

# Custody Manual

## 100.1 PURPOSE AND SCOPE

The Custody Manual is a statement of the current policies, rules, and guidelines of this office's jail. All prior and existing manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably known to them at the time of any incident.

## 100.2 POLICY

The manual of the Shasta County Sheriff's Office Jail is hereby established and shall be referred to as the Custody Manual (15 CCR 1029). All members are to conform to the provisions of this manual.

### 100.2.1 DISCLAIMER

The provisions contained in the Shasta County Main Jail Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Shasta County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for office administrative action, training or discipline. The Shasta County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

## 100.3 RESPONSIBILITIES

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders, which shall modify the provisions to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

The Captain shall ensure that the Custody Manual is comprehensively reviewed at least every two years, updated as needed, and the staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Shasta County Sheriff's Office (15 CCR 1029). The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

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### 100.3.1 COMMAND STAFF

The command staff should consist of the following:

- Sheriff
- Captain

### 100.3.2 INTERNAL AND EXTERNAL SECURITY MEASURE REVIEW

The Captain shall ensure that Custody Manual review, evaluation, and procedures include internal and external security measures of the facility, including security measures specific to prevention of sexual abuse and sexual harassment (15 CCR 1029).

### 100.3.3 OTHER PERSONNEL

Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Custody Manual should forward their suggestions in writing, through the chain of command, to the Captain, who will consider the recommendation.

## 100.4 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Office** - The Shasta County Sheriff's Office.

**Custody Manual** - The Office Custody Manual.

**Employee** - Any person employed by the Office.

**Inmate** - Incarcerated person.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Shasta County Sheriff's Office, including:

- Full- and part-time employees.
- Sworn correctional deputies.
- Reserve correctional deputies.
- Non-sworn employees.
- Volunteers.

**Correctional Deputy** - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as correctional deputies of the Shasta County Sheriff's Office.

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**On-duty employee** - Status during the period when the employee is actually engaged in the performance of assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a correctional deputy.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action absent a rational basis for failing to conform.

### **100.5 ISSUANCE**

This manual supersedes and replaces all other facility:

- Policy
- Orders
- Manuals
- Procedure
- Memoranda
- Related documents

### **100.6 DISTRIBUTION OF MANUAL**

Copies of the Custody Manual shall be made available to all members. An electronic version of the Custody Manual will be made available to all members on the office network (15 CCR 1029).

No changes shall be made to the electronic version without authorization from the Captain.

### **100.7 CONTENT AND EFFECT**

Issuance of this manual to custody personnel shall require each person to read and become familiar with the content therein. The content knowledge shall be presumptive for all personnel and supervisors will be responsible for ensuring that subordinates implement the procedure and intent of this document. Nothing in this manual shall be considered or interpreted to conflict, replace, or otherwise take precedence over departmental policy. Policies and procedures set forth in the main jail shall be considered extensions or additions to those set forth in the Departmental Policy and Procedure Manual.

#### **100.7.1 GRAMMATICAL CONSTRUCTION**

The content of the CustodyManual shall be interpreted in accordance with the following grammatical rules:

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### 100.7.2 GENDER

- The masculine shall also include the feminine.
- Terms such as “*their*” shall include both the masculine and the feminine.
- Singular and plural.

The singular shall also include the plural.

### **100.8 REVISIONS TO POLICIES**

All members are responsible for keeping abreast of all Custody Manual revisions. All changes to the Custody Manual will be posted on the office network for review prior to implementation. The Training Sergeant will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions, and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.