

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 5325 & 5345

FACILITY NAME: Santa Cruz Superior Court; Court Holding Facility and Watsonville Superior Court	FACILITY TYPE: CH
PERSON(S) INTERVIEWED: Lt. Roy Morales, SCO Brian Cole	
FIELD REPRESENTATIVE: Steve Keithley	DATE: Feb. 20, 2018

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING All personnel who are responsible for supervising inmates, and supervisors with custodial responsibilities, complete the eight hours of specialized training outlined in this regulation within six (6) months of assignment. Successful completion of training, pursuant to Section 1020 of these regulations, may be substituted for the initial eight hours of training.	X			Sec. 8, Part B – Training All court security staff are sworn deputy sheriffs and have completed the POST academy. They also complete at least eight hours of specialized training as required by this regulation. Patrol officers are assigned to court holding positions for no longer than six months before rotation.
Eight hours of refresher training is completed every two years. Successful completion of training, pursuant to Section 1025 of these regulations, may be substituted for the eight hour refresher.	X			Agency certifies that all relevant staff members are current in refresher training.
1027 NUMBER OF PERSONNEL There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of activities required by these regulations.	X			Compliance with this regulation is predicated on the agency's ability to complete all regulated tasks in a timely manner. BSCC reviewed a variety of records and found no indication that staffing was insufficient.
There is a written plan that includes the documentation of hourly safety checks.	X			Sect. 8 Part E Safety Checks
There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency.	X			Sect. 8, Part A Personnel
Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible. <i>Note: Reference PC § 4021.</i>	X			Sect. 8, Part A Personnel
A staffing plan is available which indicates personnel assigned and their duties.	X			Verified by inspection.

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.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1028 FIRE AND LIFE SAFETY STAFF				All staff are trained to BSCC standards.
Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the BSCC training standards for general fire and life safety.	X			Additionally, all CH staff are POST certified.
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	X			All staff receive localized information at orientation.
1029 POLICY AND PROCEDURES MANUAL ²				References herein refer to the Santa Cruz County Court Security and Detention Facility policy manuals, plus POST orders.
There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:				
Table of organization, including channels of communications;	X			100.3.1 Chain of Command
Inspections and operations reviews by the facility administrator/manager;	X			201 Administrative and Supervisory Inspections
Use of force;	X			509.3 Use of Force
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	X			511.13 Use of Restraints; Control
Security and control, including: Physical counts of inmates;	X			Sect 8 Part H Inmate Count
Searches of the facility;	X			Sect 8 Part D Cell Inspections
Searches of inmates;	X			512.3 Pat-down searches
Contraband control; and,	X			512.3 Pat-down searches
Key control.	X			Sect 8 Part T Key Control Plan
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	X			Chief Deputy performs a formal safety and security inspection annually.
Emergency procedures, including: Escape;	X			Sect 11 Part G Escapes
Disturbances;	X			Sect 15 Civil Disturbance
Taking of hostages;	X			400.8 Hostages
Civil disturbance;	X			400.10 Civil Disturbances Outside of Jail
Natural disasters;	X			Sect 11 Fire, Earthquake and Power Failure
Periodic testing of emergency equipment;	X			POST Order: Emergency Response Plan
Storage, issue and use of weapons, ammunition, chemical agents; and,	X			
Storage, issue and use of security devices.	X			
Suicide prevention; and,	X			Sect 8 Part J Suicide Prevention
Segregation of inmates.	X			Sect 8 Part I Segregation of Inmates
The manual is available to all employees.	X			Available in electronic and printed format.
The manual is comprehensively reviewed and updated at least every two years.	X			Most recent revision: 2017

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

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>				
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	X			Sect 8 Part F Fire Prevention Inspection
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);³</i>	X			Most recent inspections: Sup. Ct. 4/2015 Watsonville Ct. 5/2015
An evacuation plan; and,	X			Sect 8 Part P Emergency Evacuations Sec 16 Evacuation of Court Facilities
A plan for the emergency housing of inmates in the event of a fire.	X			Inmates would be returned to the sending facility.
1044 INCIDENT REPORTS There are written policies and procedures for the maintenance of written records and reporting of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	X			Sect 8 Part N Incident Reports Verified by inspection. Incident reports are maintained in an agency-wide automated system.
Written record is prepared by appropriate staff and submitted to the facility manager or his/her designee.	X			
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death.	X			Sect 17 Part E Inmate Death
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	X			BSCC recommends that this policy be reviewed and edited to more closely match the regulation.
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board of State and Community Corrections with a copy of the death in custody report that is submitted to the Attorney General. <i>Note: Reference Government Code § 12525</i>	X			
1050 CLASSIFICATION PLAN There is a written plan to provide for the safety of staff and inmates, and segregation, to extent possible, of unusual-risk inmates. The plan also includes a method by which such information is received and transmitted.	X			Sect 8 Part I Segregation of Inmates In practice, jail classifications are communicated to the courts and classifications are duplicated from the jail. Inmates at the Watsonville CH are generally held alone.

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

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES There are written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation can be completed.	X			Sect 8 Part K Communicable Diseases
An inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	X			Remands are held separately and immediately transported to the jail for processing.
Inmate's response is noted on booking form and/or screening device.	X			Verified by inspection.
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			704.4 Mental Health Appraisal
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			Evaluation occurs at the sending facility
Segregation may be used if necessary to protect the safety of the inmate or others.	X			Jail's classification system would insure inmate protection.
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures which provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	X			Inmates in court holding retain the sending jail's classification. An Ad Seg inmate in the jail would be handled in the like manner in the court holding facility.
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	X			
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	X			703.4 Basic Mental Health Services
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:			X	Restraints as defined by this regulation are not used in the court holding facilities. Balance of this regulation is deleted.
1068 ACCESS TO COURTS There are written policies and procedures that ensure the inmate's right to confidential consultation with attorneys.	X			1006.9 Attorney Visits

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
DETENTION OF MINORS				
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 10, apply (Minors in Court Holding Facilities.)	X			
1161 CONDITIONS OF DETENTION				
Minors are separated from adults in accordance with Welfare and Institutions Code (WIC) § 208.	X			
Minors are segregated in accordance with an established classification plan.	X			
There is secure non-public access, movement within and egress. If both minors and adults use the same entrance/exit, movements are scheduled in such a manner that there is no opportunity for contact between adult prisoners and minors.	X			
1162 SUPERVISION OF MINORS				
A sufficient number of personnel are employed in each facility to permit unscheduled supervision of all minors at least twice every 30 minutes and to ensure the implementation and operation of the activities required by these regulations.	X			Court holding staff assumes control of juveniles. Safety checks were verified by inspection.
There is a written plan that includes the documentation of routine safety checks.	X			
1163 CLASSIFICATION				
There is a written plan designed to provide for the safety of staff and minors held at the facility.	X			In practice, Probation communicates all classification and hazard information to the court holding staff in writing.
The plan includes receiving and transmitting information regarding minors who represent a risk or hazard to self or others while confined at the facility.	X			
Minors are segregated to the extent possible within the limits of the court holding facility.	X			
Minors are separated from adult inmate(s) per WIC § 208.	X			
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY				
There are policies and procedures for notifying the court and the parent, guardian or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death or a minor in custody.	X			In practice, such event would be reported by the Probation department, who would make required notifications.