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NUMBER:	A
SUBJECT:	TABLE OF CONTENTS

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

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DATE:	NOVEMBER 10, 2015
NUMBER:	A.1
SUBJECT:	PHILOSOPHY, GOALS AND POLICIES
RELATED SECTIONS:	

PURPOSE:

The Sheriff's detention facilities shall be operated in accordance with established Department Policy and Procedures, California State Law, applicable case law and acceptable professional standards. The mission of the Detention Services Bureau is to provide professional detention services in a safe and humane environment.

POLICY:

The Constitutional Rights of inmates shall be protected. The basic physical and mental health needs of persons incarcerated within the Sheriff's detention facilities shall be maintained. Inmate programming, counseling and spiritual support shall be provided, to the degree possible, with the aim of inducing self-improvement opportunities for those incarcerated.

DATE:	DECEMBER 4, 2015
NUMBER:	A.3
SUBJECT:	TABLE OF ORGANIZATION
RELATED SECTIONS:	

PURPOSE

To establish and define organization of the Detention Services Bureau and the application of basic principles, including organization by: function, unity of command, delineation of responsibility and delegation of authority.

POLICY

The Detention Services Bureau shall define a formal organizational structure with clearly defined and articulated components. The chain of command and the functional division of its components shall be compiled to be evidently perceived by all members of the Sheriff's Department.

PROCEDURE

- I. Under the supervision of the Sheriff of San Diego County and the direct supervision of the undersheriff, the assistant sheriff in charge of the Detention Services Bureau, is responsible and accountable for operating and maintaining all Sheriff's detention facilities.

- II. The Detention Services Bureau is comprised of three commands: Detention Operations Command Area 1, Detention Operations Command Area 2 and Detention Operations Command Area 3. Each area of command is administered by a Sheriff's commander.
 - A. Detention Operations Command Area 1 is comprised of the following facilities/units:
 - 1. The Inmate Processing Division (IPD) is administered by an inmate processing manager.
 - 2. The East Mesa Reentry Facility (EMRF) is administered by a Sheriff's captain.
 - 3. The Detention Support Division (DSD) is administered by a Sheriff's captain. This division includes the Jail Information Management System Unit (JIMS) and County Parole & Alternative Custody (CPAC).
 - 4. Reentry Services is administered by a reentry manager. The division also includes counseling services.
 - a. Inmate Welfare Fund
 - b. Print shop
 - c. Vocational trades

5. The Inmate Services Division is administered by an inmate services manager. The division includes:
 - a. Laundry
 - b. Commissary
 - c. Central warehouse

- B. Detention Operations Command Area 2 is comprised of the following facilities/units:
 1. The San Diego Central Jail (SDCJ) is administered by a Sheriff's captain.
 2. The South Bay Detention Facility (SBDF) is administered by a Sheriff's lieutenant.
 3. The Las Colinas Detention and Reentry Facility (LCDRF) is administered by a Sheriff's captain.
 4. The Vista Detention Facility (VDF) is administered by a Sheriff's captain.
 5. The Jail Population Management Unit (JPMU) is administered by a Sheriff's lieutenant.
 6. The Prisoner Transportation Detail (PTD) is administered by a Sheriff's lieutenant.

- C. The Detention Operations Command Area 3 is comprised of the following facilities/units:
 1. The George Bailey Detention Facility (GBDF) and Facility 8 (FAC 8) are administered by a Sheriff's captain.
 2. The Detentions Training Unit (DTU) is administered by a Sheriff's lieutenant.
 3. The Medical Services Division (MSD) is administered by a medical services administrator.
 4. The Detention Investigations Unit (DIU) is administered by a Sheriff's lieutenant.
 5. The Food Services Division is administered by a food services manager.

- D. Each facility captain, lieutenant and unit manager is responsible for the efficient and effective daily operation of their assigned facilities/unit. Procedures for the efficient and effective daily operation of the facilities/unit shall be established, and periodically reviewed and modified to meet individual needs and legal mandates.

III. ORGANIZATION CHART

The structure of the Detention Services Bureau is shown on the following organizational chart ([DSB Organization Chart](#)). This chart is updated annually during the department's budget process.

DATE:	NOVEMBER 20, 2015
NUMBER:	A.5
SUBJECT:	DEFINITIONS: POLICY AND PROCEDURE MANUAL
RELATED SECTIONS:	A.7 , A.9 , A.11

PURPOSE:

A statement as to the reason a policy and procedure is necessary. The first paragraph of a policy and procedure section shall be the “Purpose” statement.

POLICY:

A statement, or description, of the department’s attitude toward a given subject. Such statement (or description) shall be the “framework” within which personnel are to operate and a guide for decision-making. The second paragraph of a policy and procedure section shall be a “Policy” statement.

DEFINITION:

Policies and procedures are the written rules and guidelines that govern operations within the San Diego County Sheriff’s Detention Services Bureau. The categorical codification system is the means by which written guidelines can be added, revised, deleted and easily found.

The manual is to be a “living document,” subject to revision as conditions change. Revisions are encouraged at any time, by any employee, and are not restricted to the annual review period (see Review and Endorsement, [A.7](#)).

PROCEDURE:

An established order of logical steps to be followed in order to comply with the policy. Such steps shall be detailed enough to minimize confusion, yet concise enough to be easily understood. The procedure shall follow the policy and be written in outline form (see Numbering System, and Format [A.9](#)).

DATE:	NOVEMBER 20, 2015
NUMBER:	A.7
SUBJECT:	DETENTION SERVICES BUREAU POLICY AND PROCEDURE MANUAL REVIEW, REVISION, AND ACCOUNTABILITY
RELATED SECTIONS:	A.11 , A.12

PURPOSE

To provide a process for review and revision of the Detention Services Bureau Policy and Procedure Manual.

POLICY

The Detention Services Bureau Policy and Procedure (P&P) Manual will be reviewed and updated as needed to reflect changes necessary due to inspections, legal updates and formal input from department personnel. Submission of proposed changes to policy and procedures are encouraged from all members of the department. Proposals can be submitted through the chain of command to the P&P committee. The P&P committee will review all detention policies annually.

PROCEDURE:

I. COMMITTEE

- A. The Detention Services Bureau commanders will appoint a captain or lieutenant of the Detention Support Division as the chairperson of the Detention Services Policy and Procedure Committee (P&P committee).
- B. A lieutenant or sergeant from each detention facility, as selected by the facility commander, shall be designated to serve on the P&P committee.
- C. The detention operations area commanders will designate manager(s), or other staff, to serve as P&P committee members from the following disciplines: Food Services, Inmate Processing, Inmate Services, Reentry Services and Medical Services.
- D. The P&P committee chairperson may request that representatives from other bureaus attend committee meetings to ensure consistency and continuity of services (i.e. Court Services, JIMS, etc).

II. REVISION PROCESS

- A. The members of the P&P committee will serve as auditors for their respective designated policy sections during annual policy and procedure reviews. They will accept recommendations for revisions and submit to the committee.
- B. The P&P committee will study, review, track and finalize proposed revisions to policies and procedures as assigned by the chairperson.

- C. The P&P committee will present substantive and operational changes in policies and procedures to the Detention Services Bureau chain of command for approval.
 - 1. The committee representative responsible for that respective section revises the P&P and emails it, along with a justification, to the P&P committee secretary. The secretary then attaches a cover sheet and emails the proposed changes to the committee and up the chain of command for review and approval.
 - 2. Minor grammatical, typographic and non-substantive changes may be approved by the committee chairperson, then edited and posted to the Intranet by the P&P committee secretary.
- D. The P&P committee secretary will update the Sheriff's Intranet upon final approval of the assistant sheriff of the Detention Services Bureau. (See [A.11](#) Distribution of P&P Manual).
- E. The P&P committee chairperson, via the P&P committee secretary, will electronically notify all department personnel of changes or updates to the Intranet version of P&P, at which time the policy will become effective (See III below).
- F. The P&P committee secretary will maintain a P&P historical file on compact disc. Updates will be assigned control numbers that indicate the year of revision and the sequential number of revisions that year i.e., 90-01 (1990- first revision or set of revisions).

III. ACCOUNTABILITY

- A. The Sheriff's Intranet is the authorized source for Detention Services Bureau P&P.
- B. Upon department-wide electronic notification of a policy change or update, facility or unit training personnel designated by the facility commanders and manager, will review the changes and provide the appropriate training to all personnel.
- C. Facilities will also maintain current manual copies for review by all personnel. Revisions to the manual will be provided electronically by the P&P committee chairperson, via the P&P committee secretary, identifying the revision control number, and the justification for the change.
- D. An updated checklist will be included in every manual. The checklist will have the control number of the revision, date inserted, and the identification of the person updating the manual.
- E. Each facility commander and division manager will be responsible for encouraging participation in the review process, on an on-going basis, by all employees and concerned public and community agencies. Any recommendations should be forwarded to the P&P committee.

DATE:	NOVEMBER 20, 2015
NUMBER:	A.9
SUBJECT:	NUMBERING SYSTEM AND FORMAT: P&P MANUAL
RELATED SECTIONS:	A.5 , A.7 , A.11

PURPOSE

To ensure uniformity concerning which procedures shall be in the manual and their proper placement therein. A standardized format will ease comprehension.

POLICY

The numbering and formatting of Departmental Policy and Procedures will be consistent with the format set forth in this section.

I. NUMBERING SYSTEM

- A. Subjects will be arranged according to the categorization of the "Standards for Adult Local Detention Facilities," published by the American Correctional Association. (See table of contents page)

- B. Numbers will be assigned to the various subjects according to the "table of contents" of this manual. Said number will consist of the appropriate capital letter followed by a period and a number, (e.g., "A.9", "Number System and Format").
 - 1. Where possible, procedures will be written in generalized terms to apply to all facilities. If necessary, individual facilities may supplement the general procedures with additional or clarifying procedures unique to their operating conditions. Said additional procedures will be printed on green paper, and will be known as "green sheets." They shall be placed immediately following the appropriate "General Procedure."

 - 2. "Green sheets" will bear the same subject title, and the same number as the general procedure. In addition, a letter designator will follow the number as follows:
 - a. San Diego Central Jail will use the letter "C"
 - b. Facility 8 will use the letter "F"
 - c. East Mesa Reentry Facility will use the letter "M"
 - d. George Bailey Detention will use the letter "G"
 - e. Las Colinas Detention and Reentry will use the letter "L"
 - f. South Bay Detention will use the letter "S"
 - g. Vista Detention will use the letter "V"

For example: Vista's supplemental "green sheet" for section "L.11" would be L.11.V).

3. No "green sheets" will be placed in this manual, except as a supplement to a general Policy and Procedures section that applies to at least two facilities.
4. "Green sheets" will be on the same form and in the same format, as the General Procedures. They will not need the "Related Sections" or "In Compliance To" categories, nor the "Purpose" and "Policy" paragraphs, as these will be on the "General Procedures".
5. It will be the responsibility of individual commands to prepare their own "green sheets." They will not be subject to the "Review and Endorsement Procedure", (Section A.7) but must be approved by the facility commander and a copy must be sent to the Sheriff's Legal Advisor.

II. FORMAT

A. The manual will use a standard "outline" format, as follows:

"I" Roman numerals to designate major categories

"A" Capital letters for subjects within categories.

"1" Numbers for sub-sections

"a" Lower case letters for sub-sub sections.

B. Example (Indent as shown)

I.

A.

- 1.
- 2.
- 3.

- a.
- b.
- c.

B.

Etc.
Etc.

C. Rules of Thumb

1. Do not use an "I" if there is no "II"
2. Do not use an "A" if there is no "B"
3. Do not use a "1" if there is no "2"

4. Do not use an “a” if there is no “b”

III. TYPING AND PRINTING

- A. Double space between paragraphs, and single space all else.
- B. Even numbered pages are to be printed on the back of the “odd” numbered pages to save space.
- C. Form headings.
 1. “Date” – Date of latest revision
 2. “Number” – Appropriate letter and number according to the table of contents, and the desired order.
 3. “Subject” – Select a title that can be easily found in the “Index.”
 4. Related Sections – List other policy sections related to this section.

DATE:	NOVEMBER 20, 2015
NUMBER:	A.10
SUBJECT:	INTRANET LIBRARY OF POLICIES AND PROCEDURES
RELATED SECTIONS:	

PURPOSE

To establish a process to file a secure policy and procedures manual in the computer, with reading and printing access to all personnel.

POLICY

A computer web based intranet library file will be established that can be accessed by all personnel. A librarian will be established who has responsibility for maintaining the file, using security precautions to retain the integrity of the text.

PROCEDURE

I. DETENTION SERVICES BUREAU P&P ACCESS

The intranet library for the Detention Services Bureau P&P Manual can be accessed by any Sheriff's employee with intranet access.

- A. All employees can read P&P and print hard copies directly from the intranet library.
- B. The intranet library can be accessed by double clicking on "Internet Explorer" which brings you to the Sheriff's homepage. From the Bureau drop down menu, select Detention Services Bureau under "Documents" click on "Detention P&P." Select a policy section from the policies listed or complete a search for specific items.

II. RESTRICTED ACCESS

The librarian, who is the P&P committee secretary, has responsibility for maintaining the library and editing the files. Editing access is restricted to the librarian and the P&P committee chairperson.

DATE:	NOVEMBER 20, 2015
NUMBER:	A.11
SUBJECT:	DISTRIBUTION: POLICY AND PROCEDURE MANUAL
RELATED SECTIONS:	A.5 , A.7 , A.9 , A.12

PURPOSE

To ensure all Detention Services Bureau employees have ready access to current copies of all pertinent policies and procedures.

POLICY

The Detention Services Bureau Manual of Policies and Procedures shall be distributed in a manner to allow for easy access by all concerned.

PROCEDURE

I. Copies of the manual shall be distributed by the P&P committee secretary as follows:

<u>ASSIGNED TO:</u>	<u># OF COPIES</u>
Detention Services Bureau	1
Inmate Services Manager	1
San Diego Central Jail	2
Facility 8	1
Las Colinas Detention and Reentry Facility	2
South Bay Detention Facility	2
Vista Detention Facility	2
East Mesa Reentry Facility	2
George Bailey Detention Facility	2
Medical Administrator	1
Food Services Manager	1

Each facility/division manager will create a facility green sheet designating the person(s) who will be responsible for keeping the manuals updated. The green sheet will also include that a hard copy of the policy will be available in the facility administrative office as well as the watch commander's office.

DATE:	NOVEMBER 20, 2015
NUMBER:	A.12
SUBJECT:	HISTORICAL FILES: POLICY AND PROCEDURE MANUAL
RELATED SECTIONS:	A.11

PURPOSE

To provide an organized repository for deleted, superseded or modified Detention Services Bureau Policies and Procedures (Detention P&P). Availability of this information is frequently critical in litigation.

POLICY

All deleted, superseded, or modified Detention P&P sections are to be retained for a period of ten years.

PROCEDURE

- I. DETENTION P&P SECTIONS (white sheets)
 - A. The P&P committee secretary, of the Detention Services Bureau, will be responsible for maintaining the “Historical File” of all Detention P&P sections.
 - B. The P&P committee secretary will create an updated data file on compact disc each month containing all policies and procedures and facility green sheets.
 - C. A hard copy of all approved policies with justifications will be retained for a period of ten years.

- II. FACILITY/DIVISION SECTIONS (green sheets)

Each facility or division manager will designate one position to be responsible for maintaining the “Historical File” of all sections specific to that operation (green sheets).

DATE:	MAY 8, 2013
NUMBER:	A.15
SUBJECT:	PUBLIC INFORMATION PLAN
RELATED SECTIONS:	TITLE 15 CCR SECTION 1045

PURPOSE

To establish a plan for dissemination of useful information to the public, inmates, other governmental agencies and news media.

POLICY

Information about the detentions system, procedures and programs will be made available on the Sheriff's public website and at each detention facility. The information will meet or exceed the requirements of Title 15, section 1045.

PROCEDURE

- I. The Detention Support Division will maintain information for the Public Information Plan on the Sheriff's website. The plan will minimally include the procedural information listed in Title 15, section 1045, as well as the full text of Title 15.
- II. The Public Information Plan will be made available on the Sheriff's public website (<http://www.sdsheriff.net/jailinfo.html>) under the heading Jail Information and in printed form at each facility.
- III. The Public Information Plan on the public website shall be reviewed annually by the Detention Support Division.
- IV. Each detention facility will develop a green sheet to identify the location and position to maintain facility copies.