

Ventura County Sheriff's East Valley Jail



Policy & Procedures Manual **Sheriff Jim Fryhoff**

Assistant Sheriff – Shane Matthews
Commander—Garo Kuredjian
Captain – Jeremy Bramlette

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Ventura County Sheriff's Office Detention Services East Valley Jail



Section 1
Organization

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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.

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Detention Services
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Section 2
Duties & Line of Authority

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POLICY:

The East Valley Jail is staffed by one Deputy and one SST at all times. One Senior Deputy is also assigned to the facility on a schedule approved by the PTDF Administration.

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.

SST's

The EVJ SST's perform Central Inmate Records Functions pertaining to: Reception Booking, Master Booking, Bail Bonds, Cash Deposits, Visitor Tracking and Inmate Release.

Deputies and SST's could also supervise up to twenty (20) inmates housed at the facility. This includes coordination of inmate movement/ assignments to offsite work areas, supervising inmate food preparation, and inmate visitation.

EVJ Deputies and SST's 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:
 - During breakfast meal (approximately 0600 hours)
 - During lunch meal (approximately 1100 hours)
 - After Shift Change, during evening meal (approximately 1700 hours)
 - Evening lockdown (approximately 2200 hours)

2. The Deputies/SST's 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/SST's will notify the PTDF Watch Commander of the count result at the 0600 and 1800 count.

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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 vital signs (blood pressure, pulse, O2 concentration, temperature height, and weight) for all fresh bookings and contact the booking nurse at the Pre-Trial Detention Facility to conduct a medical clearance. 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. 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 deputy shall write the nurse's name, date, and time of approval on the top booking page.

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 both the East Valley Jail Booking Deputy and Booking Nurse to determine if an arrestee will be accepted. Any booking refusal will be documented on a JIR and the PTDF Watch Commander will be notified of the refusal.

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 for incarcerated people housed at EVJ. These items are pre-made and/or supplied by Kitchen Staff at the PTDF.

Deputies/SST's 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 and towels at the facility. Blankets are sent to Todd Road Jail on a regular basis.