

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 01, 2017	SAN DIEGO	BAILIFF AND SECURITY	E.04.S
SUBJECT: MINIMUM STAFFING FOR COURT HOLDING – TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To establish guidelines for the San Diego Central Courthouse (SDCC) delineating minimum staffing levels for court holding areas. This section is intended to satisfy the requirements of Title 15 of the California Code of Regulations and the Prison Rape Elimination Act of 2003.

Policy:

All holding tanks will have sufficient personnel to respond to emergency situations involving court holding, conduct routine tasks and provide adequate security for the protection of inmates and staff. All holding tanks will have at least [REDACTED] to respond to emergencies. This can be the [REDACTED] who is responsible for the security checks.

Procedure:

- I. Basement Holding has the ability to hold [REDACTED] inmates and will have a minimum of [REDACTED] deputies on duty whenever inmates are present. [REDACTED] of those deputies will be assigned in Basement Control.
 - A. The [REDACTED] deputies assigned in Basement Control are responsible for the security of holding cell doors, movement of the inmate elevators and monitoring the closed circuit television monitors.
 - B. The remaining deputies will be responsible for conducting timely security checks and movement of inmates within Basement Holding.
- II. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- III. Whenever one or more female inmates are in the holding tanks, there should be at least one female deputy assigned to that area. If this is not possible, at least one female deputy should be assigned in the vicinity of the holding tank. If emergencies arise that would necessitate a female

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deputy to respond, a female deputy in a nearby courtroom will satisfy this requirement.

- IV. Waiting Tanks are located on floors [REDACTED] and are not staffed. These areas are located between [REDACTED] and are not meant to hold inmates for an extended period of time.
- A. Inmates in jury trial proceedings may be placed into these waiting tanks during court recess or restroom breaks. The courtroom bailiff will be responsible for filling out the Temporary Holding Cell Checklist form PAT-60 (8/13).
- B. Inmates will not be left in the waiting tank for lengthy periods. If the deputy responsible for the inmate must leave the immediate area, ensure that another deputy in the vicinity (ie, adjacent courtroom) is aware of the inmate in the waiting tank. This will ensure timely security checks are made.