

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

BSCC Code: 5280+

FACILITY NAME: Santa Cruz Sheriff's Department: Main Jail; Blaine Women's Facility; Rountree Medium Security Facility	FACILITY TYPE: II
PERSON(S) INTERVIEWED: Chief Deputy Craig Wilson, Lieutenants Plageman, Ramos, SCO Karen Wells, Clinic Manager Jodel Jencks	
FIELD REPRESENTATIVE: Steve Keithley	DATE: Sept. 29 – Oct. 1, 2015

TITLE 15 SECTION	Yes	No	N/A	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.	X			305 Correctional Officer Training Program Compliance with this regulation is determined by audits by the Standards and Training for Corrections (STC) division of the BSCC. The most recent audit occurred on July 23, 2015. At that time, the agency was compliant with all relevant regulations. Training officer verifies that all jail staff is current in initial and annual training. Occasional patrol staff works in jail but never has sole custody responsibilities.
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	X			Agency self-certifies that all supervisory staff has completed all required training. All supervisors, including transport and court holding, completed the supervisory training provided by POST or STC.
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			Agency self-certifies compliance.
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.	X			All agency managers have completed either the POST or STC management course.
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system	X			Verified by STC compliance audit and agency certification.

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.

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.

administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.				
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.	X			Compliance with this regulation is predicated on the agency's ability to complete all required tasks in a timely manner. To assess compliance, BSCC reviewed a variety of records including floor logs, incident reports, grievances, inmate records, booking logs and shift rosters. BSCC found no indication that staffing was insufficient. Safety logs indicated an occasional instance of late safety checks, usually coincidental with ancillary duties such as meal service, counts and shift change. While not rising to the level of non-compliance, such instances may indicate that the current staffing level is challenged during periods of increased activities.
There is a written plan that includes the documentation of hourly safety checks.	X			504 Inmate Safety Checks Safety checks are recorded by (approx.) 175 mechanical devices reporting to automated systems. High-risk checks are recorded on paper logs. The agency has implemented a comprehensive exception-reporting system which quickly identifies missed checks and promotes remedy. BSCC found safety checks to be generally timely, random and unpredictable.
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			202 Supervision of Inmates At each facility, there is at least one trained staff member who is not bound to a posted position and is available to respond at any time 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			202 Supervision of Inmates Female staff members are assigned to both facilities which house females and are posted as to allow immediate response to an emergency.
A staffing plan is available which indicates personnel assigned and their duties.	X			Verified by inspection.
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.	X			All relevant staff is current in Core training, which includes fire and life safety issues.
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	X			Emergency responses unique to each facility is included in Core training.
1029 POLICY AND PROCEDURES MANUAL ³ There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	X			103 Custody Manual Agency has recently implemented a revised policy and procedures manual. Correctional Memorandums are issued to

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

				supplement policy manuals between publishing.
Table of organization, including channels of communications;	X			100 Organizational Structure and Responsibility
Inspections and operations reviews by the facility administrator/manager;	X			102 Annual Review and Performance-Based Goals
Use of force;	X			511 Use of Force
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	X			512 Use of Restraints 512.9 Pregnant Inmates
Screening newly received inmates for release; <i>Note: Reference PC § 849(b)(2) and 853.6</i>	X			508.3 Release at or Following Classification
Security and control, including: 1. Physical counts of inmates;	X			500.1 Inmate Counts
Searches of the facility;	X			513 Searches
2. Searches of inmates;	X			
3. Contraband control; and,	X			510 Control of Inmate Movement; Contraband
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			102 Annual Review and Performance-Based Goals and Objectives Annual Chief's Inspection completed; verified by inspection.
Emergency procedures, including: Escapes;	X			400.9 Escapes
Disturbances;	X			400.7 Riots
Taking of hostages;	X			400.8 Hostages
Civil disturbance;	X			400.10 Civil Disturbances Outside of the Jail
Natural disasters;	X			Operations Manual
Periodic testing of emergency equipment;	X			400.3 Facility Emergencies; Procedure
Storage, issue and use of weapons, ammunition, chemical agents; and,	X			507 Management of Weapons and Control Devices
Storage, issue and use of security devices.	X			
Suicide prevention; and,	X			708 Suicide Prevention and Intervention
Segregation of inmates.	X			508 Inmate Classification
The manual is available to all employees.	X			Electronic & printed copies available.
The manual is comprehensively reviewed and updated at least every two years.	X			Most recent revision; August, 2015.
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>	X			402.3 Fire Suppression Pre-Planning
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			Fire inspections were current at the time of the site visits. Most recent inspection – 4/13/2015

An evacuation plan; and,	X			404 Evacuation Plan Agency trains on evacuation and physically evacuates inmates as part of training.
A plan for the emergency housing of inmates in the event of a fire.	X			402.7 Emergency Housing of Inmates Plan detailed in Operations Guide.
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.	X			500 Population Management System
The Jail Profile Survey information is provided to the BSCC.	X			Agency submits data to the Jail Profile Survey.
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.	X			209 Inmate Records
1044 INCIDENT REPORTS 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 Reporting BSCC reviewed a sampling of incident reports. No indications were found of unusual patterns of inmate conduct, staffing insufficiencies or security issues.
Written record is prepared by appropriate staff and submitted to the facility manager or his/her designee.	X			
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.	X			216 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			Available in the law library.
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	X			Rules are posted in the units. An orientation tape is played daily on the inmate television system.
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death.	X			514 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			
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board of State and Community	X			514 Reporting In-Custody Deaths

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>				
1050 CLASSIFICATION PLAN The facility has a written classification plan designed to properly assign inmates to housing units and activities.	X			508 Inmate Classification
Includes receiving screening performed at intake by trained personnel.	X			All intake staff is Core trained, including classification.
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			Appeal ends with the Chief Deputy.
Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.	X			508.7.1 Periodic Classification Reviews Policy mandates review every 30 days.
1051 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			705 Communicable Diseases Nursing manager is assigned as the Exposure Control Officer.
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			
Inmate's response is noted on booking form and/or screening device.	X			Verified by inspection.
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			703.4 Basic Mental Health Services
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			All incoming detainees are evaluated by medical staff prior to initial 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			
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	X			505 Special Management Inmates

⁴ Government Code § 12525

operations of the jail; or, are likely to need protection from other inmates.				
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			505.6 Maintenance of Privileges No privileges are withheld except those required for safety.
1055 USE OF SAFETY CELL 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			517.3 Safety Cell Procedures Staff reports the practice of holding arrestees at risk of falling in the sobering or safety cells when not otherwise needed. When this condition exists, the facility in non-complaint with this regulation and/or 1056 (Sobering Cell) which limits occupancy of special cells to those inmates whose destructive conduct or inebriation requires special handling. Falling-risk inmates do not meet that standard. We found only one such cell assignment in the records sampled. A single instance does not rise to the level of non-compliance. BSCC recommends that the agency seek out an alternative method to protect these fall-risk inmates without compromising the use of the safety or sobering cells.
There are written policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use.	X			BSCC reviewed a sampling of Safety Cell Observation Logs. In each case, all expected elements were documented including the reason for placement, clothing provided, security checks, assessment by medical, mental health and supervisory staff, and a clear narrative providing the reader with sufficient information to assess the placement. The agency's Observation Log format is exemplary.
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			Policy allows the watch commander or physician to approve placement.
There are written procedures that assure necessary nutrition and fluids are administered.	X			Nutrition and fluid offers are documented on the paper logs.
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			Documentation indicates when safety garment was offered.
Direct visual observation is conducted at least twice every 30 minutes and is documented.	X			Frequency of checks generally exceed the minimum standards.
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			Mental Health must assess each inmate prior to removal from the safety cell if inmate was placed for a suicidal cause. Not

A mental health opinion on placement and retention is secured within 24 hours of placement.	X			required when no suicidal intent was displayed.
1056 USE OF SOBERING CELL 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			517.4 Sobering Cell Procedures Policy addresses all mandates of this regulation. See Section 1055 for discussion of housing “falling risk” inmates in sobering cell.
Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour and is documented.	X			Agency policy requires safety checks at least every 15 minutes, which is more restrictive than the regulation. BSCC reviewed a sampling of Observation Logs and found no incident of late or missing safety checks.
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			Policy requires medical assessment more frequently than the minimum standard. BSCC reviewed a sampling of records and found no instance of late or missing medical checks.
Such inmates are removed from the sobering cell when they are able to continue with processing.	X			
1057 DEVELOPMENTALLY DISABLED INMATES 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			
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:				512 Use of Restraints
acceptable restraint devices;	X			“Court” chains and restraint chair are used.
signs or symptoms which should result in immediate medical/mental health referral;	X			BSCC recommends that policy be expanded to more clearly identify these signs and symptoms.
availability of CPR equipment;	X			512.7 Availability of Cardiopulmonary Resuscitation Equipment
protective housing of restrained persons;	X			Safety cell or locked holding cell.
provisions for hydration and sanitation needs; and	X			
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			Restraint Observation Log contains a description of the condition requiring restraint.
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			Safety cell or locked holding cell
Direct visual observation is conducted and documented at least twice every 30 minutes.	X			Policy requires a description of inmate's behavior.
Continued retention in such restraints is reviewed every <u>two</u> hours by the facility manager or watch commander, or a designated physician.	X			Verified by inspection
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			Policy requires a health care professional to observe the application of restraints, or assess the inmate's circulation as soon as practical after application. Verified by inspection of records.
Medical review for continued retention in restraint devices occurs at a minimum of every <u>six</u> hours.	X			Mental health staff must concur with custody decision to remove the inmate from restraints.
A mental health consultation is secured as soon as possible, but no later than <u>eight</u> hours from the time of placement.	X			
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>	X			518.5 Calculated Use of Force to Obtain Samples Policy and practice exists. In practice, no such specimen collection has occurred during this inspection cycle.
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			
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.	X			1005 Inmate Educational, Vocational and Rehabilitation Programs Jail sergeant is the program supervisor.
Voluntary academic and/or vocational education is available to sentenced and pretrial inmates.	X			1005.4 Course Offerings
1062 VISITING Facility administrator has developed and implemented written policies and procedures for inmate visiting.	X			1010 Inmate visitation
(TYPE II ONLY)	X			Saturdays & Sundays.

All inmates in Type II facilities are allowed at least two visits totaling at least one hour per week.				Cancelled only in case of emergency.
(TYPE III ONLY) Inmates in Type III facilities are allowed at least one visit totaling at least one hour per week.			X	All listed facilities are Type II facilities.
Visitation procedures include provisions for visitation by minor children of the inmate.	X			
1063 CORRESPONDENCE The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:				1008 Inmate Mail
There is no limitation placed on the volume of mail an inmate may send or receive.	X			
Correspondence may be read where there is a valid security reason and the facility manager or designee approves.	X			
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			1008.4 Confidential Correspondence Policy should be expanded to include BSCC as an agency afforded "Legal Mail" status.
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			1006.5 Inmate Welfare Packs
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	X			607.6 Indigent Inmate Requests For Writing Materials
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.	X			1007 Library Services Legal services available from private vendor.
1065 EXERCISE AND RECREATION There are written policies and procedures regarding exercise and recreation.	X			1004 Inmate Exercise and Recreation
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			
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.	X			1008.7 Books, Magazines, Newspapers and Periodicals
1067 ACCESS TO TELEPHONE	X			1009 Inmate Telephone Access

There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.				
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:	X			
Unlimited mail as provided in Section 1063(f) of these regulations.	X			1008.4 Confidential Correspondence
Confidential consultation with attorneys.	X			1010.9 Attorney Visits
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.	X			503.2.1 Initial Orientation Posted and on a video, shown daily.
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			
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.	X			1000 Inmate Programs and Services Policy mandates that the Programs Coordinator manage the listed programs which may include social services, faith-based services, recreational activities, library access, education/vocational training, alcohol and drug abuse recovery and leisure time activities.
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.	X			611 Inmate Voting
1072 RELIGIOUS OBSERVANCES				
There are written policies and procedures to provide opportunities for inmates to participate in religious services, practices, and counseling on a voluntary basis.	X			1014 Religious Programs
1073 INMATE GRIEVANCE PROCEDURE	X			610 Inmate Grievances

Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:				Agency maintains comprehensive records on grievances including summary data, trends and outcomes. In all cases, BSCC found no instance wherein a grievance was not handled according to both policy and regulation.
A grievance form or instructions for registering a grievance.	X			Grievances were submitted for a predictable range of causes and no unexpected or unusual trends were noted. All were processed and answered in a timely manner.
Resolution at lowest appropriate staff level.	X			
Provisions for resolving questions of jurisdiction within the facility.	X			
Provisions for appeal to next level of review.	X			
Written reasons for denial at each level of review.	X			
Provisions for response in a reasonable time limit.	X			Policy requires a grievance to be filed within 14 days of the incident being grieved. BSCC has no such regulation and recommends that the agency seek out guidance from counsel before imposing a "statute of limitations" on grievances.
1080 RULES AND DISCIPLINARY PENALTIES				600.3.1 Inmate Rules Generally
There are established rules and disciplinary penalties to guide inmate conduct.	X			
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 and other orientation material is published and given to inmates at housing, is posted on the walls of housing units, and is rebroadcast daily through the inmate television system.
1081 PLAN FOR INMATE DISCIPLINE				600.4 Rule Violation Procedures
The facility administrator has developed and implemented written policies and procedures for inmate discipline, which address the following.	X			BSCC reviewed a sampling of disciplinary incidents and outcomes. The cases sampled were comprehensive and the causes of disciplinary action were well documented. All procedural requirements were recorded and performed in a timely manner.
A designated subordinate, not involved in the charges, acts on all formal charges.	X			
Minor acts of non-conformance or minor violations are handled informally by staff.	X			
When there is temporary loss of privileges, there is written documentation and a policy of review and appeal to the supervisor.	X			
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 Three minor violations within 30-days may constitute a major violation.
Inmate is informed of charges in writing.				
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			
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			
The inmate is permitted to appear on his/her behalf at the time of the disciplinary hearing.	X			

The facility manager or designee reviews all disciplinary actions taken.	X			
The inmate is advised in writing of the action taken in the disciplinary proceedings.	X			
Pending the disciplinary proceedings, the inmate may be segregated from the general population or program for specified reasons.	X			
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.	X			600.11 Guidelines for Disciplinary Sanctions The agency has established and published a four-level Disciplinary Imposition Schedule.
1083 LIMITATIONS ON DISCIPLINARY ACTIONS 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
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			601 Disciplinary Segregation
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			BSCC reviewed disciplinary outcomes and noted that all sanctions were consistent with the published Discipline Imposition Schedule. In all cases reviewed, the discipline imposed was proportional to the offense and consistently applied.
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			
The facility manager approves the initial placement on the disciplinary isolation diet and ensures that medical staff is notified.	X			All impositions of the disciplinary diet were approved, in advance, by the facility manager.
In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours after the initial placement.	X			Although the Notice of Disciplinary Hearing form contains a signature block for the physician's review, none of the completed records were signed. If the agency seeks out consultation with medical staff prior to imposing dietary restrictions, BSCC recommends that the medical staff sign the form to verify compliance.

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			
1084 DISCIPLINARY RECORDS 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
DETENTION OF MINORS				
Are minors held in this facility? If, 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		No minor is allowed in either facility. Balance of this section is deleted.