

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 20, 2021
NUMBER:	J.1.V
SUBJECT:	SAFETY CELLS; DEFINITION AND USE

Vista Detention Facility has a total of six (6) safety cells; three (3) in Male Intake, one (1) in Female Intake and two (2) in Medical.

PROCEDURE

I. SAFETY CELL USE

- A. All inmates placed into a safety cell will have their name and booking number recorded in the JIMS Area Activity Log using the "safety cell" drop down.
- B. Once the inmate is placed into a safety cell, all their clothing and property will be removed from the cell. The property will be placed in a brown paper bag. The inmate's name and booking number will be clearly inscribed on the bag. If the inmate is a book and release, the bag will be stored in the safety cell cabinet located to the left of the Male Intake Dress Out Room. If the inmate is to remain in custody, the brown paper bag with the inmate's name and booking number will be placed in a black property bag and placed in the Property Room.
- C. During exigent circumstances, if deputies need to assist in a safety cell placement of the opposite sex, when possible, a blanket or safety cell garment will be utilized to cover the inmate during the placement.
- D. Medical staff will attempt to take the vital signs of the inmate prior to placement, unless the inmate is uncooperative or combative.
- E. The time of the placement into the safety cell along with the inmate's name and booking number will be recorded in the Observation Log (J-19A). The Intake Rover Deputy is responsible for maintaining the Observation Log in the Male Intake area. The Female Intake Deputy is responsible for maintaining the Observation Log for the Female Intake area. The Medical Deputy will maintain the Observation Log for the Medical area. When an inmate is cleared from a safety cell by the Qualified Mental Health Provider, it will be recorded in the JIMS Area Activity Log and the Inmate Observation Log. The Observation Log will be removed from the cell door and will be given to the Processing Sergeant. The Processing Sergeant will review the Inmate Observation Log, note any discrepancies (i.e. late checks, etc.) and place their initials and ARJIS at the bottom of each page. The sergeant will place the log into the inmate's custody record.
- F. The Watch Commander or designee will observe the placement unless the inmate's actions require an immediate placement as noted in DSB J.1.
- G. The Processing Sergeant is required to visually check all safety cells and review the Observation Logs twice a shift to ensure the deputies are adhering to all documentation requirements to include but not limited to; the time compliance of conducting checks at random intervals not to exceed fifteen minutes between checks, distribution of meals, water offered/refused as required in DSB J.1, etc. The sergeant will review the Observation Log times extending back to the previous sergeant's review. The sergeant will utilize the Observation Log to document the date, time and his/her observations, initials and ARJIS number.