



**Ventura County Sheriff's Office  
Todd Road Jail  
Standard Operating Procedures**



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Standard Operating Procedure



Section 1 Chapter 1

***Standard Operating Procedures***

Drafted: February 7, 2000

Reviewed: November 2023

Revised: January 2019

**PURPOSE:**

To ensure uniform daily operation of the Todd Road Jail Facility and to establish procedures for an annual review, and subsequent dissemination of new and/or revised Standard Operating Procedures. This policy also establishes guidelines for the formation of a Policy Review Committee and describes the function of that committee.

**POLICY:**

It is the policy of the Todd Road Jail to maintain Standard Operating Procedures that address the facility's unique layout, population and programs. The policy shall be reviewed annually by a committee designated by the Facility Manager.

**PROCEDURES:**

**I. POLICY REVIEW COMMITTEE**

- A. The Todd Road Facility Manager shall designate a committee to review the Standard Operating Procedures currently in effect. The committee will revise or update those procedures based on newly established laws and operational changes. The committee will be made up of a minimum of 4 members, with at least one member from each of the following ranks:
  - 1. Sheriff Services Technician
  - 2. Sheriff Deputy
  - 3. Sheriff Senior Deputy
  - 4. Sheriff Sergeant
- B. The committee shall be chaired by the Facility Manager or his designee, and shall be known as the Standard Operating Procedures Review Committee. The committee shall meet as directed by the chairperson during each year for the purpose of reviewing the facility Standard Operating Procedures Manual.

## **II. STANDARD OPERATING PROCEDURES REVIEW**

- A. At the direction of the Chairperson, the committee will examine and assess existing policies and procedures to determine the appropriateness of each policy or procedure. The committee will develop recommendations for changes or additions as needed. The review will also assess facility operations and compliance with Federal, State, and Local regulations.
- B. Responsibility for the annual review rests with the Facility Manager. A report of the review will be submitted to the Facility Manager and will include:
  - 1. General needs assessment for policy revision
  - 2. Identify specific problem areas
  - 3. Develop solutions and propose policy revisions
- C. Policy and Procedure Assessment Guidelines:
  - 1. Is the procedure or policy mandated by Law?
  - 2. Is there a potential for liability by the County?
  - 3. Is there existing Facility Policy?
  - 4. Are there similar policies and procedures at other jail facilities?
  - 5. Are current policies and procedures consistent with other jail facilities?
  - 6. Is the procedure or policy in agreement with the Sheriff's Policy Manual?
  - 7. What is the effect of the procedure or policy on jail operations?
  - 8. Is there a need to change or amend the policy or procedure? Why?
  - 9. Do you have suggestions for changing policy or procedure?
  - 10. Have you discussed the issue with impacted staff members?
  - 11. Has there been input or suggestions from staff concerning changes?

## **III. APPROVAL PROCESS FOR PROPOSED POLICY/CHANGES**

- A. The committee shall submit, in writing, any recommendation for changes or additions to the facility Standard Operating Procedures to the Facility Manager.
- B. Any requests for immediate changes to any policy and procedure shall also be forwarded to the Facility Manager for review.
- C. Once the final draft or revision of the Standard Operating Procedure is complete, the proposed document will be forwarded to the Facility

Manager. The Facility Manager may approve, disapprove, defer action, or revise the proposal. When the policy is approved, the Facility Manager will sign the document and initiate distribution.

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Section 1 Chapter 2

**Central Control**

Drafted: January 2019

Reviewed: November 2023

Revised: NA

**PURPOSE:**

To identify the role, job description, and best practices of staff assigned to Central Control.

**POLICY:**

Central Control is the security foundation of the Todd Road Facility. Staff assigned to Central Control:

1. Are responsible for the execution of emergency procedures in coordination with operational supervisors, staff and Sheriff's Dispatch
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. Keep activity logs and the Redbook up to date.
6. [REDACTED]

**PROCEDURES:**

**I. Emergency Procedures**

1. In case of a situation requiring outside emergency personnel (fire, ambulance), Central Control Staff shall contact:  
**Sheriff's Dispatch by calling "911" or 805-654-9511**
2. In the situations that require a [REDACTED]. Central Control will follow procedures as outlined in Divisional Policy.

**II. [REDACTED] Movement / Access**

**1. Incarcerated person Movement**

- a. Incarcerated person Movement [REDACTED] shall comply with the Todd Road's Incarcerated person Movement Policy.

**2. Pedestrian access**

- a. [REDACTED]
- b. Proper identification is displayed
- c. Staff should [REDACTED]
- d. Under no circumstances [REDACTED].

**3. Vehicular access / Supply Deliveries**

- a. All vendors shall deliver supplies [REDACTED].
- b. [REDACTED]
- c. The delivery personnel [REDACTED] tate their business.
- d. [REDACTED]
- e. [REDACTED]
- f. If not verified, Central Control will direct the [REDACTED]
- g. In the event that Central Control or Public [REDACTED]



**REFERENCES:**

Todd Road SOP Section 1- Incarcerated person Movement

Detention Services Divisional Policy Section 4- Facility Safety and Security

Detention Services Divisional Policy Section 5-Emergency Procedures

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Section 1 Chapter 3

**Cluster Control**

Drafted:10-1-19

Reviewed: November 2023

Revised:10-1-19

**PURPOSE:**

To identify the role, job description, and best practices of staff assigned to Cluster Control.

**POLICY:**

Cluster Control [REDACTED]  
[REDACTED]:

1. Are responsible [REDACTED]
2. Monitor and coordinate [REDACTED]
3. Are responsible [REDACTED]
4. Coordinate [REDACTED]
5. Keep activity logs and the Redbook up to date.

**PROCEDURES:**

**I. ACCOUNTING OF INCARCERATED PERSONS:**

1. Cluster control is responsible [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
2. Special Use Cells [REDACTED]
  - a. Maintain and update [REDACTED]  
[REDACTED]
  - b. Answer [REDACTED]  
[REDACTED]
  - c. [REDACTED]

**II. Facilitate [REDACTED] Facility**

1. [REDACTED]
2. Court movement [REDACTED]
3. Monitor [REDACTED]
4. Control [REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
5. Visiting [REDACTED]
  - a. [REDACTED]
  - b. Responsible for the monitoring of both incarcerated persons and visitors in the Visiting Rotunda
  - c. Log allotted time for visiting.
  - d. Coordinate with Public [REDACTED]

**III. [REDACTED]**

**IV. Mail**

1. Sort incoming mail and paperwork to each housing unit folder.
2. [REDACTED]:
  - a. Accept all incoming [REDACTED] mail and distribute appropriately.
  - b. Completed [REDACTED] must be [REDACTED].

**REFERENCES:**

Detention Services Divisional Policy Section 4- Facility Safety and Security  
Detention Services Divisional Policy Section 5-Emergency Procedures

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Section 1 Chapter 4

**Security Systems / Alarms**

Drafted: September 8, 1994

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To provide an overview of the Alarms at the Todd Road Jail.

**POLICY:**

Todd Road has several types of Alarms [REDACTED]. Todd Road Jail personnel will be familiar with the operational capabilities of the Facility's Emergency Systems and shall utilize each component of the system in accordance with the prescribed emergency procedures. These alarms include:

- [REDACTED]

**PROCEDURES:**

I. [REDACTED] ALARMS

1. [REDACTED]
2. Alarm Maintenance

a. It will be the responsibility of the individual assigned an alarm to test the transmitter's range and battery regularly.

b. The Facility Sergeant will be responsible for [REDACTED]

## II. [REDACTED] Alarms

1. [REDACTED]

## III. [REDACTED] Alarm

1. An [REDACTED] Alarm alerts staff to issues with the facilities vacuum toilet system.

### Central Control SST Responsibilities

- a. Notify Maintenance during normal business hours. If the alarm is after business hours, contact the Watch Commander.
- b. In the Redbook, personnel assigned to Central Control will log:
  - i. The time of the alarm.
  - ii. The time Maintenance or Watch Commander was notified.
  - iii. Name of person contacted.
- c. When Maintenance has reset the alarm outside, the alarm notification should disappear.

### Watch Commander Responsibilities

- a. When an [REDACTED] alarm is activated outside of normal business hours of Maintenance staff, the Watch Commander will contact GSA dispatch.
- b. If contact with GSA cannot be made, call the Maintenance Supervisor.
- c. If contact with the Maintenance Supervisor cannot be made, contact the GSA Maintenance Manager.

**IV. [REDACTED] ALARMS**

1. [REDACTED]
2. See Division Policy Section [REDACTED]

**V. [REDACTED] Alarms / [REDACTED] Alarms**

1. [REDACTED]

**VI. [REDACTED] Alarms**

1. When [REDACTED] to the possible security issue.

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Section 1 Chapter 5

***Incarcerated person Movement***

Drafted: January 24, 2019

Reviewed: November 2023

Revised: January 24, 2019

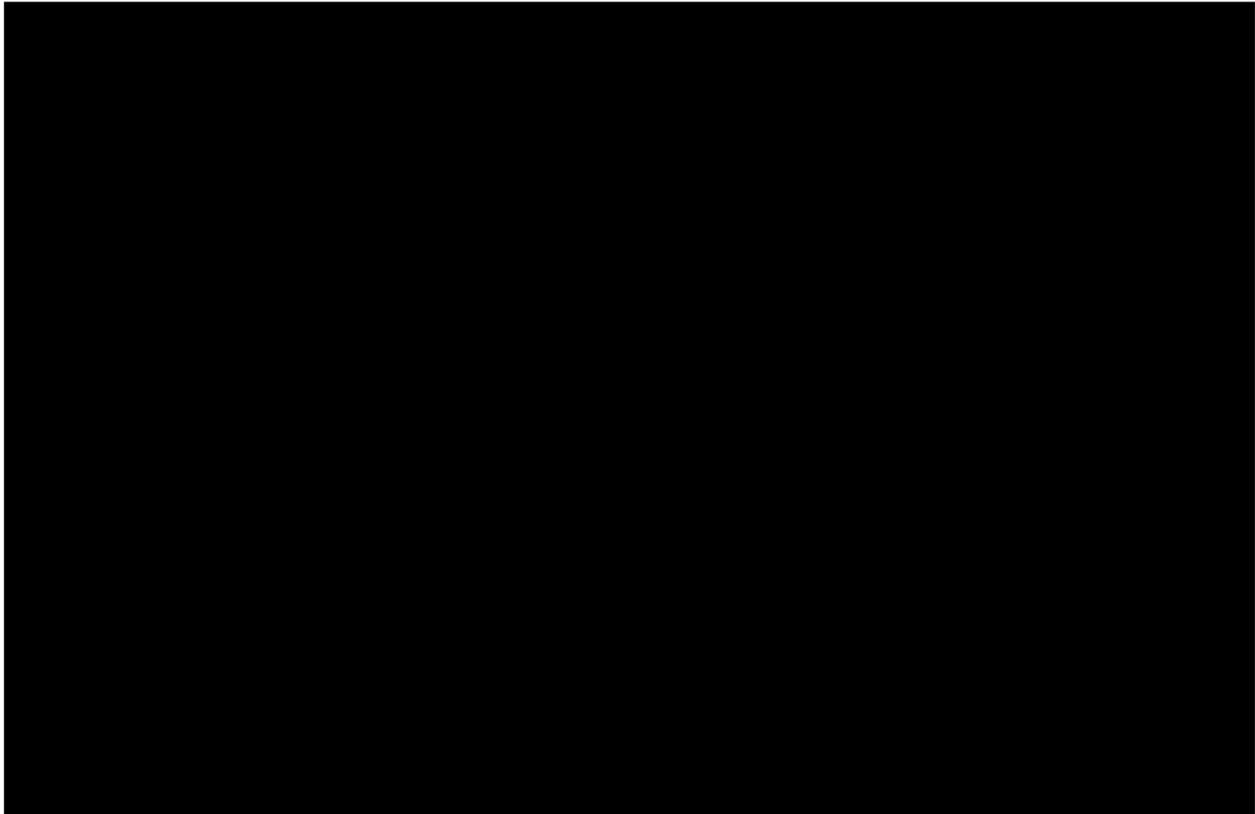
**PURPOSE:**

To ensure the safe and secure movement of incarcerated persons within the Todd Road Jail Facility with consideration of the Facility's unique layout and population.

**POLICY:**

Incarcerated persons will be moved throughout the facility using the following procedures to minimize the security risks to Todd Road Staff.

**PROCEDURES:**



***Staff will ensure*** [redacted]

I.

[Redacted text block I]

II.

[Redacted text block II]

III.

[Redacted text block III]



**REFERENCES:**

- Divisional Policy Section 11, Chapter 4-Incarcerated person Classification and Placement
- Divisional Policy Section 12, Chapter 14- Incarcerated person Group Movement/ Ratio/ Housing Movement
- Pre-Trial Detention Facility Standard Operating Procedure Section 4, Chapter 6-Segregated Housing

Ventura County Sheriff's Office  
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Section 1 Chapter 6

***Administrative Notifications***

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Drafted: January 2019

Reviewed: November 2023

Revised: 2019

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**PURPOSE:**

To describe various circumstances that require personal notification of the Todd Road Jail Facility Manager and / or Facility Commander.

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**POLICY:**

Whenever the following incidents occur, the Facility Sergeant shall contact the Facility Manager. If the Facility Sergeant is unable to make personal contact with the Facility Manager, the Facility Commander will be notified.

- Any employee injury that requires medical treatment.
- An incarcerated person death.
- An attempted incarcerated person suicide.
- An incarcerated person escape
- Activation of the Emergency Response Team (ERT).
- Any newsworthy occurrence or event which may incur liability upon the Sheriff's Office.
- Any significant event involving an off-duty employee.
- Taser deployment.
- Any time an incarcerated person is transported to the hospital for any reason other than a scheduled medical treatment. This includes incarcerated persons from the PTDF requiring Todd Road Jail personnel to guard. However, if the reason is NOT life threatening, the notification can be a message left on a cellular telephone or E-mail.

**See VSO and Divisional Policy for other circumstances that require notifications.**

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Section 2 Chapter 1

**Classification Unit**

Drafted: May 31, 1994

Reviewed: November 2023

Revised: July 2019

**PURPOSE:**

To identify the responsibilities of the Todd Road Jail Classification Unit.

**POLICY:**

The TRJ Classification Unit will be responsible for the Housing Plan, Incarcerated person Background and Review, Intake and Exit Interviews, and Placement of incarcerated persons.

**PROCEDURES:**

**I. HOUSING PLAN**

- A. The TRJ Classification Unit and the Facility Sergeant will keep a copy of the current housing plan. The TRJ Classification Unit will review the housing plan on an as needed basis. The Facility Manager or his designee must approve any modifications in the plan.
- B. The placement of newly received incarcerated persons or the rehousing of incarcerated persons will be performed by, or at the direction of, the TRJ Classification Unit. All incarcerated person placements will be done in accordance with the Facility Housing Plan.

**II. INCARCERATED PERSON BACKGROUND REVIEW**

- A. The background review shall be conducted during the incarcerated person reception process.
- B. The review shall be used for, but is not limited to, the following:
  - 1. To provide pertinent and factual information for use during the intake interview.

2. To aid in the housing placement process.
3. To aid in the selection of incarcerated person workers.
4. Detection of potential classification errors and allow for corrections to be made prior to placement.

### III. INTAKE / EXIT INTERVIEWS

A. Intake interviews shall be conducted on all incarcerated persons during the reception process.

B. Exit interviews should be [REDACTED]

C. [REDACTED]

### IV. PLACEMENT

A. New incarcerated person housing

1. [REDACTED]

2. Incarcerated persons will be housed following the reception process.

B. Rehouses

1. The TRJ Classification Unit must approve all incarcerated person rehouses.

2. If other than a routine move, documentation will be required.

3. In cases where the Classification Unit is unavailable, a Classification Cross-Trained Deputy will handle housing assignment changes.

4. In the event of an emergency situation, when it becomes necessary to move an incarcerated person, and personnel from the TRJ Classification Unit are not available, the Housing Sergeant may temporarily approve the movement. A Jail Incident Report will document the justification for

the rehousing and will be forwarded to the TRJ Classification Unit for review and final disposition.

## **REFERENCES:**

Detention Services Divisional Policy: Section 11: Classification

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Section 2 Chapter 2

***Intake Procedures***

Drafted: October 28, 1994

Reviewed: November 2023

Revised: July 2019

**PURPOSE:**

To establish policy and procedure for receiving male and female incarcerated persons that have been rehoused or transferred to the Todd Road Jail.

**POLICY:**

All incarcerated persons rehoused or transferred to the Todd Road Jail will be received and processed through Intake / Transfer.

**PROCEDURES:**

**I. STAFF RESPONSIBILITIES**

**A. Prior to Arrival of Incarcerated persons**

1. The TRJ Classification Unit will be responsible for generating a list of incarcerated persons to be transferred from the Pre-Trial Detention Facility to the Todd Road Jail Facility. [REDACTED]

[REDACTED] The TRJ Classification Unit is responsible to ensure all incarcerated persons out at court are accounted for at the end of the business day.

2. The incarcerated person should arrive [REDACTED]

[REDACTED] a new one.

**B. Arrival of Incarcerated persons**

1. A Classification Deputy shall check [REDACTED] confirm incarcerated person's identification with the appropriate list.

2. A Deputy will place [REDACTED].  
All classification compatibility and restrictions will apply.

C. Incarcerated person Property

1. A deputy will search the incarcerated person personal property and place it into an approved incarcerated person property container.
2. The incarcerated person will be given a copy of the Incarcerated person Rules/Orientation booklet.

D. Intake Processing

1. A Classification Deputy will:

- a. [REDACTED]

- b. [REDACTED]

- c. House accordingly based on classification. [REDACTED]

2. [REDACTED]

3. [REDACTED]

E. Transfer to Housing

1. Upon receiving the movement order from the Classification Deputy, the movement deputy will do the following:
  - a. Assemble the incarcerated persons and return their property
  - b. Escort the incarcerated persons to the appropriate Housing Unit

F. Use of Safety Cells

1. All Safety Cell procedures as outlined in Divisional Policy Section 12, Chapter 26 shall apply.
2. The Facility Sergeant shall ensure Intake is appropriately staffed when an incarcerated person is housed in the Safety Cell.

### **REFERENCES:**

CCR Title 15 Section 1069, 1270

Detention Services Divisional Policy:

Section 12 Chapter 23 Strip Searches

Section 12 Chapter 26 Use of Safety Cells/ Safety Precaution Levels

Section 12, Chapter 31 Body Scanner and Radiation Safety Program.

TRJ SOP:

Section 1 Chapter 4 Incarcerated person Movement

Ventura County Sheriff's Office  
Todd Road Jail  
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Section 2 Chapter 3

***Transfer Procedures***

Drafted: November 23, 1994

Reviewed: November 2023

Revised: July 2019

**PURPOSE:**

To establish policy and procedure for the transfer of incarcerated persons from the Todd Road Jail.

**POLICY:**

All incarcerated person transfers out of the Todd Road Jail will be [REDACTED]. The TRJ Classification Deputy will be responsible for ensuring that all incarcerated persons to be transferred to another facility. [REDACTED].

**PROCEDURES:**

**I. COURT TRANSFERS**

A. Court Movement

1. The Housing SST and Deputy are responsible for assembling and escorting the incarcerated persons who [REDACTED].
2. [REDACTED].
3. [REDACTED].
4. The Classification Deputy may arrange additional court movement in order to accommodate the various classifications and number of incarcerated persons going to court.

5. Upon the incarcerated person's arrival [REDACTED], the TRJ Classification Deputy will check the [REDACTED] Court Quad List.
6. All incarcerated persons going to court shall be shackled. Pregnant female incarcerated persons shall not be shackled.
7. The TRJ Classification Deputy will place the incarcerated persons [REDACTED]

## II. RELEASE / REHOUSING TRANSFERS

- A. The TRJ Classification Unit will send [REDACTED] Housing Unit.  
[REDACTED]
1. [REDACTED]
2. The Housing SST and Deputy are responsible for assembling and escorting [REDACTED] appropriate time.
3. Upon the incarcerated person's [REDACTED], the TRJ Classification Deputy will check the [REDACTED]
4. All incarcerated persons being released or rehoused shall be shackled. Pregnant female incarcerated persons shall not be shackled.
5. The TRJ Classification Deputy will place the incarcerated persons [REDACTED]
6. The TRJ Classification Deputy will place the incarcerated persons' property bags into large trash bags for transporting purposes.

## III. TRANSPORTATION

- A. It will be the TRJ Classification Deputy's responsibility to ensure all incarcerated persons needing to be transferred are [REDACTED] transportation.
- B. Upon the arrival [REDACTED] assist the Transportation Deputy. The Transportation Deputy shall handcuff the incarcerated persons [REDACTED].

- C. The Intake staff will give all the incarcerated persons' personal property and necessary paperwork to the Transporting Deputy.
- D. Prior to the Incarcerated person leaving, the TRJ Classification personnel will update the incarcerated persons' housing location, indicate the incarcerated persons are in transit to a new location and provide the appropriate "move reason" code.

## **REFERENCES:**

Detention Services Divisional Policy: Section 10: Release / Transfer of Incarcerated persons

Ventura County Sheriff's Office  
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Section 2 Chapter 4

***Rover/Movement Deputy***

Drafted: December 14, 2018

Reviewed: November 2023

Revised: July 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the Rover Deputy

**POLICY:**

The Rover Deputy is responsible for the movement of incarcerated person

[REDACTED]

**PROCEDURES**

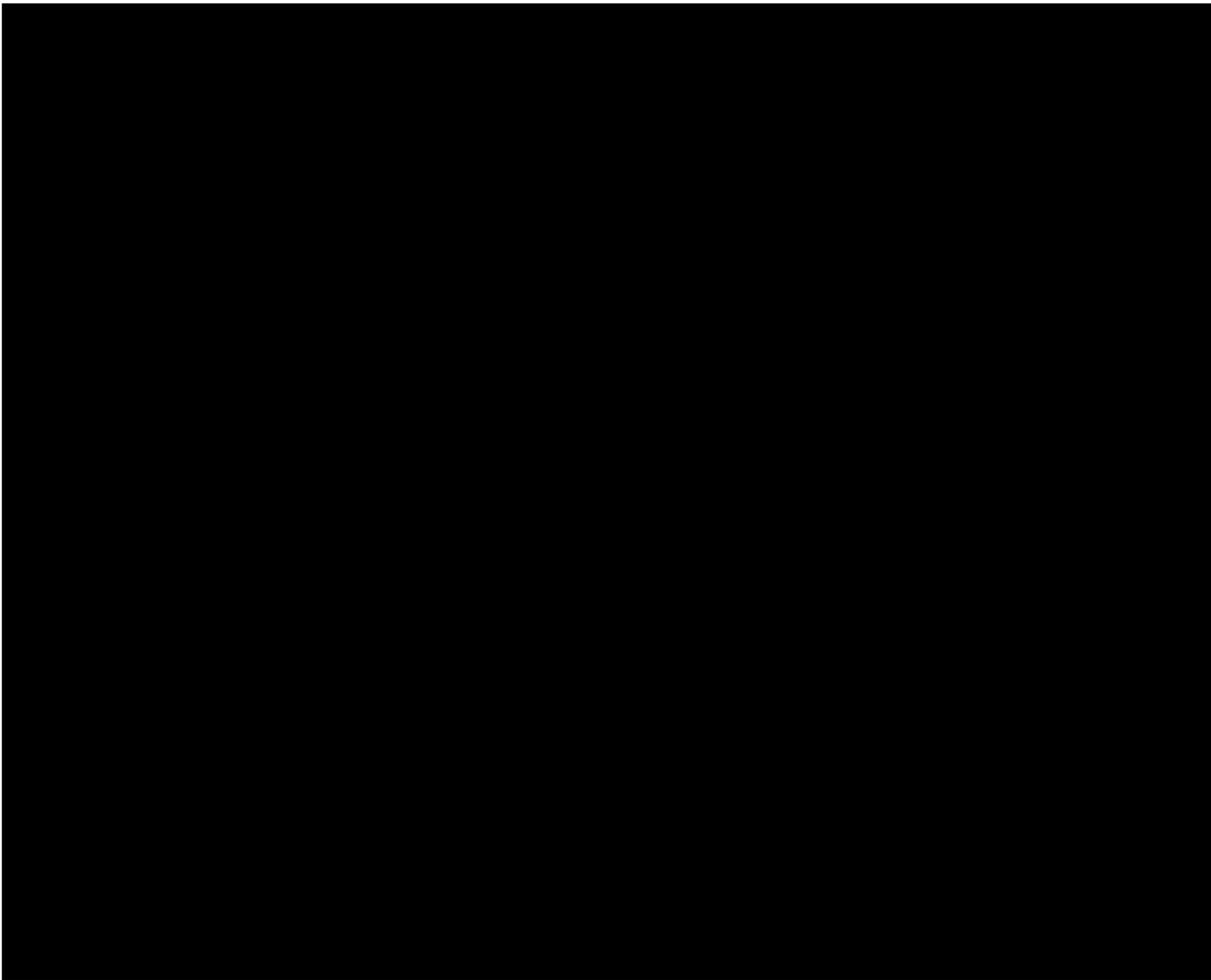
**I. JOB RESPONSIBILITIES**

- A. The Rover Deputy will be responsible for moving all incarcerated person releases and court transfers [REDACTED]
- B. In addition to Incarcerated person movement, the Rover Deputy will also be responsible for assisting the Classification Unit with processing new incarcerated person transfers from the PTFD and incarcerated persons returning from court. All efforts should be made by the Rover Deputy to make himself available to assist the Classification Unit, whenever a transportation vehicle arrives at the facility.
- C. After completion [REDACTED] and in the absence of the Medical Deputy, the Rover Deputy shall be responsible for assisting housing deputies [REDACTED].

- D. The Rover Deputy may at times be called upon to transport incarcerated persons outside of the facility.
- E. On weekends, the Rover Deputy [REDACTED] Security Deputy with visiting operations and public contacts in the public lobby and parking lot. The Rover Deputy will work in conjunction with the Security Deputy [REDACTED]

**II. SHIFT I / DAY SHIFT SCHEDULE**

**NOTE:** The below listed times are a guideline for scheduling purposes, but security and safety must be sustained as the highest priority. Communication, coordination, and flexibility with deputies, SST's, and Classification Staff will be necessary to maximize operations.



**REFERENCES:**

SHERIFF'S POLICY MANUAL: POLICY 1046 – UNIFORM REGULATIONS

Ventura County Sheriff's Office  
Todd Road Jail  
Standard Operating Procedure



Section 3 Chapter 1

***Housing Deputy***

Drafted: December 14, 2018

Reviewed: November 2023

Revised: July 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the TRJ Housing Deputy

**POLICY:**

The TRJ Housing Deputy performs tasks essential to the maintenance of order and security at the facility. The Housing deputy enforces facility rules and regulations in his/her assigned area, conducts security checks for the purpose of contraband interdiction, and conducts [REDACTED] ensure incarcerated person safety & facility security.

**PROCEDURES**

**I. JOB RESPONSIBILITIES**

- a) Maintains records on significant events and incarcerated person activities.
- b) Conducts [REDACTED] of housing and service areas.
- c) Searches incarcerated persons for contraband [REDACTED]  
[REDACTED]
- d) Conducts feeding in the housing sections.
- e) Responds to and takes appropriate action to suppress disturbances within the facility.
- f) Investigates and submits reports on crimes and/or rule violations committed in his/her assigned area and makes arrests as laws require.
- g) Implements contingency plans in the event of emergencies such as major disturbances, fires, etc.

- h) Assists in facilitating the movement of incarcerated persons from housing to service areas.
- i) Coordinates and supervises incarcerated person clothing exchanges.
- j) Maintain an open line of communication with the incarcerated person population by responding to kites, grievances and needs.
- k) Provide security to visitors in the housing sections: Medical Staff, maintenance crews, public volunteers, incarcerated person services employees, commissary employees, etc.

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Section 3 Chapter 2

***Housing SSTs***

Drafted: December 14, 2018

Reviewed: November 2023

Revised: October 1, 2019

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**PURPOSE:**

To establish policy regarding the job responsibilities of the TRJ SST's.

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**POLICY:**

The TRJ Housing SST's performs tasks essential to the maintenance of order and security at the facility.

**PROCEDURES**

**I. JOB RESPONSIBILITIES**

1. Maintains records on significant events and incarcerated person activities.
2. Responds to and takes appropriate action to suppress disturbances within the facility.
3. Implements contingency plans in the event of emergencies such as major disturbances, fires, etc.
4. Assists in facilitating the movement of incarcerated persons from housing to service areas.
5. Maintains an open line of communication with the incarcerated person population by responding to incarcerated person needs.
6. Assist with providing security to visitors in the housing sections: Medical Staff, maintenance crews, public volunteers, incarcerated person services employees, commissary employees, etc.

**REFERENCES:**

Detention Services Divisional Policy: Section 2 Chapter 9- Role of SSTs in Detention Facilities

Ventura County Sheriff's Office  
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Section 3 Chapter 3

***Court Released Incarcerated person Property Procedures***

Drafted: December 14, 2018

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy and procedure for the handling of incarcerated person property from incarcerated persons housed at the Todd Road Jail (TRJ) Facility when an incarcerated person is released from court.

**POLICY:**

When an incarcerated person from Todd Road Jail is released from court, the Housing Deputy will be responsible for removing all of the incarcerated person's property from their cell. The Housing Deputy will then be responsible for ensuring the property is taken to the Housing Senior Deputy's Office for processing and storage.

**PROCEDURES**

**Housing Deputy's Responsibilities:**

When an incarcerated person is released from court, the classification deputies will notify the Facility Sergeant, Housing Senior Deputies, Housing Control Booth and the appropriate Housing Deputies [REDACTED]

The Housing Deputy will personally retrieve the incarcerated person's property from inside the cell. Incarcerated persons should not be used to remove another incarcerated person's personal items from the cell. (Note: An incarcerated person worker or cellmate will only be used to remove mattresses and linens).

The Housing Deputy will be responsible for placing the contents of the incarcerated person's property box in a plastic bag.

The plastic bag will be clearly labeled with the following information:

- Date,
- Incarcerated person's name and
- Booking number.

The Housing Deputy will personally deliver all incarcerated person property to the Housing Senior Deputy before the end of their shift and document the delivery in the Housing Redbook.

**Senior Deputy's Responsibilities:**

The Housing Senior Deputy will be responsible for ensuring the Housing Deputies follow the procedure and personally retrieve incarcerated person property from the cell. The Housing Senior Deputy will enter the date of release, the incarcerated person's name, booking #, housing locator, and which deputy either collected the incarcerated person's property or checked for it, onto the Court Release Property Log which is in the Housing Senior Deputy's Office.

When accepting possession of the incarcerated person's property, the Housing Senior Deputy will verify the information on the bag, log and store the property until its released or destroyed.

The Housing Senior Deputy will store the property in the designated court release storage bins (male or female) [REDACTED]

**Disposition of Incarcerated person Property:**

When an incarcerated person returns to the Todd Road Jail to retrieve their property, Public Reception will confirm the incarcerated person's identity and then contact the Housing Senior Deputy with the Incarcerated person's name and booking #.

The Housing Senior Deputy will locate the incarcerated person's property and personally deliver the property to Public Reception. The Housing Senior Deputy will release the property accordingly and make the necessary log entries.

After 15 days, all property will be destroyed.

**Documentation / Notification:**

In the event of any lost or mishandled property, A Housing Senior Deputy will respond to Public Reception to investigate the claim, make any notifications and complete the appropriate documentation.

The Housing Senior Deputy will notify the Facility Sergeant of any lost property claims.

**REFERENCES:**

Divisional Policy, Section 9, Chapter 1- Found/Lost Incarcerated person Property

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Section 4 Chapter 1

***Medical Deputy***

Drafted: December 14, 2018

Reviewed: November 2023

Revised: October 1, 2019

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**PURPOSE:**

To establish policy regarding the job responsibilities of the TRJ Medical Deputy

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**POLICY:**

The TRJ Medical Deputy performs tasks that ensure the safety and security of incarcerated persons receiving health care services from designated providers.

**PROCEDURES**

**I. JOB RESPONSIBILITIES**

1. Maintains the safety and security of incarcerated persons receiving medical treatment.
2. Ensures the safety of medical providers providing treatment to incarcerated persons.
3. Coordinates with Medical Services and custody staff to facilitate incarcerated person movement for incarcerated persons scheduled for various medical treatments inside and outside the facility.
4. Assist classification with female incarcerated persons that have completed their reception housing.
5. Implements contingency plans in the event of emergencies such as major disturbances, fires, etc.

**REFERENCES:**

Detention Services Divisional Policy: Section 12 Chapter 17: Medical Lines, Medical Treatments and Pill Call

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Section 5 Chapter 1

***Central Services / Vocational Deputy***

Drafted: May 7, 1998

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the Central Services and Vocational Deputies.

**POLICY:**

The Central Services and Vocational Deputies are responsible for the coordination of incarcerated person movement and security throughout the Central Services area.

**PROCEDURES:**

**I. JOB RESPONSIBILITIES**

Central Services/Vocational Deputies:

1. Walk, monitor and address any security issues in:
  - a. Commissary
  - b. Warehouse
  - c. Vocational classrooms
2. Work in conjunction with Incarcerated person Services Staff, Kitchen and Laundry Deputies to facilitate daily operations within the Central Services area.
3. Screen program applicants for program suitability/eligibility which includes, but not limited to, Disciplinary History, Keep-Aways, Classification, and anticipated custody stay.



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Section 5 Chapter 2

***Supply Deliveries/Warehouse***

Drafted: July 6, 1994

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy and procedure for supply deliveries to Central Services.

**POLICY:**

All vendors shall deliver supplies to the Central Services loading dock. Warehouse Operations Staff are responsible for the safety and security of the loading dock, warehouse and incarcerated persons assigned to these areas.

**PROCEDURES:**

**I. SUPPLY DELIVERIES**

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. The Warehouse Operations staff member will supervise the delivery process at all times while delivery personnel are in the Central Services security area.

**NOTE:** Incarcerated person workers will not be allowed to enter any vehicle except Sheriff's Office vehicles while loading or unloading is occurring unless directed to do so by Sheriff's Office personnel.

F. [REDACTED]

**REFERENCES:**

Detention Services Divisional Policy: Section 2 Chapter 9- Role of SSTs in Detention Facilities

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Section 5 Chapter 3

***Laundry Deputy***

Drafted: May 27, 1998

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the Laundry Deputy.

**POLICY:**

The Laundry Deputy is responsible for supervising the daily operation and maintaining stock in the Laundry. [REDACTED]

[REDACTED] The Deputy will ensure a safe and secure working environment for both staff and incarcerated persons alike.

**PROCEDURES:**

**I. JOB RESPONSIBILITIES**

- A. The Laundry Deputy will oversee the incarcerated person work crew and ensure all clothing / bedding is laundered. Once the clothing / bedding is laundered, [REDACTED] daily clothing exchange schedule.
- B. The Laundry Deputy must keep current with the quantity of clothing / bedding inventory and ensure enough new supply is in stock to replace clothing items that are damaged or destroyed.
- C. The Laundry Deputy is responsible for ordering new clothing / bedding from approved vendors to ensure appropriate supply levels are maintained. Prior to placing orders, the Laundry Deputy will get approval from the Administrative Sergeant to ensure expenditures are within the annual budget.

D. Incarcerated person duties: The incarcerated persons have specific duties they are assigned to. These various assignments are:

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

E. At the end of the workday, to prevent fires, [REDACTED]  
[REDACTED] The Laundry Deputy will ensure that all dryers are open and free of any clothing. Additionally, all machines shall be checked to ensure that they are off.

D. [REDACTED].

**II. EQUIPMENT**

A. [REDACTED]

**REFERENCES:**

Divisional Policy Section 12 Chapter 23- Strip Searches

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Section 5 Chapter 4

***Kitchen Deputy***

Drafted: April 23, 1998

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the Kitchen Deputy.

**POLICY:**

The Kitchen Deputy has several different responsibilities. One of the main functions is to supervise the incarcerated person kitchen workers. The civilian cooks will direct the incarcerated person workers to perform various tasks and the deputy will ensure the tasks are completed. The cooks, Kitchen Deputy and Central Services Deputy will be responsible for enforcing jail rules and regulations.

The Kitchen is one of the most complex areas of the entire facility.

**PROCEDURES:**

**I. SECURITY- KITCHEN KNIVES**

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



[REDACTED]

■ [REDACTED]

**II. SECURITY- STAFF DINING KNIVES**

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

**III. SECURITY- ADDING OR REMOVAL OF KNIFE LOCKER ITEMS**

[REDACTED]

[REDACTED]

[REDACTED]

**IV. SCHEDULE- GENERAL PROVISIONS**

- A. The hours noted throughout the Standard Operating Procedure are as specific as possible. There will be times that the schedule may be flexed to accommodate current situations. In the event of a flexed schedule, be as helpful as possible to produce a cohesive unit.
- B. When the Central Services Senior Deputy is present he/she will sign off all reports and disciplinary notices that are generated from the Central Services area. A copy of all reports dealing with incidents from this area will be routed to the Central Services Senior Deputy by the staff member writing them. The housing Senior Deputies or Sergeant will be utilized at the times when the Central Services Supervisor is not on duty.

- C. [REDACTED]

**V. SCHEDULE- SHIFT 1 / DAY SHIFT (ALL TIMES ARE APPROXIMATE)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

■ [REDACTED]

[REDACTED]

**VI. SCHEDULE- SHIFT II/ NIGHT SHIFT**

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

■ [REDACTED]

[REDACTED]



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Section 6 Chapter 1

***Security Deputy***

Drafted: June 10, 1998

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy regarding the job responsibilities of the Security Deputy.

**POLICY:**

It will be the policy of the Todd Road Jail to assign a Security Deputy the responsibility of patrolling the grounds of the facility during visiting and on a daily basis to maintain security, enforce the law, and ensure compliance with visiting regulations.

Deputies working in this assignment will be [REDACTED]  
[REDACTED] Central Control and the Jail Watch  
Commander as necessary.

**PROCEDURES:**

**I. Locations Directly Supervised By The Security Deputy**

- A. Staff dining
- B. Administration hallway
- C. Public reception
- D. Visiting rotunda
- E. Facility perimeter [REDACTED]

## II. Security Duties

- A. At the beginning of each shift, the Security Deputy:
1. Will check out vehicle keys and cell phone from the Facility Sergeant or obtain them from their relief.
  2. Perform a vehicle operation check. Make sure the vehicle has no physical damage, is in good working order, [REDACTED] Any new damage or discrepancies will be reported to the Facility Sergeant and documented on a Vehicle Damage/Tow Report, per Sheriff's Policy Manual.
  3. Will conduct [REDACTED]  
[REDACTED]
  4. Inspect the lobby and visiting rotunda for vandalism, contraband, and cleanliness [REDACTED] If an area needs to be cleaned, contact the Janitorial SST.
- B. The deputy will ensure any visitor entering the facility goes through the metal detector. A hand-held wand is also available. The deputy will also check [REDACTED] the facility.
- C. The Security Deputy will ensure the visitor badges and/or credentials are in compliance with Divisional Policy.
- D. Escort visitors from Public Reception to the appropriate housing units.
- E. Several perimeter checks should be made throughout the day. They can be conducted by vehicle, on foot, or from vantage points from the roof.  
[REDACTED]

[REDACTED]

### III. Other Duties

- A. [REDACTED]
- B. The Security Deputy may be called upon to transport incarcerated persons to outside facilities as deemed necessary.
- C. Assist the Rover Deputy and the TRJ Classification Deputies with the movement of incarcerated persons scheduled for court and release.
- D. Assist Public Reception with business related administrative duties.
- E. Patrol operations/Traffic Stops will be conducted with the approval/ supervision of the Jail Watch Commander, and/or Sheriff's Dispatch.
  - a. Should a vehicle pursuit ensue, a non-patrol trained deputy will become a secondary unit at the arrival of a patrol unit.
  - b. Upon the arrival of a secondary patrol unit the non-patrol trained deputy will respond to the termination point in a non-emergency manner, observing the rules of the road unless directed otherwise by a supervisor.

### REFERENCES:

Divisional Policy Section 4 Chapter 2- Identification for Facility Entry/Visitor Badges  
Divisional Policy Section 4 Chapter 4- Key Control  
Sheriff's Policy Manual Policy 307- Vehicle Pursuits  
Sheriff's Policy Manual Policy 703 – Vehicle Use  
Sheriff's Policy Manual: Policy 1016– Uniform Regulations

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Section 6 Chapter 2

***Incarcerated person Visiting***

Drafted: June 10, 1998

Reviewed: November 2023

Revised: October 1, 2019

**PURPOSE:**

To establish policy regarding Incarcerated person Visiting at Todd Road (TRJ).

**POLICY:**

It will be the policy of the Todd Road Jail to comply with Divisional Policy pertaining to Incarcerated person visiting, while maintaining the safety and security of incarcerated persons and visitors. Public Reception, the Security Deputy, Central Control, Housing Deputies, and Housing SST's will coordinate the visits in a professional and efficient manner.

**PROCEDURES:**

**I. Visitors/Public**

1. The Security Deputy will ensure the safety and security of visitors in the Visiting Rotunda.
2. While visitors are inside the visitor area, the Security Deputy will remain in a close proximity to Public Reception to immediately address issues that arise.

**II. Incarcerated persons**

1. Incarcerated persons in the visiting area will be [REDACTED]

**REFERENCES:**

Divisional Policy Section 13 Chapter 1- Incarcerated person Visiting  
Divisional Policy Section 2 Chapter 4- Employee Procedures  
Divisional Policy Section 5 Chapter 5- Facility Evacuations  
Divisional Policy Section 6 Chapter 9- Incarcerated person Marriages

Divisional Policy Section 6 Chapter 14- Law Library and Pro Per Incarcerated persons  
Divisional Policy Section 8 Chapter 3- Criminal Subpoenas and Civil Papers  
Divisional Policy Section 8 Chapter 9- Release of Information to the Public