

This document is an extract of a larger publication.

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The work was found to have been completed consistently with City policies and procedures. A city owned utility pole was removed and resulted in damages to a block wall on private property. The block wall was repaired to its original state, as required by city policy.

Documentation of the above projects is available to the public and has been confirmed by an independent investigative firm and an internal City review of complaints.

Interviews failed to support concerns that individual City council members were unduly involved in day-to-day city operations. City staff did not report feeling pressured to handle matters in certain ways for individual council members.

Financial reports are currently up-to-date and a newly hired Finance Manager has established procedures for maintaining records. Financial reports are available to staff on the computer system and by hardcopy on request. Archived financial records are maintained in boxes at a warehouse in the Public Works Department. No off-site storage is utilized.

The City of Colton is in the process of updating all computers to the latest operating systems and financial software. At the time of the Grand Jury's visit, 50 computers remained out of 250 to be updated. Off-site storage of computer backup media is not being used. There are no procedures in place to restore the existing backup at an alternate location in case of a catastrophic event such as an earthquake or fire.

Each computer user in City government has a unique log on. A user can access information from any computer in the City so long as the computer being used is supported by appropriate software. Interviews confirmed existing storage times for backed up data do not meet the document retention schedule established by the City of Colton.

Additional personnel are being hired to maintain and support the Information Technology (IT) Department as City finances improve. A forward looking plan is being considered for IT modernization in the City of Colton; however, the plan is currently too expensive to implement.

City of Colton Policies and Procedures are not actively being reviewed and updated, but are updated when an issue arises and it is apparent that the policy or procedure is obsolete. For example, Policy and Procedures Section 4.04 titled Employer/Employee Relations was most recently revised in 2005. A second example is Section 2.03, Accounting, which was last revised in 1991. A separate indexing system is used to determine the date of adoption or revision of the policy or procedure.

FINDINGS

1. The City of Colton correctly administers and audits Measure I funds, as well as funds from other sources.
2. The City of Colton lacks a methodology for periodic review and approval of its published policies and procedures.
3. Failure to use safe and secure file retention facilities may result in the City of Colton being unable to adequately rebound and quickly return City functions to normal following a major disaster.
4. Retention policies for archived materials are not being followed.

RECOMMENDATIONS

- 15-07 A review schedule of City of Colton's Policies and Procedures should be established.
- 15-08 Policies and Procedures should have the date adopted indicated on the item itself as well as the most recent review and approval date.
- 15-09 City records should be stored in a secure "facility" that safeguards them in the event of a major disaster. Such "facility" may include off site facilities or "cloud" type storage.

15-10 Retention policies for computer backup media and hard copy media should be followed per the City of Colton retention policies.

<u>Responding Agency</u>	<u>Recommendations</u>	<u>Due Date</u>
City of Colton	15-07 through 15-10	10/01/2015

CITY OF SAN BERNARDINO CODE ENFORCEMENT

In January 2015, the Grand Jury started the investigation of residential single-family and multi-family rentals regarding code enforcement policies and procedures and Title 15 of the San Bernardino City Municipal Code.

The Grand Jury investigated concerns including:

- Code enforcement policy and procedures
- Enforcement of established policies and procedures
- Frequency of inspections
- Information provided to tenants and owners

METHODOLOGY

The Grand Jury conducted interviews with current code enforcement employees of San Bernardino including line staff and management personnel. The Grand Jury reviewed the Municipal Code Title 15, and policies and procedures relating to single-family and multi-family rentals. Title 15 of the Municipal Code was obtained directly from the city's website.

FACTS

San Bernardino Single-Family Rental Units

San Bernardino has a separate Code Enforcement Department for single-family rentals. Single-family rental property is defined as three or fewer dwelling units on the same parcel of land including a duplex or a triplex (Municipal Code §15.26.040).

Single-family rental units are inspected by City of San Bernardino Code Enforcement Department with an office staff of three. The Code Enforcement Department has six inspectors: four for rentals, one for demolition, and one for commercial and weed abatement. The Department uses three to four volunteers when they are available for office tasks. Each inspector uses a city owned vehicle.

The bankruptcy of the City of San Bernardino has reduced the overall number of Code Enforcement personnel and increased response times. In 2012, inspections were changed from annual to every two years. The office staff uses computers to keep track of the inspection dates and determines due dates for the next required inspection of properties. A formal checklist is not used. Code Enforcement is conducted in accordance with Chapter 15.26 of the San Bernardino Municipal Code dealing with the Single-Family Property Inspection Program Code.

If an owner does not remedy problems and pay accrued fines, a lien may be placed on the property. The lien is satisfied when the property is sold or refinanced. The city may foreclose resulting in a court ordered sale of the property. The owner would receive any money left over after all debts are paid including the mortgage company, taxes, legal fees, and liens. If the mortgage forecloses, the lien may survive the foreclosure; therefore, the new owner could be subject to the unpaid city lien.

San Bernardino Multi-Family Rental Units

Multi-family rentals are considered to be four or more units on a property. San Bernardino multi-family rental properties are assigned to Code Enforcement personnel under the San Bernardino Police Department's jurisdiction. The City of San Bernardino Multi-Family Rental Housing Code Inspection is used to satisfy Municipal Code Chapter 15.16.

Multi-family rentals are subject to both code enforcement inspections and fire safety inspections. A copy of the fire inspection form is attached. (Attachment 1 on page 28)

Receivership is the process of the court appointing an individual or company to manage the property and use equity and available funds to bring the property into compliance with established codes. Receivership has and is being used by the City of San Bernardino against owners who refuse to bring rental units up to code. All parties who have a financial interest or ownership in the property are notified. After the property meets the Municipal Code, the property is sold with the liens and taxes being paid first. Remaining funds are returned to the owner.

Common Code Enforcement Information for Single-Family and Multi-Family Rental Units

The most common violations are landscaping, trash, inoperable vehicles, peeling paint, swimming pools, and construction completed without permits. For serious complaints, the response time is generally one to two days. Complaints regarding general property maintenance are responded to within two weeks. Enforcement officers cannot enter a building without being invited by the tenant or owner if the property is occupied. An exception is when a warrant is issued by a legal authority.

Water conservation is taken under consideration. With the drought, the city has taken a more lenient approach to landscaping issues. Brown lawns are acceptable if the root system is not destroyed. Yards and landscaping must be trimmed and neat at all times as prescribed by local codes. Swimming pools are included in inspections to ensure safety and insect control. Swimming pools must be secured in a manner that prevents people and animals from falling into the pool.

Buildings that have been in a fire or flood and property that has been deemed unfit for habitation are issued violations and can be boarded up until the violations are corrected. The Code Enforcement Officer will work with the owners to give a time frame and fines as appropriate. The fines range from \$100 to \$500 per day not to exceed a \$100,000 total cap. The violation could go before an Administrative Hearing Officer who has flexibility in setting time limits for repairs and monetary penalties.

The steps in remedying a violation may include:

- Officer conducts an inspection
- Violations are documented
- Violation notices are sent to the owner of the property
- Owner has two weeks to comply, or 15 days to appeal
- Inspection is completed again
- If a violation is not corrected, an administrative citation is issued
- Administrative hearing

To operate rental property, owners are required to pay a fee and obtain a business license. Receiving a business license from the City Clerk does not automatically enroll a property in the annual fire inspection program.

Owners of the rental property are charged for yearly code enforcement inspections, but there is no charge to the owner for inspections resulting from a complaint. If a property passes the next annual inspection, the length between inspections can be increased to a two year period instead of yearly. If an eviction of the tenant is in progress, the city will delay the inspection if the complaints are not of a serious nature. Inspections are conducted on both a pro-active basis and in response to complaints.

For serious housing issues, warrants can be obtained 72 hours after notice to the owner. For emergency health concerns, a warrant can be obtained immediately without notice. The City has contractors who board up buildings for safety or security reasons; however, the city does not make repairs to bring the property into compliance. Any work completed is charged to the owner or liens are placed against the property.

Any problems with hoarders are reported to the Fire Department, which takes action to resolve the situation. Animal control is in charge of animal hoarding or other issues regarding animals.

Complaints are received in person, by phone, or over the City of San Bernardino's website. Response time to any complaint is determined by the nature of the complaint, i.e.: two weeks for yard or peeling paint, immediate response if the complaint relates to serious health hazards.

According to San Bernardino City Code Enforcement, Fire, and City Attorney representatives, absentee owners are as responsive as owners that reside in the City of San Bernardino.

FINDINGS

1. Receipt of the business license for multi-family rentals does not automatically enroll a property in the annual fire inspection program resulting in some properties being excluded from the program.
2. The use of two different departments for code inspections of rental housing results in a lack of standardization and communication.
3. A business license is obtained for a single-family rental property before a Certificate of Occupancy is issued by the Code Enforcement Department resulting in a property being available for rent that may or may not meet code.

RECOMMENDATIONS

- 15-11 Establish a procedure that upon receipt of a business license for multi-family rentals, the property is automatically enrolled into the annual fire protection program.
- 15-12 Combine the single-family and multi-family rental units inspection departments resulting in improved communication and cost effectiveness.
- 15-13 Establish a procedure in which the application for a business license initiates a code inspection and Certificate of Occupancy before the issuance of a business license. All fees are to be paid at the time of applying for the business license.

Responding Agency	Recommendations	Due Date
City of San Bernardino	15-11 through 15-13	10/01/2015

SAN BERNARDINO CITY FIRE DEPARTMENT APARTMENT UNIT INSPECTION

ADDRESS

UNIT NUMBER

- ☐ No apparent violation(s) found at the time of inspection. Occupancy meets the minimum California Fire Code and Municipal Standards of fire and life safety of this City at this time.

Pursuant to San Bernardino Municipal Code 15.16.020, you are required to comply with the following:

No.	✓	VIOLATIONS	No.	LOCATION / REMARKS
		SMOKE DETECTORS		
1		Provide and/or maintain operable smoke detectors		
2		Hard wired smoke detectors shall be equipped with a battery backup		
3		Smoke detectors shall be replaced if over 10 years old.		
		EXITS		
4		Remove obstructions from exit doors and exit windows		
5		Remove all double key dead bolts from exit doors.		
6		Remove all grates, bars or similar devices from rescue windows or provide them with an approved release mechanism.		
		FIRE EXTINGUISHERS		
7		Provide and mount an extinguisher as indicated		
8		Service and tag each extinguisher annually and after use		
		FIRE ALARM SYSTEM		
9		Fire protection equipment shall be identified in an approved manner		
10		System maintenance paperwork must be current and readily available		
		FIRE SEPARATIONS		
11		Repair holes in required fire resistive construction		
		LAUNDRY ROOM / WATER HEATERS		
12		Provide proper ventilation from dryers / water heaters		
13		Remove lint/debris from washers, dryers and/or water heaters		
		ELECTRICAL		
14		Discontinue use of extension cords / multi plug adapters		
15		Maintain 30-inch clearance from all electrical panels		
16		Provide cover plates for junction boxes, block-outs for breakers		
17		Remove exposed wiring or protect in approved conduit		
		STORAGE HOUSEKEEPING		
18		Remove combustible materials away from heat producing appliances		
19		Arrange storage in an orderly manner to provide access/egress		
20		Remove waste/rubbish from the premises		
21		LP gas containers shall not be located on combustible balconies		
		OUTSIDE		
22		Provide address numbers that are a minimum of 6" high		
23		Maintain keys in the Knox Box or repair operation of key switch		
24		Provide / maintain access to all fire lanes (marked & posted)		
25		Provide documentation of fire hydrant testing		
			RECEIVED - TENANT	DATE
			RECEIVED	DATE
			INSPECTOR	DATE

DISTRIBUTION: ORIGINAL - OWNER/OCCUPANT • CANARY - FIRE PREVENTION • PINK - OTHER

MFRH 2/2014 impress print

SAN BERNARDINO COUNTY SHERIFF/CORONER DEPARTMENT JUVENILE AND ADULT DETENTION CENTERS

BACKGROUND

The Grand Jury, per California Penal Code §919(b), is mandated as follows: “The Grand Jury shall inquire into the conditions and management of the public prisons within the county.” Each of the County Juvenile and Adult facilities has been designated by the California Code of Regulations (CCR) Title 15 as a Type I, II, III, Juvenile, and Court Holding facility, which is described as: “A local detention facility used for the detention of persons pending arraignment, during trial and upon a sentence of commitment.” As a result of the Assembly Bill 109 (AB109) mandate more of these facilities are housing sentenced inmates.

The Grand Jury used the document entitled, “Inspection Form” included in the Jail Inspection Handbook provided by the California Board of State and Community Corrections. Visitation Inspection reports were written on each visited Detention Center referred to below and are incorporated herein. The six detention centers that the Grand Jury inspected this year are:

Central Juvenile Detention and Assessment - County

Staff to inmate ratio 1/8 – Inmate capacity 240, current 146

The Facility was clean, neat and well maintained.

Very impressive library

High Desert Juvenile Detention and Assessment Center – County

Staff to inmate ratio 1/8 – Inmate capacity 200, current 110

The Facility was clean, neat and well maintained.

Some inmates have problems with visitors due to the distance.

Rancho Cucamonga County Superior Court House Holding Area - County

Staff to inmate ratio 1/16 – Inmate capacity 261, current 101

The Facility was clean, neat and well maintained.

San Bernardino County Justice Center Holding Area – County

Staff to inmate ratio 1/16 – Inmate capacity 338, current 120

This is a new building.

The Facility was clean, neat and well maintained.

Glen Helen Rehabilitation Center – County

Staff to inmate ratio 1/120 – Inmate capacity 1446, current 1223

The Facility was clean, neat and well maintained.

The County Sheriff's and Fire Department have a partnership to train inmates.

Shower area throughout needed painting.

California Institution for Men – State

Staff to inmate ratio 1/150 – Inmate capacity 4530, current 4530

They have a hard-hat diving and underwater welding school which should be commended.

The entire facility is deteriorating and outdated, over used and under maintained.

This facility does not have air conditioning.

STATE CONDUCTED INSPECTION SUMMARY

The State of California, Department of Corrections and Rehabilitation Corrections Standards Authority also conducted biannual inspections of the Adult detention facilities for compliance with the minimum standards as outlined in CCR Titles 15 and 24. The state inspection is in conjunction with the annual inspection and reports of the San Bernardino County Health Officer and State Fire Marshal. The most recent four state inspections per Penal Code §6031 covered inspections conducted in April 2014. The four facilities inspected were Upland Police Department, Fontana Police Department, Montclair Police Department, and Ontario Police Department.

The results of the inspections indicated no issues of non-compliance. However, the inspections reported that since AB109 went into effect in October 2011, to relieve overcrowding in State Prisons, there have been changes within the county jail system. In the last three years, County Detention Centers have been experiencing a large influx of sentenced inmates causing new issues.

CONCLUSION

There are no major discrepancies found at any of the five County Detention Centers the Grand Jury inspected. All personnel were knowledgeable and professional during each site visit.

The Grand Jury was impressed with the overall cleanliness of each of the county facilities and the professionalism demonstrated by all personnel during each site visit. At the Glen Helen Rehabilitation Center, it was observed that female inmates handled the call center for inmate visitation requests at all facilities. Also, the Glen Helen kitchen and bakery facilities prepared all meals and baked goods at that location for all the adult detention centers. This is both cost efficient and a source for creating skill development.

***** INSPECTION FORM *****

Please fill out those sections that apply to the facility you are inspecting.

FACILITY NAME: Central Valley Juvenile Detention and Assessment Center	INSPECTION DATE: September 9, 2014
FACILITY CAPACITY: 240	LAST BOARD OF STATE & COMMUNITY CORRECTIONS INSPECTION DATE: April 17, 2014
ADDRESS: 900 East Gilbert Street San Bernardino, CA 92404	Telephone Number: (909) 383-1769 Fax Number: (909) 387-7557
TYPE OF FACILITY: Type II Detention Center (Inmates pending arraignment, during trial, and upon sentencing)	OTHER: Juvenile Detention and Assessment Center

SITE TOUR -AREA INSPECTED/REVIEWED - (Please Check Areas Seen)

QUALITY OF LIFE	PROGRAMS	PERSONS INTERVIEWED
Physical Plan X	Educational X	Inmates
Meals/Nutrition X	Vocational X	Facility Manager
Mental Health X	Community Services	Medical X
Physical/Dental Health X	Domestic Violence X	School Staff X
Religious Services	Victim/Gang Awareness X	Mental Health Staff X
Visiting	Substance Abuse X	Line Staff X
Volunteer Involvement X	Other	Food Services Staff X

ANY ADDITIONAL INFORMATION/NOTES: None

GENERAL INFORMATION

- What is the capacity of the facility? 240
- What is the current number of pretrial inmates? Average 62 132 Boys
- What is the current number of sentenced inmates? Average 76 14 Girls
- Has the facility exceeded capacity since last year's inspection? No
- What is the average length of detention? +/- 30 Days
- What is the inmate classification system? Describe: It is a system to establish housing placement in the facility while ensuring the safety of youth by placing youth appropriately
- Number of weekend offenders: None
- Number of inmate suicides in the last year: None
- Number of attempted suicides in the last year: None
- Number of deaths from other causes in the last year: None
- Number of escapes in the last year: None
- Date of last fire/emergency drill? Institution: May 8, 2014; Fire and Earthquake Drill, August 29, 2014; Drills are completed on a monthly basis. Unit Drill: Completed weekly.

INDIVIDUAL CELLS/ROOM

- Condition of walls: Painted and clean
- Personal possessions allowed and stored in cell/room (Art, Books, Etc.): Softbound books
- Graffiti present: None
- Ample bedding: Yes

LOCAL INSPECTIONS

- Fire Inspection Conducted: Yes – Date 07/03/2014
- Medical/Mental Health: Yes – Date 01/15/2014

- Environmental Health: Yes – Date 1/15/2014
- Nutritional Health: Yes – Date 01/15/2014
- Corrections Standards Authority: Yes – Date 04/17/2014
- Other (Describe): Yes – Date Review onsite

STAFFING

- What is the staff to inmate ratio? 1 to 8
- Does staff communicate in language that an inmate can understand? Yes, roster indicates bilingual staff. If an interpreter is needed, there is a contract in place to accommodate all languages.
- Diversity and gender of staff? Males and females; well represented diversity in staff.
- Impression of staff/inmate interactions? Professional and competent

CONDITION OF THE GROUNDS – lawns, exercise area and equipment, asphalt, other.

- Yard is in excellent shape. Manicured lawn, clean sidewalks and walls

EXTERIOR OF BUILDINGS

- General Condition: paint, roof, drains, gutters, other: Brick buildings very clean and well maintained.
- Safety and security issues including fencing, outdoor lighting: 14 foot brick wall surrounds the Facility.

INTERIOR OF BUILDINGS

- Condition of the interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration: Smells good and looks good
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows: Clean
- Condition of sleeping room door panels: Good
- Temperature of living units and classroom: 72 degrees

- If a court holding area is present in the facility, access to toilet and drinking water? **Yes**
- Are cleaning fluids and chemicals labeled and safely stored? **Yes**
- Is the Material Safety Data Sheet (MSDS) available? **Yes**
- Is a Weapons Locker present? **Yes** If so, where is it located? **In the Administration Office area and outside the intake area.**
- Recreation/sports equipment? **Yes**
- Hallways - Clear? **Yes** Are the doors secured? **Yes** Propped open or closed? **No**
- Holding areas (cells/rooms) – Is there access to drinking water and toilet? **Yes**
- Are there individual cells/rooms, or dormitories? **Cells**
- Beds – Type of bed and is it off the floor? **Beds are off the floor**
- Adequate lighting? **Yes**
- Adequate temperature? **Yes**

ORIENTATION OF INMATES

- Are inmates oriented to rules and procedures? **Yes**
- Are rules and grievance procedures posted? **Yes**
- Are there procedures for handling citizen and inmate complaints? **Yes**
- Are rules and grievance procedures understood by inmates? **Yes, reviewed by intake and classification officer.**
- Inmates interviewed? **No** Number interviewed: **Zero**
- Comments: **None**

MEALS/NUTRITION

- Is the kitchen area clean? **Yes, there is a daily cleaning assignment in place that staff is to acknowledge. There is also a monthly supervisor's inspection list that addresses the following areas: food temperature control, personnel, water, sewage, equipment, utensils, pest control, and ventilation.**
- Are knives and chemicals secured? **Yes, chemicals and knives are secured. Knives are secured in a correctional institution approved safety cabinet made of unbreakable/shatter**

proof plastic which has been reinforced with a stainless steel backing. They are inventoried before and after each shift.

- Have the inmates working in the kitchen been trained? No, not applicable since no inmates work in the kitchen.
- Have the inmates had a medical clearance/review before assignment? Not applicable
- Are meals served in the cell, dayroom or at a central cafeteria? In the dayroom
- Are inmates permitted to converse during meals? Yes
- Length of time allowed for eating? 20 minutes

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well groomed, etc.)? Well groomed
- Is the inmate's appearance well groomed? Yes
- Showers – frequency, privacy, maintained, supervised by staff? Every day
- Is facial hair allowed? Yes, if a judge allows
- Are there any reported assaults by inmates on inmates? Yes
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Good

PROGRAMS

- Is exercise inside or out? Outside on the back patio, basketball court or recreation area. Held indoors during inclement weather
- How frequently is exercise offered? Seven days each week
- How much exercise time is each inmate offered? Each youth receives one hour of exercise per day in addition to school PE
- Do men get more exercise time than the women? No, equal time; either outside or in the day room
- Are there clergy available to inmates upon request? Yes
- Can a request for clergy be made for emergency reasons? Yes
- Are there religious services? Yes
- What faiths? All faiths
- Are anger management and other applicable programs available? Yes

- What type of onsite health facility is available to inmates? Medical, Mental, Dental
- Are medical services available? Yes
- How frequently is medical staff onsite? 24 hours/7days a week
- How long do inmates wait to be seen? Within 24 hours
- Is a physician available by phone or on call? Yes, a pediatrician is on call 24 hours/ 7 days a week.
- What off-site hospital is used for serious health issues? Arrowhead Regional Medical Center (ARMC) or St. Bernardine Medical Center.
- Are mental health services available? Yes, a mental health screening is conducted upon intake and youths can request services at any time during their detainment.
- How frequently is mental health staff onsite? FAST (Forensic Adolescent Services Team) is available 24 hours/ 7 days a week. Per the staffing procedure, a minimum of one licensed healthcare professional is on duty at all times or on call staff is available as needed. Generally one mental health professional is on duty 7 days a week.
- How long do inmates wait to be seen? Medical Services: Same day by an RN then referrals are made if needed. New intakes are screened within a four hour period. Mental Health Services are required by National Correctional Healthcare Standards to assess every youth who is booked within 14 days of intake for mental health assessment. Youth are constantly triaged based on their immediate needs and anyone can refer the youth to mental health at any time prior to the 14 day requirement, including self-referral.
- What type of on-site dental facility is available to inmates? On-site dental services are provided to youth by a dentist and dental assistant. They provide routine restorative dental care.
- How are inmates transported to off-site facilities? Youth are transported off-site in waist and leg restraints by a transportation team consisting of two Probation Corrections Officers in a County van or car.
- How is security handled for off-site visits? Same as above answer. Each transportation officer is logged on with The San Bernardino County Sheriff Department Dispatch. If the officers are visiting a new appointment location, they will call in advance and scout the location prior to the appointment.

- Are vocational classes available? **Yes** If so, what types? **Regional Occupational Program (ROP), Food Service Certification, Gardening**
- Is there a program to involve community volunteers? **Yes**

DISCIPLINE OF INMATES

- How often is discipline enacted? **Whenever needed to change negative behavior or action**
- What is the range of discipline options? **Ranging from a writing assignment to time out up to 72 hours Without Group Participation (WGP)**

GRIEVANCES

- What are the most common types of grievances filled by inmates?
 - **Failing to earn their points or earning consequences**
 - **Facility rules and staff**
 - **Food related**
- Is there a record kept based on type and number? **Yes**

TELEPHONE

- Do inmates have access to telephones and how often? **Yes, upon request after hours**

CORRESPONDENCE

- Is there a limited free postage for inmates without money? **Yes**
- Are inmates aware that incoming and outgoing mail can be read? **Yes**
- How are confidential correspondences to attorneys, legislators, CSA, etc., handled? **Searched for contraband, sealed by youth in the Probation Corrections Officer (PCO's) presence.**

VISITING

- Is there adequate space, convenient times or accommodations for family's work schedule, etc? **Yes, special accommodated visits are held on Saturday.**

- Are there provisions for special visits with attorneys/clergy? Yes, in a confidential location.
- Does staff supervise visits? Yes
- Do all inmates have access to visiting? Yes If not, give reason: Not Applicable

EDUCATIONAL PROGRAMS

- College level/high school/other: General Educational Development (GED), vocational classes, workshops on substance abuse, parenting, anger management, living skills and cognitive skills
- Name of school district providing educational services: San Bernardino County Superintendent of Schools
- Teachers: 17 full-time substitutes: varies
- Number of current inmates in educational program: 127
- Are activities, coursework and homework assigned by teachers? Yes
- Relationship between educational program staff and facility staff: Collaborative and professional
- Atmosphere of classroom: All teachers attempt to create as close to a traditional classroom environment as possible. Classes are equipped with smart board technology, current operating computers for students' use, textbooks, paper, and pencils, etc.
- Are there adequate supplies (books, paper, computers, etc.)? Textbooks are broad and are provided to align with current Williams* legislation requirements. Supplies are adequate to meet the needs of the educational program. (*Williams Legislation requires qualified teachers, adequate facilities, & sufficient materials.)

JUVENILES

- What is the proximity to adult inmates? Not Applicable
- Is staff available to supervise juveniles? Yes
- Is there constant auditory access to staff? Yes
- Is the juvenile provided a snack if requested? Yes
- Is there access to toilets and washing facilities? Yes

- Is there access to drinking fountains or water? [Yes](#)
- Are there provisions to provide extra clothing or blankets if needed? [Yes](#)

CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL)

- Is there contact with other juveniles? [No](#)
- Is there constant supervision by staff? [Yes](#)
- Any timed intervals of supervision? What are the time limits? [Three eight hour shift programs.](#)
- Is there access to toilet and washing facilities? [Yes](#)
- Is there access to drinking fountains or water? [Yes](#)

CONDITIONS OF NON-SECURE DETENTION

- Is there constant supervision? [Yes](#)
- Are males and females in the same room? [No](#)

POLICIES AND OPERATIONS MANUALS

Review the following sections, making notes of each:

- Inmate Grievances: [51](#)
- Citizen Complaints: [Zero](#)
- Major Incidents: [Zero](#)
- Table of Contents of the Manual (s): [Have copies](#)

DOCUMENT REVIEW**INMATE GRIEVANCES/COMPLAINTS/INCIDENTS AND RESOLUTIONS:**

TYPES	RESOLUTIONS
Youth on youth fight	Secured in room, pepper sprayed, handcuffed
Staff and youth behavior issues	Secured in room, pepper sprayed, handcuffed
TYPES PER MONTH	NUMBER OF TIMES PER MONTH
Youth on youth fights May, 2014	12
Staff and youth behavior issues May, 2014	11
Youth on youth fights June, 2014	5
Staff and youth behavior issues June, 2014	9
Youth on youth fights July, 2014	7
Staff and youth behavior issues July, 2014	7

Total Complaints reviewed: 51

MAJOR INCIDENTS

TYPES	RESOLUTIONS
None	

Total Complaints reviewed: Zero

COMMENTS AND CONCERNS OBSERVED DURING THE TOUR:

Impressive Library

AB109 QUESTIONS – Not Applicable

***** INSPECTION FORM *****

Please fill out those sections that apply to the facility you are inspecting

FACILITY NAME: High Desert Juvenile Detention and Assessment Center	INSPECTION DATE: September 4, 2014
FACILITY CAPACITY: 200 CURRENTLY: 110, 95 boys and 15 girls	LAST BOARD OF STATE & COMMUNITY CORRECTIONS INSPECTION DATE: April 16, 2014
ADDRESS: 21101 Dale Evans Parkway Apple Valley, CA 92307	Telephone Number: 760-961-6701 Fax Number: 760-961-6717
TYPE OF FACILITY: Type II Detention Center (Inmates pending arraignment, during trial, and upon sentencing)	

SITE TOUR -AREA INSPECTED/REVIEWED - (Please Check Areas Seen)

QUALITY OF LIFE	PROGRAMS	PERSONS INTERVIEWED
Physical Plan X	Educational X	Inmates
Meals/Nutrition X	Vocational X	Facility Manager X
Mental Health X	Community Services	Medical X
Physical/Dental Health X	Domestic Violence	School Staff X
Religious Services X	Victim/Gang Awareness X	Mental Health Staff X
Visiting X	Substance Abuse X	Line Staff X
Volunteer Involvement	Other	Food Services Staff X

ANY ADDITIONAL INFORMATION/NOTES: None**GENERAL INFORMATION**

- What is the capacity of the facility? 200
- What is the current number of pretrial inmates? Average 48 over 12 months
- What is the current number of sentenced inmates? Average 62
- Has the facility exceeded capacity since last year's inspection? No
- What is the average length of detention? Approximately +/- 30 days depending on severity
- What is the inmate classification system? Describe. The Probation Correction Bureau has established standards of risk factors; a copy was provided.
- Number of weekend offenders? None
- Number of inmate suicides in the last year? None
- Number of attempted suicides in the last year? None
- Number of deaths from other causes in the last year? None
- Number of escapes in the last year? None
- Date of last fire/emergency drill? Systems tested annually; emergency operation procedures current; deputies trained to use fire hoses; no evacuation of inmates. Drills are impractical, but in an emergency, evacuations can be done in stages; there is a process in place that is followed.

INDIVIDUAL CELLS/ROOM

- Condition of walls? Good condition and clean.
- Personal possessions allowed and stored in cell/room (Art, Books, Etc.)? Toiletries stored in day room on a shelf. No books allowed in rooms.
- Graffiti present? No
- Ample bedding? Yes

LOCAL INSPECTIONS

- Fire Inspection Conducted: Yes – 7/29/2014
- Medical/Mental Health: Yes – 4/23/2014

- Environmental Health: Yes– 4/23/2014
- Nutritional Health: Yes – 4/23/2014
- Correction Standards Authority: Yes - 4/16/2014
- Other (Describe): Yes – Available onsite

STAFFING

- What is the staff to inmate ratio? 1 to 8
- Does staff communicate in language that an inmate can understand? Yes. If interpreter is needed, there is a contract in place to accommodate all languages. Languages available are: Spanish, Polish and Vietnamese by those on staff.
- Diversity and gender of staff? Male and female, well represented diversity in staff.
- Impression of staff/inmate interactions? A point system is used based on the inmate's actions. Mutual respect for one another was evident.

CONDITION OF THE GROUNDS – lawns, exercise area and equipment, asphalt, other.

- Excellent. They are reseeded the exercise area.

EXTERIOR OF BUILDINGS – General Condition: paint, roof, drains, gutters, other. Safety and security issues including fencing and outdoor lighting.

- Well maintained

INTERIOR OF BUILDINGS - walls, paint, floors, drains, plumbing fixtures, air vents, windows, other.

- Condition of the interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration? Excellent
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows? Okay, all very good.
- Condition of sleeping room door panels? Okay, good
- Temperature of living units and classroom? Okay, comfortable

- If a court holding area is present in the facility, ensure access to toilet and drinking water? **Not Applicable**
- Are there adequate supplies (books, paper, computers, etc.)? **Yes**
- Are cleaning fluids and chemicals labeled and safely stored? **Under lock and key**
- Is the Material Safety Data Sheet (MSDS) available? **Did not observe, but was told one was present.**
- Is a Weapons Locker present? **Yes.** If so where is it located? **Outside the Intake Area and in the Administration Office area.**
- Recreation/sports equipment? **Yes**
- Hallways - clear? **Yes**
- Are the doors secured? **Yes** Propped open or closed? **No**
- Holding areas (cells/rooms) – Is there access to drinking water and toilet? **Yes**
- Are there individual cells/rooms or dormitories? **They are called Units which consist of two beds, a toilet and a sink.**
- Beds – Type of bed and is it off the floor? **All are off the floor.**
- Adequate lighting? **Okay**
- Adequate temperature? **Okay**

ORIENTATION OF INMATES

- Are inmates oriented to rules and procedures? **Yes**
- Are rules and grievance procedures posted? **Yes**
- Are there procedures for handling citizen and inmate complaints? **Yes, standard form collected and forwarded to Internal Affairs for review and actions included in the grievance policy.**
- Are rules and grievance procedures understood by inmates? **Yes, reviewed with inmates by intake and classification officer.**
- Inmates interviewed? **No**
- Number interviewed: **Zero**
- Comments: **None**

MEALS/NUTRITION

- Is the kitchen area clean? **Yes. Meals are cooked and prepared at the Central Juvenile Facility**
- Are knives and chemicals secured? **Not applicable, only staff in kitchen. No inmates in the kitchen area**
- Have the inmates working in the kitchen been trained? **No. Inmates do not work in the kitchen; however, they do hand out the food tray in their day rooms. These inmates are trained and have food handling cards.**
- Have the inmates had a medical clearance/review before assignment? **Not applicable. Inmates do not work in the kitchen; however, they do hand out the food trays in their day rooms. These inmates are trained and have food handling cards.**
- Are meals served in the cell, dayroom or at a central cafeteria? **Day room**
- Are inmates permitted to converse during meals? **Yes**
- Length of time allowed for eating? **20 minutes**

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well groomed, etc.)? **Well groomed**
- Is the inmate's appearance well groomed? **Yes**
- Showers – frequency, privacy, maintained, supervised by staff? **Daily and supervised.**
- Is facial hair allowed? **Yes**
- Are there any reported assaults by inmates on inmates? **Yes**
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? **Clean and appropriate**

PROGRAMS

- Is exercise inside or out? **Outside on the back patio, basketball court, or recreation field.**
- How frequently is exercise offered? **Daily**
- How much exercise time is each inmate offered? **Each youth receives one hour of exercise per day not including PE.**

- Do men get more exercise time than the women? No, equal time, either outside or in the day room.
- Are there clergy available to inmates upon request? Yes
- Can a request for clergy be made for emergency reasons? Yes
- Are there religious services? Yes
- What faiths? All faiths
- Are anger management and other applicable programs available? Yes
- What type of onsite health facility is available to inmates? Medical, Dental, Mental
- Are medical services available? Yes
- How frequently is medical staff onsite? RN and LVN are on site 24 hours/7 days a week.
- How long do inmates wait to be seen? Within 24 hours
- Is a physician available by phone or on call? Yes, a Pediatrician is on call 24 hours/7 days a week.
- What off-site hospital is used for serious health issues? Saint Mary's Hospital in Victorville or Arrowhead Regional Medical Center in San Bernardino
- Are mental health services available? Yes
- How frequently is mental health staff onsite? Clinician - FAST (Forensic Adolescent Services Team) has clinical therapist on site seven days per week. (During staff shortages, therapist may not be on site on weekends, but standby services are available as needed). A Psychiatrist is available three days per week.
- How long do inmates wait to be seen? Same day by an RN then referrals are made if needed. Mental Health Assessments must be completed within 14 days of a minor's stay. FAST utilizes a triage system and minors are seen according to priority levels: (3) highest seen daily, (2) medium seen within three days, and (1) lowest seen within 14 days. Levels include minors on Suicide Observation Status, Administrative Segregation, acute crisis, returning from psychiatric hospital, minors who are 12 and younger, restraints in use, high Massachusetts Youth Screening Instrument score three or more in warning range.
- What type of on-site dental facility is available to inmates? A dentist comes twice a month.

- How are inmates transported to off-site facilities? Wrist and leg restraints. Youth are transported with two transportation staff.
- How is security handled for off-site visits? Wrist and leg restraints. Youth are transported with two transportation staff. If the staff members are visiting a new appointment location, they will call in advance and scout the location prior to the appointment.
- Are vocational classes available? If so, what types? Yes. General Educational Development (GED), Building Skills, HVAC, Plumbing, Electrical, Masonry, Blueprint Reading, Food Handler Certification, Painting and Landscaping.
- Is there a program to involve community volunteers? Yes

DISCIPLINE OF INMATES

- How often is discipline enacted? Whenever needed to change negative behavior or actions.
- What is the range of discipline options? From writing sentences to 72 hours Withdrawn from Group Participation (WGP)

GRIEVANCES

- What are the most common types of grievances filed by inmates?
 - Transferring back to Central Valley Juvenile Detention and Assessment Center (CVJDAC)
 - Failing to earn their points or consequences
 - Changing units
- Is there a record kept based on type and number? Yes

TELEPHONE

- Do inmates have access to telephones? Yes

CORRESPONDENCE

- Is there a limited free postage for inmates without money? Yes

- Are inmates aware that incoming and outgoing mail can be read? Yes. Mail is separated, logged in and opened in front of youth after assurance that there is no contraband in the envelope.
- How are confidential correspondences to attorneys, legislators, CSA, etc., handled? Screened for contraband, sealed by youth in Probation Correction Officer's presence.

VISITING

- Is there adequate space, convenient times or accommodations for family's work schedule, etc.? Yes, call visiting center to schedule time – four days a week.
- Are there provisions for special visits with attorneys/clergy? Yes, in a confidential location.
- Does staff supervise visits? Yes
- Do all inmates have access to visiting? Yes If not, give reason: Not Applicable

EDUCATIONAL PROGRAMS

- College level/high school/other: GED ,vocational classes, art, and workshops on substance abuse, parenting, anger management, living skills and cognitive skills.
- Name of school district providing educational services: San Bernardino County Superintendent of Schools.
- Teachers – number of full-time: 8 Number of substitutes: Varies
- Number of inmates in educational program: Currently 97
- Are activities, course work and home work assigned by teachers? Yes
- Relationship between educational program staff and facility staff: Collaborative and professional.
- Atmosphere of classroom: All teachers attempt to create as close to a traditional classroom environment as possible. Classes are equipped with smart board technology, and current operating computers for students' use, textbooks, paper, pencils, etc.

- Are there adequate supplies (books, paper, computers, etc.)? Textbooks are Board Adopted and are provided to align with current Williams Legislation* requirements. Supplies are adequate to meet the needs of the educational program. (*Williams Legislation requires qualified teachers, adequate facilities, and sufficient materials.)

JUVENILES

- What is the proximity to adult inmates? **None**
- Is staff available to supervise juveniles? **Yes**
- Is there constant auditory access to staff? **Yes**
- Is the juvenile provided a snack if requested? **Yes**
- Is there access to toilets and washing facilities? **Yes**
- Is there access to drinking fountains or water? **Yes**
- Are there provisions to provide extra clothing or blankets to assure comfort? **Yes**

CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL)

- Is there contact with other juveniles? **No**
- Is there constant supervision by staff? **Yes**
- Any timed intervals of supervision? **No**. What are the time limits? **None. Three shifts.**
- Is there access to toilet and washing facilities? **Yes**
- Is there access to drinking fountains? **Yes**

CONDITIONS OF NON-SECURE DETENTION

- Is there constant supervision? **Yes**
- Are males and females in the same room? **No**

POLICIES AND OPERATIONS MANUALS

Review the following sections, making notes of each:

- Inmate Grievances/Complaints: **55**
- Citizen Complaints: **None**

- Major Incidents: 29 (May – July 2014)
- Table of Contents of the Manual (s): Have copies

DOCUMENT REVIEW

INMATE GRIEVANCES/COMPLAINTS: May 2014 – July 2014

TYPES	RESOLUTIONS
Staff being racist	1 - Youth counseled
Wanted transfer to Central Juvenile Unit	13 not approved and 10 approved
Not receiving mail	1 - None written to youth
Wants to be moved to another unit	3 - Counseled and encouraged to run a good program
Complaints about teaching staff	11 - Youth counseled
Wants a special unit	3 – Form filled out
Bugs in food	2 – Food replaced
Wants a haircut	4 – Wait for a court order or 180 days to release date
Diet complaint	1 - Saw Dietician and a BMI done
Phone call issues	1 - Phone number found. 1 Call made to phone number on file - no answer.
Lost points	1 - Points awarded back, 3 - Counseled

Total Inmate Grievances/Complaints reviewed: 55

MAJOR INCIDENTS – July 2014

TYPES	RESOLUTIONS
Fight - inmate on inmate	2 - Restrained and warned
Inmate kicking his door, the other inmate wanted to fight	1- The other inmate denies he wanted to fight
Inmate covered windows with paper, fought with staff	1- Received 48 hours WGP
Inmate rude, disruptive and confrontational	3 - Counseled
Inmate attempted to injure himself, wanted to kill himself	1- Reviewed by medical, and put on FAST (Forensic Adolescent Services Team)

Total Complaints reviewed: 29

COMMENTS AND CONCERNS OBSERVED DURING THE TOUR:

They have an area designated as an emergency prepared area in case of an earthquake. Inmates can be housed and fed in this area.

AB109 QUESTIONS – Not Applicable

***** INSPECTION FORM *****

Please fill out those sections that apply to the facility you are inspecting

FACILITY NAME: Rancho Cucamonga Superior Court Holding Area	INSPECTION DATE: September 17, 2014
FACILITY CAPACITY: 261 Current Numbers: 85 Males and 16 Females Average 80 inmates per day	LAST BSCC INSPECTION DATE: January 29, 2013
ADDRESS: 8303 North Haven Avenue Rancho Cucamonga, CA 91730	Telephone Number: (909)945-4441 Fax Number: (909)948-4577
TYPE OF FACILITY: Type II (Inmates pending arraignment, during trial, & upon sentencing) DETENTION CENTER: OTHER: County Superior Court Holding Area	

SITE TOUR -AREA INSPECTED/REVIEWED - (Please Check Areas Seen)

QUALITY OF LIFE	PROGRAMS	PERSONS INTERVIEWED
Physical Plan X	Educational	Inmates
Meals/Nutrition X	Vocational	Facility Manager
Mental Health	Community Services	Medical
Physical/Dental Health	Domestic Violence	School Staff
Religious Services	Victim/Gang Awareness	Mental Health Staff
Visiting	Substance Abuse	Line Staff X
Volunteer Involvement	Other	Food Services Staff

ANY ADDITIONAL INFORMATION/NOTES: **None**

GENERAL INFORMATION

- What is the capacity of the facility? **261**
- What is the current number of pretrial inmates? **Changes daily (Total average 80 per day)**
- What is the current number of sentenced inmates? **Changes daily (Total average 80 per day)**
- Has the facility exceeded capacity since last year inspection? **No**
- What is the average length of detention? **5 to 8 hours**
- What is the inmate classification system? **N/A** Describe: **Classified at home detention center**
- Number of weekend offenders? **Zero**
- Number of inmate suicides in the last year? **Zero**
- Number of attempted suicides in the last year? **Zero**
- Number of deaths from other causes in the last year? **Zero**
- Number of escapes in the last year? **Zero**

- Date of last fire/emergency drill? **Unknown**

INDIVIDUAL CELLS/ROOM

- Condition of walls? **Clean and well maintained**
- Personal possessions allowed and stored in cell/room (Art, Books, Etc.)? **Not Applicable**
- Graffiti present? **None seen**
- Ample bedding? **Not Applicable**

LOCAL INSPECTIONS

- Fire Inspection Conducted: **Yes–July 1, 2013**
- Medical/Mental Health: **Yes– July 2, 2014**
- Environmental Health: **Yes – July 2, 2014**
- Nutritional Health: **Yes – July 2, 2014**
- Correction Standards Authority: **Yes– January 29, 2013**
- Other (Describe) None Yes/No: **Not Applicable**

STAFFING

- What is the staff to inmate ratio? **1 Deputy Sheriff to 16 Inmates.**
- Does staff communicate in language that an inmate can understand? **Most of the time; inmate language needs vary daily**
- Diversity and gender of staff? Diverse staff: **Males and Females.**
- Impression of staff/inmate interactions? **Good interactions witnessed**

CONDITION OF THE GROUNDS

- Lawns, exercise area and equipment, asphalt, other. **Not Applicable**

EXTERIOR OF BUILDINGS

- General Condition: paint, roof, drains, gutters, other. Safety and security issues including fencing, outdoor lighting. **Well maintained**

INTERIOR OF BUILDINGS

- Walls, paint, floors, drains, plumbing fixtures, air vents, windows, other: [For a building built in the 1980s, it was well maintained.](#)
- Condition of the interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration? [Water damage on ceiling tiles.](#)
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows? [Not Applicable](#)
- Condition of sleeping room door panels? [No overnight sleeping of inmates.](#)
- If a court holding area is present in the facility, ensure access to toilet and drinking water? [Yes](#)
- Are cleaning fluids and chemicals labeled and safely stored? [Yes](#)
- Is the Material Safety Data Sheet (MSDS) available? [Yes](#)
- Is a Weapons Locker present? [Yes](#) If so, where is it located? [At the entrance of the Holding Area.](#)
- Recreation/sports equipment? [Not Applicable](#)
- Hallways - clear? [Yes](#)
- Are the doors secured? [Yes](#) Propped open or closed? [No](#)
- Holding areas (cells/rooms) –Is there access to drinking water and toilet? [Yes](#)
- Are there individual cells/rooms, or dormitories? [Individual cells](#)
- Beds – Type of bed and is it off the floor? [No beds on site.](#)
- Adequate lighting? [Yes](#)
- Adequate temperature? [Yes](#)

ORIENTATION OF INMATES

- Are inmates oriented to rules and procedures? [Yes](#)
- Are rules and grievance procedures posted? [No](#)
- Are there procedures for handling citizen and inmate complaints? [Yes](#)
- Are rules and grievance procedures understood by inmates? [Yes](#)
- Inmates interviewed? [No](#) Number interviewed: [Zero](#)
- Comments: [None](#)

MEALS/NUTRITION

- Is the kitchen area clean? **Yes**
- Are knives and chemicals secured? **Yes**
- Have the inmates working in the kitchen been trained? **Yes**
- Have the inmates had a medical clearance/review before assignment? **Yes**
- Are meals served in the cell, dayroom or at a central cafeteria? **In the cell or dayroom.**
- Are inmates permitted to converse during meals? **Yes**
- Length of time allowed for eating? **30 minutes**

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well groomed, etc.)? **Well groomed.**
- Is the inmate's appearance well groomed? **Yes**
- Showers – frequency, privacy, maintained, supervised by staff? **Not Applicable**
- Is facial hair allowed? **Yes**
- Are there any reported assaults by inmates on inmates? **No**
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? **Yes**

PROGRAMS

- Is exercise inside or out? **Not Applicable**
- How frequently is exercise offered? **Not Applicable**
- How much exercise time is each inmate offered? **Not Applicable**
- Do men get more exercise time than the women? **Not Applicable**
- Are there clergy available to inmates upon request? **No**
- Can a request for clergy be made for emergency reasons? **No**
- Are there religious services? **No**
- What faiths? **Not Applicable**
- Are anger management and other applicable programs available? **No**
- What type of onsite health facility is available to inmates? **Not Applicable**
- Are medical services available? **Emergency only**
- How frequently is medical staff onsite? **Only when needed**

- How long do inmates wait to be seen? *Average wait 5 to 10 minutes*
- Is a physician available by phone or on call? *Yes, at West Valley Detention Center*
- What off-site hospital is used for serious health issues? *San Antonio Rancho Facility and Arrowhead Regional Medical Center*
- Are mental health services available? *No*
- How frequently is mental health staff onsite? *Not Applicable*
- How long do inmates wait to be seen? *Not Applicable*
- What type of on-site dental facility is available to inmates? *Not Applicable*
- How are inmates transported to off-site facilities? *Bus, van or car*
- How is security handled for off-site visits? *Not Applicable*
- Are vocational classes available? If so, what types? *Not Applicable*
- Is there a program to involve community volunteers? *Yes*

DISCIPLINE OF INMATES

- How often is discipline enacted? *As necessary, when needed*
- What is the range of discipline options? *Put in a single cell*

GRIEVANCES

- What are the most common types of grievances filed by inmates? *Restraints on too tight.*
- Is there a record kept based on type and number? *Yes*

TELEPHONE

- Do inmates have access to telephones and how often? *No, only new bookings (remands)*

CORRESPONDENCE – *Not Applicable*

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule, etc.? *Not Applicable*
- Are there provisions for special visits with attorneys/clergy? *Attorneys only*

- Does staff supervise visits? [Yes](#)
- Do all inmates have access to visiting? [Attorneys only](#)
- If not, give reason: [Inmates only at the site for 5 to 8 hours.](#)

EDUCATIONAL PROGRAMS – [Not Applicable](#)

JUVENILES

- What is the proximity to adult inmates? [Varies daily](#)
- Is staff available to supervise juveniles? [Yes](#)
- Is there constant auditory access to staff? [Yes](#)
- Is the juvenile provided a snack if requested? [Yes](#)
- Is there access to toilets and washing facilities? [Yes](#)
- Is there access to drinking fountains or water? [Yes](#)
- Are there provisions to provide clothing or blankets to assure comfort? [No](#)

CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL)

- Is there a contact with juveniles? [No](#)
- Is there constant supervision by staff? [Not Applicable](#)
- Any timed intervals of supervision? What are the time limits? [One shift](#)
- Is there access to toilet and washing facilities? [Yes](#)
- Is there access to drinking fountains? [Not Applicable](#)

CONDITIONS OF NON-SECURE DETENTION

- Is there constant supervision? [Not Applicable](#)
- Are males and females in the same room? [Not Applicable](#)

POLICIES AND OPERATIONS MANUALS

Review the following sections, making notes of each:

- Inmate Grievances: [One](#)

- Citizen Complaints: [None](#)
- Major Incidents: [One](#)
- Table of Contents of the Manual(s): [Have the complete manual](#)

DOCUMENT REVIEW

INMATE GRIEVANCES/COMPLAINTS:

TYPES	RESOLUTIONS
Shackles too tight on his ankle, and claimed he was assaulted by two deputies	The use of force was appropriate in response to the inmate's actions

Total Complaints reviewed: [One](#)

MAJOR INCIDENTS

TYPES	RESOLUTIONS
Revived inmate who was unconscious, lying face down on the floor	Sheriff staff applied CPR, called 911, and the inmate was revived

Total Complaints reviewed: [One](#)

COMMENTS AND CONCERNS OBSERVED DURING THE TOUR:

AB109 QUESTIONS – [Not Applicable](#)

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

FACILITY NAME: San Bernardino County Justice Center Holding Area	INSPECTION DATE: September 30, 2014
FACILITY CAPACITY: 338 80% Males and 20% Females Currently 115 males and 5 females	LAST BOARD OF STATE & COMMUNITY CORRECTIONS INSPECTION DATE: New Building First occupied May 2014
ADDRESS: 247 West Third Street San Bernardino, CA 92415	Telephone Number: (909)383-3902 Fax Number: (909)383-3912
TYPE OF FACILITY: Type II (Inmates pending arraignment, during trial, and upon sentencing) DETENTION CENTER: OTHER: Court Holding Area	

SITE TOUR - AREA INSPECTED/REVIEWED - (Please Check Areas Seen)

QUALITY OF LIFE	PROGRAMS	PERSONS INTERVIEWED
Physical Plan X	Educational	Inmates
Meals/Nutrition	Vocational	Facility Manager X
Mental Health	Community Services	Medical
Physical/Dental Health	Domestic Violence	School Staff
Religious Services	Victim/Gang Awareness	Mental Health Staff
Visiting X	Substance Abuse	Line Staff X
Volunteer Involvement	Other	Food Services Staff

ANY ADDITIONAL INFORMATION/NOTES:

- All inmates are given two peanut butter and jelly sandwiches – unless on a special diet
- Any medical emergencies are handled via 911
- Two non-sworn officers run the holding area control panels inside a secured area.
- If the two elevators in the holding area become inoperative, there are two secure stairwells and a secure freight elevator.

GENERAL INFORMATION

- What is the capacity of the facility? 338
- What is the current number of pretrial inmates? Not Applicable
- What is the current number of sentenced inmates? Not Applicable
- Has the facility exceeded capacity since last year inspection? Not Applicable
- What is the average length of detention? Eight hours
- What is the inmate classification system? Not Applicable
- Number of weekend offenders? Not Applicable
- Number of inmate suicides in the last year? Zero

- Number of attempted suicides in the last year? [Zero](#)
- Number of deaths from other causes in the last year? [Zero](#)
- Numbers of escapes in the last year? [Zero](#)
- Date of last fire/emergency drill? [New building- none yet](#)

INDIVIDUAL CELLS/ROOM

- Condition of walls? [Excellent](#)
- Personal possessions allowed and stored in cell/room (Art, Books, Etc.)? [Yes](#)
- Graffiti present? [None](#)
- Ample bedding? [None - 8 hour holding area](#)

LOCAL INSPECTIONS: [Not Applicable](#)

STAFFING

- What is the staff to inmate ratio? [1 to 23](#)
- Does staff communicate in language that an inmate can understand? [Yes](#)
- Diversity and gender of staff? [Some diversity; 2 Females and 5 Males](#)
- Impression of staff/inmate interactions? [Good working relationship; very little interaction with inmates.](#)

CONDITION OF THE GROUNDS

- Lawns, exercise area and equipment, asphalt, other: [Not Applicable](#)

EXTERIOR OF BUILDINGS

- General Condition: paint, roof, drains, gutters, other: [New building](#)
- Safety and security issues including fencing, outdoor lighting: [Good](#)

INTERIOR OF BUILDINGS

- Walls, paint, floors, drains, plumbing fixtures, air vents, windows, other: [New building](#)

- Condition of the interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration? **Very good shape, new building**
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows? **Good shape**
- Condition of sleeping room door panels? **Not Applicable**
- If a court holding area is present in the facility, ensure access to toilet and drinking water? **Yes**
- Are cleaning fluids and chemicals labeled and safely stored? **Yes**
- Is the Material Safety Data Sheet (MSDS) available? **Yes**
- Is a Weapons Locker present? **Yes** If so, where is it located? **In the aisle outside the Holding Area.**
- Recreation/sports equipment? **Not Applicable**
- Hallways-clear? **Yes** Are the doors secured? **Yes** Propped open or closed? **No**
- Holding areas (cells/rooms) – (if present), is there access to drinking water and toilet? **Yes**
- Are there individual cells/rooms, or dormitories? **Individual cells and group rooms**
- Beds – Type of bed and is it off the floor? **None**
- Adequate lighting? **Yes**
- Adequate temperature? **Yes**

ORIENTATION OF INMATES

- Are inmates oriented to rules and procedures? **Yes, at their home detention center.**
- Are rules and grievance procedures posted? **No**
- Are there procedures for handling citizen and inmate complaints? **Yes, but handled by the inmate's home detention center.**
- Are rules and grievance procedures understood by inmates? **Yes**
- Inmates interviewed? **No**
- Number interviewed: **Zero**
- Comments: **None**

MEALS/NUTRITION

- Is the kitchen area clean? *Not Applicable*
- Are knives and chemicals secured? *Not Applicable*
- Have the inmates working in the kitchen been trained? *Not Applicable*
- Have the inmates had a medical clearance/review before assignment? *Not Applicable*
- Are meals served in the cell, dayroom or at a central cafeteria? *Served in cells*
- Are inmates permitted to converse during meals? *Yes*
- Length of time allowed for eating? *One hour and 30 minutes*

PERSONAL APPEARANCE OF INMATES

- What is the appearance on inmates (dirty, unkempt, well groomed, etc.)? *Well groomed and clean clothes.*
- Is the inmate's appearance well groomed? *Yes*
- Showers – frequency, privacy, maintained, supervised by staff? *Not Applicable*
- Is facial hair allowed? *Yes*
- Are there any reported assaults by inmates on inmates? *No*
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? *Clean and adequate*

PROGRAMS – *Not Applicable*

DISCIPLINE OF INMATES

- How often is discipline enacted? *If required, it is done at the inmate's home detention center.*
- What is the range of discipline options? *Not Applicable*

GRIEVANCES

- What are the most common types of grievances filed by inmates? *Not Applicable*
- Is there a record kept based on type and number? *Not on site; it is handled at the home detention center.*

TELEPHONE

Do inmates have access to telephones and how often? [Not Applicable](#)

CORRESPONDENCE – [Not Applicable](#)

VISITING – [Not Applicable](#)

EDUCATIONAL PROGRAMS – [Not Applicable](#)

JUVENILES

- What is the proximity to adult inmates? [Separated by a hallway](#)
- Is staff available to supervise juveniles? [Yes](#)
- Is there constant auditory access to staff? [Yes](#)
- Is the juvenile provided a snack if requested? [Yes](#)
- Is there access to toilets and washing facilities? [Yes](#)
- Is there access to drinking fountains or water? [Yes](#)
- Are there provisions to provide clothing or blankets to assure comfort? [Not Applicable](#)

CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL)

- Is there contact with other juveniles? [Minimal upon arrival and departure](#)
- Is there constant supervision by staff? [Yes](#)
- Any timed intervals of supervision? What are the time limits? [Not Applicable](#)
- Is there access to toilet and washing facilities? [Yes](#)
- Is there access to drinking fountains? [Yes](#)

CONDITIONS OF NON-SECURE DETENTION

- Is there constant supervision? [Yes](#)
- Are males and females in the same room? [No](#)

POLICIES AND OPERATIONS MANUALS

Review the following sections, making notes of each:

- Inmate Grievances: [Zero](#)
- Citizen Complaints: [Zero](#)
- Major Incidents: [Zero](#)
- Table of Contents of the Manual (s) – [Not Applicable](#)

DOCUMENT REVIEW

INMATE GRIEVANCES/COMPLAINTS:

TYPES	RESOLUTIONS
Zero	

Total Inmate Grievances/Complaints reviewed: [Zero](#)

MAJOR INCIDENTS

TYPES	RESOLUTIONS
Zero	

Total Complaints reviewed: [Zero](#)

COMMENTS AND CONCERNS OBSERVED DURING THE TOUR:

One area of concern was no documentation is maintained onsite of any inmate grievances, complaints or major incidents. If anything is reported, it is documented and goes to the inmate's home detention center. A copy of the documents should reside at the point of the occurrence.

AB109 QUESTION - [Not Applicable](#)

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

FACILITY NAME: Glen Helen Rehabilitation Center	INSPECTION DATE: August 27, 2014
FACILITY CAPACITY: 1,446 CURRENTLY: 1,223	LAST BOARD OF STATE AND COMMUNITY CORRECTIONS INSPECTION DATE: March 2013
ADDRESS: 18000 Institution Road San Bernardino, CA 92407	Telephone Number: (909)473-2511 Fax Number: (909)473-3633

SITE TOUR -AREA INSPECTED/REVIEWED - (Please Check Areas Seen)

QUALITY OF LIFE	PROGRAMS	PERSONS INTERVIEWED
Physical Plan X	Educational X	Inmates X
Meals/Nutrition X	Vocational X	Facility Manager X
Mental Health X	Community Services X	Medical X
Physical/Dental Health X	Domestic Violence X	School Staff X
Religious Services X	Victim/Gang Awareness	Mental Health Staff X
Visiting X	Substance Abuse X	Line Staff X
Volunteer Involvement	Other	Food Services Staff X

Any Additional Information/Notes:

This facility has housing cells known as “blocks” with single and dual bunks for maximum security; dormitory units house 360 inmates each known as M-1 and M-2 minimum security. There is a women’s dormitory, which houses a maximum of 270 inmates in minimum security. A two story facility houses a maximum of 56 inmates in minimum and maximum security. This facility has an educational program known as INROADS (Inmate Rehabilitation through Occupational and Academic Development Systems) which provides academic, vocational and intervention classes.

GENERAL INFORMATION

- What is the capacity of the facility? 1,446
- What is the current number of pretrial inmates? 423
- What is the current number of sentenced inmates? 800
- Has the facility exceeded capacity since last year’s inspection? No
- What is the average length of detention? 617 Days
- What is the inmate classification system? Describe: The San Bernardino County Sheriff’s Department classification system has been centralized over the last 18 months. The Classification/Population Management Unit (CCU) does all the classification for the entire Detention and Correction Bureau. Inmates are classified during booking at West Valley Detention Center, Central Detention Center or High Desert Detention Center. The inmates are classified as a 1-7. Inmates classified as a 1 are the highest security inmates and 7 are the lowest. The other classifications are Protective Custody, Administrative Segregation and Unusual Behavior for inmates with mental disabilities. All the Type II detention center dorms and cells are rated for a certain classification of inmate. The Classification Unit can see where there is room for a particular inmate and send the inmate to any Type II detention center in the county. This method of classification has brought bureau-wide consistency and has helped manage the inmate population. In 2013 the San Bernardino County Sheriff’s Department Classification System was studied by professors at California State San Bernardino and validated as an accurate and safe classification tool.

- Number of weekend offenders? Currently there are zero Work Release inmates; 1,220 Weekender inmates; and 321 inmates on Electronic Monitoring.
- Number of inmate suicides in the last year? Zero
- Number of attempted suicides in the last year? Zero
- Number of deaths from other causes in the last year? Zero
- Numbers of escapes in the last year? Zero
- Date of last fire/emergency drill? Staff reports fire drills are impractical, but in an emergency, evacuations can be done in stages. There is a process that is followed and all emergency exits are clearly marked and posted.

INDIVIDUAL CELLS/ROOM

Condition of walls? Good, well maintained

Personal possessions allowed and stored in cell/room (art, books, etc.)? Yes

Graffiti present? Generally no, however, in the Discipline Area some graffiti was present.

Ample bedding? Yes. All bedding is off the floor.

LOCAL INSPECTIONS – Not Addressed

STAFFING

- What is the staff to inmate ratio? The staff to inmate ratio varies, depending on the housing unit. For instance, Minimum 1 Housing Unit is capable of housing 360 inmates and employs three deputy sheriffs, which represents 120:1ratio. On the other hand, Glen Helen North is capable of housing 70 inmates and employs one deputy sheriff which represents 70:1 ratio.
- Does staff communicate in language that an inmate can understand? Yes, if an interpreter is needed, there is a contract in place to accommodate all languages. Languages are also available in Spanish, Finnish, Swedish, Polish and Vietnamese by staff.
- Diversity and gender of staff? There are numerous cultures on staff. There are 56 males and 14 females on the staff.

- Impression of staff/inmate interactions? Great working relationship with mutual respect and dignity.

CONDITION OF THE GROUNDS

- Lawns, exercise area and equipment, asphalt, other: Excellent condition, the grounds were clean and well maintained.

EXTERIOR OF BUILDINGS

- General Condition: paint, roof, drains, gutters, other: Good Safety and security including fencing, outdoor lighting. Fencing height increased to 14 feet, outdoor lighting was good.

INTERIOR OF BUILDINGS

- Walls, paint, floors, drains, plumbing fixtures, air vents, windows, other: Good
- Condition of the interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration? Mild deterioration due to age in the bathroom areas.
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows? Excellent
- Condition of sleeping room door panels? Good
- Temperature of living units and classroom? Overall good; Air conditioner in one wing was being repaired.
- If a court holding area is present in the facility, ensure access to toilet and drinking water? Not applicable
- Are there adequate supplies (books, paper, computers, etc.)? Yes
- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Is the Material Safety Data Sheet (MSDS) available? Yes
- Weapons Locker present? Yes, located in the Administration Office.
- Recreation/sports equipment? In good shape
- Are the hallways clear? Yes
- Are the doors secured? Yes Propped open or closed? No

- Holding areas (cells/rooms) – (if present), is there access to drinking water and toilet? **Yes**
- Are there individual cells/rooms, or dormitories? **Yes, all three types.**
- Beds – Type of bed and is it off the floor? **Off the floor bunks.**
- Adequate lighting? **Yes**
- Adequate temperature? **Yes air conditioned throughout**

ORIENTATION OF INMATES

- Are inmates oriented to rules and procedures? **Yes.** Upon booking, inmates are provided an orientation pamphlet outlining the facility rules and regulations. Each morning at 09:39 hours the Inmates Orientation Video is played over the facility television system. The video provides information on inmate rules, regulations and available programs. It will first be played in English and then Spanish.
- Are rules and grievance procedures posted? **Yes.** There is a laminated copy of the rules and grievance procedures posted on the wall at the end of each housing unit.
- Are there procedures for handling citizen and inmate complaints? **Yes.** Department policies require that a complaint form be issued upon request. The complaint is logged then sent to Internal Affairs. The complaint is then assigned for investigation.
- Are rules and grievance procedures understood by inmates? **Yes.** English and Spanish versions of the inmate rules and grievance procedures are provided. Other languages will be provided upon request. There is also an on call interpreter if needed.
- Inmates interviewed? **No**
- Number interviewed: **Zero**
- Comments: **None**

MEALS/NUTRITION

- Is the kitchen area clean? **Yes.**
- Are knives and chemicals secured? **Yes.** The knives are tethered and inventoried by staff at the beginning, middle and end of each shift. The chemicals are secured by staff.

- Have the inmates working in the kitchen been trained? Yes. Some are trained prior to their incarceration. Others are trained by staff. Each inmate attends an 8 hour food handler's class and receives certification.
- Have the inmates had a medical clearance/review before assignment? Yes. They are medically cleared before being assigned to any kitchen detail.
- Are meals served in the cell, dayroom or at a central cafeteria? Yes. Meals are served dependent upon inmate's classification.
- Are inmates permitted to converse during meals? No
- Length of time allowed for eating? A minimum of 15 minutes unless they are considered "slow eaters" by the medical staff.

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well groomed, etc.)? Well groomed
- Is the inmate's appearance well-groomed? Yes
- Showers – frequency, privacy, maintained, supervised by staff? Yes
- Is facial hair allowed? Yes. Mustaches are to be trimmed at the side of the mouth not to extend over the upper lip. Beards and goatees are not permitted unless it is for religious purposes.
- Are there any reported assaults by inmates on inmates? Yes. An average of 12 per month.
- Condition of clothing (does the clothing fit, is it appropriate for the weather, etc.)? Yes

PROGRAMS

- Is exercise inside or out? Outside
- How frequently is exercise offered? A minimum of 2 times per week.
- How much exercise time is each inmate offered? A minimum of 3 hours per week.
- Do men get more exercise time than the women? No.
- Are there clergy available to inmates upon request? Yes. Inmates may attend religious services or put in an Inmate Request Slip to speak to the facility Chaplain.

- Can a request for clergy be made for emergency reasons? Yes. Chaplains are on call for urgent benevolent or religious reasons. They deliver death notices or messages of a traumatic nature to inmates and or staff.
- Are there religious services? Yes. Inmates have the opportunity to participate in religious services and receive religious counseling. There is Bible study every Sunday. Catholic and non-denominational services provided.
- What faiths? There are volunteer chaplains available for any religion upon request.
- Are anger management and other applicable programs available? Yes. Anger Management, Parenting, Substance Abuse, and Marriage and Family Programs are available through the INROADS Program.
- What type of onsite health facility is available to inmates? There are exam rooms for sick calls. Medications are distributed as medically necessary.
- Are medical services available? Yes. Dental and X-rays are handled at West Valley Detention Center.
- How frequently is medical staff onsite? 24 hours/7 days a week – There is a minimum of one RN and one LVN on site for each shift and a total of 8 medical staff members.
- How long do inmates wait to be seen? Requests for services are responded to within 16-24 hours and all urgent requests are seen immediately.
- Is a physician available by phone or on call? A doctor is at the facility twice a week for a total of 8 hours. A Nurse Practitioner is available 16 hours per week. There is also a doctor on call through Arrowhead Regional Medical Center 24 hours/7 days a week.
- What off-site hospital is used for serious health issues? Arrowhead Regional Medical Center
- Are mental health services available? Yes
- How frequently is mental health staff onsite? A Clinician is on site 5 days a week. A psychiatrist is on call.
- How long do inmates wait to be seen? Requests for services are responded to within 24-48 hours. In emergency situations, nursing staff will assess mental health requests when mental health staff is not available.

- What type of onsite dental facility is available to inmates? Any dental treatment is held off the facility. Female inmates are transported to West Valley Detention Center and the males are transported to Central Detention Center.
- How are inmates transported to off-site facilities? The hospital transportation deputy sheriff will transport an inmate in a van and an ambulance is used in emergency situations.
- How is security handled for off-site visits? Inmates are handcuffed or shackled before being transported. A deputy sheriff will ride in an ambulance with an inmate or follow behind the ambulance to the hospital.
- Are vocational classes available? Yes. Numerous classes are available through the Inmate Services Division and INROADS. If so, what types? GED, Bakery, Auto Repair, Behavioral, Parenting, Culinary
- Is there a program to involve community volunteers? No

DISCIPLINE OF INMATES

- How often is discipline enacted? As incidents require action.
- What is the range of discipline options? 2 to 30 days restricted activity.

GRIEVANCES

- What are the most common types of grievances filled by inmates? Accusations against other inmates and requesting things
- Is there a record kept based on type and number? Yes

TELEPHONE

- Do inmates have access to telephones and how often? Yes. Telephones are available in each dayroom area. They are available during regular dayroom hours. Inmates are allowed to make collect or prepaid phone calls utilizing their individual pin numbers.

CORRESPONDENCE

- Is there a limited free postage for inmates without money? Inmates without funds are allowed two postage paid envelopes per week from a welfare bag.
- Are inmates aware that incoming and outgoing mail can be read? Yes. The Inmate Rules and Regulations Pamphlet states that mail is “subject to being scanned, read and inspected.”
- How are Confidential correspondences to attorneys, legislators, CSA, etc., handled? Legal mail is inspected for contraband, but not read. Outgoing mail is sealed by the inmate after the inspection. Incoming legal mail is opened by the inmate in front of a deputy sheriff and inspected.

VISITING

- Is there adequate space, convenient times or accommodations to family’s work schedule, etc.? Yes. Visiting is held 5 days a week (not Monday or Tuesday) and the last visit is 7:20 PM.
- Are there provisions for special visits with attorneys/clergy? Yes. They must be cleared through Inmate services and can be allowed to visit at separate times.
- Does staff supervise visits? Yes.
- Do all inmates have access to visiting? Yes. If not, give reason: When an inmate is on discipline, he or she cannot receive visits. The average discipline is 2 to 3 days, but maximum (which is rare) can be up to 30 days. An inmate on discipline can receive official visits.

EDUCATIONAL PROGRAMS

- College level/high school/other: General Education Diploma
- Name of school district providing educational services: California State University at San Bernardino and Chaffey College.
- Teachers – number of full-time, number of substitutes: There are 6 full time teachers, 1 on call substitute and 8 interns.
- Number of inmates in educational program: Monthly average 180 males and 63 females.

- Are activities, course work and home work assigned by teachers? Home work is given and required each day. There are also individual and group assignments.
- Relationship between educational program staff and facility staff: Excellent. The inmates trust the teachers. The teachers enjoy being a mentor.
- Atmosphere of classroom: Comfortable
- Are these adequate supplies (books, paper, computers, etc.)? Yes

JUVENILES – Not Applicable

CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL) – Not Applicable

CONDITIONS OF NON-SECURE DETENTION – Not Applicable

POLICIES AND OPERATIONS MANUALS

- Inmate Grievances: 16 (see page 11)
- Citizen Complaints: Zero
- Major Incidents: Zero
- Table of Contents of the Manual(s): Have copies of Emergency Operations Manual and Detention and Corrections Bureau Policy and Procedures

DOCUMENT REVIEW - INMATE GRIEVANCES/COMPLAINTS:

TYPES	RESOLUTIONS
Miscalculated release date	Audit completed on booking jacket. All calculations correct.
Cancelled visit	Unfounded - inmates switching ID cards to obtain visits. Visits reinstated after investigation.
Undelivered magazine	Magazine determined to be acceptable. Delivered to inmate.
Accusation of being involved in an assault.	Inmate was a victim of assault.
Inmate not treated for pre-existing hernia.	Inmate was referred for treatment
Inmate did not receive a Satanic Bible	Satanic Bible provided to inmate.
Inmate requesting early release.	Inmate not eligible for early release due to criminal history.
Accusations of stolen property after booking.	Property was in a vehicle that was impounded upon arrest. He was advised how to get his property out of the tow yard.
Charged for medical co-pay but not seen by medical staff.	Money was refunded.
Inmate requesting a Bible although the library is closed.	ISU was able to find an extra Bible and gave it to the inmate.
Inmate was unable to finish personal phone call when deputy sheriff closed the dayroom.	Inmate out in excess of Title 15 regulations. Inmate requested to withdraw the grievance.
Inmate moved from minimum to maximum housing unit.	Inmate classification changed after a discipline.
Missing food from diet tray.	Culinary staff advised. Inmate advised to immediately notify staff if the issue continues.
Improperly adjusted release date.	Credits recalculated.
Not enrolled in INROADS Classes	Classes were filled and inmates with earlier release dates were enrolled first.
Did not receive library book.	Unfounded - library being updated.

Total Complaints reviewed: 16

MAJOR INCIDENTS

TYPES	RESOLUTIONS
None	

Total Complaints reviewed: Zero

COMMENTS AND CONCERNS OBSERVED DURING THE TOUR:

- Start tracking the success of the INROADS onsite training following release of the inmates.
- No booking is done onsite; booking is conducted at West Valley Detention Center.
- Sentenced inmates from State facilities roll their bedding up during the day.
- Shower areas throughout the facility need painting.
- Glen Helen North – San Bernardino County Sheriff's Department/San Bernardino County Fire Department partnership program has a capacity of 96, currently has 45 inmates. This activity has just been implemented; it bears a lot of potential and needs to be watched in the future.
- Female inmates handle the inmate visitation request call center for all county detention centers.
- The 1:120 ratio between staff and inmates is problematic.

AB109 QUESTIONS (Early release from state facilities to county facilities due to realignment policies)

- How has AB109 impacted the overall operating of this facility? (i.e. staff, workload, security, operating procedures, and training) Special diet requests, grievances and sick call all increased.
- Have the facility operating costs changed since implementing AB109? If so, have funds been available to cover these expenses? Funds are tight, and staffing with additional Sheriffs are the major concerns.
- Explain the procedure for determining how inmates are selected for early release? All the early releases are done through the Classification Population Management Unit (CCU). Every Monday a list of sentenced inmates is compiled by SBSD Technical Services Unit. The number of days varies depending on the number of inmates that need to be released to bring the inmate population under the population cap for all Type II facilities. The inmate lists are given to all Type II facilities and all the inmates booking jackets are reviewed. The inmates must be at or under the designated days determined by CCU. The inmate's current charges, criminal history and past convictions are checked to see if they

meet the early release criteria (see release criteria). The lists with all the inmates who qualify for early release are sent to the Lieutenant at CCU and he determines how many inmates need to be released that week and how many days early. The early release orders are sent out on Thursday so the inmates will be out of custody for the weekend.

Under CCU there are six full time release officers who work seven days a week. Before the inmate is arraigned, they review all inmates booked for specific charges, review their criminal histories and conduct an interview with the inmates. If they determine an inmate is safe for release, they release the inmate on his/her Own Recognizance (OR) with a date to appear in court. In 2013 they released 5,736 inmates and as of the Grand Jury's visit in August 2014, they have released 3,660 inmates early. SBSB is also preparing to OR Post Arraignment inmates with the cooperation of the courts, District Attorney and Public Defenders' Office once the system for OR is in place.

- Is there anything else you would like the Grand Jury to know about AB109 and the impact it has had on your facility? The Sheriff to inmate ratio is a concern, which requires additional funding.