

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 5325, 5345

FACILITY NAME: Santa Cruz County Sheriff's Department: Santa Cruz Court Holding, Watsonville Court Holding	FACILITY TYPE: CHJ
PERSONS INTERVIEWED: Lieutenant Greg Landsdown	
FIELD REPRESENTATIVE: Steve Keithley	DATE: Sept. 29 – Oct. 1, 2015

TITLE 15 SECTION	SCCH	WCH	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING All personnel who are responsible for supervising inmates, and supervisors with custodial responsibilities, complete the eight hours of specialized training outlined in this regulation within six (6) months of assignment.	Yes	Yes	900.1.1; Section 8 B. All staff is trained to regulatory minimums. Court Holding staff is a mix of patrol and correctional officers, all Core-trained and current in annual updates.
Eight hours of refresher training is completed every two years.	Yes	Yes	900.1.1 (required biennially by policy); Section 8 A. (required annually by policy)
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 activities required by these regulations.	Yes	Yes	Compliance with this section is predicated on the ability of staff to perform all required functions in a timely and safe manner. BSCC reviewed safety check logs, rosters, fire and life safety logs and a physical tour of each facility. BSCC found no indication that staffing was insufficient.
There is a written plan that includes the documentation of hourly safety checks.	Yes	Yes	900.3.1 Requires visual checks "no less than once every hour". 900.3.2 Requires documentation; verified by inspection.
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	Yes	900.1.1; Section 8 A
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	Yes	900.1.1: Section 8 A
A staffing plan is available which indicates personnel assigned and their duties.	Yes	Yes	900.2.1
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 CSA training standards for general fire and life safety.	Yes	Yes	All relevant staff is trained to the regulatory minimum standards, including fire and life safety.

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.

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There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	Yes	Yes	Staff receive facility specific information at orientation.
1029 POLICY AND PROCEDURES MANUAL ² There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	Yes	Yes	Unless otherwise noted, all referenced policy sections are contained within Santa Cruz County Sheriff's Office Policy Section 900 and/or the Law Enforcement Security Plan for the Superior Court Section 8.
Table of organization, including channels of communications;	Yes	Yes	900.2
Inspections and operations reviews by the facility administrator/manager;	Yes	Yes	900.2
Use of force;	Yes	Yes	Department Policy 9-9
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	Yes	Yes	900.3.6; Section 9
Security and control, including: Physical counts of inmates;	Yes	Yes	900.3.2 (b)
Searches of the facility;	Yes	Yes	900.4
Searches of inmates;	Yes	Yes	900.4
Contraband control; and,	Yes	Yes	900.4; Section 8 D
Key control.	Yes	Yes	900.5; Section 8 T
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	Yes	Yes	Section 8 G
Emergency procedures, including: Escape;	Yes	Yes	Section 14 G
Disturbances;	Yes	Yes	Section 14 F
Taking of hostages;	Yes	Yes	Section 14 E
Civil disturbance;	Yes	Yes	Section 15
Natural disasters;	Yes	Yes	900.6.5; Section 11 E
Periodic testing of emergency equipment;	Yes	Yes	Section 10
Storage, issue and use of weapons, ammunition, chemical agents; and,	Yes	Yes	900.9.1; Section 4
Storage, issue and use of security devices.	Yes	Yes	900.9.1
Suicide prevention; and,	Yes	Yes	900.3.3(c); Section 8 J
Segregation of inmates.	Yes	Yes	900.3.3; Section 8 I
The manual is available to all employees.	Yes	Yes	Online and hard copies available.
The manual is comprehensively reviewed and updated at least every two years.	Yes	Yes	Section 8 G
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	Yes	900.5 -900.6.4
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	Yes	Yes	900.5; Section 8 F Completed daily online.

² Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

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Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);³</i>	Yes	Yes	Most recent inspection – 2015; fire clearance granted.
An evacuation plan; and,	Yes	Yes	900.6.3 & 900.6.4
A plan for the emergency housing of inmates in the event of a fire.	Yes	Yes	The County Jail would be used in this event.
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	Yes	900.3.7; Section 8 N
Written record is prepared by appropriate staff and submitted to the facility manager within 24 hours of the incident.	Yes	Yes	
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death.	Yes	Yes	900.9.6; Section 17 E
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	Yes	
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Corrections Standards Authority with a copy of the death in custody report that is submitted to the Attorney General. <i>Note: Reference Government Code § 12525</i>	Yes	Yes	
1050 CLASSIFICATION PLAN There is a written plan to provide for the safety of staff and inmates, and segregation, to extent possible, of unusual-risk inmates. The plan also includes a method by which such information is received and transmitted.	Yes	Yes	900.3.3 Prisoner Classification and Screening Form Section 8 S. Remand and Fresh Arrest – Isolated from other in-custody inmates and then transported as soon as possible for booking.
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	Yes	900.1.3 Listed in policy as a non-detainable person.
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	Yes	Prisoner Classification and Screening Form
Inmate's response is noted on booking form and/or screening device.	Yes	Yes	

³ Effective 1/1/05, statute was changed to require fire inspections every two years rather than annually.

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1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	Yes	Yes	900.1.3 Listed in policy as a non-detainable person.
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	Yes	Yes	Occurs at the County Jail
Segregation may be used if necessary to protect the safety of the inmate or others.	Yes	Yes	
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures which 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	Yes	All administratively segregated inmates are held separately.
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	Yes	
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	Yes	Yes	900.1.3 Listed in policy as a non-detainable person.
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:	NA	NA	900.1.3 Listed in policy as a non-detainable person. When this type of restraint is necessary the inmate is transported to the jail. The remainder of the text of this regulation has been deleted.
1068 ACCESS TO COURTS There are written policies and procedures that ensure the inmate's right to confidential consultation with attorneys.	Yes	Yes	900.7.1
DETENTION OF MINORS			
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 10, apply (Minors in Court Holding Facilities.)	Yes	Yes	No minors at Watsonville during the inspection cycle. Minors at Superior Court are not common.
1161 CONDITIONS OF DETENTION Minors are separated from adults in accordance with Welfare and Institutions Code (WIC) § 208.	Yes	Yes	
Minors are segregated in accordance with an established classification plan.	Yes	Yes	

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There is secure non-public access, movement within and egress. If both minors and adults use the same entrance/exit, movements are scheduled in such a manner that there is no opportunity for contact between adult prisoners and minors.	Yes	Yes	
1162 SUPERVISION OF MINORS A sufficient number of personnel are employed in each facility to permit unscheduled supervision of all minors at least twice every 30 minutes and to ensure the implementation and operation of the activities required by these regulations.	Yes	Yes	Section 8 E. Requires safety checks “at least once every 15 minutes” with a log maintained for 2 years. No minors held at the Watsonville CH during this inspection cycle. Minors held at Superior Court are supervised by Probation Officers.
There is a written plan that includes the documentation of routine safety checks.	Yes	Yes	
1163 CLASSIFICATION There is a written plan designed to provide for the safety of staff and minors held at the facility.	Yes	Yes	Based on information provided by Probation staff.
The plan includes receiving and transmitting information regarding minors who represent a risk or hazard to self or others while confined at the facility.	Yes	Yes	
Minors are segregated to the extent possible within the limits of the court holding facility.	Yes	Yes	
Minors are separated from adult inmate(s) per WIC § 208.	Yes	Yes	
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY There are policies and procedures for notifying the court and the parent, guardian or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death or a minor in custody.	Yes	Yes	On site Probation staff would responsible in this event.