

BUTTE COUNTY SHERIFF'S OFFICE DEPARTMENTAL ORDER

FILE KEY: 5071

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TO: ALL PERSONNEL

FROM: SHERIFF-CORONER

SUBJECT: INNER FACILITY / OUT-OF-FACILITY FEMALE INMATE MOVEMENT

DATE: January 4th, 2017

POLICY: It is the policy of the Butte County Sheriff's Office to present a zero tolerance policy toward sexual assault, sexual abuse and sexual harassment of those in our custody. To further this objective and limit liability to Sheriff's Office personnel, all movement of female inmates outside of an assigned housing unit shall be (a) minimized, (b) conducted by personnel designated by an on-duty Correctional Sergeant or higher authority, (c) tracked and (d) subject to oversight.

All personnel have an affirmative duty to comply with this policy and report any personnel not adhering to it. Failure to report is akin to committing the act and punishable as such. Personnel who suspect non-compliance with this policy shall notify a supervisor. This notification may be made in private, but shall occur immediately upon witness / being advised of non-compliance.

PURPOSE: To provide accountability and documentation for the movement of female inmates who are in the custody of the Butte County Sheriff's Office. To shield the Sheriff's Office and its personnel from unnecessary liability / litigation and maintain the custodial rights of female inmates.

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KORY L. HONEA
SHERIFF/CORONER

Distribution "C"

(REV/16)

AUTHORITY:

1. California Penal Code §6030
2. Prison Rape Elimination Act (PREA, 2003)
3. Departmental Orders 3005, 5000, 5003, 5006, 5015, 5016, 5037

I. DEFINITIONS:

1. Female Housing Section:
Housing units and adjacent hallways within the Butte County Jail inhabited by female inmates. Locations include but are not limited to:
 - a. R Section Single Cells
 - b. R 6
 - c. R 7
 - d. T 3
 - e. T 4
 - f. U Section Single Cells
 - g. W 1
 - h. W 2
 - i. W 3
 - j. W Section Single Cells
 - k. W 6
 - l. P Section Single Cells
 - m. T Section Single Cells
 - n. Q Section

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II. PROCEDURES:

1. Entrance into the female housing section (excluding P Section, Q3, S1, and T1 / T2) will be limited to Correctional Deputies assigned to Post 15, Post 17, Correctional Deputies assigned to the Transportation Unit entering the female housing section for the purposes of transporting a female inmate outside of the facility, Correctional Deputies assigned as Medical Unit Deputies for the purposes of escorting female inmates on a medical related detail, on-duty Correctional Deputies assigned as acting OIC, and on-duty Correctional Sergeants of any assignment or higher ranking authority.
2. Whenever practical, a female Correctional Deputy will be present when a female inmate is moved outside of an assigned housing unit.
3. Whenever practical, medical care will be rendered to female inmates within the assigned female housing unit (reference D.O. 5037).
4. Movement of female inmates outside of an assigned housing unit will include an advisement of the on-duty Correctional Deputy assigned as acting OIC or the on-duty Correctional Sergeant. The radio transmission will include the following information:
 - a. The Sheriff's Office personnel responsible for the movement.
 - b. Number of inmate(s).
 - c. Originating housing unit / destination.
 - d. Destination / reason for movement.
 - e. Time of removal
 - a. When returning the inmate to their housing unit or alternate location the same protocol shall be followed.
5. Personnel moving female inmates from an assigned housing unit to a destination within the confines of the female housing section or moving a female inmate(s) to the recreation yards shall follow this radio protocol.
6. Recorded radio traffic will be retained in accordance with the retention policy of the Sheriff's Office Dispatch Unit.

III. EXCEPTIONS:

1. Correctional Deputies not assigned as listed in Section I, line 1 may enter the female housing section if designated to do so by an on-duty Correctional Deputy assigned as acting OIC, on-duty Sergeants of any assignment or higher ranking authority.

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2. Correctional Deputies may enter the female housing section / remove female inmates from assigned housing units without prior approval and without radio notification when responding to medical / fire emergencies, inmate disturbances, and personnel emergencies.