੱਕ ਲਿਜਾਣ ਲਈ ਨਹੀਂ ਚੁੱਕਿਆ ਜਾਂਦਾ।
 - a. ਛਾਤੀ ਦਾ ਦੁੱਧ ਚੁੱਕਣ ਵਾਲਾ ਮਨੋਨੀਤ ਵਿਅਕਤੀ ਹਰ ਵਾਰ ਜਦੋਂ ਬੱਚੇ/ਨੌਜਵਾਨ ਤੱਕ ਲਿਜਾਣ ਲਈ ਡੱਬੇ(ਡੱਬਿਆਂ) ਨੂੰ ਚੁੱਕਦਾ ਹੈ, ਤਾਂ ਛਾਤੀ ਦੇ ਦੁੱਧ ਦੇ ਟ੍ਰਾਂਸਫਰ ਲੌਗ 'ਤੇ ਦਸਤਖਤ ਕਰੇਗਾ ਅਤੇ ਮਿਤੀ ਲਿਖੇਗਾ।
 - b. ਸੱਤ (7) ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਨਾ ਚੁੱਕੇ ਜਾਣ ਵਾਲੇ ਦੁੱਧ ਨੂੰ ਰੱਦ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।
 3. ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਪਹਿਲੀ ਕਲੀਨਿਕ ਮੁਲਾਕਾਤ 'ਤੇ, ਸਿਹਤ ਸਟਾਫ਼ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਗਰਭਵਤੀ ਵਿਅਕਤੀਆਂ ਨੂੰ ਨਿਯੰਤ੍ਰਿਤ ਕਰਨ ਵਾਲੇ ਮਿਆਰਾਂ ਅਤੇ ਨੀਤੀਆਂ ਬਾਰੇ ਸਲਾਹ ਦੇਵੇਗਾ, ਜਿਸ ਵਿੱਚ ਕੈਲੀਫੋਰਨੀਆ ਪੀਨਲ ਕੋਡ ਦੀਆਂ ਧਾਰਾਵਾਂ 4023.5, 4023.6, 4023.8, 4028, 6030 ਅਤੇ ਪ੍ਰਜਨਨ ਗੋਪਨੀਯਤਾ ਐਕਟ ਆਰਟੀਕਲ 2.5 (ਸੈਕਸ਼ਨ 123460 ਨਾਲ ਸ਼ੁਰੂ ਹੋਣ ਵਾਲਾ) ਹੈਲਥ ਕੋਡ 106 ਦੇ ਭਾਗ 2 ਦੇ ਅਧਿਆਇ 2 ਦੇ ਉਪਬੰਧ ਸ਼ਾਮਲ ਹਨ, ਪਰ ਇਨ੍ਹਾਂ ਤੱਕ ਸੀਮਤ ਨਹੀਂ ਹਨ।

ਸੰਭਾਵਿਤ ਕੈਦ ਵਿਅਕਤੀ ਦਾ ਵਿਵਹਾਰ:

ਸਾਡੀ ਉਮੀਦ ਇਹ ਹੈ ਕਿ ਤੁਸੀਂ ਇਸ ਸੁਵਿਧਾ 'ਤੇ ਰੱਖੇ ਹੋਏ ਸਾਰੇ ਨਿਯਮਾਂ, ਸ਼ਰਤਾਂ ਅਤੇ ਰਵੱਈਏ ਦੀ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋਗੇ। ਸਾਧਾਰਣ ਤੌਰ 'ਤੇ, ਸਾਡੀ ਉਮੀਦ ਇਹ ਹੈ ਕਿ ਤੁਸੀਂ:

- A. ਸਾਰੇ ਨਿਯਮਾਂ ਅਤੇ ਸ਼ਰਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ।
- B. ਸਾਰੇ ਸਟਾਫ਼ ਦੇ ਨਿਰਦੇਸ਼ ਅਤੇ ਬੇਨਤੀਆਂ ਦੀ ਪਾਲਣਾ ਕਰੋ।
- C. ਪੂਰੇ ਕੱਪੜੇ ਪਹਿਣ ਕੇ ਰੱਖੋ, ਜੇਕਰ ਜਾਰੀ ਕੀਤੇ ਜਾਂ ਬੇਨਤੀ ਕੀਤੇ ਕੱਪੜੇ ਬਹੁਤ ਵੱਡੇ ਹੋਣ, ਤਾਂ ਨਵਾਂ ਸੈੱਟ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇਗਾ, "ਕੋਈ ਝੋਲੀਦਾਰ ਨਹੀਂ"।
- D. ਸਹੀ ਪਛਾਣ ਲਈ ਹਮੇਸ਼ਾਂ ਆਪਣੀ ਬਾਂਹ ਦੁਆਲੇ ਪਾਉਣ ਵਾਲੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ. ਕਾਰਡ ਨੂੰ ਪਹਿਨੋ।
- E. ਸੁਵਿਧਾ ਜਾਇਦਾਦ ਅਤੇ ਦੂਜਿਆਂ ਦੀ ਨਿੱਜੀ ਜਾਇਦਾਦ ਦਾ ਆਦਰ ਕਰੋ।

- F. ਇੱਕ ਸਾਫ਼, ਆਧੁਨਿਕ ਅਤੇ ਸਵੱਛਤਾਪੂਰਣ ਤਰੀਕੇ ਨਾਲ ਆਪਣੇ ਨਿਯੁਕਤ ਕੀਤੇ ਬੰਕ, ਪੈਰਕਰ, ਅਤੇ ਆਲੇ-ਦੁਆਲੇ ਦੇ ਆਮ ਸੈੱਲ ਖੇਤਰ ਨੂੰ ਕਾਇਮ ਰੱਖੋ।
- G. ਰੋਜ਼ਾਨਾ ਨਿੱਜੀ ਸਫ਼ਾਈ ਦੇ ਮਿਆਰਾਂ ਨੂੰ ਕਾਇਮ ਰੱਖੋ।
- H. ਦੂਸਰਿਆਂ ਦਾ ਆਦਰ ਕਰੋ। ਜਾਤੀਵਾਦ ਬਦਨਾਮੀ, ਨਾਮ-ਨਾਲ-ਬੁਲਾਉਣਾ ਜਾਂ ਗੰਦੀ ਭਾਸ਼ਾ ਦੀ ਵਰਤੋਂ ਨਾ ਕਰੋ।
- I. ਉੱਚੀ ਅਤੇ ਵਿਨਾਸ਼ਕਾਰੀ ਰਵੱਈਏ ਵਿੱਚ ਸ਼ਾਮਲ ਨਾ ਹੋਵੋ।
- J. ਫੁੱਟਪਾਥ, ਡਰਸਾਂ, ਕੰਧਾਂ, ਜਾਂ ਵਾੜਾਂ, ਜਾਂ ਕਿਸੇ ਹੋਰ ਸੁਵਿਧਾ ਵਾਲੀ ਸਤਹ ਜਾਂ ਜਾਇਦਾਦ 'ਤੇ ਬੁੱਕਣ ਤੇ ਪਾਬੰਦੀ ਹੈ।

ਕਾਨੂੰਨੀ ਲਾਇਬ੍ਰੇਰੀ

ਸੁਵਿਧਾ ਲੀਗਲ ਰਿਸਰਚ ਐਸੋਸੀਏਟਸ (ਐਲ.ਆਰ.ਏ.) ਦੁਆਰਾ ਕਾਨੂੰਨੀ ਲਾਇਬ੍ਰੇਰੀ ਦੀਆਂ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਦੀ ਹੈ। ਐਲ.ਆਰ.ਏ. ਤਿਆਰ ਕਨੂੰਨੀ ਖੋਜ ਸਮੱਗਰੀ ਦੀ ਸਮਰੱਥ ਪ੍ਰਦਾਤਾ ਹੈ।

- A. ਪ੍ਰੋਗਰਾਮ ਕਾਨੂੰਨ ਵਿੱਚ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਕੀਤੀ ਗਈ ਖੋਜ ਅਤੇ ਖੋਜ ਨਿਗਰਾਨੀ-ਲਈ-ਵਕੀਲ ਦੀ ਪੇਸ਼ਕਸ਼ ਕਰਦਾ ਹੈ।
- B. ਕੈਦ ਵਿਅਕਤੀ ਦੀਆਂ ਬੇਨਤੀਆਂ ਨੂੰ ਤਰਜੀਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਪ੍ਰਤੀਕਿਰਿਆਵਾਂ ਵਿਅਕਤੀਗਤ ਬਣਦੀਆਂ ਹਨ।
- C. ਕਾਨੂੰਨੀ ਖੋਜ ਸਾਰੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਪਹੁੰਚਯੋਗ ਹੈ ਅਤੇ ਮੁੱਖ ਕਾਨੂੰਨੀ ਖੋਜ ਸਮੱਗਰੀਆਂ ਰੋਜ਼ਾਨਾ ਅੱਪਡੇਟ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।
- D. ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਐਲ.ਆਰ.ਏ. ਬੇਨਤੀ ਫਾਰਮ ਭਰ ਕੇ ਬਾਹਰ ਜਾਣ ਵਾਲੇ ਮੇਲਬਾਕਸ ਵਿੱਚ ਰੱਖ ਸਕਦੇ ਹਨ। ਐਲ.ਆਰ.ਏ. ਬੇਨਤੀ ਫਾਰਮ ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਯੂਨਿਟ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਸਥਿਤ ਹਨ।
- E. ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਮਹੀਨੇ ਦੇ ਪਹਿਲੇ ਮਾਧਿਅਮ ਤੋਂ 15ਵੇਂ ਦਿਨ ਰਾਹੀਂ 2 ਬੇਨਤੀਆਂ ਭੇਜਣ ਦੀ ਇਜਾਜ਼ਤ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ 16ਵੇਂ ਦਿਨ ਤੋਂ ਮਹੀਨੇ ਦੇ ਅੰਤ ਰਾਹੀਂ ਹੋਰ 2 ਬੇਨਤੀਆਂ ਭੇਜਣ ਦੀ ਇਜਾਜ਼ਤ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।

ਚਿੱਠੀ-ਪੱਤਰ

ਆਗਾਮੀ ਡਾਕ ਹਰ ਹਫ਼ਤੇ ਦੇ ਸ਼ਨੀਵਾਰ ਦੇ ਮਾਧਿਅਮ ਰਾਹੀਂ ਸੋਮਵਾਰ ਨੂੰ ਸੌਂਪੀ ਜਾਵੇਗੀ। ਕਾਨੂੰਨੀ ਮੇਲ ਨੂੰ ਛੱਡ ਕੇ, ਬਾਕੀ ਸਾਰੀਆਂ ਆਗਾਮੀ ਮੇਲਾਂ ਨੂੰ ਡਿਲੀਵਰੀ ਤੋਂ ਪਹਿਲਾਂ ਪ੍ਰਤੀਰੋਧ ਲਈ ਖੋਲ੍ਹਿਆ ਜਾਵੇਗਾ, ਸਕੈਨ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਖੋਜ ਕੀਤੀ ਜਾਵੇਗੀ। ਕਾਨੂੰਨੀ ਡਾਕ ਨੂੰ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਹਜ਼ਰੀ ਵਿੱਚ ਪ੍ਰਤੀਰੋਧ ਲਈ ਖੋਲ੍ਹਿਆ ਜਾਂਦਾ ਹੈ ਅਤੇ ਖੋਜ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਜਿਸ ਬਾਰੇ ਇਸ ਨੂੰ ਸੰਬੰਧਿਤ ਕੀਤਾ ਗਿਆ ਹੈ। ਕਾਨੂੰਨੀ ਮੇਲ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਅਤੇ ਵਿਚਕਾਰ ਮੇਲ ਹੈ:

- A. ਸਾਰੇ ਰਾਜ ਅਤੇ ਸੰਘੀ ਚੁਣੇ ਹੋਏ ਅਧਿਕਾਰੀਆਂ ਵਿਚਕਾਰ।
- B. ਰਾਜਪਾਲ ਜਾਂ ਸੰਯੁਕਤ ਰਾਜ ਦੇ ਰਾਸ਼ਟਰਪਤੀ ਦੁਆਰਾ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਸਾਰੇ ਰਾਜ ਅਤੇ ਸੰਘੀ ਅਧਿਕਾਰੀਆਂ ਵਿਚਕਾਰ।
- C. ਸਾਰੇ ਸ਼ਹਿਰ, ਕਾਉਂਟੀ, ਸਟੇਟ, ਅਤੇ ਫੈਡਰਲ ਅਧਿਕਾਰੀ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਮੌਜੂਦਾ, ਪੂਰਵ, ਜਾਂ ਅਨੁਮਾਨਤ ਹਿਰਾਸਤ ਅਤੇ ਪੈਰੋਲ ਜਾਂ ਪ੍ਰੋਬੇਸ਼ਨ ਨਿਗਰਾਨੀ ਲਈ ਜਿੰਮੇਵਾਰ ਹਨ।
- D. ਸਾਰੇ ਰਾਜ ਅਤੇ ਸੰਘੀ ਜੱਜਾਂ ਅਤੇ ਅਦਾਲਤਾਂ ਵਿਚਕਾਰ।
- E. ਇੱਕ ਸਟੇਟ ਬਾਰ ਐਸੋਸੀਏਸ਼ਨ ਦੇ ਨਾਲ ਸੁਚੀਬੱਧ ਕਾਨੂੰਨ 'ਤੇ ਵਕੀਲ ਵਿਚਕਾਰ।
- F. ਪ੍ਰਮਾਣਿਤ PREA ਆਡੀਟਰਾਂ ਅਤੇ PREA ਸਬੰਧਤ ਸੰਸਥਾਵਾਂ ਵਿਚਕਾਰ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- G. ਰਾਜ ਮੰਡਲ ਅਤੇ ਕਮਿਊਨਿਟੀ ਸੇਵਾ ਵਿਚਕਾਰ।
1. ਤੁਹਾਡੀ ਹਾਜ਼ਰੀ ਵਿੱਚ ਪ੍ਰਤੀਰੋਧ ਲਈ ਕਾਨੂੰਨੀ ਡਾਕ ਨੂੰ ਖੋਲ੍ਹਿਆ ਅਤੇ ਖੋਜ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ। ਬਾਹਰ ਜਾਣ ਵਾਲੀ ਕਾਨੂੰਨੀ ਡਾਕ ਨੂੰ ਇੱਕ ਪ੍ਰਤੀਰੋਧ ਚੈੱਕ ਅਤੇ ਲਿਫ਼ਾਫ਼ੇ ਦੀ ਸੀਲ ਲਈ ਡਿਪਟੀ ਨੂੰ ਡਿਲੀਵਰ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ।
 2. ਬਾਹਰ ਜਾਣ ਵਾਲੀ ਡਾਕ ਨੂੰ ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਯੂਨਿਟ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਸਥਿਤ ਮੇਲਬਾਕਸ ਵਿੱਚ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ। ਇਹ ਡਾਕ ਹਰ ਰੋਜ਼ ਕਬਰਸਤਾਨ ਦੇ ਰਿਹਾਇਸ਼ੀ ਡਿਪਟੀ ਦੁਆਰਾ ਇਕੱਤਰ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਇੱਕ ਯੂ.ਐੱਸ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇਗਾ। ਡਾਕ ਸੇਵਾ ਮੇਲਬਾਕਸ।
 3. ਤੁਹਾਡਾ ਡਾਕ ਪਤਾ ਇਹ ਹੈ:
 - a. ਤੁਹਾਡਾ ਨਾਮ, ਬੁਕਿੰਗ ਨੰਬਰ ਅਤੇ ਰਿਹਾਇਸ਼ ਸਪੁਰਦਗੀ
 - b. ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਨਜ਼ਰਬੰਦੀ ਕੇਂਦਰ
200 ਈਸਟ ਹੈਕਟ ਰੋਡ
 - c. ਮੋਡੈਸਟੋ, ਸੀ.ਏ. 95358
 - d. ਤੁਹਾਡਾ ਨਾਮ, ਬੁਕਿੰਗ ਨੰਬਰ ਅਤੇ ਰਿਹਾਇਸ਼ ਸਪੁਰਦਗੀ
 - e. ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦੇ ਰੀਐਕਟ ਸੁਵਿਧਾ
 - f. 194 ਈਸਟ ਹੈਕਟ ਰੋਡ
 - g. ਮੋਡੈਸਟੋ, ਸੀ.ਏ. 95358
 4. ਤੁਹਾਡੇ ਵੱਲੋਂ ਭੇਜੇ ਜਾਣ ਵਾਲੀ ਡਾਕ ਦੀ ਰਕਮ ਦੀ ਕੋਈ ਸੀਮਾ ਨਹੀਂ ਹੈ, ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਲ ਲੋੜੀਂਦੀ ਡਾਕ ਟਿਕਟ ਹੈ।
 - a. ਡਾਕ ਟਿਕਟਾਂ ਸੰਬੰਧੀ ਸਟੈਂਪਾਂ ਸਹਾਇਕ ਦੁਆਰਾ ਖਰੀਦੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
 - b. ਕੈਦ ਵਿਅਕਤੀ ਯੂ.ਐੱਸ. ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨਾਲ ਮੇਲ ਕਰ ਸਕਦੇ ਹਨ ਡਾਕ ਸੇਵਾ।
 - c. ਉਹਨਾਂ ਦੇ ਨਗਦੀ ਖਾਤੇ 'ਤੇ \$2.00 ਜਾਂ ਇਸ ਤੋਂ ਘੱਟ ਰਾਸ਼ੀ ਵਾਲੇ ਸਵਦੇਸ਼ੀ ਕੈਦ ਵਿਅਕਤੀ ਅਤੇ ਜਿਨ੍ਹਾਂ ਨੇ ਦੋ ਹਫ਼ਤਿਆਂ ਲਈ ਸਹਾਇਕ ਦਾ ਕੋਈ ਆਦੇਸ਼ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂ ਪ੍ਰਾਪਤ ਨਹੀਂ ਕੀਤਾ ਹੈ, ਉਹਨਾਂ ਹਰ ਹਫ਼ਤੇ ਨਿੱਜੀ ਚਿੱਠੀ-ਪੱਤਰ ਲਈ ਚਾਰ ਮੁਫਤ ਡਾਕ-ਰਾਹ-ਭੁਗਤਾਨ ਪੱਤਰ ਅਤੇ ਕਾਰਜ ਦੀਆਂ ਅੱਠ ਸ਼ੀਟਾਂ ਪ੍ਰਾਪਤ ਹੋ ਸਕਦੀਆਂ ਹਨ। ਹਫ਼ਤਾ ਐਤਵਾਰ ਨੂੰ ਸ਼ੁਰੂ ਹੁੰਦਾ ਹੈ। ਅਯੋਗ ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਕਾਨੂੰਨੀ ਡਾਕ ਅਸੀਮਿਤ ਹੁੰਦੀ ਹੈ।

ਨਗਦੀ, ਮਨੀ ਆਰਡਰ, ਪ੍ਰਮਾਣਿਤ ਚੈੱਕ, ਨਿੱਜੀ ਚੈੱਕ ਜਾਂ ਡਾਕ ਟਿਕਟ ਡਾਕ ਦੁਆਰਾ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ।

ਡਾਕ ਰਾਹੀਂ ਹੇਠਾਂ ਲਿਖਿਆਂ ਨੂੰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਨ੍ਹਾਂ ਆਈਟਮਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਵੀ ਆਈਟਮ ਵਾਲੀ ਡਾਕ ਨੂੰ ਭੇਜਣ ਵਾਲੇ ਨੂੰ ਵਾਪਸ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਾਂ ਉਸਨੂੰ ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਦੇ ਰੂਪ ਵਿੱਚ ਨਸ਼ਟ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।

- A. ਡਾਕ ਜਿਸ ਵਿੱਚ ਪੋਲੀਗ੍ਰਾਫਿਕ ਤਸਵੀਰਾਂ, ਕਿਸੇ ਵੀ ਕਿਸਮ ਦੀ ਨਗਨਤਾ ਜਾਂ ਅਸ਼ਕ ਰੂਪ ਵਿੱਚ ਨਗਨ ਤਸਵੀਰਾਂ ਜਾਂ ਡਰਾਈਂਗ, ਗੈਂਗ ਰਾਈਟਿੰਗ, ਜਾਂ ਸਜਾਵਟੀ ਸਟਿਕਰਾਂ ਨੂੰ ਉਭਾਰਿਆ ਜਾਂਦਾ ਹੈ।
- B. ਲਿਫ਼ਾਫ਼ੇ ਵਿਚਲੇ ਪੱਤਰ ਜਿੰਨ੍ਹਾਂ ਦੇ ਪ੍ਰਤੀਰੋਧ ਨੂੰ ਛੁਪਾਇਆ ਨਹੀਂ ਜਾ ਸਕਦਾ ਹੈ।
- C. ਨਿੱਜੀ ਚੈੱਕ, ਗ੍ਰੀਟਿੰਗ ਕਾਰਡ, ਅਤੇ ਪੋਸਟ-ਕਾਰਡ।
- D. ਆਈਟਮਾਂ ਜੋ ਸਹਾਇਕ ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
- E. ਡਾਕ ਯੁਕਤ ਪਦਾਰਥ ਜਿਵੇਂ ਕਿ ਪਾਊਡਰ, ਤਰਲ, ਲਿਪਸਟਿਕਾਂ ਆਦਿ।
- F. ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਦੁਆਰਾ ਸਵੀਕਾਰ ਕੀਤੀ ਗਈ ਕਿਸੇ ਵੀ ਸਮੱਗਰੀ 'ਤੇ ਵਿਚਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

- G. ਜਿਨਸੀ ਕਿਰਿਆਵਾਂ ਦਰਸਾਉਣ ਵਾਲੀਆਂ ਤਸਵੀਰਾਂ ਦੀ ਆਗਿਆ ਨਹੀਂ ਹੁੰਦੀ ਹੈ। ਉਹ ਪਾਬੰਦੀਸ਼ੁਦਾ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਤਬਾਹ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- H. ਗਿਰੋਹ-ਨਾਲ-ਸੰਬੰਧਤ ਲੇਖ, ਤਸਵੀਰਾਂ, ਜਾਂ ਚਿੱਤਰਨ।

ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਤੋਂ ਪਹਿਲਾਂ ਲਿਖਤੀ ਸਹਿਮਤੀ ਨਾਲ; ਮੈਗਜ਼ੀਨ, ਰਸਾਲੇ ਅਤੇ ਕਿਤਾਬਾਂ ਡਾਕ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ, ਇਹ ਮੁਹੱਈਆ ਕਰਨ ਨਾਲ ਉਹ ਸਿੱਧੇ ਹੀ ਪ੍ਰਕਾਸ਼ਕ ਜਾਂ ਖੋਜ ਵਪਾਰੀ ਤੋਂ ਭੇਜੇ ਜਾਂਦੇ ਹਨ। ਜਿਵੇਂ ਹੀ ਨਵੀਂ ਸਮੱਗਰੀ ਆਉਂਦੀ ਹੈ, ਕੈਦ ਵਿਅਕਤੀ ਮਿਤੀਆਂ ਦੇ ਨਿਪਟਾਰੇ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਹੁੰਦੇ ਹਨ।

ਕਿਤਾਬਾਂ ਅਤੇ ਪੱਤਰਕਾ

ਕਿਤਾਬਾਂ ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਖੇਤਰ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਉਪਲਬਧ ਹੁੰਦੀਆਂ ਹਨ।

- A. ਹੋ ਸਕਦਾ ਹੈ ਕਿ ਤੁਹਾਡੇ ਕੋਲ ਆਪਣੇ ਅਧਿਕਾਰ ਵਿੱਚ ਕੁੱਲ 5 ਕਿਤਾਬਾਂ ਜਾਂ ਰਸਾਲੇ, ਇੱਕ ਬਾਈਬਲ ਅਤੇ 1 ਅਖ਼ਬਾਰ ਹੋਵੇ।
- B. ਇਸ ਵਿੱਚ ਕੁੱਲ ਨਿੱਜੀ ਕਿਤਾਬਾਂ ਵੀ ਸ਼ਾਮਲ ਹੁੰਦੀਆਂ ਹਨ ਜਿੰਨ੍ਹਾਂ ਨੂੰ ਤੁਸੀਂ ਕਿਤਾਬਾਂ ਅਤੇ ਰਸਾਲਿਆਂ ਦੇ ਨਾਲ-ਨਾਲ ਖਰੀਦਿਆ ਸੀ।
 - a. ਕਿਤਾਬਾਂ ਨਿੱਜੀ ਜਾਇਦਾਦ 'ਤੇ ਨਹੀਂ ਲਗਾਈਆਂ ਜਾਣਗੀਆਂ।
- C. ਰਸਾਲੇ ਵਰਤਮਾਨ ਸੰਸਕਰਣ ਵਿੱਚ ਹੋਣੇ ਚਾਹੀਦੇ ਹਨ।
- D. ਇੱਕ ਹੋਰ ਪ੍ਰਾਪਤ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਨਿੱਜੀ ਰਸਾਲਿਆਂ ਅਤੇ ਅਖ਼ਬਾਰਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ ਤੁਹਾਡੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੈ।
- E. ਸੁਵਿਧਾ ਪਾਦਰੀ ਨੂੰ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਬੇਨਤੀ ਫਾਰਮ ਜਮ੍ਹਾਂ ਕਰਕੇ ਧਰਮਾਂ ਸੰਬੰਧੀ ਪੜ੍ਹਨ ਵਾਲੀ ਸਮੱਗਰੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਟੈਲੀਫੋਨ ਦੀ ਵਰਤੋਂ

ਟੈਲੀਫੋਨ ਹਰ ਯੂਨਿਟ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਵਿੱਚ ਹੁੰਦੇ ਹਨ। ਆਰਾਮ ਕਰਨ ਦੌਰਾਨ ਟੈਲੀਫੋਨ ਵਰਤਣ ਲਈ ਅਤੇ ਸੈੱਲ ਸਮਾਂ ਤੋਂ ਬਾਹਰ ਉਪਲਬਧ ਹੁੰਦੇ ਹਨ।

- A. ਸਾਰੀਆਂ ਟੈਲੀਫੋਨ ਕਾਲਾਂ ਇਕੱਠੀਆਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਪ੍ਰੀ-ਪੇਡ ਟੈਲੀਫੋਨ ਕਾਰਡ ਸਹਾਇਕ ਦੁਆਰਾ ਖਰੀਦ ਲਈ ਉਪਲਬਧ ਹਨ।
 1. ਟੈਲੀਫੋਨ ਦੀ ਵਰਤੋਂ ਕਰਨ ਲਈ, ਸਿਰਫ਼ ਰਸੀਵਰ ਨੂੰ ਚੁੱਕੋ ਅਤੇ ਪੋਸਟ ਕੀਤੇ ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ।
 2. ਦੂਜਿਆਂ ਤੱਕ ਟੈਲੀਫੋਨ ਪਹੁੰਚ ਦੀ ਆਗਿਆ ਦੇਣ ਲਈ ਟੈਲੀਫੋਨ ਕਾਲਾਂ ਦੀ ਮਿਆਦ 15 ਮਿੰਟ ਤੱਕ ਸੀਮਤ ਹੁੰਦੀ ਹੈ।
- B. ਤੁਹਾਡੀਆਂ ਟੈਲੀਫੋਨ ਕਾਲਾਂ ਦੀ ਨਿਗਰਾਨੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
- C. ਸਾਰੀਆਂ ਟੈਲੀਫੋਨ ਕਾਲਾਂ ਸਿਰਫ਼ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।
- D. ਸੁਵਿਧਾ ਸਟਾਫ਼ ਆਰਾਮੀ ਕਾਲਾਂ ਦਾ ਤਬਾਦਲਾ ਨਹੀਂ ਕਰੇਗਾ, ਨਾ ਹੀ ਉਹ ਕਿਸੇ ਵੀ ਹਾਲਾਤ ਵਿੱਚ ਟੈਲੀਫੋਨ ਸੁਨੇਹੇ ਲੈਣਗੇ।
- E. ਸੁਣਨ ਜਾਂ ਬੋਲਣ ਵਿੱਚ ਕਮਜ਼ੋਰੀ ਵਾਲੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਉਚਿਤ ਦੂਰਸੰਚਾਰ ਯੰਤਰ ਤੱਕ ਪਹੁੰਚ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾਵੇਗੀ, ਜੋ ਸੰਚਾਰ ਦੀ ਸਹੂਲਤ ਪ੍ਰਦਾਨ ਕਰੇਗਾ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੀ ਵੇਟਿੰਗ

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਦੇ ਕੈਦ ਵਿਅਕਤੀ ਕੈਲੀਫੋਰਨੀਆ ਰਾਜ ਵਿੱਚ ਵੇਟਿੰਗ ਯੋਗਤਾ ਦੀਆਂ ਇਹਨਾਂ ਲੋੜਾਂ ਨੂੰ ਪੂਰਾ ਕਰਨਗੇ:

- A. ਸੰਯੁਕਤ ਰਾਜ ਅਮਰੀਕਾ ਦਾ ਇੱਕ ਨਾਗਰਿਕ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- B. ਕੈਲੀਫੋਰਨੀਆ ਦਾ ਨਿਵਾਸੀ ਹੋਣਾ ਲਾਜ਼ਮੀ ਹੈ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- C. ਅਗਲੀ ਚੋਣ ਦੇ ਦਿਨ ਤੋਂ ਪਹਿਲਾਂ ਜਾਂ ਉਸ ਦਿਨ 'ਤੇ 18 ਸਾਲ ਜਾਂ ਇਸ ਤੋਂ ਵੱਧ ਉਮਰ ਦੇ ਹੋਣੇ ਚਾਹੀਦੇ ਹਨ।
- D. ਇੱਕ ਘੋਰ-ਅਪਰਾਧ ਸੰਬੰਧੀ ਦੋਸ਼ੀ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਪੋਸਟ-ਰੀਲੀਜ਼ ਭਾਈਚਾਰੇ ਸੰਬੰਧੀ ਨਿਗਰਾਨੀ ਅਧੀਨ ਜੇਲ੍ਹ ਵਿੱਚ ਨਹੀਂ ਹੋਣਾ ਚਾਹੀਦਾ, ਪੈਰੋਲ 'ਤੇ ਨਹੀਂ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- E. 2011 ਦੇ ਕ੍ਰਿਮੀਨਲ ਜਸਟਿਸ ਰੀਅਲਾਈਨਮੈਂਟ ਐਕਟ (ਸੀ.ਜੇ.ਆਰ.ਏ.) ਦੁਆਰਾ ਪਰਿਭਾਸ਼ਿਤ ਨੀਵੇਂ ਪੱਧਰ ਦੇ ਘੋਰ-ਅਪਰਾਧ ਦੀ ਸਜ਼ਾ ਲਈ ਕਾਉਂਟੀ ਜੇਲ੍ਹ ਵਿੱਚ ਸਜ਼ਾ ਦੀ ਸੇਵਾ ਨਹੀਂ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।
- F. ਸੀ.ਜੇ.ਆਰ.ਏ. ਪਰਿਵਰਤਨ ਹੇਠਲੇ ਪੱਧਰ ਦੇ ਘੋਰ-ਅਪਰਾਧ ਵਿੱਚ ਸਜ਼ਾ ਦੀ ਅੰਤਿਮ ਸਜ਼ਾ ਦੀ ਸੇਵਾ ਕਰਨ ਦੇ ਵਿਕਲਪ ਵਜੋਂ ਇੱਕ ਪਰਖ ਅਧੀਨ ਨਹੀਂ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- G. ਇੱਕ ਕਾਨੂੰਨੀ ਅਦਾਲਤ ਦੁਆਰਾ ਮਾਨਸਿਕ ਤੌਰ 'ਤੇ ਅਯੋਗ ਐਲਾਨ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- H. ਰਾਜ ਅਤੇ ਸਥਾਨਕ ਅਧਿਕਾਰੀਆਂ ਵਿਚਕਾਰ ਇਕਰਾਰਨਾਮੇ ਦੇ ਤਹਿਤ ਕਾਉਂਟੀ ਵਿਚ ਰਾਜ ਦੀ ਕੈਦ ਦੀ ਮਿਆਦ ਲਈ ਸੇਵਾ ਨਹੀਂ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਕੈਦ ਵਿਅਕਤੀ ਵੇਟ ਪਾਉਣ ਦੇ ਯੋਗ ਹੁੰਦੇ ਹਨ, ਜੇਕਰ ਉਹ ਇਹ ਹਨ:

- A. ਕਿਸੇ ਅਪਰਾਧਿਕ ਸਜ਼ਾ ਦੇ ਕਾਰਨ ਇੱਕ ਸਥਾਨਕ ਜੇਲ੍ਹ ਵਿੱਚ ਹਨ।
- B. ਕਾਉਂਟੀ ਜੇਲ੍ਹ ਵਿੱਚ ਪ੍ਰੀਖਿਆ ਦੀ ਸਥਿਤੀ ਦੇ ਰੂਪ ਵਿੱਚ ਜਦੋਂ ਫੈਸਲਾ ਅਤੇ ਸਜ਼ਾ ਦਾ ਦਾਖਲਾ ਇੱਕ ਘੋਰ-ਅਪਰਾਧ ਦੀ ਸਜ਼ਾ ਤੋਂ ਬਾਅਦ ਮੁਅੱਤਲ ਕੀਤਾ ਗਿਆ ਹੈ।
- C. ਮੁਕੱਦਮੇ ਦੀ ਉਡੀਕ ਕਰ ਰਹੇ ਹਨ ਜਾਂ ਇਸ ਵੇਲੇ ਮੁਕੱਦਮਾ ਚੱਲ ਰਿਹਾ ਹੈ ਅਤੇ ਹਾਲੇ ਤੱਕ ਕਿਸੇ ਅਪਰਾਧ ਲਈ ਦੋਸ਼ੀ ਨਹੀਂ ਪਾਏ ਗਏ ਹਨ।
- D. ਘੋਰ-ਅਪਰਾਧ ਲਈ ਪੈਰੋਲ ਜਾਂ ਰਿਹਾਈ ਤੋਂ ਬਾਅਦ ਭਾਈਚਾਰੇ ਸੰਬੰਧੀ ਨਿਗਰਾਨੀ ਨੂੰ ਪੂਰਾ ਕਰਨਾ।
- E. ਅਜ਼ਮਾਇਸ਼ ਦੇ ਤੌਰ 'ਤੇ, ਜਦੋਂ ਤੱਕ ਅਜ਼ਮਾਇਸ਼ ਇੱਕ ਸੀ.ਜੇ.ਆਰ.ਏ. ਪਰਿਭਾਸ਼ਿਤ ਨੀਵੇਂ ਪੱਧਰ ਦੇ ਘੋਰ ਅਪਰਾਧ ਲਈ ਕਾਉਂਟੀ ਜੇਲ੍ਹ ਵਿੱਚ ਸਜ਼ਾ ਦੇ ਅਖੀਰਲੇ ਹਿੱਸੇ ਦੀ ਸਜ਼ਾ ਲਈ ਇੱਕ ਬਦਲ ਨਹੀਂ ਹੁੰਦਾ ਹੈ।

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਦੇ ਕੈਦ ਵਿਅਕਤੀ ਵੇਟ ਪਾਉਣ ਅਤੇ ਗੈਰ ਹਾਜ਼ਰੀ ਸੰਬੰਧੀ ਵੇਟ ਪਰਚੀ ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਦੇ ਉਦੇਸ਼ ਲਈ ਉਨ੍ਹਾਂ ਦੇ ਨਿਵਾਸ ਦੇ ਕਾਉਂਟੀ ਕਲਰਕ ਨਾਲ ਮੇਲ ਖਾ ਸਕਦੇ ਹਨ।

- A. ਬੇਨਤੀ ਕਰਨ 'ਤੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵੋਟਿੰਗ ਸਮੱਗਰੀ ਉਪਲਬਧ ਹੁੰਦੀ ਹੈ।
- B. ਡਾਕ ਵੇਟ ਪਰਚੀਆਂ ਦੁਆਰਾ ਵੇਟਰ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਫਾਰਮਾਂ ਅਤੇ ਵੇਟ ਸਮੇਤ ਸੰਬੰਧਿਤ ਸਾਰੇ ਬਾਹਰ ਜਾਣ ਵਾਲੇ ਵੇਟਰ, ਕਾਨੂੰਨੀ ਡਾਕ ਨਾਲ ਅਨੁਕੂਲ ਤਰੀਕੇ ਨਾਲ ਵਰਤੇ ਜਾਂਦੇ ਹਨ।

ਜੇਕਰ ਤੁਸੀਂ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਦੇ ਨਿਵਾਸੀ ਹੋ ਅਤੇ ਵੇਟ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ; ਇੱਕ ਬੇਨਤੀ ਫਾਰਮ ਭਰੋ ਅਤੇ ਇਸਨੂੰ ਵੇਟ ਪਾਉਣ ਲਈ ਆਪਣੀ ਇੱਛਾ ਦੱਸਦੇ ਹੋਏ ਸੁਵਿਧਾ ਆਪਰੇਸ਼ਨ ਹੌਲਦਾਰ ਨੂੰ ਸੰਬੋਧਨ ਕਰੋ। ਆਪਰੇਸ਼ਨ ਦਾ ਹੌਲਦਾਰ ਤੁਹਾਨੂੰ ਵੇਟਰ ਦਾ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਫਾਰਮ ਭੇਜੇਗਾ।

- A. ਜੇਕਰ ਤੁਸੀਂ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਦੇ ਨਿਵਾਸੀ ਹੋ ਅਤੇ ਗੈਰ ਹਾਜ਼ਰੀ ਵੇਟ ਪਰਚੀ ਦੁਆਰਾ ਵੇਟ ਪਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ; ਕਾਉਂਟੀ ਕਲਰਕ ਦੇ ਦਫ਼ਤਰ ਨੂੰ ਲਿਖ ਕੇ ਤੁਸੀਂ ਇੱਕ ਵੇਟ ਪਰਚੀ ਪ੍ਰਾਪਤ ਕਰ ਸਕਦੇ ਹੋ। ਉਹਨਾਂ ਦਾ ਪਤਾ 1021 "I" ਸਟ੍ਰੀਟ, ਸੁਟ 101, ਮੈਡੀਸਟੇ, ਕੈਲੀਫੋਰਨੀਆ, 95354 ਹੈ।

ਜੇਕਰ ਤੁਸੀਂ ਕਿਸੇ ਹੋਰ ਕਾਉਂਟੀ ਦੇ ਨਿਵਾਸੀ ਹੋ; ਕਾਉਂਟੀ ਕਲਰਕ ਦੇ ਦਫ਼ਤਰ ਨੂੰ ਆਪਣੀ ਕਾਉਂਟੀ ਵਿੱਚ ਲਿਖੋ ਅਤੇ ਬੇਨਤੀ ਕਰੋ ਕਿ ਉਹ ਤੁਹਾਡੇ ਲਈ ਇੱਕ ਵੇਟਰ ਦਾ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਫਾਰਮ ਡਾਕ ਰਾਹੀਂ ਭੇਜਣ। ਤੁਸੀਂ ਕਿਸੇ ਵੀ ਕਾਉਂਟੀ ਕਲਰਕ ਦੇ ਦਫ਼ਤਰ ਦਾ ਪਤਾ ਕਾਨੂੰਨੀ ਕਲਰਕ ਤੋਂ ਮਿਲ ਸਕਦੇ ਹੋ।

ਆਪਣੇ ਵੇਟਰ ਦੇ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕਰਦੇ ਸਮੇਂ ਆਪਣਾ ਘਰ ਦਾ ਪਤਾ ਵਰਤੋ। ਆਪਣੇ ਵਾਪਸੀ ਪਤੇ ਜਾਂ ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ੀ ਪਤੇ ਦੇ ਤੌਰ 'ਤੇ ਸੁਵਿਧਾ ਦਾ ਪਤਾ ਨਾ ਵਰਤੋ।

- A. ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਲ ਮੌਜੂਦਾ ਪਤਾ ਨਹੀਂ ਹੈ, ਤਾਂ ਆਪਣੇ ਅਖੀਰਲੇ ਅਗਿਆਤ ਪਤੇ ਦੀ ਵਰਤੋਂ ਕਰੋ।

ਪੱਤਰ ਬਕਸੇ ਵਿੱਚ ਆਪਣੇ ਸੰਪੂਰਨ ਹੋਏ ਵੇਟਰ ਦੇ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਫਾਰਮ ਨੂੰ ਰੱਖੋ ਜਿਵੇਂ ਕਿ ਤੁਸੀਂ ਕਿਸੇ ਹੋਰ ਨਿੱਜੀ ਡਾਕ ਲਈ ਕਰਦੇ ਹੋ।

- A. ਇਸ ਫਾਰਮ ਨੂੰ ਡਾਕ ਲਈ ਡਾਕ ਟਿਕਟਾਂ ਪ੍ਰਦਾਨ ਕਰਨਾ ਤੁਹਾਡੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੈ।

ਅਜ਼ਾਦ ਕੈਦ ਵਿਅਕਤੀ, ਜਿਹੜੇ ਵੇਟ ਪਾਉਣ ਲਈ ਰਜਿਸਟਰ ਕਰਾਉਣ ਜਾਂ ਗੈਰ ਹਾਜ਼ਰੀ ਵੇਟ ਪਰਚੀ ਲਈ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਾਉਂਟੀ ਕਲਰਕ ਦੇ ਨਾਲ ਤਾਲਮੇਲ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹਨ, ਉਹ ਆਪਣੇ ਅਲਾਟ ਹੋਈਆਂ 4 ਮੁਫ਼ਤ ਡਾਕ ਟਿਕਟਾਂ ਦੇ ਅਦਾਇਗੀ ਪੱਤਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨਗੇ।

- A. ਇਸ ਉਦੇਸ਼ ਲਈ ਵਾਧੂ ਡਾਕ ਟਿਕਟਾਂ ਨਹੀਂ ਦਿੱਤੀਆਂ ਜਾਣਗੀਆਂ।

ਮੁਲਾਕਾਤ ਲਈ ਨਿਯਮ

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਮਹੱਤਵ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਂਦਾ ਹੈ। ਜਦੋਂ ਵੀ ਸੰਭਵ ਹੋ ਸਕੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਰਿਵਾਰ ਅਤੇ ਭਾਈਚਾਰੇ ਨਾਲ ਸੰਬੰਧ ਕਾਇਮ ਕਰਨ ਦੇ ਮੌਕੇ ਪ੍ਰਦਾਨ ਕੀਤੇ ਜਾਣਗੇ।

- A. ਇਹ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਨੂੰ ਪਰਿਵਾਰਕ ਮੈਂਬਰਾਂ, ਪਾਦਰੀਆਂ, ਕਾਨੂੰਨੀ ਸਲਾਹਕਾਰ ਅਤੇ ਹੋਰ ਲੋਕਾਂ ਦੀ ਸੁਰੱਖਿਆ, ਸੁਰੱਖਿਆ, ਅਤੇ ਕਾਰਜਕਾਰੀ ਚਿੰਤਾਵਾਂ ਦੇ ਤੌਰ 'ਤੇ ਮਿਲਣ ਦੀ ਇਜਾਜ਼ਤ ਦੇਣ ਦੀ ਨੀਤੀ ਹੈ।
- B. ਸਟਾਫ਼ ਨੂੰ ਇਹ ਯਕੀਨੀ ਬਣਾਏਗਾ ਕਿ ਮੁਲਾਕਾਤ ਪ੍ਰਕਿਰਿਆ ਸੁਰੱਖਿਅਤ ਹੈ ਅਤੇ ਸੁਵਿਧਾ ਦੀ ਸੁਰੱਖਿਆ ਜਾਂ ਕਾਰਵਾਈ ਵਿੱਚ ਦਖਲ ਨਹੀਂ ਦਿੰਦਾ ਹੈ।
- C. ਮੁਲਾਕਾਤ ਵਾਲੇ ਕਮਰਿਆਂ ਵਿੱਚ ਕੋਈ ਵੀ ਪੀਣ, ਭੋਜਨ, ਕਮਿਸਰੀ ਵਸਤੂਆਂ ਜਾਂ ਪੈਨਸਿਲਾਂ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੈ।

ਅਨੁਸ਼ਾਸਨਿਕ ਕਾਰਨਾਂ ਕਰਕੇ ਜਾਂ ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਲਈ ਕਿਸੇ ਵੀ ਸਮੇਂ ਮੁਲਾਕਾਤ ਨੂੰ ਰੱਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

- A. ਇੱਕ ਮੁਲਾਕਾਤੀ ਆਧਿਕਾਰਿਕ ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਛੱਡ ਕੇ, ਸਿਰਫ਼ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਇੱਕ ਸਮੇਂ 'ਤੇ ਅਤੇ ਇੱਕ ਦਿਨ ਵਿੱਚ ਇੱਕ ਦਿਨ ਕੈਦ ਵਿਅਕਤੀ ਨਾਲ ਹੀ ਮੁਲਾਕਾਤ ਕਰ ਸਕਦਾ ਹੈ।
- B. ਤੁਹਾਨੂੰ ਪ੍ਰਤੀ ਦਿਨ ਸਿਰਫ਼ 1 ਮੁਫ਼ਤ ਜਨਤਕ ਮੁਲਾਕਾਤ ਪ੍ਰਾਪਤ ਹੋ ਸਕਦੀ ਹੈ।
- C. ਆਧਿਕਾਰਿਕ ਦੌਰੇ ਤੋਂ ਇਲਾਵਾ ਤੁਸੀਂ ਪ੍ਰਤੀ ਹਫ਼ਤਾ 2 ਮੁਫ਼ਤ ਮੁਲਾਕਾਤਾਂ ਲਈ ਯੋਗ ਹੋ।
- D. ਕਰਮਚਾਰੀ ਜਾਂ ਪ੍ਰੋਗਰਾਮ ਕੈਦ ਵਿਅਕਤੀ ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਦੇ ਅਖ਼ਤਿਆਰ 'ਤੇ ਜਾਂ ਕਿਸੇ ਵਿਸ਼ੇਸ਼ ਪ੍ਰੋਗਰਾਮ ਦੇ ਹਿੱਸੇ ਵਜੋਂ ਪ੍ਰਤੀ ਹਫ਼ਤੇ 3 ਮੁਫ਼ਤ ਮੁਲਾਕਾਤਾਂ ਲਈ ਯੋਗ ਹੋ ਸਕਦੇ ਹੋ।

ਤੁਹਾਡੀ ਮੁਲਾਕਾਤ ਸੰਪਰਕ ਸੰਬੰਧ ਸਕ੍ਰੀਨ 'ਤੇ ਤੁਹਾਡੇ ਕੋਲ ਅਣਗਿਣਤ ਪ੍ਰਵਾਨਿਤ ਵਿਜ਼ਟਰ ਹੋ ਸਕਦੇ ਹਨ।

- A. ਸਪੇਸ ਦੀਆਂ ਸੀਮਾਵਾਂ ਦੇ ਕਾਰਨ, ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨਾਲ ਇੱਕ ਵਾਰ ਵਿੱਚ ਸਿਰਫ਼ 4 ਮੁਲਾਕਾਤੀ ਹੀ ਮੁਲਾਕਾਤ ਕਰ ਸਕਦੇ ਹਨ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

B. ਨਾਬਾਲਗ ਬੱਚਿਆਂ ਨੂੰ ਮਨਜ਼ੂਰੀ ਲਈ ਪੇਸ਼ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਇੱਕ ਮੁਲਾਕਾਤ ਦੌਰਾਨ ਪ੍ਰਵਾਨਿਤ ਮੁਲਾਕਾਤੀਆਂ ਦੀ ਕੁੱਲ ਗਿਣਤੀ ਵੱਲ ਗਿਣਤੀ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

1. ਮੁਲਾਕਾਤ ਦੌਰਾਨ ਨਾਬਾਲਗ ਬੱਚਿਆਂ ਨੂੰ ਉਹਨਾਂ ਦੇ ਮਾਤਾ-ਪਿਤਾ ਜਾਂ ਕਾਨੂੰਨੀ ਸਰਪ੍ਰਸਤ ਦੇ ਨਾਲ-ਨਾਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਰਜਿਸਟਰ ਕਰਨ ਵੇਲੇ ਅਨੁਸੂਚਿਤ ਮੁਲਾਕਾਤੀ ਵਜੋਂ ਸੂਚੀਬੱਧ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।
2. ਡਿਪਾਰਟਮੈਂਟ ਦੇ ਮੈਂਬਰਾਂ ਦੁਆਰਾ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਜੇਕਰ ਤੁਹਾਡੇ ਨਾਲ ਸਬੰਧਤ ਮਾਤਾ ਜਾਂ ਪਿਤਾ ਜਾਂ ਕਾਨੂੰਨੀ ਸਰਪ੍ਰਸਤ ਕੋਲ ਇੱਕ ਪ੍ਰਵਾਨਿਤ ਮੁਲਾਕਾਤੀ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਉਸ ਨੂੰ ਸਰਪ੍ਰਸਤੀ ਦੇ ਸਬੂਤ ਪੇਸ਼ ਕਰਨੇ ਚਾਹੀਦੇ ਹਨ।

C. ਪ੍ਰਤੀ ਕੈਦ ਵਿਅਕਤੀ ਨਾਲ ਇੱਕ ਵਾਰ ਵਿੱਚ ਸਿਰਫ਼ 3 ਮੁਲਾਕਾਤੀ ਸੰਪਰਕ ਕਰ ਸਕਦੇ ਹਨ। ਨਾਬਾਲਗ ਬੱਚਿਆਂ ਨੂੰ ਮਨਜ਼ੂਰੀ ਲਈ ਪੇਸ਼ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਇੱਕ ਮੁਲਾਕਾਤ ਦੌਰਾਨ ਪ੍ਰਵਾਨਿਤ ਮੁਲਾਕਾਤੀਆਂ ਦੀ ਕੁੱਲ ਗਿਣਤੀ ਵੱਲ ਗਿਣਤੀ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

D. ਤੁਸੀਂ ਇੱਕ ਮੁਲਾਕਾਤ ਤੋਂ ਇਨਕਾਰ ਕਰ ਸਕਦੇ ਹੋ। ਜੇਕਰ ਤੁਸੀਂ ਇੱਕ ਮੁਲਾਕਾਤ ਤੋਂ ਇਨਕਾਰ ਕਰਦੇ ਹੋ, ਤਾਂ ਉਸ ਵਿਅਕਤੀ ਨੂੰ ਪ੍ਰਵਾਨਿਤ ਮੁਲਾਕਾਤੀ ਸੰਬੰਧੀ ਸੂਚੀ ਵਿੱਚੋਂ ਹਟਾ ਦਿੱਤਾ ਜਾ ਸਕਦਾ ਹੈ।

1. ਤੁਹਾਨੂੰ ਆਪਣੇ ਪ੍ਰਵਾਨਿਤ ਮੁਲਾਕਾਤੀ ਸੂਚੀ ਤੋਂ ਆਉਣ ਵਾਲੇ ਮਹਿਮਾਨਾਂ ਨੂੰ ਹਟਾਉਣ ਲਈ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਸੰਬੰਧੀ ਬੇਨਤੀ ਫਾਰਮ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ।

ਮੁਲਾਕਾਤ ਦਾ ਸਮਾਂ:

ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਦੁਆਰਾ ਨਿਰਧਾਰਤ ਕੀਤੇ ਗਏ ਅਨੁਸੂਚਿਤ ਦਿਨਾਂ ਅਤੇ ਘੰਟਿਆਂ 'ਤੇ ਮੁਲਾਕਾਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

- A. ਇੱਕ ਸੁਵਿਧਾ ਭੇਜਨ ਦੇ ਦੌਰਾਨ ਜਾਂ ਸੁਰੱਖਿਆ ਅਤੇ ਰੱਖਿਆ ਲੋੜਾਂ ਦੀ ਤਰ੍ਹਾਂ ਮੁਲਾਕਾਤ ਦੇ ਨਿਯਮਾਂ ਨੂੰ ਸੀਮਤ ਕਰ ਸਕਦੀ ਹੈ ਜਾਂ ਰੱਦ ਕਰ ਸਕਦੀ ਹੈ।
- B. ਮੁਲਾਕਾਤ ਦੇ ਸਮੇਂ ਬਦਲਣ ਦੇ ਅਧੀਨ ਹੁੰਦੇ ਹਨ ਅਤੇ ਮੁਲਾਕਾਤ ਦਾ ਸਮਾਂ "ਪਹਿਲਾਂ ਆਓ - ਪਹਿਲਾਂ ਸੇਵਾ ਪ੍ਰਾਪਤ ਕਰੋ" ਦੇ ਆਧਾਰ 'ਤੇ ਅਨੁਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
- C. ਮੁਲਾਕਾਤ ਦੇ ਕਾਰਜਕ੍ਰਮ ਹਰ ਇੱਕ ਸੁਵਿਧਾ ਕੇਂਦਰ ਵਿੱਚ ਤਾਇਨਾਤ ਹੁੰਦੇ ਹਨ ਜਾਂ stanislausca.gtlvisitme.com 'ਤੇ ਆਨਲਾਈਨ ਪੋਸਟ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।
 1. ਮੁਲਾਕਾਤ ਦੇ ਸਮੇਂ ਨੂੰ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਵਿਜ਼ਿਟੇਸ਼ਨ ਸੈਂਟਰ, 801 11ਵੀਂ ਸਟ੍ਰੀਟ ਮੋਡੇਸਟੋ, ਸੀ.ਏ. 95354 'ਤੇ ਵੀ ਪੋਸਟ ਕੀਤਾ ਗਿਆ ਹੈ।

ਅਗਲੀ ਮੁਲਾਕਾਤ ਸ਼ੁਰੂ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ 30-ਮਿੰਟ ਦੀ ਲੰਬਾਈ ਦੇ ਨਾਲ 30 ਮਿੰਟ ਦੀ ਬ੍ਰੇਕ ਹੋਵੇਗੀ (ਜਿਵੇਂ 0800 ਤੋਂ 0830, 0900 ਤੋਂ 0930, ਆਦਿ)।

- A. ਸਾਰੇ ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਆਪਣੀ ਅਨੁਸੂਚਿਤ ਮੁਲਾਕਾਤ ਤੋਂ 30 ਮਿੰਟ ਪਹਿਲਾਂ ਰਿਪੋਰਟ ਕਰਨੀ ਅਤੇ ਜਾਂਚ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।
- B. ਸ਼ੈਰਿਫ਼ ਦਾ ਨਜ਼ਰਬੰਦੀ ਕੇਂਦਰ (ਪੀ.ਐੱਸ.ਸੀ. ਈਸਟ ਐਂਡ ਪੀ.ਐੱਸ.ਸੀ. ਵੈਸਟ) ਅਤੇ ਰੀਐਕਟ ਸੁਵਿਧਾ:
 1. ਇਹ ਅਨੁਸੂਚੀ ਗੈਰ-ਸੰਪਰਕ ਮੁਲਾਕਾਤ ਅਤੇ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਦਾ ਸਾਹਮਣਾ ਕਰਨ ਲਈ ਲਾਗੂ ਹੁੰਦੀ ਹੈ।
 - a. ਸਰਕਾਰੀ ਮੁਲਾਕਾਤ ਦਾ ਸਮਾਂ: ਰੋਜ਼ਾਨਾ 0800 ਤੋਂ 2100
 - b. ਬੁੱਧਵਾਰ ਨੂੰ ਕੋਈ ਮੁਲਾਕਾਤ ਨਹੀਂ।

c. ਵੀਰਵਾਰ ਤੋਂ ਮੰਗਲਵਾਰ ਨੂੰ: 0800 - 1100, 1200 - 1600 ਅਤੇ 1900 - 2100

d. ਮੁਲਾਕਾਤ ਬੰਦ ਹੋਣਾ: 1100 - 1200 ਅਤੇ 1600-1900

C. MHU1 ਅਤੇ MHU2 - ਇਹ ਸਮਾਂ-ਸੂਚੀ ਮੁਲਾਕਾਤ ਵਾਲੇ ਗੈਰ-ਸੰਪਰਕ 'ਤੇ ਲਾਗੂ ਹੁੰਦਾ ਹੈ:

1. ਸਰਕਾਰੀ ਮੁਲਾਕਾਤ ਦਾ ਸਮਾਂ: ਰੋਜ਼ਾਨਾ 0800 ਤੋਂ 2100

a. ਸਨੀਵਾਰ:

ਸੈਸ਼ਨ 1: MHU2A	0700	0800
ਸੈਸ਼ਨ 2: MHU2A	0830	0930
ਸੈਸ਼ਨ 3: MHU2B	1100	1200
ਸੈਸ਼ਨ 4: MHU2B	1230	1330
ਸੈਸ਼ਨ 5: MHU2C	1400	1500
ਸੈਸ਼ਨ 6: MHU2C	1530	1630

b. ਐਤਵਾਰ:

ਸੈਸ਼ਨ 1: MHU1A	0700	0800
ਸੈਸ਼ਨ 2: MHU1A	0830	0930
ਸੈਸ਼ਨ 3: MHU1B	1100	1200
ਸੈਸ਼ਨ 4: MHU1B	1230	1330
ਸੈਸ਼ਨ 5: MHU1C	1400	1500
ਸੈਸ਼ਨ 6: MHU1C	1530	1630

ਨਿਰਧਾਰਨ ਮੁਲਾਕਾਤ:

ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਆਪਣੇ ਦੌਰੇ ਸੰਬੰਧੀ ਨਿਯੁਕਤੀਆਂ ਨੂੰ stanislausca.gtlvisitme.com 'ਤੇ ਆਨਲਾਈਨ ਨਿਰਧਾਰਨ ਕਰਨ ਲਈ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਸਾਰੀਆਂ ਮੁਲਾਕਾਤਾਂ ਇਲੈਕਟ੍ਰੋਨਿਕ ਤਰੀਕੇ ਨਾਲ ਆਨਲਾਈਨ ਸੈਡਿਊਲ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ। ਇੱਕ ਨਿਰਧਾਰਨ ਕਿਓਸਕ (ਖੋਖਾ) ਸ਼ੈਰਿਫ਼ ਦਾ ਮੁਲਾਕਾਤ ਕੇਂਦਰ ਅਤੇ ਰੀਐਕਟ ਦੀ ਜਨਤਕ ਲੋਬੀ ਵਿੱਚ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ ਜੋ ਨਿਰਧਾਰਤ ਮੁਲਾਕਾਤ ਵਿੱਚ ਦਰਸ਼ਕਾਂ ਦੀ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ।

A. ਮੁਲਾਕਾਤੀ ਦੀ ਮਨਜ਼ੂਰੀ ਲਈ ਰਜਿਸਟਰ ਕਰਨ ਅਤੇ ਮੁਲਾਕਾਤ ਨਿਰਧਾਰਤ ਕਰਨ ਲਈ ਸਾਰੇ ਸੰਭਾਵੀ ਮਿਲਣ ਆਉਣ ਵਾਲਿਆਂ ਦਾ ਈਮੇਲ ਪਤਾ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।

B. ਜਨਤਕ ਮੁਲਾਕਾਤ:

1. ਮੁਲਾਕਾਤ ਤੋਂ 7 ਦਿਨ ਪਹਿਲਾਂ ਜਨਤਕ ਮੁਲਾਕਾਤਾਂ ਸੈਡਿਊਲ ਹੋ ਸਕਦੀਆਂ ਹਨ।
2. ਘੱਟੋ-ਘੱਟ, ਅਸਲ ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਸਮੇਂ ਤੋਂ 24 ਘੰਟੇ ਪਹਿਲਾਂ ਜਨਤਕ ਮੁਲਾਕਾਤ ਸੈਡਿਊਲ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
3. ਜਨਤਕ ਮੁਲਾਕਾਤੀ ਦੌਰੇ ਤੋਂ 24 ਘੰਟਿਆਂ ਤੱਕ ਤਬਦੀਲੀ ਕਰਨ ਜਾਂ ਉਨ੍ਹਾਂ ਦੇ ਦੌਰੇ ਨਿਯੁਕਤੀ ਨੂੰ ਰੱਦ ਕਰ ਸਕਦੇ ਹਨ।

ਮੁਲਾਕਾਤੀਆਂ ਸੰਬੰਧੀ ਡਰੈੱਸ ਕੋਡ

ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਸੁਸਾਇਟੀ ਕਮਾਂਡਰ ਦੁਆਰਾ ਮਨਜ਼ੂਰ ਕੀਤੇ ਡਰੈੱਸ ਕੋਡ ਦੇ ਅਨੁਕੂਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ। ਇਹ ਜਾਣਕਾਰੀ ਸੁਵਿਧਾ ਲਾਬੀਆਂ ਵਿੱਚ, ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਨਿਯਮ ਅਤੇ ਓਰੀਐਂਟੇਸ਼ਨ ਮੈਨੂਅਲ ਵਿੱਚ ਪੋਸਟ ਕੀਤੀ ਗਈ ਹੈ।

A. ਗਿਰੇਹ ਦੀ ਰੰਗਾਂ, ਚਿੰਨ੍ਹਾਂ, ਨਿਸ਼ਾਨਾਂ ਜਾਂ ਪਹਿਰਾਵਿਆਂ ਵਾਲੇ ਮੁਲਾਕਾਤੀਆਂ ਦੁਆਰਾ ਪ੍ਰਦਰਸ਼ਿਤ ਗਿਰੇਹ ਦੇ ਸੰਬੰਧੀਕਰਨ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ ਕਰਨ ਵਾਲੇ ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਖੇਤਰਾਂ ਵਿੱਚ ਜਾਂ ਜਦੋਂ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਵਾਲੇ ਸੈਸ਼ਨਾਂ ਦੌਰਾਨ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨਾਲ ਮੁਲਾਕਾਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਜੋ ਉਹਨਾਂ ਨੂੰ ਸਖਤੀ ਨਾਲ ਮਨ੍ਹਾ ਕਰਦੇ ਹਨ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

B. ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਡਰੈੱਸ ਕੋਡ ਸਖਤੀ ਨਾਲ ਅਤੇ ਦੌਰੇ ਤੋਂ ਪਹਿਲਾਂ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇਗਾ। ਉਚਿਤ ਪਹਿਰਾਵੇ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਸਵਾਲ ਸਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਨੂੰ ਇਹ ਨਿਰਧਾਰਤ ਕਰਨ ਲਈ ਭੇਜਿਆ ਜਾਵੇਗਾ ਕਿ ਦੌਰੇ ਦੀ ਆਗਿਆ ਦਿੱਤੀ ਜਾਵੇਗੀ ਜਾਂ ਨਹੀਂ। ਡਰੈੱਸ ਕੋਡ ਉਲੰਘਣਾਵਾਂ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਸ਼ਾਮਲ ਹਨ ਪਰ ਇਹਨਾਂ ਤੱਕ ਹੀ ਸੀਮਿਤ ਨਹੀਂ ਹਨ:

1. ਕਿਈ ਵੀ ਤੈਰਾਕੀ ਵਾਲਾ ਪਹਿਰਾਵਾ ਪਹਿਨੇ।
2. ਕੱਟ-ਔਫ਼ਸ, ਸ਼ਾਰਟਸ, ਡਰੈੱਸਾਂ, ਅਤੇ ਸਕਰਟਾਂ ਨੂੰ ਸ਼ਾਮਲ ਕਰਨ ਲਈ ਅੱਪੋ-ਪੱਟ ਤੋਂ ਉੱਪਰਲੇ ਕਪੜੇ ਪਹਿਨਣੇ।
3. ਪਾਰਦਰਸ਼ੀ ਕੱਪੜੇ ਪਹਿਨਣ ਸਮੇਤ, ਪਾਰਦਰਸ਼ੀ ਬਲਾਊਜ਼ ਜਾਂ ਕਿਸੇ ਹੋਰ ਕੱਪੜਿਆਂ ਨੂੰ ਦਿਖਾਵਾ ਮੰਨਿਆ ਜਾਣਾ ਸੀਮਿਤ ਨਹੀਂ ਹੁੰਦਾ ਹੈ।
4. ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਅੰਦਰੂਨੀ ਕੱਪੜੇ ਪਹਿਨਣੇ ਚਾਹੀਦੇ ਹਨ। ਪਾਰਦਰਸ਼ੀ ਕੱਪੜੇ ਨਾ ਪਹਿਨੇ ਜਾਂ ਅਜਿਹੇ ਕੱਪੜੇ ਨਾ ਪਹਿਨੇ ਜੋ ਕਿ ਮੁਲਾਕਾਤੀ ਦੇ ਲਿੰਗ ਦੀ ਪ੍ਰਵਾਹ ਕੀਤੇ ਬਿਨਾਂ ਛਾਤੀਆਂ ਨੂੰ ਵਿਖਾਉਂਦੇ ਹਨ।
5. ਟਿਊਬ ਟੈਪ, ਟੈਕ ਟੈਪ ਜਾਂ ਹੈਲਟਰ ਟੈਪ ਵਰਗੇ ਕੱਪੜੇ ਪਹਿਨੇ ਜੋ ਬਹੁਤ ਜ਼ਿਆਦਾ ਦਰਜ, ਪੇਟ ਅਤੇ ਛਾਤੀ ਵਿਚਕਾਰਲੇ ਭਾਗ ਦੀ ਨੁਮਾਇਸ਼ ਕਰਦੇ ਹਨ, ਜਾਂ ਮੁਲਾਕਾਤੀ ਦੇ ਲਿੰਗ ਦੀ ਪਰਵਾਹ ਕੀਤੇ ਬਿਨਾਂ ਨੁਮਾਇਸ਼ ਕਰਦੇ ਹਨ ਜਿਸ ਦੀ ਪਾਬੰਦੀ ਹੈ।
6. ਨੰਗੇ ਪੈਰਾਂ 'ਤੇ ਪਾਬੰਦੀ ਹੈ।
7. ਕਿਸੇ ਵੀ ਕਿਸਮ ਦੀ ਕਿਸੇ ਵੀ ਟੋਪੀ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੈ।

ਮੁਲਾਕਾਤੀਆਂ ਲਈ ਨਿਯਮ

ਸਾਰੇ ਮੁਲਾਕਾਤੀ ਹੇਠਾਂ ਦਿੱਤੇ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨਗੇ:

- A. ਇੱਕ ਮੁਲਾਕਾਤੀ ਜੋ ਇਹਨਾਂ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਨਹੀਂ ਕਰਦਾ ਤਾਂ ਉਹ ਉਸ ਨੂੰ ਮਿਲਣ ਵਾਲੇ ਸਾਰੇ ਅਧਿਕਾਰਾਂ ਨੂੰ ਗੁਆ ਦੇਵੇਗਾ। ਇੱਕ ਮੁਲਾਕਾਤੀ ਜੋ ਦੌਰੇ ਸੰਬੰਧੀ ਨਿਯਮਾਂ, ਸ਼ਰਤਾਂ, ਜਾਂ ਪ੍ਰਕ੍ਰਿਆਵਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਦਾ ਹੈ, ਉਸਦਾ ਸੁਵਿਧਾ ਤੋਂ ਅਧਿਕਾਰ ਹਟਾਇਆ ਜਾਵੇਗਾ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਮਿਲਣ ਲਈ ਮਨਜ਼ੂਰੀ ਤੋਂ ਇਨਕਾਰ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਸੈਕਸ਼ਨ ਵਿੱਚ ਸੰਬੋਧਿਤ ਕੀਤੇ ਸਾਰੇ ਨਿਯਮਤ ਨਿਯਮਾਂ ਨੂੰ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਡਿਪਾਰਟਮੈਂਟ ਦੁਆਰਾ ਪੇਸ਼ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਵੈੱਬਸਾਈਟ 'ਤੇ ਲਾਗੂ ਹੁੰਦੀ ਹੈ ਤਾਂ ਕਿ ਉਹ ਸਾਈਟ, ਆਫ-ਸਾਈਟ ਅਤੇ ਘਰ ਜਾਂ ਇੰਟਰਨੈੱਟ-ਆਧਾਰਤ ਕੁਨੈਕਸ਼ਨ ਸ਼ਾਮਲ ਹੋਵੇ।
 - a. ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਸੁਸਾਇਟੀ ਕਮਾਂਡਰ ਦੁਆਰਾ ਮਨਜ਼ੂਰ ਕੀਤੇ ਡਰੈੱਸ ਕੋਡ ਦੇ ਅਨੁਕੂਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
 - b. ਨਜ਼ਰਬੰਦੀ ਦੀ ਸਹੂਲਤ ਵਿੱਚ ਹਥਿਆਰ, ਵਿਸਫੋਟਕ, ਸ਼ਰਾਬ ਪੀਣ ਵਾਲੇ, ਨਸ਼ੀਲੇ ਪਦਾਰਥ, ਅਤੇ ਨਿਯੰਤਰਿਤ ਪਦਾਰਥ ਲਿਆਉਣਾ ਅਪਰਾਧ ਹੈ ਅਤੇ ਗ੍ਰਿਫ਼ਤਾਰੀ ਦਾ ਕਾਰਨ ਹੁੰਦਾ ਹੈ।
 - c. ਜਿਹੜੇ ਮੁਲਾਕਾਤੀਆਂ ਨੂੰ ਅਲਕੋਹਲ ਜਾਂ ਨਸ਼ੀਲੇ ਪਦਾਰਥਾਂ ਦੇ ਪ੍ਰਭਾਵ ਅਧੀਨ ਦਿਖਾਈ ਦਿੰਦੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਮਿਲਣ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਮਿਲੇਗੀ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਗ੍ਰਿਫ਼ਤਾਰ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
 - d. ਜਿਹੜੇ ਮੁਲਾਕਾਤੀ ਆਪਣੇ ਬੱਚਿਆਂ ਦੀ ਸਹੀ ਤਰੀਕੇ ਨਾਲ ਨਿਗਰਾਨੀ ਕਰਨ ਵਿੱਚ ਅਸਮਰੱਥ ਹਨ ਜਦੋਂ ਕਿ ਸੁਵਿਧਾ ਦੇ ਅੰਦਰ ਆਉਣ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਸਹੂਲਤ ਛੱਡਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਜਿਹੜੇ ਮੁਲਾਕਾਤੀ ਵਿਘਨ ਪਾਉਣ ਜਾਂ ਜੁਰਮ ਕਰਨ ਵਾਲੀ ਗੜਬੜ ਦਾ ਕਾਰਨ ਬਣਦੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਗ੍ਰਿਫ਼ਤਾਰ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਜੇਕਰ ਮੁਲਾਕਾਤੀ ਵਿਘਨ ਪਾਉਣ ਵਾਲੇ ਵਿਹਾਰ ਲਈ ਸਹੂਲਤ ਤੋਂ ਚਲਾਇਆ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਮੁਲਾਕਾਤੀ

ਨੂੰ ਦੌਰੇ ਦੀ ਪ੍ਰਵਾਨਗੀ ਤੋਂ ਉਦੋਂ ਤੱਕ ਇਨਕਾਰ ਕੀਤਾ ਜਾਵੇਗਾ ਜਦੋਂ ਤੱਕ ਕਿ ਸੁਸਾਇਟੀ ਕਮਾਂਡਰ ਵੱਲੋਂ ਦੁਬਾਰਾ ਮਨਜ਼ੂਰੀ ਨਹੀਂ ਦਿੱਤੀ ਹੈ।

- e. ਸਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਤੋਂ ਪਹਿਲਾਂ ਦੀ ਮਨਜ਼ੂਰੀ ਤੋਂ ਬਿਨਾਂ ਮੁਲਾਕਾਤੀ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਕੁਝ ਨਹੀਂ ਦੇਣਗੇ ਜਾਂ ਕੁਝ ਨਹੀਂ ਲੈਣਗੇ।
- B. ਸਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਤੋਂ ਪਹਿਲਾਂ ਦੀ ਮਨਜ਼ੂਰੀ ਤੋਂ ਬਿਨਾਂ ਕਿਸੇ ਵੀ ਦੌਰੇ 'ਤੇ ਵਾਪਸ ਲਿਆਉਣ ਜਾਂ ਵਾਪਸ ਲੈਣ ਦੀ ਆਗਿਆ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
 - a. ਇਸ ਵਿੱਚ ਸਹਾਇਕ ਆਈਟਮਾਂ, ਜੈਕਟਾਂ, ਟੋਪੀਆਂ, ਅਤੇ ਡਾਕ ਸ਼ਾਮਲ ਹੁੰਦੇ ਹਨ। ਇਹਨਾਂ ਆਈਟਮਾਂ ਨੂੰ ਜ਼ਬਤ ਕੀਤਾ ਜਾਵੇਗਾ, ਇਹਨਾਂ ਨੂੰ ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਸਮਝਿਆ ਜਾਵੇਗਾ, ਅਤੇ ਨਸ਼ਟ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਹਨਾਂ ਕਾਰਵਾਈਆਂ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਹੋ ਸਕਦੀ ਹੈ।
 - C. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਅਤੇ ਇੱਕ ਵਿਜ਼ਟਰ ਵਿਚਕਾਰ ਕੋਈ ਵੀ ਸੰਪਰਕ ਜਿਵੇਂ ਕਿ ਜੱਫੀ ਪਾਉਣਾ, ਹੱਥ ਮਿਲਾਉਣਾ, ਜਾਂ ਇੱਕ ਸੰਖੇਪ ਚੁੰਮਣ ਦੀ ਮਨਾਹੀ ਹੈ।

ਤੁਹਾਨੂੰ ਲੋੜ ਅਨੁਸਾਰ ਆਪਣੇ ਵਕੀਲ ਜਾਂ ਕਾਨੂੰਨੀ ਸਲਾਹਕਾਰ ਤੋਂ ਦੈਨਿਕ ਮੁਲਾਕਾਤਾਂ ਪ੍ਰਾਪਤ ਹੋ ਸਕਦੀਆਂ ਹਨ। ਸਥਾਪਤ ਮੁਲਾਕਾਤ ਦੇ ਘੰਟਿਆਂ ਜਾਂ ਐਲਾਨ ਕੀਤੀ ਐਮਰਜੈਂਸੀ ਦੇ ਦੌਰਾਨ, ਤੁਹਾਡੇ ਵਕੀਲ ਦੇ ਦੌਰੇ ਜਾਂ ਉਨ੍ਹਾਂ ਦੀ ਮਿਆਦ ਦੀ ਗਿਣਤੀ ਦੇ ਤੌਰ 'ਤੇ ਕੋਈ ਪਾਬੰਦੀ ਨਹੀਂ ਹੈ।

ਵੀਡੀਓ ਮੁਲਾਕਾਤ

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਅਤੇ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਵਿਕਰੇਤਾ ਮੁਲਾਕਾਤੀਆਂ ਦੇ ਇੰਟਰਨੈੱਟ ਅਤੇ ਜਾਂ Wi-Fi ਕਨੈਕਸ਼ਨ ਦੀ ਗੁਣਵੱਤਾ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਨਹੀਂ ਹਨ। ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਵੀ ਮੁਲਾਕਾਤੀ ਦੇ ਘਰ ਅਤੇ ਜਾਂ ਕੰਮ ਦੇ ਕੰਪਿਊਟਰ, ਵੈੱਬ ਕੈਮਰੇ, ਜਾਂ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਲਈ ਵਰਤੇ ਜਾ ਰਹੇ ਕਿਸੇ ਹੋਰ ਹਾਰਡਵੇਅਰ ਦੇ ਸੈੱਟ-ਅੱਪ ਅਤੇ ਜਾਂ ਸੰਚਾਲਨ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਨਹੀਂ ਹਨ।

A. ਸਾਰੀ ਜਨਤਕ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਦੀ ਨਿਗਰਾਨੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

B. ਸਰਕਾਰੀ ਮੁਲਾਕਾਤ ਦੀ ਨਿਗਰਾਨੀ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਜਨਤਾ ਹੇਠ ਲਿਖੇ ਤਰੀਕਿਆਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਵੀਡੀਓ ਮੁਲਾਕਾਤ ਨੂੰ ਪੂਰਾ ਕਰ ਸਕਦੀ ਹੈ:

- A. ਸ਼ੈਰਿਫ਼ ਦੇ ਨਜ਼ਰਬੰਦੀ ਕੇਂਦਰ ਵਿੱਚ ਕਿਓਸਕ – ਆਵਾਜ਼ਾਈ ਘੰਟਿਆਂ ਦੇ ਦੌਰਾਨ. ਐੱਸ.ਡੀ.ਸੀ. ਈਸਟ ਪਬਲਿਕ ਲੈਬੋਰੀ।
- B. ਮੁਲਾਕਾਤ ਘੰਟਿਆਂ ਦੌਰਾਨ ਘਰਾਂ ਜਾਂ ਕਿਸੇ ਦਫ਼ਤਰ ਤੋਂ ਇੱਕ ਨਿੱਜੀ ਕੰਪਿਊਟਰ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ।
- C. ਮੁਲਾਕਾਤ ਘੰਟਿਆਂ ਦੌਰਾਨ ਇੱਕ ਸਮਾਰਟਫੋਨ ਜਾਂ ਟੈਬਲੈੱਟ ਤੋਂ ਮੁਲਾਕਾਤ ਐਪਲੀਕੇਸ਼ਨ ਨਾਲ।

ਜਦੋਂ ਨਿਯੁਕਤੀ ਸੈਡਿਊਲ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਤਾਂ ਮੁਲਾਕਾਤੀ ਨੂੰ ਨਿਯੁਕਤੀ ਦਾ ਸਮਾਂ ਅਤੇ ਕਿਓਸਕ ਸਥਾਨ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਮੁਲਾਕਾਤੀ ਨੂੰ ਲਾਜ਼ਮੀ ਤੌਰ 'ਤੇ ਨਿਰਧਾਰਿਤ ਮੁਲਾਕਾਤ ਕਰਨ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਰਿਪੋਰਟ ਕਰਨੀ ਜਾਂ ਉਸ ਨੂੰ ਕਰਾਉਣਾ ਚਾਹੀਦਾ ਹੈ।

- A. ਮੁਲਾਕਾਤ ਸਹੀ ਸੈਡਿਊਲ ਸਮੇਂ 'ਤੇ ਸ਼ੁਰੂ ਹੋ ਜਾਵੇਗੀ। ਮੁਲਾਕਾਤ ਦੇ ਇੱਕ ਵਾਰ ਨਿਯੁਕਤੀ ਹੋਣ 'ਤੇ ਕੋਈ ਬਦਲਾਅ ਜਾਂ ਸੋਧ ਸ਼ੁਲਕ ਨਹੀਂ ਲਏ ਜਾਣਗੇ। ਜੇਕਰ ਮੁਲਾਕਾਤੀ ਸੈਡਿਊਲ ਮੁਲਾਕਾਤ ਨਿਯੁਕਤੀ ਲਈ ਲੇਟ ਹੋ ਗਿਆ ਹੈ, ਤਾਂ ਮੁਲਾਕਾਤ ਨਹੀਂ ਹੋਵੇਗੀ। ਰੱਦ ਕੀਤੀਆਂ ਗਈਆਂ ਮੁਲਾਕਾਤਾਂ ਹਫ਼ਤੇ ਲਈ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਨਿਯਤ ਕੀਤੀਆਂ ਗਈਆਂ ਮੁਲਾਕਾਤਾਂ ਦੀ ਗਿਣਤੀ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- B. ਜੇਕਰ ਕੈਦ ਵਿਅਕਤੀ ਜਾਂ ਮੁਲਾਕਾਤੀ ਦਾ ਸਮਾਂ ਸਮਾਪਤ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਮੁਲਾਕਾਤ ਨੂੰ ਖਤਮ ਕਰਦਾ ਹੈ, ਤਾਂ ਮੁਲਾਕਾਤ ਦਾ ਸੈਸ਼ਨ ਪੂਰਾ ਹੋ ਜਾਂਦਾ ਹੈ। ਮੁਲਾਕਾਤ ਨੂੰ ਮੁੜ ਚਾਲੂ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ ਜਾਂ ਮੁੜ-ਅਨੁਸੂਚਿਤ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ।
- C. ਜੇਕਰ ਇਹ ਨਿਰਧਾਰਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਵਿਭਾਗ ਦੀ ਅਨੁਸੂਚੀ ਜਾਂ ਮੁਲਾਕਾਤ ਦੇ ਸਾਮਾਨ ਦੇ ਨਾਲ ਇੱਕ ਖ਼ਰਾਬੀ, ਪਾਵਰ ਘਾਟ, ਜਾਂ ਹੋਰ ਸਮੱਸਿਆਵਾਂ ਹਨ; ਸਿਫਟ ਸੁਪਰਵਾਇਜ਼ਰ ਦੀ ਮਰਜ਼ੀ ਅਨੁਸਾਰ ਮੁਲਾਕਾਤ ਨੂੰ ਮੁੜ-ਅਨੁਸੂਚਿਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
- D. ਅਜਿਹੇ ਕੈਦ ਵਿਅਕਤੀ ਜਿੰਨ੍ਹਾਂ ਕੋਲ ਅਪੂਰਨ ਨਿਯੁਕਤੀਆਂ ਹਨ; ਉਹ ਮੁਲਾਕਾਤ ਲਈ ਮੈਡੀਕਲ, ਅਦਾਲਤ, ਸੁਵਿਧਾ ਦਾ ਕੰਮ ਆਦਿ ਨੂੰ ਅਨੁਸੂਚਿਤ ਨਹੀਂ ਕਰਨਗੇ। ਨਿਯੁਕਤੀ ਦੇ ਪੂਰਾ ਹੋਣ 'ਤੇ ਇਹ ਮੁਲਾਕਾਤਾਂ ਅਨੁਸੂਚਿਤ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।

ਅਨੁਸ਼ਾਸਨ

ਅਪੀਲ: ਜਿਸ ਪ੍ਰਕਿਰਿਆ ਵਿੱਚ ਅਨੁਸ਼ਾਸਤ ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੀ ਪ੍ਰਸ਼ਾਸਕੀ ਸਮੀਖਿਆ ਦੀ ਬੇਨਤੀ ਕਰਦਾ ਹੈ।

ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈ: ਇੱਕ ਗ਼ੈਰ-ਨਿਆਇਕ ਪ੍ਰਸ਼ਾਸਕੀ ਪ੍ਰਕਿਰਿਆ ਇਹ ਨਿਰਧਾਰਤ ਕਰਨ ਲਈ ਕਿ ਕੀ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਕਸੂਰਵਾਰ ਮੰਨਣ ਜਾਂ ਨਿਯਮਾਂ ਦੇ ਉਲੰਘਣਾ ਸੰਬੰਧੀ ਦੋਸ਼ੀ ਨਾ ਹੋਣ ਲਈ ਮਹੱਤਵਪੂਰਨ ਸਬੂਤ ਮੌਜੂਦ ਹਨ।

ਅਨੁਸ਼ਾਸਨੀ ਅਧਿਕਾਰੀ: ਅਨੁਸ਼ਾਸਨੀ ਅਧਿਕਾਰੀ ਨੂੰ ਉਲੰਘਣਾ ਦੀ ਤੀਬਰਤਾ ਦੇ ਅਨੁਸਾਰ ਅਨੁਸ਼ਾਸਨੀ ਦੰਡਾਂ ਨੂੰ ਮਨਜ਼ੂਰੀ ਕਰਨ ਜਾਂ ਲਾਗੂ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ।

ਰਸਮੀ ਅਨੁਸ਼ਾਸਨ: ਇੱਕ ਘਟਨਾ ਰਿਪੋਰਟ ਪੇਸ਼ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਸਥਾਈ ਸਮਿਆਂ ਸੰਬੰਧੀ ਸੀਮਾਵਾਂ ਅਨੁਸਾਰ ਅਨੁਸ਼ਾਸਨ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਰਸਮੀ ਸੁਣਵਾਈ ਆਯੋਜਿਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਗ਼ੈਰ-ਰਸਮੀ ਅਨੁਸ਼ਾਸਨ: ਸੁਵਿਧਾ ਕਰਮਚਾਰੀਆਂ ਦੁਆਰਾ ਸਲਾਹ, ਚੇਤਾਵਨੀ, ਜਾਂ ਜ਼ਬਾਨੀ ਮੁਆਫੀ ਦੇਣਾ ਹੈ।

ਪੂਰਵ-ਸੁਣਵਾਈ ਸੰਬੰਧੀ ਅਲਹਿਦਗੀ: ਇੱਕ ਜਾਂਚ ਪੂਰੀ ਹੋਣ ਤੱਕ ਜਾਂ ਸੁਣਵਾਈ ਦੀ ਮਿਆਦ ਨੂੰ ਅਨੁਸੂਚਿਤ ਕੀਤੇ ਜਾਣ ਤੱਕ ਇੱਕ ਵਿਅਕਤੀਗਤ ਕਮਰੇ ਵਿੱਚ ਇੱਕ ਕੈਦੀ ਦੀ ਰਿਹਾਈ

ਪਾਬੰਦੀਸ਼ੁਦਾ ਐਕਟ: ਫੈਡਰਲ, ਰਾਜ, ਕਾਉਂਟੀ, ਜਾਂ ਸਥਾਨਕ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾਵਾਂ, ਜਾਂ ਸਹੂਲਤ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾਵਾਂ ਜਿਸਦਾ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ 'ਤੇ ਜਾਂ ਸੁਵਿਧਾ ਦੀ ਸਮੱਚੀ ਚੰਗੀ ਆਚਰਣ 'ਤੇ ਮਾੜਾ ਪ੍ਰਭਾਵ ਹੁੰਦਾ ਹੈ

ਦੰਡ: ਖਾਸ ਕਿਰਿਆਵਾਂ ਜਿਹੜੀਆਂ ਚੰਗੇ ਚਾਲ-ਚਲਣ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕਰਨ ਅਤੇ ਉਲੰਘਣਾਵਾਂ ਨੂੰ ਰੋਕਣ ਦੇ ਇੱਕ ਸਾਧਨ ਦੇ ਤੌਰ 'ਤੇ ਕੰਮ ਨੂੰ ਵਰਜਿਤ ਕਰਨ ਲਈ ਲਗਾਈਆਂ ਗਈਆਂ ਹਨ।

A. ਅਨੁਸ਼ਾਸਨੀ ਦੰਡਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਹਨ, ਪਰ ਇਹਨਾਂ ਤੱਕ ਸੀਮਤ ਨਹੀਂ ਹਨ:

1. ਜ਼ਬਾਨੀ ਚੇਤਾਵਨੀ ਜਾਂ ਡਾਂਟਨਾ।
2. ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰਾਂ ਲਈ ਮੁਅੱਤਲ ਕਰਨਾ।
3. 15 ਮਿੰਟਾਂ ਲਈ (ਸੀ.ਟੀ.ਕਿਊ) ਕੈਦ ਕਰਨਾ ਜਾਂ ਤਾਲਾਬੰਦ ਕਰਨਾ।
4. ਅਨੁਸ਼ਾਸਨੀ ਵਿਭਾਜਨ।
5. ਕਮਾਈ ਦੇ ਮਾਲ ਅਤੇ ਕੰਮ ਦੇ ਸਮੇਂ ਦੇ ਕ੍ਰੈਡਿਟ ਦੀ ਘਾਟ।

ਅਨੁਸ਼ਾਸਨਿਕ ਵਿਭਾਜਨ: ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਸਹੂਲਤ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਨਿਯੁਕਤ ਕੀਤੀ ਗਈ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਅਤੇ ਜਿਸ ਵਿੱਚ ਕਿਸੇ ਖਾਸ ਮਿਆਦ ਲਈ ਕਿਸੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਵਿਚ ਕੈਦ ਹੋਣਾ ਸ਼ਾਮਲ ਹੁੰਦਾ ਹੈ।

(a) ਜਦੋਂ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਅਨੁਸ਼ਾਸਨੀ ਵਿਭਾਜਨ ਲਈ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਹ ਅਨੁਸ਼ਾਸਨ ਦੀ ਵਿਭਾਜਨ ਮਿਆਦ ਦੇ ਖ਼ਤਮ ਹੋਣ ਤੱਕ ਸਾਰੇ ਮਨੋਰੰਜਨ, ਸੈੱਲ ਸਮੇਂ ਤੋਂ ਬਾਹਰ, ਮੁਲਾਕਾਤ ਅਤੇ ਸਹਾਇਕ ਵਿਸ਼ੇਸ਼ ਅਧਿਕਾਰਾਂ (ਸਾਫ਼-ਸਫ਼ਾਈ ਅਤੇ ਚਿੱਠੀ-ਪੱਤਰ ਦੇ ਮਾਮਲਿਆਂ ਨੂੰ ਛੱਡਕੇ) ਨੂੰ ਜ਼ਬਤ ਕਰਦਾ ਹੈ।

ਤੁਹਾਨੂੰ ਸਾਰੇ ਸਟਾਫ਼ ਅਤੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੀ ਸੁਰੱਖਿਆ ਅਤੇ ਰੱਖਿਆ ਲਈ ਸਾਰੇ ਕਾਉਂਟੀ, ਰਾਜ ਅਤੇ ਫੈਡਰਲ ਕਾਨੂੰਨਾਂ, ਸੁਵਿਧਾ ਸੰਬੰਧੀ ਸ਼ਰਤਾਂ ਅਤੇ ਸਟਾਫ਼ ਦੇ ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।

(a) ਇਹਨਾਂ ਨਿਯਮਾਂ ਅਤੇ ਕਾਨੂੰਨਾਂ ਦਾ ਉਲੰਘਣਾ ਕਰਨ ਨਾਲ ਅਨੁਸ਼ਾਸਨੀ ਦੰਡ ਅਤੇ ਸਿਵਲ, ਜਾਂ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਇਆ ਜਾ ਸਕਦਾ ਹੈ।

ਪਾਬੰਦੀਸ਼ੁਦਾ ਐਕਟਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤਾ ਗਿਆ ਹੈ, ਪਰ ਹੇਠ ਲਿਖੀਆਂ ਕਾਰਵਾਈਆਂ ਤੱਕ ਸੀਮਿਤ ਨਹੀਂ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਜਾਂ ਕੋਸ਼ਿਸ਼ ਨਹੀਂ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

ਪਾਬੰਦੀਸ਼ੁਦਾ ਐਕਟ ਕੋਡ:

PAC 1	ਵੱਡੀ	ਭੋਜਨ ਅਤੇ ਡ੍ਰਿੰਕਸ ਦੀ ਮਿਲਾਵਟ
PAC 2	ਵੱਡੀ	ਸਾੜ-ਫੂਕ
PAC 3a	ਵੱਡੀ	ਹਮਲਾਵਰ/ਸਟਾਫ਼
PAC 3b	ਵੱਡੀ	ਹਮਲਾ/ਕੈਦ ਵਿਅਕਤੀ
PAC 3c	ਵੱਡੀ	ਬੈਟਰੀ/ਸਟਾਫ਼
PAC 3d	ਵੱਡੀ	ਬੈਟਰੀ/ਕੈਦ ਵਿਅਕਤੀ
PAC 4	ਵੱਡੀ	ਆਤਮ ਹੱਤਿਆ ਦੀ ਕੋਸ਼ਿਸ਼
PAC 5	ਵੱਡੀ	ਜੇਲ੍ਹ ਦੀ ਜਾਇਦਾਦ ਤਬਾਹ ਕਰਨਾ, ਬਦਲਾਉਣਾ, ਜਾਂ ਨੁਕਸਾਨ ਪਹੁੰਚਾਉਣਾ
PAC 6	ਵੱਡੀ/ਛੋਟੀ	ਵਿਨਾਸ਼ਕਾਰੀ ਰਵੱਈਆ
PAC 7	ਵੱਡੀ	ਗਰੁੱਪ ਦੇ ਸਪਸ਼ਟੀਕਰਨ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣਾ/ਉਤਸ਼ਾਹਿਤ ਕਰਨਾ
PAC 8	ਵੱਡੀ	ਜਿਨਸੀ ਵਿਵਹਾਰਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣਾ
PAC 9	ਵੱਡੀ	ਬਚਣਾ/ਬਚਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਨਾ
PAC 10	ਵੱਡੀ	ਜ਼ਬਰਦਸਤੀ
PAC 11	ਛੋਟੀ	ਵਿਅਕਤੀ ਜਾਂ ਕਮਰੇ ਨੂੰ ਸਾਫ਼-ਸੁਥਰਾ ਰੱਖਣ ਵਿੱਚ ਅਸਫ਼ਲਤਾ
PAC 12	ਵੱਡੀ	ਸਹੀ ਪਛਾਣ ਪ੍ਰਦਾਨ ਕਰਨ ਵਿੱਚ ਅਸਫ਼ਲਤਾ
PAC 13	ਵੱਡੀ	ਗਿਣਤੀ ਕਾਇਮ ਰੱਖਣ ਵਿੱਚ ਅਸਫ਼ਲਤਾ
PAC 14	ਛੋਟੀ	ਤੰਬਾਕੂਨੋਸ਼ੀ
PAC 15	ਵੱਡੀ	ਲੜਾਈ ਕਰਨਾ
PAC 16	ਵੱਡੀ	ਗਲਤ ਰਿਪੋਰਟ ਭਰਨਾ ਜਾਂ ਬਣਾਉਣਾ
PAC 17	ਵੱਡੀ	ਜੁਆ ਖੇਡਣਾ
PAC 17a	ਵੱਡੀ	ਗਿਰੋਹ ਸੰਬੰਧੀ ਗ੍ਰੈਫਿਟੀ / ਪਹਿਰਾਵਾ
PAC 18	ਵੱਡੀ	ਸਟਾਫ਼ ਨੂੰ ਮੁੱਲ ਦੀਆਂ ਆਈਟਮਾਂ ਦੇਣਾ/ਪੇਸ਼ ਕਰਨਾ
PAC 19	ਵੱਡੀ	ਮਾਨਵ ਹੱਤਿਆ
PAC 20	ਛੋਟੀ	ਅਣਅਧਿਕ੍ਰਿਤ ਖੇਤਰ ਵਿਚ
PAC 21	ਵੱਡੀ	ਅਸਲੀਲਤਾ ਦਾ ਖੁਲਾਸਾ
PAC 22	ਛੋਟੀ	ਬਗ਼ਾਵਤ/ਬੇਅਦਬੀ
PAC 23	ਵੱਡੀ	ਸਟਾਫ਼ ਦੇ ਕਰਤੱਵ/ਜ਼ਿੰਮੇਵਾਰੀਆਂ ਵਿੱਚ ਦਖ਼ਲ-ਅੰਦਾਜ਼ੀ
PAC 24	ਵੱਡੀ	ਗਿਣਤੀ ਵਿੱਚ ਦਖ਼ਲ-ਅੰਦਾਜ਼ੀ
PAC 25	ਛੋਟੀ	ਉੱਘੜ-ਦੁੱਘੜ ਕਰਨਾ
PAC 26	ਵੱਡੀ	ਕੈਦ ਵਿਅਕਤੀ ਕਰਮਚਾਰੀ ਦੇ ਅਹੁਦੇ/ਨੌਕਰੀ ਦਾ ਨੁਕਸਾਨ ਫਾਂਸੀ ਦੇਣਾ
PAC 27	ਵੱਡੀ	ਨਸ਼ੀਲੇ ਪਦਾਰਥ ਬਣਾਉਣੇ, ਅਧਿਕਾਰ ਰੱਖਣਾ ਜਾਂ ਵਰਤੋਂ ਕਰਨਾ
PAC 29	ਵੱਡੀ	ਜਿਨਸੀ ਪ੍ਰਸਤਾਵ ਰੱਖਣਾ ਜਾਂ ਕਿਸੇ ਹੋਰ ਨੂੰ ਧਮਕਾਉਣਾ
PAC 30	ਵੱਡੀ	ਬੇਦਨੀਤੀ ਸੰਬੰਧੀ ਛੇੜਖਾਨੀ
PAC 31	ਛੋਟੀ	ਬਿਮਾਰੀ ਦਾ ਬਹਾਨਾ ਲਗਾਉਣਾ, ਬਿਮਾਰੀ ਦੀ ਕਲਪਨਾ ਕਰਨੀ
PAC 32	ਵੱਡੀ	ਦਵਾਈਆਂ ਦੀ ਦੁਰਵਰਤੋਂ
PAC 33	ਵੱਡੀ	ਪ੍ਰਕਾਸ਼ਿਤ ਲੇਖ ਕਲੀਨ, ਫਰਨੀਚਰ, ਜਾਂ ਬਿਸਤਰੇ
PAC 34	ਵੱਡੀ	ਇੱਕ ਹੋਰ ਬਾਹਰ ਦੁਆਲੇ ਬੰਨੀ ਪੱਟੀ ਦਾ ਅਧਿਕਾਰ
PAC 35	ਵੱਡੀ	ਇੱਕ ਹੋਰ ਜਾਇਦਾਦ ਦਾ ਅਧਿਕਾਰ
PAC 36	ਵੱਡੀ	ਨਸ਼ੀਲੀਆਂ ਦਵਾਈਆਂ ਦਾ ਅਧਿਕਾਰ
PAC 37	ਛੋਟੀ	ਦਾਧੂ ਮੁੱਦੇ (ਕੱਪੜੇ, ਬਿਸਤਰੇ ਆਦਿ)
PAC 38	ਵੱਡੀ	ਜੁਏ ਦੇ ਨਿੱਜੀ ਸਮਾਨ ਦਾ ਅਧਿਕਾਰ
PAC 39	ਵੱਡੀ	ਤਸਕਰੀ ਦਾ ਪ੍ਰਤੀਰੋਧ ਜਾਂ ਅਧਿਕਾਰ
PAC 40	ਵੱਡੀ	ਅਣਅਧਿਕਾਰਿਤ (ਨਾਗਰਿਕ) ਕੱਪੜਿਆਂ ਦਾ ਅਧਿਕਾਰ

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- PAC 41 ਵੱਡੀ ਹਥਿਆਰਾਂ ਦਾ ਅਧਿਕਾਰ
- PAC 42 ਛੋਟੀ ਆਈਟਮਾਂ ਨੂੰ ਕੰਧਾਂ, ਲਾਈਟਾਂ ਜਾਂ ਫਿਕਸਚਰ 'ਤੇ ਪੇਸਟ ਕਰਨਾ
- PAC 43 ਵੱਡੀ/ਛੋਟੀ ਸਟਾਫ਼ ਨੂੰ ਝੂਠੀ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕਰਨਾ
- PAC 44 ਵੱਡੀ ਪਿਸ਼ਾਬ ਦਾ ਨਮੂਨਾ ਪ੍ਰਦਾਨ ਕਰਨ ਤੋਂ ਇਨਕਾਰ ਕਰਨਾ
- PAC 45 ਵੱਡੀ ਕੰਮ ਕਰਨ ਤੋਂ ਇਨਕਾਰ ਕਰਨਾ
- PAC 46 ਵੱਡੀ ਆਦੇਸ਼ਾਂ ਨੂੰ ਮੰਨਣ ਤੋਂ ਇਨਕਾਰ ਕਰਨਾ
- PAC 47 ਵੱਡੀ ਜਿਨਸੀ ਅਪਰਾਧ/ਗੈਰ-ਕਾਨੂੰਨੀ ਜਿਨਸੀ ਐਕਟਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣਾ
- PAC 48 ਵੱਡੀ ਕਿਸੇ ਵੀ ਅਲਾਹਮ ਡਿਵਾਈਸ ਨਾਲ ਦਖਲ ਦੇਣਾ
- PAC 49 ਵੱਡੀ ਬਲੈਕ ਕੀਤੀਆਂ ਜਾਂ ਲੋਕ ਹੋਈਆਂ ਡਿਵਾਈਸਾਂ ਨਾਲ ਦਖਲ ਦੇਣਾ
- PAC 50 ਵੱਡੀ ਟੈਪਰਿੰਗ ਡਬਲਊ / ਸੁਵਿਧਾ ਸਿਸਟਮ ਜਾਂ ਡਿਵਾਈਸਾਂ
- PAC 51 ਛੋਟੀ ਟੈਟੂ ਖੁਦਵਾਉਣਾ
- PAC 52 ਵੱਡੀ ਚੋਰੀ
- PAC 53 ਵੱਡੀ ਇੱਕ ਸਟਾਫ਼ ਮੈਂਬਰ ਨੂੰ ਧਮਕਾਉਣਾ
- PAC 54 ਛੋਟੀ ਜਨਤਾ ਨਾਲ ਅਣਅਧਿਕਾਰਤ ਸੰਪਰਕ
- PAC 55 ਛੋਟੀ ਟੈਲੀਫੋਨ ਦੀ ਅਣਅਧਿਕਾਰਤ ਵਰਤੋਂ
- PAC 56 ਛੋਟੀ ਕੰਮ ਤੋਂ ਬੇਬੁਨਿਆਦ ਗੈਰਹਾਜ਼ਰੀ
- PAC 57 ਵੱਡੀ/ਛੋਟੀ ਅਲਕੋਹਲ ਜਾਂ ਨਸ਼ੀਲੀਆਂ ਦਵਾਈਆਂ ਦੇ ਪ੍ਰਭਾਵ ਦੇ ਤਹਿਤ
- PAC 58 ਵੱਡੀ/ਛੋਟੀ ਅਪਮਾਨਜਨਕ ਜਾਂ ਅਸ਼ਲੀਲ ਭਾਸ਼ਾ ਦੀ ਵਰਤੋਂ ਕਰਨਾ
- PAC 59 ਵੱਡੀ ਅਣਅਧਿਕਾਰਤ ਸਾਜ਼-ਸਾਮਾਨ ਜਾਂ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨਾ ਜਾਂ ਅਧਿਕਾਰ
- PAC 60 ਵੱਡੀ/ਛੋਟੀ ਚਿੱਠੀ-ਪੱਤਰ ਦੀ ਉਲੰਘਣਾ
- PAC 61 ਵੱਡੀ ਅਪਰਾਧਿਕ ਕਾਨੂੰਨ ਦੀ ਉਲੰਘਣਾ
- PAC 62 ਛੋਟੀ ਕੈਦ ਵਿਅਕਤੀ ਸੰਬੰਧੀ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ
- PAC 63 ਵੱਡੀ/ਛੋਟੀ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ
- PAC 64 ਛੋਟੀ ਪ੍ਰੋਗਰਾਮ ਸੰਬੰਧੀ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ
- PAC 65 ਛੋਟੀ ਮੁਲਾਕਾਤ ਸੰਬੰਧੀ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ
- PAC 66 ਵੱਡੀ ਇੱਕ ਭੇਜ ਬਦਲਣਾ ਜਾਂ ਮਾਸਕ ਪਾਉਣਾ
- PAC 67 ਵੱਡੀ ਬਲ ਜਾਂ ਧਮਕੀਆਂ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਜ਼ਬਰਦਸਤੀ ਕਰਨਾ
- PAC 68 ਵੱਡੀ ਨਫ਼ਰਤ ਸੰਬੰਧੀ ਅਪਰਾਧ
- PAC 69 ਵੱਡੀ ਸਬੂਤ ਨੂੰ ਨਸ਼ਟ ਕਰਨਾ ਜਾਂ ਮਿਟਾਉਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਨਾ
- PAC 70 ਵੱਡੀ ਸਟਾਫ਼ ਵੱਲ ਅਣਉਚਿਤ ਪੇਸ਼ਗੀ ਅਤੇ/ਜਾਂ ਇਸ਼ਾਰੇ

ਵੱਡੀਆਂ ਅਤੇ ਛੋਟੀਆਂ ਉਲੰਘਣਾਵਾਂ

ਨਿਯਮ ਉਲੰਘਣਾਵਾਂ ਨੂੰ ਵੱਡੀਆਂ ਅਤੇ ਛੋਟੀਆਂ ਉਲੰਘਣਾਵਾਂ ਮੰਨਿਆ ਜਾਂਦਾ ਹੈ, ਇਹ ਇਸ ਗੱਲ 'ਤੇ ਨਿਰਭਰ ਕਰਦਾ ਹੈ ਕਿ ਕਿ ਰੱਵਈਆ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀਆਂ, ਅਤੇ ਸਟਾਫ਼ ਦੀ ਸਿਹਤ ਅਤੇ ਸੁਰੱਖਿਆ ਨੂੰ ਸਿੱਧਾ ਖ਼ਤਰਾ ਪੈਦਾ ਕਰ ਸਕਦਾ ਹੈ ਜਾਂ ਸੁਵਿਧਾ ਸੁਰੱਖਿਆ ਵਿਚ ਦਖਲ ਦੇ ਸਕਦਾ ਹੈ।

ਸਟਾਫ਼ ਦੀ ਮਰਜ਼ੀ ਅਨੁਸਾਰ ਗੈਰ-ਰਸਮੀ ਜਾਂ ਰਸਮੀ ਅਧਾਰ 'ਤੇ ਛੋਟੀਆਂ ਉਲੰਘਣਾਵਾਂ ਦਾ ਪ੍ਰਬੰਧ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਟਾਫ਼ ਮੈਂਬਰਾਂ ਨੂੰ ਛੋਟੀਆਂ ਘਟਨਾਵਾਂ ਨੂੰ ਕਾਊਂਸਲਿੰਗ, ਚੇਤਾਵਨੀ, ਜਾਂ ਡਾਂਟ ਦੁਆਰਾ ਅਨੁਪਚਾਰਿਕ ਅਧਾਰ 'ਤੇ ਹੱਲ ਕਰਨ ਲਈ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

- A. ਵਰਜਿਤ ਕਾਨੂੰਨਾਂ ਦੀਆਂ ਦੇ ਜਾਂ ਵੱਧ ਛੋਟੀਆਂ ਉਲੰਘਣਾਵਾਂ ਨੂੰ ਇੱਕ ਵੱਡੀ ਉਲੰਘਣਾ ਮੰਨਿਆ ਜਾ ਸਕਦਾ ਹੈ।

ਵੱਡੀਆਂ ਉਲੰਘਣਾਵਾਂ ਨੂੰ ਇੱਕ ਰਸਮੀ ਆਧਾਰ ਤੇ ਸੰਬੰਧਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਰਸਮੀ ਅਨੁਸ਼ਾਸਨ ਲਈ ਇਹ ਜ਼ਰੂਰੀ ਹੈ:

- A. ਇੱਕ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ।
- B. ਸ਼ਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਦੁਆਰਾ ਮਨਜ਼ੂਰੀ।
- C. ਦੇਸ਼ਾਂ ਨੂੰ ਦਰਸਾਉਂਦੇ ਹੋਏ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ ਦੀ ਇੱਕ ਕਾਪੀ ਪ੍ਰਦਾਨ ਕਰੋ।
- D. ਇੰਤਜ਼ਾਮ ਨੂੰ ਨਿਰਧਾਰਤ ਕਰਨ ਲਈ ਇੱਕ ਅਨੁਸ਼ਾਸਨੀ ਅਫ਼ਸਰ ਦੁਆਰਾ ਆਯੋਜਿਤ ਇੱਕ ਰਸਮੀ ਸੁਣਵਾਈ।

ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈ

ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈਆਂ ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਣਵਾਈਆਂ ਹੁੰਦੀਆਂ ਹਨ ਅਤੇ ਸਿਵਲ ਜਾਂ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮੇ ਤੋਂ ਵੱਖਰੀਆਂ ਹੁੰਦੀਆਂ ਹਨ।

- A. ਗੰਭੀਰ ਜੁਰਮਾਂ 'ਤੇ ਨਾਗਰਿਕ ਜਾਂ ਅਪਰਾਧਿਕ ਤਰੀਕੇ ਨਾਲ ਮੁਕੱਦਮਾ ਚਲਾਇਆ ਜਾਂਦਾ ਹੈ।

ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈਆਂ ਨੂੰ ਘਟਨਾ ਸੰਬੰਧੀ ਰਿਪੋਰਟ ਸੇਵਾ ਦੇ 72 ਘੰਟਿਆਂ ਦੇ ਅੰਦਰ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ। ਸੁਣਵਾਈ ਇੱਕ ਨਿਰਪੱਖ ਸੁਣਵਾਈ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਜੋ ਘਟਨਾ ਵਿੱਚ ਸ਼ਾਮਲ ਨਹੀਂ ਹੁੰਦਾ ਹੈ। ਹਾਲਾਂਕਿ ਸਟਾਫ਼ ਅਨੁਸ਼ਾਸਨ ਸੰਬੰਧੀ ਕਾਰਵਾਈ ਦੀ ਸਿਫ਼ਾਰਿਸ਼ ਕਰ ਸਕਦਾ ਹੈ, ਇਹ ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈ ਅਫ਼ਸਰ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਅਤੇ ਫੈਸਲਾ ਹੈ ਕਿ ਕਿਹੜੇ ਦੰਡ ਜਾਂ ਕਾਰਵਾਈਆਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

ਤੁਹਾਡੇ ਕੋਲ ਅਧਿਕਾਰ ਹਨ:

- A. ਸੁਣਵਾਈ ਵੇਲੇ ਹਾਜ਼ਰ ਹੋਵੋ ਅਤੇ ਆਪਣੇ ਖੁਦ ਦੀ ਤਰਫ਼ੋਂ ਬੋਲੋ।
- B. ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈ ਦੇ 24 ਘੰਟੇ ਪਹਿਲਾਂ ਘਟਨਾ ਰਿਪੋਰਟ ਦੀ ਇੱਕ ਕਾਪੀ ਪ੍ਰਾਪਤ ਕਰੋ।
- C. ਸਾਰੀਆਂ ਸੰਬੰਧਿਤ ਰਿਪੋਰਟਾਂ ਦੀਆਂ ਕਾਪੀਆਂ ਪ੍ਰਾਪਤ ਕਰੋ।
- D. ਆਪਣੀ ਤਰਫ਼ੋਂ ਗਵਾਹ ਨੂੰ ਬੁਲਾਓ।
 1. ਅਜਿਹਾ ਕਰਨ ਵੇਲੇ ਤੁਸੀਂ ਗਵਾਹ ਨੂੰ ਨਹੀਂ ਬੁਲਾ ਸਕਦੇ ਹੋ, ਇਸ ਨਾਲ ਜ਼ਿੰਦਗੀ, ਸੁਰੱਖਿਆ, ਰੱਖਿਆ, ਜਾਂ ਸੁਵਿਧਾ ਦੇ ਚੰਗੇ ਰੁਝਾਨ ਨੂੰ ਖ਼ਤਰੇ ਹੋ ਸਕਦਾ ਹੈ।

ਅਨੁਸ਼ਾਸਨੀ ਸੁਣਵਾਈ ਅਫ਼ਸਰ ਸੁਣਵਾਈ ਦੇ ਇੰਤਜ਼ਾਮ ਦਾ ਵਰਣਨ ਕਰਦੇ ਹੋਏ ਅੰਤਿਮ ਰਿਪੋਰਟ ਦਰਜ ਕਰਦਾ ਹੈ। ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਇਸ ਰਿਪੋਰਟ ਦੀ ਇੱਕ ਕਾਪੀ ਮਿਲਦੀ ਹੈ ਜਿਸ ਵਿੱਚ ਉਲੰਘਣਾ ਦਾ ਦੇਸ਼ ਲਗਾਇਆ ਗਿਆ ਹੈ ਅਤੇ ਕਿਸੇ ਵੀ ਲਾਗੂ ਅਨੁਸ਼ਾਸਨੀ ਦੰਡਾਂ ਦੇ ਇੰਤਜ਼ਾਮ ਨੂੰ ਦਰਸਾਇਆ ਗਿਆ ਹੈ।

ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਅਪੀਲ

ਤੁਸੀਂ ਦੋਵੇਂ ਰਸਮੀ ਅਤੇ ਗੈਰ-ਰਸਮੀ ਅਨੁਸ਼ਾਸਨ ਲਈ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹੋ।

- A. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਸੰਬੰਧੀ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕਰੋ।
- B. ਅਪੀਲ ਬਾਕਸ ਦੀ ਜਾਂਚ ਕਰੋ ਅਤੇ ਅਪੀਲ ਨੂੰ ਪ੍ਰਸ਼ਾਸਨਿਕ ਹੌਲਦਾਰ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਓ।
- C. ਪ੍ਰਸ਼ਾਸਨਿਕ ਹੌਲਦਾਰ ਤੁਹਾਡੀ ਅਪੀਲ ਦੀ ਸਮੀਖਿਆ ਕਰੇਗਾ ਅਤੇ ਜਾਂ ਤਾਂ ਲਾਗੂ ਅਨੁਸ਼ਾਸਨ ਨੂੰ ਸਵੀਕਾਰ ਕਰੇਗਾ, ਸੋਧੇਗਾ ਜਾਂ ਮੁਅੱਤਲ ਕਰੇਗਾ।
 1. ਤੁਹਾਨੂੰ 10 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਇੱਕ ਨੋਟੀਫਿਕੇਸ਼ਨ ਪ੍ਰਾਪਤ ਹੋਵੇਗਾ।
 2. ਅਨੁਸ਼ਾਸਨੀ ਅਪੀਲ ਦੇ ਫੈਸਲੇ ਲੈਣ ਦੇ 5 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਤੁਹਾਡੇ ਕੋਲ ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਨੂੰ ਅਪੀਲ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ।

ਕੈਦ ਵਿਅਕਤੀ ਦੀਆਂ ਸ਼ਿਕਾਇਤਾਂ

ਤੁਹਾਡੇ ਕੋਲ ਇਹ ਸ਼ਿਕਾਇਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ:

- A. ਸਮੱਸਿਆਵਾਂ ਨੂੰ ਹੱਲ ਕਰਨ ਦੇ ਸਾਧਨ ਵਜੋਂ ਕੈਦ ਦੀਆਂ ਹਾਲਾਤਾਂ ਦੀ ਸ਼ਿਕਾਇਤ ਕਰਨ ਦਾ।
 1. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਘਟਨਾ ਦੀ ਤਾਰੀਖ ਤੋਂ 14 ਕਲੰਡਰ ਦਿਨ ਦਿੱਤੇ ਜਾਣਗੇ ਤਾਂ ਕਿ ਸ਼ਿਕਾਇਤ ਪੈਦਾ ਕੀਤੀ ਜਾ ਸਕੇ ਅਤੇ ਸਟਾਫ਼ ਨਾਲ ਇਸ ਨੂੰ ਦਰਜ ਕੀਤੀ ਜਾ ਸਕੇ।
 2. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਫਾਰਮ 'ਤੇ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਸ਼ਿਕਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਇਹ ਫਾਰਮ ਰਿਹਾਇਸ਼ ਸੰਬੰਧੀ ਸਟਾਫ਼ ਦੁਆਰਾ ਸਵੀਕਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

3. ਅਨੁਸ਼ਾਸਨੀ ਦੰਡ ਸ਼ਿਕਾਇਤਾਂ ਨਹੀਂ ਹੁੰਦੇ ਹਨ, ਪਰ ਉਹਨਾਂ ਦੀ ਅਪੀਲ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
- B. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਸ਼ਿਕਾਇਤ ਨੂੰ ਹੱਲ ਕਰਨ ਅਤੇ ਜਵਾਬ ਦੇਣ ਲਈ ਵਿਭਾਗ ਦੇ ਮੈਂਬਰਾਂ ਕੋਲ 15 ਕੈਲੰਡਰ ਦਿਨ ਹਨ।
1. ਇੱਕ ਲਿਖਤੀ ਜਵਾਬ ਵਿੱਚ ਇਹ ਦਲੀਲ ਵੀ ਸ਼ਾਮਲ ਹੈ ਕਿ ਇਸਦੇ ਪਿੱਛੇ ਫ਼ੈਸਲਾ ਕਿਉਂ ਕੀਤਾ ਗਿਆ ਸੀ?
- C. ਇੱਕ ਕੈਦੀ ਐਮਰਜੈਂਸੀ ਸਥਿਤੀਆਂ ਵਿੱਚ ਤੁਰੰਤ ਜਵਾਬ ਦਿੰਦਾ ਹੈ।
- D. ਪ੍ਰਤੀਰੋਧ ਜਾਂ ਅਨੁਸ਼ਾਸਨੀ ਵਿਛੋੜੇ ਦੇ ਡਰ ਤੋਂ ਬਿਨਾਂ ਉੱਚਿਤ ਸ਼ਿਕਾਇਤ ਪੇਸ਼ ਕਰਨ ਦਾ ਅਧਿਕਾਰ। ਵਾਜਬ ਵਿੱਚ ਬਹੁਤ ਜ਼ਿਆਦਾ, ਫਾਲਤੂ, ਜਾਂ ਗਲਤ ਵਿਸ਼ਵਾਸ ਵਿੱਚ ਦਰਜ ਕੀਤੀਆਂ ਸ਼ਿਕਾਇਤਾਂ ਸ਼ਾਮਲ ਨਹੀਂ ਹੁੰਦੀਆਂ ਹਨ।
- E. ਸਟੈਨੀਸਲਾਸ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਸਾਡੀਆਂ ਸਹੂਲਤਾਂ ਵਿੱਚ, ਕੈਦ ਵਿਅਕਤੀਆਂ ਤੋਂ ਨਾਗਰਿਕ ਸ਼ਿਕਾਇਤ ਫਾਰਮ ਪ੍ਰਦਾਨ ਜਾਂ ਸਵੀਕਾਰ ਨਹੀਂ ਕਰੇਗਾ।

ਸ਼ਿਕਾਇਤ ਸੰਬੰਧੀ ਅਪੀਲਾਂ:

ਕਿਸੇ ਸ਼ਿਕਾਇਤ ਨੂੰ ਹੱਲ ਕਰਨ ਦੀ ਹਰੇਕ ਕੋਸ਼ਿਸ਼ ਸਭ ਤੋਂ ਹੇਠਲੇ ਉੱਚਿਤ ਸਟਾਫ਼ 'ਤੇ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਜਦੋਂ ਇੱਕ ਸਟਾਫ਼ ਮੈਂਬਰ ਸਟਾਫ਼ ਦੇ ਸਭ ਤੋਂ ਹੇਠਲੇ ਪੱਧਰ 'ਤੇ ਸ਼ਿਕਾਇਤ ਨੂੰ ਹੱਲ ਨਹੀਂ ਕਰ ਸਕਦਾ, ਤਾਂ ਉਹ ਪ੍ਰਬੰਧਕੀ ਸਮੀਖਿਆ ਲਈ ਇੱਕ ਉੱਚਿਤ ਸੁਪਰਵਾਈਜ਼ਰ ਨੂੰ ਅੱਗੇ ਸ਼ਿਕਾਇਤ ਭੇਜਣਗੇ।

- A. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਹੁਕਮ ਦੀ ਚੋਣ ਦੁਆਰਾ ਸ਼ਿਕਾਇਤ ਦੇ ਨਤੀਜਿਆਂ ਨੂੰ ਅਪੀਲ ਕਰ ਸਕਦਾ ਹੈ।
- B. ਇੱਕ ਅਪੀਲ ਦੇ ਜਵਾਬ ਲਈ ਪ੍ਰਸ਼ਾਸਨਿਕ ਹੌਲਦਾਰ, ਸੁਵਿਧਾ ਕਮਾਂਡਰ, ਅਤੇ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਡਿਵੀਜ਼ਨ ਕਮਾਂਡਰ ਕੋਲ 10 ਕਾਰੋਬਾਰੀ ਦਿਨ ਹੋਣਗੇ।
- C. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਕੋਲ ਹੁਕਮ ਦੀ ਚੋਣ ਵਿੱਚ ਅਗਲੇ ਪੱਧਰ ਤੱਕ, ਪ੍ਰਬੰਧਕੀ ਸਮੀਖਿਆ ਲਈ, ਸ਼ਿਕਾਇਤ ਦੇ ਨਤੀਜੇ ਨੂੰ ਅਪੀਲ ਕਰਨ ਲਈ 5 ਕੈਲੰਡਰ ਦਿਨਾਂ ਹੋਣੇ ਚਾਹੀਦੇ ਹਨ।
 1. ਜੇਕਰ ਕੈਦ ਵਿਅਕਤੀ ਵੱਲੋਂ ਸਮਾਂ ਸੀਮਾ ਮੇਲ ਨਹੀਂ ਖਾਂਦੀ ਹੈ, ਤਾਂ ਸ਼ਿਕਾਇਤ ਨੂੰ ਹੱਲ ਕਰਨ ਲਈ ਵਿਚਾਰ ਕੀਤਾ ਜਾਵੇਗਾ।

ਕੈਦ ਵਿਅਕਤੀ ਸੁਵਿਧਾ ਕਮਾਂਡਰ, ਅਤੇ ਅੰਤ ਵਿੱਚ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਡਿਵੀਜ਼ਨ ਕਮਾਂਡਰ ਦਾ ਅਨੁਸਰਣ ਕਰਕੇ ਮੈਡੀਕਲ ਪ੍ਰੋਗਰਾਮ ਮੈਨੇਜਰ ਨੂੰ ਇੱਕ ਮੈਡੀਕਲ ਸ਼ਿਕਾਇਤ ਨੂੰ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹਨ।

- A. ਮਿਆਰੀ ਸ਼ਿਕਾਇਤ ਸੰਬੰਧੀ ਅਪੀਲਾਂ ਲਈ ਉਸੇ ਸਮੇਂ ਦੀਆਂ ਸ਼ਰਤਾਂ ਲਾਗੂ ਹੁੰਦੀਆਂ ਹਨ।
- B. ਜੇਕਰ ਕੈਦ ਵਿਅਕਤੀ ਵੱਲੋਂ ਸਮਾਂ ਸੀਮਾ ਮੇਲ ਨਹੀਂ ਖਾਂਦੀ ਹੈ, ਤਾਂ ਅਪੀਲ ਨੂੰ ਹੱਲ ਕੀਤਾ ਜਾਵੇਗਾ।

ਪਰਿਜਨ ਰੋਪ ਅਲੀਮੀਨੇਟ ਐਕਟ ਪੀ ਆਰ ਈ ਏ ਆਫ਼

ਪਰਿਜਨ ਰੋਪ ਅਲੀਮੀਨੇਟ ਐਕਟ ਆਫ਼ 2003 (ਜੇਲ੍ਹ ਜਬਰ-ਜਨਾਹ ਖ਼ਤਮ ਕਰਨ ਦਾ ਕਾਨੂੰਨ) ਨੂੰ ਯੂ.ਐੱਸ ਦੁਆਰਾ ਪਾਸ ਕੀਤਾ ਗਿਆ ਸੀ। ਕਾਂਗਰਸ ਅਤੇ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀਆਂ ਜਾਂ ਸਟਾਫ਼ ਮੈਂਬਰਾਂ ਦੁਆਰਾ ਜਿਨਸੀ ਹਮਲੇ ਦੇ ਖਿਲਾਫ਼ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੀ ਸੁਰੱਖਿਆ ਲਈ ਬਣਾਏ ਗਏ ਸਨ ਜਦੋਂ ਕਿ ਵੱਖੋ-ਵੱਖ ਬਾਲਗ ਅਤੇ ਨਾਬਾਲਗ ਸਹੂਲਤਾਂ ਜਾਂ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਸੀਮਿਤ ਹੈ। ਟੀਚਾ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਜਿਨਸੀ ਹਮਲੇ ਅਤੇ ਸ਼ੋਸ਼ਣ ਦੀਆਂ ਘਟਨਾਵਾਂ ਨੂੰ ਰੋਕਣਾ, ਪਛਾਣਨਾ ਅਤੇ ਪ੍ਰਤੀਕਿਰਿਆ ਕਰਨਾ ਹੈ।

ਜ਼ੀਰੋ-ਸਹਿਣਸ਼ੀਲਤਾ ਨੀਤੀ:

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਕਿਸੇ ਵੀ ਵਿਭਾਗ ਦੇ ਮੈਂਬਰ, ਸੁਤੰਤਰ ਠੋਕੇਦਾਰ, ਸਵੈ-ਸੇਵਕ ਜਾਂ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀ ਦੁਆਰਾ ਕੈਦ ਵਿਅਕਤੀ ਨਾਲ ਜਿਨਸੀ ਹਮਲੇ, ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ, ਜਿਨਸੀ ਬਦਸਲੂਕੀ ਅਤੇ ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ 'ਤੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਜ਼ੀਰੋ-ਸਹਿਣਸ਼ੀਲਤਾ ਨੀਤੀ ਦਾ ਪ੍ਰਬੰਧ ਕਰਦਾ ਹੈ।

- A. ਸਾਰੇ ਦੋਸ਼ਾਂ ਦੀ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇਗੀ।
- B. ਇਹ ਨੀਤੀ ਸਾਰੇ ਕੈਦ ਵਿਅਕਤੀਆਂ 'ਤੇ ਲਾਗੂ ਹੁੰਦੀ ਹੈ ਅਤੇ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦੇ ਵਿਭਾਗ ਦੁਆਰਾ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਲੋਕਾਂ ਸਮੇਤ ਸਵੈ-ਸੇਵੀਆਂ ਅਤੇ ਸੁਤੰਤਰ ਠੋਕੇਦਾਰਾਂ 'ਤੇ ਲਾਗੂ ਹੁੰਦੀ ਹੈ।

PREA ਅਧੀਨ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਅਧਿਕਾਰ:

- A. ਭਾਵੇਂ ਤੁਸੀਂ ਜੇਲ੍ਹ ਵਿਚ ਹੋ, ਤੁਹਾਡੇ ਕੋਲ ਹਾਲੇ ਵੀ ਅਧਿਕਾਰ ਹਨ।
- B. 8ਵਾਂ ਸੋਧ ਤੁਹਾਨੂੰ "ਕਠੋਰ ਅਤੇ ਅਸਾਧਾਰਨ ਸਜ਼ਾ" ਤੋਂ ਬਚਾਉਂਦਾ ਹੈ।
- C. ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ ਅਤੇ ਸ਼ੋਸ਼ਣ ਕਠੋਰ ਅਤੇ ਅਸਾਧਾਰਨ ਸਜ਼ਾ ਦਾ ਇੱਕ ਰੂਪ ਹਨ। ਤੁਹਾਡੇ ਸੰਵਿਧਾਨਕ ਅਧਿਕਾਰ ਤੁਹਾਨੂੰ ਕਠੋਰ ਅਤੇ ਅਸਾਧਾਰਨ ਸਜ਼ਾ ਤੋਂ ਬਚਾਉਂਦੇ ਹਨ।
- D. ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ ਅਤੇ ਸ਼ੋਸ਼ਣ ਤੁਹਾਡੇ ਸਜ਼ਾ ਦਾ ਹਿੱਸਾ ਨਹੀਂ ਹੁੰਦੇ ਹਨ।

ਰਿਪੋਰਟ ਕਿਵੇਂ ਕਰਨੀ ਹੈ:

ਕਿਸੇ ਜਿਨਸੀ ਹਮਲੇ ਦੇ ਦੋਸ਼ਾਂ ਦੀ ਰਿਪੋਰਟ ਕਰਨ ਵਿੱਚ ਕੋਈ ਵੀ ਸਮਾਂ ਪਾਬੰਦੀਆਂ ਨਹੀਂ ਹੁੰਦੀਆਂ ਹਨ। ਜੇਕਰ ਤੁਸੀਂ ਜਾਂ ਜਿਸਨੂੰ ਤੁਸੀਂ ਜਾਣਦੇ ਹੋ ਉਹ ਪੀੜਤ ਹੋ ਗਿਆ ਹੈ ਜਾਂ ਜੇਲ੍ਹ ਵਿੱਚ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ:

- A. ਕਿਸੇ ਵੀ ਸਟਾਫ਼ ਮੈਂਬਰ (ਡਿਪਟੀ, ਮੈਡੀਕਲ, ਮਾਨਸਿਕ ਸਿਹਤ, ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ) ਆਦਿ ਨੂੰ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ ਕਰੋ।
- B. ਤੁਸੀਂ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੀ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ ਨੂੰ PREA ਕੋਆਰਡੀਨੇਟਰ, ਅੰਦਰੂਨੀ ਮਾਮਲਿਆਂ ਦੇ ਯੂਨਿਟ, ਜਾਂ ਮੈਡੀਕਲ ਨੂੰ ਸੰਬੋਧਨ ਕਰ ਸਕਦੇ ਹੋ।
- C. ਤੁਸੀਂ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦੇ ਕਿਸੇ ਵੀ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ ਕਰਨ ਲਈ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਫ਼ੋਨ ਨੰਬਰ 'ਤੇ ਕਾਲ ਵੀ ਕਰ ਸਕਦੇ ਹੋ।
 1. ਜ਼ਰੂਰੀ ਪੱਤਰਕਾਰਾਂ ਵਜੋਂ ਸਾਨੂੰ ਇੱਕ ਰਿਪੋਰਟ ਦਰਜ ਕਰਨ ਦੀ ਲੋੜ ਹੈ।
 2. ਤੁਸੀਂ ਅਗਿਆਤ ਹੋ ਸਕਦੇ ਹੋ, ਪਰ ਜੇਕਰ ਤੁਸੀਂ ਕਿਸੇ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ ਕਰਦੇ ਹੋ, ਤਾਂ ਇਸਦੀ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇਗੀ।
 3. ਇੱਕ ਝੂਠੀ ਰਿਪੋਰਟ ਦਾਖ਼ਲ ਕਰਨਾ 148.5 ਪੀ.ਸੀ. ਦੇ ਅਨੁਸਾਰ ਅਪਰਾਧਿਕ ਮੁਕਦਮੇ ਅਧੀਨ ਹੁੰਦਾ ਹੈ।

ਕੈਲੀਫੋਰਨੀਆ ਅਟਾਰਨੀ ਜਨਰਲ ਦੀ ਪਬਲਿਕ ਇੰਕੁਆਇਰ ਯੂਨਿਟ
1.800.952.5225

ਹੈਵਨ ਵੇਮੈਨ ਸੈਂਟਰ ਆਫ਼ ਸਟੈਨੀਸਲਾਸ (ਸੇਵਾਵਾਂ ਲਿੰਗ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਦੇ ਪਰਵਾਹ ਬਿਨਾਂ ਪ੍ਰਦਾਨ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ)

618 13ਵੀਂ ਸਟ੍ਰੀਟ
ਮੋਡੇਸਟੋ, ਸੀ.ਏ. 95354
ਜਾਣਕਾਰੀ ਲਈ: 209.524.4331
24-ਘੰਟੇ ਸੰਕਟ ਲਾਈਨ: (209) 577-5980
ਜਿਨਸੀ ਹਮਲਾ ਇਹ ਹੁੰਦਾ ਹੈ:

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- A. ਜਿਨਸੀ ਹਮਲਿਆਂ ਵਿੱਚ ਅਜਨਬੀ, ਇੱਕ ਦੋਸਤ ਜਾਂ ਕਿਸੇ ਹੋਰ ਵਿਅਕਤੀ ਦੁਆਰਾ ਬਲਾਤਕਾਰ ਜਾਂ ਬਲਾਤਕਾਰ ਦੀ ਕੋਸ਼ਿਸ਼ ਕੀਤੀ ਗਈ ਹੈ।
- B. ਬਲਾਤਕਾਰ ਆਮ ਤੌਰ 'ਤੇ ਜ਼ਬਰਦਸਤੀ ਜਿਨਸੀ ਸੰਬੰਧਾਂ ਦੇ ਤੌਰ 'ਤੇ ਪਰਿਭਾਸ਼ਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਹਿੰਸਾ ਦਾ ਜੁਰਮ ਹੁੰਦਾ ਹੈ ਜਿੱਥੇ ਪੀੜਤ ਨੂੰ ਤਾਕਤ ਦੀ ਵਰਤੋਂ ਜਾਂ ਤਾਕਤ ਦੀ ਧਮਕੀ ਨਾਲ ਅਕਸਰ ਦਬਾਇਆ ਜਾਂਦਾ ਹੈ।
- C. ਬਲਾਤਕਾਰ ਅਤੇ ਜਿਨਸੀ ਹਮਲੇ ਦੇ ਹੋਰ ਤਰੀਕੇ, ਜਿਸ ਵਿੱਚ ਬਲਾਤਕਾਰ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼, ਮੌਖਿਕ ਸੰਭੋਗ, ਗੱਦਾ-ਮੈਥੂਨ ਅਤੇ ਜਿਨਸੀ ਬੈਟਰੀ ਸ਼ਾਮਲ ਹਨ, ਨਿੱਜੀ ਤਾਕਤ ਦੇ ਨੁਕਸਾਨ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ ਕਰਦਾ ਹੈ।
- D. ਸਰੀਰਕ ਘੁਸਪੈਠ ਕਰਕੇ ਅਪਰਾਧੀ ਦਾ ਇਰਾਦਾ ਪੀੜਤ ਨੂੰ ਹਾਵੀ ਕਰਨਾ, ਬੇਇੱਜ਼ਤ ਕਰਨਾ, ਅਪਮਾਨ ਕਰਨਾ ਜਾਂ ਨਿਖੰਤਰਣ ਕਰਨਾ ਹੁੰਦਾ ਹੈ।

ਜੇਕਰ ਤੁਸੀਂ ਡਰੇ ਹੋਏ ਹੋ ਅਤੇ ਇਕੱਲੇ ਮਹਿਸੂਸ ਕਰਦੇ ਹੋ:

ਡਰੇ ਹੋਏ ਹੋਣ ਦੀ ਭਾਵਨਾ ਆਮ ਹੈ, ਪਰ ਤੁਸੀਂ ਇਕੱਲੇ ਨਹੀਂ ਹੋ। ਇਸ ਮੁਸ਼ਕਲ ਸਮੇਂ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਲਈ ਸੇਵਾਵਾਂ ਉਪਲਬਧ ਹੁੰਦੀਆਂ ਹਨ, ਜੇਕਰ ਤੁਸੀਂ ਉਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਦੀ ਚੋਣ ਕਰਦੇ ਹੋ।

- A. ਮਾਨਸਿਕ ਸਿਹਤ ਸੇਵਾਵਾਂ
- B. ਮੈਡੀਕਲ ਸੇਵਾਵਾਂ
- C. ਵਿਕਟਿਮ ਕੌਂਸਲਿੰਗ ਪ੍ਰਦਾਨ ਕਰਨ ਦੀ ਵਕਾਲਤ ਕਰਦਾ ਹੈ। ਤੁਹਾਡੇ ਅਤੇ ਇੱਕ ਪੀੜਤ ਵਕੀਲ ਵਿਚਕਾਰ ਸੰਚਾਰ ਗੁਪਤ ਹੁੰਦਾ ਹੈ।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਪੀੜਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:

ਜੇਕਰ ਤੁਹਾਡੇ 'ਤੇ ਜਿਨਸੀ ਹਮਲਾ ਕੀਤਾ ਗਿਆ ਹੈ, ਤਾਂ ਤੁਹਾਨੂੰ ਹੇਠ ਲਿਖੇ ਕਦਮ ਚੁੱਕਣੇ ਚਾਹੀਦੇ ਹਨ:

- A. ਕਿਸੇ ਕੱਪੜੇ ਨੂੰ ਨਾ ਬਦਲੋ ਜਾਂ ਨਾ ਹਟਾਓ।
- B. ਨਾ ਨਹਾਓ, ਟਾਇਲਟ ਦੀ ਵਰਤੋਂ ਨਾ ਕਰੋ, ਆਪਣੇ ਦੰਦਾਂ ਨੂੰ ਬੁਰਸ਼ ਨਾ ਕਰੋ ਜਾਂ ਖਾਣਾ ਨਾ ਖਾਓ।
- C. ਕਿਸੇ ਵੀ ਸਟਾਫ਼ ਮੈਂਬਰ ਨੂੰ ਤੁਰੰਤ ਘਟਨਾ ਦੀ ਰਿਪੋਰਟ ਕਰੋ।

ਜੇਕਰ ਤੁਸੀਂ ਜਿਨਸੀ ਹਮਲਾ ਹੋਣ ਤੋਂ ਬਾਅਦ ਇਹ ਕਦਮ ਚੁੱਕਦੇ ਹੋ, ਤਾਂ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣ ਵਿੱਚ ਸਹਾਇਤਾ ਮਿਲੇਗੀ ਕਿ ਕੋਈ ਵੀ ਸਬੂਤ ਸੁਰੱਖਿਅਤ ਰੱਖਿਆ ਜਾਵੇ, ਅਤੇ ਇੱਕ ਸਹੀ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇ।

- A. ਯਾਦ ਰੱਖੋ ਕਿ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦੀ ਰਿਪੋਰਟ ਦੇਣ ਲਈ ਤੁਸੀਂ ਜਿੰਨਾ ਦੇਰ ਤੱਕ ਇੰਤਜ਼ਾਰ ਕਰਦੇ ਹੋ, ਓਨੀ ਹੀ ਸਹੀ ਜਾਂਚ ਕਰਨਾ ਔਖਾ ਹੈ।

ਅਪਰਾਧੀਆਂ ਨੂੰ ਇਹ ਚੇਤਾਵਨੀ ਦਿੰਦੇ ਰਹੋ:

ਜੇਕਰ ਤੁਸੀਂ ਦੋਸ਼ੀ ਪਾਏ ਜਾਂਦੇ ਹੋ, ਤਾਂ ਤੁਹਾਡੇ 'ਤੇ ਅਨੁਸ਼ਾਸਨੀ ਰੁਕਾਵਟਾਂ ਅਤੇ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਇਆ ਜਾਵੇਗਾ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਸੰਬੰਧੀ ਸ਼ਿਕਾਇਤਾਂ ਅਤੇ ਪਰੀਜ਼ਨ ਰੇਪ ਅਲੀਮੀਨੇਟ ਐਕਟ ਆਫ਼ PREA

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਵਰਗੀਕਰਨ

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਕਿਸੇ ਵੀ ਵਿਭਾਗ ਦੇ ਮੈਂਬਰ, ਸੁਤੰਤਰ ਠੋਕੇਦਾਰ, ਸਵੈ-ਸੇਵਕ ਜਾਂ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀ ਦੁਆਰਾ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨਾਲ ਜਿਨਸੀ ਹਮਲੇ, ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ, ਜਿਨਸੀ ਬਦਸਲੂਕੀ ਅਤੇ ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ 'ਤੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਜ਼ੀਰੋ-ਸਹਿਣਸ਼ੀਲਤਾ ਨੀਤੀ ਦਾ ਪ੍ਰਬੰਧ ਕਰਦਾ ਹੈ।

- A. ਵਿਭਾਗ ਦੇ ਮੈਂਬਰ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦੇ ਕਿਸੇ ਵੀ ਇਲਜ਼ਾਮ ਦੀ ਚੰਗੀ ਤਰ੍ਹਾਂ ਜਾਂਚ ਕਰਨਗੇ। ਜਦੋਂ ਸਬੂਤ ਦੁਆਰਾ ਪੁਸ਼ਟੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ; ਵਿਭਾਗ ਦੇ ਮੈਂਬਰ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਉਣ ਦੀਆਂ ਪ੍ਰਕਿਰਿਆਵਾਂ ਸਮੇਤ ਅਤੇ ਇਸ ਤੋਂ ਸੰਬੰਧਿਤ ਦੰਡਾਂ ਨੂੰ ਲਾਗੂ ਕਰ ਸਕਦੇ ਹਨ।

ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ: ਵਾਰ-ਵਾਰ ਅਤੇ ਅਣਚਾਹੀਆਂ ਜਿਨਸੀ ਪਹਿਲਕਦਮੀਆਂ, ਜਿਨਸੀ ਅਨੁਕੂਲਤਾਵਾਂ ਜਾਂ ਜ਼ਬਾਨੀ ਟਿੱਪਣੀਆਂ, ਇਸ਼ਾਰਿਆਂ ਜਾਂ ਕਿਸੇ ਕੈਦੀ ਵੱਲੋਂ ਦੂਜੇ ਵੱਲ ਆਉਣ ਵਾਲੇ ਕਿਸੇ ਅਪਮਾਨਜਨਕ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦੀਆਂ ਕਾਰਵਾਈਆਂ ਲਈ ਬੇਨਤੀਆਂ; ਅਤੇ ਕਿਸੇ ਸਟਾਫ਼ ਮੈਂਬਰ, ਠੋਕੇਦਾਰ ਜਾਂ ਸਵੈ-ਸੇਵਕ ਦੁਆਰਾ ਇੱਕ ਕੈਦੀ ਲਈ ਜਿਨਸੀ ਕੁਦਰਤ ਬਾਰੇ ਵਾਰ-ਵਾਰ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਮੌਖਿਕ ਟਿੱਪਣੀਆਂ ਜਾਂ ਇਸ਼ਾਰੇ, ਜਿਸ ਵਿੱਚ ਲਿੰਗ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ, ਜਿਨਸੀ ਵਿਚਾਰਉਤੇਜਨਾ ਜਾਂ ਅਪਮਾਨਜਨਕ ਟਿੱਪਣੀਆਂ ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਇੱਕ ਵਿਅਕਤੀ ਦੇ ਸਰੀਰ ਜਾਂ ਕੱਪੜੇ, ਜਾਂ ਅਸ਼ਲੀਲ ਭਾਸ਼ਾ ਜਾਂ ਇਸ਼ਾਰੇ ਸ਼ਾਮਲ ਹਨ।

ਜਿਨਸੀ ਦੁਰਵਰਤੋਂ: ਜਿਵੇਂ ਕਿ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨਾਲ ਸੰਬੰਧਿਤ ਹੈ; ਅਸ਼ਲੀਲ ਪ੍ਰਦਰਸ਼ਨ, ਜਿਨਸੀ ਉਕਸਾਉਣ ਦੇ ਕੰਮ ਅਤੇ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਨ ਵਾਲੇ ਹੱਥ-ਮੈਥੂਨ ਦੀ ਕਿਰਿਆ ਵੀ ਸ਼ਾਮਲ ਹੈ। ਕੋਈ ਵੀ ਕੈਦ ਵਿਅਕਤੀ ਜੋ ਆਪਣੇ ਗੁਪਤ ਅੰਗਾਂ, ਪਿੱਠ ਜਾਂ ਛਾਤੀਆਂ ਨੂੰ ਉਜਾਗਰ ਕੀਤੇ ਬਿਨਾਂ ਆਪਣੇ ਗੁਪਤ ਅੰਗ ਨੂੰ ਜਾਣ ਬੁੱਝ ਕੇ ਜਾਂ ਛੁਹਣ ਤੋਂ ਰੋਕਦਾ ਹੈ, ਜੋ ਇਹ ਦਰਸਾਉਂਦਾ ਹੈ ਕਿ ਇਹ ਜਿਨਸੀ ਉਤੇਜਨਾ, ਸੰਤੁਸ਼ਟੀ, ਨਫ਼ਰਤ ਜਾਂ ਅਪਰਾਧ ਦੇ ਉਦੇਸ਼ ਨਾਲ ਹੁੰਦਾ ਹੈ, ਜੋ ਕਿ ਅਨੁਸ਼ਾਸਨ ਅਤੇ ਜਾਂ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮੇ ਦੇ ਅਧੀਨ ਹੋਵੇਗਾ।

ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਰਿਪੋਰਟਿੰਗ ਸੰਸਥਾਵਾਂ:

ਰਿਪੋਰਟਿੰਗ ਨਿਰਦੇਸ਼ਾਂ ਅਤੇ ਸੰਪਰਕ ਫ਼ੋਨ ਨੰਬਰਾਂ ਦਾ ਵਰਣਨ ਕਰਨ ਵਾਲੀ ਜਾਣਕਾਰੀ ਤੁਹਾਡੀ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਵਿੱਚ ਤੈਅ ਕੀਤੀ ਗਈ ਹੈ।

- A. ਕੈਦ ਵਿਅਕਤੀ ਹੇਠ ਲਿਖੀਆਂ ਸੰਸਥਾਵਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ, ਬਦਸਲੂਕੀ, ਬਦਲਾਵ ਜਾਂ ਪਰੇਸ਼ਾਨੀ ਦੀ ਰਿਪੋਰਟ ਦੇ ਸਕਦੇ ਹਨ:
 1. ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਅੰਦਰੂਨੀ ਮਾਮਲਿਆਂ ਦੀ ਯੂਨਿਟ
 2. ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸ਼ੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ (ਪੀ.ਆਰ.ਈ.ਏ.) PREA ਕੋਆਰਡੀਨੇਟਰ
 3. ਬਲਾਤਕਾਰ ਦੇ ਸੰਕਟ ਸੰਬੰਧੀ ਕੇਂਦਰ
 4. ਕੈਲੀਫੋਰਨੀਆ ਅਟਾਰਨੀ ਜਨਰਲ ਦੀ ਪਬਲਿਕ ਇੰਕੁਆਇਰ ਯੂਨਿਟ

ਕੈਦ ਵਿਅਕਤੀ ਨਿੱਜੀ ਤੌਰ 'ਤੇ ਇਸਦੀ ਰਿਪੋਰਟ ਕਰ ਸਕਦਾ ਹੈ:

- A. ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ, ਜਿਨਸੀ ਬਦਸਲੂਕੀ, ਅਤੇ ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ।
- B. ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਅਤੇ ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ ਦੀ ਰਿਪੋਰਟ ਕਰਨ ਲਈ ਦੂਜੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਜਾਂ ਸਟਾਫ਼ ਦੁਆਰਾ ਬਦਲਾਓ।
- C. ਸਟਾਫ਼ ਅਣਦੇਖੀ ਜਾਂ ਜ਼ਿੰਮੇਵਾਰੀਆਂ ਦੀ ਉਲੰਘਣਾ ਜਿਸ ਨੇ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਜਾਂ ਜਿਨਸੀ ਪਰੇਸ਼ਾਨੀ ਦੀ ਘਟਨਾ ਵਿੱਚ ਯੋਗਦਾਨ ਪਾਇਆ ਹੋ ਸਕਦਾ ਹੈ।

ਪੀ ਆਰ ਈ ਏ PREA ਸ਼ਿਕਾਇਤ

ਐਮਰਜੈਂਸੀ ਪ੍ਰਸ਼ਾਸਨਿਕ ਪੀ.ਆਰ.ਈ.ਏ. (PREA) ਸ਼ਿਕਾਇਤ:

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- A. ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਜਾਣਬੁੱਝ ਕੇ ਇੱਕ ਬੇਲੋੜੀ ਸ਼ਿਕਾਇਤ ਦਾਇਰ ਕਰਨ ਲਈ ਅਨੁਸ਼ਾਸਿਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ, ਜਦੋਂ ਅਨੁਸ਼ਾਸਨੀ ਅਧਿਕਾਰੀ ਇਹ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰ ਸਕਦਾ ਹੈ ਕਿ ਸ਼ਿਕਾਇਤ ਗਲਤ ਇਰਾਦੇ ਨਾਲ ਦਰਜ ਕੀਤੀ ਗਈ ਸੀ।
- B. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਐਮਰਜੈਂਸੀ ਪੀ.ਆਰ.ਈ.ਏ. (PREA) ਸ਼ਿਕਾਇਤ ਸਿਫਟ ਸੁਪਰਵਾਈਜ਼ਰ ਨੂੰ ਪੇਸ਼ ਕਰ ਸਕਦਾ ਹੈ ਜਦੋਂ ਕੈਦ ਵਿਅਕਤੀ ਅਸੁਰੱਖਿਅਤ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦੇ ਖ਼ਤਰੇ ਦੇ ਅਧੀਨ ਹੁੰਦਾ ਹੈ।

ਮਿਆਰੀ ਪ੍ਰਸ਼ਾਸਨਿਕ ਪੀ.ਆਰ.ਈ.ਏ. (PREA) ਸ਼ਿਕਾਇਤ:

- A. ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਵੱਲੋਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਅਜਿਹੀ ਸੁਵਿਧਾ ਦੀ ਸੁਪਰਵਾਈਜ਼ਰ, ਜੋ ਕਿ ਘਟਨਾ ਵਾਪਰਿਆ ਹੈ, ਲਈ ਇੱਕ ਰਸਮੀ ਪ੍ਰੈਸ਼ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰ ਸਕਦੀ ਹੈ। ਸ਼ਿਕਾਇਤ ਨੂੰ ਪੀ.ਆਰ.ਈ.ਏ. (PREA) ਕੋਆਰਡੀਨੇਟਰ ਨੂੰ ਭੇਜਿਆ ਜਾਵੇਗਾ।
- B. ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਸਟਾਫ਼ ਮੈਂਬਰ ਨੂੰ ਇੱਕ ਰਸਮੀ ਪੀ.ਆਰ.ਈ.ਏ. (PREA) ਸ਼ਿਕਾਇਤ ਦਾਖ਼ਲ ਕਰ ਸਕਦੇ ਹਨ ਜੋ ਸ਼ਿਕਾਇਤ ਦਾ ਵਿਸ਼ਾ ਨਹੀਂ ਹੈ। ਸ਼ਿਕਾਇਤ ਉਸ ਸਟਾਫ਼ ਮੈਂਬਰ ਨੂੰ ਅੱਗੇ ਨਹੀਂ ਭੇਜੀ ਜਾਵੇਗੀ ਜੋ ਸ਼ਿਕਾਇਤ ਦਾ ਵਿਸ਼ਾ ਹੈ।
 1. ਵਿਭਾਗ ਦੇ ਮੈਂਬਰ ਜਿਨਸੀ ਸ਼ੋਸ਼ਣ ਦਾ ਦੋਸ਼ ਲਗਾਉਂਦੇ ਹੋਏ ਸ਼ਿਕਾਇਤ ਲਈ 90 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਉਣ, ਅੰਦਰੂਨੀ ਜਾਂਚ ਜਾਂ ਜਾਂਚ ਨੂੰ ਸਮਾਪਤ ਕਰਨ ਲਈ ਅੰਤਿਮ ਏਜੰਸੀ ਦੇ ਫ਼ੈਸਲੇ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਜਵਾਬ ਦੇਣ ਦੀ ਹਰ ਸੰਭਵ ਕੋਸ਼ਿਸ਼ ਕਰਨਗੇ। 90 ਦਿਨਾਂ ਦੀ ਮਿਆਦ ਸੰਬੰਧੀ ਸ਼ਿਕਾਇਤ ਦੀ ਸ਼ੁਰੂਆਤੀ ਤਾਰੀਖ ਤੋਂ ਗਣਨਾ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਵਿੱਚ ਕੈਦ ਵਿਅਕਤੀ ਨੇ ਪ੍ਰਸ਼ਾਸਨਿਕ ਅਪੀਲ ਤਿਆਰ ਕਰਨ ਵਿੱਚ ਸਮਾਂ ਲਗਾਇਆ ਹੈ।
 2. 70 ਦਿਨਾਂ ਦੇ ਇੱਕ ਵਾਧੇ ਦਾ ਦਾਅਵਾ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ ਜੇਕਰ ਜਵਾਬ ਲਈ ਆਮ ਸਮਾਂ ਮਿਆਦ ਇੱਕ ਉਚਿਤ ਫ਼ੈਸਲਾ ਕਰਨ ਲਈ ਅਯੋਗ ਹੈ। ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਕਿਸੇ ਵੀ ਵਾਧੇ ਦੇ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਉਸ ਤਾਰੀਖ ਦੇ ਨਾਲ ਮੁਹੱਈਆ ਕੀਤੀ ਜਾਵੇਗੀ ਜਿਸ ਦੁਆਰਾ ਫ਼ੈਸਲਾ ਲਿਆ ਜਾਣਾ ਹੈ।

ਸਿੱਖਿਆ ਅਤੇ ਸਾਰਾਂਸ਼ ਦੁਰਵਿਹਾਰ

ਤੁਹਾਡੇ ਲਈ ਕਈ ਵਿਦਿਅਕ ਅਤੇ ਪਦਾਰਥ ਦੁਰਵਰਤੋਂ ਪ੍ਰੋਗਰਾਮ ਉਪਲਬਧ ਹਨ। ਤੁਸੀਂ ਤੌੜਨ ਵਾਲੇ ਬੈਰੀਅਰ ਪ੍ਰੋਗਰਾਮ ਤੋਂ ਲੈ ਕੇ ਹਾਈ ਸਕੂਲ ਇਕਵਿਜੈਂਸੀ ਅਤੇ ਅਲਕੋਹਲਿਕ ਅਨਾਮ ਅਤੇ ਨਾਰਕੋਟਿਕਸ ਅਨੌਨੀਮ ਵਰਗੇ ਪਦਾਰਥਾਂ ਦੇ ਦੁਰਵਰਤੋਂ ਦੇ ਪ੍ਰੋਗਰਾਮਾਂ ਤੋਂ ਲੈ ਕੇ ਵਿਦਿਅਕ ਪ੍ਰੋਗਰਾਮਾਂ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਬੇਨਤੀ ਕਰ ਸਕਦੇ ਹੋ।

- A. ਲੋੜੀਂਦੇ ਪ੍ਰੋਗਰਾਮ ਦੀ ਬੇਨਤੀ ਕਰਨ ਲਈ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕਰੋ ਜਿਸ ਵਿੱਚ ਤੁਸੀਂ ਹਿੱਸਾ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ।

ਸਹਾਇਕ

ਸਹਾਇਕ ਡਰਾਅ ਤੁਹਾਡੇ ਲਈ ਉਪਲਬਧ ਹਨ। ਤੁਸੀਂ ਆਪਣੇ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਦੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਇੱਕ ਸਹਾਇਕ ਬੇਨਤੀ ਸੰਬੰਧੀ ਫਾਰਮ ਪ੍ਰਾਪਤ ਕਰ ਸਕਦੇ ਹੋ। ਮੁਕੰਮਲ ਕੀਤੇ ਸਹਾਇਕ ਫਾਰਮ ਯੂਨਿਟ ਮੇਲਬਾਕਸ ਵਿੱਚ ਰੱਖੇ ਗਏ ਹਨ।

- A. ਤੁਸੀਂ ਪ੍ਰੀ ਅਨੁਸੂਚਿਤ ਡਰਾਅ ਦੇ ਅਨੁਸਾਰ, ਫ਼ੋਨ ਕਾਰਡ ਸਮੇਤ \$100.00 ਤੱਕ ਦੀਆਂ ਸਹਾਇਕ ਆਈਟਮਾਂ ਦੀ ਖਰੀਦ ਕਰ ਸਕਦੇ ਹੋ।
- B. ਤੁਹਾਡੇ ਟ੍ਰਾਂਜੈਕਸ਼ਨ ਦੀ ਪ੍ਰਕਿਰਿਆ ਹੋਣ ਤੋਂ ਬਾਅਦ ਤੁਹਾਨੂੰ ਸਹਾਇਕ ਆਈਟਮਾਂ ਨੂੰ ਬਦਲਣ ਜਾਂ ਉਹਨਾਂ ਦੇ ਵਪਾਰ ਕਰਨ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੈ।
- C. ਤੁਹਾਨੂੰ ਸਿਰਫ਼ ਆਪਣੇ ਨਿੱਜੀ ਫੰਡ ਖਾਤੇ ਤੋਂ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਇਜਾਜ਼ਤ ਹੈ। ਤੁਹਾਨੂੰ ਦੂਜੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਖਿੱਚਣ ਜਾਂ ਕਿਸੇ ਹੋਰ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਸਹਾਇਕ ਖਾਤੇ ਵਿੱਚ ਫੰਡ ਟ੍ਰਾਂਸਫਰ ਕਰਨ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੈ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਹਾਇਕ ਆਈਟਮਾਂ ਦੀਆਂ ਧਾਂਕਾ ਲਗਾਉਣ ਤੋਂ ਮਨ੍ਹਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਧਾਂਕਾ ਲਗਾਉਣ ਨੂੰ ਪਰਿਭਾਸ਼ਿਤ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਤੁਹਾਡੇ ਕੋਲ ਕਿਸੇ ਵੀ 1 ਕਿਸਮ ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਵਰਗੀਕਰਨ

ਦੇ ਉਤਪਾਦ ਦੀਆਂ 10 ਤੋਂ ਵੱਧ ਆਈਟਮਾਂ ਦਾ ਅਧਿਕਾਰ ਹੈ। ਉਦਾਹਰਨ: 11 ਸਿਖਰ ਦੇ ਰਾਮੇਨ ਸੂਪ, ਹਰ ਇੱਕ ਸੁਆਦ ਦੇ 11 ਨਹੀਂ; 11 ਕੈਡੀ ਬਾਰ, ਹਰ ਇੱਕ ਬ੍ਰਾਂਡ ਦੇ 11 ਨਹੀਂ, ਆਦਿ। ਅਪਵਾਦ ਹਰੇਕ 5 ਦੇ ਪੁਰਵ-ਪੈਕ ਕੀਤੇ ਯੂਨਿਟਾਂ ਵਿੱਚ ਵੇਚੇ ਜਾਣ ਵਾਲੇ ਉਤਪਾਦ ਹਨ, ਜਿਵੇਂ, ਓਟਮੀਲ, ਹੌਟ ਚਾਕਲੇਟ, ਫਰੂਟ ਡਰਿੰਕਸ ਆਦਿ।

ਸਹਾਇਕ ਨੂੰ ਹਫ਼ਤਾਵਾਰੀ ਡਿਲਿਵਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਹਾਲਾਂਕਿ, ਤੁਹਾਡੇ ਰਿਹਾਇਸ਼ ਖੇਤਰ ਵਿੱਚ ਹਰੇਕ ਹਫ਼ਤੇ ਇੱਕ ਵਿਸ਼ੇਸ਼ ਦਿਨ ਲਈ ਡਿਲੀਵਰੀਆਂ ਨੂੰ ਨਿਯਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਛੁੱਟੀਆਂ 'ਤੇ ਕੋਈ ਡਿਲੀਵਰੀਆਂ ਨਹੀਂ ਹੁੰਦੀਆਂ ਹਨ।

- A. ਬਾਂਹ ਦੁਆਲੇ ਪਾਉਣ ਵਾਲੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ. ਕਾਰਡ ਦੇ ਬਿਨਾਂ ਸਹੀ ਤਰ੍ਹਾਂ ਨਾਲ ਜੁੜੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਡਿਲੀਵਰੀ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੋਵੇਗੀ।

ਧਾਰਮਿਕ ਸਰਗਰਮੀਆਂ

- A. ਧਾਰਮਿਕ ਪ੍ਰੋਗਰਾਮ ਧਰਮ ਜਾਂ ਵਿਸ਼ਵਾਸ ਦੀ ਪਰਵਾਹ ਕੀਤੇ ਬਿਨਾਂ ਸਾਰੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸੇਵਾਵਾਂ ਅਤੇ ਸਲਾਹ ਮਸ਼ਵਰੇ ਪ੍ਰਦਾਨ ਕਰਦੇ ਹਨ।
- B. ਤੁਹਾਡੇ ਵਰਗੀਕਰਨ ਅਤੇ ਰਿਹਾਇਸ਼ ਮੁਲਾਂਕਣ ਦੇ ਅਧਾਰ 'ਤੇ ਸੇਵਾਵਾਂ ਦਿਨ ਦੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਪ੍ਰੋਗਰਾਮ ਦੇ ਕਮਰੇ ਵਿੱਚ ਰੱਖੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
- C. ਸੇਵਾਵਾਂ ਪੂਰੇ ਹਫ਼ਤੇ ਦੌਰਾਨ ਵੱਖ ਵੱਖ ਸਮੇਂ 'ਤੇ ਹੁੰਦੀਆਂ ਹਨ। ਕੈਦ ਵਿਅਕਤੀ ਆਰਾਮ ਦੇ ਸਮੇਂ ਸੇਵਾਵਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋ ਸਕਦੇ ਹਨ।
- D. ਸਟਾਫ਼ ਚਰਚ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦਾ ਐਲਾਨ ਕਰੇਗਾ।
- E. ਜੇਕਰ ਤੁਸੀਂ ਆਪਣੇ ਲਈ ਉਪਲਬਧ ਧਾਰਮਿਕ ਸੇਵਾਵਾਂ ਬਾਰੇ ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲੈਣੀ ਚਾਹੁੰਦੇ ਹੋ ਜਾਂ ਇੱਕ-ਨਾਲ-ਇੱਕ ਸਲਾਹ ਮਸ਼ਵਰੇ ਦਾ ਪ੍ਰਬੰਧ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਪਾਰਟੀਆਂ ਨੂੰ ਇੱਕ ਕੈਦ ਵਿਅਕਤੀ ਦੀ ਬੇਨਤੀ ਕਰਨ ਵਾਲੇ ਫਾਰਮ ਨੂੰ ਸੰਬੰਧਨ ਕਰੋ।

ਅਭਿਆਸ ਸੰਬੰਧੀ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਸਮੇਂ ਤੋਂ ਬਾਹਰ ਘੱਟ ਤੋਂ ਘੱਟ ਸੁਰੱਖਿਆ

- A. ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਦਾ ਸਮਾਂ ਦਿਨ ਦੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਬਾਹਰੀ ਵਿਹੜੇ ਵਿੱਚ ਪੇਸ਼ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
- B. ਸਟਾਫ਼ ਇਹ ਘੋਸ਼ਣਾ ਕਰੇਗਾ ਕਿ ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਦਾ ਸਮਾਂ ਕਦੋਂ ਉਪਲਬਧ ਹੋਵੇਗਾ।
- C. ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਟੈਲੀਫ਼ੋਨ ਵਰਤਣ ਅਤੇ ਨਹਾਉਣ ਦੇ ਮੌਕੇ ਉਪਲਬਧ ਹੁੰਦੇ ਹਨ।

ਅਭਿਆਸ ਸੰਬੰਧੀ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਸਮੇਂ ਤੋਂ ਬਾਹਰ ਮੱਧਮ ਸੁਰੱਖਿਆ

- A. ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਦਾ ਸਮਾਂ ਦਿਨ ਦੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਯੂਨਿਟ ਵਿਹੜੇ ਵਿੱਚ ਪੇਸ਼ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਜਦੋਂ ਦਿਨ ਵੇਲੇ ਵਰਤਿਆ ਜਾਣ ਵਾਲਾ ਕਮਰਾ ਖੁੱਲ੍ਹਾ ਹੁੰਦਾ ਹੈ ਤਾਂ ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜਾ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ।
- B. ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਟੈਲੀਫ਼ੋਨ ਵਰਤਣ ਅਤੇ ਨਹਾਉਣ ਦੇ ਮੌਕੇ ਉਪਲਬਧ ਹੁੰਦੇ ਹਨ।
- C. ਅਭਿਆਸ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਸਮੇਂ ਤੋਂ ਬਾਹਰ ਵੱਖ-ਵੱਖ ਸਮੇਂ ਦੇ ਨਾਲ ਇੱਕ ਪੜਾਅਬੱਧ ਅਨੁਸੂਚੀ ਦੇ ਨਾਲ ਪੇਸ਼ਕਸ਼ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:
 1. ਟਾਂਕ ਕੈਲੰਡਰ ਦਿਨ:
 - a. ਹੇਠਲੀ ਕਤਾਰ 0800 – 1400
 - b. ਉੱਪਰਲੀ ਕਤਾਰ 1600 – 2200
 2. ਜਿਸਤ ਕੈਲੰਡਰ ਦਿਨ:

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- ਉੱਪਰਲੀ ਕਤਾਰ 0800 – 1400
- ਹੇਠਲੀ ਕਤਾਰ 1600 – 2200

ਅਭਿਆਸ ਸੰਬੰਧੀ ਆਰਾਮ ਅਤੇ ਸੈੱਲ ਸਮੇਂ ਤੋਂ ਬਾਹਰ ਦੇ ਡੀ ਐੱਸ ਈ ਜੀ ਅਤੇ ਵੱਧ ਤੋਂ ਵੱਧ ਸੁਰੱਖਿਆ

- ਅਭਿਆਸ ਵਿਸ਼ੇਸ਼ ਹੈਂਡਲਿੰਗ ਯੂਨਿਟਾਂ ਵਿੱਚ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਮਨੋਰੰਜਨ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- ਸਾਰੇ ਅਭਿਆਸ ਆਰਾਮ, ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਵਿੱਚ ਪੂਰੇ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।
- ਟੈਲੀਫੋਨ ਆਰਾਮ ਦੇ ਸਥਾਨ 'ਤੇ ਉਪਲਬਧ ਹੁੰਦੇ ਹਨ।
- ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ, ਆਰਾਮ ਦੌਰਾਨ ਸਮਾਂ ਨਹਾਉਣ ਲਈ ਨਿਯਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।
- ਵਿਸ਼ੇਸ਼ ਹੈਂਡਲਿੰਗ ਯੂਨਿਟਾਂ ਵਿੱਚ ਅਭਿਆਸ ਆਰਾਮ ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ ਅਭਿਆਸ ਆਰਾਮ ਦਾ ਸਮਾਂ ਹੁੰਦਾ ਹੈ, ਜੋ ਸੱਤ ਦਿਨਾਂ ਦੀ ਮਿਆਦ ਵਿੱਚ ਵੰਡਿਆ ਜਾਂਦਾ ਹੈ।
- ਸੈੱਲ ਦੇ ਬਾਹਰ ਦਾ ਸਮਾਂ ਆਰਾਮ ਸੰਬੰਧੀ ਵਿਹੜੇ ਜਾਂ ਦਿਨ ਦੇ ਵੇਲੇ ਆਰਾਮ ਕਰਨ ਦੇ ਕਮਰੇ ਜਾਂ ਪ੍ਰੋਗਰਾਮ ਕਮਰੇ ਵਿੱਚ ਪੂਰਾ ਹੁੰਦਾ ਹੈ।
- ਆਰਾਮ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜਿਆਂ ਵਿੱਚ ਕੋਈ ਵੀ ਪੀਣ, ਭੋਜਨ, ਕਮਿਸਰੀ ਵਸਤੂਆਂ ਜਾਂ ਪੈਨਸਿਲਾਂ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੈ।

ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਖੇਤਰ ਬੰਦ ਸੀਮਾਵਾਂ:

ਕੈਦ ਵਿਅਕਤੀਆਂ ਲਈ ਸਟਾਫ਼ ਸਟੇਸ਼ਨ ਅਤੇ ਕੰਮ ਦੇ ਖੇਤਰ ਸੀਮਾਵਾਂ-ਤੋਂ-ਬਾਹਰ ਹੁੰਦੇ ਹਨ ਜਦੋਂ ਤੱਕ ਕਿ ਸਰਕਾਰੀ ਵਪਾਰਾਂ ਦਾ ਆਯੋਜਨ ਨਾ ਕੀਤਾ ਜਾਵੇ।

- ਜਦੋਂ ਤੱਕ ਸਟਾਫ਼ ਦੁਆਰਾ ਅਜਿਹਾ ਕਰਨ ਦਾ ਨਿਰਦੇਸ਼ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ, ਉਦੋਂ ਤੱਕ ਕੈਦ ਵਿਅਕਤੀ ਨਾ-ਕਬਜ਼ਾ ਕੀਤੇ ਹੋਏ ਦਫ਼ਤਰ ਵਿੱਚ ਦਾਖ਼ਲ ਨਹੀਂ ਹੋ ਸਕਦੇ ਜਾਂ ਕੰਮ ਕਰਨ ਵਾਲੇ ਸਟੇਸ਼ਨਾਂ ਦੇ ਪਿੱਛੇ ਨਹੀਂ ਜਾ ਸਕਦੇ ਹਨ।
- ਕੁਝ ਕੰਮ ਦੇ ਖੇਤਰ, ਜਿਵੇਂ ਕਿ ਕੱਪੜੇ ਵਾਲੇ ਕਮਰਿਆਂ ਜਾਂ ਰਸੋਈ ਦੇ ਖੇਤਰ, ਸੀਮਾਵਾਂ-ਤੋਂ-ਬਾਹਰ ਹੁੰਦੇ ਹਨ ਜਦੋਂ ਤੱਕ ਤੁਹਾਨੂੰ ਖਾਸ ਤੌਰ 'ਤੇ ਉਸ ਜਗ੍ਹਾ 'ਤੇ ਕੰਮ ਕਰਨ ਲਈ ਨਹੀਂ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸਾਫ਼-ਸਫ਼ਾਈ ਅਤੇ ਸਵੱਛਤਾ

ਤੁਸੀਂ ਆਪਣੇ ਨਿਯੁਕਤ ਕੀਤੇ ਸੈੱਲ ਵਾਲੇ ਕਮਰੇ, ਸੈੱਲ, ਅਤੇ ਲਾਕਰ ਖੇਤਰ ਦੀ ਸਫ਼ਾਈ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਹੋ।

- ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰੋ ਕਿ ਤੁਹਾਡਾ ਖੇਤਰ ਸਾਫ਼ ਹੈ ਅਤੇ ਇਹ ਕਿ ਹਰੇਕ ਸਵੇਰੇ ਤੋਂ ਬਾਅਦ ਤੁਹਾਡਾ ਬਿਸਤਰਾ ਇਕੱਠਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਜਦੋਂ ਵੀ ਤੁਸੀਂ ਆਪਣੇ ਸੈੱਲ ਨੂੰ ਛੱਡ ਦਿੰਦੇ ਹੋ, ਤੁਹਾਡਾ ਬਿਸਤਰਾ ਵੀ ਇਕੱਠਾ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।
- ਤੁਹਾਡਾ ਬਿਸਤਰਾ ਉਦੋਂ ਤੱਕ ਇਕੱਠਾ ਕੀਤਾ ਰਹਿਣਾ ਚਾਹੀਦਾ ਹੈ ਜਦੋਂ ਤੱਕ ਤੁਸੀਂ ਸ਼ਾਮ ਨੂੰ ਵਿਹਲੇ ਨਹੀਂ ਹੋ ਜਾਂਦੇ ਹੋ। ਬਿਸਤਰੇ ਵਿੱਚ ਸੰਗਠਿਤ ਅਤੇ ਪੇਸ਼ੇਵਰ ਤਰੀਕੇ ਨਾਲ ਬਣਾਏ ਜਾਣੇ ਹਨ। ਗੱਦੇ ਅਤੇ ਬਿਸਤਰਾ ਰੈਕ ਦੇ ਵਿਚਕਾਰ ਕੁਝ ਵੀ ਸਟੋਰ ਨਹੀਂ ਕਰਨਾ ਹੁੰਦਾ ਹੈ।
- ਤੁਹਾਡੇ ਸਾਰੇ ਸੈੱਲ ਦੀ ਜਾਇਦਾਦ ਤੁਹਾਨੂੰ ਪ੍ਰਦਾਨ ਕੀਤੇ ਲਾਕਰ ਵਿੱਚ ਰੱਖਣੀ ਚਾਹੀਦੀ ਹੈ। ਸਵੈਟ-ਸ਼ਰਟਾਂ ਨੂੰ ਨਾ ਵਰਤੇ ਜਾਣ ਵੇਲੇ ਲਾਕਰਾਂ ਵਿੱਚ ਸਟੋਰ ਕਰਨਾ ਹੁੰਦਾ ਹੈ।
- ਸੈੱਲਾਂ ਵਿੱਚ ਜੈਕਟਾਂ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- ਤੁਹਾਡੇ ਸੈੱਲ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਸਿਰਫ਼ ਤੌਲੀਆਂ ਰੱਖਣ ਦੀ ਇਜਾਜ਼ਤ ਹੁੰਦੀ ਹੈ। ਤੌਲੀਏ ਨਾਲ ਸੈੱਲ ਵਾਲੇ ਕਮਰੇ ਦੇ ਨੰਬਰ ਨੂੰ ਢਕਿਆ ਨਹੀਂ ਜਾਂਦਾ ਹੈ।

- ਤੁਹਾਡੇ ਲੋਕਰ ਦੇ ਅੰਦਰ ਸਟੋਰ ਨਾ ਕੀਤਾ ਕੋਈ ਵੀ ਆਈਟਮ ਨੂੰ ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਸਮੱਗਰੀ ਜਾਵੇਗਾ ਅਤੇ ਆਈਟਮ ਜ਼ਬਤ ਅਤੇ ਆਈਟਮ ਦਾ ਨਿਪਟਾਰਾ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

ਨਹਾਉਣ ਦੀਆਂ ਸੁਵਿਧਾਵਾਂ ਤੁਹਾਡੀ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਵਿੱਚ ਸਥਿਤ ਹੁੰਦੀਆਂ ਹਨ। ਹਰ ਦੂਜੇ ਦਿਨ, ਤੁਹਾਡੇ ਲਈ ਆਰਾਮ ਦੌਰਾਨ ਜਾਂ ਤਾਲਾ-ਬੰਦ ਹੋਣ ਵੇਲੇ ਕਿਸੇ ਵੀ ਸਮੇਂ ਨਹਾਉਣ ਦਾ ਪ੍ਰਬੰਧ ਉਪਲਬਧ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

- ਤੁਹਾਨੂੰ ਨਿੱਜੀ ਸਫ਼ਾਈ ਅਤੇ ਦਿੱਖ ਦੇ ਇੱਕ ਸਵੀਕਾਰਯੋਗ ਪੱਧਰ ਨੂੰ ਬਰਕਰਾਰ ਰੱਖਣ ਦੀ ਲੋੜ ਹੋਵੇਗੀ।
- ਇਹਨਾਂ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨ ਵਿੱਚ ਅਸਫ਼ਲਤਾ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਹੋ ਸਕਦੀ ਹੈ।
- ਸਾਰੇ ਭੋਜਨ ਦੀ ਸੇਵਾ ਕਰਨ ਵਾਲਿਆਂ ਅਤੇ ਭੋਜਨ ਦੀ ਸਾਂਭ-ਸੰਭਾਲ ਕਰਨ ਵਾਲਿਆਂ ਨੂੰ ਰੋਜ਼ਾਨਾ ਨਹਾਉਣ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।

ਸਵੱਛਤਾ ਲੇਖ ਸਹਾਇਕ 'ਤੇ ਖਰੀਦੇ ਜਾ ਸਕਦੇ ਹਨ। ਗਰੀਬ ਕੈਦ ਵਿਅਕਤੀ ਵਿੱਚ ਹਰ ਸ਼ੁੱਕਰਵਾਰ ਇੱਕ ਦਾਖ਼ਲਾ ਕਿੱਟ ਲੈਣ ਲਈ ਇੱਕ ਬੇਨਤੀ ਫਾਰਮ ਜਮ੍ਹਾਂ ਕਰ ਸਕਦੇ ਹਨ।

- ਹਰੇਕ ਮਾਹਵਾਰੀ ਵਾਲੇ ਕੈਦ ਵਿਅਕਤੀ ਨੂੰ ਕਿਸੇ ਵੀ ਹਾਲਤ ਦੀ ਪਰਵਾਹ ਕੀਤੇ ਬਿਨਾਂ ਸੈਨੇਟਰੀ ਨੈਪਕਿਨ, ਪੈਂਟੀ ਲਾਈਨਰ ਅਤੇ ਟੈਂਪੋਨ ਮੁਫਤ ਪ੍ਰਦਾਨ ਕੀਤੇ ਜਾਣਗੇ।

ਕੱਪੜੇ ਬਦਲਣਾ

- ਕੱਪੜੇ ਬਦਲਣਾ ਨੂੰ ਇੱਕ-ਲਈ-ਇੱਕ ਬਦਲਾਵ 'ਤੇ ਕਰਵਾਇਆ ਜਾਂਦਾ ਹੈ।
- ਕੱਪੜੇ ਬਦਲਣ ਦੀ ਪ੍ਰਕਿਰਿਆ ਇੱਕ ਹਫ਼ਤੇ ਵਿੱਚ ਇੱਕ ਵਾਰ ਤੁਹਾਡੇ ਵਿਸ਼ੇਸ਼ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਵਿੱਚ ਹੁੰਦੀ ਹੈ।
- ਬਾਹਰਲੇ ਕੱਪੜੇ, ਅੰਦਰੂਨੀ ਕੱਪੜੇ, ਅਤੇ ਚਾਦਰਾਂ ਹਫ਼ਤਾਵਾਰੀ ਬਦਲੇ ਜਾਂਦੇ ਹਨ।
- ਕੰਬਲ ਤਿੰਨ ਮਹੀਨਿਆਂ ਬਾਅਦ ਬਦਲੇ ਜਾਂਦੇ ਹਨ।
- ਕੈਦ ਵਿਅਕਤੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਕੱਪੜਿਆਂ ਨੂੰ ਗੰਦਾ ਦੇਖੇ ਜਾਣ ਵੇਲੇ ਸਾਫ਼ ਕੱਪੜੇ ਪ੍ਰਾਪਤ ਹੋਣਗੇ।
- ਕਿਸੇ ਕੰਮ ਵਾਲੇ ਦਲ ਨੂੰ ਨਿਯਤ ਕੀਤੇ ਗਏ ਸਾਰੇ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਉਨ੍ਹਾਂ ਦੀ ਸ਼ਿਫਟ ਦੇ ਅਖੀਰ 'ਤੇ ਸਾਫ਼ ਕੱਪੜੇ ਪ੍ਰਦਾਨ ਕੀਤੇ ਜਾਣਗੇ।

ਆਹਾਰ ਅਤੇ ਭੋਜਨ

- ਸਾਰੇ ਆਹਾਰਾਂ ਨੂੰ ਉਦੋਂ ਤੱਕ ਮੇਜ਼ਾਂ 'ਤੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਖਾਧਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ, ਜਦੋਂ ਤੱਕ ਕਿ ਤੁਹਾਡੇ ਸੈੱਲ ਵਿਚ ਸੇਵਾ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ।
- ਰਸੋਈ ਜਾਂ ਪੈਂਟਰੀ ਖੇਤਰ ਵਿਚ ਸਿਰਫ਼ ਨਿਰਧਾਰਤ ਰਸੋਈ ਕਰਮਚਾਰੀਆਂ ਦੀ ਇਜਾਜ਼ਤ ਹੁੰਦੀ ਹੈ।
- ਆਹਾਰਾਂ ਦੀ ਸੇਵਾ ਲਈ ਉਡੀਕਦੇ ਸਮੇਂ ਰਸੋਈ ਦੇ ਖੇਤਰ ਨੇੜਲੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਨਾ ਟਹਿਲੋ। ਖਾਣੇ ਲਈ ਬੁਲਾਏ ਜਾਣ ਤੱਕ ਆਪਣੇ ਨਿਯੁਕਤ ਸੈੱਲ ਵਿਚ ਰਹੋ।
- ਕੋਈ ਭੋਜਨ ਨਹੀਂ, ਸਹਾਇਕ ਆਈਟਮਾਂ ਤੋਂ ਇਲਾਵਾ ਤੁਹਾਡੇ ਸੈੱਲ ਵਿੱਚ ਹੋਣੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ ਜਦੋਂ ਤੱਕ ਕਿ ਇੱਥੇ ਹੋਰ ਸੇਵਾ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।
- ਕੋਈ ਕਟੋਰੀਆਂ, ਕੱਪਾਂ, ਪਲਾਸਟਿਕ ਦੇ ਬੈਗਾਂ, ਪਲੇਟਾਂ, ਟ੍ਰੇਆਂ ਆਦਿ ਕਿਸੇ ਕੈਦ ਵਿਅਕਤੀ ਦੇ ਲਾਕਰ ਵਿਚ ਹੋਣ ਜਾਂ ਸੈੱਲ ਖੇਤਰ ਵਿਚ ਰੱਖੇ ਹੋਣ, ਜਦੋਂ ਤੱਕ ਕਿ ਸਹਾਇਕ ਤੋਂ ਨਹੀਂ ਖਰੀਦਿਆ ਜਾਂਦਾ ਹੈ।

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

- F. ਦਰਮਿਆਨੀ ਅਤੇ ਨਿਊਨਤਮ-ਸੁਰੱਖਿਆ ਰਿਹਾਇਸ਼ ਯੂਨਿਟਾਂ ਵਿੱਚ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਸਹਾਇਕ ਦੁਆਰਾ ਵੇਚੇ ਸੁੱਕੇ ਮਿਸ਼ਰਨਾਂ ਲਈ ਗਰਮ ਪਾਣੀ ਉਪਲਬਧ ਹੁੰਦਾ ਹੈ।
- G. ਵਰਤਾਏ ਗਏ ਆਹਾਰਾਂ ਤੋਂ ਬਿਨਾਂ ਕੋਈ ਵੀ ਵਾਧੂ ਭੋਜਨ ਖਰੀਦਿਆ ਜਾਂ ਲਿਜਾਇਆ ਨਹੀਂ ਜਾ ਸਕਦਾ ਹੈ।
- H. ਜੇਕਰ ਭੋਜਨ ਦੇ ਸਮੇਂ ਨਾ ਖਾਧਾ ਜਾਵੇ, ਤਾਂ ਸਾਰੇ ਵਾਧੂ ਭੋਜਨ ਨੂੰ ਛੱਡਿਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।
- I. ਆਹਾਰ ਦੀ ਸੇਵਾ ਲਈ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਜੁਰਾਬਾਂ ਅਤੇ ਜੁੱਤੀਆਂ ਸਮੇਤ ਸਾਰੇ ਕੱਪੜੇ ਪਹਿਨੇ ਜਾਣੇ ਚਾਹੀਦੇ ਹਨ।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਡਾਕਟਰੀ ਕਾਰਨਾਂ ਕਰਕੇ ਵਿਸ਼ੇਸ਼ ਖੁਰਾਕ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਖਾਸ ਖੁਰਾਕ ਲਈ ਆਪਣੀ ਜ਼ਰੂਰਤ ਬਾਰੇ ਮੈਡੀਕਲ ਬੇਨਤੀ ਫਾਰਮ ਭਰਨਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਇਸਨੂੰ ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲਾਂ ਦੌਰਾਨ ਮੈਡੀਕਲ ਸਟਾਫ਼ ਨੂੰ ਦੇਣਾ ਚਾਹੀਦਾ ਹੈ।

- A. ਵਿਸ਼ੇਸ਼ ਖੁਰਾਕਾਂ ਵਿਕਸਿਤ ਕਰਨ ਵਿੱਚ ਸਹਾਇਤਾ ਲਈ ਹਮੇਸ਼ਾ ਪ੍ਰਬੰਧਕ ਮੈਡੀਕਲ ਸਟਾਫ਼ ਨਾਲ ਸਲਾਹ-ਮਸ਼ਵਰਾ ਕਰੋਗਾ।

ਭੋਜਨ ਹੇਠ ਦਿੱਤੀ ਗਈ ਸਮੇਂ ਅਨੁਸਾਰ ਨਿਰਧਾਰਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਸਾਰੇ ਸਮੇਂ ਲਗਭਗ ਇਹ ਹੁੰਦੇ ਹਨ :

- A. ਨਾਸ਼ਤਾ ਸਵੇਰੇ 5:00 ਵਜੇ
- B. ਦੁਪਹਿਰ ਦਾ ਖਾਣਾ 10:00 ਵਜੇ
- C. ਰਾਤ ਦਾ ਖਾਣਾ 4:00 ਵਜੇ

ਮੈਡੀਕਲ, ਡੈਂਟਲ ਅਤੇ ਮਾਨਸਿਕ ਸਿਹਤ

ਜੇਕਰ ਤੁਸੀਂ ਬੀਮਾਰ ਜਾਂ ਜ਼ਖਮੀ ਹੋ, ਤਾਂ ਸਟਾਫ਼ ਨੂੰ ਤੁਰੰਤ ਦੱਸੋ।

ਰੋਜ਼ਾਨਾ ਅਤੇ ਐਮਰਜੈਂਸੀ ਮੈਡੀਕਲ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਲਈ ਲਾਇਸੈਂਸਿਸ਼ਟ ਮੈਡੀਕਲ ਕਰਮਚਾਰੀ ਉਪਲਬਧ ਹੈ।

- A. ਜੇਕਰ ਤੁਹਾਨੂੰ ਕਿਸੇ ਗੈਰ-ਐਮਰਜੈਂਸੀ ਕਿਸਮ ਦੇ ਡਾਕਟਰੀ, ਡੈਂਟਲ, ਜਾਂ ਮਾਨਸਿਕ ਸਿਹਤ ਸੇਵਾਵਾਂ ਦੀ ਜ਼ਰੂਰਤ ਹੈ; ਤਾਂ ਤੁਹਾਨੂੰ ਇੱਕ ਨੀਲਾ ਮੈਡੀਕਲ ਬੇਨਤੀ ਫਾਰਮ ਪੂਰਾ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲ 'ਤੇ ਮੈਡੀਕਲ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਿੱਧੇ ਇਸ ਨੂੰ ਸੌਂਪਣਾ ਚਾਹੀਦਾ ਹੈ।
- B. ਮੈਡੀਕਲ ਸਟਾਫ਼ ਮੈਂਬਰ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਜਾਂ ਤੁਹਾਡੇ ਸੈੱਲ 'ਤੇ ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲ 'ਤੇ ਨੁਸਖੇ ਅਤੇ ਗੈਰ-ਨੁਸਖੇ ਵਾਲੀ ਦਵਾਈ ਤੁਹਾਨੂੰ ਵੰਡੇਗਾ। ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲ ਦਾ ਐਲਾਨ ਹੋਣ 'ਤੇ ਜਵਾਬ ਦੇਣਾ ਤੁਹਾਡੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੈ।
- C. ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਲ ਇੱਕ ਡਾਕਟਰੀ ਲੇਅ-ਇਨ ਹੈ, ਤਾਂ ਤੁਹਾਨੂੰ ਹਮੇਸ਼ਾਂ ਆਪਣੇ ਨਾਲ ਡਾਕਟਰੀ ਲੇਅ-ਇਨ ਕਾਈਟ ਰੱਖਣਾ ਚਾਹੀਦਾ ਹੈ, ਜਦੋਂ ਤੱਕ ਕਿ ਤੁਹਾਡੇ ਲੇਅ-ਇਨ ਦੀ ਮਿਆਦ ਖਤਮ ਨਹੀਂ ਹੋ ਜਾਂਦੀ।

ਦਵਾਈਆਂ ਅਤੇ ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲ:

ਸਟਾਫ਼ ਪਬਲਿਕ ਐਡਰੈੱਸ ਸਿਸਟਮ 'ਤੇ ਗੋਲੀ ਲੈਣ ਸੰਬੰਧੀ ਕਾਲਾਂ ਦਾ ਐਲਾਨ ਕਰੇਗਾ।

- A. ਕੈਦ ਵਿਅਕਤੀ ਇੱਕ ਪਾਣੀ ਦਾ ਕੱਪ ਲਿਆਉਣਗੇ ਅਤੇ ਦਿਨ ਵੇਲੇ ਵਰਤੇ ਜਾਣ ਵਾਲੇ ਕਮਰੇ ਵਿੱਚ ਇੱਕ ਲਾਈਨ ਬਣਾਉਣਗੇ।
- B. ਮੈਡੀਕਲ ਸਟਾਫ਼ ਤੁਹਾਡੇ ਸੈੱਲ ਦੀ ਟਰੇਅ ਸਲੌਟ ਦੁਆਰਾ ਗੋਲੀ ਸੰਬੰਧੀ ਕਾਲਾਂ ਵੀ ਕਰਵਾ ਸਕਦਾ ਹੈ।
- C. ਮੈਡੀਕਲ ਸਟਾਫ਼ ਦੇ ਸਾਹਮਣੇ ਸਾਰੀਆਂ ਦਵਾਈਆਂ ਲਈਆਂ ਜਾਣਗੀਆਂ।

ਤੁਹਾਨੂੰ ਦਵਾਈਆਂ ਜਾਂ ਗੋਲੀਆਂ ਲੈਣ ਦੀ ਇਜਾਜ਼ਤ ਉਦੋਂ ਤੱਕ ਨਹੀਂ ਹੁੰਦੀ ਹੈ ਜਦੋਂ ਤੱਕ ਮੈਡੀਕਲ ਸਟਾਫ਼ ਇਸ ਤਰ੍ਹਾਂ ਕਰਨ ਲਈ ਮਨਜ਼ੂਰੀ ਨਹੀਂ ਦਿੰਦਾ ਹੈ। ਮੈਡੀਕਲ ਸਟਾਫ਼ ਦੁਆਰਾ ਦਵਾਈ ਲੈਣ ਲਈ ਤੁਹਾਨੂੰ ਇੱਕ ਨੀਲੇ ਮੈਡੀਕਲ ਬੇਨਤੀ ਫਾਰਮ 'ਤੇ ਦਸਤਖਤ ਕਰਨੇ ਚਾਹੀਦੇ ਹਨ।

- A. ਵਿਟਾਮਿਨ, ਐਸਪੀਰੀਨ, ਜੈਨਰਿਕ ਐਂਡੋਰਿਨ, ਅਤੇ ਟਾਇਲਾਨੋਲ ਨੂੰ ਸਹਾਇਕ ਰਾਹੀਂ ਖਰੀਦਿਆ ਜਾ ਸਕਦਾ ਹੈ।
- B. ਜਿਹੜੀ ਰਕਮ ਤੁਸੀਂ ਖਰੀਦ ਸਕਦੇ ਹੋ ਜਾਂ ਆਪਣੇ ਕੋਲ ਰੱਖ ਸਕਦੇ ਹੋ ਉਸਦੀ ਇੱਕ ਸੀਮਾ ਹੁੰਦੀ ਹੈ।
- C. ਸੀਮਾਂ ਤੋਂ ਵੱਧ ਕਿਸੇ ਵੀ ਆਈਟਮ ਜਾਂ ਉਹ ਆਈਟਮਾਂ ਜੋ ਅਸਲ ਕੰਟੇਨਰ ਵਿੱਚੋਂ ਹਟਾਈਆਂ ਗਈਆਂ ਹਨ ਅਤੇ ਹੋਰ ਤਰੀਕਿਆਂ ਦੁਆਰਾ ਲਈਆਂ ਗਈਆਂ ਜਾਂ ਸੰਭਾਲੀਆਂ ਗਈਆਂ, ਜ਼ਬਤ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ।
- D. ਕਿਰਪਾ ਕਰਕੇ ਮੌਜੂਦਾ ਸੀਮਾਵਾਂ ਲਈ ਇੱਕ ਸਹਾਇਕ ਸੂਚੀ ਦੇਖੋ।

ਗਰੀਬ ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਡਾਕਟਰ ਦੀ ਮਰਜ਼ੀ ਅਨੁਸਾਰ ਐਸਪੀਰੀਨ, ਟਾਇਲਾਨੋਲ ਜਾਂ ਮੋਲੋਕਸ ਮਿਲ ਸਕਦੀ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਗਰੀਬ ਹੋ ਅਤੇ ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹਨਾਂ ਚੀਜ਼ਾਂ ਦੀ ਵਾਰ-ਵਾਰ ਲੋੜ ਪੈਂਦੀ ਹੈ ਤਾਂ ਤੁਹਾਨੂੰ ਮੈਡੀਕਲ ਸਟਾਫ਼ ਨਾਲ ਇੱਕ ਸਲਾਹ ਮਸ਼ਵਰੇ ਲਈ ਇੱਕ ਨੀਲਾ ਮੈਡੀਕਲ ਬੇਨਤੀ ਫਾਰਮ ਜ਼ਰੂਰ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣਾ ਚਾਹੀਦਾ ਹੈ।

ਸੁਰੱਖਿਆ, ਗਿਣਤੀ ਅਤੇ ਮੁਆਇਨਾ

ਨਿਰਧਾਰਤ ਸਮੇਂ 'ਤੇ ਜਾਂ ਜਦੋਂ ਹਾਲਾਤ ਬਣਦੇ ਹਨ, ਤਾਂ ਸਟਾਫ਼ "ਤਾਲਾਬੰਦੀ ਕਰਨ," "ਜ਼ਮੀਨ ਤੇ ਕੰਮ ਕਰਨ" ਜਾਂ "ਸਮੇਂ ਦੀ ਗਿਣਤੀ" ਕਰਨ ਦੇ ਐਲਾਨ ਕਰਨ ਦਾ ਹੁਕਮ ਦੇਵੇਗਾ। ਤੁਹਾਨੂੰ ਦਿੱਤੇ ਗਏ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਅਤੇ ਸਹਿਯੋਗ ਦੇਣਾ ਚਾਹੀਦਾ ਹੈ।

- A. ਤੁਹਾਡੇ ਸੁਰੱਖਿਆ ਅਤੇ ਰੱਖਿਆ ਸਟਾਫ਼ ਲਈ ਸਾਰਾ ਦਿਨ ਕਈ ਅਨੁਸੂਚਿਤ ਅਤੇ ਬੇਤਰਤੀਬ ਸੰਬੰਧੀ ਗਿਣਤੀਆਂ ਦਾ ਆਯੋਜਨ ਕਰੇਗਾ। ਤੁਹਾਨੂੰ ਗਿਣਤੀ ਦੇ ਦੌਰਾਨ ਤੁਹਾਨੂੰ ਨਿਯੁਕਤ ਕੀਤੇ ਸੌਣ ਵਾਲੇ ਕਮਰੇ 'ਤੇ ਵਾਪਸ ਆਉਣ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।
- B. ਗਿਣਤੀ ਦੇ ਦੌਰਾਨ ਤੁਹਾਨੂੰ ਸਾਢੇ ਦ੍ਰਿਸ਼ ਵਿੱਚ ਰਹਿਣ ਦੀ ਜ਼ਰੂਰਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਜੋ ਤੁਹਾਨੂੰ ਪਛਾਣਿਆ ਜਾ ਸਕੇ।
- C. ਸਟਾਫ਼ ਤੁਹਾਡੀ ਬਾਂਹ ਦੁਆਲੇ ਬੰਨੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ. ਕਾਰਡ ਦੁਆਰਾ ਤੁਹਾਡੀ ਪਛਾਣ ਦੀ ਤਸਦੀਕ ਕਰੇਗਾ।
- D. ਗਿਣਤੀ ਦੌਰਾਨ ਕਰਮਚਾਰੀਆਂ ਨਾਲ ਗੱਲ ਕਰਨਾ ਜਾਂ ਦੁਸਰਿਆਂ ਦਾ ਧਿਆਨ ਭੰਗ ਕਰਨਾ ਜਾਂ ਦਖਲਅੰਦਾਜ਼ੀ ਕਰਨਾ ਨਿਯਮ ਦੀ ਉਲੰਘਣਾ ਹੁੰਦੀ ਹੈ ਜਿਸ ਨਾਲ ਤੁਹਾਡੇ 'ਤੇ ਅਨੁਸ਼ਾਸਨੀ ਦੰਡ ਲੱਗ ਸਕਦੇ ਹਨ।

ਰੋਜ਼ਾਨਾ ਅਨੁਸ਼ਾਸਿਤ ਸਫ਼ਾਈ ਅਤੇ ਸੁਰੱਖਿਆ ਜਾਂਚਾਂ ਤੋਂ ਇਲਾਵਾ; ਸਟਾਫ਼ ਨੂੰ ਤੁਹਾਡੇ ਸੌਣ ਵਾਲੇ ਕਮਰੇ, ਸੈੱਲ, ਜਾਂ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਦੀ ਬੇਲੋੜੀ ਜਾਂਚ ਕਰਨ ਲਈ ਇਹ ਲਾਜ਼ਮੀ ਹੋ ਸਕਦਾ ਹੈ।

- A. ਮਿਲੀਆਂ ਕੋਈ ਵੀ ਗੈਰ-ਕਾਨੂੰਨੀ ਆਈਟਮਾਂ ਜ਼ਬਤ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ ਅਤੇ ਉਹਨਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕੀਤਾ ਜਾਵੇਗਾ। ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਪਾਏ ਜਾਣ 'ਤੇ ਤੁਹਾਡੇ ਵਿਰੁੱਧ ਸਿੱਧੀ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਸਿੱਧ ਹੋ ਸਕਦੀ ਹੈ।
- B. ਸੁਵਿਧਾ ਦੀ ਕਿਸੇ ਵੀ ਜਾਇਦਾਦ ਦੇ ਨੁਕਸਾਨ ਨੂੰ, ਜੋ ਸਿੱਧੇ ਤੌਰ 'ਤੇ ਤੁਹਾਡੇ ਲਈ ਖੋਜਿਆ ਜਾ ਸਕਦਾ ਹੈ, ਤੁਹਾਨੂੰ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕਰਨ ਅਤੇ ਆਪਰਾਧਿਕ ਮੁਕੱਦਮਾ ਚਲਾਉਣ ਦੀ ਆਗਿਆ ਦੇਵੇਗਾ।
- C. ਜਾਂਚ ਕਰਨ ਵਾਲੇ ਸਟਾਫ਼ ਨਾਲ ਤੁਹਾਨੂੰ ਸਹਿਯੋਗ ਕਰਨ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।
- D. ਤੁਹਾਡੇ ਕੋਲ ਜਾਂਚ ਦੌਰਾਨ ਹਾਜ਼ਰ ਹੋਣ ਦਾ ਅਧਿਕਾਰ ਨਹੀਂ ਹੁੰਦਾ ਹੈ।

ਤੁਸੀਂ ਸੁਵਿਧਾ ਦੇ ਵੱਖ-ਵੱਖ ਖੇਤਰਾਂ ਵਿੱਚ ਦਾਖਲ ਹੋਣ ਜਾਂ ਬਾਹਰ ਜਾਣ ਲਈ ਪੈਟ ਦੀਆਂ ਖੋਜਾਂ ਜਾਂ ਬੇਨਕਾਬ ਖੋਜਾਂ ਦੇ ਅਧੀਨ ਹੋ ਸਕਦੇ ਹੋ।

ਮੁਵਾਜ਼ਾ

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਆਪਣੇ ਸੈੱਲ ਜਾਂ ਡੋਰਮ ਨੂੰ ਛੱਡਣ ਸਮੇਂ ਤੁਹਾਨੂੰ ਪੂਰੀ ਤਰ੍ਹਾਂ ਤਿਆਰ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ। ਤੁਹਾਡੀ ਟੀ-ਸ਼ਰਟ ਨੂੰ ਹਮੇਸ਼ਾਂ ਟੈਂਗਿਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਪੈਂਟਾਂ ਕਮਰ 'ਤੇ ਫਿੱਟ ਹੋ ਜਾਣਗੀਆਂ। ਕੋਈ ਵਾਧੂ ਫੁਲਾਵਟ ਜਾਂ ਝੁਕੀਆਂ ਪੈਂਟਾਂ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।

- A. ਆਰਾਮ ਦੌਰਾਨ ਖੇਡਾਂ ਦੀ ਕਿਸੇ ਵੀ ਕਿਰਿਆ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਵੇਲੇ ਸੈਂਡਲ ਪਹਿਨੇ ਜਾਣੇ ਚਾਹੀਦੇ ਹਨ।
1. ਕੈਦ ਵਿਅਕਤੀਆਂ ਨੂੰ ਉਹਨਾਂ ਦੇ ਸੈੱਲ ਤੋਂ ਬਾਹਰ ਸੈਂਡਲ (ਚਮੜੇ ਦੇ ਜਾਂ ਫਲਿੱਪ-ਫਲੌਪ) ਜੁੱਤੇ ਪਹਿਨਣੇ ਚਾਹੀਦੇ ਹਨ। ਨੰਗੇ ਪੈਰਾਂ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੁੰਦੀ ਹੈ।
- B. ਕਮਰਤ ਕਰਨ ਸੰਬੰਧੀ ਵਿਹੜੇ ਜਾਂ ਯੂਨਿਟ ਦੇ ਆਰਾਮ ਕਰਨ ਵਾਲੇ ਵਿਹੜੇ ਵਿੱਚ ਹੋਣ ਵੇਲੇ, ਤੁਸੀਂ ਆਪਣੀ ਜਾਰੀ ਕੀਤੀ ਗਈ ਟੀ-ਸ਼ਰਟ ਨੂੰ ਬਿਨਾਂ ਕਿਸੇ ਬਾਹਰੀ ਟੌਪ ਸ਼ਰਟ ਨਾਲ ਪਹਿਨ ਸਕਦੇ ਹੋ ਜਾਂ ਕਮਰ 'ਤੇ ਆਪਣੇ ਜੱਪਸੂਟ ਨੂੰ ਬੰਨ ਸਕਦੇ ਹੋ। ਸਿਰਫ਼ ਬਾਕਸਰਾਂ ਨੂੰ ਪਹਿਨਣ ਦੀ ਮਨਾਹੀ ਹੈ।

ਜਦੋਂ ਪਬਲਿਕ ਐਡਰੈੱਸ ਸਿਸਟਮ 'ਤੇ ਬੁਲਾਇਆ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਤੁਰੰਤ ਨਿਰਧਾਰਿਤ ਸਥਾਨ ਨੂੰ ਰਿਪੋਰਟ ਕਰੋ ਅਤੇ ਸਟਾਫ਼ ਦੁਆਰਾ ਹੋਰ ਸਲਾਹ ਦੇਣ ਤੱਕ ਉਥੇ ਹੀ ਰਹੋ।

- A. ਲੋੜ ਪੈਣ 'ਤੇ, ਤੁਹਾਨੂੰ ਸਕਾਰਾਤਮਕ ਪਛਾਣ ਲਈ ਆਪਣੀ ਬਾਂਹ ਦੁਆਲੇ ਬੰਨੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ.ਕਾਰਡ ਨੂੰ ਪ੍ਰਦਰਸ਼ਤ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ।
- B. ਜੇਕਰ ਤੁਸੀਂ ਆਪਣੀ ਬਾਂਹ ਦੁਆਲੇ ਬੰਨੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ.ਕਾਰਡ ਨੂੰ ਗੁਆ ਬੈਠਦੇ ਹੋ ਤਾਂ ਬਾਂਹ ਦੁਆਲੇ ਬੰਨਣ ਵਾਲੀ ਨਵੀਂ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ.ਕਾਰਡ ਨੂੰ ਲੈਣਾ ਤੁਹਾਡੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੁੰਦੀ ਹੈ।
- C. ਬਾਂਹ ਦੁਆਲੇ ਬੰਨਣ ਵਾਲੀ ਪੱਟੀ ਜਾਂ ਆਈ.ਡੀ.ਕਾਰਡ ਦੇ ਨਾ ਹੋਣ ਨਾਲ ਸੁਵਿਧਾ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ ਹੁੰਦੀ ਹੈ।
- D. ਰਿਹਾਈਸ਼ ਯੂਨਿਟ ਵਿੱਚ ਦਾਖ਼ਲ ਹੋਣ ਵੇਲੇ ਉੱਨ ਵਾਲੀਆਂ ਟੋਪੀਆਂ ਜਾਂ ਵਾਚ ਕੈਪਸ ਨੂੰ ਹਟਾਉਣਾ ਜ਼ਰੂਰੀ ਹੁੰਦਾ ਹੈ।
1. ਉੱਨ ਵਾਲੀਆਂ ਟੋਪੀਆਂ ਨੂੰ ਸਾਹਮਣੇ ਵਾਲੇ ਬਿੱਲ ਦੇ ਨਾਲ ਪਹਿਨਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਸਿਰਫ਼ ਆਰਾਮ ਕਰਨ ਵਾਲੇ ਵਿਹੜੇ ਵਿੱਚ ਪਹਿਨਣਾ ਚਾਹੀਦਾ ਹੈ।

ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ

ਕਿਸੇ ਵੀ ਆਈਟਮ ਨੂੰ ਵਰਜਿਤ ਸਮਝਿਆ ਜਾਂਦਾ ਹੈ, ਉਸ ਨੂੰ ਜ਼ਬਤ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਨਿਪਟਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਵਸਤੂ ਨੂੰ ਆਪਣੇ ਅਧਿਕਾਰ ਵਿੱਚ ਰੱਖਣ ਜਾਂ ਤੁਹਾਡੇ ਨਿਯੰਤਰਣ ਵਿੱਚ ਰੱਖਣ ਤੋਂ ਮਨਾਹੀ ਹੈ:

- A. ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਦੁਆਰਾ ਤੁਹਾਡੇ ਲਈ ਜਾਰੀ ਕੀਤਾ ਗਿਆ।
- B. ਸਹਾਇਕ ਰਾਹੀਂ ਤੁਹਾਡੇ ਦੁਆਰਾ ਖਰੀਦਿਆ ਗਿਆ।
- C. ਨਹੀਂ ਤਾਂ ਸੁਵਿਧਾ ਕਮਾਂਡਰ ਦੁਆਰਾ ਅਧਿਕਾਰਿਤ ਕੀਤਾ ਗਿਆ ਹੈ।
1. ਤੁਹਾਨੂੰ ਜਾਰੀ ਕੀਤੀ ਗਈ ਕਿਸੇ ਵੀ ਆਈਟਮ ਨੂੰ ਨਾ ਬਦਲੋ।
 2. ਫੜਨ ਦੀਆਂ ਲਾਈਨਾਂ, ਬੰਪਨ ਬਣਾਓ, ਜਾਂ ਸਿਰ ਨਾ ਢੱਕੋ।
 3. ਕੋਈ ਬਹੁਤ ਜ਼ਿਆਦਾ ਫਲ, ਪੀਣ ਵਾਲੇ ਪਦਾਰਥ ਜਾਂ ਪਲਾਸਟਿਕ ਦੇ ਬੈਗ ਨਾ ਵਰਤੋ। ਜੇਕਰ ਭੋਜਨ ਦੇ ਸਮੇਂ ਨਾ ਖਾਧਾ ਜਾਵੇ, ਤਾਂ ਸਾਰੇ ਵਾਧੂ ਭੋਜਨ ਨੂੰ ਛੱਡਿਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ।

ਕੋਈ ਵੀ ਜਾਰੀ ਕੀਤੀ ਜਾਂ ਅਣਅਧਿਕਾਰਤ ਆਈਟਮ ਜਿਸ ਦੀ ਵਰਤੋਂ ਅਣਉਚਿਤ ਢੰਗ ਨਾਲ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਆਪਣੀ ਮੂਲ ਸਥਿਤੀ ਤੋਂ ਬਦਲ ਜਾਂਦੀ ਹੈ, ਜਾਂ ਅਣਅਧਿਕਾਰਤ ਮਾਤਰਾ ਵਿੱਚ ਰੱਖੀ ਗਈ ਹੈ, ਜਿਸਨੂੰ ਗੈਰ-ਕਾਨੂੰਨੀ ਵਪਾਰ ਮੰਨਿਆ ਜਾਂਦਾ ਹੈ। ਅਜਿਹੀਆਂ ਵਸਤੂਆਂ ਦਾ ਅਧਿਕਾਰ ਤੁਹਾਡੇ ਲਈ ਅਨੁਸ਼ਾਸਨ ਸੰਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨ ਦੇ ਅਧੀਨ ਹੋ ਸਕਦਾ ਹੈ।

ਸਟੈਨੀਸਲਾਸ ਕਾਉਂਟੀ ਸੈਰਿਫ਼ ਦਾ ਵਿਭਾਗ ਬਾਲਗ ਨਜ਼ਰਬੰਦੀ ਵਰਗੀਕਰਨ

ਅਧਿਕਾਰਤ ਅਧਿਕਾਰ:

- A. ਸੁਵਿਧਾ ਕੱਪੜੇ:
- 1 ਪੂਰੀ ਯੂਨੀਫਾਰਮ ਅਤੇ ਸੁਵਿਧਾ ਜੁੱਤੇ
 - 2 ਟੀ-ਸ਼ਰਟਾਂ
 - 2 ਜੁਰਾਬਾਂ ਦੇ ਜੋੜੇ
 - 2 ਜੋੜੇ ਅੰਦਰੂਨੀ ਕੱਪੜਿਆਂ ਦੇ
 - ਔਰਤਾਂ – 1 ਬ੍ਰਾ
 - ਔਰਤਾਂ – 1 ਰਾਤ ਨੂੰ ਪਹਿਨਣ ਵਾਲਾ ਗਾਊਨ
 - ਸਹਾਇਕ ਤੋਂ ਖਰੀਦੇ ਚਸ਼ਮੇ ਜਾਂ ਜੁੱਤਿਆਂ ਦਾ 1 ਜੋੜਾ
 - 1 ਜੈਕਟ, ਮੌਸਮੀ - ਬਾਹਰਲੇ ਕਾਮਿਆਂ ਲਈ ਸਿਰਫ਼
 - 1 ਸਵੈਟ-ਸ਼ਰਟ, ਮੌਸਮੀ
 - 1 ਸੰਤਰੀ ਵਾਚ ਕੈਪ, ਮੌਸਮੀ – ਸਿਰਫ਼ ਬਾਹਰਲੇ ਕਰਮਚਾਰੀ ਲਈ, ਕਰਮਚਾਰੀ ਦੁਆਰਾ ਖਰੀਦਿਆ
- B. ਸਵੱਛਤਾ ਸੰਬੰਧੀ ਆਈਟਮਾਂ:
- 1 ਕੰਧੀ ਜਾਂ ਮੋਚਣਾ
 - 1 ਵਾਲਾਂ ਦਾ ਬੁਰਸ਼
 - 1 ਦੰਦਾਂ ਵਾਲਾ ਬੁਰਸ਼
 - ਸਹਾਇਕ ਤੋਂ ਖਰੀਦੀਆਂ ਆਈਟਮਾਂ
- C. ਬਿਸਤਰਾ:
- 1 ਗੱਦਾ, ਸਥਿਰ
 - ਸਹਾਇਕ ਤੋਂ ਖਰੀਦਿਆ ਇੱਕ ਸਿਰ੍ਹਾਣਾ
- D. ਚਾਦਰਾਂ:
- 2 ਤੌਲੀਏ
 - 2 ਚਾਦਰਾਂ
 - 1 ਕੰਬਲ (2 ਕੰਬਲ – ਸਿਰਫ਼ ਅਧਿਕਾਰਤ ਹੋਣ ਵੇਲੇ ਮੌਸਮੀ)
- E. ਕਿਤਾਬਾਂ, ਮੈਗਜ਼ੀਨ ਅਤੇ ਰਸਾਲੇ:
- 5 ਕੁੱਲ
 - 1 ਬਾਈਬਲ
 - 1 ਅਖ਼ਬਾਰ, ਮੌਜੂਦਾ
 - 1 ਮੈਗਜ਼ੀਨ, ਮੌਜੂਦਾ ਅੰਕ
 - ਪ੍ਰੋਗਰਾਮ ਦੇ ਡਾਇਰੈਕਟਰ ਦੁਆਰਾ ਪ੍ਰਵਾਨਿਤ ਪਾਠ ਪੁਸਤਕਾਂ
- F. ਫੁਟਕਲ:
- 15 ਟੋਕਨ (ਸਿਰਫ਼ ਮਨਜ਼ੂਰ ਹੋਏ ਖੇਤਰ)

ਕੈਦ ਕੀਤੇ ਵਿਅਕਤੀ ਦੀ ਸਥਿਤੀ ਅਤੇ ਨਿਯਮ ਮੈਨੂਅਲ

ਸਹਾਇਕ ਤੋਂ ਖਰੀਦੇ ਟਾਇਲਾਨੌਲ ਜਾਂ ਐਡਵਿੱਲ ਦੇ 10 ਪੈਕ

10 ਫੋਟੋਆਂ (ਕੋਈ ਪੋਲੈਰੋਇਡਜ਼ ਨਹੀਂ)

2 – 12 ਔਂਸ. ਸਹਾਇਕ ਤੋਂ ਖਰੀਦੇ ਗਏ ਟਿੰਬਲਰ ਗਲਾਸ

1 ਮੈਡੀਕ ਅਲਰਟ ਬਰੈਸਲੇਟ ਜਾਂ ਗਲੇ ਦਾ ਹਾਰ

1 ਰੋਸ਼ਰੀ

ਸਹਾਇਕ ਤੋਂ ਖਰੀਦੀਆਂ ਆਈਟਮਾਂ

ਫੈਡਰਲ ਮੈਡੀਕਲ ਸਟਾਫ਼ ਦੁਆਰਾ ਪ੍ਰਵਾਨਿਤ ਮੈਡੀਕਲ ਡਿਵਾਈਸਾਂ

ਫਾਇਰ ਡਰਿਲਸ ਅਤੇ ਫਾਇਰ ਇਵੇਕਯੂਸ਼ਨ

- A. ਜੇਕਰ ਤੁਸੀਂ ਅੱਗ ਜਾਂ ਧੂੰਆਂ ਦੇਖਦੇ ਹੋ, ਤਾਂ ਤੁਰੰਤ ਸਟਾਫ਼ ਨੂੰ ਇਸ ਦੀ ਰਿਪੋਰਟ ਕਰੋ।
- B. ਜੇਕਰ ਤੁਸੀਂ ਸਟਾਫ਼ ਦੁਆਰਾ ਤੁਹਾਡੀ ਰਿਹਾਇਸ਼ ਯੂਨਿਟ ਤੋਂ ਬਾਹਰ ਨਿਕਲਣ ਲਈ ਘੋਸ਼ਣਾ ਸੁਣਦੇ ਹੋ, ਤਾਂ ਤੁਰੰਤ ਦਿੱਤੇ ਗਏ ਸਥਾਨ ਦੀ ਰਿਪੋਰਟ ਕਰੋ ਅਤੇ ਨਿਰਦੇਸ਼ਾਂ ਦਾ ਪਾਲਣ ਕਰੋ।
- C. ਇੱਕ ਨਿਕਾਸੀ ਦੌਰਾਨ ਸਟਾਫ਼ ਖਾਸ ਨਿਰਦੇਸ਼ ਦੇਵੇਗਾ। ਇਹ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਤੁਸੀਂ ਨਾ ਸਿਰਫ਼ ਤੁਹਾਡੀ ਸੁਰੱਖਿਆ ਲਈ ਇਹਨਾਂ ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ, ਸਗੋਂ ਦੂਜਿਆਂ ਦੀ ਸੁਰੱਖਿਆ ਲਈ ਵੀ ਅਜਿਹਾ ਕਰੋ।
- D. ਸਟਾਫ਼ ਪੂਰੇ ਸਾਲ ਦੌਰਾਨ ਵੱਖ-ਵੱਖ ਸਮੇਂ 'ਤੇ ਅੱਗ ਵਾਲੀਆਂ ਡਰਿੱਲਾਂ ਦੀ ਘੋਸ਼ਣਾ ਕਰੇਗਾ। ਤੁਹਾਡੇ ਵੱਲੋਂ ਹਿੱਸਾ ਲੈਣ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ। ਹਿੱਸਾ ਲੈਣ ਵਿੱਚ ਅਸਫ਼ਲਤਾ ਅਨੁਸ਼ਾਸਨ ਦਾ ਕਾਰਨ ਬਣ ਸਕਦੀ ਹੈ।
- E. ਸਾਰੇ ਰਿਹਾਇਸ਼ੀ ਖੇਤਰਾਂ ਵਿੱਚ ਐਮਰਜੈਂਸੀ ਰੋਸ਼ਨੀ ਹੁੰਦੀ ਹੈ ਜੋ ਇੱਕ ਐਮਰਜੈਂਸੀ ਦੌਰਾਨ ਬਾਹਰ ਨਿਕਲਣ ਲਈ ਕਾਫ਼ੀ ਰੋਸ਼ਨੀ ਪ੍ਰਦਾਨ ਕਰਦਾ ਹੈ।
- F. ਬਾਹਰ ਨਿਕਲਣ ਦੀ ਸੁਵਿਧਾ ਲਈ ਐਮਰਜੈਂਸੀ ਨਿਕਾਸੀ ਮਾਰਗਾਂ ਨੂੰ ਪੂਰੀ ਸੁਵਿਧਾ ਰਾਹੀਂ ਤੈਨਾਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਅਪਾਹਜ ਵਿਅਕਤੀਆਂ ਲਈ ਸਹਾਇਤਾ:

ਕੈਦ ਵਿਅਕਤੀਆਂ ਅਤੇ ਉਹਨਾਂ ਦੇ ਮੁਲਾਕਾਤੀਆਂ ਵਿਚਕਾਰ ਪ੍ਰਭਾਵਸ਼ਾਲੀ ਸੰਚਾਰ ਨੂੰ ਪੂਰਾ ਕਰਨ ਲਈ, ਜੋ ਬੋਲੇ ਹਨ ਜਾਂ ਜਿੰਨ੍ਹਾਂ ਨੂੰ ਘੱਟ ਸੁਣਦਾ ਹੈ, ਉਹਨਾਂ ਲਈ ਅਸੀਂ ਮੁਫਤ ਉਚਿਤ ਸਹਾਇਕ ਸੇਵਾਵਾਂ ਅਤੇ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਦੇ ਹਾਂ:

- A. ਸੰਕੇਤ ਸੰਬੰਧੀ ਭਾਸ਼ਾ ਅਤੇ ਜ਼ਬਾਨੀ ਦੁਭਾਸ਼ੀਏ।
- B. ਦੂਰ-ਸੰਚਾਰ ਸੰਬੰਧੀ ਡਿਵਾਈਸਾਂ।
- C. ਨੋਟ ਕਰਤਾ।
- D. ਕੰਪਿਊਟਰ-ਸਹਾਇਤਾ ਰੀਅਲ ਟਾਈਮ ਟ੍ਰਾਂਸਕ੍ਰਿਪਸ਼ਨ ਸੇਵਾਵਾਂ।
- E. ਲਿਖਤੀ ਸਮੱਗਰੀਆਂ।
- F. ਟੈਲੀਫੋਨ ਹੈਂਡਸੈੱਟ ਐਂਪਲੀਫਾਇਰਜ਼, ਸਹਾਇਕ ਸੁਣਨ ਵਾਲੇ ਯੰਤਰ, ਅਤੇ ਸਿਸਟਮ।
- G. ਕੈਦ ਵਿਅਕਤੀਆਂ ਦੇ ਪ੍ਰੋਗਰਾਮ ਦੌਰਾਨ ਸੁਣਨ ਲਈ ਸਹਾਇਕ, ਬੰਦ ਕੈਪਸ਼ਨ ਡੀਕੋਡਰ, ਅਤੇ ਖੁੱਲ੍ਹੇ ਅਤੇ ਬੰਦ ਕੈਪਸ਼ਨਿੰਗ ਨਾਲ ਸੰਬੰਧਿਤ ਟੈਲੀਫੋਨ।

Ознакомительное руководство и правила для заключенных

В данном руководстве будут рассматриваться многие часто задаваемые вопросы и проблемы, с которыми сталкиваются заключенные во время содержания под стражей. Если у вас возникнут вопросы или проблемы, обратитесь к сотрудникам управления.

Ana versi n en espa ol del re lamento interno de psc pueden ser suministrados a petici n

ВВЕДЕНИЕ

В задачи управления шерифа округа Станислос входит создание безопасной среды, способствующей положительному поведению заключенных, при использовании модели непосредственного надзора за работой тюрьмы.

A. Цели управления должны реализовываться благодаря справедливому, беспристрастному и гуманному обращению со всеми людьми, содержащимися в тюрьмах для взрослых округа Станислос.

Сотрудники тюрьмы надеются, что ваше поведение будет положительным и рациональным. Вы несете ответственность за соблюдение правил нахождения в тюрьме, действующих во время вашего пребывания в ней.

Некоторые правила могут показаться строгими. Однако они необходимы для создания безопасных, надежных и гуманных условий содержания. Вы сможете воспользоваться определенными привилегиями, если будете вести себя положительно и рационально. Отрицательное и иррациональное поведение приведет к применению дисциплинарных взысканий или уголовного наказания.

Информация, содержащаяся в данном руководстве, поможет вам во время пребывания в исправительном учреждении. Если у вас возникнут какие-либо вопросы, обращайтесь к ответственному за ваш жилой корпус или любому другому сотруднику тюрьмы.

A. Копия данного руководства находится в комнате отдыха или во дворе каждого жилого корпуса.

СУДЕБНАЯ ИНФОРМАЦИЯ:

Сотрудники учреждения уведомят вас о том, когда будут проводиться судебные заседания по вашему делу. Если вы не уверены в том, когда вам необходимо явиться в суд, уточните это у сотрудников тюрьмы.

- A. В суд необходимо приходить в одежде, выданной в тюрьме, за исключением заседаний суда присяжных. Приходить в суд в куртках или спортивных свитерах запрещено.
- B. Единственное, что вы можете взять с собой в суд — это официальные судебные документы.
 1. Утреннее заседание: вы должны быть готовы к 06:00 и немедленно ответить, когда вас вызовут.
 2. Послеобеденное заседание: вы должны быть готовы к 11:00 и немедленно ответить, когда вас вызовут.

ПРАВИЛА ПОВЕДЕНИЯ В ЖИЛОМ КОРПУСЕ:

A. В жилом корпусе могут находиться только проживающие в нем заключенные.

- B. В камере могут находиться только проживающие в ней заключенные.
- C. Встречи с другими заключенными могут проходить только в комнате отдыха или на площадке для отдыха.
- D. Заключенные, проживающие на первом этаже, не допускаются на второй этаж корпуса.
- E. Приносить постельное белье и матрасы в комнату отдыха и на площадку для отдыха запрещено.
- F. Осветительные приборы в камере или жилом блоке не должны быть закрыты никакими предметами.
- G. На стены, окна, мебель, светильники и вентиляционные отверстия вашей камеры или блока не должны быть наклеены, подвешены или прикреплены никакие предметы, украшения, плакаты и пр.
- H. Фотографии и картинки на стенах, окнах, мебели, светильниках и вентиляционных отверстиях вашей камеры или блока будут конфискованы как контрабанда и утилизированы.
- I. Писать на стенах, окнах, мебели, светильниках и вентиляционных отверстиях камеры или блока запрещено.
- J. Заключенные блоков или камер с выцарапанными или нарисованными надписями или рисунками на стенах, окнах, мебели, светильниках и вентиляционных отверстиях подвергаются дисциплинарному взысканию.
- K. Запрещается переносить стулья из комнаты отдыха на площадку для отдыха или выносить их из камеры заключенного для каких бы то ни было целей.
- L. В камеру нельзя приносить предметы, которые должны находиться на площадке для отдыха или в комнате отдыха (например, планшеты, машинки для стрижки, мяч для игры во дворе и т. д.).

ФОРМЫ, КОТОРЫМИ МОГУТ ПОЛЬЗОВАТЬСЯ ЗАКЛЮЧЕННЫЕ:

Далее приведено краткое описание доступных форм и бланков. Эти формы можно взять в каждом жилом блоке.

Форма запроса заключенного: используется для запроса товаров и услуг. Эту форму также называют «воздушный змей». Она также доступна в электронном виде в терминалах, которые установлены в определенных местах.

Форма медицинского запроса: имеет синий цвет и используется для запроса медицинской помощи. Заполненную форму необходимо передать непосредственно медперсоналу во время приема таблеток.

Формы заказа в тюремный магазин: для заказа определенных видов еды, письменных принадлежностей и предметов гигиены используется несколько разных форм. Все эти формы можно взять в жилом блоке.

Разрешение на лечение несовершеннолетних: эта форма позволяет вам временно разрешить какому-либо конкретному лицу принимать медицинские решения при лечении вашего несовершеннолетнего ребенка. Эту форму необходимо запросить у сотрудника, ответственного за ваш жилой корпус.

Ознакомительное руководство и правила для заключенных

Форма подтверждения для посетителя: это электронная форма, которую можно получить через Интернет. Чтобы получить право на посещение заключенных, все посетители должны указать адрес электронной почты и пройти процесс оформления на stanislausca.gtlvisitme.com.

Форма апелляции для посетителя: если вашему посетителю отказали в посещении, он может обжаловать это решение. Форму апелляции можно скачать в Интернете по адресу www.scsdonline.com. В этой форме необходимо заполнить все поля. Кроме того, в ней оставлено место, где человек может четко объяснить причины и обстоятельства подачи апелляции. Эту форму можно отправить в любую тюрьму округа Станислос, и она будет передана на рассмотрение администрации тюрьмы.

Заявление на получение пропуска: эта форма подается тюремным охранникам. Она используется в соответствии с пунктом 4018.6 УК («Временный выход для экстренной помощи семье» или «Подготовка к возвращению в общество»).

Форма подачи жалобы или апелляции: она представляет собой тройную форму зеленого цвета. С ее помощью можно сообщить о конкретных проблемах, которые, по вашему мнению, присутствуют во время вашего заключения. Если вы хотите сообщить о какой-либо проблеме, тщательно заполните эту форму и передайте ее дежурному. У сотрудников тюрьмы есть 15 дней для ответа. Необходимо напомнить, что за ложные и необоснованные жалобы можно получить дисциплинарное взыскание.

Форма запроса в ассоциацию юридических исследований LRA: эта форма используется для запроса материалов юридических исследований. На обратной стороне формы напечатаны инструкции. Форма позволяет воспользоваться юридическими услугами библиотеки.

Заявка на участие в программе альтернативной работы: эта форма позволяет подать заявку на участие в программе альтернативной работы (AWP). Принять участие в этой программе могут те, чей срок заключения составляет менее 365 дней. Допущенные к участию в этой программе могут во время заключения работать вне тюрьмы. Офис AWP рассматривает заявки и определяет, имеет ли заявитель право на участие в этой программе.

Заявка на участие в программе электронного контроля: заявку на электронный контроль и домашний арест можно получить, отправив форму запроса заключенного в отдел альтернативного заключения. Эта программа доступна для заключенных независимо от срока их заключения. При положительном решении с заключенного взимается ежедневная плата за участие в программе.

Уведомление задержанного: ее также называют «Форма 1381». Она используется, когда заключенный был приговорен в данном округе к тюремному заключению на срок от 90 дней и более и имеет дело, находящееся на рассмотрении в другом округе.

Форма запроса на явку в суд: эта форма заполняется, когда заключенный хотел бы обсудить с судьей изменение приговора.

Заявка на условно-досрочное освобождение: право на условно-досрочное освобождение может получить любой заключенный, который отсидел 1/3 своего срока. Решение по заявкам принимают три члена Совета по условно-досрочному освобождению. Правила и условия устанавливаются Советом по условно-досрочному освобождению, когда такое право предоставлено. Согласно этой программе человек

может вернуться в общество, но его поведение будет контролироваться службой альтернативного заключения до окончания срока заключения.

Заявка на материальную помощь: неимущие заключенные, на счете которых находится не более 2,00 долл. США и которые не заказывали или не получали товары из тюремного магазина в течение 2 недель, могут с помощью этой формы запросить предметы гигиены.

ЗАКЛЮЧЕННЫЕ РАБОТНИКИ:

После увольнения с должности вы не сможете претендовать на какую-либо другую работу для заключенных в течение 30 дней без согласия начальника смены.

- A. Осужденные заключенные обязаны работать, если их определили на какую-либо работу.
- B. Неосужденные заключенные могут работать по желанию.
 1. Право на работу зависит от вашего статуса наказания и фобулы обвинения.

Во время работы вы по-прежнему являетесь заключенным, находящимся под стражей управления шерифа округа Станислос, и к вам применяются все правила и положения исправительного учреждения.

- A. Вам не разрешается курить или держать при себе табачные изделия.
- B. Вам не разрешается брать с собой на работу какие-либо вещи или приносить что-либо с работы.
- C. При возвращении в тюрьму вы будете подвергнуты личному досмотру при снятой одежде.

Условия труда заключенных должны соответствовать всем правилам и нормам по охране труда, прописанным в Законе об охране труда и здоровья штата Калифорния. Положения о работниках, находящихся в заключении:

- A. Без задержек являться на место работы и быть при этом одетыми в соответствующую одежду.
- B. Во время работы вы должны быть полностью одеты. Вы не имеете право работать в футболке или с голым торсом.
- C. Вы должны носить и должным образом использовать все выданные вам защитные средства.
- D. Вы должны выполнять все поставленные задачи упорядоченно и наилучшим образом.
- E. Вы должны выполнять указания и распоряжения своего руководителя.
- F. Вы должны с уважением относиться к своему руководителю и представителям общественности.
- G. Вы должны соблюдать правила личной гигиены.
- H. Вы должны немедленно сообщать о любой травме своему руководителю.

Ознакомительное руководство и правила для заключенных

- I. Вы должны оставаться в назначенной вам зоне. Если вы покинете рабочее место без разрешения руководителя, вас могут привлечь к уголовной ответственности.

СРЕДСТВА ДЛЯ ЗАКЛЮЧЕННЫХ

Денежные средства могут быть внесены на счет человека только через систему Touch-Pay.

- A. Отправленные почтой наличные деньги, заверенные и кассовые чеки, а также денежные переводы не принимаются и будут возвращены отправителю.

Для пополнения счета необходима следующая информация:

Код объекта № 295354
Округ Станислос, Калифорния
Индивидуальный номер
Фамилия и имя человека

Система Touch-Pay принимает карты Visa, MasterCard, дебетовые карты, электронные чеки или наличные (только через терминалы).

Существует три способа внесения средств на счет:

- A. **Терминал:** доллары США можно положить на личный счет в зале следственного изолятора управления шерифа, в Центре общественной безопасности и в службе REACT.
- B. **Телефон:** для внесения денег по телефону необходимо иметь кредитную карту Visa или MasterCard, дебетовую карту или информацию о личном текущем счете. Позвоните по номеру 1-866-232-1899 (бесплатный звонок). Следуйте голосовым подсказкам. После завершения операции вы получите код подтверждения.
- C. **Интернет:** для внесения денег через Интернет необходимо иметь кредитную карту Visa или MasterCard, дебетовую карту или информацию о личном текущем счете. Зайдите на <http://payments.touchpaydirect.net> и следуйте инструкциям на экране. После завершения операции вы получите код подтверждения. Для получения квитанции необходимо указать адрес электронной почты.
 1. За пользование этой системой взимается небольшая плата. При выставлении счета или проверке выписки по счету в качестве получателя платежа будет указан Touch-Pay Direct или Correctional Payment Services.
 2. Кроме тех случаев, когда на это имеется разрешение начальника тюрьмы, физическим лицам разрешается распоряжаться своими денежными средствами только в течение 24 часов с момента оформления заключения в тюрьму. Если на это имеется разрешение, человек должен перевести все деньги на свой счет.
 - a. Деньги нельзя перевести со счета одного человека на счет другого человека.

- b. Запрещается передавать средства какого-либо человека лицам, которые находились под стражей в течение последних 30 дней.

3. Все деньги, найденные у человека после посещения, возвращения с работ или в любой другой момент во время заключения, будут конфискованы и могут быть переданы в Общий фонд округа Станислос.

РАЗРЕШЕНИЕ НА ИСПОЛЬЗОВАНИЕ СРЕДСТВ И ИМУЩЕСТВА ЗАКЛЮЧЕННЫХ

Заключенный не имеет права распоряжаться своими средствами, за исключением следующих случаев:

- A. В течение первых 24 часов после оформления заключения в тюрьму.
- B. Если на то имеется разрешение начальника тюрьмы.
- C. Если на то имеется разрешение согласно письменному запросу заключенного в отдел альтернативного заключения.
 1. Средствами можно распорядиться с помощью карт Touch Pay, аналогично кредитным или дебетовым картам. Наличными деньгами распорядиться нельзя.

Заключенный может передать свои личные вещи заключенному лицу. Для получения этих вещей этот человек должен иметь действующее удостоверение личности с фотографией.

- A. Заключенный может заполнить форму запроса заключенного с просьбой передать личные вещи конкретному лицу.

Заключенный, приговоренный к тюремному заключению, может распоряжаться своей одеждой и личными вещами.

- A. Управление исправительных и реабилитационных учреждений штата Калифорния не будет хранить вашу одежду или имущество, а отправит их почтой по указанному адресу за ваш счет.
- B. Управление шерифа округа Станислос не будет хранить или пересылать по почте вашу одежду или имущество.
- C. Заключенный также может пожертвовать свою одежду в фонд для нуждающихся заключенных, заполнив форму запроса для заключенных.

УВЕДОМЛЕНИЕ КОНСУЛЬСТВА

Если вы иностранец, вы имеете право на то, чтобы Управление шерифа уведомило представителей консульства вашей страны в Соединенных Штатах. В некоторых случаях ближайшее консульство немедленно уведомляется о вашем аресте, независимо от ваших пожеланий.

- A. Сотрудники консульства могут помочь вам получить юридическую консультацию, связаться с вашей семьей и посетить вас во время заключения.
- B. Если вы хотите, чтобы управление шерифа уведомило сотрудников консульства вашей страны, вы можете запросить такое уведомление с помощью формы заявления заключенного в любое время, когда сочтете нужным.

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C. После получения уведомления сотрудники консульства могут позвонить или посетить вас.

ПОЛУЧЕНИЕ ОДЕЖДЫ ДЛЯ ЗАСЕДАНИЯ СУДА ПРИСЯЖНЫХ

За 48 часов до начала судебного заседания вам может быть предоставлена одежда для участия в заседании суда присяжных в следственном изоляторе округа Станислос.

- A. В ходе судебного разбирательства вам могут дать возможность сменить одежду.
- B. Это должно быть сделано в часы посещения.
- C. Вы можете иметь при себе один полный комплект одежды и обменять один предмет одежды на аналогичный. В тюрьме вы не можете пользоваться ремнем или галстуком. Эти предметы может взять с собой в суд ваш адвокат.
- D. Сотрудники тюрьмы могут принять только ту одежду, которая будет на заключенном во время следующего заседания суда. Прочая одежда храниться не будет.

КЛАССИФИКАЦИЯ

Классификация помогает распределить заключенных по жилым блокам с учетом гендерной принадлежности, возраста, изоционности совершенного преступления, серьезности обвинения, потребностей для поддержания физического или психологического здоровья, агрессивного или неагрессивного поведения и других критериев, которые обеспечивают безопасность заключенных и сотрудников тюрьмы.

- A. Заключенные должны немедленно сообщить сотруднику тюрьмы, если они опасаются за свою безопасность.
 - 1. Ваш статус автоматически пересматривается после первых 30 дней заключения и каждые 60 дней после этого.
 - 2. Пересмотры проводятся через регулярные промежутки времени или в любой момент после получения информации, которая может повлиять на статус человека.
 - 3. Вы можете запросить пересмотр вашего статуса, отправив форму запроса на пересмотр классификации.

ПРАВА И ПРИВИЛЕГИИ ЗАКЛЮЧЕННЫХ

Вы имеете право на:

- A. Справедливое, беспристрастное и уважительное отношение.
- B. Свободу вероисповедания и свободное отправление религиозных культов.
- C. Заботу о здоровье, что предполагает нормальное питание, надлежащие постельные принадлежности и одежду, чистое белье, возможность регулярно принимать душ, хорошую вентиляцию для обеспечения притока свежего воздуха и обогрева, регулярные занятия спортом и прогулки, туалетные принадлежности, а также доступ к медицинскому обслуживанию и стоматологическому лечению.

D. Обоснованное количество посещений и телефонных разговоров с адвокатами.

E. Обоснованный доступ к имеющимся юридическим материалам.

F. Почтовую переписку с любыми лицами и агентствами.

G. Посещения, телефонные разговоры и переписку с семьей и друзьями.

H. Доступ к правилам, нормам, процедурам и расписанию, которые непосредственно влияют на вас во время заключения.

Ваши права защищены законом, и их нельзя отнять. Однако может возникнуть необходимость ограничить ваши права по причине вашего поведения, чтобы обеспечить права других заключенных и персонала, а также охрану и безопасность тюрьмы.

A. Все услуги и функции, которые не указаны в качестве прав заключенного, являются его привилегиями. Привилегии предоставляются при хорошем и рациональном поведении. Плохое или нерациональное поведение может привести к потере привилегий.

ПРАВА БЕРЕМЕННЫХ ЗАКЛЮЧЕННЫХ

A. Всем беременным и кормящим, находящимся в заключении, должна быть предоставлена информация, касающаяся дородового медицинского обслуживания, послеродового медицинского обслуживания, подготовки к родам и ухода за новорожденными. Заключенным, о которых известно, что они беременны, должны быть отведены более низкие койки и более низкие ярусы на время их беременности. Кормящим матерям должны быть предоставлены молокоотсосы.

B. Беременные имеют право на медицинские услуги, которые они могут получить у терапевта или врача по своему выбору.

C. Любые врачебные расходы, если услуги данных врачей не предоставляются управлением шерифа округа Станислос, оплачиваются за счет заключенного.

D. Любой врач, оказывающий услуги в соответствии с данным разделом, должен иметь действующее разрешение на ведение медицинской практики.

1. Данное лицо оплачивает расходы, связанные с обеспечением его опеки и безопасности (охрана).

E. Заключенные имеют право вызвать врача и получить врачебные услуги для подтверждения беременности, сохранения беременности или аборта (если они решат его сделать). Заключенный может также потребовать встречи с собственным врачом, практикующей медсестрой, сертифицированной медсестрой-акушеркой или помощником врача за свой счет.

F. Консультации и помощь предоставляются в соответствии с выраженным желанием беременной заключенной в отношении беременности, независимо от желания оставить ребенка себе, воспользоваться услугами по усыновлению или сделать аборт.

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- G. Заключенное лицо, выражающее желание прервать беременность или получить консультацию по этому вопросу, должно быть направлено в организацию Planned Parenthood для получения дополнительной информации обо всех доступных вариантах.
- H. Беременным заключенным должен быть обеспечен максимально возможный уровень конфиденциальности во время родов.
- I. Беременные заключенные могут выбрать, чтобы во время схваток, родов и послеродового восстановления во время госпитализации присутствовал сопровождающий. Сопровождающим лицом может быть утвержденный посетитель или медицинский персонал, назначенный отделением для оказания помощи в дородовом уходе, при схватках, родах, лактации и в послеродовом уходе.
1. Утверждение сопровождающего лица должно быть четко определено через форму запроса посетителя.
 - a. Если запрос выбранного сопровождающего лица будет отклонен, то причина отказа должна быть сообщена заключенному в письменной форме в течение 15 рабочих дней с момента получения запроса.
 - J. Заключенным лицам, которые хотят кормить грудью своего новорожденного или младенца при нахождении в заключении, или поддерживать выработку молока для возобновления грудного вскармливания своего новорожденного или младенца после освобождения, будет предоставлена возможность сделать это при приеме ребенка, после родов или в любое время потом, пока у них будет иметься молоко.
 1. Заключенному лицу предоставляется ручной или электрический молокоотсос с инструкцией по его использованию. Родственники, друзья или другие лица/организации могут предоставить персональную электрическую или ручную помпу, если будет дано разрешение на ее использование.
 - a. Заключенных лиц проинструктируют о том, что необходимо мыть руки с мылом перед сцеживанием, а молокоотсос мыть с мылом и водой после каждого использования.
 2. Грудное молоко будет перекачиваться в чистые пакеты или бутылочки для грудного молока, предоставленные семьей, другом или другим лицом/организацией. Контейнеры будут помечены именем заключенного, идентификационным номером и датой/временем сцеживания молока, а затем помещены в специальный холодильник или морозильник до тех пор, пока назначенное лицо не заберет их для ежедневной отправки новорожденному/младенцу.
 - a. Назначенное лицо, забирающее грудное молоко, будет подписывать и ставить дату в журнале передачи грудного молока каждый раз, когда контейнер(-ы) забирается(-ются) для отправки новорожденному/младенцу.
 - b. Молоко, не отправленное в течение семи (7) дней, будет утилизировано.

3. При первом визите заключенного лица в клинику медицинский персонал проинформирует заключенного о стандартах и правилах, касающихся беременных, включая, помимо прочего, положения разделов 4023.5, 4023.6, 4023.8, 4028, 6030 Уголовного кодекса Калифорнии и Статьи 2.5 Закона о репродуктивной конфиденциальности (начиная с Раздела 123460) Главы 2 Части 2 Раздела 106 Кодекса охраны здоровья и безопасности)

ОЖИДАЕМОЕ ПОВЕДЕНИЕ ЗАКЛЮЧЕННОГО.

Мы ожидаем, что, находясь в тюрьме, вы будете соблюдать все правила, нормы и правила поведения. В целом, мы ожидаем, что вы будете:

- A. Соблюдать все правила и нормы.
- B. Выполнять приказы и распоряжения сотрудников тюрьмы.
- C. Одеваться соответствующим образом; если предоставленная одежда вам велика, вам будет предложен новый комплект одежды «по размеру».
- D. Постоянно носить повязку на руке или удостоверение личности для правильной идентификации.
- E. Бережно относиться к имуществу и личной собственности других людей.
- F. Содержать койку, шкафчик и общую камеру в чистоте и порядке.
- G. Соблюдать правила личной гигиены.
- H. Относиться к другим с уважением. Не использовать расовые оскорбления или ненормативную лексику.
- I. Не вести себя шумно и вызывающе.
- J. Запрещено плевать на тротуары, полы, стены или заборы и любые другие предметы или имущество.

ЮРИДИЧЕСКАЯ БИБЛИОТЕКА

Тюрьма позволяет пользоваться услугами юридической библиотеки через Ассоциацию юридических исследований (LRA). Ассоциация предоставляет специально подготовленные материалы для юридических исследований.

- A. Программа позволяет пользоваться адвокатскими исследованиями и исследованиями лиц, прошедших юридическую подготовку.
- B. Запросы заключенных являются приоритетными, а ответы — индивидуальными.
- C. Юридические исследования доступны для всех заключенных, а основные материалы таких исследований обновляются ежедневно.
- D. Заключенные могут заполнить соответствующую форму запроса и поместить ее в почтовый ящик. Формы запроса LRA находятся в комнате отдыха вашего жилого корпуса.

Ознакомительное руководство и правила для заключенных

- Е. Заключенные имеют право отправить 2 запроса с 1-го по 15-е число каждого месяца и еще 2 запроса — с 16-го числа до конца месяца.

ПЕРЕПИСКА

Входящая почта доставляется с понедельника по субботу. Перед вручением все поступившие письма открываются, сканируются и проверяются на наличие контрабанды, за исключением юридической почты. Вскрытие и проверка юридической почты проводится в присутствии заключенного, которому она адресована. Юридическая почта — это переписка между заключенным и перечисленными ниже лицами:

- A. Все государственные и федеральные выборные чиновники.
- B. Все государственные и федеральные чиновники, назначенные губернатором или президентом США.
- C. Все должностные лица города, округа, штата и федерального уровня, которые несут ответственность за текущее, предварительное или ожидаемое содержание под стражей заключенного и надзор за условно-досрочным освобождением.
- D. Все государственные и федеральные судьи и суды.
- E. Адвокаты, внесенные в списки адвокатов штата.
- F. Сертифицированные аудиторы PREA и лица, связанные с PREA.
- G. Совет государственных и общественных исправительных учреждений.
 - 1. В вашем присутствии могут проводиться открытие и проверка юридической почты на наличие контрабанды. Исходящая юридическая почта поступает ответственному за корпус, который проверяет ее и запечатывает конверт.
 - 2. Исходящие письма необходимо поместить в почтовый ящик, расположенный в комнате отдыха жилого корпуса. Эта почта ежедневно забирается ответственным за жилой корпус и передается для отправки в почтовую службу США.
 - 3. Ваш почтовый адрес:
 - a. Ваше имя, номер и назначенный блок
 - b. Stanislaus County Sheriff's Detention Center (Следственный изолятор управления шерифа округа Станислос)
200 East Hackett Road
Modesto, CA 95358
 - c. Modesto, CA 95358
 - d. Ваше имя, номер и назначенный блок
 - e. Stanislaus County Sheriff's REACT Facility (Центр REACT управления шерифа округа Станислос)
194 East Hackett Road
Modesto, CA 95358
 - f. 194 East Hackett Road
 - g. Modesto, CA 95358
 - 4. Количество исходящих писем, которые вы можете отправить, не ограничено, если вы можете оплатить почтовые расходы.

- a. Почтовые марки можно приобрести в тюремном магазине.
- b. Заключенные могут переписываться с другими заключенными через почтовую службу США.
- c. Неимущие заключенные, на счете которых имеется не более 2,00 долл. США и которые не заказывали и не получали товары из тюремного магазина в течение двух недель, могут каждую неделю получать по четыре бесплатных почтовых конверта и по восемь листов бумаги для личной переписки. Неделя начинается в воскресенье. Количество писем юридической почты для неимущих заключенных не ограничено.

Отправленные почтой наличные деньги, денежные переводы, заверенные чеки, личные чеки или почтовые марки не принимаются.

Перечисленные далее предметы не принимаются по почте. Письма, содержащие любой из перечисленных предметов, будут возвращены отправителю или уничтожены как контрабанда.

- A. Письма с фотографиями Polaroid, любые обнаженные или частично обнаженные изображения или рисунки людей, бандитские надписи или рельефные декоративные наклейки.
- B. Письма в конвертах, которые могут скрывать контрабанду.
- C. Персональные чеки, почтовые и поздравительные открытки.
- D. Предметы, которые можно получить в тюремном магазине.
- E. Письма с такими веществами как пудра, жидкости, помада и пр.
- F. Любой материал, который начальник тюрьмы сочтет неприемлемым.
- G. Порнографические изображения запрещены. Они являются контрабандой и будут уничтожены.
- H. Тексты, фотографии и изображения, связанные с бандами.

По предварительному письменному согласию начальника тюрьмы можно получить журналы, периодические издания и книги при условии, что они отправляются непосредственно издателем или распространителем. Заключенные обязаны выбрасывать устаревшие журналы и газеты по мере поступления новых выпусков.

КНИГИ И ПЕРИОДИКА

Книги находятся в комнате отдыха жилого блока.

- A. У вас может быть 5 книг или журналов, Библия и 1 газета,
- B. включая книги, которые вы приобрели, а также библиотечные книги и журналы.
 - a. Книги не будут считаться личной собственностью.
- C. Вы можете хранить только последний выпуск журнала.

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- D. Вы обязаны выбросить старые журналы и газеты перед получением следующего номера.
- E. Чтобы получить религиозные материалы для чтения, необходимо отправить форму запроса заключенного капеллану тюрьмы.

ИСПОЛЬЗОВАНИЕ ТЕЛЕФОНА

Телефоны находятся в комнате отдыха или на площадке для отдыха. Пользоваться телефонами можно только во время отдыха и прогулок.

- A. Все телефонные звонки оплачиваются вызываемым абонентом. Предоплаченные телефонные карточки можно купить в тюремном магазине.
 1. Для разговора по телефону снимите трубку и следуйте инструкциям.
 2. Длительность телефонного звонка ограничена 15 минутами, чтобы остальные заключенные также могли воспользоваться телефоном.
- B. Ваши телефонные звонки могут прослушиваться.
- C. Вы имеете право только на исходящие телефонные звонки.
- D. Сотрудники тюрьмы ни при каких обстоятельствах не принимают входящие звонки и не записывают сообщения для заключенных.
- E. Заключенным с нарушениями слуха или речи должен быть предоставлен доступ к соответствующему телекоммуникационному устройству, которое облегчает общение.

ГОЛОСОВАНИЕ В СРЕДЕ ЗАКЛЮЧЕННЫХ

Принимать участие в голосовании в штате Калифорния может заключенный округа Станислос, который соответствует следующим требованиям:

- A. Гражданин Соединенных Штатов Америки.
- B. Житель Калифорнии.
- C. В день голосования он должен быть старше 18 лет.
- D. Не отбывает наказание, не находится на условно-досрочном освобождении или под наблюдением сообщества после освобождения из заключения за тяжкое уголовное преступление.
- E. Не отбывает наказание в окружной тюрьме за преступление, квалифицируемое как «фелония начальной степени» (low-level felony) согласно определению, содержащемуся в Законе о реформировании уголовного законодательства 2011 года (CJRA).
- F. Не находится на испытательном сроке как альтернативе отбывания заключительного этапа наказания в окружной тюрьме за преступление, квалифицируемое CJRA как «фелония начальной степени» (low-level felony).
- G. Не признан судом умственно неполноценным.

- H. Не отбывает в окружной тюрьме наказание, предусмотренное для отбывания в тюрьме штата, по договору между властями штата и местными властями.

Заключенные округа Станислос имеют право голоса, если они:

- A. Отбывают наказание в местной тюрьме за мелкое преступление.
- B. Находятся в тюрьме на условиях испытательного срока, если вступление в законную силу приговора по обвинению в уголовном преступлении было приостановлено.
- C. Ожидают суда или находятся под следствием и еще не были осуждены за совершение преступления.
- D. Закончился срок их условно-досрочного освобождения или нахождения под общественным надзором, вынесенного за уголовное преступление.
- E. Находятся на испытательном сроке, если только испытательный срок не является альтернативой отбывания заключительного этапа наказания в окружной тюрьме за преступление, квалифицируемое CJRA как «фелония начальной степени» (low-level felony).

Заключенные округа Станислос могут письменно обратиться к секретарю округа по месту жительства, чтобы зарегистрироваться и подать заявку на заочное голосование.

- A. Материалы для голосования предоставляются заключенным по запросу.
- B. Вся исходящая почта, связанная с голосованием, включая регистрационные формы избирателей и голосование по почте, обрабатывается в соответствии с правилами для юридической почты.

Если вы являетесь жителем округа Станислос и хотите проголосовать, заполните форму запроса и передайте ее охраннику, заявив о своем желании проголосовать. Охранник предоставит вам регистрационную форму избирателя.

- A. Если вы проживаете в округе Станислос и хотите проголосовать путем заочного голосования, вы можете получить бюллетень, написав в канцелярию округа. Адрес: 1021 "I" Street, Suite 101, Modesto, California, 95354.

Если вы являетесь жителем другого округа, напишите в канцелярию округа по месту жительства и попросите, чтобы они отправили вам регистрационную форму. Адрес канцелярии любого округа можно узнать у референта-юриста.

При заполнении регистрационной формы избирателя используйте свой домашний адрес. Адрес тюрьмы в качестве вашего обратного адреса или адреса проживания использовать не нужно.

- A. Если у вас нет текущего домашнего адреса, используйте ваш последний адрес проживания.

Заполненную регистрационную форму избирателя положите в почтовый ящик как любую другую почту.

Ознакомительное руководство и правила для заключенных

A. Почтовые расходы за доставку этой формы оплачиваете вы.

Неимущие заключенные, которые хотят написать секретарю округа о регистрации в голосовании или заочном голосовании, могут воспользоваться 4 бесплатными письмами с оплатой почтовых расходов.

A. Дополнительное покрытие почтовых расходов для этой цели не предоставляется.

ПРАВИЛА ПОСЕЩЕНИЯ

Управление шерифа округа Станислос признает важность посещения заключенных. Заключенные должны по возможности поддерживать связи со своей семьей и сообществом.

A. В соответствии с политикой управления шерифа округа Станислос посещения членов семьи, священнослужителей, юристов и других лиц допускаются только в том случае, если это позволяют условия обеспечения безопасности, охраны и работы тюрьмы.

B. Сотрудники тюрьмы должны гарантировать, что процесс посещения безопасен, не угрожает безопасности и не мешает работе тюрьмы.

C. В комнатах для свиданий запрещены напитки, еда, товары из тюремного магазина, а также ручки/карандаши.

Посещение может быть отменено в любое время по дисциплинарным причинам или за нарушение правил посещения.

A. Посетитель может посещать только одного заключенного за раз и одного заключенного в день, за исключением официальных посетителей.

B. У вас может быть только 1 бесплатное публичное посещение в день.

C. Вы имеете право на 2 бесплатных посещения в неделю, исключая официальные посещения.

D. Заключенные, занятые в трудовом процессе, или участники рабочей программы имеют право на 3 бесплатных посещения в неделю по усмотрению начальника тюрьмы или в рамках определенной программы.

На экране, в вашем списке контактов для посещения, может быть неограниченное количество утвержденных посетителей.

A. Из-за ограниченности площади помещения заключенного могут одновременно навещать только 4 посетителя.

B. Несовершеннолетние дети также проходят процесс утверждения и учитываются в общем количестве одобренных посетителей во время посещения.

1. Во время посещения несовершеннолетних детей должен сопровождать родитель или законный опекун, и их необходимо указать в качестве запланированного посетителя при регистрации.

2. Сопровождающий родитель или законный опекун должен быть одобренным посетителем и представить документы, подтверждающие опеку, если об этом попросят сотрудники тюрьмы.

C. При личном посещении допускается не более 3 посетителей на одного заключенного. Несовершеннолетние дети также проходят процесс утверждения и учитываются в общем количестве одобренных посетителей во время посещения.

D. Вы можете отказаться от посещения. Если вы откажетесь от посещения определенного человека, он может быть удален из списка разрешенных посетителей.

1. Чтобы удалить посетителей из списка разрешенных посетителей, вам необходимо отправить форму запроса заключенного.

Часы посещения:

Посещение проводится в запланированный день и время, определенные начальником тюрьмы.

A. Тюрьма может ограничить посещения или полностью запретить их во время еды или, если это необходимо, для обеспечения безопасности.

B. Время посещения может быть изменено, оно проходит по принципу «живой очереди».

C. Графики посещений вывешиваются в фойе каждой тюрьмы или на сайте stanislausca.gtlvisitme.com.

1. Время посещений также можно уточнить в Центре посещений управления шерифа округа Станислос, 801 11th Street Modesto, CA 95354.

Каждое посещение длится 30 минут с перерывом в 30 минут до начала следующего посещения (т. е. с 08:00 до 08:30, с 09:00 до 09:30 и т. д.).

A. Все посетители должны прийти и зарегистрироваться за 30 минут до запланированного времени посещения.

B. Следственный изолятор управления шерифа (PSC East и PSC West) и служба REACT:

1. Указанный далее график распространяется на бесконтактные встречи и видео-посещения.

a. Официальные часы посещений: С 08:00 до 21:00 ежедневно

b. По средам посещений нет.

c. С четверга по вторник: С 08:00 до 11:00, с 12:00 до 16:00 и с 19:00 до 21:00

d. Посещений нет: С 11:00 до 12:00 и с 16:00 до 19:00

C. MNU1 и MNU2 — расписание относится к бесконтактным посещениям:

1. Официальные часы посещений: С 08:00 до 21:00 ежедневно

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а. Суббота:

Сеанс 1: MHU2A	07:00	08:00
Сеанс 2: MHU2A	08:30	09:30
Сеанс 3: MHU2B	11:00	12:00
Сеанс 4: MHU2B	12:30	13:30
Сеанс 5: MHU2C	14:00	15:00
Сеанс 6: MHU2C	15:30	16:30

б. Воскресенье:

Сеанс 1: MHU1A	07:00	08:00
Сеанс 2: MHU1A	08:30	09:30
Сеанс 3: MHU1B	11:00	12:00
Сеанс 4: MHU1B	12:30	13:30
Сеанс 5: MHU1C	14:00	15:00
Сеанс 6: MHU1C	15:30	16:30

4. Посетители должны носить нижнее белье. Ношение просвечивающей, а также плотно облегающей одежды, подчеркивающей форму груди, независимо от пола посетителя.

5. Запрещено носить одежду, которая чрезмерно оголяет торс, руки, плечи или живот, например майки, кофты на бретельках, независимо от пола посетителя.

6. Запрещено ходить босиком.

7. Запрещено носить любого рода шляпы.

ПРАВИЛА ДЛЯ ПОСЕТИТЕЛЕЙ

Все посетители должны соблюдать следующие правила:

A. Посетитель, который не соблюдает эти правила, потеряет право на посещение заключенных. Посетителя, который нарушает правила или процедуры, выводят с территории тюрьмы и лишают прав на посещение. Все правила посещения, указанные в этом разделе, применяются ко всем посещениям управления шерифа округа Станислос, включая посещения на территории тюрьмы и за ее пределами, а также посещение из дома или через Интернет.

a. Посетители должны придерживаться формы одежды, утвержденной начальником тюрьмы.

b. Попытка пронести с собой на территорию тюрьмы огнестрельное оружие, взрывчатые вещества, алкогольные напитки, наркотики и ограниченные в обращении вещества является преступлением и основанием для ареста.

c. Посетители, которые находятся под воздействием алкоголя или наркотиков, к посещениям не допускаются и могут быть арестованы.

d. Посетители, которые не могут контролировать поведение своих детей, к посещениям не допускаются, и им будет предложено покинуть территорию тюрьмы. Посетители, поведение которых может спровоцировать беспорядки или нарушения, могут быть арестованы. Если посетителя вывели из тюрьмы из-за деструктивного поведения, ему может быть отказано в посещениях до получения повторного разрешения от начальника тюрьмы.

e. Посетители не имеют права что-либо брать или давать заключенным без предварительного разрешения начальника смены.

B. Посетители не имеют права что-либо принести с собой или забрать у заключенного без предварительного разрешения начальника смены.

a. Это включает в себя вещи из тюремного магазина, куртки, часы, кепки и почту. Эти предметы будут конфискованы, они могут быть расценены как контрабанда и уничтожены. Подобные действия могут привести к наложению дисциплинарного взыскания.

Планирование посещений:

Посетителям рекомендуется планировать свои визиты онлайн на сайте stanislausca.gtlvisitme.com. Все посещения должны быть запланированы онлайн в электронном виде. Терминал для выбора времени посещения находится в зале следственного изолятора управления шерифа и в службе REACT.

A. Все потенциальные посетители должны указать адрес электронной почты, чтобы зарегистрироваться, получить разрешение и запланировать посещение.

B. Публичные посещения:

1. Публичные визиты можно запланировать за 7 дней,
2. но не позднее, чем за 24 часа до фактического времени посещения.
3. Посетители могут внести изменения или отменить публичные визиты за 24 часа до запланированного начала визита.

ФОРМА ОДЕЖДЫ ПОСЕТИТЕЛЕЙ

Посетители должны придерживаться формы одежды, утвержденной начальником тюрьмы. Эта информация размещена в ознакомительном руководстве и правилах для заключенных, размещенных в вестибюлях учреждения.

A. При личном посещении заключенных, а также во время видео-посещений строго запрещено носить одежду с цветами, символами и знаками банды или одежду, подтверждающую принадлежность к банде.

B. Форма одежды посетителей строго контролируется до и во время посещения. Вопросы относительно формы одежды необходимо передать начальнику смены, который может разрешить или запретить посещение. Нарушения формы одежды включают, среди прочего:

1. Ношение любого плавательного костюма.
2. Ношение одежды длиной выше середины бедра, включая обрезанные шорты, шорты, платья и юбки.
3. Ношение прозрачной одежды, включая, среди прочего, прозрачные блузки или любую другую одежду, которая может считаться вызывающей.

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- C. Запрещены любые контакты между заключенным и посетителем, такие как объятия, рукопожатия или короткие поцелуи.

При необходимости вас может ежедневно посещать ваш адвокат или юридический советник. Количество и длительность посещений адвокатов не ограничены, кроме установленных часов посещения или во время объявленной чрезвычайной ситуации.

ВИДЕО-ПОСЕЩЕНИЯ

Управление шерифа округа Станислос и служба видео-посещений не несут ответственности за качество интернет-соединения и/или WiFi-соединения посетителей. Управление шерифа также не несет ответственности за настройку или работу домашнего или рабочего компьютера посетителя, его веб-камеры или любого другого оборудования, используемого для видео-посещения.

- A. Все общедоступные видео-посещения контролируются.
- B. Официальные посещения не контролируются.

Варианты организации видео-посещения:

- A. Терминал в следственном изоляторе управления шерифа — общий зал SDC East в часы посещения.
- B. Из дома или офиса с помощью персонального компьютера в часы, разрешенные для посещения.
- C. С помощью смартфона или планшета с приложением для посещения в часы, разрешенные для посещения.

После назначения встречи посетителю сообщают время посещения и местоположение терминала. Посетитель должен доложить о времени посещения или провести его в указанном месте.

- A. Посещение начинается в точное запланированное время. После назначения встречи время и другие условия уже нельзя изменить. Если посетитель опаздывает на запланированную встречу, посещение не состоится. Отмененное посещение не засчитывается в счет посещений заключенного в течение недели.
- B. Если заключенный или посетитель заканчивают встречу раньше, сеанс посещения завершается. Встречу нельзя возобновить или перенести.
- C. При возникновении неисправности, проблем с электропитанием или других сложностей, связанных с оборудованием отдела, отвечающего за расписание или организацию посещений, встреча может быть перенесена по усмотрению начальника смены.
- D. Нельзя запланировать встречу с заключенным, у которого назначены другие встречи, например по медицинским, судебным, производственным делам и пр. Новую встречу можно назначить на другое время.

ДИСЦИПЛИНА

Жалоба: процесс, при котором заключенный требует административного пересмотра дисциплинарного взыскания.

Дисциплинарное слушание: несудебная административная процедура проверки наличия существенных доказательств, которые позволяют признать заключенного виновным или невиновным в нарушении правил.

Сотрудник по дисциплинарным вопросам: сотрудник по дисциплинарным вопросам имеет право подтверждать или налагать дисциплинарные взыскания в зависимости от серьезности нарушения.

Формальное дисциплинарное взыскание: в установленные сроки сотрудник по дисциплинарным вопросам подает отчет о происшествии и проводит его официальное слушание.

Неформальное дисциплинарное взыскание: рекомендация, предупреждение или устный выговор со стороны сотрудника тюрьмы.

Изоляция до слушания: содержание заключенного в отдельной комнате до завершения расследования или до назначения слушания

Запрещенные действия: нарушение федеральных законов, законов штата или округа, а также нарушение правил тюрьмы, которое оказывает неблагоприятное воздействие на заключенного или общий порядок в тюрьме

Взыскания: конкретные меры, которые назначаются как средства запрещения действия, для поощрения хорошего поведения и предотвращения нарушений.

- A. К дисциплинарным взысканиям относятся, среди прочего:
 1. Устное предупреждение или выговор.
 2. Приостановление предоставления привилегий.
 3. Изоляция (СТQ) или строгая изоляция.
 4. Перевод в дисциплинарное отделение.
 5. Потеря заработанных товаров и накопленных за работу бонусов.

Перевод в дисциплинарное отделение: дисциплинарное взыскание, которое назначается заключенному за нарушение правил тюрьмы и которое представляет собой содержание в камере в течение определенного периода времени.

- (a) При переводе в дисциплинарное отделение заключенный утрачивает права на отдых, прогулки, посещения и пользование товарами из тюремного магазина (за исключением предметов гигиены и корреспонденции), пока не истечет срок дисциплинарного взыскания.

Вы обязаны соблюдать законы округа, штата и федеральные законы, правила тюрьмы и распоряжения сотрудников, касающиеся обеспечения безопасности сотрудников и заключенных.

- (a) Нарушение этих правил и законов может повлечь за собой дисциплинарное взыскание, гражданское или уголовное преследование.

Запрещенные действия включают в себя, среди прочего, следующее, будь то совершенные действия или попытки совершения таких действий.

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Коды нарушений:

PAC 1	Серьезное	Порча еды или напитков	PAC 48	Серьезное	Манипуляции с любым сигнальным устройством
PAC 2	Серьезное	Поджог	PAC 49	Серьезное	Манипуляции с блокирующими или запорными устройствами
PAC 3a	Серьезное	Нападение на персонал	PAC 50	Серьезное	Манипуляции с тюремными системами или устройствами
PAC 3b	Серьезное	Нападение/заключенные	PAC 51	Незначительное	Татуировки
PAC 3c	Серьезное	Нанесение побоев/персонал	PAC 52	Серьезное	Кража
PAC 3d	Серьезное	Побой/заключенные	PAC 53	Серьезное	Угрозы персоналу
PAC 4	Серьезное	Попытка самоубийства	PAC 54	Незначительное	Несанкционированный контакт с общественностью
PAC 5	Серьезное	Уничтожение, порча или повреждение тюремного имущества	PAC 55	Незначительное	Несанкционированное использование телефона
PAC 6	Серьезн./незначит.	Деструктивное поведение	PAC 56	Незначительное	Неоправданное отсутствие на работе
PAC 7	Серьезное	Вовлечение/поощрение групповых манифестаций	PAC 57	Серьезн./незначит.	Прием алкоголя или наркотиков
PAC 8	Серьезное	Участие в сексуальных действиях	PAC 58	Серьезн./незначит.	Использование оскорбительных или нецензурных слов
PAC 9	Серьезное	Побег/попытка побега	PAC 59	Серьезное	Использование или владение неразрешенными приборами или инструментами
PAC 10	Серьезное	Вымогательство	PAC 60	Серьезн./незначит.	Нарушение правил переписки
PAC 11	Незначительное	Неспособность содержать в чистоте себя или свою комнату	PAC 61	Серьезное	Нарушение уголовного законодательства
PAC 12	Серьезное	Отказ предоставить правильные личные данные	PAC 62	Незначительное	Нарушение правил, предусмотренных для заключенных
PAC 13	Серьезное	Отказ предстать перед судом	PAC 63	Серьезн./незначит.	Нарушение правил поведения в жилом корпусе
PAC 14	Незначительное	Курение	PAC 64	Незначительное	Нарушение правил программы
PAC 15	Серьезное	Драка	PAC 65	Незначительное	Нарушение правил посещения
PAC 16	Серьезное	Подача или составление ложного отчета	PAC 66	Серьезное	Изменение внешнего вида или ношение маски
PAC 17	Серьезное	Азартные игры	PAC 67	Серьезное	Принуждение с применением силы или угроз
PAC 17a	Серьезное	Граффити/одежда, имеющие ассоциации с бандой	PAC 68	Серьезное	Преступление на почве нетерпимости
PAC 18	Серьезное	Предложение ценных предметов сотрудникам	PAC 69	Серьезное	Уничтожение или попытка уничтожения доказательств
PAC 19	Серьезное	Убийство	PAC 70	Серьезное	Неуместные заигрывания и/или жесты по отношению к персоналу
PAC 20	Незначительное	Нахождение в запрещенной зоне			
PAC 21	Серьезное	Непристойное обнажение			
PAC 22	Незначительное	Неподчинение/нахальство			
PAC 23	Серьезное	Вмешательство в обязанности сотрудников тюрьмы			
PAC 24	Серьезное	Конфликты в суде			
PAC 25	Незначительное	Замусоривание			
PAC 26	Серьезное	Оставление человеком рабочего места/работы			
PAC 27	Серьезное	Самосуд			
PAC 28	Серьезное	Изготовление, хранение или использование опьяняющих веществ			
PAC 29	Серьезное	Предложение или угроза сексуального характера			
PAC 30	Серьезное	Умышленное повреждение имущества			
PAC 31	Незначительное	Попытка симулировать болезнь			
PAC 32	Серьезное	Злоупотребление лекарствами			
PAC 33	Серьезное	Поджог коврового покрытия, мебели или постельных принадлежностей			
PAC 34	Серьезное	Попытка воспользоваться чужой нарукавной повязкой			
PAC 35	Серьезное	Присвоение чужого имущества			
PAC 36	Серьезное	Хранение наркотиков			
PAC 37	Незначительное	Лишние предметы (одежда, постельное белье и пр.)			
PAC 38	Серьезное	Владение предметами для азартных игр			
PAC 39	Серьезное	Владение контрабандой			
PAC 40	Серьезное	Владение неразрешенной одеждой (гражданской)			
PAC 41	Серьезное	Владение оружием			
PAC 42	Незначительное	Размещение чего-либо на стенах, светильниках и предметах обстановки			
PAC 43	Серьезн./незначит.	Предоставление сотрудникам тюрьмы ложной информации			
PAC 44	Серьезное	Отказ сдать мочу на анализ			
PAC 45	Серьезное	Отказ от работы			
PAC 46	Серьезное	Отказ подчиняться приказам			
PAC 47	Серьезное	Сексуальные преступления/участие в незаконных сексуальных действиях			

СЕРЬЕЗНЫЕ И НЕЗНАЧИТЕЛЬНЫЕ НАРУШЕНИЯ

Нарушения правил делятся на серьезные и незначительные в зависимости от того, создает ли такое поведение прямую угрозу здоровью и безопасности других заключенных и персонала или влияет на безопасность тюрьмы.

Незначительные нарушения могут рассматриваться как неофициально, так и по формальной процедуре по решению сотрудников тюрьмы. Сотрудникам рекомендуется разрешать незначительные происшествия неформально с помощью бесед, предупреждений или выговоров.

A. Два или более незначительных нарушения вместе могут считаться серьезным нарушением.

Серьезные нарушения рассматриваются в соответствии с формальной процедурой. Согласно формальной процедуре необходимо:

- A. Предоставить отчет о происшествии.
- B. Получить подтверждение начальника смены.
- C. Вручить заключенному копию отчета о происшествии с указанием обвинений.
- D. Провести формальное слушание и вынести решение.

ДИСЦИПЛИНАРНОЕ СЛУШАНИЕ

Ознакомительное руководство и правила для заключенных

Дисциплинарные слушания являются административными слушаниями и не связаны с гражданскими или уголовными нормами.

- A. За серьезные преступления полагается гражданская или уголовная ответственность.

Дисциплинарные слушания проводятся в течение 72 часов после получения информации о происшествии. Слушание проводится беспристрастным должностным лицом, не связанным с происшествием. Хотя сотрудник тюрьмы может рекомендовать определенный вид дисциплинарного взыскания, ответственность за окончательное решение лежит на сотруднике дисциплинарного суда.

Вы имеете право на:

- A. Присутствовать на слушании и выступать от своего имени.
- B. Получить копию отчета о происшествии за 24 часа до дисциплинарного слушания.
- C. Получить копии всех соответствующих отчетов.
- D. Вызвать свидетелей.
 - 1. Вы не сможете вызывать свидетелей, если такое действие может создать серьезную угрозу для жизни, безопасности, охраны или исправного состояния учреждения.

Сотрудник дисциплинарного суда готовит решение с описанием судебного разбирательства. Заключенные получают копию этого решения с описанием нарушения и наложенных дисциплинарных взысканий.

АПЕЛЛЯЦИЯ СО СТОРОНЫ ЗАКЛЮЧЕННОГО ЛИЦА

Вы можете обжаловать как формальное, так и неформальное дисциплинарное взыскание.

- A. Для этого заполните форму подачи жалоб и апелляций.
- B. Поставьте галочку в поле апелляции и вручите апелляцию административному сотруднику.
- C. После рассмотрения апелляции административный сотрудник может утвердить, изменить или приостановить наложенное дисциплинарное взыскание.
 - 1. Вы получите письменное уведомление в течение 10 дней.
 - 2. В течение 5 дней после получения решения по дисциплинарной апелляции вы имеете право подать апелляцию на имя начальника тюрьмы.

ЖАЛОБЫ ЗАКЛЮЧЕННЫХ

Вы имеете право подавать жалобы на:

- A. Условия содержания как средство решения проблем.
 - 1. У заключенного имеется 14 календарных дней с даты происшествия, чтобы оформить жалобу и передать ее сотрудникам тюрьмы.
 - 2. Жалоба подается в письменном виде на бланке подачи жалоб и апелляций. Заполненные формы подачи жалоб принимает ответственный за жилой корпус.

3. На дисциплинарные взыскания нельзя подать жалобу, но их можно обжаловать в форме апелляции.

- B. У руководства есть 15 календарных дней, чтобы принять решение и отреагировать на жалобу заключенного.
 - 1. В письменном ответе должно быть указано, почему было принято то или иное решение.
- C. Немедленное реагирование в чрезвычайных ситуациях.
- D. Право подавать обоснованные жалобы, не опасаясь репрессий или перевода в дисциплинарное отделение. Обоснованные жалобы не включают в себя чрезмерные, недобросовестно составленные или злостные жалобы.
- E. Управление шерифа округа Станислос не предоставляет и не принимает формы жалоб граждан от заключенных в наших учреждениях.

Апелляции:

Любую апелляцию рассматривает сотрудник самого младшего звена, который имеет право на решение подобных вопросов. Если такой сотрудник не может решить вопрос на этом уровне, он направляет апелляцию на рассмотрение соответствующему руководителю более высокого звена.

- A. Заключенный может обжаловать решение в более высокой инстанции.
- B. У административного сотрудника, начальника тюрьмы и начальника управления тюрьмой есть 10 рабочих дней на то, чтобы ответить на апелляцию.
- C. У заключенного есть 5 календарных дней для обжалования полученного решения в следующей инстанции.
 - 1. Если заключенный не соблюдает сроки, апелляция будет считаться решенной.

Заключенные могут обжаловать результаты апелляции по медицинским вопросам у руководителя медицинской программы, затем у начальника тюрьмы, а затем у начальника управления тюрьмой.

- A. При этом применяются стандартные требования для рассмотрения апелляций.
- B. Если заключенный не соблюдает сроки, апелляция будет считаться решенной.

Закон о борьбе с изнасилованиями в тюрьмах всех уровней (PREA) 2003 года

Закон о борьбе с изнасилованиями в тюрьмах всех уровней от 2003 года был принят Конгрессом США. Он разработан для защиты заключенных, которые содержатся в различных исправительных учреждениях для взрослых и несовершеннолетних, от сексуальных домогательств со стороны других заключенных или сотрудников. Этот закон нацелен на предотвращение, выявление и реагирование на случаи сексуального насилия и надругательств над заключенными.

Ознакомительное руководство и правила для заключенных

Политика абсолютной нетерпимости:

Управление шерифа округа Станислос придерживается политики абсолютной нетерпимости в отношении сексуальных посягательств и надругательств над заключенными со стороны любых сотрудников, независимых подрядчиков, волонтеров или других заключенных.

- A. Все обвинения обязательно расследуются.
- B. Данная политика распространяется на всех заключенных и сотрудников управления шерифа округа Станислос, включая волонтеров и независимых подрядчиков.

Права заключенного в соответствии с PREA:

- A. У вас есть права, даже если вы находитесь в тюрьме.
- B. Восьмая поправка защищает вас от «жестоких и необычных наказаний».
- C. Сексуальные домогательства и надругательства являются жестоким и необычным наказанием. Конституционные права защищают вас от такого рода наказаний.
- D. Сексуальные домогательства и надругательства не являются частью содержания под стражей.

Как сообщить о сексуальном насилии:

Для предъявления обвинений в сексуальном насилии нет установленных временных рамок. Если вы или кто-то из ваших знакомых стал жертвой или подвергается сексуальному насилию в тюрьме:

- A. Сообщите о происшествии любому сотруднику (ответственному за корпус, медицинскому работнику, психологу и пр.).
- B. Вы можете направить форму запроса заключенного координатору PREA, в отдел внутренних расследований или в медицинский отдел.
- C. Вы также можете позвонить по любому из указанных ниже телефонных номеров, чтобы сообщить о случаях сексуального насилия
 1. На основании вашего сообщения создается официальный документ.
 2. Вы можете остаться анонимным, но если вы сообщите о происшествии, оно будет расследовано.
 3. Предоставление ложной информации подлежит уголовному преследованию по статье 148.5 УК.

Отдел официальных расследований при генеральном прокуроре штата Калифорния
1.800.952.5225

Женский центр округа Станислос (услуги предоставляются независимо от пола)
618 13th Street
Modesto, CA 95354
Для справок: 209.524.4331
Круглосуточная кризисная линия: (209) 577-5980

Сексуальное насилие:

- A. Сексуальное насилие включает изнасилование или попытку изнасилования незнакомцем, другом или каким-либо другим человеком.
- B. Обычно изнасилование определяется как принудительный половой акт. Если жертву принуждают согласиться на что-то силой или угрозой применения силы, это тоже насилие.
- C. Изнасилование и другие формы сексуального насилия, в том числе попытка изнасилования, оральное совокупления, содомия и прочие насильственные действия сексуального характера являются формой потери власти над собой.
- D. Преступник стремится доминировать, унижать или контролировать жертву.

Если вы напуганы и чувствуете себя одиноким:

Чувство страха — это нормальное чувство, но вы не одиноки. Существуют организации, которые помогут в это трудное время, если вы решите обратиться к ним.

- A. Служба психологического здоровья
- B. Медицинские услуги
- C. Консультационные службы для жертв насилия. Все, что вы скажете своему консультанту, будет держаться в конфиденциальности.

Если вы стали жертвой:

Если вы подверглись сексуальному насилию, необходимо предпринять следующие действия:

- A. Не меняйте и не снимайте одежду.
- B. Не принимайте душ, не мойтесь, не пользуйтесь туалетом, не чистите зубы и ничего не ешьте.
- C. Немедленно сообщите о происшествии любому сотруднику.

Если вы последовали указанным выше советам, это поможет сохранить доказательства и провести надлежащее расследование.

- A. Помните, что чем дольше вы не сообщаете о сексуальном насилии, тем сложнее провести расследование.

Виновные должны быть предупреждены:

Если вас признают виновным, вы будете подвергнуты дисциплинарным взысканиям или уголовному наказанию.

Ознакомительное руководство и правила для заключенных

ЗАКОН О БОРЬБЕ С ИЗНАСИЛОВАНИЯМИ В ТЮРЬМАХ ВСЕХ УРОВНЕЙ ОТ 2003 ГОДА (PREA)

Управление шерифа округа Станислос придерживается политики абсолютной нетерпимости в отношении сексуальных посягательств и надругательств над заключенными со стороны любых сотрудников, независимых подрядчиков, волонтеров или других заключенных.

A. Сотрудники отдела должны тщательно расследовать любые заявления о сексуальном насилии. При наличии доказательств они должны предпринять необходимые меры, вплоть до уголовного преследования.

Сексуальные домогательства: повторяющиеся нежелательные сексуальные действия, просьбы о сексуальных одолжениях, устные комментарии, жесты или действия уничижительного или оскорбительного сексуального характера со стороны одного заключенного, направленные против другого заключенного; неоднократные устные комментарии или жесты сексуального характера по отношению к заключенному со стороны сотрудника, подрядчика или волонтера, включая уничижительные указания на пол или сексуальность, уничижительные комментарии о теле или одежде, нецензурные выражения или жесты.

Сексуальные проступки: для заключенных к ним относятся непристойная демонстрация половых органов, сексуальное хулиганство и публичная мастурбация. Любой заключенный, который преднамеренно и непристойно обнажает свои интимные части тела или демонстративно прикасается к своим гениталиям, ягодицам или груди, не обнажая их, с целью вызвать сексуальное возбуждение, удовлетворение, раздражение или оскорбить присутствующих, будет подвергнут дисциплинарному взысканию или уголовному наказанию.

Внутренние и внешние организации, куда можно обратиться:

Информация с инструкцией по составлению отчетов и контактные телефоны соответствующих организаций размещены в вашем жилом блоке.

A. Заключенные могут сообщить о жестоком обращении, мести или преследовании, обратившись в следующие инстанции:

1. Отдел внутренних расследований управления шерифа округа Станислос
2. Координатор PREA управления шерифа округа Станислос
3. Служба психологической помощи при изнасиловании
4. Отдел официальных расследований при генеральном прокуроре штата Калифорния

Заключенный может в частном порядке сообщить о следующем:

A. Сексуальное насилие, сексуальные проступки и сексуальные домогательства.

B. Возмездие со стороны других заключенных или сотрудников за сообщения о сексуальном насилии и сексуальных домогательствах.

C. Пренебрежение или нарушение обязанностей со стороны сотрудников, которые могли привести к происшествию, связанному с сексуальным насилием или сексуальными домогательствами.

АПЕЛЛЯЦИИ СОГЛАСНО PREA

Экстренная административная жалоба согласно PREA:

A. Заключенный может быть привлечен к дисциплинарной ответственности за умышленную подачу необоснованной жалобы только в том случае, если сотрудник по дисциплинарным вопросам сможет доказать, что жалоба была подана недобросовестным образом.

B. Заключенный может подать экстренную жалобу PREA начальнику смены, если такой заключенный подвергается значительному риску неминуемого сексуального насилия.

Стандартная административная жалоба согласно PREA:

A. Заключенный может в любое время подать официальную жалобу PREA руководителю подразделения, в котором произошло происшествие. Жалоба будет передана координатору по вопросам PREA.

B. Заключенный может подать официальную жалобу PREA сотруднику, который не является объектом жалобы. Такая жалоба не будет передана сотруднику, который является объектом жалобы.

1. Члены управления приложат все усилия, чтобы сообщить заключенному об окончательном решении относительно уголовного преследования, результатах внутреннего расследования о сексуальном насилии или его прекращении в течение 90 дней. 90 дней отсчитываются с исходной даты подачи жалобы, за исключением времени, которое заключенный потратил на подготовку административной апелляции.

2. Если обычного срока недостаточно для ответа и принятия соответствующего решения, он может быть продлен на 70 дней. Заключенный должен быть уведомлен в письменной форме о любом продлении и новом сроке для принятия решения.

ОБРАЗОВАНИЕ И ПРОГРАММЫ ПО ИЗБАВЛЕНИЮ ОТ НАРКОТИЧЕСКОЙ ЗАВИСИМОСТИ

Вам доступны различные образовательные программы и программы по избавлению от наркотической зависимости. Вы можете подать заявку на участие в разных образовательных программах, начиная от программы «Преодоление барьеров» и заканчивая программами «Получение диплома средней школы» и «Злоупотребление психоактивными веществами», например, «Анонимные алкоголики» и «Анонимные наркоманы».

A. Заполните форму запроса заключенного, чтобы зарегистрироваться в выбранной программе.

Ознакомительное руководство и правила для заключенных

ТЮРЕМНЫЙ МАГАЗИН

Вы можете пользоваться тюремным магазином. Бланки заказа для тюремного магазина находятся в комнате отдыха вашего жилого блока. Заполненные бланки заказа необходимо положить в почтовый ящик корпуса.

- A. Вы можете приобрести товары на сумму до 100,00 долларов США, не считая телефонных карточек, за одну запланированную покупку.
- B. После обработки заказа вы не имеете право обменивать или продавать товары из тюремного магазина.
- C. Вы можете оплатить покупку только со своего личного счета. Вы не можете делать заявки для других заключенных или переводить средства на счет другого заключенного.

Заключенным запрещено создавать запасы предметов, купленных в магазине. Создание запасов означает наличие в вашем распоряжении более 10 штук одного наименования товара. Например: у вас может быть 11 пакетов Top Ramen, но не может быть 11 пакетов одного вида супа; 11 конфет, но не по 11 конфет одного сорта и пр. Исключение составляют продукты, которые продаются в упаковках по 5 штук в каждой; например, овсянка, горячий шоколад, фруктовый напиток и пр.

Доставка товаров в тюремный магазин производится еженедельно. Однако для вашего жилого блока может быть назначен определенный день недели для получения товаров. В праздничные дни товары не доставляются.

- A. Заключенным без нарукавной повязки или правильно прикрепленного удостоверения личности заказанные товары доставляться не будут.

РЕЛИГИОЗНАЯ ДЕЯТЕЛЬНОСТЬ

- A. Существуют религиозные программы, которые проводят службы и беседы для всех заключенных, независимо от вероисповедания.
- B. Беседы могут проводиться в комнате отдыха или специальной комнате для этой программы, в зависимости от вашей классификации и размещения в жилом блоке.
- C. Беседы могут проводиться в разное время в течение недели. Заключенные могут посещать службы во время отдыха.
- D. Сотрудники тюрьмы информируют заключенных о проведении церковной службы.
- E. Если вы хотите получить более подробную информацию о доступных религиозных службах или побеседовать со священником, обратитесь к капеллану с помощью формы запроса заключенного.

ВРЕМЯ, ПРЕДНАЗНАЧЕННОЕ ДЛЯ ФИЗИЧЕСКИХ УПРАЖНЕНИЙ И НАХОЖДЕНИЯ ВНЕ КАМЕРЫ МИНИМАЛЬНЫЙ УРОВЕНЬ СТРОГОСТИ

- A. Время, предназначенное для физических упражнений и нахождения вне камеры, можно проводить в комнате отдыха или на площадке для отдыха на свежем воздухе.
- B. Персонал сообщит, когда предусмотрено время для физических упражнений и нахождения вне камеры.

- C. Во время, предназначенное для физических упражнений и нахождения вне камеры, можно пользоваться телефоном и принимать душ.

ВРЕМЯ, ПРЕДНАЗНАЧЕННОЕ ДЛЯ ФИЗИЧЕСКИХ УПРАЖНЕНИЙ И НАХОЖДЕНИЯ ВНЕ КАМЕРЫ СРЕДНИЙ УРОВЕНЬ СТРОГОСТИ

- A. Время, предназначенное для физических упражнений и нахождения вне камеры, можно проводить в комнате отдыха или на площадке для отдыха соответствующего блока. Выход во двор открывается одновременно с открытием комнаты отдыха.
- B. Во время, предназначенное для физических упражнений и нахождения вне камеры, можно пользоваться телефоном и принимать душ.
- C. Время, предназначенное для физических упражнений и нахождения вне камеры, предоставляется по разнесенному графику в разные часы:
 - 1. Нечетные календарные дни:
 - a. Нижний ярус с 08:00 до 14:00
 - b. Верхний ярус с 16:00 до 22:00
 - 2. Четные календарные дни:
 - a. Верхний ярус с 08:00 до 14:00
 - b. Нижний ярус с 16:00 до 22:00

ВРЕМЯ, ПРЕДНАЗНАЧЕННОЕ ДЛЯ ФИЗИЧЕСКИХ УПРАЖНЕНИЙ И НАХОЖДЕНИЯ ВНЕ КАМЕРЫ AD SEG И МАКСИМАЛЬНЫЙ УРОВЕНЬ СТРОГОСТИ

- A. В зоне особого режима физические упражнения не разрешаются в комнате отдыха.
- B. Заключенные могут упражняться только на площадке для отдыха.
- C. На площадке можно пользоваться телефонами.
- D. Время на принятие душа во время отдыха выделяется по запросу.
- E. В спецподразделениях продолжительность отдыха с физическими упражнениями составляет три часа, которые распределяются на период в семь дней.
- F. Время, предусмотренное для нахождения вне камеры, можно проводить на площадке для отдыха, в комнате отдыха или комнате для проведения специальных занятий.
- G. На площадке для отдыха запрещены напитки, еда, товары из тюремного магазина и ручки/карандаши.

Зоны, закрытые для заключенных:

Заключенные не имеют права находиться в помещениях для сотрудников и рабочих зонах, если они не занимаются официально разрешенной работой.

- A. Заключенные не должны заходить в пустые кабинеты или идти на рабочее место без разрешения персонала тюрьмы.

Ознакомительное руководство и правила для заключенных

- В. В некоторые рабочие зоны, например в помещения для хранения одежды или на кухню, нельзя заходить, если вы специально не назначены на работу в этих зонах.

САНИТАРНЫЕ И ГИГИЕНИЧЕСКИЕ НОРМЫ

Вы несете ответственность за чистоту своей койки, камеры и шкафчика.

- A. Каждое утро после завтрака вы должны убедиться, что в комнате чисто и ваша койка заправлена. Когда вы выходите из камеры, ваша койка должна быть всегда заправлена.
- B. Койка должна оставаться заправленной до тех пор, пока вы не вернетесь вечером в камеру. Кровати должны быть заправлены организованно и профессионально. Между основанием кровати и матрасом не должны храниться какие-либо предметы.
- C. Все имущество должно храниться в предоставленном вам шкафчике. Если вы не надели спортивный свитер, он должен храниться в шкафчике.
- D. В камере запрещается хранить куртки.
- E. Единственный предмет, который может остаться на койке — полотенце. Полотенце не должно закрывать номер койки.
- F. Любой предмет, находящийся вне вашего шкафчика, считается контрабандой и может быть конфискован и уничтожен.

Душевые находятся в вашем жилом блоке. Душевыми можно пользоваться в любой момент во время отдыха или, если вы находитесь в изоляторе, то через день.

- A. Вы обязаны поддерживать нормальный уровень личной гигиены и внешнего вида.
- B. Несоблюдение этих правил может привести к дисциплинарным взысканиям.
- C. Весь обслуживающий персонал кухни обязан ежедневно принимать душ.

Предметы гигиены можно приобрести в тюремном магазине. Неимущие заключенные могут каждую пятницу подавать заявку на получение набора гигиенических принадлежностей.

- A. Каждое заключенное лицо в период менструации должно быть бесплатно обеспечено гигиеническими салфетками, ежедневными прокладками и тампонами, независимо от уровня нуждаемости.

СМЕНА ОДЕЖДЫ И БЕЛЬЯ

- A. Одежда меняется поштучно.
- B. Смена одежды проводится раз в неделю в каждом блоке.
- C. Верхняя одежда, нижнее и постельное белье меняются еженедельно.
- D. Одежда меняется раз в квартал.
- E. Работающие заключенные получают чистую одежду, если их рабочая одежда сильно загрязнена.

- F. Всем заключенным из рабочей бригады в конце смены предоставляется чистая одежда.

ПИТАНИЕ

- A. Любую пищу можно принимать только в комнате отдыха за предоставленными столами, если иное не указано в правилах для вашей камеры.
- B. Заходить на кухню и в кладовые могут только специально назначенные работники кухни.
- C. Нежелательно слоняться без дела в комнате отдыха около кухни, ожидая приема пищи. Оставайтесь в камере, пока вас не позовут на прием пищи.
- D. В камере запрещается хранить любую еду кроме товаров из тюремного магазина, если иное не указано в правилах для вашей камеры.
- E. Миски, чашки, пластиковые пакеты, тарелки, подносы и прочая утварь не должны находиться в камере или храниться в шкафчике для заключенных, если только они не куплены в тюремном магазине.
- F. Горячую воду для разведения сухих смесей, продаваемых в тюремном магазине, можно получить в комнате отдыха в зонах общего и усиленного режима.
- G. Запрещается приносить с собой какую-либо еду, приходя на завтрак/обед/ужин, а также уносить с собой что-то из предоставленной еды.
- H. Вся пища, которая не была съедена в установленное время, должна быть выброшена.
- I. Находясь в комнате отдыха во время приема пищи, вы должны быть полностью одеты, включая носки и обувь.

Если вам необходима специальная диета по медицинским показаниям, заполните форму медицинского запроса с подробным описанием диеты и отдайте ее медицинскому работнику во время приема таблеток.

- A. Сотрудник кухни проконсультируется с медицинским работником по вопросу приготовления специальной диеты.

Расписание приемов пищи (время приблизительное):

- A. Завтрак — 5:00
- B. Обед — 10:00
- C. Ужин — 16:00.

МЕДИЦИНА, СТОМАТОЛОГИЯ И ДУШЕВНОЕ ЗДОРОВЬЕ

Если вы заболели или получили травму, немедленно сообщите об этом сотруднику тюрьмы.

Лицензированный медицинский работник окажет вам обычную и неотложную медицинскую помощь.

Ознакомительное руководство и правила для заключенных

- A. Если вам требуются медицинские, стоматологические или психологические услуги несрочного характера, заполните форму медицинского запроса синего цвета и отдайте ее медицинскому работнику во время приема таблеток.
- B. Медицинский работник выдаст вам рецептурные и безрецептурные препараты в комнате отдыха или прямо в камере. Вы обязаны отреагировать на объявление о выдаче таблеток и подойти в нужное место.
- C. Если у вас есть медицинское предписание, вы обязаны постоянно носить его с собой до тех пор, пока не истечет срок его действия.

Прием лекарств:

Сотрудник тюрьмы объявляет о приеме лекарств через систему оповещения.

- A. Заключенные должны взять с собой чашку воды и выстроиться в очередь в комнате отдыха.
- B. Медицинский работник может также передать таблетки через щель в дверце вашей камеры.
- C. Все лекарства необходимо принять в присутствии медицинского работника.

Вы не имеете права иметь у себя лекарства или таблетки без разрешения медицинского персонала тюрьмы. Для получения лекарств у вас должна быть форма медицинского запроса синего цвета, подписанный медицинским работником.

- A. Витамины, аспирин, обычный «Адвил» или «Тайленол» можно приобрести в тюремном магазине.
- B. Существует ограничение по сумме для вещей, которые вы можете приобрести.
- C. Любые предметы, превышающие лимит, или предметы, которые были извлечены из оригинальной упаковки или хранятся другими непредусмотренными способами, будут конфискованы.
- D. Посмотрите список ограничений в тюремном магазине.

Неимущие заключенные могут получать «Аспирин», «Тайленол» или «Маалокс» только по указанию врача. Если вы нуждаетесь в лекарствах, вы должны подать форму медицинского запроса синего цвета и проконсультироваться с медицинским работником.

БЕЗОПАСНОСТЬ, ПЕРЕКЛИЧКИ И ПРОВЕРКИ

В определенные моменты времени или в определенных ситуациях сотрудники могут дать команду **«ПО КАМЕРАМ»**, **«ЛЕЧЬ НА ЗЕМЛЮ»** или объявить **«ВРЕМЯ ПЕРЕКЛИЧКИ»**. Вы обязаны беспрекословно выполнять эти команды.

- A. Для вашей безопасности сотрудники тюрьмы могут проводить несколько плановых и внеплановых переключек в течение дня. Во время переключек вы должны вернуться к своей койке.
- B. Во время переключек вы должны оставаться на виду, чтобы вас могли увидеть и посчитать.
- C. Сотрудник тюрьмы проверит вашу личность по нарукавной повязке или удостоверению личности.

- D. Попытка завязать разговор, иным образом отвлечь или вмешаться в работу персонала во время переключек является нарушением правил и может привести к дисциплинарным взысканиям.

В дополнение к ежедневным проверкам гигиены и безопасности сотрудники тюрьмы могут провести внеплановую проверку вашей койки, камеры и жилого блока.

- A. Любые найденные контрабандные предметы будут конфискованы и уничтожены. За хранение контрабанды на вас может быть наложено дисциплинарное взыскание.
- B. За любой ущерб, нанесенный имуществу тюрьмы, непосредственно связанный с вами, на вас может быть наложено дисциплинарное взыскание и уголовное наказание.
- C. Вы обязаны сотрудничать с сотрудниками, проводящими проверку.
- D. Вы не имеете права присутствовать при проверке.

При входе или выходе из различных помещений тюрьмы вас могут подвергнуть частичному или полному обыску.

ПЕРЕДВИЖЕНИЕ

При выходе из камеры или жилого блока вы должны быть полностью одеты. Ваша футболка должна быть всегда заправлена в брюки, а пояс брюк находится на талии. Запрещается носить чрезмерно мешковатые или провисающие штаны.

- A. При занятиях спортом во время отдыха необходимо носить сандалии.
 1. Находясь вне камеры, заключенные должны носить сандалии (вьетнамки или шлепанцы) и носки. Ходить босиком запрещается.
- B. Находясь на спортивной площадке или площадке для отдыха, вы можете ходить в футболке без верхней рубашки или завязывать комбинезон на талии. Запрещено ходить только в одних трусах.

При вызове через систему громкой связи немедленно пройдите в указанное место и оставайтесь там до дальнейшего уведомления.

- A. При необходимости вы должны показать свою нарукавную повязку или удостоверение личности для правильного установления вашей личности.
- B. Если вы потеряли свою нарукавную повязку или удостоверение личности, вы обязаны сразу получить новые.
- C. Отсутствие нарукавной повязки или удостоверения личности является нарушением тюремных правил.
- D. При входе в корпус необходимо снять кепку или бейсболку.
 1. Кепку следует носить только козырьком вперед, и делать это можно только на площадке для отдыха.

Ознакомительное руководство и правила для заключенных

КОНТРАБАНДА

Любой предмет, который считается контрабандой, будет конфискован и уничтожен. Вам запрещается иметь в своем распоряжении любые предметы, которые не включены в следующий список:

- A. Выданы управлением шерифа округа Станислос.
- B. Приобретены вами в тюремном магазине.
- C. Разрешены начальником тюрьмы.
 - 1. Вы не имеете право как-либо менять выданные вам предметы.
 - 2. Вы не имеете право изготавливать платки, банданы или головные уборы.
 - 3. Никаких лишних фруктов, напитков или пластиковых пакетов. Вся пища, которая не была съедена в установленное время, должна быть выброшена.

Любой выданный или разрешенный товар, который используется не по назначению, был изменен относительно его первоначального состояния или хранится в неразрешенном количестве, считается контрабандой. Обладание такими предметами может привести к дисциплинарным взысканиям.

Разрешенные предметы:

- A. Предметы одежды:
 - 1 полный комплект униформы и обуви
 - 2 футболки
 - 2 пары носков
 - 2 пары нижнего белья
 - Женщины — 1 бюстгальтер
 - Женщины — 1 ночная рубашка
 - 1 пара обуви или шлепанцы, купленные в тюремном магазине
 - 1 куртка, сезонная — только для работников, трудящихся вне исправительного учреждения
 - 1 спортивный свитер, сезонный
 - 1 оранжевая кепка, сезонная — только для работников, трудящихся вне исправительного учреждения, покупается в тюремном магазине
- B. Предметы гигиены:
 - 1 гребень или пинцет
 - 1 расческа
 - 1 зубная щетка
 - Товары, купленные в тюремном магазине

- C. Постельные принадлежности:
 - 1 матрас, без каких-либо изменений
 - 1 подушка, купленная в тюремном магазине
- D. Постельное белье:
 - 2 полотенца
 - 2 простыни
 - 1 одеяло (2 одеяла — только в сезон при наличии разрешения)
- E. Книги, газеты и журналы:
 - 5 штук
 - 1 Библия
 - 1 газета, текущий номер
 - 1 журнал, текущий номер
 - Учебники, согласно утвержденной программе
- F. Прочее:
 - 15 жетонов (только в зонах, где это разрешено)
 - 10 упаковок «Тайленола» или «Адвила», купленных в тюремном магазине
 - 10 фотографий (не полароид)
 - Стаканы размером 2–12 унций, купленные в тюремном магазине
 - 1 медицинский браслет или ожерелье
 - 1 четки
 - Товары, купленные в тюремном магазине
 - Медицинские устройства, разрешенные медицинским персоналом

УЧЕНИЯ И ЭВАКУАЦИЯ ЛЮДЕЙ В СЛУЧАЕ ПОЖАРА

- A. Если вы заметили огонь или дым, немедленно сообщите об этом сотруднику тюрьмы.
- B. Если вы услышите объявление об эвакуации вашего жилого блока, немедленно идите у указанное место и следуйте инструкциям.
- C. Во время эвакуации сотрудники скажут, что нужно делать. Крайне важно, чтобы вы следовали этим указаниям, но и для безопасности других людей.
- D. В тюрьме могут проводиться пожарные учения в разное время в течение года. Вы обязаны принять участие в этих учениях. Отказ от участия может привести к дисциплинарному взысканию.
- E. Во всех жилых блоках есть аварийное освещение, которое дает достаточно света, чтобы выйти из блока при чрезвычайной ситуации.

Ознакомительное руководство и правила для заключенных

F. Маршруты аварийной эвакуации размещены на всей территории тюрьмы.

Помощь людям с ограниченными возможностями:

Чтобы заключенные и их глухие или слабослышащие посетители могли нормально общаться, мы бесплатно предоставляем соответствующие вспомогательные средства и услуги:

- A. Переводчики языка жестов.
- B. Телекоммуникационные устройства.
- C. Стенографисты.
- D. Компьютерные услуги транскрибирования в реальном времени.
- E. Рукописные материалы.
- F. Усилители телефонных трубок, вспомогательные устройства для улучшения слуха.
- G. Телефоны, совместимые со слуховыми аппаратами, декодеры с закрытыми субтитрами, а также открытые и закрытые субтитры во время проведения программ для заключенных.

Manual de normas y orientación para personas encarceladas

Este manual cubrirá muchas de las preguntas y preocupaciones más frecuentes que tienen las personas encarceladas mientras están a custodia. Si tiene alguna pregunta o inquietud adicional, comuníquese con el personal del departamento.

Una versión en español del reclamo interno de psicología está disponible a pedido.

INTRODUCCIÓN

Los objetivos del Departamento del Alguacil del Condado de Stanislaus son proporcionar un entorno seguro y protegido, que promueva el comportamiento positivo de las personas encarceladas mediante la utilización del modelo de supervisión directa de la gestión del centro de detención.

A. Los objetivos de la división de detención de adultos se realizarán mediante un trato justo, imparcial y humano a todas las personas encarceladas en los centros de detención de adultos del Condado de Stanislaus.

El personal del centro presume que su comportamiento será positivo y racional. Es su responsabilidad cumplir con las normas de este centro y las directivas emitidas por el personal durante su estancia.

Algunas normas pueden parecerle restrictivas. Sin embargo, son necesarias para mantener un ambiente seguro y humano. El comportamiento positivo y racional preservará sus privilegios. El comportamiento negativo e irracional dará lugar a medidas disciplinarias o cargos penales en su contra.

La información en este manual lo ayudará durante su estancia. Si tiene alguna pregunta, diríjase a su encargado de alojamiento o a cualquier otro miembro del personal del centro.

A. Una copia de este manual se encuentra en la sala de estar o en el patio de recreo de cada área de vivienda.

INFORMACIÓN DEL TRIBUNAL:

El personal de la instalación le notificará cuando tenga corte. Pregunte al personal del centro si no está seguro de sus comparecencias programadas ante el tribunal.

A. Debe usar la ropa proporcionada por la cárcel en la corte a menos que asista a un juicio con jurado. Las chaquetas o sudaderas no están aprobadas para las comparecencias ante el tribunal.

B. Los documentos oficiales de la corte son el único artículo que puede llevar a la corte.

1. A. M. Corte: esté listo a las 0600 horas y responda inmediatamente cuando se le notifique.
2. P. M. Corte: esté listo a las 11:00 horas y responda inmediatamente cuando se le notifique.

C. La Oficina del Sheriff se esfuerza por garantizar que las personas encarceladas sean liberadas de la custodia con la rapidez necesaria.

1. Si la corte ordena su liberación, la cárcel primero debe recibir la documentación de la corte.

a. El papeleo de los tribunales se entrega periódicamente a lo largo del día.

b. Los trámites que originan la liberación de los privados de libertad son priorizados y tramitados con celeridad.

2. El proceso de liberación normalmente ocurre ese mismo día, en la tarde o noche. De manera similar, cualquier papeleo que provoque su liberación (por ejemplo, una fianza o una retención que se elimine), normalmente se realizará ese mismo día.

3. Si lo sentencian a tiempo del condado, será liberado en la fecha de su liberación.

a. Las liberaciones normalmente comenzarán a las 12:01 a. m. si tiene transporte que se presente en la instalación para recogerlo.

b. Si no tiene transporte, puede ser liberado cuando comience el transporte público.

4. Una vez notificado de su puesta en libertad anticipada, se le permitirá hacer hasta tres llamadas telefónicas gratuitas para organizar el transporte.

REGLAS DE LA UNIDAD HABITACIONAL:

A. Solo las personas encarceladas asignadas a una unidad de vivienda específica pueden estar en esta.

B. Solo las personas encarceladas asignadas a una celda específica pueden estar en esa celda.

C. Las visitas a otras personas encarceladas están restringidas únicamente al salón de recreo o al patio de recreo.

D. Las personas encarceladas que viven en el primer piso no están permitidas en el segundo piso de la unidad de vivienda.

E. No se permiten ropa de cama ni colchones en la sala de estar ni en el patio de recreo.

F. No debe haber nada que cubra las luces interiores de su celda o dormitorio.

G. No debe sujetar, colgar o pegar nada en los muebles, paredes, ventanas, accesorios o salidas de aire de su celda o dormitorio.

H. Las fotografías y los dibujos que se encuentren adheridos a los muebles, paredes, ventanas, accesorios o salidas de aire de su celda o dormitorio se confiscarán como contrabando y se desecharán.

I. No escriba en los muebles, paredes, ventanas, accesorios o salidas de aire de su celda o dormitorio.

J. Los dormitorios o celdas que tengan grabados o inscripciones en los muebles, paredes, ventanas, accesorios o salidas de aire estarán sujetos a medidas disciplinarias.

K. Las sillas no deben ser removidas del salón de recreo al patio de recreo o a la celda de la persona encarcelada por ningún motivo.

L. No se debe traer ningún artículo a la celda que pertenezca al patio de recreación o la sala de estar (es decir, tabletas, tijeras, pelota de jardín, etc.).

Manual de normas y orientación para personas encarceladas

FORMULARIOS PARA PERSONAS ENCARCELADAS:

La siguiente es una breve descripción de los formularios que están disponibles para su beneficio. Estos formularios están disponibles en cada área de alojamiento.

Formulario de solicitud para personas encarceladas: se utiliza para solicitar artículos y servicios. Este formulario también se llama "cometa". Este formulario también está disponible electrónicamente en un quiosco en ciertas ubicaciones.

Formulario de solicitud médica: este es un formulario azul que se usa para solicitar atención médica. Debe entregar el formulario completo directamente al personal médico durante la llamada para suministrar de comprimidos.

Formularios de pedido al Economato: se utilizan varios formularios diferentes para pedir alimentos específicos, materiales de escritura y artículos de higiene. Todos estos formularios están disponibles en su área de vivienda.

Permiso para tratamiento médico de un menor: este formulario le permite delegar el control temporal de las decisiones médicas para el tratamiento de su hijo menor en una persona específica. Obtenga este formulario solicitándolo a su encargado de alojamiento.

Formulario de aprobación de visitante: este es un formulario electrónico disponible en línea. Todos los visitantes deben tener una dirección de correo electrónico y completar el proceso de aprobación en línea en stanislausca.gtlvisitme.com antes de que puedan realizar una visita.

Formulario de apelación del visitante: si a su visitante se le ha denegado la aprobación para la visita, puede apelar la decisión. El formulario de apelación está disponible en línea en www.scsdonline.com. Este formulario debe ser completado en su totalidad. Hay un espacio para que la persona explique claramente las circunstancias con respecto a su apelación. Este formulario se puede enviar a cualquier centro de detención del Condado de Stanislaus y se remitirá a la Administración para su revisión.

Solicitud de formulario de pase: este formulario se envía al sargento de operaciones del centro. Se usa de acuerdo con la PC 4018.6 (Liberación Temporal del Alguacil por emergencias familiares o preparación para el regreso a la comunidad).

Formulario de reclamo y apelación: este formulario es un formulario verde triplicado. Se utiliza para informar asuntos específicos que usted considera deficientes en relación con sus condiciones de confinamiento. Si desea informar un problema, complete este formulario y envíelo al encargado de turno. El personal del centro tiene 15 días para responder. Como recordatorio, los reclamos falsos o frívolos están sujetos a medidas disciplinarias.

Formulario de investigación legal y asociados LRA: este formulario se utiliza para solicitar materiales de investigación legal. Hay instrucciones impresas en el reverso del formulario. Este es un servicio de biblioteca jurídica.

Solicitud del Programa de Trabajo Alternativo: complete este formulario para solicitar el Programa de Trabajo Alternativo (AWP). Este programa está disponible para personas encarceladas con sentencias de menos de 365 días. Aquellos reclusos que reúnen ciertos requisitos pueden trabajar en la comunidad en lugar de completar su condena en la cárcel. La Oficina de AWP revisa la solicitud y determina su elegibilidad.

Solicitud del Programa de Monitoreo Electrónico: se puede obtener una solicitud de monitoreo electrónico y arresto domiciliario enviando un formulario de solicitud de recluso a la Oficina de Alternativas a la Cárcel. Este programa está disponible para personas encarceladas sin importar la duración de su reclusión. Si se acepta la solicitud, se cobra una tarifa diaria al participante mientras está en el programa.

Aviso de detención: este formulario también se llama Formulario 1381. Se usa cuando una persona encarcelada ha sido condenada localmente a 90 días o más y tiene un caso pendiente en otro condado.

Solicitud de formulario de comparecencia ante el tribunal: este formulario se completa cuando una persona encarcelada desea hablar con un juez sobre la modificación de la sentencia.

Solicitud de libertad condicional del alguacil: La libertad condicional del alguacil está abierta a cualquier persona encarcelada sentenciada que haya completado 1/3 de su reclusión. Para verificar la elegibilidad, las solicitudes son revisadas por tres miembros de la Junta de Libertad Condicional. Los términos y condiciones son establecidos por la Junta de Libertad Condicional cuando se concede la libertad condicional. En este programa, el participante puede volver a unirse a la comunidad, pero seguirá siendo supervisado por el personal de Alternativas a la Cárcel hasta que caduque su libertad condicional.

Solicitud de papeleta de cuidado personal: las personas encarceladas indigentes con \$2.00 o menos en su cuenta de efectivo y que no hayan pedido o recibido economato durante 2 semanas pueden usar este formulario para solicitar artículos de higiene.

TRABAJO PARA PERSONAS ENCARCELADAS:

Si lo despiden de un puesto de trabajador encarcelado, no será elegible para ningún otro puesto durante 30 días sin la aprobación del supervisor de turno.

- A. Las personas encarceladas sentenciadas deben trabajar cuando se las asigna a un equipo de trabajo.
- B. Las personas encarceladas sin sentencia pueden ofrecerse como voluntarias para asignaciones de trabajo.
 1. La elegibilidad para trabajar se basa en su estado de clasificación y cargos.

Mientras está en el trabajo, sigue siendo una persona encarcelada bajo la custodia del alguacil del condado de Stanislaus y todos los reglamentos y normas de las instalaciones se aplican a usted.

- A. Usted no tiene permitido fumar ni poseer productos de tabaco.
- B. No se le permite llevar artículos con usted al trabajo o de este.
- C. Deberá someterse a un registro sin ropa al regresar a las instalaciones.

Las condiciones de trabajo de la persona encarcelada cumplirán con todas las leyes y reglamentaciones de seguridad laboral aplicables de conformidad con la Ley de Salud y Seguridad Ocupacional de California.

Las normas para los trabajadores privados de libertad son las siguientes:

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- A. Preséntese para cumplir con las tareas de servicio con prontitud y vestido con la ropa adecuada.
- B. Debe estar completamente vestido mientras trabaja. No puede trabajar vestido con una camiseta o con el torso desnudo.
- C. Use y emplee adecuadamente todo el equipo de protección que se le entregue.
- D. Complete todas las tareas asignadas de manera ordenada lo mejor que pueda.
- E. Siga las instrucciones y órdenes de su supervisor.
- F. Trate a su supervisor y al público con respeto.
- G. Mantenga el aseo personal y las normas de higiene.
- H. Informe todas las lesiones inmediatamente a su supervisor.
- I. Permanezca en el área que se le asignó. Usted puede ser imputado penalmente si sale de su estación sin la aprobación del supervisor.

FONDOS PARA PERSONAS ENCARCELADAS

Los fondos solo se pueden colocar en la cuenta de dinero de una persona a través del sistema Touch-Pay.

- A. No se aceptan dinero en efectivo, cheques certificados, cheques de caja o giros postales a través del correo; se devolverán al remitente.

La siguiente información es necesaria para colocar fondos en una cuenta:

Localizador del centro n.º 295354
Condado de Stanislaus, CA
Número de reserva de la persona
Nombre de la persona

El sistema Touch-pay acepta Visa, MasterCard, tarjetas de débito, cheques electrónicos o efectivo (solo en quioscos).

Hay tres formas de colocar fondos en una cuenta:

- A. **Quiosco:** La moneda de los Estados Unidos puede depositarse en la cuenta de una persona en el vestíbulo del Centro de Detención del Alguacil, el Centro de Seguridad Pública y el Centro REACT.
- B. **Teléfono:** para depositar dinero por teléfono, tiene que disponer de una tarjeta de débito Visa o MasterCard o información personal de la cuenta de cheques. Llame al 1-866-232-1899 (llamada gratuita). Siga las instrucciones de voz. Al completar la transacción, recibirá un número de confirmación.
- C. **Internet:** para depositar dinero por Internet: tiene que disponer de una tarjeta de débito Visa o MasterCard o información personal de la cuenta de cheques. Vaya a <http://payments.touchpaydirect.net> y siga las indicaciones en pantalla. Una vez completada la transacción, recibirá un

número de confirmación. Deberá tener una cuenta de correo electrónico para obtener un recibo.

1. Hay un recargo por el servicio para utilizar este sistema. Los estados de cuenta de facturación o cheques mostrarán Touch-Pay Direct o Correctional Payment Services como el beneficiario.
2. A menos que lo autorice el comandante del centro, no se permitirá que las personas desembolsen dinero, excepto dentro de las primeras 24 horas después de la reserva. Si se aprueba, la persona debe transferir todo su dinero en su cuenta.
 - a. El dinero no se puede transferir de la cuenta de una persona a la cuenta de otra.
 - b. El dinero de una persona no se entregará a las personas que hayan estado encarceladas dentro de los 30 días.
3. Todo el dinero encontrado en una persona después de regresar de una visita, equipo de trabajo o en cualquier momento durante el encarcelamiento será confiscado y se podrá depositar en el Fondo General del Condado de Stanislaus.

LIBERACIÓN DE FONDOS Y PROPIEDAD DE PERSONAS ENCARCELADAS

Una persona encarcelada no puede liberar ninguno de sus fondos, excepto en los siguientes casos:

- A. Dentro de las primeras 24 horas posteriores a la reserva.
- B. A menos que sea autorizado por el comandante del centro.
- C. A menos que sea autorizado por solicitud escrita de las personas encarceladas a la Unidad de Alternativas a la Cárcel.
 1. Los fondos se liberan mediante tarjetas Touch Pay, como tarjetas de crédito o débito. No se libera dinero en efectivo.

Una persona encarcelada puede entregar sus bienes personales a una persona designada. La persona debe tener una identificación válida con fotografía para recibir la propiedad.

- A. Se puede completar un formulario de solicitud de persona encarcelada para solicitar la entrega de propiedad personal a una persona específica.

Una persona encarcelada sentenciada a prisión puede entregar su ropa y propiedad personal.

- A. El Departamento Correccional y de Rehabilitación de California no almacenará su ropa ni sus bienes, pero los enviará por correo a un lugar designado a su cargo.
- B. El Departamento del Alguacil del Condado de Stanislaus no almacenará ni enviará su ropa o propiedad por correo.
- C. La persona encarcelada también puede donar su ropa al fondo para indigentes presentando un formulario de Solicitud para personas encarceladas.

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NOTIFICACION CONSULAR

Si usted es un ciudadano extranjero, tiene derecho a que el Departamento del Alguacil notifique a los representantes consulares de su país aquí en los Estados Unidos. En algunos casos, la oficina consular más cercana debe ser notificada sin demora de su arresto, independientemente de sus deseos.

- A. Los funcionarios consulares de su país pueden ayudarlo a obtener asesoría legal, comunicarse con su familia y visitarlo mientras esté detenido.
- B. Si desea que el Departamento del Alguacil notifique a los funcionarios consulares de su país, puede solicitar esta notificación en los formularios de solicitud de una persona encarcelada, ahora o en cualquier momento en el futuro.
- C. Una vez que se notifique a los funcionarios consulares, pueden llamarlo o visitarlo.

RECEPCIÓN DE ROPA PARA JUICIO POR JURADO

Es posible que le envíen ropa al Centro de Detención de Stanislaus para un juicio con jurado, 48 horas antes del comienzo del juicio.

- A. Es posible que se le cambie la ropa durante el juicio.
- B. Esto debe hacerse durante las horas de visita.
- C. Puede tener un juego completo de ropa e intercambiar artículos uno por uno. No se aceptan cinturones o corbatas en el centro. Estos artículos le son entregados por su abogado en la corte.
- D. El personal solo aceptará lo que deberá usar para la próxima comparecencia ante el jurado. No se almacenará el excedente de ropa.

CLASIFICACIÓN

El sistema de clasificación está diseñado para asignar adecuadamente a las personas encarceladas a unidades de alojamiento y actividades de acuerdo con las categorías de sexo, edad, complejidad penal, gravedad del delito imputado, necesidades de salud física o mental, comportamiento agresivo o no agresivo y otros criterios que contemplarán la seguridad de los internos y del personal.

- A. Las personas encarceladas deben informar al personal de inmediato si tienen alguna preocupación por su seguridad.
 - 1. La clasificación realiza una revisión automática de su estatus después de los primeros 30 días de reclusión y cada 60 días a partir de entonces.
 - 2. Las revisiones se realizan a intervalos regulares o en cualquier momento en que se reciba información que afecte al estatus de una persona.
 - 3. Puede solicitar una revisión de su estado de clasificación enviando un formulario de solicitud de personas encarceladas a Clasificación.

DERECHOS Y PRIVILEGIOS DE LAS PERSONAS ENCARCELADAS

Usted tiene derecho a:

- A. Esperar ser tratado con equidad, imparcialidad y respeto.

- B. Gozar de libertad de afiliación religiosa y culto religioso voluntario.
- C. La atención médica incluye comidas nutritivas, ropa de cama y prendas adecuadas y limpias, la oportunidad de ducharse regularmente, ventilación adecuada para recibir aire fresco y cálido, ejercicio regular y períodos fuera de la celda, artículos de tocador y acceso a tratamiento médico y dental.
- D. Recibir visitas razonables y contacto telefónico con sus abogados.
- E. Poder acceder de manera razonable a los materiales legales disponibles.
- F. Mantener correspondencia postal con todos los organismos y personas.
- G. Recibir visitas, llamadas telefónicas y correspondencia de su familia y amigos.
- H. Ser informado de las normas, las reglamentaciones, los procedimientos y los horarios que lo afectan directamente durante su encarcelamiento.

Sus derechos están protegidos por la ley y usted no puede ser privado de ellos. Sin embargo, puede que sea necesario modificar sus derechos, como resultado de su comportamiento, para garantizar los derechos de todas las personas encarceladas, así como la seguridad del centro.

- A. Todos los servicios y funciones que no figuran como derechos de la persona encarcelada son privilegios de la persona encarcelada. Los privilegios se mantienen mediante un comportamiento positivo y racional. El comportamiento negativo o irracional puede dar lugar a la pérdida de privilegios.

DERECHOS DE LA PERSONA ENCARCELADA EMBARAZADA

- A. Todas las personas encarceladas embarazadas y lactantes recibirán información relacionada con la atención médica prenatal, la atención médica posparto, la educación sobre el parto y el cuidado infantil. Las reclusas embarazadas ocuparán una litera inferior en un nivel inferior durante su embarazo. Los extractores de leche deben estar disponibles para las madres lactantes.
- B. Las reclusas embarazadas tienen derecho a la determinación de los servicios médicos y la recepción de dichos servicios del médico y cirujano de su elección.
- C. Todos los gastos incurridos por los servicios de un médico y cirujano cuyos servicios no sean proporcionados por el Departamento del Alguacil del Condado de Stanislaus correrán a cargo de la persona.
- D. Todo médico que brinde servicios de conformidad con esta sección deberá poseer un certificado válido y no revocado para participar en el ejercicio de la medicina.

- 1. La persona será responsable de los costos incurridos al proporcionar la custodia y seguridad necesarias de la persona (vigilancia).

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- E. Las personas encarceladas tendrán derecho a citar y recibir los servicios de un médico para confirmar el embarazo, continuar el embarazo u optar por el aborto. Una persona encarcelada también puede solicitar ver a su propio médico, enfermera practicante, enfermera partera certificada o asistente médico a su cargo.
- F. El asesoramiento y la asistencia se brindan de acuerdo con los deseos expresados de la paciente embarazada con respecto a su embarazo, ya sea que la persona elija quedarse con el niño, utilizar los servicios de adopción o tener un aborto.
- G. Una persona encarcelada que exprese el deseo de interrumpir el embarazo, o que desee recibir asesoramiento sobre el tema, será remitida a Planned Parenthood para obtener más información sobre todas las opciones disponibles para ella.
- H. A las personas encarceladas embarazadas se les dará el máximo nivel de privacidad posible durante el trabajo de parto y el parto.
- I. Las personas encarceladas embarazadas pueden optar por tener una persona de apoyo presente durante el trabajo de parto, el parto y la recuperación posparto mientras están hospitalizadas. La persona de apoyo puede ser un visitante aprobado o personal de salud designado por el departamento para ayudar con la atención prenatal, el trabajo de parto, el parto, la lactancia y la atención posparto.
1. La aprobación de la persona de apoyo se establecerá a través de un formulario de solicitud de visitante.
 - a. Si se deniega la solicitud de una persona de apoyo elegida, se proporcionará por escrito el motivo de la denegación a la persona encarcelada dentro de los 15 días hábiles posteriores a la recepción de la solicitud.
- J. A las personas encarceladas que deseen proporcionar leche materna a su bebé o niño pequeño durante su reclusión o mantener su suministro de leche para reanudar la lactancia de su bebé o niño pequeño después de ser liberadas se les brindará la oportunidad de hacerlo en el momento de la ingesta, después del parto o en cualquier momento posterior cuando permanezca su suministro de leche.
1. Se entregará a la persona encarcelada un extractor de leche manual o eléctrico con instrucciones para su uso. La familia, los amigos u otras agencias pueden proporcionar una bomba eléctrica o manual personal con aprobación de la custodia para su uso.
 - a. A las personas encarceladas se les darán instrucciones para lavarse las manos con agua y jabón antes de la extracción, y lavar la bomba con agua y jabón después de cada uso.
 2. La leche materna se bombeará a bolsas o biberones de leche limpia proporcionados por un familiar, un amigo u otra agencia. Los recipientes se marcarán con el nombre de la persona encarcelada, el número de identificación y la fecha/hora de la extracción de leche, y luego se colocarán en un refrigerador o congelador

designado hasta que una persona designada los recoja para transportarlos al bebé/niño pequeño todos los días.

- a. La persona designada para recoger la leche materna firmará y fechará el Registro de transferencia de leche materna cada vez que se recojan los recipientes para transportarlos al bebé/niño pequeño.

- b. Cualquier leche que no se recoja dentro de los siete (7) días será desechada.

3. En la primera visita a la clínica de la persona encarcelada, el personal de salud le informará sobre las normas y políticas que rigen a las personas embarazadas, incluidas, entre otras, las disposiciones de las secciones 4023.5, 4023.6, 4023.8, 4028, 6030 del Código Penal de California y las Ley de Privacidad Reproductiva, Artículo 2.5 (a partir de la Sección 123460) del Capítulo 2 de la Parte 2 de la División 106 del Código de Salud y Seguridad.

COMPORTAMIENTO ESPERADO DE LA PERSONA ENCARCELADA:

Nuestra expectativa es que cumplirá con todas las normas, reglamentos y pautas de comportamiento mientras se encuentre alojado en este centro. En general, nuestras expectativas son que usted:

- A. Respete todas normas y reglamentos.
- B. Siga todas las directivas y solicitudes del personal.
- C. Esté vestido adecuadamente; si la ropa entregada o solicitada es demasiado grande, se entregará un nuevo conjunto de ropa que no le quede floja o "colgando".
- D. Siempre use su brazalete o tarjeta de ID para una identificación adecuada.
- E. Respete la propiedad del centro y la propiedad personal de los demás.
- F. Mantenga su litera asignada, su baúl para efectos personales y el área común circundante de la celda de manera limpia, ordenada e higiénica.
- G. Mantenga los estándares diarios de higiene personal.
- H. Trate a los demás con respeto. No profiera agravios raciales, insultos o malas palabras.
- I. No se comporte de manera ruidosa y perturbadora.
- J. Se prohíbe escupir en las aceras, pisos, paredes o cercas o en cualquier otra superficie o propiedad del centro.

I LIOTECA UR DICA

El centro proporciona servicios de biblioteca jurídica a través de Legal Research Associates (LRA). LRA es un proveedor competente de material de investigación legal adaptado.

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- A. El programa ofrece investigación supervisada por un abogado e investigación realizada por personas capacitadas en materia jurídica.
 - B. Las solicitudes de personas encarceladas se priorizan y las respuestas se individualizan.
 - C. La investigación legal es accesible para todas las personas encarceladas y los materiales clave de investigación legal se actualizan diariamente.
 - D. Las personas encarceladas pueden completar un formulario de solicitud de LRA y colocarlo en el buzón de correo saliente. Los formularios de solicitud de LRA se encuentran en el salón de su unidad de alojamiento.
 - E. Las personas encarceladas tienen permitido enviar 2 formularios de Solicitud desde el día 1 al día 15 del mes y otros 2 formularios de solicitud desde el día 16 hasta el final del mes.
- b. Stanislaus County Sheriff's Detention Center
200 East Hackett Road
Modesto, CA 95358
 - c. Su nombre, número de reserva y asignación de alojamiento
 - d. Stanislaus County Sheriff's REACT Facility
194 East Hackett Road
Modesto, CA 95358
- 4. No hay límite para la cantidad de correo saliente que puede enviar, siempre que tenga el franqueo suficiente.
 - a. Los sellos se pueden comprar a través del Economato.
 - b. Las personas encarceladas pueden comunicarse con otras personas reclusas utilizando el Servicio Postal de los Estados Unidos.
 - c. Las personas encarceladas con \$2.00 o menos en su cuenta de efectivo y que no hayan pedido o recibido suministros de economato durante dos semanas pueden recibir 2 cartas con franqueo pagado y sin cargo para correspondencia personal cada semana. La semana comienza el domingo. El correo legal es ilimitado para las personas encarceladas indigentes.

CORRESPONDENCIA

El correo entrante se entregará cada semana, de lunes a sábado. Todo el correo entrante se abrirá, escaneará e inspeccionará en busca de contrabando antes de la entrega, con excepción del correo legal. El correo legal se abre y se inspecciona en busca de contrabando en presencia de la persona encarcelada a la que va dirigido. El correo legal es correo entre una persona encarcelada y:

- A. Todos los funcionarios estatales y federales.
- B. Todos los funcionarios estatales y federales nombrados por el Gobernador o el Presidente de los Estados Unidos.
- C. Todos los funcionarios de la ciudad, del condado, estatales y federales que tienen la responsabilidad de la custodia actual, previa o anticipada de la persona encarcelada y la supervisión de libertad condicional o libertad bajo palabra.
- D. Todos los jueces y tribunales estatales y federales.
- E. Un abogado que sea miembro de un colegio de abogados del estado.
- F. Auditores certificados en virtud de PREA y entidades relacionadas con PREA.
- G. La Junta de Correccionales del Estado y de la Comunidad.
 - 1. El correo legal se puede abrir y buscar contrabando en su presencia. El correo legal saliente debe ser entregado a un agente para un control de contrabando y el sellado del sobre.
 - 2. El correo saliente se coloca en el buzón ubicado en el salón social de la unidad de alojamiento. Este correo será recogido diariamente por el oficial de vivienda del cementerio y colocado en un buzón del servicio postal de los EE. UU.
 - 3. Su dirección de correo es:
 - a. Su nombre, número de reserva y asignación de alojamiento

No se aceptarán efectivo, giros postales, cheques certificados, cheques personales o sellos postales por correo.

Lo siguiente no es aceptado por correo. El correo que contenga cualquiera de estos artículos se devolverá al remitente o se destruirá como contrabando.

- A. Correo que contenga fotografías Polaroid, cualquier tipo de imágenes o dibujos de desnudos o de desnudos parciales, escritos de pandillas o calcomanías decorativas en relieve.
- B. Cartas en sobres que puedan ocultar el contrabando.
- C. Cheques personales, tarjetas de felicitación y tarjetas postales.
- D. Artículos que se puedan obtener en Economato.
- E. Correo que contenga sustancias como polvos, líquidos, lápices labiales, etc.
- F. Cualquier material no considerado aceptable por el comandante de la instalación.
- G. Las imágenes que representan actos sexuales no están permitidas. Se consideran contrabando y serán destruidos.
- H. Escritos, fotos o representaciones vinculados con pandillas.

Con la aprobación previa por escrito del comandante del centro, se pueden recibir por correo revistas, publicaciones periódicas y libros, siempre que sean enviados directamente del editor o distribuidor. Las personas encarceladas son responsables de deshacerse del material fechado a medida que llega el nuevo material.

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LIBROS Y PUBLICACIONES PERIÓDICAS

Los libros están disponibles en el salón de su área de alojamiento.

- A. Puede tener en su poder un total de 5 libros o revistas, una Biblia y 1 periódico.
- B. Este total incluye libros personales que usted compró, así como libros y revistas de la biblioteca.
 - a. Los libros no se colocarán en propiedad personal.
- C. Las revistas deben ser ediciones actuales.
- D. Es su responsabilidad deshacerse de revistas y periódicos personales antes de recibir otros.
- E. El material de lectura religiosa se puede obtener enviando un formulario de solicitud de persona encarcelada al capellán del centro.

USO DEL TELÉFONO

Los teléfonos están ubicados en la sala de estar o en el patio de recreación de cada unidad. Los teléfonos están disponibles para su uso durante la recreación y el tiempo fuera de la celda.

- A. Todas las llamadas telefónicas son llamadas por cobrar. Las tarjetas telefónicas prepagas están disponibles para su compra a través de Economato.
 - 1. Para utilizar el teléfono, simplemente levante el auricular y siga las instrucciones publicadas.
 - 2. Las llamadas telefónicas se limitan a 15 minutos de duración para permitir el acceso telefónico a otros.
- B. Sus llamadas telefónicas pueden ser monitoreadas.
- C. Todas las llamadas telefónicas son solo salientes.
- D. El personal del centro no transferirá las llamadas entrantes ni recibirá mensajes telefónicos bajo ninguna circunstancia.
- E. A las personas encarceladas que tengan impedimentos auditivos o del habla se les proporcionará acceso al dispositivo de telecomunicaciones apropiado que facilitará la comunicación.

VOTO DE PERSONAS ENCARCELADAS

Las personas encarceladas del Condado de Stanislaus deberán cumplir con los siguientes requisitos para establecer la elegibilidad para votar en el Estado de California:

- A. Debe ser ciudadano de los Estados Unidos de América.
- B. Debe ser residente de California.
- C. Debe tener al menos 18 años de edad o más el día de la próxima elección o antes.
- D. No debe estar en prisión, en libertad condicional o bajo supervisión comunitaria posterior a la puesta en libertad debido a una condena por delito grave.
- E. No debe estar cumpliendo una sentencia en la cárcel del condado con condena por un delito grave de nivel bajo,

según lo define la Ley de Realineamiento de la Justicia Penal de 2011 (CJRA).

- F. No debe estar en libertad condicional como una alternativa a cumplir la parte final de una sentencia en la cárcel del condado con condena por un delito grave de nivel bajo definido por CJRA.
- G. No debe haber sido declarado mentalmente incompetente por un tribunal de justicia.
- H. No debe estar cumpliendo una pena de prisión estatal en una cárcel del condado en virtud de un contrato entre las autoridades estatales y locales.

Las personas encarceladas del condado de Stanislaus son elegibles para votar si:

- A. Están en una cárcel local debido a una condena por un delito menor.
- B. Están en una cárcel del condado como condición de libertad condicional cuando el dictado de la sentencia y la sentencia hayan sido suspendidos luego de una condena por delito grave.
- C. Están en espera de juicio o están actualmente en juicio y aún no han sido condenados por un delito.
- D. En libertad condicional completada o bajo supervisión comunitaria posterior a la puesta en libertad de una condena por delito grave.
- E. En período de prueba, a menos que el período de prueba sea una alternativa al cumplimiento de la parte final de una sentencia en la cárcel del condado por la condena de un delito grave de nivel bajo definido por CJRA.

Las personas encarceladas del Condado de Stanislaus pueden mantener correspondencia con el Secretario del Condado en su condado de residencia con el propósito de registrarse para votar y solicitar una boleta de votación en ausencia.

- A. Los materiales de votación están disponibles para las personas encarceladas que los soliciten.
- B. Todo el correo saliente relacionado con el votante, incluidos los formularios de registro de votantes y las boletas de voto por correo, se tratan en consonancia con el correo legal.

Si usted es residente del Condado de Stanislaus y desea votar, complete un formulario de solicitud y diríjalo al sargento de operaciones del centro indicando su deseo de votar. El sargento de operaciones le enviará un formulario de registro de votante.

- A. Si usted es residente del Condado de Stanislaus y desea votar con una boleta de votación en ausencia, puede recibir una boleta escribiendo a la Oficina del Secretario del Condado. Su dirección es 1021 "I" Street, Suite 101, Modesto, California, 95354.

Si usted es residente de otro condado, escriba a la Oficina del Secretario del Condado en su condado de residencia y solicite que le envíen un formulario de registro de votante. Puede obtener la dirección de cualquier oficina del secretario del condado a través del secretario legal.

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Use la dirección de su casa cuando complete el formulario de registro de votante. No utilice la dirección del centro como su dirección de devolución o su dirección de residencia.

- A. Si no tiene una dirección actual, use su última dirección conocida.

Coloque su formulario de registro de votante completado en el buzón como lo haría con cualquier otro correo personal.

- A. Es su responsabilidad proporcionar el franqueo para enviar por correo este formulario.

Las personas encarceladas indigentes, que deseen mantener correspondencia con el Secretario del Condado para registrarse para votar o para solicitar una boleta de votación en ausencia, usarán sus 4 cartas de franqueo pagado y sin cargo que se asignan.

- A. No se proporcionará franqueo adicional para este propósito.

RE LAS PARA VISITAS

El Departamento del Alguacil del Condado de Stanislaus reconoce la importancia de las personas encarceladas de los internos. Las oportunidades para mantener los lazos con la familia y la comunidad se proporcionarán a las personas encarceladas siempre que sea posible.

- A. Es política del Departamento del Alguacil del Condado de Stanislaus contemplar visitas de miembros de la familia, el clero, el asesor legal y otros, según lo permitan la seguridad y las cuestiones operativas.
- B. El personal se asegurará de que el proceso de visitas sea seguro y no interfiera con la seguridad o el funcionamiento de la instalación.
- C. No se permiten bebidas, alimentos, artículos de economato ni lápices en las salas de visitas.

La visita puede ser revocada en cualquier momento por razones disciplinarias o por violar las reglas de visita.

- A. Un visitante solo puede visitar a una persona encarcelada a la vez y una persona encarcelada por día, excluidos los visitantes oficiales.
- B. Solo podrá recibir 1 visita pública gratuita al día.
- C. Usted tiene derecho a 2 visitas gratuitas por semana, excluidas las visitas oficiales.
- D. Los trabajadores o las personas encarceladas del programa pueden tener derecho a hasta 3 visitas gratuitas por semana a discreción del comandante del centro o como parte de un programa específico.

Puede tener un número ilimitado de visitantes aprobados en la pantalla de resumen de contactos de su visita.

- A. Debido a las limitaciones de espacio, solo 4 visitantes por persona encarcelada pueden visitar al mismo tiempo.
- B. Los niños menores deben presentarse para su aprobación y cuentan para el número total de visitantes aprobados durante una visita.

1. Los niños menores de edad deben estar acompañados por sus padres o tutores legales durante la visita y se deben contar como visitantes programados al registrarse.
 2. El padre o tutor legal acompañante debe ser un visitante aprobado y presentar prueba de tutela si así lo solicitan los miembros del departamento.
- C. Solo 3 visitantes por persona encarcelada pueden visitar al mismo tiempo en una visita de contacto. Los niños menores deben presentarse para su aprobación y cuentan para el número total de visitantes aprobados durante una visita.
 - D. Usted puede rechazar una visita. Si rechaza a un visitante, esa persona puede ser eliminada de la lista de visitantes aprobados.
 1. Debe enviar un formulario de solicitud para personas encarceladas para eliminar personas de su lista de visitantes aprobados.

Horarios de visita:

La visita se realiza en días y horas programados según lo determine el comandante del centro.

- A. Un centro puede limitar o denegar las visitas durante las comidas o según lo faciliten las exigencias de seguridad.
- B. Los tiempos de visita están sujetos a cambios y la visita está programada para cumplirse por orden de llegada.
- C. Los horarios de visita se publican en el vestíbulo de cada centro o en línea en stanislausca.gtlvisitme.com.
 1. El horario de visita también se publica en el Centro de Visitas del Alguacil del Condado de Stanislaus, 801 11^a Street Modesto, CA 95354.

Todas las visitas tendrán una duración de 30 minutos, con un descanso de 30 minutos antes de que comience la visita siguiente (es decir, de 08:00 a 08:30, de 09:00 a 09:30, etc.) .

- A. Todos los visitantes deben presentarse y registrarse 30 minutos antes de su visita programada.
- B. Centro de Detención del Alguacil (PSC East y PSC West) y Centro REACT:
 1. Este programa se aplica a las visitas personales sin contacto y a las visitas por video.
 - a. Horario oficial de visitas: de 08:00 a 21:00 todos los días
 - b. No hay visitas los días miércoles.
 - c. De jueves a martes: 08:00 – 11:00, 12:00 – 16:00 y 19:00 – 21:00
 - d. Visita sin contacto físico: 11:00 – 12:00 y 16:00 – 19:00
- C. MHU1 y MHU2: este horario se aplica a las visitas sin contacto:

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1. Horario oficial de visitas: de 08:00 a 21:00 todos los días

a. Sábado:

Sesión 1: MHU2A	07:00	08:00
Sesión 2: MHU2A	08:30	09:30
Sesión 3: MHU2B	11:00	12:00
Sesión 4: MHU2B	12:30	13:30
Sesión 5: MHU2C	14:00	15:00
Sesión 6: MHU2C	15:30	16:30

b. Domingo:

Sesión 1: MHU1A	07:00	08:00
Sesión 2: MHU1A	08:30	09:30
Sesión 3: MHU1B	11:00	12:00
Sesión 4: MHU1B	12:30	13:30
Sesión 5: MHU1C	14:00	15:00
Sesión 6: MHU1C	15:30	16:30

Programación de visitas:

Se recomienda a los visitantes programar sus citas de visita en línea en stanislausca.gtlvisitme.com. Todas las visitas deben ser programadas electrónicamente en línea. Un quiosco de programación está disponible en el vestíbulo público del Centro de Detención del Alguacil y REACT para ayudar a los visitantes a programar sus visitas.

- A. Todos los visitantes potenciales deben tener una dirección de correo electrónico para registrarse para la aprobación de los visitantes y para programar las visitas.
- B. Visitas públicas:
 - 1. Las visitas públicas se pueden programar hasta 7 días antes de la visita.
 - 2. Como mínimo, se puede programar una visita pública 24 horas antes del tiempo real de la visita.
 - 3. Los visitantes públicos pueden hacer cambios o cancelar su cita de visita hasta 24 horas antes de la visita.

CODIGO DE VESTIMENTA DEL VISITANTE

Los visitantes deben cumplir con el código de vestimenta aprobado por el comandante del centro. Esta información está publicada en el Manual de Orientación y Reglas para Personas Encarceladas, en los vestíbulos de las instalaciones.

- A. Las exhibiciones hechas por visitantes de colores, símbolos, marcas o atuendos de pandillas que representan la afiliación a pandillas están estrictamente prohibidas en las áreas de visita o cuando se visita a las personas encarceladas durante las sesiones de visitas por video.
- B. El código de vestimenta de las visitas se aplicará estrictamente antes de la visita y durante esta. Las preguntas sobre la vestimenta apropiada se deben remitir al supervisor de turno para determinar si la visita se permitirá o no. Las violaciones del código de vestimenta incluyen, entre otras, las siguientes:
 - 1. Usar cualquier traje de baño.

- 2. Usar ropa que esté por encima de la mitad del muslo, incluidos pantalones, vestidos y faldas demasiado cortos.
- 3. Usar ropa transparente que incluya, entre otras, blusas transparentes o cualquier otra ropa que se considere atrevida.
- 4. Los visitantes deben llevar ropa interior. La ropa no debe ser transparente ni hacer visible los senos, independientemente del género del visitante.
- 5. Se prohíbe el uso de ropa como top tipo tubo, camiseta sin mangas o blusa de cuello halter que exponga un excesivo escote, el diafragma o los hombros, independientemente del sexo del visitante.
- 6. Está prohibido estar sin calzado.
- 7. No se permiten sombreros de ningún tipo.

REGLAS PARA LOS VISITANTES

Todos los visitantes se ajustarán a las siguientes reglas:

- A. Un visitante que no cumpla con estas reglas perderá todos los privilegios de visita. Un visitante que viole las reglas, las regulaciones o los procedimientos de visitas será escoltado del centro y se le negará la aprobación para visita. Todas las reglas de visita abordadas en esta sección se aplican a todas las visitas ofrecidas por el Departamento del Alguacil del Condado de Stanislaus que incluyen visitas en el sitio, fuera del sitio y visitas desde el hogar o a través de una conexión por Internet.
 - a. Los visitantes deben cumplir con el código de vestimenta aprobado por el comandante del centro.
 - b. Llevar armas de fuego, explosivos, bebidas alcohólicas, narcóticos y sustancias controladas a un centro de detención es un delito y es causa de arresto.
 - c. A los visitantes que parezcan estar bajo la influencia del alcohol o las drogas no se les permitirá hacer la visita y pueden estar sujetos a arresto.
 - d. A los visitantes que no puedan supervisar adecuadamente a sus hijos mientras se encuentran dentro de las instalaciones no se les permitirá hacer la visita y se les pedirá que abandonen las instalaciones. Los visitantes que molesten o provoquen disturbios que deriven en un delito pueden ser arrestados. Si un visitante es escoltado para salir de la instalación por un comportamiento perturbador, se le negará la aprobación de la visita hasta que el comandante de la instalación vuelva a aprobarla.
 - e. Los visitantes no le darán ni le quitarán nada a una persona encarcelada, sin la aprobación previa del supervisor de turno.

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- B. No se puede llevar ni traer nada de una visita sin el permiso previo del supervisor de turno.
- a. Esto incluye artículos del economato, chaquetas, gorras de servicio y correo. Estos artículos serán confiscados, pueden considerarse contrabando y ser destruidos. Estas acciones pueden derivar en medidas disciplinarias.
- C. Se prohíbe cualquier contacto entre una persona encarcelada y un visitante, como un abrazo, un apretón de manos o un beso breve.

Usted puede recibir visitas diarias de su abogado o asesor legal, según sea necesario. No hay restricciones en cuanto al número de visitas de abogados que pueda tener o su duración, con excepción de las horas de visita establecidas o durante una emergencia declarada.

VISITA DE VIDEO

El Departamento del Alguacil del Condado de Stanislaus y el proveedor de visitas de video no son responsables de la calidad de la conexión a Internet y Wi-Fi de los visitantes. El Departamento del Alguacil tampoco es responsable de la configuración o el funcionamiento de la computadora del hogar o del trabajo de los visitantes, la cámara web y cualquier otro hardware que se utilice para las visitas de video.

- A. Todas las visitas públicas de video son monitoreadas.
- B. La visita oficial no es controlada.

El público puede realizar visitas de video usando los siguientes métodos:

- A. Quiosco en el Centro de Detención del Alguacil: Vestíbulo público de SDC East durante las horas de visita.
- B. Desde su casa u oficina usando una computadora personal durante las horas de visita.
- C. Desde un teléfono inteligente o una tableta con la aplicación de visitas durante las horas de visita.

Cuando se programa una cita, se le da al visitante un horario de cita y una ubicación del quiosco. El visitante debe informar o realizar la cita de visita desde la ubicación especificada.

- A. La visita comenzará a la hora programada precisa. No se harán cambios o modificaciones una vez que la visita haya sido asignada. Si el visitante llega tarde a una cita programada de la visita, la visita no se llevará a cabo. La visita cancelada no contará para las visitas asignadas de la persona encarcelada durante la semana.
- B. Si la persona encarcelada o el visitante finaliza la visita antes de que haya terminado el tiempo, se completa la sesión de visita. La visita no será reiniciada o reprogramada.
- C. Si se determina que hay una falla de funcionamiento, pérdida de energía u otro problema con la programación del departamento o el equipo de visitas, la visita puede ser reprogramada a discreción del supervisor de turno.

- D. No se programarán las visitas médicas, judiciales, de instalaciones, etc. de las personas encarceladas que tengan otras citas pendientes. Estas visitas pueden ser programadas cuando la cita esté completa.

DISCIPLINA

Apelación: el proceso por el cual una persona encarcelada solicita una revisión administrativa de una medida disciplinaria.

Audiencia disciplinaria: un procedimiento administrativo no judicial para determinar si existe evidencia sustancial para encontrar a una persona encarcelada culpable o no culpable de la violación de una regla.

Oficial de disciplina: El oficial de disciplina tiene autoridad para aprobar o imponer sanciones disciplinarias de acuerdo con la gravedad de las violaciones.

Disciplina formal: se envía un informe de incidentes y un oficial de disciplina lleva a cabo una audiencia formal, de acuerdo con las limitaciones de tiempo establecidas.

Disciplina informal: es el asesoramiento, una advertencia o una reprimenda verbal por parte del personal del establecimiento.

Separación previa a la audiencia: el confinamiento de una persona encarcelada en una habitación individual hasta que se complete una investigación o se programe una audiencia.

Actos prohibidos: violaciones de los estatutos federales, estatales, del condado o locales, o violaciones de las reglas de la instalación que tienen un efecto adverso en una persona encarcelada o en el buen orden general de la instalación.

Sanciones: acciones específicas que se imponen para prohibir los actos como un medio para fomentar la buena conducta y prevenir las violaciones.

- A. Las sanciones disciplinarias incluyen, entre otras, las siguientes:
1. Advertencia verbal o reprimenda.
 2. Suspensión de privilegios.
 3. Confinamiento en cuarteles (CTQ) o en celda.
 4. Separación disciplinaria.
 5. Pérdida de créditos acumulados por buen comportamiento y tiempo de trabajo.

Separación disciplinaria: la medida disciplinaria asignada a una persona encarcelada como resultado de violar las reglas de la instalación y que consiste en el confinamiento en una celda o dormitorio por un período específico.

- (a) Cuando se coloca a una persona encarcelada en separación disciplinaria, pierde todos los privilegios de recreación, visitas y economato (aceptar artículos de higiene y correspondencia) hasta que caduque el período de separación disciplinaria.

Se requiere que cumpla con todas las leyes del condado, estatales y federales, los reglamentos de las instalaciones y las directivas del personal para la seguridad y protección de todo el personal y las personas encarceladas.

- (a) Violar estas reglas y leyes puede derivar en sanciones disciplinarias, enjuiciamientos civiles o penales.

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Los actos prohibidos deben incluir, entre otros, los siguientes actos, ya sean actos cometidos o que haya tentativa de cometerlos.

Categorías de actos prohibidos:

PAC 1	Importante	Adulteración de alimentos o bebidas
PAC 2	Importante	Incendio provocado
PAC 3a	Importante	Agresión/personal
PAC 3b	Importante	Agresión/Personas encarceladas
PAC 3c	Importante	Violencia/personal
PAC 3d	Importante	Agresión/Personas encarceladas
PAC 4	Importante	Intento de suicidio
PAC 5	Importante	Destruir, alterar o dañar la propiedad de la cárcel
PAC 6	Imp./men.	Conducta perturbadora
PAC 7	Importante	Involucrarse/alentar manifestaciones de grupos
PAC 8	Importante	Participar en actos sexuales
PAC 9	Importante	Escapar/intentar escapar
PAC 10	Importante	Extorsión
PAC 11	Menor	No mantenerse limpia la persona ni el lugar
PAC 12	Importante	No proporcionar una identificación adecuada
PAC 13	Importante	No presentarse al recuento
PAC 14	Menor	Fumar
PAC 15	Importante	Pelear
PAC 16	Importante	Presentar o hacer un informe falso
PAC 17	Importante	Apostar
PAC 17a	Importante	Atuendo/grafiti de pandillas
PAC 18	Importante	Dar/ofrecer artículos de valor al personal
PAC 19	Importante	Homicidio
PAC 20	Menor	En área no autorizada
PAC 21	Importante	Exposición indecente
PAC 22	Menor	Insubordinación/insolencia
PAC 23	Importante	Interferencia en los deberes/responsabilidades del personal
PAC 24	Importante	Interferir en el recuento
PAC 25	Menor	Tirar basura
PAC 26	Importante	Pérdida de personas Puesto/Trabajo
PAC 27	Importante	Linchamiento
PAC 28	Importante	Fabricación, posesión o uso de sustancias tóxicas
PAC 29	Importante	Hacer propuesta o amenaza sexual a otro
PAC 30	Importante	Conducta maliciosa
PAC 31	Menor	Simular, fingir estar enfermo
PAC 32	Importante	Mal uso de la medicación
PAC 33	Importante	Alfombras, muebles o ropa de cama con artículos iluminados
PAC 34	Importante	Posesión del brazalete de otro recluso
PAC 35	Importante	Posesión de la propiedad de otro recluso
PAC 36	Importante	Posesión de drogas
PAC 37	Menor	Exceso de artículos entregados en Economato (ropa, ropa de cama, etc.)
PAC 38	Importante	Posesión de todo el equipo de juegos de azar
PAC 39	Importante	Posesión de contrabando, tráfico
PAC 40	Importante	Posesión de ropa no autorizada (civil)
PAC 41	Importante	Posesión de armas
PAC 42	Menor	Publicación de artículos en paredes, luces o accesorios
PAC 43		Imp./men. Proporcionar información falsa al personal

PAC 44	Importante	Negativa a proporcionar muestra de orina
PAC 45	Importante	Negativa a trabajar
PAC 46	Importante	Negativa a obedecer órdenes
PAC 47	Importante	Delitos sexuales/Participación en actos sexuales ilegales
PAC 48	Importante	Manipulación de cualquier dispositivo de alarma
PAC 49	Importante	Manipulación de dispositivos de cierre o bloqueo
PAC 50	Importante	Manipulación con sistemas o dispositivos de las instalaciones
PAC 51	Menor	Sistema de tatuaje
PAC 52	Importante	Robo
PAC 53	Importante	Amenazar a un miembro del personal
PAC 54	Menor	Contacto no autorizado con el público
PAC 55	Menor	Uso no autorizado del teléfono
PAC 56	Menor	Ausencia injustificada en el trabajo
PAC 57	Imp./men.	Estar bajo la influencia de alcohol o drogas
PAC 58	Imp./men.	Uso de lenguaje abusivo u obsceno
PAC 59	Importante	Uso o posesión de equipos o herramientas no autorizados
PAC 60	Imp./men.	Violación de correspondencia
PAC 61	Importante	Violación de las leyes penales
PAC 62	Menor	Violación de las reglas de la persona encarcelada
PAC 63	Imp./men.	Violación de las reglas de la unidad de alojamiento
PAC 64	Menor	Violación de las reglas del programa
PAC 65	Menor	Violación de las reglas de visita
PAC 66	Importante	Uso de un disfraz o máscara
PAC 67	Importante	Coerción por el uso de la fuerza o amenazas
PAC 68	Importante	Crímenes motivados por el odio
PAC 69	Importante	Destrucción o intento de destruir evidencias
PAC 70	Importante	Avances o gestos inapropiados hacia el personal

VIOLACIONES IMPORTANTES Y MENORES

Las violaciones de las reglas se clasifican como importantes o menores, dependiendo de si es probable que el comportamiento cause un peligro directo a la salud y seguridad de otras personas encarceladas, personal o que interfiera significativamente en la seguridad de las instalaciones.

Las violaciones menores se pueden manejar de manera informal o formal a discreción del personal. Se alienta a los miembros del personal a resolver incidentes menores de manera informal a través de asesoramiento, advertencia o reprimenda.

A. Dos o más violaciones menores de actos prohibidos pueden considerarse una violación importante.

Las violaciones importantes se abordan de manera formal. La disciplina formal requiere:

- A. Un informe de incidente.
- B. La aprobación del supervisor de turno.
- C. La entregar de una copia del informe de incidentes a la persona encarcelada en la que se indiquen los cargos.
- D. Una audiencia formal llevada a cabo por un oficial de disciplina para determinar la disposición.

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AUDIENCIA DISCIPLINARIA

Las audiencias disciplinarias son audiencias administrativas y están separadas del enjuiciamiento civil o penal.

A. Los delitos graves se procesan civil o penalmente.

Las audiencias disciplinarias se llevan a cabo dentro de las 72 horas posteriores a la notificación del incidente. La audiencia es conducida por un oficial de audiencia imparcial no involucrado en el incidente. Aunque el personal puede recomendar medidas disciplinarias, es responsabilidad y decisión del funcionario de audiencia disciplinaria imponer las sanciones o las medidas.

Usted tiene derecho a:

- A. Estar presente en la audiencia y hablar en su propio nombre.
- B. Recibir una copia del informe del incidente 24 horas antes de la audiencia disciplinaria.
- C. Recibir copias de todos los informes relevantes.
- D. Llamar a los testigos en su nombre.
 - 1. No puede llamar a los testigos cuando hacerlo podría poner en grave peligro la vida, la seguridad, la protección o el buen orden de la instalación.

El oficial de audiencia disciplinaria presenta un informe final en el que se describe la disposición de la audiencia. Las personas encarceladas reciben una copia de este informe en el que se explica la violación imputada y la disposición de las sanciones disciplinarias impuestas.

APELACIÓN DE PERSONA ENCARCELADA

Usted puede apelar tanto la medida disciplinaria formal como la informal.

- A. Complete un formulario de reclamo y apelación de personas encarceladas.
- B. Marque la casilla de apelación y envíe la apelación al Sargento de Administración.
- C. El Sargento de Administración revisará su apelación y aprobará, modificará o suspenderá la disciplina impuesta.
 - 1. Usted recibirá una notificación por escrito dentro de los 10 días.
 - 2. Usted tiene el derecho de apelar ante el Comandante del centro dentro de los 5 días de haber recibido la decisión de la apelación disciplinaria.

RECLAMOS DE PERSONAS ENCARCELADAS

Usted tiene derecho a reclamar:

- A. Condiciones de confinamiento como medio de resolución de problemas.
 - 1. Una persona encarcelada tendrá 14 días calendario a partir de la fecha de un incidente para generar un reclamo y presentarlo ante el personal.
 - 2. Un reclamo se realiza por escrito en un formulario de reclamo y apelación de persona encarcelada. Este formulario es aceptado por el personal de vivienda.

Las sanciones disciplinarias no son pasibles de reclamo, pero pueden ser apeladas.

- B. Los miembros del departamento tienen 15 días calendario para resolver y responder a un reclamo de la persona encarcelada.
 - 1. Una respuesta por escrito incluye el razonamiento por el que se tomó una decisión.
- C. Una respuesta inmediata en situaciones de emergencia.
- D. El derecho a presentar reclamos razonables sin temor a represalias o separación disciplinaria. Razonable no incluye reclamos excesivos, frívolos o presentados de mala fe.
- E. El Departamento del Alguacil de Stanislaus no proporcionará ni aceptará formularios de reclamos de ciudadanos de personas encarceladas en nuestras instalaciones.

Apelaciones de reclamos:

Cada intento de resolver un reclamo se realiza ante el personal competente más bajo. Cuando un miembro del personal no puede resolver un reclamo al nivel más bajo del personal, enviará el reclamo a un supervisor competente para una revisión administrativa.

- A. Una persona encarcelada puede apelar los resultados de un reclamo a través de la cadena de mando.
- B. El Sargento Administrativo, el Comandante de la Instalación y el Comandante de la División de Detención de Adultos tendrán 10 días hábiles para responder a una apelación.
- C. Una persona encarcelada tendrá 5 días calendario para apelar el resultado del reclamo, para una revisión administrativa, al siguiente nivel en la cadena de mando.
 - 1. Si la persona encarcelada no cumple con los límites de tiempo, el reclamo se considerará resuelto.

Las personas encarceladas pueden apelar los resultados de un reclamo médico ante el Gerente del Programa Médico, seguido por el Comandante del Centro y, por último, el Comandante de la División de Detención de Adultos.

- A. Se aplican los mismos requisitos de tiempo para las apelaciones de reclamos estándar.
- B. Si la persona encarcelada no cumple con los límites de tiempo, la apelación se considerará resuelta.

LEY PARA LA ELIMINACIÓN DE VIOLACIONES EN PRISIÓN PREA DE

La Ley para la Eliminación de Violaciones en Prisión de 2003 fue aprobada por el Congreso de los Estados Unidos y creada para la protección de los reclusos contra las agresiones sexuales por parte de otras personas encarceladas o miembros del personal, mientras se encuentran confinados en varias instalaciones o instituciones para adultos y jóvenes. El objetivo es prevenir, detectar y responder a los incidentes de abuso y agresión sexual de las personas encarceladas.

Política de tolerancia cero:

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El Departamento del Alguacil del Condado de Stanislaus mantiene una política de tolerancia cero con respecto a la persona encarcelada en caso de agresión sexual, abuso sexual, conducta sexual indebida y acoso sexual por parte de cualquier miembro del departamento, contratista independiente, voluntario u otras personas encarceladas.

- A. Todas las denuncias serán investigadas.
- B. Esta política se aplica a todas las personas encarceladas y personas empleadas por el Departamento del Alguacil del Condado de Stanislaus, incluidos voluntarios y contratistas independientes.

Derechos de la persona encarcelada en virtud de PREA:

- A. Aunque esté en la cárcel, usted todavía tiene derechos.
- B. La 8.ª Enmienda lo protege de "castigo cruel e inusual".
- C. El acoso y el abuso sexual son una forma de castigo cruel e inusual. Sus derechos constitucionales lo protegen de un castigo cruel e inusual.
- D. El acoso y abuso sexual no son parte de su sentencia.

Cómo hacer una denuncia:

No hay restricciones de tiempo para denunciar una acusación de agresión sexual. Si usted o alguien que conoce ha sido víctima o está siendo víctima de abuso sexual en la cárcel:

- A. Informe el incidente a cualquier miembro del personal (adjunto, médico, salud mental, cualquier persona, etc.).
- B. Puede enviar un formulario de solicitud para personas encarceladas al coordinador de PREA, a la Unidad de Asuntos Internos o al Médico.
- C. También puede llamar a cualquiera de los números de teléfono que figuran a continuación para informar cualquier incidente de abuso sexual.
 - 1. Como informantes por mandato, exigimos la presentación de un informe.
 - 2. Usted puede permanecer en el anonimato, pero si informa un incidente, dicho incidente será investigado.
 - 3. La presentación de un informe falso está sujeto a un proceso penal de conformidad con 148.5 PC.

Unidad de Investigación Pública del Procurador General de California

1.800.952.5225

Haven Women's Center of Stanislaus (los servicios se brindan independientemente del género)

618 13th Street

Modesto, CA 95354

Para obtener información: 209.524.4331

Línea de crisis las 24 horas: (209) 577-5980

La agresión sexual es:

- A. La agresión sexual incluye la violación o el intento de violación por parte de un extraño, un amigo u otra persona.
- B. La violación se define generalmente como relaciones sexuales forzadas. Es un delito de violencia cuando la víctima a menudo es dominada por el uso de la fuerza o la amenaza de la fuerza.
- C. La violación y otras formas de agresión sexual, incluidos los intentos de violación, cópula oral, sodomía y agresión sexual, representan la pérdida de poder personal.
- D. La intención del agresor por intrusión física es dominar, humillar, degradar o controlar a la víctima.

Si tiene miedo y se siente solo:

La sensación de estar asustado es normal, pero no está solo. Los servicios están disponibles para ayudarlo en este momento difícil, si decide utilizarlos.

- A. Servicios de salud mental
- B. Servicios médicos
- C. Los defensores de las víctimas brindan asesoramiento. La comunicación entre usted y un defensor de víctimas es confidencial.

Si ha sido víctima de una agresión sexual:

Usted debe tomar las siguientes medidas:

- A. No cambiarse ni quitarse la ropa.
- B. No ducharse, lavarse, usar el inodoro, cepillarse los dientes ni comer.
- C. Denunciar el incidente de inmediato a cualquier miembro del personal.

Si sigue estos pasos después de ser agredido sexualmente, esto ayudará a garantizar que se conserve cualquier evidencia y se realice una investigación adecuada.

- A. Recuerde que cuanto más espere para denunciar la victimización sexual, más difícil será realizar una investigación adecuada.

Se advierte a los perpetradores:

Si lo declaran culpable, lo someterán a sanciones disciplinarias y a un proceso penal.

RECLAMOS DE PERSONAS ENCARCELADAS Y LEY DE ELIMINACIÓN DE VIOLACIÓN EN PRISIÓN DE PREA

El Departamento del Alguacil del Condado de Stanislaus mantiene una política de tolerancia cero con respecto al recluso en caso de agresión sexual, abuso sexual, conducta sexual indebida y acoso sexual por parte de cualquier miembro del departamento,

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contratista independiente, voluntario u otras personas encarceladas.

- A. Los miembros del departamento deberán investigar a fondo cualquier denuncia de abuso sexual. Cuando lo justifique la evidencia; los miembros del departamento impondrán sanciones relativas que pueden incluir hasta el enjuiciamiento penal.

Acoso sexual: avances sexuales repetidos y no deseados, solicitudes de favores sexuales o comentarios verbales, gestos o acciones de naturaleza sexual despectiva u ofensiva por parte de un recluso dirigido a otro; y repetidos comentarios verbales o gestos de naturaleza sexual a una persona encarcelada por parte de un miembro del personal, contratista o voluntario, incluidas referencias degradantes al género, comentarios sexualmente sugestivos o despectivos sobre el cuerpo o la vestimenta de una persona, o lenguaje o gestos obscenos.

Conducta sexual indebida: en relación con las personas encarceladas; incluye actos de exposición indecente, conducta sexual desordenada y masturbación exhibicionista. Toda persona encarcelada que voluntaria y lascivamente exponga sus partes privadas o las toque, sin exponer sus genitales, glúteos o senos de una manera que demuestre que es para fines de excitación sexual, gratificación, molestia u ofensa, estará sujeto a medidas disciplinarias o enjuiciamiento penal.

Entidades informantes internas y externas:

La información que describe las instrucciones de informe y los números de teléfono de contacto se publica en su unidad de alojamiento.

- A. Las personas encarceladas pueden denunciar abuso, represalias o acoso al comunicarse con las siguientes entidades:
 1. Unidad de Asuntos Internos del Departamento del Alguacil del Condado de Stanislaus
 2. Coordinador de PREA del Departamento del Alguacil del Condado de Stanislaus
 3. Centro de Crisis por Violación
 4. Unidad de Investigación Pública del Procurador General de California

La persona encarcelada podrá denunciar en privado:

- A. Abuso sexual, conducta sexual indebida y acoso sexual.
- B. Represalias por parte de otras personas encarceladas o del personal por denunciar el abuso sexual y el acoso sexual.
- C. La negligencia del personal o la violación de responsabilidades que pueden haber contribuido a un incidente de abuso sexual o acoso sexual.

RECLAMO DE CONFORMIDAD CON PREA

Reclamo administrativo de emergencia de conformidad con PREA:

- A. Una persona encarcelada puede ser sancionada por presentar intencionalmente un reclamo frívolo solo cuando el oficial de disciplina puede demostrar que el reclamo fue presentado de mala fe.
- B. Una persona encarcelada puede presentar de emergencia al supervisor de turno un reclamo de conformidad con PREA cuando esté sujeta a un riesgo sustancial de abuso sexual inminente.

Reclamo administrativo estándar de conformidad con PREA:

- A. Una persona encarcelada puede presentar un reclamo formal de conformidad con PREA al supervisor de operaciones del centro en el que ocurrió el incidente, en cualquier momento. El reclamo será enviado al coordinador de PREA.
- B. La persona encarcelada puede presentar un reclamo formal de conformidad con PREA a un miembro del personal que no sea el sujeto del reclamo. El reclamo no será enviado al miembro del personal que sea el objeto de la queja.
 1. Los miembros del departamento harán todo lo posible por responder a la persona encarcelada con respecto a la decisión final de la agencia de enjuiciamiento penal, investigación interna o finalización de la investigación dentro de los 90 días para un reclamo relacionado con abuso sexual. El período de 90 días se calcula a partir de la fecha de presentación inicial del reclamo, excluido el tiempo empleado por la persona encarcelada en la preparación de una apelación administrativa.
 2. Se puede reclamar una extensión de 70 días si el período de tiempo normal para la respuesta es insuficiente para tomar una decisión apropiada. La persona encarcelada debe ser notificada por escrito de cualquier extensión y se le proporcionará una fecha en la cual se tomará una decisión.

EDUCACIÓN Y USO DE SUSTANCIAS

Varios programas educativos y de abuso de sustancias están disponibles para usted. Puede solicitar participar en programas educativos que van desde el Programa Breaking Barriers hasta programas de Equivalencia de Secundaria y Abuso de Sustancias como Alcohólicos Anónimos y Narcóticos Anónimos.

- A. Complete el formulario de solicitud de una persona encarcelada para solicitar el programa deseado en el que desea participar.

ECONOMATO

En Economato, tiene a su disposición hacer retiros. Puede obtener un formulario de solicitud de economato en la sala de estar de su unidad de alojamiento. Los formularios de economato completos se colocan en el buzón de la unidad.

- A. Puede comprar hasta \$ 100.00 en artículos de economato, sin incluir tarjetas telefónicas, por retiro programado.
- B. No se le permite realizar intercambios o comerciar artículos del economato después de que su transacción haya sido procesada.
- C. Solo se le permite sacar dinero de su cuenta de fondo personal. No se le permite hacer sorteos para otras

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personas encarceladas o transferir fondos a la cuenta de economato de otra persona encarcelada.

Las personas encarceladas tienen prohibido acumular artículos del economato. El almacenamiento se define como tener en su poder más de 10 artículos de cualquier tipo de producto. Ejemplo: 11 sopas Top Ramen, no 11 sopas de cada sabor; 11 barras caramelo, no 11 de cada marca, etc. Están exceptuados los productos vendidos en unidades preenvasadas de 5 cada uno; por ejemplo, avena, chocolate caliente, bebida de frutas, etc.

Los artículos de economato se entregan semanalmente. Sin embargo, las entregas pueden ser designadas para un día específico cada semana en su área de alojamiento. No hay entregas en días festivos.

A. Las personas privadas de libertad sin brazaletes o DNI correctamente colocados no recibirán la entrega.

ACTIVIDADES RELIGIOSAS

- A. Los programas religiosos brindan servicios y asesoramiento a todas las personas encarceladas, independientemente de su denominación o fe.
- B. Los servicios se pueden llevar a cabo en la sala de estar o en la sala del programa, según su clasificación y asignación de alojamiento.
- C. Los servicios se celebran en diferentes momentos durante la semana. Las personas encarceladas pueden asistir a los servicios durante la recreación.
- D. El personal anunciará los servicios religiosos.
- E. Si desea obtener más información sobre los servicios religiosos disponibles para usted o solicitar orientación personal, envíe un formulario de solicitud de persona encarcelada al capellán.

TIEMPO FUERA DE LA CELDA PARA EJERCICIO Y RECREACIÓN SEPARACIÓN MEDIA

- A. El tiempo fuera de la celda para ejercicio y recreación se ofrece en la sala de estar o en el patio de recreación al aire libre.
- B. El personal anunciará cuándo está disponible el tiempo fuera de la celda para ejercicio y recreación.
- C. Las oportunidades para el uso del teléfono y la ducha están disponibles durante el tiempo fuera de la celda para ejercicio y recreación.

TIEMPO FUERA DE LA CELDA PARA EJERCICIO Y RECREACIÓN SEPARACIÓN MEDIA

- A. La recreación de ejercicios y el tiempo fuera de la celda se ofrecen en la sala de estar o en el patio de recreación de la unidad. El patio de recreación está disponible cuando la sala de estar está abierta.
- B. Las oportunidades para el uso del teléfono y la ducha están disponibles durante el tiempo fuera de la celda para ejercicio y recreación.
- C. El tiempo fuera de la celda para ejercicio y recreación se ofrece utilizando un horario escalonado con horarios variados:

1. Días calendario impar:

- a. Nivel inferior 08:00 - 14:00
- b. Nivel superior 16:00 - 22:00

2. Días calendario pares:

- a. Nivel superior 08:00 - 14:00
- b. Nivel inferior 16:00 - 22:00

TIEMPO FUERA DE LA CELDA PARA EJERCICIO Y RECREACIÓN SEPARACIÓN MEDIA Y SEPARACIÓN ADMINISTRATIVA

- A. El tiempo para ejercicio y recreación no se permite en la sala de estar en unidades de manejo especial.
- B. El ejercicio y la recreación se llevan a cabo en el patio de recreación.
- C. Los teléfonos están disponibles en el patio de recreación.
- D. El tiempo se asigna durante la recreación para la ducha, según lo solicitado.
- E. Los períodos de recreación y ejercicio en unidades de manejo especial son de tres horas, distribuidas en un período de siete días.
- F. El tiempo fuera de la celda se completa en el patio de recreo o en la sala de estar o en la sala de programas.
- G. Oportunidades de siete horas fuera de la celda distribuidas en un período de siete días.
- H. No se permiten bebidas, alimentos, artículos de economato ni lápices en las salas de recreación.

reas fuera del alcance de las personas encarceladas:

Las estaciones de personal y las áreas de trabajo están fuera del alcance de las personas encarceladas, a menos que realicen actividades oficiales.

- A. Las personas encarceladas no deben ingresar a las oficinas desocupadas ni ir detrás de las estaciones de trabajo a menos que el personal se lo indique.
- B. El acceso a ciertas áreas de trabajo, tales como cuartos de ropa o áreas de cocina, está prohibido, salvo que el recluso esté específicamente asignado para trabajar en ese lugar.

SANEAMIENTO E HIGIENE

Usted es responsable de la limpieza de su área asignada de literas, celdas y casilleros.

- A. Asegúrese de que su área esté limpia y que su cama esté hecha después del desayuno cada mañana. Cada vez que salga de su celda, su cama debe estar hecha.
- B. Su cama debe permanecer hecha hasta que se retire por la noche. Las camas deben hacerse de manera organizada y profesional. No debe haber nada entre el colchón y el soporte de la cama.
- C. Todas las propiedades de su celda deben almacenarse en el casillero que se le proporcionó. Las sudaderas deben almacenarse en los armarios cuando no estén en uso.

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- D. No se permiten chaquetas en las celdas.
- E. El único artículo permitido para permanecer en su litera es una toalla. La toalla no debe obstruir el número de litera.
- F. Cualquier artículo que no esté almacenado dentro de su casillero se considerará contrabando y podrá ser confiscado y eliminado.

Las instalaciones de ducha se encuentran en su unidad de alojamiento. Las duchas están disponibles para usted en cualquier momento durante la recreación o, si están cerradas, cada dos días.

- A. Usted deberá mantener un nivel aceptable de higiene y apariencia personal.
- B. El incumplimiento de estas normas puede dar lugar a una medida disciplinaria.
- C. Todos los reclusos encargados de manipular y servir alimentos deben ducharse diariamente.

Los artículos de higiene se pueden comprar en Economato. Las personas encarceladas indigentes pueden presentar un formulario de solicitud para recibir un kit de admisión cada viernes.

- A. A cada persona encarcelada que esté menstruando se le proporcionarán toallas sanitarias, protectores diarios y tampones sin cargo, independientemente de su condición de indigente.

CAMBIO DE ROPA

- A. El cambio de ropa se lleva a cabo de manera directa.
- B. El cambio de ropa se produce una vez a la semana en su unidad específica de alojamiento.
- C. Las prendas, la ropa interior y la ropa de cama se intercambian semanalmente.
- D. Las mantas se cambian trimestralmente.
- E. Las personas encarceladas que trabajan recibirán ropa limpia cuando sus prendas estén notablemente sucias.
- F. Todas las personas encarceladas asignadas a un equipo de trabajo recibirán ropa limpia al final de su turno.

COMIDAS Y ALIMENTOS

- A. Todas las comidas se deben consumir en la sala de estar en las mesas provistas, a menos que se sirvan en su celda.
- B. Solo los trabajadores asignados a la cocina tienen permitido estar en el área de la cocina o despensa.
- C. No merodee en la sala de estar cerca del área de la cocina mientras espera que se sirvan las comidas. Permanezca en su celda asignada hasta que se lo llame a comer.
- D. No debe haber alimentos que no sean artículos de economato en su celda, a menos que se sirvan allí.
- E. Cuencos, tazas, bolsas de plástico, platos, bandejas, etc. no deben estar en el casillero de una persona encarcelada o en

el área de la celda a menos que hayan sido adquiridos en Economato.

- F. El agua caliente para mezclas secas vendidas a través de Economato está disponible en la sala de estar, en unidades de alojamiento de seguridad media y mínima.
- G. No se puede llevar ni sacar comida adicional de las comidas servidas.
- H. Todo alimento adicional debe ser descartado si no se consume a la hora de la comida.
- I. Toda la ropa, incluidos los calcetines y el calzado, debe usarse en la sala de estar para el servicio de comidas.

En caso de que requiera una dieta especial debido a razones médicas, usted debe completar un formulario de solicitud médica en donde se detalle su necesidad de una dieta especial y dárselo al personal médico durante la llamada para suministro de comprimidos.

- A. El gerente de la cocina consultará con el personal médico para recibir asistencia en la elaboración de dietas especiales.

Las comidas se proporcionan de la siguiente manera todos los horarios son aproximados :

- A. Desayuno 5:00 a. m.
- B. Almuerzo 10:00 a. m.
- C. Cena 4:00 p. m.

SALUD MÉDICA, DENTAL Y MENTAL

Si está enfermo o se lesiona, notifique al personal de inmediato.

El personal médico autorizado está disponible para proporcionar servicios médicos de rutina y de emergencia.

- A. Si necesita servicios médicos, dentales o de salud mental que no sean de emergencia, debe completar un formulario azul de solicitud médica y entregarlo directamente al personal médico al momento de la llamada para suministro de comprimidos.
- B. Un miembro del personal médico le entregará medicamentos recetados y no recetados durante la llamada para suministro de comprimidos en la sala de estar o directamente en su celda. Es su responsabilidad responder cuando se anuncie la llamada para suministro de comprimidos.
- C. Si está en tratamiento médico con reposo, siempre debe conservar la nota médica en todo momento hasta que haya caducado.

Administración de medicamentos y llamada para suministro de comprimidos:

El personal anunciará la llamada para suministro de comprimidos por altavoz.

- A. Las personas encarceladas traerán un vaso de agua y formarán una sola fila en la sala de estar.

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- B. El personal médico también puede realizar llamadas para suministro de comprimidos a través de la ranura de la bandeja de su celda.
- C. Todos los medicamentos se tomarán frente al personal médico.

No se le permite poseer medicamentos ni comprimidos, a menos que esté aprobado por el personal médico. Debe tener una solicitud médica azul firmada por el personal médico para poseer medicamentos.

- A. En economato, se pueden comprar vitaminas, aspirina, Advil genérico y Tylenol.
- B. Hay un límite para la cantidad que puede comprar o poseer.
- C. Cualquier artículo que exceda el límite o aquellos artículos retirados del contenedor original y transportados o almacenados mediante otros métodos serán confiscados.
- D. Consulte una lista en Economato para ver las limitaciones actuales.

Las personas encarceladas indigentes pueden recibir Aspirina, Tylenol o Maalox solo por indicación del médico. Si usted es indigente y tiene una necesidad frecuente de estos artículos, debe enviar una solicitud médica azul para consultar con el personal médico.

SE URIDAD, RECUEUTOS E INSPECCIONES

En ciertos momentos o cuando las situaciones lo requieran, el personal dará órdenes de **"A SUS CELDAS"**, **"TIRARSE AL PISO"** u ordenará **"HORA DE CONTARSE"**. Debe seguir y cooperar con los comandos dados.

- A. Para su seguridad y protección, el personal llevará a cabo varios recuentos programados y no programados a lo largo del día. Debe volver a su litera asignada durante los momentos de recuento.
- B. Es necesario que permanezca a plena vista durante el recuento para que pueda ser identificado.
- C. El personal verificará su identificación mediante su brazalete o tarjeta de identificación.
- D. Hablar o distraer o interrumpir al personal durante el recuento es una violación de las reglas por la que puede quedar sujeto a sanciones disciplinarias.

Además de las inspecciones diarias de higiene y seguridad programadas, es posible que el personal considere necesario realizar una inspección no programada de su litera, celda o unidad de alojamiento.

- A. Cualquier artículo de contrabando encontrado será confiscado y desechado. El hallazgo de contrabando puede derivar directamente en una medida disciplinaria contra usted.
- B. Cualquier daño a la propiedad del establecimiento, que pueda ser atribuido directamente a usted, lo someterá a una medida disciplinaria y a un enjuiciamiento penal.
- C. Usted debe cooperar con el personal que realiza la inspección.
- D. No tiene derecho a estar presente durante la inspección.

Es posible que esté sujeto a inspecciones o registros sin ropa al entrar o salir de las distintas áreas del centro.

CIRCULACION

Usted debe estar completamente vestido al salir de su celda o dormitorio. Su camiseta debe estar metida en el pantalón siempre y los pantalones se ajustarán en la cintura. No se permiten pantalones demasiado holgados o caídos.

- A. Las sandalias se deben usar mientras se realiza cualquier actividad deportiva durante la recreación.
 - 1. Las personas encarceladas deben usar sandalias (chancas u ojetas) y calcetines cuando estén fuera de sus celdas. No se permiten los pies descalzos.
- B. Cuando se encuentre en el patio de ejercicios o en el patio de recreación de la unidad, puede usar su uniforme carcelario sin la parte superior o amarrarse el mameluco a la cintura. Está prohibido usar solo calzones.

Cuando se le llame por el sistema de altavoz, preséntese inmediatamente en la ubicación designada y permanezca allí hasta que el personal lo asesore.

- A. Cuando sea necesario, debe mostrar su brazalete o ID para una identificación positiva.
- B. En caso de perder su brazalete o tarjeta de identificación, es su responsabilidad obtener uno nuevo.
- C. La falta del brazalete o de la tarjeta de identificación es una violación de las reglas del centro.
- D. Las gorras comunes o las gorras de servicio deben retirarse al entrar en la unidad de alojamiento.
 - 1. Las gorras se deben usar con la visera hacia adelante y solo se pueden usar en el patio de recreación.

CONTRABANDO

Cualquier artículo que se considere contrabando será confiscado y desechado. Se le prohíbe tener en su poder o bajo su control cualquier artículo que no sea:

- A. Entregado a usted por el Departamento del Alguacil del Condado de Stanislaus.
- B. Comprado por usted a través de Economato.
- C. Autorizado por el comandante del centro.
 - 1. No altere ningún artículo que se le envíe.
 - 2. No haga líneas de pesca, pañuelos o envoltorios para la cabeza.
 - 3. No acumule exceso de frutas, bebidas o bolsas de plástico. Todo alimento adicional debe ser descartado si no se consume a la hora de la comida.

Cualquier artículo entregado o autorizado que se use de manera inapropiada, cuya condición original haya sido alterada o que se posea en una cantidad no autorizada se considera contrabando. La posesión de tales artículos puede hacerlo pasible de una medida disciplinaria.

Manual de normas y orientación para personas encarceladas

Posesiones autorizadas:

A. Ropa del centro de detención:

1 uniforme completo y calzado del centro

2 camisetas

2 pares de calcetines

2 conjuntos de ropa interior

Mujeres: 1 sujetador

Mujeres: 1 camisón

1 par de zapatos o chancas comprados en Economato

1 chaqueta, de temporada, solo para trabajadores externos

1 sudadera, estacional

1 gorra de servicio anaranjada, de temporada, solo para trabajadores externos, comprada en Economato

B. Artículos de higiene:

1 peine o carda

1 cepillo para el cabello

1 cepillo de dientes

Artículos comprados en Economato

C. Cama:

1 colchón, intacto

1 almohada comprada en Economato

D. Ropa blanca:

2 toallas

2 sábanas

1 manta (2 mantas: en temporada solo cuando esté autorizado)

E. Libros, revistas y publicaciones periódicas:

5 en total

1 biblia

1 periódico, actual

1 revista, número actual

Libros de texto, sujetos a aprobación del director del programa

F. Varios:

15 fichas (áreas aprobadas solamente)

10 paquetes de Tylenol o Advil comprados en Economato

10 fotografías (No Polaroid)

2 vasos de 12 onzas comprados en Economato

1 pulsera o collar de alerta médica

1 rosario

Artículos comprados en Economato

Dispositivos médicos aprobados por el personal médico del centro

SIMULACRO DE INCENDIO Y EVACUACIÓN POR INCENDIO

A. Si ve fuego o humo, informe al personal de inmediato.

B. Si escucha un aviso del personal de evacuar su unidad de alojamiento, diríjase de inmediato a la ubicación indicada y siga las instrucciones.

C. El personal dará directivas específicas durante una evacuación. Es imperativo que siga estas directivas, no solo por su seguridad, sino también por la de los demás.

D. El personal anunciará y realizará simulacros de incendio en varias ocasiones durante el año. Su participación es obligatoria. La falta de participación puede dar lugar a medidas disciplinarias.

E. Todas las áreas de alojamiento tienen luces de emergencia que proporcionan suficiente iluminación para el egreso durante una emergencia.

F. Las rutas de evacuación de emergencia se publican en todo el centro para facilitar la evacuación.

Asistencia a las personas con discapacidad:

Para lograr una comunicación efectiva entre las personas encarceladas y sus visitantes, que sean sordos o con problemas de audición, proporcionamos ayuda y servicios auxiliares apropiados de manera gratuita:

A. Intérpretes orales o de lenguaje de señas.

B. Dispositivos de telecomunicación.

C. Anotadores.

D. Servicios de transcripción en tiempo real asistidos por ordenador.

E. Material para escribir.

F. Amplificadores de micrófonos, dispositivos y sistemas de escucha asistida.

G. Teléfonos compatibles con audífonos, decodificadores de subtítulos y subtítulos abiertos y cerrados durante los programas para personas encarceladas.