

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

BSCC Code: 5320

FACILITY NAME: Santa Cruz County Blaine Women's Minimum Facility	FACILITY TYPE: II
PERSON(S) INTERVIEWED: Lieutenants Baldwin, Morales, Leonetti and Classification Supervisor Eric Gowker	
FIELD REPRESENTATIVE: Kimberly Moule	DATE: September 23, 2019

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	301 Required Training All staff are CORE trained.
(b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	301 Training for Managers and Supervisors 302.4 Training for New Managers and Supervisors All supervisors are CORE trained and have attended POST Supervisors Training.
In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302 Training for Managers and Supervisors All managers have received POST Management Training.

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.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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 of a Type I, II, III, or IV facility shall successfully complete the “annual required training” specified in Section 184 of Title 15, CCR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	301.3 Required Training All staff receive regular training updates, annual training in addition to attending national, statewide, regional and local training symposiums, conferences and meetings.
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
Whenever there is an inmate in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to inmates in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of the shift rosters that were reviewed, all shifts have staffing to allow for emergency response from a non-fixed post position.
Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whenever one or more female inmates are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. <i>Note: Reference PC§ 4021.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
To determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified
1027.5 SAFETY CHECKS Safety checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between safety checks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The agency uses the Guardian RFID electronic tracking device. This was recently implemented along with newly assigned staff that were unaware of how to run and verify the safety checks. The agency will contact their provider and provide me with a safety check audit document to verify that checks are being made as required by policy and this regulation. The agency was unable to provide me with a log to verify that these checks are being done in less than the 60 minute lapses as per policy and regulation.
There is a written plan that includes the documentation of routine safety checks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	503 Inmate Safety Checks It is the policy of the Santa Cruz County Sheriff's Office that all correctional staff shall conduct safety checks at least every 60 minutes on all inmates, or more frequently as determined by inmate custody status and/or housing classification

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1028 FIRE AND LIFE SAFETY STAFF Pursuant to Penal Code Section 6030(c), whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the BSCC for general fire and life safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400 Facility Emergencies 401 Emergency Staffing 402 Fire Safety 403 Emergency Power Communications 404 Evacuation Plan
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All custodial personnel are trained in fire and life safety.
1029 POLICY AND PROCEDURES MANUAL ³ Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. <i>The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections c and d do not apply and have been deleted.</i> (a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102 Custody Manual The Custody Manual is a statement of the current policies, rules and guidelines of this office's correctional facility.
(1) Table of organization, including channels of communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed and confirmed
(2) Inspections and operations reviews by the facility administrator/manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	212 Administrative Supervisory Inspections Tours and inspections shall be conducted by administrative and supervisory staff throughout the correctional facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.
(3) Policy on the use of force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	509 Use of Force
(4) Policy on the use of restraint equipment, including the restraint of pregnant inmates as referenced in Penal Code Section 3407.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511.9 Pregnant Inmates Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.
(5) Procedure and criteria for screening newly received inmates for release per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	502 Inmate Reception All inmates are screened for release at the time of booking.
(6) Security and control including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmed
(A) physical counts of inmates,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501 Inmate Counts
(B) searches of the facility and inmates,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	502 Inmate Reception 512 Searches

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

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(C) contraband control, and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	512 Searches
(D) key control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	211 Key Control A shift roster will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets.
Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400 Facility Emergencies 400.11 Review of Emergency Procedures The Chief Deputy shall ensure that there is a review of emergency response plans at least annually.
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	402.3 Fire Suppression Pre-Planning Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(B) escape, disturbances, and the taking of hostages;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400.9 Escapes 400.8 Hostages
(C) mass arrests;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	400.10 Civil Disturbances outside of the Jail
(D) natural disasters;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	401 Emergency Staffing 404.3 Evacuation Plan Reviewed
(E) periodic testing of emergency equipment; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4003.3 (g) Periodic testing of emergency equipment
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4003.3 (h) Storage, issues and use of weapons ammunition chemical agents and related security devices
(8) Suicide Prevention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709 Suicide Prevention and Intervention
(9) Segregation of Inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	601 Segregation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prison Rape Elimination Act 606.2 This office has zero tolerance with regard to sexual abuse and sexual harassment in this facility.
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or inmate after reporting any abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	606.5 Retaliation
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	606.4 Reporting Sexual Abuse, Harassment and Retaliation Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously or from third parties and shall promptly document all verbal reports
(2) a method for uninvolved inmates, family, community members, and other interested third-parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those inmates who present a suicide risk. The program shall include the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709 Suicide Prevention and Intervention It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. 709.3 Suicide Prevention Team The suicide prevention team shall ensure that the facility is evaluated annually to identify any physical plant characteristics or operational procedures that might be modified to reduce the risk of inmate suicide. 709.4 Staff Training All facility staff members who are responsible for supervising inmates shall receive initial and annual training on suicide risk identification, prevention and intervention.
(a) Suicide prevention training for all staff that have direct contact with inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709.5 Screening and Intervention All inmates are screened at intake.
(c) Provisions facilitating communication among arresting/transporting officers, facility staff, medical and mental health personnel in relation to suicide risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Housing recommendations for inmates at risk of suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classification
(e) Supervision depending on level of suicide risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709.6 Suicide Watch
(f) Suicide attempt and suicide intervention policies and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709.6.1 Suicide Intervention
(g) Provisions for reporting suicides and suicides attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709.6.2 Notification
(h) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	709.7.1 Debrief
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	402.3 Fire Suppression Pre-planning Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified
(b) regular fire prevention inspections by facility staff on a monthly basis with two-year retention of the inspection record;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection records were reviewed and there were two months from a 24-month sampling that were missing. When these inspection reports are not maintained, the agency is out of compliance for those months.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last inspection was completed on 9/3/19
(d) an evacuation plan; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Verified

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(e) a plan for the emergency housing of inmates in the case of fire.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Verified 209
1040 POPULATION ACCOUNTING Each facility administrator shall maintain an inmate demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	500 Population Management System It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing and release of inmates.
Facility administrators shall provide the BSCC with applicable inmate demographic information as described in the Jail Profile Survey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified
1041 INMATE RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual inmate records which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	209 Inmate Records It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate's period of confinement, as well as histories of previous confinement in this facility.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its inmates. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1) (federal survey on sexual violence).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	240 Report Preparation Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor and submitted to the Chief Deputy or the authorized designee in a timely manner. Of the reports reviewed, all were submitted on the date of incident and prior to the end of shift.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or his/her designee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and inmates shall have available for review the following material:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	215 Community Relations and Public Information Plan Verified content for all listed below,
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Facility rules and procedures affecting inmates as specified in sections:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) 1045, Public Information Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) 1061, Inmate Education Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) 1062, Visiting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) 1063, Correspondence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) 1064, Library Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) 1065, Exercise and Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7) 1066, Books, Newspapers, Periodicals and Writings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(8) 1067, Access to Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(9) 1068, Access to Courts and Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(10) 1069, Inmate Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(11) 1070, Individual/Family Service Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(12) 1071, Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(13) 1072, Religious Observance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(14) 1073, Inmate Grievance Procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(15) 1080, Rules and Disciplinary Penalties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(16) 1081, Plan for Inmate Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(17) 1082, Forms of Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(18) 1083, Limitations on Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(19) 1200, Responsibility for Health Care Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1046 DEATH IN CUSTODY (a) Death in Custody Reviews for Adults and Minors. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	513 Reporting In-Custody Deaths In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated at any facility of this office.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	513.5 In-Custody Death Review The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team should include the following (15 CCR 1046(a)): (a) Sheriff and/or the Chief Deputy (b) County Counsel (c) Investigative staff (d) Responsible Physician, qualified health care professionals, supervisors or other staff who are relevant to the incident
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minors are not held in these facilities.
(1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the inmates and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each inmate's classification level, housing restrictions, and housing assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506 Inmate Classification It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding and housing assignments may be made. A sampling of classification assessments was reviewed and were found to be appropriate. All inmates are interviewed and assigned an initial classification status prior to housing. Inmate classification is reviewed monthly and after sentencing.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign inmates to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about the inmate and from the inmate and shall provide for a channel of appeal by the inmate to the facility administrator or designee. An inmate who has been sentenced to more than 60 days may request a review of his classification plan no more often than 30 days from his last review. <i>Subsection b does not apply and has been deleted.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506.7 Reviews and Appeals Once an inmate is classified and housed, he/she may appeal the decision of the classification correctional officer. 506.13 Staff Training in Classification Classification corrections officers should receive training specific to inmate classification before being assigned primary classification duties.
(c) In deciding whether to assign an inmate to a housing area for male or female inmates, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. An inmate's own views with respect to his or her own safety shall be given serious consideration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506 Inmate Response to Screening 506.5 Initial Classification
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	706 Communicable Diseases It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up and proper reporting to local, state and federal agencies of communicable diseases.

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At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not he/she has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the booking form and/or screening device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Albeit comprehensive, the policy is absent <u>lacking</u> “Observable symptoms” that are required in regulation.
1052 MENTALLY DISORDERED INMATES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all mentally disordered inmates, and may include telehealth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504 Special Management Inmates
If an evaluation from medical or mental health staff is not readily available, an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled. An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This evaluation occurs at the time of booking intake.
Segregation may be used if necessary to protect the safety of the inmate or others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504.3 Special Management Inmates Housing Criteria 504.4 Circumstances Requiring Immediate Segregation Inmates will generally be assigned to segregation through the classification process. The Chief Deputy or Sergeant has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others.
1053 ADMINISTRATIVE SEGREGATION Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or facility staff; or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504 Special Management Inmates Administrative segregation - The physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, in need of medical isolation or infirmary status. This is a non-punitive classification process.
Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified during physical plant inspection.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1055 USE OF SAFETY CELL				516 Safety and Sobering Cells Safety cells are limited to one inmate and shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others.
The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	516.3 Safety Cell Procedures The following guidelines apply when placing any inmate in a safety cell: (a) Placement of an inmate into a safety cell requires approval of a supervisor or the responsible Physician.
In no case shall the safety cell be used for punishment or as a substitute for treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates are not placed into the safety cell as a result of discipline.
An inmate shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	516.3 Safety Cell Procedures Placement of an inmate into a safety cell requires approval of a supervisor or the responsible Physician. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log. Policy states that approval for continued retention occurs every eight hours. Regulation requires continued retention in a safety cell to occur every four hours.
A medical assessment shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	516.3 Safety Cell Procedures (h) A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest.
The inmate shall be medically cleared for continued retention every 24 hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	516.3 Safety Cell Procedures A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the safety cell shall be conducted by a qualified health care professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.
The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured within 12 hours of placement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	516.3 Safety Cell Procedures (i) A mental health assessment shall be conducted within 24 hours of an inmate's placement in the safety cell. The mental health professionals' recommendations shall be documented. Policy states that a mental health opinion must be obtained within 24 hours of placement into a safety cell. Regulation requires a mental health opinion within 12 hours of placement.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur every 15 minutes. A sampling of safety cell logs was reviewed and showed substantial improvement from the last inspection. Logs need to be changed to reflect the correct approval sign offs as required by regulation.
Procedures shall be established to assure administration of necessary nutrition and fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A sampling of safety cell logs was reviewed and reflect that this is occurring.
Inmates shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates are provided with a modesty safety garment.
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for the holding of 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 developed by the facility administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	516 Sobering Cell Procedures A sobering cell shall only be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication. A sampling of sobering cell logs was reviewed and contained excellent documentation regarding observed behaviors. Policy states that a supervisor must check these logs to ensure completeness every two hours. This was inconsistent and the agency will address this as a training issue.
Such inmates shall be removed from the sobering cell as they are able to continue in the processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Such inmates shall be removed from the sobering cell as they are able to continue in the processing. Of the logs that were reviewed, this is occurring.
In no case shall an inmate remain in a sobering cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with section 1213 of these regulations, to determine whether the prisoner has an urgent medical problem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours in accordance with the office Detoxification and Withdrawal Policy.
At 12 hours from the time of placement, all inmates will receive an evaluation by responsible health care staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of the logs reviewed, there were no instances of an inmate remaining in a sobering cell beyond 12 hours.
Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur at least every 15 minutes. Sobering cell logs that were reviewed reflect that these checks are being made as required by policy and this regulation.
1057 DEVELOPMENTALLY DISABLED INMATES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all developmentally disabled inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	602 Inmates with Disabilities This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a responsible health care staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511 Use of Restraints It is the policy of this office that restraints shall be used only to prevent self-injury, injury to others or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit. 511.3 Use of Restraints-Control Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible the use of restraints other than routine use during transfer, shall require the approval of a Supervisor prior to application. A sampling of Observation Logs was reviewed for restraint chair placement. Documentation was thorough, sign offs were timely and observed behavior for placement was exemplary. The agency was cautioned about jargon and consistency in terms such as “chair”, “safety chair” and “restraint chair”. Although these terms all indicate the same type of restraint, the agency should be consistent with the use of these terms. Policy term for this device is “safety chair”.
In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
signs or symptoms which should result in immediate medical/mental health referral;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
availability of cardiopulmonary resuscitation equipment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed during physical plant inspection.
protective housing of restrained persons;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When an inmate is placed into a restraint chair, they are placed in a holding cell where they can be under constant observation.
provision for hydration and sanitation needs; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
exercising of extremities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In no case shall restraints be used for punishment or as a substitute for treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraints shall never be used for retaliation or as punishment. Restraints shall not be applied for more time than is necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory.</p> <p>Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is the policy of this office that restraints shall be used only to prevent self-injury, injury to others or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.
Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, responsible health care staff; continued retention shall be reviewed a minimum of every hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors shall proactively oversee the use of restraints on any inmate.
A medical opinion on placement and retention shall be secured within one hour from the time of placement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>As soon as possible, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether he/she has a serious medical condition that is being masked by the aggressive behavior.</p> <p>Policy states that a medical opinion will occur within four hours. Regulation requires a medical opinion within one hour of placement.</p>
A medical assessment shall be completed within four hours of placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the facility manager, or designee, in consultation with responsible health care staff determines that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of the sampling reviewed, there was no instance of an inmate remaining in restraints beyond eight hours.
Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff members shall conduct direct face-to-face observation at least twice every 30 minutes to check the inmate's physical well-being and behavior.
While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1058.5 RESTRAINTS AND PREGNANT INMATES</p> <p>The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant inmates. In accordance with Penal Code 3407 the policy shall include reference to the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>511.9 Pregnant Inmates</p> <p>Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff or the public.</p> <p>Known or suspected pregnant women will not be placed in the restraint chair.</p> <p>A sampling of Observation Logs was reviewed for restraint chair placement and there were no instances of a pregnant inmate being placed into a restraint device.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body.
(2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>511.9.1 Inmates in labor</p> <p>No inmate who is in labor, delivery or recovery from a birth shall be otherwise restrained except when all of the following exist (Penal Code § 3407):</p> <p>(a) There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the inmate, the staff of this or the medical facility, other inmates or the public.</p> <p>(b) A supervisor has made an individualized determination that such restraints are necessary to prevent escape or injury.</p> <p>(c) There is no objection from the treating medical care provider.</p> <p>(d) The restraints used are the least restrictive type and are used in the least restrictive manner.</p>
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraints shall be removed when medical staff responsible for the medical care of the pregnant inmate determines that the removal of restraints is medically necessary (Penal Code § 3407).
(4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>702.2.1 Advisement and Counseling</p> <p>Inmates who are pregnant shall be advised of the provisions of this policy manual, the Penal Code and standards established by Board of State and Community Corrections related to pregnant inmates (Penal Code § 3407(e)).</p>
<p>1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</p> <p>(a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>517 Biological Samples</p> <p>The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.</p>
(1) For the purpose of this regulation, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>517.5</p> <p>If an inmate refuses to cooperate with the sample collection process, corrections officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force.</p> <p>The Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) The force shall not be used without the prior written authorization of the facility watch commander on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	517.5.1 Video Recording A video recording should be made any time force is used to obtain a biological sample.
1061 INMATE EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an inmate education program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The agency partners with Cabrillo Community College to provide inmate education for all facilities. The Blaine facility has adopted a culinary program that was quite impressive to observe.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education is accessible to all inmates.
Such a plan shall provide for the voluntary academic and/or vocational education of housed inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reasonable criteria for program eligibility shall be established and an inmate may be excluded or removed based on sound security practices or failure to abide by facility rules and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1062 VISITING (a) The facility administrator shall develop written policies and procedures for inmate visiting which shall provide for as many visits and visitors as facility schedules, space, and number of personnel will allow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1006 Inmate Visitation
(TYPE II ONLY) All inmates in Type II facilities are allowed at least two visits totaling at least one hour per inmate each week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(TYPE III ONLY) Inmates in Type III facilities are allowed one or more visits, totaling at least one hour per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the inmate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor children are allowed to visit when accompanied by an adult parent, grandparent or legal guardian.
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an inmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, “onsite” is defined as the location where the inmate is housed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Types and availability of visitation, including: <i>Note: Reference PC § 6031.1 (June 2017)</i>				
Mode of visitation;				In person with barrier
Visitation hours;				Main Jail: Saturday and Sunday Rountree: Monday - Friday
Time inmates are allowed for visitation; and,				All inmates receive one hour of visitation weekly.
Any restrictions on inmate visitation.				None
1063 CORRESPONDENCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004 Inmate Mail
The facility administrator shall develop written policies and procedures for inmate correspondence which provide that:				
(a) there is no limitation on the volume of mail that an inmate may send or receive;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates may, at their own expense, send and receive mail without restrictions on quantity. There is no limitation on the volume of incoming or outgoing mail.
(b) inmate correspondence may be read when there is a valid security reason and the facility manager or his/her designee approves;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.6 Processing and Inspection of Mail
(c) jail staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.4 Confidential Correspondence Facility staff shall 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.
(d) inmates may correspond, confidentially, with the facility manager or the facility administrator; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates may correspond confidentially with courts, legal counsel, officials of this office, elected officials, the Department of Corrections, jail inspectors, government officials or officers of the court
(e) those inmates who are without funds shall be permitted at least two postage paid envelopes and two sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to his or her attorney and to the courts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.6 Indigent Inmate Requests for Writing Materials Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper sufficient to maintain communication with an elected official, officials of the Board of State and Community Corrections, attorneys and other officers of the court.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003 Library Services This facility operates library services that provide leisure and legal reading materials to inmates. All inmates have access to library services including law library material.
1065 EXERCISE AND RECREATION (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program, in an area designed for recreation, which will allow a minimum of three hours of exercise distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Inmates housed at the Rountree facility have unlimited access to exercise and recreation.
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. Nothing herein shall be construed as limiting the right of a facility administrator to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.7 Books, Magazines, Newspapers and Periodicals All books, newspapers and periodicals are acceptable if sent from the publisher.
(1) exclude any publications or writings based on any legitimate penological interest;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) open and inspect any publications or packages received by an inmate; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) restrict the number of books, newspapers, periodicals, or writings the inmate may have in his/her cell or elsewhere in the facility at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1005 Inmate Telephone Access All inmates have access to telephones.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	603 Inmate Access to Courts and Counsel Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this facility will minimally provide: • Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents. • Telephones that enable confidential attorney-client calls. • Reasonable access to legal materials. • A means of providing assistance through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access. • Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) confidential consultation with attorneys.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1069 INMATE ORIENTATION In Type II, III, and IV facilities, the facility administrator shall develop 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All inmates receive information prior to housing or inter-facility transfer. Rules were observed to be posted in housing units. Policy references inmate orientation in a number of sections of policy and mentions an orientation video. The agency is encouraged to develop and include a separate policy specifically addressing inmate orientation. Of the inmates interviewed, they confirmed receiving an orientation and were aware of facility rules.
Such a program shall be published and include, but not be limited to, the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(1) correspondence, visiting, and telephone usage rules;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) rules and disciplinary procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) inmate grievance procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) programs and activities available and method of application;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) medical services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) classification/housing assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7) court appearance where scheduled, if known;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(8) voting, including registration; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(9) zero tolerance policy against sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS</p> <p>The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In practice, the agency provides a wide variety of social and educational programs for inmates. Many of them link social services, community-based organizations, community college and veteran's services for transition to community.</p> <p>The agency is encouraged to develop and include a separate policy specifically addressing this regulation.</p>
<p>The range and source of such services shall be at the discretion of the facility administrator and may include:</p> <ul style="list-style-type: none"> (a) risk and needs assessments; (b) best practices in: <ul style="list-style-type: none"> (1) individual, group and/or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1071 VOTING</p> <p>The facility administrator of a Type I (holding sentenced inmate workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>611 Inmate Voting</p> <p>This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.</p> <p>All inmates interviewed stated that they are aware that they can register and vote while in custody.</p>
<p>1072 RELIGIOUS OBSERVANCES</p> <p>The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for inmates to participate in religious services, practices and counseling on a voluntary basis.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1007 Religious Services</p> <p>This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates.</p>
<p>1073 INMATE GRIEVANCE PROCEDURE</p> <p>(a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold inmate workers shall develop written policies and procedures whereby any inmate may appeal and have resolved grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>610 Inmate Grievance</p> <p>It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures and allegations of sexual abuse.</p> <p>A sampling of grievances was reviewed and were found to be responded to appropriately and within the timelines required in policy. Of the inmates interviewed, all advised that they were aware of how to access, complete and submit a grievance.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) a grievance form or instructions for registering a grievance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction is on the form
(2) resolution of the grievance at the lowest appropriate staff level;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) appeal to the next level of review;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeals are responded to by a lieutenant or in some cases the chief.
(4) written reasons for denial of grievance at each level of review which acts on the grievance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were no denied grievances observed.
(5) provision for response within a reasonable time limit; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grievances that were reviewed were all responded to within the required timeframe.
(6) provision for resolving questions of jurisdiction within the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Although policy exists, there were no instances of this occurring.
1080 RULES AND DISCIPLINARY PENALTIES				600 Inmate Discipline
Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They will include a process for resolving minor infractions and a hearing process for a more serious breach of inmate rules.
Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rules are posted in housing units and are listed in the inmate handbook.
For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English and Spanish
1081 PLAN FOR INMATE DISCIPLINE				600 Inmate Discipline
Each facility administrator shall develop written policies and procedures for inmate discipline. The plan shall include, but not be limited to, the following elements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The agency has a newly developed “Citation” form that has been implemented for minor infractions or violations of minor rules.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Punitive Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major rule violations require a crime report. The process for an inmate accused of a major rule violation includes: (a) A fair hearing in which the Chief Deputy or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action. (b) Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense. (c) An impartial hearing officer. (d) The limited right to call witnesses and/or present evidence on his/her behalf. (e) The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation. (f) A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process. (g) Reasonable sanctions for violating rules that relate to the severity of the violation. (h) The opportunity to appeal the finding.
1. Loss of good time/work time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Placement in disciplinary separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Disciplinary separation diet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were no instances of this being used during this inspection cycle.
4. Loss of privileges mandated by regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A staff member with investigative and punitive authority shall be designated as a disciplinary officer to impose such consequences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.7 Hearing Officer
Staff shall not participate in disciplinary review if they are involved in the charges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.7 Hearing Officer 600.8 Hearing Procedure
Such charges pending against an inmate shall be acted on with the following provisions and within specified timeframes:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A sampling of discipline packets was reviewed and were found to be appropriate. Sanctions are commensurate with violations. Time frames are consistently adhered to and due process is afforded. A newly developed “Citation” has been implemented for minor infractions or violations of minor rules.
1. A copy of the report, and/or a separate written notice of the violation(s), shall be provided to the inmate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Unless declined by the inmate, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate, or for good cause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.6 Notifications An inmate charged with a major rule violation shall be given a written description of the incident and the rules violated at least 24 hours prior to a disciplinary hearing.
3. The inmate shall be permitted to appear on his/her own behalf at the time of hearing and present witnesses and documentary evidence. The inmate shall have access to staff or inmate assistance when the inmate is illiterate or the issues are complex.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Of the inmates interviewed, all stated that they do appear for their hearing and could call a witness if they chose to.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
4. A charge(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmed that this is occurring.
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmed that this is occurring. In some cases, the form was not signed off in the designated field, this is being addressed by the agency.
6. The inmate shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.8.5 Report Findings The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the inmate.
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.9 Discipline Appeals Inmates wishing to appeal the decision of the hearing officer must do so in writing within five days of the decision. All appeals will be forwarded to the Chief Deputy or the authorized designee for review.
(c) Nothing in this section precludes a facility administrator from administratively segregating any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1082 FORMS OF DISCIPLINE The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of “good time” credits earned under Penal Code Section 4019. (f) Forfeiture of “work time” credits earned under Penal Code Section 4019. (g) Disciplinary separation. (h) Disciplinary separation diet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.11 Guidelines for Disciplinary Sanctions A sampling of discipline packets was reviewed and were found to be appropriate. Sanctions are commensurate with violations. Time frames are consistently adhered to and due process is afforded.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Additionally, there shall be the following limitations: (a) If an inmate is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.10 Limitations on Disciplinary Actions A sampling of disciplinary outcomes from both facilities was reviewed. In all cases, disciplinary outcomes were consistent, commensurate with violations and within the limitations imposed by regulation and policy.
(b) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed during physical plant inspection
(c) The delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates (Penal Code section 4019.5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This does not occur.
(e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal hygiene items are never imposed as a disciplinary sanction.
(f) Food shall not be withheld as a disciplinary measure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food items are never imposed as a disciplinary sanction.
(g) The disciplinary separation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There was no occurrence of this during this inspection cycle.
(1) In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary separation diet and ensure that medical staff is notified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence privileges are never imposed as a disciplinary sanction.
(i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to courts and legal counsel are never suspended as a disciplinary sanction.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600.8.5 Report Findings All records are stored in the agency JMS system.
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 of these regulations apply (Minors in Jails). <i>Note: Reference PC § 207.1(b), 207.6, 707.1</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minors are not held in these facilities.
42 USC 5633 SECTION 223(a)(12) SEPARATION Juveniles are not confined or detained in any facility in which they have contact with adult prisoners. <i>Reference: WIC 208</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1101 RESTRICTIONS ON CONTACT WITH ADULT PRISONERS The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between detained minors and adults confined in the facility. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact. <i>The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the segregation of such minors to the extent possible within the limits of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Sections 208(c) of the Welfare and Institutions Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1103 RELEASE PROCEDURES				
Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1104 SUPERVISION OF MINORS				
The facility administrator shall develop and implement policy and procedures that provide for:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and/or skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1105 RECREATIONAL PROGRAMS				
The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and other inmates, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1106 DISCIPLINARY PROCEDURES				
Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, other inmates, staff, the program or community is endangered, pending a disciplinary action or review.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(a) Minors requiring disciplinary confinement shall be housed only in living areas designated for the detention of minors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(b) Permitted forms of discipline include: (1) loss of privileges; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) disciplinary confinement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager, and shall not extend beyond five days without subsequent review.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(d) A status review shall be conducted for those minors placed in disciplinary confinement no less than every 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(e) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) corporal punishment;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) inmate imposed discipline;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) placement in safety cells;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) deprivation of food; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) the adult disciplinary diet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(1) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	