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## BOARD OF STATE AND COMMUNITY CORRECTIONS

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EDMUND G. BROWN, JR.  
*Governor*

July 27, 2016

Jim Hart, Sheriff  
Santa Cruz Sheriff's Office  
5200 Soquel Ave.  
Santa Cruz, CA 95062

Dear Sheriff Hart:

### BIENNIAL INSPECTION, SANTA CRUZ COUNTY SHERIFF'S OFFICE, ADULT DETENTION AND COURT HOLDING FACILITIES, PENAL CODE SECTION 6031

On September 29, 2015, the Board of State and Community Corrections (BSCC) conducted the 2014-2016 biennial inspection of the Santa Cruz County Main Jail, Roundtree Facility, Blaine Facility and court holding facilities countywide. The facilities were inspected for compliance with the Minimum Standards for Local Detention Facilities, as outlined in Titles 15 and 24, California Code of Regulations. The inspection consisted of a review of applicable written policies and procedures governing the operation of the facilities, a site visit, and a review of documentation to verify that regulated practices occur as required.

Chief Deputy Craig Wilson and his command staff were instrumental in the inspection process and your facilities, as always, were well prepared for our visit.

The complete BSCC inspection report is enclosed and consists of: this combined transmittal letter; the Procedures Checklists for custody and court holding facilities outlining applicable Title 15 sections; and individual Physical Plant Evaluations and Living Area Space Evaluations that summarize each facility's configuration. We encourage the practice of maintaining a permanent file for historical copies of all inspections that would also include documentation of corrections made following the inspection. This file should be the first point of reference when preparing for all future inspections.

### **Local Inspections**

In addition to a biennial inspection by the BSCC, annual inspections are required by the County Health Officer and the Fire Marshal pursuant to Health and Safety Code §101045 and §13146.1 respectively. Please consider our report in conjunction with the reports from the local health officer and the local fire authority for a comprehensive perspective of your facility.

### **Fire Inspection**

The Santa Cruz Fire Department inspected the various facilities in July of 2015 and fire clearances were granted.

## Health Inspections

The local health authority is required to conduct inspections of all detention facilities and includes evaluation of medical and mental health services, nutritional requirements and environmental health standards.

	Medical	Environmental	Nutritional
Main Jail	5/1/2015	3/1/2015	5/3/2015
Rountree Medium	5/7/2015	3/1/2015	5/3/2015
Blaine Women's	5/1/2015	3/1/2015	5/3/2015
Watsonville Court Holding	5/7/2015	4/6/2015	N/A
Superior Court Holding	5/7/2015	4/6/2015	N/A

Regarding the local inspections, no area of non-compliance was noted.

Other areas of substantial compliance were noted in local reports, but remedies have been fully or partially implemented and they will not be listed in this report. Refer to original local inspection reports for other details.

### **BSCC Inspection**

#### **Physical Plant:**

Main Jail: Completed in 1981, the Santa Cruz Main Jail was evaluated using physical plant standards from 1976, 1980, 1988 and 1994.<sup>1</sup> With rated capacity of 311, there were 336 inmates housed at the time of the inspection. Minors are not detained or housed in the facility. The jail was clean and, despite its age, no issues of deferred maintenance were apparent in the secure areas.

To accommodate crowding, the agency has added bunks in dayrooms to house more inmates and achieve classification separation. While we recognize that more space and facilities are needed to accommodate additional inmates, the bunks consume floor space in the dayroom, allowing less programming space for more inmates. At the time of inspection, dayroom bunks were occupied in the following units: "A" (29 inmates in 1,024 sq. ft.), "D" (42 inmates in 1,190 sq. ft.), "F" (41 inmates in 1,024 sq. ft.) and "G" (30 inmates 514 sq. ft.) dorms.

Based on crowding, the following areas of non-compliance are noted:

**Title 24 Section 1231.2.9 Dayrooms** This regulation requires, among other things, that each dayroom contain 35 square feet per inmate in the housing unit. In Units "A", "D", "F" and "G", dayroom space was below the minimum required space. The number of seats and tables were also insufficient for the number of inmates assigned to the listed units.

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<sup>1</sup> Facilities are assessed against Title 24 requirements in place at the time of design or significant remodel to the facility.  
5280+ Santa Cruz II CH Ltr: 07/25/2016

**Title 24 Section 1231.3.1 Toilets** This regulation requires a ratio not less than 1 toilet per 10 inmates. Typically, crowded units lock open one or more single cells to allow access to the toilet and washbasin. Unit “D” had only one cell-toilet available for 18 inmates on bunks, falling below the 1:10 ratio.

**Title 24 Section 1231.3.4 Showers** This regulation requires a ratio not less than 1 shower per 20 inmates. Unit D has two showers for 42 inmates, Unit “F” has two showers for 41 inmates and Unit “G” has one shower for 30 inmates.

Rountree Medium Security Facility: Opened in 1993, the Rountree facility is evaluated using the 1988 physical plant standards. The facility is well maintained and no evidence of deferred maintenance was noted. No areas of non-compliance were noted. The Rountree minimum security facility is closed.

Blain Women’s Minimum Security Facility: The Blaine facility is co-located at the Main Jail. Opened in 1986, it was evaluated against the 1980 physical plant standards. With a rated capacity of 32 inmates, there were 7 inmates housed at the time of our site visit. The facility is well maintained and no evidence of deferred maintenance was noted. No areas of non-compliance were noted.

Santa Cruz Court Holding: The Superior Court holding facility was constructed in 1963 and evaluated under the 1963 and 1994 standards. Some cells pre-date Title 24 regulations and were not inspected for compliance. In all other areas, no areas of non-compliance were noted.

Watsonville Court Holding: The Watsonville holding facility was constructed in 2007 and evaluated under the 2001 standards. No areas of non-compliance were noted.

### **Title 15 Inspection:**

During the inspection, BSCC staff reviewed applicable policy, procedures, practices and supporting documentation as indicated.

**Policy** - BSCC reviewed the existing policy<sup>2</sup> for court holding and housing facilities and found all required components present. Minor issues were discussed to clarify policy or procedures and agency staff completed edits prior to the submission of this report.

**Training** - The most recent Standards and Training for Corrections (STC) audit found the agency in full compliance with all training requirements. Two staff members have not yet completed Core training but do not work unsupervised. We interviewed line staff and found them knowledgeable about emergency procedures, Title 15 mandates and related issues. An intermediary supervisory role, the Senior Correctional Officer (SCO) rank, has been implemented. All SCO’s have attended supervisory training.

**Staffing** - To assess the facility’s staffing levels, BSCC reviewed a number of sources including security logs, shift rosters, incident reports, and related records which give insight to the facility’s operation. Staffing levels at the Main Jail include at least one sergeant, two Senior Correctional Officers and 12-14 correctional officers for each shift. At Rountree, staffing includes a sergeant or

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<sup>2</sup> BSCC does not review all of your policies and procedures. We only review those policies related specifically to the applicable regulations included in Title 15, Minimum Standards for Local Detention Facilities for issues on non-compliance. We do not “approve” your policies nor do we review them for constitutional or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other people deemed appropriate.

SCO and at least four line staff, all working overlapping 12-hours shifts with a briefing on each shift. Transportation, court and support staff work other shift configurations. Sergeants and SCO's are assigned to each shift and supervisory oversight is evident. At Rountree, Core-trained SCO's regularly assume supervisory duties for entire shifts. Gender specificity is achieved as required. Adequate maintenance and support staff presence insure that custody staff is not distracted by ancillary duties.

Daily briefings occur involving medical, mental health and custody staff to discuss each inmate housed in the medical unit.

Safety checks of housing units at the Main Jail (including Blaine) and Rountree are recorded by mechanical devices and supervisors review the printed reports. Reports are customized to quickly reveal any missed or late checks. BSCC found no indication that staffing was so low, or staff was so busy, that checks were persistently missed. Specialty cell observations (sobering, safety, observation, restraint) are recorded on paper logs designed to capture all significant events in one place for supervisory oversight. BSCC reviewed a sampling of specialty logs and found no indication of late or missed events, staffing abnormalities or insufficient support staff presence.

Checks at the court holding facilities were timely and informative. The Watsonville court holding facility is rarely used.

***Procedures*** - BSCC also reviewed records to insure that procedures relevant to Title 15 matched policy and that all required procedures were being performed within regulated criteria. The facility was crowded for 10 months of 2014 but had fewer crowded months in 2015. Due to crowding, BSCC paid particular attention to staffing levels and indicators of staffing shortages, such as missed programming opportunities or substandard conditions of confinement.

The use of specialty cells requires comprehensive recordkeeping. The agency has a well-developed system of manually recording activities and observations for the sobering and safety cells and restrained inmates. Custody, medical and mental health staff's activities are listed and supervisory oversight is documented. All expected activities occurred within regulated timelines. All other requirements of sobering and safety cell use were well documented and within minimum standards.

BSCC also reviewed disciplinary reports, grievances, incident reports and activity logs to generally assess the facility's procedures as they relate to the regulations.

In crowded facilities, conditions-of-confinement grievances are early indicators of substandard living conditions. BSCC reviewed the Master Grievance Log for 2014 and 2015 and a sampling of individual grievances, including responses and appeals. We found no unexpected trends or complaints in the grievances. Grievances of medical issues were answered by medical staff. In the sampling, we noted many grievances forwarded to management and some determined to be "founded" and a remedy ordered.

Disciplinary outcomes were well documented, proportional to the offense and consistently applied. We noted several disciplinary incidents for contraband or alcohol violations, which are generally indicators of regular cell searches and adequate staffing. We also noted neat and clean housing areas

with few “extra” linens or other material hanging on the bunks, limiting staff’s ability to view and supervise inmate actions. Inmates we interviewed were aware of the facility rules and expressed no unanticipated concerns about their well-being or treatment. They stated that mandated activities, such as recreation, visits, clothing exchange, etc., were being conducted in a timely manner. Staff indicated that they had adequate time to perform their assigned tasks and that supervisory expectations were clearly stated.

The agency has implemented procedures to mitigate or lessen crowding at the Main Jail. Crowding is concentrated in several categories of inmates, chiefly the mental health, protective custody and female populations. In order to free up more space, the agency is looking to expand its electronic home monitoring opportunities and has instituted a focused behavior modification program (the “Rountree Challenge”) to enable non-typical inmates the opportunity to relocate to the medium-security facility, freeing up high security beds for more hazardous inmates. The agency is constructing a 64-bed Rehabilitation and Reentry housing unit at the Rountree Facility which may offer further relief from crowding at the Main Jail.

One innovative practice should be noted. The agency generates a daily “Risk Report”, identifying inmates at high risk of injury or victimization. Those inmates receive extra consideration for placement in the most appropriate setting, often freeing up high-security beds. Staff reviews that report at shift change and makes rapid adjustments as needed.

Regarding the agency policy and procedures, no areas of non-compliance were noted at the Main Jail, Blaine, Rountree or the court holding facilities. The remaining areas of non-compliance are limited to the physical plant at the Main Jail as a result of crowding.

### **Juvenile Justice and Delinquency Prevention Act Compliance Monitoring:**

In accordance with the JJDP, BSCC monitors jail facilities for compliance with one of four core requirements of the Act - Separation of Juveniles from Incarcerated Adults. Minors are not housed at either facility; therefore, no violations of the JJDP were identified.

### **Corrective Action Plan:**

The following areas of non-compliance are noted:

Title 24 Section 1231.2.9	Dayrooms
Title 24 Section 1231.3.1	Toilets
Title 24 Section 1231.3.4	Showers

When available, please forward evidence that the above-listed physical plant remedies have been completed. Upon receipt, BSCC will update our records to reflect compliance with these regulations.

This concludes our inspection report for the 2014 - 2016 inspection cycle. We would like to thank all staff involved in the inspection process for the hospitality and courtesy extended during the inspection. If you should have any questions, please contact me at (916) 323-2613 or email at [steve.keithley@bscc.ca.gov](mailto:steve.keithley@bscc.ca.gov).

Sincerely,

STEVE KEITHLEY  
Field Representative  
Facilities Standards and Operations Division

Enclosures

cc: County Administrative Officer, County of Santa Cruz\*  
Chair, Board of Supervisors, County of Santa Cruz\*  
Presiding Judge, Superior Court, County of Santa Cruz\*  
Grand Jury Foreperson, Superior Court, County of Santa Cruz\*  
Lt. Fred Plageman, Santa Cruz County Sheriff's Department  
Lt. Paul Ramos, Santa Cruz County Sheriff's Department  
Lt. Kelly Kent, Santa Cruz County Sheriff's Department  
Chief Deputy Jeff Marsh, Santa Cruz County Sheriff's Department

\*Copies of the complete inspection report are available upon request.