

DATE:	MAY 10, 2022
NUMBER:	I.64.S
SUBJECT:	SAFETY CHECK OF INCARCERATED PERSONS IN HOUSING UNITS AND HOLDING CELLS

PROCEDURE

Sworn staff should refer to DSB Policy I.64 for guidance on the practice of contact and cover when performing routine safety checks. In addition to checking incarcerated person's welfare and module security, deputies conducting safety checks should be attentive to environmental factors such as temperature, odors, and cleanliness.

Sworn assigned or designated female at birth staff members shall only conduct routine safety checks in cell housing when an assigned or designated male at birth staff member is present in the area and able to observe the assigned or designated female at birth staff member performing the safety check.

I. CONDUCTING AND LOGGING OF SAFETY CHECKS:

- A. Control deputy - The control deputy will be responsible for initiating and logging safety checks in Area 5 (Upper and Lower Court Holding Cells, Area 5A separation cells, Kitchen, Recreation Yard, Medical holding cells, Laundry Room and program classrooms) into the Jail Information Management System (JIMS) area activity log. The safety checks will be conducted by deputies assigned to control, control security, facility rover, and relief rover.
- B. Housing Units - The deputies assigned to the housing unit will be responsible for initiating, conducting, and logging hourly safety checks. The deputy conducting the safety check in the housing unit will be responsible for logging the hourly safety check in the JIMS area activity log. The module "A" deputy will also be responsible for the logging of required daily activities, maintenance issues and other pertinent information into JIMS.
- C. Team sergeants - Team sergeants shall complete one safety check per shift of all housing units. The safety checks will be logged by one of the deputies assigned to the housing unit.