



San Diego County Sheriff's Department



William D. Gore, Sheriff

*Kelly A. Martinez
Undersheriff*

September 29, 2021

Susan N. Youngflesh, Board Chairperson
Citizens' Law Enforcement Review Board
555 West Beech Street, Suite 505
San Diego, CA 92101-3819

CLERB CASE NUMBER: 20-047

Dear Chairperson Youngflesh,

The Sheriff's Department welcomes and supports the Citizens' Law Enforcement Review Board's (CLERB) independent review of complaints alleging improper actions by members of this organization and in-custody deaths. We continuously strive to respond with professionalism and concern to the citizens we serve and the CLERB process provides invaluable input to that end.

On May 11, 2021, CLERB recommended policy changes related to San Diego County Sheriff's Department Detention's Policy and Procedure. A review of Sheriff's Policies, specifically 2.4-Unbecoming Conduct, 2.22-Courtesy, and 2.48-Treatment of Persons in Custody were looked at by CLERB. CLERB specifically recommended the Sheriff's Manual of Policies and Procedures, where applicable, to include the below changes:

1. "It is recommended that the San Diego Sheriff's Department create or amend the appropriate applicable policies and procedures to reflect that sworn members serving food to inmates do so in a professional, courteous, and sanitary manner."

Current Department P&P section 2.22 Courtesy (04/28/21) requires employees to "be courteous to the public and fellow employees" and "be tactful in the performance of their duties..." The use of the phrase, "performance of their duties" is all encompassing and allows for fluidity. Expanding the policy to list specific duties such as "when serving meals" is not practicable for this policy section. The requirement of employees to be courteous and professional in the performance of their duties is already found in Department P&P Section 2.22 Courtesy.

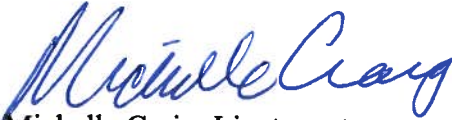
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Current Detention Services Bureau P&P K.15 states Serving and Distribution of Meals establishes guidelines for the timely serving of meals but not the manner in which they are served. We agree with the recommendation to amend current policy to reflect the requirement to distribute meals in a sanitary manner and have modified DSB P&P Section K.15.

In closing, we value the time and effort of the Citizen's Law Enforcement Review Board. I would like to thank you for your dedicated service to the Citizens of San Diego County and the policy recommendations. It is our goal to provide the "Highest quality public safety services" to everyone in San Diego County.

Sincerely,

WILLIAM D. GORE, SHERIFF



Michelle Craig, Lieutenant
Officer of the Sheriff
Division of Inspectional Services
WDG:MC/kb

DATE:	SEPTEMBER 24, 2021
NUMBER:	K.15
SUBJECT:	SERVING TIMES AND DISTRIBUTION OF MEALS
RELATED SECTIONS:	K.27

PURPOSE

To establish guidelines for the serving of inmate meals.

POLICY

The Food Service Division (FSD) staff will serve meals three times in any 24 hour period with a maximum of 14 hours between the evening meal and the breakfast meal. At least one of these meals shall include hot food. The use of the disciplinary separation diet shall constitute an exception to the three-meal-a-day standard. The distribution of inmate meals will be conducted in a sanitary manner.

PROCEDURE

- I. FSD staff will provide three nutritionally adequate meals to all inmates of the facilities at the times designated.
- II. Each facility will establish meal schedules according to their physical plant requirements and staffing.
- III. Each facility shall make one sample tray containing each menu item for that meal and retain the sample tray under refrigeration for a period of 72 hours after that meal has been served. The sample tray shall be discarded after the 72 hour period.