

**TYPE II AND III FACILITIES**  
**Board of State and Community Corrections**  
**PROCEDURES<sup>1</sup>**

**BSCC Code: 5280 5310**

<b>FACILITY NAME:</b> Santa Cruz Sheriff's Department: Main Jail, Rountree Medium Facility	<b>FACILITY TYPE:</b> II
<b>PERSON(S) INTERVIEWED:</b> Chief Deputy Steve Carney; Lt. Mitch Medina; Lt. Kelly Kent; Lt. Roy Morales, Sgt. Alex Rodriguez, SCO Michael Savage; SCO Brian Cole; CO Quanna Serrano	
<b>FIELD REPRESENTATIVE:</b> Steve Keithley	<b>DATE:</b> Feb. 20, 2018

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1020 CORRECTIONS OFFICER CORE COURSE<sup>2</sup></b>  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.	X			Concerning initial Core training, the most recent audit by the Standards and Training for Corrections division (STC) occurred on 8/15/2017 and found the agency in compliance.  Agency training officer verified that all minimum training requirements are met. Additionally, the agency has implemented a curriculum of weekly tactical drills requiring all relevant staff to respond to simulated emergency conditions.
<b>1021 JAIL SUPERVISORY TRAINING</b>  All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	X			All but two supervisory personnel (sergeants and corporals) have completed supervisory school. The untrained staff are within the one-year exemption.
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>	X			All supervisory personnel have attended Core course.
<b>1023 JAIL MANAGEMENT TRAINING</b>  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.	X			302 Training for Managers and Supervisors  Three lieutenants are assigned; all have completed POST management training.

<sup>1</sup> 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.

<sup>2</sup> 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	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1025 CONTINUING PROFESSIONAL TRAINING</b>  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.	X			301.3 Required Training Concerning annual training, the most recent audit by the Standards and Training for Corrections division (STC) occurred on 8/15/2017. The agency was noted to be in compliance with mitigation.
<b>1027 NUMBER OF PERSONNEL</b>  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.	X			Compliance with this regulation is predicated on the agency's ability to complete all regulated tasks in a safe and timely manner. BSCC reviewed a variety of records including booking and screening logs, floor logs, classification documents, disciplinary and extraordinary housing logs. Based on records reviewed, BSCC noted no evidence of insufficient staffing.
There is a written plan that includes the documentation of hourly safety checks.	X			503.3 Safety Checks Safety checks are logged electronically in real time and any late or missed check is flagged and reviewed by a supervisor each shift. The number of inoperative reporting stations make a comprehensive review impractical. Based on the frequency of checks at properly operating stations, safety checks appear compliant.
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.	X			At least one Core-trained staff member is always stationed to a non-posted position and is available to respond to an emergency.
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>	X			A female staff member is assigned to each shift at each facility. If unavailable, staff is substituted from other facilities until a female staff member is properly assigned.
A staffing plan is available which indicates personnel assigned and their duties.	X			Verified by inspection.
<b>1028 FIRE AND LIFE SAFETY STAFF</b>  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.	X			At least one Core trained staff member is always stationed to a non-posted position and is available to respond to an emergency. Fire and life safety topics are covered in the Core course and Daily Training Bulletins.
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	X			300.2 New Employee Orientation Weekly emergency response drills are also conducted.
<b>1029 POLICY AND PROCEDURES MANUAL <sup>3</sup></b>  There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	X			All cites herein reference the Santa Cruz County Sheriff's Office Correction's Policy Manual, published 8/22/2017, and individual POST orders.
Table of organization, including channels of communications;	X			100 Organizational Structure and Responsibility

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

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
Inspections and operations reviews by the facility administrator/manager;	X			212 Administrative and Supervisory Inspections
Use of force;	X			509 Use of Force
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	X			511 Use of Restraints
Screening newly received inmates for release; <i>Note: Reference PC § 849(b)(2) and 853.6</i>	X			506 Inmate Classification A Department Re-entry specialist reviews all bookings for suitable alternatives.
Security and control, including: 1. Physical counts of inmates	X			501 Inmate County
2. Searches of the facility;	X			512 Searches Cells are searched no less than weekly for contraband and weapons.
3. Searches of inmates;	X			502.4 Searches Before Admission 512 Searches
4. Contraband control; and,	X			512 Searches
5. Key control.	X			211 Key and Electronic Access Device Control
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	X			Chief Deputy performs a formal safety and security inspection annually.
Emergency procedures, including: Escapes;	X			400.9 Escapes
Disturbances;	X			400.6 Response to Disturbances
Taking of hostages;	X			400.8 Hostages
Civil disturbance;	X			400.10 Civil Disturbances Outside of Jail
Natural disasters;	X			POST Order: Emergency Response Plan
Periodic testing of emergency equipment;	X			
Storage, issue and use of weapons, ammunition, chemical agents; and,	X			
Storage, issue and use of security devices.	X			
Suicide prevention; and,	X			708 Suicide Prevention and Intervention
Segregation of inmates.	x			506 Inmate Classification
The manual is available to all employees.	X			102.5 Distribution of Manual
The manual is comprehensively reviewed and updated at least every two years.	X			Most recent revision: 2017
<b>1032 FIRE SUPPRESSION PREPLANNING</b>  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>				
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	X			402.6 Inspections Verified by inspection
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);</i>	X			Most recent inspections on file: MJ 7/24/2017 RT 8/14/2017
An evacuation plan; and,	X			404.3 Evacuation Plan

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
A plan for the emergency housing of inmates in the event of a fire.	X			404.3.3 Emergency Housing of Inmates
<b>1040 POPULATION ACCOUNTING</b>  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.	X			500 Population Management System
The Jail Profile Survey information is provided to the BSCC.	X			Agency provides JPS data.
<b>1041 INMATE RECORDS</b>  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.	X			209 Inmate Records
<b>1044 INCIDENT REPORTS</b>  There are written policies and procedures for the maintenance of written records and reporting 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.	X			210.3.2 Incident Reports  BSCC reviewed a sampling of incident reports. We noted all reports to be organized, comprehensive and clearly written. No unexpected trends or issues were noted.
Written record is prepared by appropriate staff and submitted to the facility manager or his/her designee.	X			
<b>1045 PUBLIC INFORMATION PLAN</b>  The facility has suitable written policies and procedures for the dissemination of information to the public, government agencies and news media.	X			215 Community Relations and Public Information Plan
Title 15, CCR, Minimum Standards for Local Detention Facilities is available for review by the public and inmates.	X			
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	X			Inmates receive a handbook in their intake package. Additionally, an informational video plays in the housing unit.
<b>1046 DEATH IN CUSTODY</b>  Written policy and procedures assure that there is a review of each in-custody death.	X			513 Reporting In-Custody Deaths
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.	X			

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
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, <sup>4</sup> within 10 days of the death. <i>Note: Reference Government Code § 12525</i>	X			Although policy exists, minors are not held in these facilities.
<b>1050 CLASSIFICATION PLAN</b>				506 Inmate Classification
The facility has a written classification plan designed to properly assign inmates to housing units and activities.	X			
Includes receiving screening performed at intake by trained personnel.	X			All staff engaged in intake screening and classification are Core trained.
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	X			
The facility has an actively functioning classification system and/or classification committee as specified.	X			
The classification plan includes a channel of appeal by the inmate to the facility manager.	X			506.7 Reviews and Appeals
Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.	X			Policy mandates classification reviews every 30 days.
<b>1051 COMMUNICABLE DISEASES</b>				705 Communicable Diseases
There are written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation can be completed.	X			
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.	X			Medical vendor provides in-service training for custody staff. Any unusual response during intake causes a medical assessment prior to booking. All inmates receive a medical assessment prior to housing.
Inmate's response is noted on booking form and/or screening device.	X			Verified by inspection
<b>1052 MENTALLY DISORDERED INMATES</b>				704.4 Mental Health Appraisal
There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			Any unusual response during intake causes a medical assessment prior to booking. All inmates receive a medical assessment prior to housing.
Segregation may be used if necessary to protect the safety of the inmate or others.	X			
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.	X			

<sup>4</sup> Government Code § 12525

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1053 ADMINISTRATIVE SEGREGATION</b>  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.	X			504.3 Special Management Inmates Housing Criteria
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.	X			504.6 Maintenance of Privileges  No privileges are withheld beyond those restricted to achieve the goals of segregation.
<b>1055 USE OF SAFETY CELL</b>  The safety cell, specified in Title 24, Part 2, 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.	X			516.3 Safety Cell Procedures  BSCC reviewed a sampling of safety cell placements. In all cases, the reason for placement was well documented, all regulated functions occurred in a timely manner and medical/mental health interventions occurred as required.  The agency has developed specialized forms for each specialty cell assignment. Those forms help guide staff to perform regulated tasks and call attention when tasks might be neglected.  Supervisory oversight of specialty cells is evident.
There are written policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use.	X			
Safety cells are not used for punishment or as a substitute for treatment.	X			
Placement requires the approval of the facility manager or watch commander, or a designated physician.	X			
There are written procedures that assure necessary nutrition and fluids are administered.	X			
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.	X			
Direct visual observation is conducted at least twice every 30 minutes and is documented.	X			
Continued retention of inmate is reviewed a minimum of every eight hours by the facility manager or watch commander, or a designated physician.	X			
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.	X			
A mental health opinion on placement and retention is secured within 24 hours of placement.	X			
<b>1056 USE OF SOBERING CELL</b>  The sobering cell, specified in Title 24, Part 2, 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.	X			516.4 Sobering Cell Procedures BSCC reviewed a sampling of sobering cells logs. In all cases, the reason for placement was well documented. All regulated tasks were timely and medical intervention occurred as needed.
Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour and is documented.	X			

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
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.	X			Medical staff assesses all sobering cell placements.  In the sampling reviewed, no inmates remained in the sobering cell longer than four hours.
Such inmates are removed from the sobering cell when they are able to continue with processing.	X			
<b>1057 DEVELOPMENTALLY DISABLED INMATES</b>  There are written procedures for identification and evaluation of all developmentally disabled inmates.	X			703.4 Basic Mental Health Services
A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.	X			
<b>1058 USE OF RESTRAINT DEVICES</b>  There are written policies and procedures for the use of restraint devices that include:				511.3 Use of Restraints – Control 511.4 Use of Restraints - Clinical
acceptable restraint devices;	X			Restraint only used in the Main Jail.
signs or symptoms which should result in immediate medical/mental health referral;	X			
availability of CPR equipment;	X			When necessary, inmates are restrained in a restraint chair, located in a specialty cell (safety or sobering.)
protective housing of restrained persons;	X			
provisions for hydration and sanitation needs; and	X			BSCC reviewed a sampling of cases and found no duration longer than four hours, all regulated tasks occurred in a timely manner and all medical interventions completed. Documentation was comprehensive and the need for restraint was clearly defined.
exercising of extremities.	X			
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.	X			
Restraints are not used as discipline or as a substitute for treatment.	X			
Inmates are placed in restraints only with approval of the facility manager, watch commander, or the designated physician.	X			
All inmates in restraints are housed alone or in a specified area for restrained inmates.	X			
Direct visual observation is conducted and documented at least twice every 30 minutes.	X			
Continued retention in such restraints is reviewed every <u>two</u> hours by the facility manager or watch commander, or a designated physician.	X			
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.	X			
Medical review for continued retention in restraint devices occurs at a minimum of every <u>six</u> hours.	X			
A mental health consultation is secured as soon as possible, but no later than <u>eight</u> hours from the time of placement.	X			

TITLE 15 SECTION		Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</b>					517.5 Calculated Use of Force to Obtain Samples
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>	X				In practice, force is never used to obtain a DNA specimen.
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.	X				
Facility watch commander authorization is obtained prior to use of reasonable force.	X				
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.	X				
<b>1061 INMATE EDUCATION PROGRAM</b>					Agency provides limited educational services in partnership with Cabrillo College.
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.	X				A new minimum-security, program-oriented facility will open this Spring, greatly increasing the education and vocational offerings. Additionally, services for female inmates will expand when the Blaine facility expands later this year.
Voluntary academic and/or vocational education is available to sentenced and pretrial inmates.	X				
<b>1062 VISITING</b>					1006 Inmate Visitation
Facility administrator has developed and implemented written policies and procedures for inmate visiting, including:	X				
(TYPE II ONLY) All inmates in Type II facilities are allowed at least two visits totaling at least one hour per week.	X				
(TYPE III ONLY) Inmates in Type III facilities are allowed at least one visit totaling at least one hour per week.					
Visitation procedures include provisions for visitation by minor children of the inmate.	X				
Types and availability of visitation, including: <i>Note: Reference PC § 6031.1 (June 2017)</i> Mode of visitation;	N/A				Barrier visits only
Visitation hours;					Main Jail: Sat/Sun Rountree: Weekdays
Time inmates are allowed for visitation; and,					All inmates receive one hour weekly
Any restrictions on inmate visitation.					None



TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1063 CORRESPONDENCE</b>  The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:				1004 Inmate Mail
There is no limitation placed on the volume of mail an inmate may send or receive.	X			Unlimited mail may be send or received, but the facility limits the volume of mail stored.
Correspondence may be read where there is a valid security reason and the facility manager or designee approves.	X			1004.6 Processing Mail 1004.6.1 Designation of Staff to Read Mail
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 Corrections; 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.	X			
Confidential correspondence with the facility administrator and/or manager is permitted.	X			
Inmates without funds are permitted at least two postage-paid letters each week to family and friends.	X			607.6 Indigent Inmate Requests
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	X			603.3 Inmate Access
<b>1064 LIBRARY SERVICES</b>  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.				1003.5 Access to Legal Publications / Law Library
<b>1065 EXERCISE AND RECREATION</b>  There are written policies and procedures regarding exercise and recreation.	X			601.4.7 Exercise (Disciplinary)  Inmates in the most restrictive housing (Disciplinary) receive no less than three hours per week of exercise. All other inmates receive from 1-12 hours of free access to dayrooms or yards daily. The agency has expanded access to recreation wherever possible to mitigate crowding.
An exercise and recreation program is available to inmates in an area designed for recreation.	X			
The program allows a minimum of three hours of exercise distributed over a period of seven days.	X			
<b>1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS</b>  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.	X			1004.7 Books, Magazines, Newspapers and Periodicals

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1067 ACCESS TO TELEPHONE</b>  There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	X			1005 Inmate Telephone Access
<b>1068 ACCESS TO COURTS</b>  There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:				
Unlimited mail as provided in Section 1063(f) of these regulations.				1004 Inmate Mail
Confidential consultation with attorneys.				1006.9 Attorney Visits
<b>1069 INMATE ORIENTATION</b>  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.	X			Inmate rules and information is given to all inmates at intake and inter-facility transfer.  BSCC recommends that a specific policy be developed directly addressing this regulation.
The program shall be published.	X			
The program shall include but not be limited to:	X			
Rules regarding correspondence, visiting, and telephone usage;	X			
Inmate rules and disciplinary procedures;	X			
Grievance procedures;	X			
Programs and activities availability and method of application;	X			
Medical services;	X			
Classification and housing assignments;	X			
Court appearance where scheduled, if known; and,	X			
Voting, including registration.	X			
<b>1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS</b>  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.	X			Agency provides 52 social and educational programs for inmates. Several link social services, community college, veteran's services and AOD programs to inmates as they transition to aftercare.  BSCC recommends that a specific policy be developed directly addressing this regulation.
<b>1071 VOTING</b>  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.	X			611 Inmate Voting

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<b>1072 RELIGIOUS OBSERVANCES</b>  There are written policies and procedures to provide opportunities for inmates to participate in religious services, practices, and counseling on a voluntary basis.	X			1007 Religious Services Coordinator
<b>1073 INMATE GRIEVANCE PROCEDURE</b>  Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:	X			610 Inmate Grievances
A grievance form or instructions for registering a grievance.	X			
Resolution at lowest appropriate staff level.	X			610.3 Grievance Procedures
Provisions for resolving questions of jurisdiction within the facility.	X			
Provisions for appeal to next level of review.	X			610.3.3 Appeals to Grievance Findings
Written reasons for denial at each level of review.	X			
Provisions for response in a reasonable time limit.	X			
<b>1080 RULES AND DISCIPLINARY PENALTIES</b>  There are established rules and disciplinary penalties to guide inmate conduct.	X			600 Inmate Discipline
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.	X			Rules are distributed in the written handbook.
<b>1081 PLAN FOR INMATE DISCIPLINE</b>  The facility administrator has developed and implemented written policies and procedures for inmate discipline, which address the following.				BSCC reviewed a sampling of disciplinary outcomes from both facilities. In all cases, all regulated functions occurred in a timely manner
A designated subordinate, not involved in the charges, acts on all formal charges.	X			600.7 Hearing Officer
Minor acts of non-conformance or minor violations are handled informally by staff.	X			600.4 Rule Violation Procedures
When there is temporary loss of privileges, there is written documentation and a policy of review and appeal to the supervisor.	X			600.8.5 Report of Findings
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).	X			600.4.1 Multiple Minor Rule Violations
Inmate is informed of charges in writing.	X			600.6 Notifications
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.	X			600.6 Notifications
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.	X			600.5 Investigations

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
The inmate is permitted to appear on his/her behalf at the time of the disciplinary hearing.	X			600.8 Hearing Procedure
The facility manager or designee reviews all disciplinary actions taken.	X			600.5 Investigations
The inmate is advised in writing of the action taken in the disciplinary proceedings.	X			600.8.5 Report of Findings
Pending the disciplinary proceedings, the inmate may be segregated from the general population or program for specified reasons.	X			600.4.3 Administrative Segregation Housing
<b>1082 FORMS OF DISCIPLINE</b>  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.	X			600.11 Guidelines for Disciplinary Sanctions
<b>1083 LIMITATIONS ON DISCIPLINARY ACTIONS</b>  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 shall be documented and continue at least every fifteen days thereafter until isolation status has ended.	X			600.10 Limitations on Disciplinary Actions  BSCC reviewed a sampling of disciplinary outcomes from both facilities. In all cases, disciplinary outcomes were consistent, proportional to the offense and within the limitations imposed by regulation and policy.  Some files indicated that the punishment imposed had been altered or reduced after management review.
Disciplinary isolation cells have the minimum furnishings and space specified in Title 24, Part 2, Section 1231.2. Inmates are issued clothing and bedding as specified in Articles 12 and 13 of these regulations.	X			
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.	X			
No inmates exercise the right of punishment over other inmates. <i>Note: Reference PC § 4019.5</i>	X			
A safety cell, as specified in Section 1055 of these regulations, or any restraint device is not used for disciplinary purposes.	X			
No inmate is deprived of implements necessary to maintain an acceptable level of hygiene as specified in Section 1265 of these regulations.	X			
Food is not withheld as a disciplinary measure.	X			
Disciplinary isolation diet described in Section 1247 of these regulations is only utilized for major violations of institution rules.	X			In practice, the disciplinary diet is not used.
The facility manager approves the initial placement on the disciplinary isolation diet and ensures that medical staff is notified.	X			601.5 Disciplinary Isolation Diet
In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours after the initial placement.	X			601.5 Disciplinary Isolation Diet

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
Correspondence privileges are not withheld except where correspondence regulations have been violated. Decision to withhold correspondence privilege is reviewed every 72 hours.	X			
Access to courts and legal counsel is not suspended as a disciplinary measure.	X			
<b>1084 DISCIPLINARY RECORDS</b>  A record of all disciplinary infractions and punishment administered is maintained. <i>Note: Reference PC § 4019.5</i>	X			600.8.5 Report of Findings
<b>DETENTION OF MINORS</b>				
Are minors held in this facility? If yes, the following sections including those summarizing the regulations identified in Title 15, Article 8 of these regulations apply (Minors in Jails). <i>Note: Reference PC § 207.1(b), 207.6, 707.1</i>			X	Minors are not held in the adult facilities.  Balance of this section is deleted.