

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES¹

FACILITY NAME: Santa Cruz County Jail (SCCJ)	FACILITY TYPE: II	BSCC Code: 5280
PERSON(S) INTERVIEWED: Lieutenant Greg Lansdowne, Correctional Officers: Rod Whitley, Socorro Luna, Jay Dixon, Alfonso Delatore and Kurt Corum, Medical Services Manager Jodel Jencks		
FACILITY NAME: Rountree Lane Minimum (SCM) Depopulated	FACILITY TYPE: III	BSCC Code: 5300
PERSON(S) INTERVIEWED:		
FACILITY NAME: Medium Security Facility (SCMD)	FACILITY TYPE: II	BSCC Code: 5310
PERSON(S) INTERVIEWED: Lieutenant Shea Johnson, Sergeant Steve Gagnon, C.O. Sarino Torrise, SCO Mike Fenoglio		
FACILITY NAME: Blaine Women's Minimum (SCB)	FACILITY TYPE: II	BSCC Code: 5320
PERSON(S) INTERVIEWED: Lieutenant Greg Lansdowne, Supervisor Diana Holland		
FIELD REPRESENTATIVE: Ron Bertrand	DATE: 3/13/2013	

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² In addition to provisions of Penal Code Section 831.5, all custodial personnel have successfully completed the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year of assignment. Custodial personnel may substitute 832.3 PC training and the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180, Title 15, CCR as an alternative.	Yes	NA	Yes	Yes	1-6 Compliance with training sections (with the exception of 1021) are determined by the most recent annual audit of training records by the BSCC's Standards and Training for Corrections (STC) Division.
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	Yes	NA	Yes	Yes	Correctional officers are supervisors.
All supervisory custodial personnel have completed the "Corrections Officer Core Course" identified in Section 1020. <i>(The intent is that core training be completed prior to assuming supervisory responsibilities.)</i>	Yes	NA	Yes	Yes	

¹ This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations. The findings herein, as related to policy, do not constitute an "approval" for content, constitutional, or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other persons deemed appropriate.

² For STC participating agencies, consistency with training sections 1020, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1023 JAIL MANAGEMENT TRAINING All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.	Yes	NA	Yes	Yes	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.	Yes	NA	Yes	Yes	
1027 NUMBER OF PERSONNEL There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of all programs and activities required by these regulations.	No	NA	Yes	Yes	<p>Compliance with this section is predicated on the ability of staff to complete and document at least hourly safety checks while ensuring the implementation and operation of all Title 15 required programs.</p> <p>The examination of safety check documentation at SCCJ revealed two issues. The first being documented checks beyond the hourly requirement. We requested that staff be re-informed of the importance of timely safety checks and that staff provide improved documentation prior to the submission of this report.</p> <p>The second issue was with the Guard 1 Plus itself for recording documented checks. It was noted that in housing area B documentation was absent for significant time periods on the report the Guard 1 Plus provides. When we inquired about the absence of safety checks we were informed that the system was not working in this area. We learned that when this occurs alternative documentation is not initiated. To mitigate this issue we recommended pen and paper documentation for the housing unit when the system fails.</p> <p>Prior to the submission of this report documentation was provided and examined and still found to be non-compliant with this section. An alternative to missing documentation was not provided.</p>

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There is a written plan that includes the documentation of hourly safety checks.	Yes	NA	Yes	Yes	4-25 IV. B. Hourly Documentation through by Guard 1 Plus pipe system.
There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency.	Yes	NA	Yes	Yes	4-25 I. B.
Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible. <i>Note: Reference PC § 4021.</i>	Yes	NA	Yes	Yes	4-25 I.C.
A staffing plan is available which indicates personnel assigned and their duties.	Yes	NA	Yes	Yes	
1028 FIRE AND LIFE SAFETY STAFF Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the BSCC training standards for general fire and life safety.	Yes	NA	Yes	Yes	This element is met with core training.
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	Yes	NA	Yes	Yes	
1029 POLICY AND PROCEDURES MANUAL ³ There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	Yes	NA	Yes	Yes	
Table of organization, including channels of communications;	Yes	NA	Yes	Yes	1-4
Inspections and operations reviews by the facility administrator/manager;	Yes	NA	Yes	Yes	6-2 I B.
Use of force;	Yes	NA	Yes	Yes	9-9
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	Yes	NA	Yes	Yes	9-4 9-8 Addresses PC 6030(f)
Screening newly received inmates for release; <i>Note: Reference PC § 849(b)(2) and 853.6</i>	Yes	NA	NA	NA	2-6; 4-8 1. & 9-7 I. C. 1.
Security and control, including: Physical counts of inmates;	Yes	NA	Yes	Yes	4-25 IV. B.
Searches of the facility;	Yes	NA	Yes	Yes	4-32 V.
Searches of inmates;	Yes	NA	Yes	Yes	4-32 I.-IV.
Contraband control; and,	Yes	NA	Yes	Yes	4-32
Key control.	Yes	NA	Yes	Yes	4-20
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	Yes	NA	Yes	Yes	While no annual report is produced, in practice, this is an ongoing process.
Emergency procedures, including: Escapes;	Yes	NA	Yes	Yes	4-15

³ Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
Disturbances;	Yes	NA	Yes	Yes	10-1 Emergency Response Plan applicable to this and the following sections
Taking of hostages;	Yes	NA	Yes	Yes	
Civil disturbance;	Yes	NA	Yes	Yes	
Natural disasters;	Yes	NA	Yes	Yes	
Periodic testing of emergency equipment;	Yes	NA	Yes	Yes	10-3
Storage, issue and use of weapons, ammunition, chemical agents; and,	Yes	NA	Yes	Yes	4-6 III. 6. A. & B.; 4-26
Storage, issue and use of security devices.	Yes	NA	Yes	Yes	
Suicide prevention; and,	Yes	NA	Yes	Yes	8-7
Segregation of inmates.	Yes	NA	Yes	Yes	4-1, 4-8
The manual is available to all employees.	Yes	NA	Yes	Yes	Online via Intranet and hard copies available.
The manual is comprehensively reviewed and updated at least every two years.	Yes	NA	Yes	Yes	Currently under review.
1032 FIRE SUPPRESSION PREPLANNING There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>	Yes	NA	Yes	Yes	10-3 SCCJ 10-3.1 SCB 10-3.2 Rountree Facilities
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	Yes	NA	Yes	Yes	10-3 I b. Verified at each facility.
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);</i>	Yes	NA	Yes	Yes	See Attachment A.
An evacuation plan; and,	Yes	NA	Yes	Yes	10-2 Main Jail 10-3.3 SCM 10-3.4 SCMD
A plan for the emergency housing of inmates in the event of a fire.	Yes	NA	Yes	Yes	Other county jail facilities.
1040 POPULATION ACCOUNTING The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female, and juvenile.	Yes	NA	Yes	Yes	4-30 IV. A.
The Jail Profile Survey information is provided to the BSCC.	Yes	NA	Yes	Yes	Verified.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1041 INMATE RECORDS There are written policies and procedures for the maintenance of individual inmate records which include intake information, personal property receipts, commitment papers, court orders, reports of disciplinary action taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	Yes	NA	Yes	Yes	4-30
1044 INCIDENT REPORTS There are written policies and procedures for the maintenance of written records of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	Yes	NA	Yes	Yes	4-18 II. 1.
Written record is prepared by appropriate staff and submitted within 24 hours of the incident.	Yes	NA	Yes	Yes	II.B. 1. Prior to the end of shift.
1045 PUBLIC INFORMATION PLAN The facility has suitable written policies and procedures for the dissemination of information to the public, government agencies and news media.	Yes	NA	Yes	Yes	1-3
Title 15, CCR, Minimum Standards for Local Detention Facilities is available for review by the public and inmates.	Yes	NA	Yes	Yes	
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	Yes	NA	Yes	Yes	3-8 for inmates: “Inmate Orientation, Rules and Regulations” is posted in every housing unit in the facility. Verified.
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death.	Yes	NA	Yes	Yes	8-1
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	Yes	NA	Yes	Yes	II. B.
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board of State and Community Corrections with a copy of the death in custody report that is submitted to the Attorney General ⁴ , within 10 days of the death. <i>Note: Reference Government Code § 12525</i>	NA	NA	NA	NA	Minors are not housed in these facilities.

⁴ Government Code § 12525

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1050 CLASSIFICATION PLAN The facility has a written classification plan designed to properly assign inmates to housing units and activities.	Yes	NA	Yes	Yes	4-8
Includes receiving screening performed at intake by trained personnel.	Yes	NA	Yes	Yes	If the inmate remains in custody, the Booking Officer conducts a Pre-classification Assessment Interview. The Booking Supervising Correctional Officer completes the Pre-classification Assessment to determine if the inmate has Special Management Issues or may be housed in the Pre-classification Housing Unit. The Classification Unit classifies inmates as soon as possible following arraignment.
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	Yes	NA	Yes	Yes	
The facility has an actively functioning classification system and/or classification committee as specified.	Yes	NA	Yes	Yes	
The classification plan includes a channel of appeal by the inmate to the facility manager.	Yes	NA	Yes	Yes	The grievance process is used in this event.
Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.	Yes	NA	Yes	Yes	Reclassification
1051 COMMUNICABLE DISEASES There are written policies and procedures, which require that all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed.	Yes	NA	Yes	Yes	8-4
In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	Yes	NA	NA	NA	2-4 Licensed health personnel or trained facility staff performs this screening.
Inmate's response is noted on booking form and/or screening device.	Yes	NA	NA	NA	
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	Yes	NA	Yes	Yes	8-5
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	Yes	NA	Yes	Yes	
Segregation may be used if necessary to protect the safety of the inmate or others.	Yes	NA	Yes	Yes	

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
There are provisions for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of such suspected mental disorder, pursuant to Section 1209, Title 15, CCR.	Yes	NA	Yes	Yes	
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures that provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	Yes	NA	Yes	Yes	4-1
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	Yes	NA	Yes	Yes	I. C.
1055 USE OF SAFETY CELL The safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	Yes	NA	NA	NA	9-5 I. A.
There are written policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use.	Yes	NA	NA	NA	
Safety cells are not used for punishment or as a substitute for treatment.	Yes	NA	NA	NA	I. G.
Placement requires the approval of the facility manager or watch commander, or a designated physician.	Yes	NA	NA	NA	I. B.
There are written procedures that assure necessary nutrition and fluids are administered.	Yes	NA	NA	NA	I E. 1.
Inmates are allowed to retain sufficient clothing, or are provided with a “safety garment” to provide for personal privacy unless risks to the inmate's safety or facility security are documented.	Yes	NA	NA	NA	I. F.
Direct visual observation is conducted at least twice every 30 minutes and is documented.	Yes	NA	NA	NA	I. E.
Continued retention of inmate is reviewed a minimum of every eight hours.	Yes	NA	NA	NA	I. C.
A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter.	Yes	NA	NA	NA	I. I. 1.
A mental health opinion on placement and retention is secured within 24 hours of placement.	Yes	NA	NA	NA	I. D.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1056 USE OF SOBERING CELL The sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures.	Yes	NA	NA	NA	9-7 I. A.
Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour.	Yes	NA	NA	NA	I. D. 2. Policy requires visual checks every 15 minutes.
An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours.	Yes	NA	NA	NA	I. C.
Such inmates are removed from the sobering cell when they are able to continue with processing.	Yes	NA	NA	NA	I. B.
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	Yes	NA	NA	NA	8-2 I.
A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.	Yes	NA	NA	NA	II.
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:	Yes	NA	NA	NA	9-4 & 9-5
acceptable restraint devices;	Yes	NA	NA	NA	II. Either the Restraint Chair or mechanical restraints may be used.
signs or symptoms which should result in immediate medical/mental health referral;	Yes	NA	NA	NA	II. B. 3.
availability of CPR equipment;	Yes	NA	NA	NA	II. J.
protective housing of restrained persons;	Yes	NA	NA	NA	Policy refers to a “Restraint Chair Cell” which is actually a safety cell.
provisions for hydration and sanitation needs; and	Yes	NA	NA	NA	9.5.2 I D. 3. Sanitation Hydration noted on restraint form.
exercising of extremities.	Yes	NA	NA	NA	9.5.2 I. D.
Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	Yes	NA	NA	NA	II. A. 2.
Restraints are not used as discipline or as a substitute for treatment.	Yes	NA	NA	NA	I. I.
Inmates are placed in restraints only with approval of the facility manager, watch commander, or the designated physician.	Yes	NA	NA	NA	I. A.
All inmates in restraints are housed alone or in a specified area for restrained inmates.	Yes	NA	NA	NA	II. B. 2. I. H.
Direct visual observation is conducted and documented at least twice every 30 minutes.	Yes	NA	NA	NA	I. F

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
Continued retention in such restraints is reviewed every <u>two</u> hours.	Yes	NA	NA	NA	I. B.
A medical opinion on placement and retention shall be secured as soon as possible but no later than <u>four</u> hours from the time of placement.	Yes	NA	NA	NA	I. C.
Medical review for continued retention in restraint devices occurs at a minimum of every <u>six</u> hours.	Yes	NA	NA	NA	I. D.
A mental health consultation is secured as soon as possible, but no later than <u>eight</u> hours from the time of placement.	Yes	NA	NA	NA	I. E.
1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS Policy and procedures describe the use of reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide them, but refuse written or oral requests to do so. Policies and procedures address: <i>Note: Reference PC § 296</i>	Yes	NA	Yes	Yes	4-24 VI.
The use of reasonable force is preceded by documented efforts to secure voluntary compliance, including advisement of the legal obligation to provide the specimen, sample or impression, and the consequences of failing to do so.	Yes	NA	Yes	Yes	
Supervisory authorization is obtained prior to use of reasonable force.	Yes	NA	Yes	Yes	
If the use of reasonable force includes cell extraction, the extraction is audio-and video-taped and retained by the department, as required by statute.	Yes	NA	Yes	Yes	
1061 INMATE EDUCATION PROGRAM Facility administrator has planned and requested an inmate education program from appropriate public officials. When such services are not made available by the appropriate public official, then the facility manager shall develop and implement an educational program with available resources.	Yes	NA	Yes	Yes	5-2 Adult Basic Education G.E.D. Preparation English as a Second Language Substance Abuse
Voluntary academic and/or vocational education is available to sentenced and pretrial inmates.	Yes	NA	Yes	Yes	
1062 VISITING Facility administrator has developed and implemented written policies and procedures for inmate visiting.	Yes	NA	Yes	Yes	5-9
(TYPE II ONLY) All inmates in Type II facilities are allowed at least two visits totaling at least one hour per week.	Yes	NA	Yes	Yes	

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
(TYPE III ONLY) Inmates in Type III facilities are allowed at least one visit totaling at least one hour per week.	NA	NA	NA	NA	
Visitation procedures include provisions for visitation by minor children of the inmate.	Yes	NA	Yes	Yes	
1063 CORRESPONDENCE The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:	Yes	NA	Yes	Yes	4-12
There is no limitation placed on the volume of mail an inmate may send or receive.	Yes	NA	Yes	Yes	I. A.
Mail may be read where there is a valid security reason and the facility manager or designee approves.	Yes	NA	Yes	Yes	I. B.
Jail staff does not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community; however, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders in the presence of the inmate.	Yes	NA	Yes	Yes	I. C.
Confidential correspondence with the facility administrator and/or manager is permitted.	Yes	NA	Yes	Yes	I D.
Inmates without funds are permitted at least two postage-paid letters each week to family and friends.	Yes	NA	Yes	Yes	I. E.
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	Yes	NA	Yes	Yes	
1064 LIBRARY SERVICES The facility administrator has developed and implemented written policies and procedures for inmate library service which include access to legal reference materials, current information on community services and resources, religious, educational and recreational reading material.	Yes	NA	Yes	Yes	5-6 I. General Library 5-6 II. Law Library
1065 EXERCISE AND RECREATION There are written policies and procedures regarding exercise and recreation.	Yes	NA	Yes	Yes	5-3
An exercise and recreation program is available to inmates in an area designed for recreation.	Yes	NA	Yes	Yes	
The program allows a minimum of three hours of exercise distributed over a period of seven days.	Yes	NA	Yes	Yes	5-3 We examined records of yard offers and refusals for administratively segregated inmates.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS There are written policies and procedures which permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted by the United States Post Office except for specified types of publications as determined by the facility administrator.	Yes	NA	Yes	Yes	4-5
1067 ACCESS TO TELEPHONE There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	Yes	NA	Yes	Yes	5-1 C. & 5.8
1068 ACCESS TO COURTS There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:	Yes	NA	Yes	Yes	5-1
Unlimited mail as provided in Section 1063 of these regulations.	Yes	NA	Yes	Yes	II. A.
Confidential consultation with attorneys.	Yes	NA	Yes	Yes	II. B.
1069 INMATE ORIENTATION There are written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area.	Yes	NA	Yes	Yes	3-2 Main Jail 3-3 Blaine Street Facilities 3-4 Rountree
The program shall be published.	Yes	NA	Yes	Yes	
The program shall include but not be limited to:					
Rules regarding correspondence, visiting, and telephone usage;	Yes	NA	Yes	Yes	
Inmate rules and disciplinary procedures;	Yes	NA	Yes	Yes	
Grievance procedures;	Yes	NA	Yes	Yes	
Programs and activities availability and method of application;	Yes	NA	Yes	Yes	
Medical services;	Yes	NA	Yes	Yes	
Classification and housing assignments; and,	Yes	NA	Yes	Yes	
Court appearance where scheduled, if known.	Yes	NA	Yes	Yes	

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS There are written policies and procedures to facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program utilizes available community services and resources either by establishing a resource guide or actual service delivery.	Yes	NA	Yes	Yes	5-4 Includes: Individual, group or family counseling Drug and alcohol abuse counseling Community volunteers Vocational testing and counseling Employment counseling Referral to community resources and programs Pre-release and release assistance
1071 VOTING There are written policies and procedures whereby the county registrar allows qualified voters to vote in local, state, and federal elections pursuant to the elections code.	Yes	NA	Yes	Yes	5-10
1072 RELIGIOUS OBSERVANCES There are written policies and procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.	Yes	NA	Yes	Yes	5-7
1073 INMATE GRIEVANCE PROCEDURE Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:	Yes	NA	Yes	Yes	3-1
A grievance form or instructions for registering a grievance.	Yes	NA	Yes	Yes	
Resolution at lowest appropriate staff level.	Yes	NA	Yes	Yes	
Provisions for resolving questions of jurisdiction within the facility.	Yes	NA	Yes	Yes	3-1 II. A. 1.
Provisions for appeal to next level of review.	Yes	NA	Yes	Yes	
Written reasons for denial at each level of review.	Yes	NA	Yes	Yes	
Provisions for response in a reasonable time limit.	Yes	NA	Yes	Yes	3-1 IV. A.
1080 RULES AND DISCIPLINARY PENALTIES There are established rules and disciplinary penalties to guide inmate conduct.	Yes	NA	Yes	Yes	3-5
Rules are written and posted in housing units and booking area or issued to each inmate. Verbal instructions are provided for inmates with disabilities that limit their ability to read, illiterate inmates and others unable to read English, or material is provided in an understandable form.	Yes	NA	Yes	Yes	3-8 II. A. A copy of the “Inmate Orientation, Rules and Regulations” is posted in every housing unit in the facility.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
1081 PLAN FOR INMATE DISCIPLINE					3-5
The facility administrator has developed and implemented written policies and procedures for inmate discipline, which address the following.	Yes	NA	Yes	Yes	
A designated subordinate, not involved in the charges, acts on all formal charges.	Yes	NA	Yes	Yes	III. E. 1 h.
Minor acts of non-conformance or minor violations are handled informally by staff.	Yes	NA	Yes	Yes	Minor offenses may be handled informally by counseling, warning or by issuing a citation.
When there is temporary loss of privileges, there is written documentation and a policy of review and appeal to the supervisor.	Yes	NA	Yes	Yes	
Major violations and repetitive minor violations being handled as major violations are referred to the disciplinary officer in writing by the staff member observing the act(s).	Yes	NA	Yes	Yes	III. C.
Inmate is informed of charges in writing.	Yes	NA	Yes	Yes	III. D. 1.
A disciplinary hearing is held no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate served with a copy of charges. The inmate may waive the 24-hour limitation.	Yes	NA	Yes	Yes	III. E. 1.
Violation(s) acted on no later than 72 hours from the time the inmate is informed of the charge(s) in writing unless waived by the inmate or for good cause.	Yes	NA	Yes	Yes	
The inmate is permitted to appear on his/her behalf at the time of the disciplinary hearing.	Yes	NA	Yes	Yes	
The facility manager or designee reviews all disciplinary actions taken.	Yes	NA	Yes	Yes	III. E. 1. j. V.
The inmate is advised in writing of the action taken in the disciplinary proceedings.	Yes	NA	Yes	Yes	III. E. 1. i.
Pending the disciplinary proceedings, the inmate may be removed from the general population or program for specified reasons.	Yes	NA	Yes	Yes	
1082 FORMS OF DISCIPLINE					
The degree of punitive actions taken by the disciplinary officer is directly related to the severity of the rule infractions as specified in this section.	Yes	NA	Yes	Yes	
1083 LIMITATIONS ON DISCIPLINARY ACTIONS					VI. A. 1.
No inmate is continued on disciplinary isolation status beyond 30 consecutive days without review by facility manager. Part of this review includes consultation with health care staff. Such reviews continue at least every fifteen days thereafter until isolation status has ended.	Yes	NA	Yes	Yes	
Disciplinary isolation cells have the minimum furnishings and space specified in Title 24, Section 1231.2. Inmates are issued clothing and bedding as specified in Articles 12 and 13 of these regulations.	Yes	NA	Yes	Yes	VI. A. 2.

TITLE 15 SECTION	SCCJ	SCM	SCMD	SCB	P/P REFERENCE – COMMENTS
Disciplinary cell occupants who destroy bedding and/or clothing may be deprived of such articles. The decision to deprive inmates of such articles is reviewed by the facility manager or designee every 24 hours.	Yes	NA	Yes	Yes	VI. A. 3.
No inmates exercise the right of punishment over other inmates. <i>Note: Reference PC § 4019.5</i>	Yes	NA	Yes	Yes	VI. A. 4.
A safety cell, as specified in Section 1055 of these regulations, or any restraint device is not used for disciplinary purposes.	Yes	NA	Yes	Yes	VI. A. 5.
No inmate is deprived of implements necessary to maintain an acceptable level of hygiene as specified in Section 1265.	Yes	NA	Yes	Yes	VI. A. 6.
Food is not withheld as a disciplinary measure.	Yes	NA	Yes	Yes	VI. A. 7.
Disciplinary isolation diet described in Section 1247 of these regulations is only utilized for major violations of institution rules.	Yes	NA	Yes	Yes	VI. A. 8.
The facility manager approves the initial placement on the disciplinary isolation diet and ensures that medical staff is notified.	Yes	NA	Yes	Yes	
In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours after the initial placement.	Yes	NA	Yes	Yes	
Correspondence privileges are not withheld except where correspondence regulations have been violated. Decision to withhold correspondence privilege is reviewed every 72 hours.	Yes	NA	Yes	Yes	VI. A. 9.
Access to courts and legal counsel is not suspended as a disciplinary measure.	Yes	NA	Yes	Yes	VI. A. 10.
1084 DISCIPLINARY RECORDS A record of all disciplinary infractions and punishment administered is maintained. <i>Note: Reference PC § 4019.5</i>	Yes	NA	Yes	Yes	VII.
DETENTION OF MINORS					
Are minors held in this facility? If yes, the following sections including those summarizing the regulations identified in Title 15, Article 8 apply (Minors in Jails). <i>Note: Reference PC § 207.1(b), 207.6, 707.1</i>	NA	NA	NA	NA	The Santa Cruz County Sheriff maintains no housing for juveniles.