

**BUTTE COUNTY SHERIFF'S OFFICE
DEPARTMENTAL ORDER**

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TO: ALL PERSONNEL

FROM: SHERIFF-CORONER

SUBJECT: JAIL STAFFING PROCEDURES

DATE: August 27, 2014

POLICY: The Butte County Jail shall be staffed with sufficient numbers of employees, of appropriate employee classifications, to safeguard the safety of the correctional staff, the inmate population, and general public of Butte County.

PURPOSE: To establish and publish procedures for jail personnel staffing to ensure that sufficient staffing is assigned to provide service for the citizens of the County and operate the jail in a safe secure manner.

AUTHORITY:

1. California Penal Code §6030
2. California Code of Regulations, Title 15, Division 1, Chapter 1, §1027
3. PREA §115.13

ACTION: Effective immediately, the following action and procedures shall be implemented:

**KORY L. HONEA
SHERIFF-CORONER**

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(REV/14)

DEPARTMENTAL ORDER (CONTINUED)

B. The following minimum staffing level will be established for the jail. These levels are as follows:

1. Correctional Sergeants – 9
2. Correctional Officers – 74
3. Correctional Technicians – 25
4. Correctional Lieutenants – 3
5. Sheriff Captain as Manager – 1
6. Sheriff's Clerks – 5
7. Food Service Manager – 1
8. Senior Cook – 2
9. Cooks – 3

C. [REDACTED]

D. [REDACTED]

E. On duty sergeants may impose mandatory overtime upon on-duty or off-duty correctional officers whenever the sergeant determines that a need exists for increased staffing. They may also change the duty assignments of correctional officers either prior to coming on shift, or while on shift, to best suit the existing needs of the department. They may grant time off within the specific guidelines of Section I. A. Above; that will not result in overtime being assigned. They will not grant time off that will conflict with required training, special details, planned vacations, etc.

F. The Programs Sergeant is responsible for developing a long term jail schedule. The schedule will be developed to implement the sheriff's goals and programs as well as meet state or local mandates; it will reflect training days, special assignments, special details, planned vacations and holidays etc.

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II. PROCEDURE:

A. STAFFING OF FACILITY

1. Each facility will have a staffing plan in place to ensure adequate staffing levels to protect inmates from sexual abuse. Facility administrators will consider the following as well as other factors in establishing staffing levels.
 - a. Facility will assign enough staff to visually check inmates at a minimum of once per hour. Video monitoring, where available, shall be used to supplement the visual checks.
 - b. All staff of the opposite sex performing observation checks shall announce their presence within a reasonable time prior to making the observation, to allow the inmate ample time to cover themselves should they be in the process of using the toilet, shower, or are at some level of undress.
2. Annually, the PREA Coordinator (Programs Lieutenant) and the facility commander will re-evaluate staffing levels and use of video monitoring to determine and document adequacy of the staffing plan and use of video monitoring technologies to protect inmates from sexual abuse. This re-evaluation shall be documented in a memorandum to the Sheriff via the chain of command.