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**SHERIFF**

## LINE-UP TRAINING

### 11-53 Safety Checks

### Topic # 18

*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.*

*Completion of this line-up training topic includes reviewing the associated standardized presentation available on the DTU SharePoint site ([#18 Standard Presentation](#)).*

*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

To familiarize staff with the policy and procedures on facility housing and holding cell safety checks.

#### II. POLICY

Sworn staff will conduct safety checks of inmates through direct visual means (does not include video monitoring), observing each inmate for any obvious signs of medical distress, trauma or criminal activity. Safety checks shall be conducted at least once within every [REDACTED] time period. The intervals of the safety checks, within the [REDACTED] time period, shall vary and must be logged in the Jail Information Management System (JIMS). In addition to observing the safety and welfare of inmates, sworn staff shall also be attentive to security and maintenance issues as well as environmental factors (e.g., temperature, odors, cleanliness, etc.) while conducting safety checks. This training is conducted in adherence to [DSB P&P Section I.64 - Safety Checks of Inmates](#), [Title 15 Section 1027.5](#) and related facility specific Green Sheets.

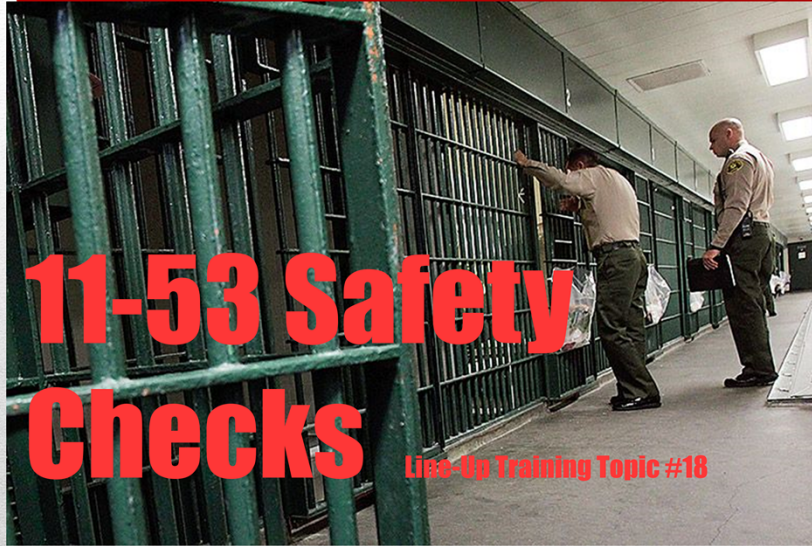
#### III. DISCUSSION

- A. Staff shall discuss and review [Title 15 Section 1027.5](#)  
Safety Checks shall be conducted at least hourly through direct visual observation of all inmates. These shall be no more than a [REDACTED] lapse between safety checks. There shall be a written plan that includes the documentation of routine safety checks.
- B. Staff shall discuss and review Penal Code Section 4021  
It is unlawful for a deputy to enter into a room or cell occupied by an inmate of the opposite sex, except when accompanied by a deputy of the same sex as the inmate. This



does not preclude sworn staff of either sex from assisting each other, or excuse them from ensuring a safety check is completed.

- C. Staff shall discuss and review the below topics and procedures related to conducting and logging safety checks as described in [DSB P&P Section I.64 - Safety Checks of Inmates](#) and related facility specific green sheets.
1. Adherence to Penal Code 4021 while conducting safety checks
  2. Safety checks of the opposite gender
  3. High security housing and contact and cover techniques
  4. Cell style housing safety checks
    - a. Staff shall observe each inmate for any obvious signs of medical distress, trauma, or criminal activity.
    - b. This shall require sworn staff to stop at, or enter a cell/holding area, to properly observe the inmate(s).
  5. Dorm style housing safety checks
    - a. Sworn staff will walk by each bunk in a manner that permits them to observe each inmate for any obvious signs of medical distress, trauma, or criminal activity.
    - b. This may require sworn staff to stop at a bunk to properly observe the inmate(s).
  6. Facility areas requiring safety checks
    - a. Receiving, medical, release, and court holding (LCDRF release area is excluded from this requirement)
  7. Logging of [REDACTED] safety checks
    - a. JIMS 11-53 started entry requirements
    - b. JIMS 11-53 ended entry requirements
    - c. Procedures for documenting late/missed safety checks
    - d. Sergeant responsibilities for reviewing JIMS area activity logs
    - e. Watch commander responsibilities for reviewing JIMS area activity logs



# 11-53 Safety Checks

Line-Up Training Topic #18

- To provide guidelines for conducting and documenting safety checks of inmates in housing units and holding cells.

## **Purpose**

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- [I.64](#) - Security Checks of Housing Units and Holding Cells.
- [Title 15](#) - Minimum Standards for Local Detention Facilities.
- Penal Code 4021

## **Policy Sections**

- Sworn staff will conduct safety checks of inmates through **direct visual means** (does not include video monitoring) and observe for the following:
  - Signs of medical distress
  - Trauma
  - Criminal activity
  - Security and maintenance issues
  - Environmental factors – temperature, odors, cleanliness

## **Policy & Procedures I.64**

- Safety checks shall be conducted **at least once within every [REDACTED]** time period.
- Safety checks within the [REDACTED] interval **shall vary**, and must be logged in the Jail Information Management System (JIMS).

## **Safety Check Intervals**

- It is **unlawful** for a deputy to enter into the room or cell occupied by an inmate of the **opposite sex**, except when **accompanied** by a **deputy** of the **same sex as the inmate**.
- Staff of the **opposite gender** are required to **announce their presence** when entering an area where inmates are likely showering, performing bodily functions, and changing clothing.

## **Penal Code 4021**

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- In **high risk security** level housing units, sworn staff should utilize the practice of **contact and cover** when conducting safety checks.
- This means entering and conducting the safety check **together as a team**, and on the **same level** when bottom and top tier apply.
- The cover deputy's primary responsibility is to provide security for the contact deputy during the safety check.

## **Conducting Safety Checks**

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- Sworn staff will **physically enter** each module and **look** in each cell.
- Sworn staff are required to **stop** at or enter a cell/holding area to properly observe the inmate(s).

## **Conducting Safety Checks in Cell Housing**

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- Sworn staff will **walk by each bunk** in a manner that permits them to **observe each inmate**.
- This may require sworn staff to stop at each bunk to properly observe the inmate(s).

## **Conducting Safety Checks in Dorm Housing**

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- Safety checks shall be completed of the receiving, medical, release and court holding areas in each facility at all times.
- The LCDRF release area is excluded from the safety check requirement.

## **Conducting Safety Checks in Other Areas**

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- Safety Checks are **not** to be replaced by the following:
  - Pushing inmate meal carts into the module
  - Assisting medical staff with medication rounds
  - Distributing mail and razors
  - Distributing commissary

## **Operations that are NOT Safety Checks**

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- Safety checks will be logged into JIMs as followed:
  - Entry logged under the Event Type of “11-53 Started.”
  - The description field will give the name(s) and/or ARJIS number(s) of the deputy(s) conducting the check.
  - The deputy making the entry, will open and close the “11-53 Started” immediately following the proper entries made.

## **Logging of [REDACTED] Safety Checks**

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- At the conclusion of the safety check, an entry will be made under the Event Type “11-53 Ended.”
- The description field will again list the deputy(s) and/or ARJIS number(s) of the deputy(s) clearing the safety check.
- A “Check okay” entry will be made in the “Notes” section.

## **Logging of [REDACTED] Safety Checks**

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- Any observations made during safety checks should be logged under the notes field in JIMs.
  - Reason for delayed 11-53
  - Cell searched
  - Maintenance requests
  - Nurse on the floor
  - 11-53 check okay
  - Inmate down
  - Inmate requests collected during safety checks

## **Logging Observations Made**

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- In the event [REDACTED] safety check cannot be met, the following must occur:
  - Affected area deputy shall conduct the safety check immediately, and provide a documented explanation in the notes field of the “11-53 Started” entry.
  - Notify housing supervisor immediately.
  - Upon review of the log, the housing supervisor shall make an entry in the notes field under the Event Type “Supervisor’s Log Review” stating they are aware the safety check was not conducted within the [REDACTED] limit.

## **Late Safety Checks**

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- Sergeants & Lieutenants will review the JIMS area activity logs and ensure safety checks were conducted at varying intervals within the required time period and verify there is a start and end entry for every check.
  - Each supervisor's review of safety checks will extend back to the previous supervisor's log review entry.
  - Supervisor will notate any found discrepancies in their "Supervisor Log Review" entry.

## **Review of Safety Checks**



