

	Administration, Organization, and Management		
Chapter 1.00	THE REPORT OF THE PROPERTY OF	Date of	Date last
(Prior #)		Origin	revised / reviewed
1.01 (1.01)	Authority and Mission of the Department	10/04/93	06/12/00
	Principles and Goals of the Department	04/02/00	new
	Code of Ethics	06/01/01	new
	Organizational Charts	04/23/01	08/21/06
	Chain of Command	11/07/01	new
,	Development and Review of Department Policy & Procedure	09/29/93	11/06/00
	Post Orders	10/19/92	03/13/01
	Internal Affairs Unit	03/01/92	05/22/09
,	Use of Department Phones	01/17/01	09/29/05
	Professional Compliance and Audit Unit	10/18/01	10/18/06
	Staffing	10/04/93	06/09/08
	Overtime Staffing	11/06/94	09/28/09
	1.18) Watch Commander Duties / Notifications to Executive Mgmt	10/05/92	01/05/05
1.31 (new) I	Protected Health Information Use and Disclosure	01/28/05	new
1.33 (1.22)	Tours	06/20/94	04/03/03
	Sexual Harassment Policy	07/14/00	07/17/01
1.37 (1.04 & 1.23)	Equal Employment Opportunity	01/24/96	02/25/04
	Violence in the Workplace	01/20/97	03/12/01
, ,	News Media Relations / Public Information	10/05/93	06/19/09
	Request for Legal Opinion	03/01/93	03/05/01
	Staff Communication with Defense Attorneys	06/22/96	08/22/08
1.49 (1.19) 1	Facility Bulletin Boards	10/21/92	08/22/08
	Data Classification and Control	07/18/07	new
	County Vehicles – Use and Control	03/31/94	02/02/04
	Subpoenas, Claims, Summons, Other Requests for Information		01/28/05
	Employee Work Stoppages	03/10/02	new
1.61	Records Retention, Maintenance and Destruction	03/10/02	04/02/10
	Physical Plant		
Chapter 2.00 (Prior #)	1 0	Date of Origin	Date last revised
2.01 (7.00)	New Construction / Domodeline	05/30/94	06/08/04
	New Construction / Remodeling Repair/Maintenance Requests	08/31/04	
		04/01/92	new 07/08/09
2.05 (7.01)	Smoking / Tobacco Use Restrictions	04/01/92	07/06/09

		Personnel		
Chapter 3.00			Date of	Date last
	(Prior	#)	Origin	revised
3.01	(3.01)	Establishment of the Personnel Manual	05/01/92	05/18/01
3.05 Restricted	(3.03)	Personnel Records	05/01/92	05/09/03
3.09 Restricted	(3.10)	Employee Badges and Identification Cards	06/01/92	05/22/09
3.11 Restricted	(3.10)	Supervisor and Division Files	10/08/97	05/09/03
3.13	(3.09)	Employee Performance Appraisals	05/01/92	10/18/06
3.15	(1.20)	Employee of the Month	09/11/97	11/04/08
3.17	(new)	Awards and Commendations	05/06/03	
3.19	(new)	Bi-Lingual Services and Compensation	02/25/04	new
3.25 Restricted	(9.20)	Gun-bearing Assignments	10/24/93	new 07/14/02
	8, 3.13)	Badge Staff Transfer and Assignment Policy	12/30/93	10/22/09
3.31	(3.23)	Employee Conduct and Performance	03/24/93	04/10/09
	4, 3.25)	Uniform and Grooming Standards	04/20/93	10/18/06
3.35	(3.08)	Employee Vacations and Leaves of Absence	06/01/92	
3.37 Restricted	(3.11)	Reporting Serious Injury or Death of an Employee	06/01/92	new 08/25/06
3.39	(3.11)	Employee Attendance and Sick Leave	01/26/96	07/21/04
3.41 Restricted	(3.12) (3.22)	Employee Discipline	01/30/94	
3.43	(new)	Employee Discipline Employee Suggestion Program		10/18/06
3.45	(new)	The Lautenberg Domestic Confiscation Law	02/10/06 11/06/00	new
3.49	(3.17)			05/09/02 12/11/08
3.51	- ,	Drug-Free Workplace Employee Assistance Program Non-Department Personnel	07/29/96	
	(3.05)	Funeral Policy	05/01/92	12/11/08
3.55 <u>Restricted</u> 3.57 <u>Restricted</u>	(new)	Reasonable Accommodation Policy	03/15/03	10/22/07
3.59 Restricted	(3.26) (new)	Temporary Return-to-Work Policy	03/27/97 04/22/04	04/22/04
3.39 Kesificied	(new)	remporary Return-to-work Foricy	04/22/04	new
		Financial Services		- 4
Chapter 4.00	.	0	Date of	Date last
	(Prior #	*	Origin	revised
4.01	(2.01)	Financial Services Management and Budget	03/01/92	11/06/00
4.03	(2.02)	Accounting	10/04/93	11/06/00
4.05	(2.03)	Internal Control	10/04/93	11/06/00
4.07	(2.04)	Inventory Control	03/01/92	11/30/00
4.09	(2.05)	Procurement	03/01/92	01/27/09
4.13	(2.08)	Position Code Control	03/01/92	11/06/00
4.17	(2.10)	Fixed Assets	03/01/93	11/06/00
4.19	(2.11)	Employee Meal Service	04/10/93	02/02/04
4.21	(2.12)	Travel Expenses	10/04/93	03/28/01
4.27	(2.13)	Inmate Welfare Fund	06/18/93	11/30/00
4.31	(new)	Balancing Facility Funds	09/08/08	new
	(12011)		05, 00, 00	
		Information Systems		
Chapter 5.00	m : .	n.	Date of	Date last
	(Prior #	f)	Origin	revised
5.01 Restricted	(5.04)	Network System / CLARAnet	01/26/96	12/02/05
5.03 Restricted	(new)	Computer/Network System Security and Maintenance	11/13/03	01/13/09
5.05 Restricted	(new)	Internet/Email Access and Use	11/13/03	12/02/05
5.07	(5.06)	Automated Fingerprint Identification System (AFIS)	04/08/98	11/13/03
	(5.55)		0 ., 00/20	11,10,00

		Information Systems		D
Chapter 5.00	ACM CONTRACTOR OF THE PARTY OF	SATION VALITABLE CONTRACTOR CONTR	Date of	Date last
	(Prior #)		Origin	revised
		Notice In Security Notification Examples (VINE)	11/13/03	03/21/10
5.09	(new)	Victim Information Notification Everyday (VINE)	11/13/03	new
5.11 Restricted	(new)	Automated Criminal Justice Computer Systems and CORI	03/25/97	12/18/03
5.13 Restricted	(5.05)	Security Coordinator for ACJCS		
5.15 Restricted	` '	Remote/Wireless Access to the Network System/CLARAnet	12/02/05	new
5.17 Restricted	` '	Data Encryption	07/24/06	new
5.19 Restricted	(new)	Business Applications	07/24/06	new
5.21 Restricted	(new)	Information Technology Security Plan	07/24/06	new
		Training and Staff Development		
Chapter 6.00			Date of	Date last
Chapter 5155	(Prior #)	j	Origin	revised
			00/00/05	
6.01	(new)	Central Training Unit	03/02/06	new
6.03	(4.01)	Employee Training	06/17/94	03/02/06
6.05 (4.07, 4.1	2, 4.13)	Training Officers	05/14/93	03/02/06
6.07 Restricted	(4.05)	Training for OC Delivery Systems/Less Lethal Munitions	01/01/92	03/02/06
6.09 Restricted	, ,	Firearms Issuance and Training	07/01/92	06/08/04
6.11	(4.09)	Career Incentive Program	05/30/94	03/02/06
		Administrative Booking		
Chapter 7.00				Date last
	(Prior #))	Origin	revised
		A LAND THE COLUMN TO THE PARTY OF THE PARTY	00/20/02	03/12/01
7.01	(6.01)	Admin. Booking Goals and Objectives	09/29/93	
7.03	(6.02)	Case Record Management	10/04/93	03/21/01
7.05	(6.03)	Computation of Time Served	10/04/93	03/06/01
7.07	(6.05)	Transfer of Records	10/04/93	03/06/01
7.09	(6.06)	Bail Acceptance and Surrender	10/04/93	03/21/01
7.11	(6.07)	Court Order Compliance	07/13/95	02/13/09
7.13	(6.04)	Inmate Access to Case Records	10/04/93	03/06/01
		Food Services		
			Date of	Date last
Chapter 8.00	Marie California		2000 01	
Chapter 8.00	(Prior#)	Origin	revised
•			Origin	
8.01	(11.01)	Administration of the Food Services Division	Origin 06/15/92	11/26/08
8.01 8.03	(11.01) (new)	Administration of the Food Services Division Food Services Management Staff	Origin 06/15/92 11/26/08	11/26/08 11/26/08
8.01 8.03 8.05 <u>Restricted</u>	(11.01)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance	Origin 06/15/92 11/26/08 11/26/08	11/26/08 11/26/08 03/31/10
8.01 8.03	(11.01) (new)	Administration of the Food Services Division Food Services Management Staff	Origin 06/15/92 11/26/08	11/26/08 11/26/08 03/31/10
8.01 8.03 8.05 <u>Restricted</u>	(11.01) (new) (new)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance	Origin 06/15/92 11/26/08 11/26/08 11/26/08	11/26/08 11/26/08 03/31/10 03/31/10
8.01 8.03 8.05 <u>Restricted</u> 8.07	(11.01) (new) (new)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance Inmate Meals	Origin 06/15/92 11/26/08 11/26/08 11/26/08 Date of	11/26/08 11/26/08 03/31/10 03/31/10
8.01 8.03 8.05 <u>Restricted</u>	(11.01) (new) (new)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance Inmate Meals Security and Control	Origin 06/15/92 11/26/08 11/26/08 11/26/08	11/26/08
8.01 8.03 8.05 <u>Restricted</u> 8.07 Chapter 9.00	(11.01) (new) (new) (new)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance Inmate Meals Security and Control #)	Origin 06/15/92 11/26/08 11/26/08 11/26/08 Date of Origin	11/26/08 11/26/08 03/31/10 03/31/10 Date last revised
8.01 8.03 8.05 <u>Restricted</u> 8.07	(11.01) (new) (new) (new)	Administration of the Food Services Division Food Services Management Staff Food Service Safety Compliance Inmate Meals Security and Control	Origin 06/15/92 11/26/08 11/26/08 11/26/08 Date of	11/26/08 11/26/08 03/31/10 03/31/10

		Security and Control		
Chapter 9.00			Date of	Date last
	(Prior	#)	Origin	revised
9.05 Restricted	(9.07)	Security Searches	09/28/93	10/10/08
9.07	(1.13)	Security Clearances	10/05/93	02/25/09
9.09	(new)	Processing Contraband, Evidence and Found Property	06/08/04	09/08/08
9.11 Restricted	(new)	Central Control Rooms (CCR)	08/31/04	new
9.15 Restricted	(9.17)	Radio Use and Control	01/01/92	05/28/03
9.17 Restricted	(9.10)	Control of Tools and Culinary Equipment	01/15/93	05/22/09
9.19 Restricted	(9.11)	Armory Operations and Security Equipment	07/01/92	06/14/02
9.21 Restricted	(9.13)	Use of Firearms	07/01/92	06/21/02
9.23 Restricted	(9.13)	Procedure When a Firearm is Discharged	07/01/92	06/21/02
9.25 Restricted	(9.23)	Use of Less Lethal Munitions	09/06/96	12/02/05
9.27 Restricted	(9.14)	Reporting of Incidents	09/29/92	08/31/04
	(15.02)	Criminal Investigations	04/01/92	03/10/02
9.31 Restricted	(9.06)	Inmate Movement and Transport	10/04/93	02/02/04
9.33 Restricted	(9.05)	Inmate Counts	05/30/94	06/21/05
9.37	(9.02)	Post Log Book	10/19/92	04/30/01
9.39 Restricted	(new)	Inmate Supervision	01/29/03	10/20/09
9.41 Restricted	(new)	Recorded Surveillance Camera Systems	09/22/04	new
9.43 Restricted	(9.22)	Cell Extraction	04/30/96	03/15/03
9.47 Restricted	(new)	Use of Safety Cell	04/02/01	new
9.49 Restricted	(new)	Use of Restraint Chair	04/30/01	new
9.51 Restricted	(new)	Use of Spit guard and Spit Net	05/28/02	09/22/04
9.53 Restricted	(new)	Use of Oleoresin Capsicum (O.C.) and Chemical Agents	03/13/02	11/04/09
9.55 Restricted	(new)	Video Documentation	01/29/03	new
9.57 Restricted	(new)	Court Movement	08/27/08	11/28/08
9.59	(9.19)	Court Dress Out Clothing	06/08/95	11/26/08
		Safety and Emergency Procedures		
Chapter 10.00			Date of	Date last
	(Prior #	#)	Origin	revised
10.01 Restricted	(1.14	& 8.02) Management of Emergency Plans	10/13/93	07/02/02
10.03 Restricted		Fire Response Plan	09/28/93	10/09/02
10.05 Restricted		Natural Disasters – Earthquakes	07/02/02	
10.07 Restricted		Bomb Threat / Explosion	04/03/03	new
10.09 Restricted		Emergency Evacuation	07/02/02	new
10.11 Restricted		Escapes	05/05/94	04/03/03
10.13 Restricted		Emergency Response Team	12/03/02	new
10.15 Restricted		Mass Arrests	05/28/03	new
10.17 Restricted		Hostage Incidents	01/01/92	09/22/04
10.19	(8.07)	Hazardous Materials	03/30/93	05/28/03
10.21 Restricted		Power/Communications Failure	10/08/02	new
10.23 Restricted		Utility Shut-Offs	12/11/08	new
10.25 Restricted		Riot Control Plan	05/28/03	new
10.27 Restricted		Emergency/Disaster Staffing	11/27/02	new
10.29	(8.01)	Occupational Injury and Illness Prevention	03/01/92	05/09/02
10.31 Restricted		Fire Prevention/Inspections	10/04/93	10/09/02
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CL 10 00		Safety and Emergency Procedures	Date of	Date last
Chapter 10.00	(D-: 4)		Origin	revised
	(Prior #)		Oligin	TOVISOG
10.33 Restricted	(new)	Emergency Housing / Mass Relocation	11/27/02	12/11/08
	(new)	Emergency Response	08/29/02	08/25/06
		Exposure Control Plan for Bloodborne Pathogens	01/29/03	09/22/04
10.37 10.39 Restricted		Panic Alarms	05/28/03	new
10.39 <u>Resulcied</u>	(Exposure Control Plan for Respiratory Diseases	01/28/05	new
,	(new)	Rescue Knife	08/27/08	new
10.45 <u>Resulcted</u>	(new)	First Aid Kits	08/22/08	new
	(new)	Catastrophic Incident Temporary Release Plan	05/07/08	new
10.49 Restricted		Catastrophic Disaster Incident Plan	06/23/09	new
10.49 Restricted	(new)	Catastrophic Disastor mordon rian	00,20,00	
		Intake and Release		
Chapter 11.00			Date of	Date last
Compton IIIou	(Prior #))	Origin	revised
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11.01	(17.01)	Inmate Admission for Booking	03/01/92	02/27/09
11.03	(new)	Medical Screening at Intake	05/27/03	new
11.05	(11.05)	Use of Intake Holding Cells and Intake Lobby Chairs	01/18/93	07/02/02
11.07 Restricted	(new)	Holds and Detainers	05/27/03	new
11.09	(new)	Foreign Nationals	05/28/03	02/12/10
11.11	(new)	Out-of-State Warrants / Fugitives from Justice	05/28/03	new
11.13 Restricted	(new)	Off-line Booking	08/15/03	new
11.15 Restricted	(18.03)	Misdemeanor Citation Releases	06/28/93	06/21/05
11.17 Restricted	(new)	Pretrial Services / Probable Cause Affidavits	08/15/03	09/28/09
11.17 <u>Restricted</u> 11.19	(new)	Pre-Bookings / Commit Desk	12/18/03	new
11.21 Restricted	(new)	Inmate Processing and Orientation	11/13/03	new
11.21 <u>Restricted</u> 11.23	(new)	Inmate Notification of New Charges and Rights	08/27/08	new
11.25	1 1	Inmate Admission for Commits, Self-Surrenders, Remands		new
11.27	(new) (new)	Inmate Claim of False Arrest/Imprisonment	08/22/08	new
11.27		Inmate Lineups	06/27/08	new
	(new)	-	02/01/92	09/08/08
11.31	(20.01)	Inmate Identification Wristbands	08/22/08	10/10/08
11.33 Restricted		State Parole Hearings	09/08/08	new
11.35 Restricted	(new)	Inmate Property	09/08/08	04/02/10
11.37	(new)	Illinate 1 Topetty	07/00/00	G II OZII I O
		Medical and Health Care Services		
Chapter 12.00			Date of	Date last
	(Prior#	*)	Origin	revised
	at least to the	TABLE 1		
12.01	(13.01)	Medical Health Care Services	06/15/92	03/10/02
12.03		Mental Health Services	03/01/92	04/02/01
12.05 Restricted	(13.03)	Suicide Prevention	02/01/92	02/13/09
12.07 Restricted		Inmate Disease Notifications to Custody	01/28/05	new
12.09		Inmate Deaths	10/25/93	09/29/05
12.13 Restricted		Inmates Infected with MRSA	07/01/05	new
12.15 Restricted	(new)	Inmates Infected with Lice or Scabies	01/28/05	new
12.17	(13.09)	Inmates Access to Over the Counter (OTC) Medications	07/05/93	05/28/08
12.19 Restricted		Off-Site Medical Care/Hospitalized Inmates	05/09/02	09/28/09

		Medical and Health Care Services		
Chapter 12.00			Date of	Date last
	(Prior #)	Origin	revised
12.21 Restricted	(new)	Medical Emergencies	11/27/02	10/18/06
12.23	(new)	Use of Automated External Defibrillator (AED)	12/18/03	03/02/06
12.25 Restricted		Inmate Hunger Strike	08/22/08	new
12.27	(new)	Lactating Female Inmates	11/26/08	new
12.29	(new)	Dispensing of Prescription and Non-Prescription Medications	11/26/08	new
12.31	(new)	Inmate Medical Requests	11/04/08	new
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CF4 12.00		Special Management/Classification	D / C	
Chapter 13.00	(Drion #		Date of	Date last
	(Prior #)	Origin	revised
13.01 Restricted	(18.01)	Classification Policy, Goals and Objectives	02/01/92	12/02/02
		Administrative Segregation	09/29/93	07/01/05
13.05		Penal Code 296 Compliance	12/12/94	01/07/09
13.07		In-Custody and Program Release Transfers	02/01/92	08/27/08
	10.02.1)		03/05/99	05/09/02
13.13		Juvenile Inmates	05/05/99	11/27/02
13.15	(new)	Disciplinary Housing	11/27/02	11/27/02
13.17	(new)	Mentally Disordered Inmates	04/02/01	
13.19 Restricted		Administrative Rehousings		12/02/05
13.19 Restricted	(new)	Administrative Renousings	11/27/02	new
		Inmate Rights		
Chapter 14.00			Date of	Date last
	(Prior #))	Origin	revised
14.01	(14 01)	I and Dights of Lumates	02/01/02	10/06/00
14.01		Legal Rights of Inmates	02/01/92	12/26/08
		Environmental & Programmatic Rights of Inmates	02/01/92	05/28/02
14.05	, ,	Inmate Grievance Process	08/01/94	08/13/08
14.09	(new)	Pro Per Inmates	09/29/05	12/04/08
14.11		Inmate Voting	09/29/93	02/24/06
14.13	(14.07)	Inmate Marriages	03/15/94	06/19/09
		Inmate Rules and Discipline		
Chapter 15.00			Date of	Date last
	(Prior #))	Origin	revised
15.01	(15.01)	Inmate Discipline Process	02/01/92	07/09/09
15.03 Restricted		Reporting of Parolee In-Custody Misconduct	09/08/08	(new)
				(/
		Sanitation and Hygiene		
Chapter 16.00			Date of	Date last
	(Prior #))	Origin	revised
	(12.01)	Sanitation Inspections and Housekeeping Plan	02/01/92	04/03/03
16.01		Depression moderning and Hongereeping Light.	しんしいコン	04/03/03
16.01			03/02/02	
16.01 16.03 16.05	(12.02)	Inmate Clothing, Bedding and Linens Inmate Hygiene	03/02/92 02/01/92	06/05/03 05/28/03

		Inmate Communication, Mail and Visits		
Chapter 17.00			Date of	Date last
	(Prior #)		Origin	revised
			00/01/00	02/15/02
17.01	(16.01)	Inmate Social Visiting	02/01/92	03/15/03
17.03	(09.09)	Inmate Hospital Visits	01/27/95	04/03/03
17.05	(16.02)	Inmate Access to Telephones & Telecommunication Devices	02/01/92	12/04/08
17.07 Restricted	(16.04)	Inmate Telephone Monitoring System	10/10/98	11/28/08
17.09	(new)	Inmate Request Form	11/04/08	new
17.11	(new)	Inmate Attorney & Official Visits	04/03/03	02/13/09
17.13	(16.03)	Inmate Correspondence	02/01/92	02/13/09
17.15	(new)	Video Conferencing and Video Visiting	11/04/08	new
		Inmate Programs and Services		
Chapter 18.00			Date of	Date last
	(Prior #)	,	Origin	revised
18.01	(new)	Program's Unit Goals and Objectives	09/27/01	new
18.03	(19.02)	Educational Programs and Services	02/01/92	09/27/01
18.05	(19.03)	Library Services	04/01/92	09/27/01
18.07	(19.04)	Exercise and Recreation	02/01/92	09/27/01
18.09	(19.05)	Religious Programs and Services	02/01/92	09/27/01
18.11	(19.06)	Social Services	02/01/92	09/27/01
18.13	(19.07)	Volunteer Services Program	02/01/92	09/27/01
18.15	(19.01)		02/01/92	03/10/02
18.19	(new)	Inmate Work Program, Selection and Assignment for Inmate Worker	rs 11/07/01	new
10.19				
18.21	(new)	Inmate Commissary	08/22/08	new