## **COURT HOLDING FACILITIES**

## Board of State and Community Corrections PROCEDURES<sup>1</sup>

FACILITY NAME: Santa Cruz Superior Court and Court Holding Watsonville Facility	FACILITY TYPE: CH
PERSON(S) INTERVIEWED:	
FIELD REPRESENTATIVE: Kimberly Moule	<b>DATE:</b> September 25, 2019

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:  (a) applicable minimum jail standards; (b) jail operations liability; (c) inmate segregation; (d) emergency procedures and planning, fire and life safety; and, (e) suicide prevention.  Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmates, the employees' level of experience and training, and other relevant factors				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.
Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.	$\boxtimes$			
Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher.	$\boxtimes$			Personnel assigned to courts receive eight hours of refresher training annually.
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.	$\boxtimes$			Shift roster and organizational chart were reviewed.

**BSCC Code: 5325 5345** 

<sup>&</sup>lt;sup>1</sup> This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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.	×			Sect. 8, Part A Personnel
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.	$\boxtimes$			Sect. 8, Part A Personnel
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>	$\boxtimes$			Sect. 8, Part A Personnel
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.				Reviewed and verified.
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.	$\boxtimes$			Sect. 8 Part E Safety Checks Safety check logs were uses to verify timely safety checks.
There shall be a written plan that includes the documentation of routine safety checks.	$\boxtimes$			
1028 FIRE AND LIFE SAFETY STAFF				All staff are trained in fire and life safety.
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. (Penal Code section 6030[b])				
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.	$\boxtimes$			
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.  The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections d does not apply and has been deleted.	×			References herein refer to the Santa Cruz County Court Security and Detention Facility policy manuals, plus POST orders.
<ul><li>(a) The manual shall provide for, but not be limited to, the following:</li><li>(1) Table of organization, including channels of communications.</li></ul>	$\boxtimes$			100.3.1 Chain of Command

 $<sup>^2\,</sup>Procedures\ related\ to\ security\ and\ emergency\ response\ may\ be\ in\ a\ separate\ manual\ to\ ensure\ confidentiality\ by\ limiting\ general\ access.$ 

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Inspections and operations reviews by the facility administrator/manager.				201 Administrative and Supervisory Inspections
(3) Policy on the use of force.	$\boxtimes$			509.3 Use of Force
(4) Policy on the use of restraint equipment, including the restraint of pregnant inmates as referenced in Penal Code Section 3407.	$\boxtimes$			511.13 Use of Restraints; Control
(6) Security and control including physical counts of inmates, searches of the facility and inmates, contraband control, and key control. 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.				Sect 8 Part H Inmate Count
(7) Emergency procedures include:	$\boxtimes$			Reviewed and confirmed
(A) fire suppression preplan as required by section 1032 of these regulations;	$\boxtimes$			Sect 8 Part F Fire Prevention Inspection
(B) escape, disturbances, and the taking of hostages;	$\boxtimes$			Sect 11 Part G Escapes
(C) mass arrests;	$\boxtimes$			This occurs at the main jail.
(D) natural disasters;	$\boxtimes$			Sect 11 Fire, Earthquake and Power Failure
(E) periodic testing of emergency equipment; and,	$\boxtimes$			POST Order: Emergency Response Plan
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.				
(8) Suicide Prevention.	$\boxtimes$			Sect 8 Part J Suicide Prevention
(9) Segregation of Inmates.	$\boxtimes$			Sect 8 Part I Segregation of Inmates
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	$\boxtimes$			Prison Rape Elimination Act
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or inmate after reporting any abuse.	$\boxtimes$			
(b) The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality.	$\boxtimes$			Department Policy Manual
(c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5) (which has been deleted).	$\boxtimes$			
(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:	$\boxtimes$			
(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,	$\boxtimes$			
(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.	$\boxtimes$			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1030 SUICIDE PREVENTION PROGRAM				Sect 8 Part J Suicide Prevention
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:	$\boxtimes$			
(a) Suicide prevention training for all staff that have direct contact with inmates.	$\boxtimes$			
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.			$\boxtimes$	This occurs at the jail.
(c) Provisions facilitating communication among arresting/transporting officers, facility staff, medical and mental health personnel in relation to suicide risk.	×			
(d) Housing recommendations for inmates at risk of suicide.	$\boxtimes$			A holding cell would be utilized until the inmate could be safely transferred.
(e) Supervision depending on level of suicide risk.	$\boxtimes$			
(f) Suicide attempt and suicide intervention policies and procedures.	$\boxtimes$			
(g) Provisions for reporting suicides and suicides attempts.	$\boxtimes$			
(h) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator.	$\boxtimes$			
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:				Sect 8 Part F Fire Prevention Inspection
(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);	$\boxtimes$			Department wide
(b) regular fire prevention inspections by facility staff on a monthly basis with two year retention of the inspection record;	$\boxtimes$			Reviewed and confirmed
(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;	×			Reviewed and confirmed
(d) an evacuation plan; and,	$\boxtimes$			
(e) a plan for the emergency housing of inmates in the case of fire.	$\boxtimes$			Inmates would be returned to the jail.
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.  Such records shall include the names of the persons	$\boxtimes$			Sect 8 Part N Incident Reports  Verified by inspection. Incident reports are maintained in an agency-wide automated system.
involved, a description of the incident, the actions taken, and the date and time of the occurrence.	$\boxtimes$			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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.	$\boxtimes$			
1046 DEATH IN CUSTODY				Sect 17 Part E Inmate Death
(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.				The agency is encouraged to review this policy and edit to conform with the regulation.
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.	×			
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility:	$\boxtimes$			Minors are transported and supervised by the probation department.
(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.	×			
(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.				
1050 CLASSIFICATION PLAN				Sect 8 Part I Segregation of Inmates
(b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and inmates held at the facility. The plan shall include receiving and transmitting of information regarding inmates who represent unusual risk or hazard while confined at the facility, and the segregation of such inmates to the extent possible within the limits of the court holding facility.	⊠			Classification occurs at the jail. Classification information is communicated to the courts.  Inmates at the Watsonville CH are generally held alone.
(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.				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES				Sect 8 Part K 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	$\boxtimes$			
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.	$\boxtimes$			
1052 MENTALLY DISORDERED INMATES				704.4 Mental Health Appraisal
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.				
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	$\boxtimes$			Evaluation occurs at the jail.
sick call, whichever is earliest.				II
Segregation may be used if necessary to protect the safety of the inmate or others.	$\boxtimes$			Holding cells are used for segregation at CH.
1053 ADMINISTRATIVE SEGREGATION				Holding cells are used for segregation at CH.
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.				
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.	$\boxtimes$			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1057 DEVELOPMENTALLY DISABLED INMATES				703.4 Basic Mental Health Services
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.				
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.	$\boxtimes$			This would occur at the jail.
1058 USE OF RESTRAINT DEVICES				Restraint devices are not used in these facilities.
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. In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.				
In no case shall restraints be used for punishment or as a substitute for treatment.			$\boxtimes$	
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. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.				
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. A medical opinion on placement and retention shall be secured within one hour from the time of placement. A medical assessment shall be completed within four hours of placement. 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.			$\boxtimes$	
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. 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.				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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.			$\boxtimes$	
1058.5 RESTRAINTS AND PREGNANT INMATES				Restraints are not used in these facilities.
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:			$\boxtimes$	
(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.			$\boxtimes$	
(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.			$\boxtimes$	
(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.			$\boxtimes$	
(4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.				
1068 ACCESS TO COURTS				1006.9 Attorney Visits
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:				
(a) unlimited mail as provided in Section 1063 of these			$\boxtimes$	Mail is not generated in CH facilities.
regulations, and, (b) confidential consultation with attorneys.	$\boxtimes$			
•				
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.)	$\boxtimes$			
1122.5 PREGNANT MINORS				Restraints are not used in these facilities.
(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.			$\boxtimes$	
(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:			$\boxtimes$	
(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.			$\boxtimes$	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(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.			$\boxtimes$	
(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.			$\boxtimes$	
(4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.			$\boxtimes$	
1161 CONDITIONS OF DETENTION				
Court holding facilities shall be designed to provide the following:				
(a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.	$\boxtimes$			Minors are transported and supervised by the probation department.
(b) Segregation of minors in accordance with an established classification plan.	$\boxtimes$			
(c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.	$\boxtimes$			
An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Corrections Standards Authority within 90 days.				
1162 SUPERVISION OF MINORS  A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation of safety checks.			×	Minors are transported and supervised by the probation department.
The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent 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 court holding facility, and for the separation of minors from any adult inmate(s) as required by Section 208 of the Welfare and Institutions Code.			×	Classification is determined at the juvenile holding facility.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY				Probation staff would make this notification.
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.				