

East Valley Jail Facility Standard Operating Procedures

**Welcome to the
Ventura County Sheriff's
East Valley Facility**



Standard Operating Procedures Manual

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Ventura County Sheriff's Office Detention Services East Valley Jail



Section 1
Organization

Drafted: April 1, 2014

Reviewed: June 2022

Revised:

PURPOSE:

The East Valley Jail (EVJ) provides booking facilities for male arrestees for agencies located in the Eastern portion of Ventura County. The EVJ falls under the Ventura County Sheriff's Office Detention Services and Pre-Trial Detention Facility Policy and Procedures.

Ventura County Sheriff's Office
Detention Services
East Valley Jail



Section 2
Duties & Line of Authority

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Revised:

POLICY:

The East Valley Jail is staffed by [REDACTED]

SENIOR DEPUTY

The Senior Deputy, under the direction of the PTDF Administration Sergeant, exercises supervision and controls the system and operations of the East Valley Jail.

DEPUTY

The East Valley Jail (EVJ) Deputies are responsible for processing and classifying arrestees brought to the facility as outlined in PTDF policy. In addition, EVJ Deputies perform Central Inmate Records Functions pertaining to: Reception Booking, Master Booking, Bail Bonds, Cash Deposits, Visitor Tracking and Inmate Release.

Deputies also supervise [REDACTED] housed at the facility. This includes coordination of inmate movement/ assignments to offsite work areas, supervising inmate food preparation, and inmate visitation.

EVJ Deputies report to the EVJ Senior Deputy. In the Senior Deputy's absence, they report to the PTDF Watch Commander.

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Section 3
Inmate Counts

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POLICY:

To establish a system of inmate counts to provide for the accurate and regular accounting of each inmate in custody at the East Valley Jail.

Inmate counts shall be conducted and documented in the Redbook by facility personnel.

PROCEDURE

1. Inmate counts shall be conducted at the following times: and minimally at the beginning of each assigned shift:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2. The Deputies conducting the count shall use a current inmate unit list printed out just prior to the count.

3. All counts will be documented in the Web Red Book. Deputies will notify the PTDF Watch Commander of the count result [REDACTED].

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Section 4
Reception / Booking Procedures

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POLICY:

East Valley Jail personnel shall receive and book prisoners without unnecessary delay and in accordance with legal guidelines and Facility procedures.

GENERAL PROVISIONS

Booking Deputies will complete the Medical Intake Questionnaire for all fresh bookings and make the appropriate notifications as outlined in PTDF Policy. Deputies should also be alert to any additional problems that may make an arrestee unsuitable to book at the EVJ.

Common medical causes that would result in an arrestee not being accepted for booking at the East Valley Jail:

1. Unconscious arrestees or those that cannot walk under their own power.
2. Arrestees that require placement into a Sobering Cell.
3. Arrestees who have a history or seizures, including arrestees that suffer from drug or alcohol withdrawal.
4. Arrestees with obvious signs of trauma, fractures, extreme swelling.
5. Arrestees that complain of severe pain or trauma.
6. Arrestees with signs of internal bleeding (Swelling, bruising, blood in urine or stool).
7. Arrestees that have a pulse greater than 120 BPM (Beats per minute).
8. Arrestees with a Blood Alcohol Concentration level of .25 BAC and greater.

9. Arrestees who are identified with serious illnesses (heart condition, terminal cancer, etc).

10. Arrestees with Diabetes.

11. Arrestees with high blood pressure that require medication to control their medical condition.

12. Arrestees that currently have, show symptoms of, or have been recently exposed to Tuberculosis.

13. Arrestees with asthma that require medication to control their medical condition.

14. Arrestees who are taking prescription medications and who will have to take medication within 8 hours of being booked.

15. Arrestees who are presently or in the immediate past have contemplated suicide, exhibited suicidal tendencies, or attempted suicide.

16. Arrestees with significant amputations requiring medical treatment or need special equipment (wheelchair, crutches, etc.) to move around.

17. Arrestees who are determined to be deaf. This includes those that can read lips or read written words.

A. If the inmate answers "yes" to any of the mandated reporting areas (denoted by medical symbol), any of the conditions listed under number 10, drug or alcohol withdrawals, under a doctor's care for medical / psychiatric reasons or if the inmate is taking any medications, the booking nurse shall be notified and give her approval for the booking. The booking nurse can authorize an inmate be booked at the East Valley Jail despite him having any of the above listed medical conditions excluding any serious, acute, or recent injuries / medical problems. The booking nurse name and date and time of approval shall be noted at the bottom of the medical questionnaire.

B. Arrestees taken into custody with body fluids on their persons shall be transported to the Pre-Trial Detention Facility and temporarily isolated from other inmates during the booking process to prevent the possible

spread of communicable diseases.

C. It shall be at the discretion of the East Valley Jail Booking Deputy to determine of an arrestee will be accepted.

187 PC Arrests

- A. All fresh or warrant arrests for 187 PC or 664/187 PC shall be refused booking at the East Valley Jail. The PTDF Watch Commander should be immediately notified of the refusal and a JIR shall be completed. Any media inquiries regarding any such arrest should be referred to the PTDF Watch Commander.

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Section 5

Inmate Workers: Food & Laundry

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Food Preparation

At the EVJ, Inmate Workers are responsible for warming up pre-packaged food and making sack lunches. These items are pre-made and/or supplied by Kitchen Staff at the PTDF.

Deputies supervise this process and ensure that the inmates who work in the food preparation area are "Kitchen" and "Food Server" cleared per PTDF policy.

Laundry

The EVJ booking worker washes inmate clothes, sheets and towels at the facility. Blankets are sent to Todd Road Jail on a regular basis.

The worker also washes East County Patrol Station (ECPS) Locker Room towels. The laundry supplies (soap, bleach, dryer sheets) are provided by ECPS and are not used for inmate items. The laundry supplies are kept in a locked storage container and handled by EVJ staff only.