

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE: APRIL 13, 2023
NUMBER: I.64.L
SUBJECT: SAFETY CHECKS – HOUSING AND HOLDING
AREAS OF INCARCERATED PERSONS

PROCEDURE

Sworn staff should refer to Detentions Policy I.64 for guidance on the practice of contact and cover when performing routine safety checks. If two deputies are not available to perform a safety check in situations where contact and cover is required, staff shall secure all incarcerated persons in their cell or other secure location before performing the check.

I. HOUSING DESCRIPTIONS

- A. Cell style housing at LCDRF includes: Houses 3, 4, 5, MOB Isolation Cells 1 through 10 and PSU.
- B. Dormitory style housing at LCDRF includes: Houses 1, 2 and MOB Wards 1,2, 3. Dormitory style housing requires sworn staff to enter the area in order to observe all beds, bunks, fixtures and incarcerated persons.
- C. MOB Ward 1: EOH Welfare Checks can be accomplished utilizing direct observation through the windows of the ward. Sworn staff must make an observable stop in front of each applicable window housing EOH incarcerated persons. If for some reason the incarcerated person's welfare cannot be verified (bathroom area, visual obstruction) sworn staff will be expected to enter the ward to verify the welfare of the incarcerated person. Sworn staff will still be required to enter Ward 1 for 11-53 safety checks.

II. HOUSING UNITS

- A. The housing unit control deputy will be responsible for initiating and logging safety checks in the Jail Information Management System (JIMS) under the assigned housing unit area activity log. If there is no control deputy, the housing deputy will be responsible for initiating, conducting, and logging safety checks in the area activity log.
- B. Safety checks shall include the physical observation of each incarcerated person utilizing the recreation yard, whether inside or outside of the housing unit.

III. INTAKE

The search and intake deputies will be responsible for initiating, conducting, and logging safety checks of the intake area to include safety cells, holding cells, sobering cells, and open booking area.

IV. COURT HOLDING

The court deputies will be responsible for initiating, conducting, and logging safety checks of the court holding area in the area activity log under "C" even when incarcerated persons are not present. The intake or search deputy will initiate and conduct hourly safety checks in the court holding area when court deputies are not present. This will include weekends and holidays.

V. VISIT AREA

- A. The assigned visit deputies will be responsible for initiating, conducting, and logging safety checks of the visit area to include the main incarcerated person visit area, outside patio area, contact visit rooms, bathrooms, incarcerated person waiting area, and professional/nonprofessional visit rooms. Safety checks will be logged under the "VIS" area activity log. At the end of the shift, the assigned visit deputy will conduct the last safety check and verify all incarcerated persons have cleared the visit area. The assigned visit deputy will log "AREA CLEARED OF INCARCERATED PERSONS" under the "VIS" area activity log.
- B. During the hours when professional visits and/or video conferencing are occurring and the visit deputies are not present, an available deputy will be responsible for initiating, conducting, and logging safety checks in the visit area.

VI. KITCHEN

The assigned kitchen deputy will be responsible for initiating, conducting, and logging safety checks in the kitchen area. The kitchen deputy will conduct the last safety check of the kitchen to verify all incarcerated persons have been cleared from the kitchen area. The assigned kitchen deputy will log "AREA CLRD OF INCARCERATED PERSONS" under the "KIT" area activity log.

VII. RELEASE

The release area is exempt from logging safety checks as it contains no holding cells and a staff member is required to stand by in the release area when incarcerated persons are present.

VIII. MOB

- A. Sworn Staff shall log and conduct a safety check at least once every 30-minute time period in the Medical Observation Unit (MOB).
- B. Safety checks of non-enhanced observation housing (EOH) incarcerated persons will be logged under the "M" "ALL" area activity log. Safety checks of incarcerated persons housed in EOH will be logged utilizing the "EOH Welfare Check" event type in accordance with Detentions P&P section J.4. Safety checks of incarcerated persons placed into MOB safety cells will be documented on the Safety / Sobering Observation Log (Form J-19A) in accordance with Detentions P&P section J.1.

IX. PSU

Sworn staff working in the PSU are not required to utilize contact and cover when monitoring incarcerated person programming of high-risk security incarcerated persons in the multipurpose room. However, staff shall still adhere to contact and cover requirements when conducting routine safety checks in the housing unit. If necessary, the PSU control deputy may secure their control station and assist with routine safety checks.

X. CLASSROOMS

- A. Safety checks of all classrooms in the academic building, library and reentry services building will be conducted when incarcerated persons are present. The programs deputy is responsible for initiating and logging safety checks of the classrooms.
- B. In the event the programs deputy is not able to complete the safety check, the deputy will coordinate with their partners and ensure the check is completed. Safety checks of classrooms will be logged under the "CO", "PRG" area activity log. Once all classrooms are cleared of incarcerated persons, the programs deputy will log "AREA CLRD OF INCARCERATED PERSONS".

XI. SEWING

- A. Safety checks of the sewing area will be conducted when incarcerated persons are present. A Re-entry Services Division (RSD) deputy is responsible for initiating and logging safety checks of the sewing area.
- B. In the event the RSD deputy is not able to complete the safety check, the deputy will coordinate with their partners and ensure the check is completed. Safety checks of sewing will be logged under the "SEW", "ING" area activity log. Once the sewing area is cleared of incarcerated persons, the sewing deputy will log the event "AREA CLRD OF INCARCERATED PERSONS".

XII. COMPLIANCE REVIEWS OF SAFETY CHECKS

- A. Safety checks will be reviewed for accuracy and quality by a sworn supervisor on a

monthly basis. The sworn supervisor will review safety checks of one complete shift from each team on an ongoing monthly basis. The sworn supervisor conducting the review shall document their findings and submit accordingly. The following review schedule will be utilized when conducting these reviews:

January	House 4
February	House 2
March	Kitchen
April	House 3
May	House 5
June	House 4
July	House 1
August	Intake
September	House 5
October	PSU/MOB/Visits/Courts
November	House 3
December	House 1

- B. All safety check audits will be reviewed by the Audit and Compliance Sergeant. Completed reviews will be documented and reviewed via chain of command by the Facility Commander. The completed reviews will be retained electronically by the facility for two years.