

<b>DATE:</b>	<b>February 02, 2023</b>
<b>NUMBER:</b>	<b>I.64.C.1</b>
<b>SUBJECT:</b>	<b>SAFETY CHECKS OF HOUSING UNITS AND HOLDING CELLS</b>

**PROCEDURE**

# Safety/Security Interests - 7922.000

## **HIGH RISK SECURITY LEVEL HOUSING UNITS (ADMINISTRATIVE SEPARATION)**

Absent exigent circumstances, when deputies need to enter a high-risk security level housing module (e.g., safety check, medication pass, laundry, inspections, etc.) and an incarcerated person is in the dayroom, the incarcerated person will be ordered to lockdown prior to the module gate or crossover doors being opened.

## **ADMINISTRATIVE SEPARATION (AD-SEP) PROGRAMMING MODULE (5E)**

Absent exigent circumstances, when deputies need to enter Module 5E and an incarcerated person is in the dayroom, the incarcerated person will need to either be instructed to return to their assigned cell prior to the module gate crossover doors being opened OR be secured with the dayroom handcuff affixed to the wall. 5E is the only AD-SEP module in the facility equipped with a dayroom handcuff.

## **LOGGING AND CONDUCTING SAFETY CHECKS**

Responsibility for logging and performing safety checks will be as follows:

- A. 1<sup>st</sup> Floor– The assigned intake control deputy will be responsible for initiating and logging safety checks. The assigned intake deputies will be primarily responsible for conducting the safety checks. The 1<sup>st</sup> floor court deputy will be responsible for initiating, logging, and conducting safety checks of the court holding areas on the 1<sup>st</sup> floor. The specific housing unit descriptor will no longer be necessary.
- B. 2<sup>nd</sup> Floor – The assigned 2<sup>nd</sup> floor deputies (search, medical screening, and release) will be responsible for initiating, logging and conducting safety checks of the 2<sup>nd</sup> floor. Deputies assigned to the Central Command Center (CCC) will assist with initiating safety checks and can be asked to make log entries if other 2<sup>nd</sup> floor deputies are away from their workstations.
- C. 3<sup>rd</sup> Floor MOB/PSU/CLINICS – The assigned PSU control deputy will be responsible for initiating and logging safety checks for PSU, MOB, and 3<sup>rd</sup> floor clinics. The assigned PSU or

MOB deputies will be primarily responsible for conducting the safety checks. Safety checks shall not exceed thirty (30) minutes.

- D. 4<sup>th</sup> Floor Video Courts – The assigned video court deputy will be responsible for initiating, logging, and conducting safety checks of the 4<sup>th</sup> floor video court holding areas. Upon completion of their shift until the start of the next shift, the 4<sup>th</sup> floor housing deputies will be responsible for completing the safety checks of the video court holding area. The specific housing unit descriptor will no longer be necessary.

#### SAFETY CHECKS OF HOUSING UNITS AND HOLDING CELLS

- E. 5<sup>th</sup> Floor Pro Per Classrooms/Law Library – The assigned pro per deputy will be responsible for initiating, logging, and conducting safety checks of the 5<sup>th</sup> floor classrooms and law library (including 5 mezzanine). Upon completion of their shift, the pro per deputy will log, "AREA CLRD OF INMATES," and safety checks will not be required in this area until the start of the next pro per deputy shift.
- F. Housing Units – The assigned housing deputies will be responsible for initiating, logging and conducting the safety checks. The housing control deputy will assist with initiating safety checks and can be asked to make the log entries if the housing deputies are away from their workstations.
- G. Kitchen – The assigned kitchen deputy will be responsible for initiating and logging safety checks of the 9<sup>th</sup> floor. The key control deputy will assist with initiating safety checks and can be asked to make the log entries if the kitchen deputy is away from their workstation. Upon completion of their shift, the key control deputy will log, "AREA CLRD OF INCARCERATED PERSONS," and safety checks will not be required in this area until facility workers are present in the kitchen.

#### COMPLIANCE REVIEWS OF SAFETY CHECKS

Safety checks will be reviewed for accuracy and quality by a sworn supervisor monthly. 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 area scheduled for review for each month will be annotated in the SDCJ 11-53 Audit Schedule, as assigned by the Administrative Lieutenant.

Completed reviews will be documented and reviewed via chain of command by the Facility Commander. The completed reviews will be archived electronically by the facility for two years. The SDCJ 11-53 Audit schedule can be found here:

**Information security record - 7929.210**