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**San Diego County**

**SHERIFF**

## LINE-UP TRAINING

### Administrative and Disciplinary Separation

### Topic # 16

*After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.*

*By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.*

#### I. PURPOSE

The purpose of this training is to familiarize staff with the proper procedures on administrative separation and incarcerated person disciplinary separation.

#### II. POLICY

This training is conducted in adherence to [DSB P&P Section J.3 – Separation: Definition and Use](#).

#### III. DISCUSSION

Staff shall review and discuss the following topics and procedures as described in [DSB P&P Section J.3 – Separation: Definition and Use](#) and related facility specific green sheets.

- A. Definitions and the types of separate housing for incarcerated person, to include administrative separation, protective custody, acute mental health (Psychiatric Stabilization Unit/Jail Based Competency Treatment), and disciplinary separation.
- B. The types of incarcerated persons who may be placed into administrative separation.
- C. The documentation required for all incarcerated persons placed in administrative separation (Incident Reports and/or Rule Violation Reports, Separation Housing Orders (J-72) and the distribution).
- D. Dayroom access for administratively separated incarcerated persons.
- E. The parameters for voluntary and involuntary placement in protective custody housing.
- F. Acute Mental Health housing.



- G. Appropriate use and approval of disciplinary separation, including parameters for incarcerated person access/loss of privileges.
- H. Review bedding and linen assignment (two security blankets) for incarcerated persons in an administrative separation housing unit. (cotton/wool blankets and sheets are prohibited).
- I. Monitoring of separated incarcerated persons by sworn staff.
- J. Monitoring of separated incarcerated persons by health staff.