

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2004	BUREAU-WIDE	COURT HOLDING	E.7
SUBJECT: CLASSIFICATION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 3

Purpose:

To develop a Court Services Bureau (CSB) procedure to provide for the safety of staff and inmates while in the court holding areas in compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5, sections 1050, 1051, 1052, 1053, 1057 and Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, section 1161 of the California Code of Regulations.

Policy:

All inmates classified as Administrative Segregation, escape or assault risk (not housed in a mainline housing unit), Medical Isolation or Protective Custody, shall be segregated to the extent possible given the physical limitations of the CSB court holding areas. All deputies assigned to a court holding area will be familiar with the classification code system and wristband color system of the Detentions Bureau. The systems are described in Detentions Policy and Procedure sections R.3 and I.47.

Procedure:

- I. Upon receiving inmates into the court holding area, the deputies assigned there should note the color of each inmate's wristband and clothing.
- II. The detention facilities normally relay information regarding inmates that require special handling through the Sheriff's Transportation deputies. This informal system cannot be depended upon as the sole means of identifying high-risk or at-risk inmates.
- III. All court holding deputies can refer to the classification and wristband color system in Detentions Policy and Procedure I.47.
 - A. All inmates designated as protective custody shall be segregated from the mainline population.
 - B. All inmates designated as an escape risk or, a risk to staff that are segregated from the mainline population at their detention facility will be segregated in the same manner while in a court holding area.
 - C. All inmates classified as Medical Isolation shall be segregated from all other inmates. If possible, Medical Isolation inmates should be housed in

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the detention facility until their time for court appearance (“will call”). At that time they should be taken directly from the detention facility to the courtroom.

- D. The inmates housed in Administrative or other segregation do not lose any rights or privileges granted to mainline inmates.
- IV. When in doubt as to an inmate’s classification or risk factors, deputies should err on the side of caution and treat the inmate as if they were the highest classification level. As soon as possible, the court holding deputies should consult the Jail Information Management System (JIMS) database or communicate with the detention facility staff where the inmate is housed to verify the inmate’s classification level.
- V. Other general guidelines for court holding personnel:
- A. Female inmates shall not be housed or transported with male inmates;
 - B. Juvenile inmates shall not be housed or transported with adult inmates;
 - C. If the same entrance/exit is utilized by both adult and juvenile inmates, movement shall be scheduled in such a manner that there is no opportunity for contact between those two groups of inmates;
 - D. New commits from court should not be housed or transported with inmates from detention facilities;
 - E. Inmates in restraints should not be housed or transported with inmates that are not restrained;
 - F. Other classifications of inmates that require special attention are listed below. These inmates should be identified by staff and segregated from other inmates, when necessary, to the extent allowed by the physical limitations of our court holding areas. CSB staff shall communicate with personnel from the jail where the inmate is housed if any of the conditions below have not been noted by jail staff in the inmate’s classification code or other remarks in the JIMS system.
 - 1. Mentally disabled;

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2. Developmentally disabled;
3. Homosexuals;
4. Protected witnesses;
5. Victims, Witnesses and Suspects in cases where all may be in custody simultaneously.