November 3, 2023

Jim Hart, Sheriff-Coroner
Santa Cruz County Sheriff's Office
5200 Soquel Avenue
Santa Cruz, CA 95062

2023-2024 COMPREHENSIVE INSPECTION, PENAL CODE SECTION 6031, WELFARE & INSTITUTIONS CODE SECTION 209, SANTA CRUZ DETENTION & COURT HOLDING FACILITIES

Dear Sheriff Hart:

The 2023-2024 Comprehensive Inspection of the Santa Cruz County Sheriff's Office has been completed. A pre-inspection briefing was held on Tuesday, August 15, 2023, and the following facilities were inspected between Tuesday, October 3, 2023 and Friday, October 6, 2023:

FACILITY NAME	BSCC #	FACILITY TYPE
Santa Cruz County Main Jail	5280	**II**
Santa Cruz County Rountree Facility	5300	**II**
Santa Cruz Superior Court Holding Facility	5325	**CH**
Santa Cruz County Watsonville Court Holding Facility	5345	**CH**

These inspections were conducted pursuant to Penal Code Section 6031 to determine compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations. In addition, Board of State and Community Corrections (BSCC) staff conducted compliance monitoring pursuant to Welfare and Institutions Code Section 209(f) and the federal Juvenile Justice and Delinquency Prevention Act (JJDPA).

In addition to inspection(s) by the BSCC, inspections are also required annually by the County Health Officer and biennially by the State Fire Marshal or an authorized representative (Health and Safety Code Sections 101045 and 13146.1). The results of those inspections are considered a part of this report.

INSPECTION RESULTS

We identified the following items of noncompliance with Title 24 Minimum Standards:

§1231.2.6 Single Occupancy Cells

Many cells located in the Main Jail are absent desks and seats that are required in double and single cells.

§ 1231.3.11 Table Seat

Many cells located in the Main Jail are absent desks and seats that are required in double and single cells.

§1231.2.9 Dayrooms

At the Main Jail, triple bunks are being used in housing units with an insufficient amount of square footage, along with showers, toilets, and washbasins that do not support the number of beds present.

§1231.3.5 Beds

At the Rountree Facility, two housing areas do not have bunks securely fastened to the floor or wall.

Refer to the attached Procedures Checklist for detailed information.

Refer to the Physical Plant Evaluation (PHY) and Living Area Space Evaluation (LASE) attachments for information related to Rated Capacity and Title 24 compliance.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring

We found no violations of the JJDPA a copy of the monitoring report is attached for your information.

CORRECTIVE ACTION PLAN (CAP)

An Exit Briefing with your staff was held on Friday, October 6, 2023; BSCC staff presented an overview of the inspection and discussed technical assistance and best practice recommendations. BSCC staff reviewed and provided an Initial Inspection Report for noncompliance items found during the inspection. Your agency provided BSCC staff with a CAP addressing these issues on Sunday, November 5, 2023, we responded to the CAP under a separate cover letter.

* * *

Please email me at kim.moule@bscc.ca.gov or call (916) 916 322-8081 if you have any questions.

Sincerely,

KIMBERLY MOULE, CJM
Field Representative
Facilities Standards and Operations Division

Enclosures

Cc: Presiding Judge, Santa Cruz County Superior Court*
Grand Jury, Santa Cruz County*
Chair, Board of Supervisors, Santa Cruz County*
County Administrator, Santa Cruz County*
Daniel Freitas, Chief Deputy, Santa Cruz County Sheriff's Office
Daniel Robbins, Lieutenant, Santa Cruz County Sheriff's Office
Brian Cleveland, Lieutenant, Santa Cruz County Sheriff's Office
Cesar Ramirez, Lieutenant, Santa Cruz County Sheriff's Office
Christopher Shearer, Lieutenant, Santa Cruz County Sheriff's Office

**Copies of the inspection are available upon request or online at www.bscc.ca.gov.*

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5280

FACILITY NAME: Santa Cruz County Jail	**FACILITY TYPE: II**
PERSON(S) INTERVIEWED: Chief Daniel Freitas, Lieutenant Daniel Robbins, Lieutenant Brian Cleveland, Lieutenant Cesar Ramirez, Lieutenant Christopher Shearer, Sergeants Ward, Crivello, Savage and Deputy Reed	
FIELD REPRESENTATIVE: Kimberly Moule	**DATE: October 4 & 5, 2023**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE[2] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with applicable regulations during the 2023 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	

[1] This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

[2] For STC participating agencies, consistency with training sections 1020, 1021, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	P/P REFERENCE – COMMENTS
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	**SCCSOCP POLICY:** **219 STAFFING ANALYSIS** **201.7 STAFFING PLAN** **202 MINIMUM REQUIREMENTS** During the inspection process, BSCC staff reviewed a variety of records including booking and screening logs, floor logs, safety checks, classification documents, and disciplinary and special housing logs. The records reviewed by BSCC staff reflected that the agency operates with moderate overtime and maintains sufficient staffing for the safe operation of this facility.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	BSCC staff reviewed a sampling of 20 shift rosters for varying shifts. All shifts reflect staffing that allows for emergency response from a non-fixed post position.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Shift rosters indicate both, fixed and non-fixed post positions.
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	Shift rosters reviewed reflect female staffing assigned to each shift.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency staffing plan, and although they are operating with vacancies, the agency can maintain minimum staffing levels on each shift with overtime. The agency continues recruiting to fill unfilled vacancies.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following:	☒	☐	☐	**SCCSOCP POLICY:** **503 INMATE SAFETY CHECKS** The agency uses Guardian RFID electronic tracking devices. BSCC staff reviewed a sampling of 20 24-hour periods of safety checks that reflected that safety checks are being conducted and are electronically documented within the required timeframes and elements contained in this regulation.
(a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Safety checks shall be conducted at least once every 60 minutes and more frequently if necessary. Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur. Safety checks shall be done by personal observation of the correctional officer and shall be sufficient to determine whether the inmate is experiencing any stress or trauma. Safety checks will be clearly documented on permanent logs in accordance with the office's Daily Activity Logs and Shift Reports Policy. Actual times of the checks and notations should be recorded on the daily activity logs.
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Housing Officers shall conduct Hourly Safety Checks of inmates in their respective assigned units a minimum of once an hour throughout the shift. Hourly Safety Checks shall be made at irregular intervals rather than in a predictable pattern but will be conducted at least once an hour.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☒	☐	☐	Special management Inmates shall be checked more frequently as detailed in the Special Management Inmates Policy.
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Hourly Safety Checks shall be made at irregular intervals rather than in a predictable pattern but will be conducted at least once an hour.
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include:	☒	☐	☐	
(1) the actual time at which each individual safety check occurred;	☒	☐	☐	The agency uses Guardian RFID electronic tracking devices that date, time stamp, and identify the area of the completed safety check.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Officers shall document their individual identifier and time for all Formal Counts, Hourly Safety Checks, or Emergency Counts that are conducted.
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	The Watch Commander and Supervising Correctional Officer will note in the daily log that a review of the Management Reports for Safety Checks for the shift was completed and fully documented.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.2.2 FIRE PREVENTION** **402.3 FIRE SUPPRESSION PRE-PLANNING** All personnel assigned for the supervision of inmates are trained in fire and life safety.
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	
1029 POLICY AND PROCEDURES MANUAL[3] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **102 Custody Manual** The agency uses Lexipol electronic policies. BSCC staff reviewed all custody policies and found them to contain all applicable Title 15 regulations. The agency Custody manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on April 03, 2023.
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	BSCC staff reviewed the agency staffing plan that included a flow chart listing command staff, assignment, and assigned personnel by name.

[3] Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE SUPERVISORY INSPECTIONS** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. In practice, this occurs daily. On the day of the physical plant inspection, BSCC staff observed staff engage with subordinate staff and with inmates throughout the facility.
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	**SCCSOCP POLICY:** **509 USE OF FORCE** The use of a carotid restraint or chokehold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	**SCCSOCP POLICY:** **511.9 PREGNANT INMATES** Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, staff, or the public. Handcuffs may be applied to the wrists in front of the body should restraints be necessary. The restraints shall be the least restrictive available and the most reasonable under the circumstances. The on-call Lieutenant should be notified in the event a pregnant female is handcuffed. In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body.
(5) Procedure and criteria for screening newly received persons for release.	☒	☐	☐	**SCCSOCP POLICY:** **502 INMATE RECEPTION** All incoming arrestees are screened at the time of intake.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE AND SUPERVISORY INSPECTIONS** **213 PERIMETER SECURITY** **400.11 REVIEW OF EMERGENCY PROCEDURES** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. Safety and security inspections occur more frequently than required by this regulation. The evaluation of security measures to include daily scheduled inmate counts, searches of the facility, contraband and key control occur weekly and a comprehensive report is prepared by the division chief biannually. The most recent annual report was completed in January of 2023.
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCY PROCEDURES** **402.3 FIRE SUPPRESSION PRE-PLANNING** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	**400.8 HOSTAGE** **400.9 ESCAPE** **400.10 CIVIL DISTURBANCE**
(C) mass arrests;	☒	☐	☐	**400.10 MASS ARRESTS**
(D) natural disasters;	☒	☐	☐	**401 EMERGENCY STAFFING** **404.3 EVACUATION PLAN**
(E) periodic testing of emergency equipment; and,	☒	☐	☐	**4003.3 PERIODIC TESTING OF EMERGENCY EQUIPMENT**
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	**4003.3 STORAGE, ISSUES, AND USE OF WEAPONS, AMMUNITION, CHEMICAL AGENTS, AND RELATED SECURITY DEVICES**
(8) Suicide Prevention.	☒	☐	☐	**709 SUICIDE PREVENTION AND INTERVENTION**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(9) Separation of incarcerated persons.	☒	☐	☐	**601 SEPARATION**
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	**606.2 PRISON RAPE ELIMINATION ACT (PREA)**
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	**606.5 RETALIATION**
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	**704.3 RELEASE PLANNING SERVICES**
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	**SCCSOCP POLICY:** **606.4 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION** Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously, or from third parties and shall promptly document all verbal reports. BSCC staff interviewed multiple male and female inmates during the onsite physical plant inspection. Those interviewed reported that they were aware of how to report any type of abuse. Inmates demonstrated methods of reporting by use of their tablets. Tablets are provided to all inmates and are located in each housing area.
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Third-party reporting of abuse instructions are posted in the public lobby of the jail, are accessible on the agency website, and are included in the inmate orientation and citizens complaint forms.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	**SCCSOCP POLICY:** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** **709.4 STAFF TRAINING** All personnel assigned to supervise inmates receive initial and annual training for suicide risk identification, prevention, and intervention. BSCC staff verified that all staff assigned to supervise inmates have received suicide prevention training and receive updates during in-service annual training.
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	**SCCSOCP POLICY:** **709.5 SCREENING AND INTERVENTION** All arrestees are screened at the time of intake into the jail. All personnel are trained in the identification of suicide risk.
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The agency Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation. Any person who is housed in restrictive or separated housing is evaluated weekly.
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** This is a classification decision. The initial classification occurs at the time of intake or incident. For those identified as having a need for special housing, classification, and mental health staff meets weekly to evaluate the continued need for close supervision and or intervention strategies for less restrictive housing.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	**SCCSOCP POLICY:** **709.6 SUICIDE WATCH**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** This policy establishes the suicide prevention and intervention program to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the office detention facilities. The Suicide Prevention Team consists of qualified healthcare professionals, the Chief Deputy, and/or his designee.
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	**SCCSOCP POLICY:** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** **709.6.2 SUICIDE NOTIFICATION** All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office. There was one occurrence of an in-custody death (suicide) during this inspection cycle.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **709.7.1 SUICIDE DEBRIEF** The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	**SCCSOCP POLICY:** **709.3 SUICIDE PREVENTION TEAM** The suicide prevention team provides follow-up monitoring of inmates who attempt suicide.
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency's Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation. Any person who is housed in restrictive or separated housing is evaluated weekly.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.3 FIRE SUPPRESSION PRE-PLANNING** **406.2 INSPECTIONS** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	BSCC staff reviewed the agency Fire Suppression Pre-Plan and found it to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of a fire emergency.
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff reviewed monthly facility fire prevention inspections for this inspection cycle. All monthly inspections were completed, documented, and maintained.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The latest fire clearance was completed by the Santa Cruz County Fire Authority on February 2, 2023.
(d) an evacuation plan; and,	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCIES** **404 EVACUATION PLAN**
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	In the event of a fire or emergency evacuation, the Rountree Facility would be used for low-level persons or a neighboring facility would be used for the holding of maximum-security incarcerated persons.
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	**SCCSOCP POLICY:** **500 POPULATION MANAGEMENT SYSTEM**
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	**SCCSOCP POLICY:** **500 POPULATION MANAGEMENT SYSTEM** It is the policy that an inmate population management system should be established and maintained to account for the admission, processing, and release of inmates. BSCC staff verified that the Jail Profile Survey is being supplied with necessary data reported by the agency.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	**SCCSOCP POLICY:** **209 INMATE RECORDS** It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate's period of confinement, as well as histories of previous confinement in this facility. BSCC staff verified that all Inmate records are maintained electronically and in hard copy.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	In cases of an allegation of sexual abuse, all information collected is documented in a crime report. A process is in place to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of the agency using a standardized instrument and the office shall provide all such data to the US Department of Justice.
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	**SCCSOCP POLICY:** **REPORT PREPARATION** Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor, and submitted to the Chief Deputy or the authorized designee in a timely manner. BSCC staff reviewed a sampling of 20 incident reports and verified that they were authored and submitted to a supervisor for review, prior to the end of shift on the day that an incident occurred.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	This was verified by BSCC staff during their review of the sampling of documented incident reports.
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	Verified during the review as listed above.
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	**SCCSOCP POLICY:** **215 COMMUNITY RELATIONS AND PUBLIC INFORMATION PLAN** BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that the sections listed below (1-19) regarding the operations and policies of the facility are addressed.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Title 15 Minimum Standards for Local Detention Facilities is accessible on the agency website or by request. During the onsite physical plant inspection, BSCC interviewed inmates who were able to demonstrate their access to Title 15 on the tablets located in all housing areas.
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	BSCC staff reviewed the Inmate Orientation and Handbook and verified that the below-referenced sections (1-19) are listed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1046 DEATH IN CUSTODY (a) Death in Custody Reviews for Adults and Minors. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team at a minimum shall include the facility administrator or designee, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are investigated within 30 days and are reported within 10 days of the death to the state Attorney General's Office. There was one occurrence of an in-custody death (suicide) during this inspection cycle.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	A team of qualified staff conducts administrative reviews to evaluate and determine the appropriateness of clinical care, and changes to policy or practices and to identify issues requiring further study of each occurrence of an in-custody death.
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility: (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.	☐	☐	☒	Minors are not held in this facility.
(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made. BSCC staff reviewed a sampling of 20 classification assessments to verify appropriateness and compliance with this regulation. The assessment instrument being used was found to be appropriate. All inmates are interviewed and assigned an initial classification status after booking, and prior to housing. Inmate classification is reviewed monthly and after sentencing. The classification system being used solicits input from the incarcerated person and their views or perceptions for victimization or safety.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **506.7 REVIEWS AND APPEALS** Once an inmate is classified and housed, he/she may appeal the decision of the classification correctional officer. During the onsite physical plant inspection, BSCC staff interviewed male and female inmates who advised that they were aware of the process for a classification appeal.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	In determining classification status, classification staff solicit input from the incarcerated person during the initial interview process and during a classification review as to their views or perceptions of victimization or safety

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases. The agency's Communicable Diseases Policy was reviewed and was found to be comprehensive, including all elements for identifying, controlling, quarantining, treating, reporting, and follow-up care for pandemic-related diseases.
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff is on duty and available 24 hours per day. The medical staff were interviewed during the onsite physical plant inspection. Medical staff advised that all inmates are screened for communicable or pandemic-type diseases at the time of intake and are triaged for symptoms prior to housing outside of intake. Inmates are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** All incoming arrestees are screened at the time of intake in the booking. If someone is thought to be struggling with a mental disorder or a behavioral crisis while in housing, they are referred to mental health personnel for further screening, assessment, and intervention.
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are onsite and are available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	**SCCSOCP POLICY:** **504.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA** **504.4 CIRCUMSTANCES REQUIRING IMMEDIATE SEGREGATION** Inmates will generally be assigned to segregation through the classification process. The Chief Deputy or Sergeant has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others. Separation of those in custody is closely monitored by classification and mental health staff to ensure that decompensation does not occur while housed in special housing. On the day of the physical plant inspection, BSCC staff observed mental health evaluations being conducted for those with special housing needs.
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	**SCCSOCP POLICY:** **600.4.3 ADMINISTRATIVE SEGREGATION** **504 SPECIAL MANAGEMENT INMATES** **506.9 CLASSIFICATION** **506.10 SINGLE OCCUPANCY CELLS** Administrative separation is the physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, in need of medical isolation or infirmary status. This is a non-punitive classification process. Single-occupancy cells may be used to house Maximum security and administrative persons. During the onsite physical plant inspection BSCC staff observed single cells to be equipped alike with all required Title 24 furnishings and fixtures.
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	This office shall provide for the secure and segregated housing of any inmate but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff, or the public.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Administrative separation must not adversely affect an incarcerated person's health.	☒	☐	☐	**SCCSOCP POLICY:** **504.9 HEALTH CONSIDERATIONS** Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.
(c) Administrative separation may be used for incarcerated people who have: (1)A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2)Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3)Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4)A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☒	☐	☐	The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review.
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review.
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☒	☐	☐	Separation of those in custody are closely monitored for the continued need of separation. These reviews are documented by classification and mental health staff to ensure that intervention strategies are developed and are used for determining the least restrictive housing to provide a safe environment for the incarcerated person as well as the safety and security of the facility. On the day of the physical plant inspection, BSCC staff observed mental health evaluations being conducted for those with special housing needs.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☒	☐	☐	**SCCSOCP POLICY:** **516 SAFETY AND SOBERING CELLS** **516.3 SAFETY CELL PROCEDURES** Safety cells are limited to one inmate and shall be used to hold only those inmates who display behavior that results in the destruction of property or reveals intent to cause physical harm to self or others. BSCC staff reviewed all seven safety cell logs for the placements during this inspection cycle. The logs reviewed contained necessary justification for placement, approvals for placement, medical/mental health assessments, and safety checks. The documentation reviewed reflected that all inmates placed into a safety cell are provided with a safety vest.
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **516.3 SAFETY CELL PROCEDURES** Placement of an incarcerated person into a safety cell requires approval of a supervisor or the responsible physician. Of the safety cell logs reviewed by BSCC staff, all logs contained written approvals from a supervisor for initial placement as well as retention after each four-hour period.
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☒	☐	☐	A sobering or safety cell shall not be used as punishment or as a substitute for treatment.
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☒	☐	☐	Of the safety cell logs reviewed by BSCC staff, all logs contained written approvals from a supervisor for initial placement as well as retention after each four-hour period.
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☒	☐	☐	A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the safety cell shall be conducted by a qualified healthcare professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☒	☐	☐	Mental health personnel are on site and are accessible 24 hours per day. Of the logs reviewed by BSCC staff, all mental health opinions or assessments were secured, in most cases before, and in few cases during or immediately following placement.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☒	☐	☐	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur every 15 minutes. Each safety check of the inmate shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log. BSCC reviewed a sampling of 20 safety cell logs that were found to be complete and timely with their safety checks.
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☒	☐	☐	Inmates in safety cells shall be given the opportunity to have fluids (water, juices) at least hourly. Corrections officers shall provide the fluids in paper cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented on the safety cell log. Inmates will be provided meals during each meal period. Inmates shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to inmates in safety cells will be documented on the safety cell log. BSCC staff verified through their review of safety cell logs that fluids and nutrition are being offered and are documented on the safety cell logs.
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed “safety garment,” to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☒	☐	☐	Inmates should be permitted to remain normally clothed or should be provided a safety suit, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented on the safety cell log. BSCC staff verified that a safety garment is being provided to each person placed into a safety cell by reviewing documentation that reflected the provision of a garment in addition to visual observation on the day of the physical plant inspection.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☒	☐	☐	**SCCSOCP POLICY:** **516 SAFETY AND SOBERING CELLS** A sobering cell shall only be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication. BSCC staff reviewed the sobering cell logs for all eight placements during this inspection cycle. The logs reviewed contained necessary justification for placement, approvals for placement, medical/mental health assessments, and safety checks. The documentation reviewed reflected that those placed into a sobering cell are removed for processing once they no longer require protective housing.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☒	☐	☐	Inmates shall be removed from the sobering cell as they are able to continue in the processing.
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☒	☐	☐	Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours in accordance with the office's Detoxification and Withdrawal Policy. Only inmates who continue to need the protective housing of a sobering cell will continue to be detained in such housing.
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☒	☐	☐	Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours in accordance with the office's Detoxification and Withdrawal Policy.
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☒	☐	☐	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur at least every 15 minutes. Each visual observation of the inmate by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	**SCCSOCP POLICY:** **602 INMATES WITH DISABILITIES** This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Screening for developmental disabilities occurs at the time of intake at booking. When an arrestee or person incarcerated exhibits symptoms or behaviors consistent with a developmental disability, they are referred to medical staff for an assessment to ensure that housing is appropriate, and accommodations are met when necessary.
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected to have a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	**SCCSOCP POLICY:** **511 USE OF RESTRAINTS** **511.3 USE OF RESTRAINTS-CONTROL** Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit. BSCC reviewed restraint logs for the 9 instances of the use of a restraint chair during this inspection cycle. Of the logs reviewed, safety checks were timely, observations were articulated on the log, and approvals were indicated on the logs.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	A qualified healthcare professional shall be called to observe the application of the restraints, when feasible prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation. In practice, Medical/mental health staff are onsite during each placement into restraint devices other than mechanical restraints. On the day of the physical plant inspection, BSCC staff observed cardiopulmonary resuscitation equipment throughout the facility.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) protective housing of restrained persons;	☒	☐	☐	Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Inmates who are confined in restraints shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate. Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate's response (receptive, rejected). Inmates shall be provided with the opportunity to clean themselves or their clothing while they are in restraints. In general, restraint devices are not used for extended periods of time, of the nine instances where a restraint chair was used, there was one use for five hours, and the remaining uses were for less than three hours.
(5) exercising of extremities.	☒	☐	☐	Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. The nine logs that were reviewed by BSCC staff reflected that exercising of extremities occurred for anyone remaining in restraints for more than two hours.
(b) Policy shall also include, but not be limited to, the following requirements:	☒	☐	☐	
(1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Restraints shall never be used for retaliation or as punishment. Medical restraints or therapeutic seclusion shall never be ordered or otherwise applied as a means of coercion, discipline, punishment, convenience, or retaliation.
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Restraints shall be used only to prevent self-injury, injury to others or property damage.
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Supervisors shall proactively oversee the use of restraints on any inmate.
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	A qualified healthcare professional shall conduct face-to-face checks at a minimum every 15 minutes to assess the inmate's condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented in the inmate's medical file.
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Within one hour of the application of restraints or therapeutic seclusion, a face-to-face observation of the inmate to evaluate the need for continued restraint or therapeutic seclusion shall be conducted by a qualified health care professional.
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Staff members shall conduct direct face-to-face observation at least twice every 30 minutes to check the inmate's physical well-being and behavior. Restraints shall be checked to verify the correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log. BSCC staff reviewed these logs and verified that when restraint devices are used, the person remains in direct visual observation generally in a safety cell, and safety checks are documented at a minimum of every 30 minutes.
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	There was no instance of an incarcerated person remaining in a restraint device for longer than five hours.
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	Body cameras are worn and are used to document these placements.
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	**SCCSOCP POLICY:** **511.9 PREGNANT INMATES** Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff, or the public. Known or suspected pregnant women will not be placed in the restraint chair. A sampling of nine restraint logs was reviewed for restraint chair placement and there were no instances of a pregnant inmate being placed into a restraint device.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body. There were no pregnant inmates in custody on the day of the physical plant inspection.
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	**SCCSOCP POLICY:** **511.9.1 INMATES IN LABOR** No inmate who is in labor, delivery, or recovery from a birth shall be otherwise restrained except when all of the following exist (Penal Code § 3407): (a) There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the inmate, the staff of this or the medical facility, other inmates, or the public. (b) A supervisor has made an individualized determination that such restraints are necessary to prevent escape or injury. (c) There is no objection from the treating medical care provider. (d) The restraints used are the least restrictive type and are used in the least restrictive manner.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Restraints shall be removed when medical staff responsible for the medical care of the pregnant inmate determines that the removal of restraints is medically necessary.
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies. There were no pregnant inmates in custody on the day of the onsite physical plant inspection.
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	**SCCSOCP POLICY:** **517 BIOLOGICAL SAMPLES** The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable. In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	If an inmate refuses to cooperate with the sample collection process, corrections officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. The Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Please see above.
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	**SCCSOCP POLICY:** **517.5.1 VIDEO RECORDING** A video recording should be made any time force is used to obtain a biological sample.
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	**SCCSOCP POLICY:** **215 COMMUNITY RELATIONS AND PUBLIC INFORMATION** **215.2 INMATE EDUCATION PLAN** The agency partners with Cabrillo Community College to provide inmate education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	Please see above.
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	Educational programming is available for all inmates. During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either, participating or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Vocational training is linked directly to classification and housing. Robust vocational training occurs at the Rountree and Blaine Street facilities.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements:	☒	☐	☐	**SCCSOCP POLICY:** **1006 INMATE VISITATION**
(a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	All inmates are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All inmates are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	The Chief Deputy or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied. Those inmates who are named as the restrained persons in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order. Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or if there is another good cause. Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented. A copy of the documentation will be placed into the inmate's file and another copy will be forwarded to the Chief Deputy.
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	A maximum of two adults and three children will be permitted to visit an inmate at any one time. Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child.
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on inmate tablets to supplement existing in person visitation.
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, “onsite” is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs onsite is at no cost to the visitor or the inmate.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				
Mode of visitation;				In-person with barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				None.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	**SCCSOCP POLICY:** **1004 INMATE MAIL** Inmates may, at their own expense, send and receive mail without restrictions on quantity. There is no limitation on the volume of incoming or outgoing mail. BSCC staff interviewed inmates on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	**SCCSOCP POLICY:** **1004.6 PROCESSING AND INSPECTION OF MAIL** During the onsite physical plant inspection, inmates and staff were interviewed. Both stated that mail is not intercepted and read unless a security concern exists. In addition, inmates stated that their legal mail is never withheld and if it is screened, it is opened in their presence.
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	**SCCSOCP POLICY:** **1004.4 CONFIDENTIAL CORRESPONDENCE** Facility staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections.
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	During the onsite physical plant inspection, inmates were interviewed and stated that if they elected to correspond with the facility manager, administrator, or the Sheriff, they could do so.
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	**SCCSOCP POLICY:** **607.6 INDIGENT INMATES AND ACCESS TO WRITING MATERIALS** Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper (4/8) sufficient to maintain communication with an elected official, officials of the Board of State and Community Corrections, attorneys, and other officers of the court. BSCC staff interviewed multiple Inmates on the day of the physical plant inspection and were advised that writing implements were readily available without limitation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.	☒	☐	☐	**SCCSOCP POLICY:** **1003 LIBRARY SERVICES** This facility operates library services that provide leisure and legal reading materials to inmates. All inmates interviewed by BSCC staff stated that they have access to library services including law library material upon written request or on the inmate tablets. Tablets are accessible to all inmates and on the day of the physical plant inspection, BSCC staff observed tablets located in all housing units.
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	**SCCSOCP POLICY:** **601 EXERCISE** Special housing inmates are provided with three hours of exercise outside of their cell and a minimum of seven hours for recreation per week. Inmates housed in the general population have access to exercise and recreation throughout the day and evening hours, seven days per week. During the onsite physical plant inspection, BSCC staff observed inmates to have full access to the day room and exercise area. Those housed in special housing were interviewed and stated that they are able to access outdoor exercise and dayroom recreation every day.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	**SCCSOCP POLICY:** **1004.7 BOOKS, MAGAZINES, NEWSPAPERS AND PERIODICALS** All books, newspapers, and periodicals are acceptable when sent directly from the publisher.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Publications that are considered obscene, depicting violence, nudity, gang activity, and criminal behavior are not allowable. If these publications are received at the Sheriff's Office, the items are inventoried and stored in the inmate's personal property.
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Please see above
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited absent a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	**SCCSOCP POLICY:** **1005 INMATE TELEPHONE ACCESS** All inmates have access to telephones. BSCC staff observed telephones located in the dayroom of each housing area. Inmates who were interviewed demonstrated their ability to use the tablets for communication.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	**SCCSOCP POLICY:** **603 INMATE ACCESS TO COURTS AND COUNSEL** Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations, or written communication. Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents are located in each housing unit. Telephones that enable confidential attorney-client calls are available to all inmates. Reasonable access to legal materials is accessible by written request or on the inmate's tablet. Assistance through the court process by individuals trained in the law is available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access. Writing materials, envelopes, and postage for indigent inmates for legal communications and correspondence are unlimited.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available onsite.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	The Inmate Orientation is referenced in policy however, the actual handbook resides outside of policy. Each person entering housing receives a verbal orientation along with a video orientation and a handbook. Both methods of orientation delivery were reviewed by BSCC staff and contain items (1-10) listed below.
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Both forms of the Inmate Orientation are available in English and Spanish.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	Illiterate inmates and those who cannot speak or read English or have disabilities that would impair their ability to comprehend are provided with assistance through inmate assistance or counseling services.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) rules and disciplinary procedures;	☒	☐	☐	
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency provides a wide variety of social and educational programs for inmates. Many of them link social services, community-based organizations, community colleges, and veteran's services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	These services are provided by the agency and are augmented with services provided by outside community-based providers.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	**SCCSOCP POLICY:** **611 INMATE VOTING** This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes. BSCC staff interviewed multiple inmates during the physical plant inspection, inmates that were interviewed stated that they are aware of voting and voter registration accessibility.
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	**SCCSOCP POLICY:** **1007 RELIGIOUS SERVICES** This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates. In-person religious providers provide religious programming. Written religious materials are available upon request. Religious diets are provided, and religious articles used for religious practices are available. On the day of the physical plant inspection, BSCC staff observed religious articles such as prayer rugs located in inmate cells.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	**SCCSOCP POLICY:** **610 INMATE GRIEVANCE** It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures and allegations of sexual abuse. BSCC staff reviewed a random sampling of 20 grievances from the Main Jail and found them to be responded to appropriately and within the timelines required in policy. BSCC staff interviewed multiple inmates on the day of the physical plant inspection and each inmate advised that they were aware of how to access, complete, and submit a grievance.
(1) a grievance form;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing a grievance is listed on the grievance form, is in the handbook and is accessible on the inmate tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	Anonymous grievances are reviewed and processed. During the review of an anonymous grievance, the facility manager will determine if an investigation is necessary based on the content and severity of the issue.
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	Staff shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate's file. During the onsite physical plant inspection, BSCC staff interviewed inmates and staff regarding the grievance process. Both advised that staff resolve grievances without the need for the formal grievance process when it is possible.
(5) appeal to the next level of review;	☒	☐	☐	Inmates may appeal the finding of a grievance to the Chief Deputy as the final level of appeal within five days of receiving the findings of the original grievance.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions, and probation/parole actions. Of the grievance sampling reviewed, there was no instance of a grievance being denied.
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	The agency grievance system does not respond to grievances with an automated system. Upon receiving a completed inmate grievance form, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner.
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	The supervisor shall assign the investigation of the grievance to the manager in charge of the department the inmate is grieving. Medical/Food/Programs
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	Inmates may appeal the finding of a grievance to the Chief Deputy as the final level of appeal within five days of receiving the findings of the original grievance. The Chief Deputy will review the grievance and either confirm or deny it. If the Chief Deputy confirms the grievance, he/she will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	The Chief Deputy should perform an annual audit of all inmate grievances and complaints filed the previous calendar year.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action.
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	**600 Inmate Discipline** The inmate orientation handbook addresses inmate rules and sanctions that commiserate with the violation. A process for resolving minor infractions has been developed as a citation. If the inmate disagrees with the minor rule violation sanction, the decision can be appealed to a lieutenant or go through the discipline hearing process.
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements:	☒	☐	☐	**SCCSOCP POLICY:** **600 INMATE DISCIPLINE** The inmate orientation addresses inmate rules and sanctions. The discipline process along with discipline reports were reviewed by BSCC staff and were compliant with this regulation. A process for resolving minor infractions has been developed as a citation. If the inmate disagrees with the minor rule violation sanction, the decision can be appealed to a lieutenant or progress to the formal discipline hearing process.
(a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	In cases of a minor rule violation, a citation is issued, and temporary loss of privileges may be imposed as a minor discipline sanction. BSCC staff interviewed inmates and staff during the onsite physical plant inspection to verify that informal discipline is used in cases where the rule violation does not require the formal discipline process. All citations are reviewed by a supervisor.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Major rule violations require a crime report. The process for an inmate accused of a major rule violation includes: (a) A fair hearing in which the Chief Deputy or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action. (b) Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense. (c) An impartial hearing officer. (d) The limited right to call witnesses and/or present evidence on his/her behalf. (e) The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation. (f) A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process. (g) Reasonable sanctions for violating rules that relate to the severity of the violation. (h) The opportunity to appeal the finding. BSCC staff reviewed a random sampling of 20 formal discipline reports. The reports were found to be appropriate, containing all information required in the agency policy and in this regulation. Inmates were interviewed during the onsite physical plant inspection and advised that when formal discipline occurs, they were notified, able to appear and make statements, call on witnesses, and appeal the decision if they were in opposition to the proposed sanction from the hearing officer.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	The hearing officer shall be an impartial hearing officer who was not involved in the incident or issuance of the citation or notice of the rule violation charge.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process by the Sheriff that is established in the policies, procedures, and practices relating to inmate discipline. All inmates will be made aware of the rules of conduct related to maintaining facility safety, security, and order, as well as clearly defined penalties for rule violations.
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Unless waived in writing by the inmate, hearings may not be held in less than 24 hours from the time of notification. Of the reports and hearing dispositions reviewed by BSCC staff, there was no hearing held prior to the required 24-hour notification.
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Accused inmates have the right to make a statement, present evidence, and call witnesses at the hearing. BSCC staff interviewed multiple inmates on the day of the onsite physical plant inspection regarding their involvement in disciplinary hearings. Of those who have navigated the formal disciplinary process, all stated that they appeared and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	Investigations involving major rule violations should be initiated within 24 hours of the initial report and completed in sufficient time for the inmate to have a disciplinary hearing, which is required within 72 hours of the time the inmate was informed, in writing, of the charges. If additional time is needed, the investigating supervisor will request more time in writing from the Sergeant. The inmate will be notified in writing of the delay.
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	All disciplinary hearing reports and dispositions shall be reviewed by the Chief Deputy or the authorized designee soon after the final disposition.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	All disciplinary hearing reports and dispositions shall be reviewed by the Chief Deputy or the authorized designee soon after the final disposition. A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions, and an explanation of the appeal process is provided to the incarcerated person. BSCC staff interviewed multiple inmates on the day of the onsite physical plant inspection regarding their involvement in disciplinary hearings. Of those who have navigated the formal disciplinary process, all stated that they received formal notice of the disciplinary decision.
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	This is provided in the written disciplinary hearing disposition provided to the inmate.
(c) Nothing in this section precludes a facility administrator from administratively separating any incarcerated person from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the person, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.	☒	☐	☐	Inmates who are accused of a major rule violation may be moved to administrative segregation housing for pre-hearing detention, with the Sergeant's approval, if there is a threat to safety or security.
(d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.	☒	☐	☐	Please see above.
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of "good time" credits earned under Penal Code Section 4019. (f) Forfeiture of "work time" credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	**SCCSOCP POLICY:** **600.11 GUIDELINES OFR DISCIPLINARY SANCTIONS** BSCC staff reviewed a random sampling of 20 discipline reports to verify compliance with this regulation. Sanctions are commensurate with violations. Time frames are consistently adhered to, and due process is afforded. Types of discipline include the following: Minor Rule Violation/Infraction/Citation Major Criminal

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	**SCCSOCP POLICY:** **600.10 LIMITATIONS ON DISCIPLINARY ACTIONS** The U.S. and State Constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations as listed below, sections (a-g) BSCC staff reviewed documentation and interviewed multiple inmates on the day of the onsite physical plant inspection to verify the below-referenced limitations on disciplinary actions.
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Disciplinary segregation over 30 days without review by the Chief Deputy is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	BSCC staff inspected all cells and housing areas throughout the facility. All living areas are equipped with furnishings and fixtures that conform to the requirements listed in Title 24. Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to attempt suicide (15 CCR 1083(b)). The decision to continue to deprive the inmate of these articles must be made by the Chief Deputy or the authorized designee and reviewed every 24 hours.
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the mental health progress notes and management plan should reflect the changed environment. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs, or other factors) the special management treatment plan should be updated to reflect this. Where reasonably practicable, a qualified healthcare professional should provide screening for suicide risk following admission to the segregation unit. In practice, mental health staff evaluate all persons who are separated daily.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	**SCCSOCP POLICY:** **203 PROHIBITION ON INMATE CONTROL** All staff, including support staff, contractors, and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this office to prohibit any staff member from implicitly allowing, or by dereliction of duty, any inmate or group of inmates to exert authority over any other inmate.
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	In no case shall a safety cell, as specified in the Safety and Sobering Cells Policy, be used for disciplinary purposes. In no case shall any restraint device be used for disciplinary purposes.
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Food shall not be withheld as a disciplinary measure.
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Chief Deputy.
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	**SCCSOCP POLICY:** **600.3.2 RULE VIOLATION REPORTS** California Penal Code § 4019.5 requires a record of all disciplinary infractions and punishment administered will be made. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation. Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report. All documents reviewed for verification of compliance with this regulation were disciplinary records.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** The Communicable Disease Policy was updated in collaboration with the county public health authority, WelPath, and strictly followed the California State Public Health Guidelines. The policy was reviewed and was found to follow the standards set by the Centers for Disease. The policy is comprehensive and contains the identification of symptoms, education, immunization, prevention, surveillance, diagnosis, medical isolation, treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:	☒	☐	☐	BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.
(1) The types of communicable diseases to be reported;	☒	☐	☐	
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	**SCCSOCP POLICY:** **700.3 ACCESS TO CARE** Inmate medical requests will be evaluated by qualified healthcare professionals or health-trained custody staff. Healthcare services will be made available to inmates from the time of admission until they are released. BSCC staff interviewed inmates and healthcare providers on the day of the physical plant inspection. Inmates stated that after submitting a request for a sick call, they are generally seen within 2-3 days for a non-emergency. Health care staff shared that in most cases sick call occurs within 48 hours of receiving the sick call request for a non-emergency.
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Inmates must be provided a minimum of 15 minutes of dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. If more than 14 hours pass between meals, approved snacks will be provided. If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast. Inmates who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal. BSCC staff interviewed multiple inmates and the food service manager on the day of the physical plant inspection. Inmates stated that they receive a minimum of one hot meal daily and that meals are provided at appropriate times. Inmates stated that they receive a meal upon return from an outside appointment if a meal was unavailable depending on the type of appointment. Those in court holding receive a meal at the scheduled mealtime. Prepared meals that were observed in the kitchen appeared to be fresh and nutritious from a consumer perspective.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	
1260 STANDARD INSITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	**SCCSOCP POLICY:** **806.3.2 CLOTHING ISSUE** An inmate admitted to the facility shall be issued a set of facility clothing. The clothing shall be appropriate to the climate, reasonably fitted, durable, easily laundered, and repaired. Inmate workers are issued clothing and footwear that are suitable for their work assignment. Two pair of clean socks and one set of foot-ware are issued prior to housing.
(b) Clean outergarments; and,	☒	☐	☐	One set to wear and one extra set.
(c) Clean undergarments;	☒	☐	☐	
(1) For males – shorts and undershirt, and	☒	☐	☐	Two undershorts and two undershirts.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Two bras and two pair of panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☒	☐	☐	The inmate laundry room was observed by BSCC staff to contain an orderly inventory of clean clothing for issuance. Inmates were interviewed on the day of the physical plant inspection and advised that they exchange their clothing at least twice per week. Female inmates are advised that they are able to exchange clothing more frequently when necessary.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	**SCCSOCP POLICY:** **804 VERMIN AND PEST CONTROL** The Chief Deputy or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the Responsible Physician and the local public health entity, for the sanitation and control of vermin and pests, and to establish medical protocols for treating inmate clothing, personal effects and living areas, with specific guidelines for treating an infested inmate. BSCC staff toured the inmate property storage room on the day of the onsite physical plant inspection. Inmate clothing is stored in a sealed plastic bag. Soiled or infested clothing is laundered prior to storage.
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance. Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued:	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.8 PERSONAL CARE ITEMS** Inmates are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent inmates shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No inmate will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.
(a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment. Incarcerated persons shall not be required to share any personal care items listed in items "a" through "d."	☒	☐	☐	All inmates receive a personal care hygiene kit upon housing.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Incarcerated people will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	Hair car stations were observed by BSCC staff in each housing area. In each area for hair care, Barbicide solution was present.
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing. Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.8 SHOWERING** Inmates shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable. BSCC staff interviewed male and female inmates on the day of the physical plant inspection and verified that in most cases, showers are available throughout the day, every day. For special housing areas, showers often occur daily, however, at a minimum, showers are offered every other day.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.3 HAIRCUTS** **608.3.1 HAIR CARE SERVICES** Inmates shall generally be permitted to receive hair care services once per month after being in custody for at least 30 days.
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Inmates who significantly alter their appearance may be required to submit additional booking photos.
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☐	☐	☐	Hair car stations were observed by BSCC staff in each housing area. In each area for hair care, Barbicide solution was present.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **806 INMATE HYGIENE** **806.3.1 BEDDING ISSUE** Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every inmate who is expected to remain overnight shall be issued bedding and linens including, but not limited to: (a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with the facility's operational laundry rules. (b) One clean, firm, fire-retardant mattress. Mattresses will be serviceable, fire-retardant, and enclosed in an easily cleanable, non-absorbable material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when an inmate is released. Mattresses will be disinfected every time they are turned in for rotation. Mattresses will be serviceable, enclosed in an easily cleaned material with nonabsorbent ticking, and conform to the size of the bunk. (c) Two sheets or one sheet and a clean mattress cover. (d) One clean washcloth, hand towel, and bath towel. (e) One pillow and pillowcase.
(b) one mattress cover or one sheet;	☒	☐	☐	(c) Two sheets or one sheet and a clean mattress cover.
(c) one towel; and,	☒	☐	☐	(d) One clean washcloth, hand towel, and bath towel.
(d) one blanket or more depending up on climatic conditions.	☒	☐	☐	(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions.
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	Sleep bags are not used.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	**SCCSOCP POLICY:** **803 PHYSICAL PLANT MAINTENANCE** The Chief Deputy shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the Sergeants and corrections officers, and ensuring that any deficiencies discovered are corrected in a timely manner. During the physical plant inspection, BSCC staff were able to observe and verify that cleaning/disinfecting protocols are being followed, cleaning supplies are in large quantities and readily available in all housing areas. The facility appeared to be orderly and clean.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Cells are cleaned between use, there is no specified medical care housing in this facility.

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 8, apply (Minors in Jails). *Note: Reference PC § 207.1(b), 207.6, 707.1.*	☐	☒	☐	Minors are not held in this facility.
42 USC 5633 SECTION 223(a)(12) SEPARATION Juveniles are not confined or detained in any facility in which they have contact with adult prisoners. *Note: Reference WIC § 208.*	☒	☐	☐	
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact. The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	

DETENTION OF MINORS				
	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections

BSCC Code: 5280

FACILITY: Santa Cruz County Main Jail	**TYPE: II**	**RC: 323**
FIELD REPRESENTATIVE: Kimberly Moule		**DATE: October 3, 2023**

ROOMS							**EACH ROOM**					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Booking												
1	Holding	1980	1	0	14	(14)	11.8 X 14.7	1	0	1	1	0
2	Holding	1980	1	0	10	(10)	15.2 X 11.8 X 9.0	1	0	1	1	0
3	Holding	1980	1	0	3	(3)	6.7 X 8.1 X 9.0	1	0	1	1	0
4	Holding	1976	1	0	3	(3)	6.7 X 8.1 X 9.0	1	0	1	1	0
	Sobering	1976	1	0	12	(12)	16.9 X 11.2 X 8.1	1	0	1	1	0
	Safety	1980	1	0	1	(1)	11.1 X 6.3 X 8.1	1	0	0	0	0
	Safety	1980	1	0	1	(1)	8.8 X 5.8 X 8.1	1	0	0	0	0
Court Holding/Jail												
1	Holding	1994	2	0	8	(16)	12.1 X 7.1 X 9.0	1	0	1	1	0
2	Holding	1994	1	0	8	(8)	14.1 X 7.1 X 9.0	1	0	1	1	0
North Housing												
Module A	Single	1994	12	2	2	24		1	0	1	1	0
	Double	1994	2	4	2	8		1	0	1	1	0
	Dayroom	1994	0	15	0	0		0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
Module B	Single	1994	8	2	2	16		1	0	1	1	0
	Double	1994	4	2	2	8		1	0	1	1	0
	Dayroom	1994	0	3	0	0		0	0	0	0	2
Module C	Single	1994	2	2	2	4		1	0	1	1	0
	Double	1994	6	2	2	12		1	0	1	1	0
Module C	Dayroom	1994	0	6	0	0		0	0	0	0	1

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
South Housing												
Module D	Single	1994	16	2	2	32		1	0	1	1	0
	Dayroom	1994	0	24	0	0		0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
Module E	Single	1994	8	2	2	16		1	0	1	1	0
	Double	1994	4	2	2	8		1	0	1	1	0
	Dayroom	1994	0	9	0	0		0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
Module F	Single	1994	12	2	2	24		1	0	1	1	0
	Double	1994	2	2	2	4		1	0	1	1	0
	Dayroom	1994	0	18	0	0		0	0	0	0	2
Triple bunks located in the da room are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
Module G	Single	1994	4	2	2	8		1	0	1	1	0
	Double	1994	6	2	2	12		1	0	1	1	0
	Dayroom	1994	0	12	0	0		0	0	0	0	1
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
Module H	Single	1994	4	2	2	8		1	0	1	1	0
	Double	1994	2	2	2	4		1	0	1	1	0
	Dayroom	1994	0	6	0	0		0	0	0	0	1
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains or showers.												
West Housing												
Module J	Single	1980	8	1	1	8		1	1	1	1	0
	Multi	1980	2	3	3	6		1	1	1	1	0
	Dayroom	1980	0	0	0	0		0	0	0	0	1
Module K	Single	1980	18	1	1	18		1	0		11	0
	Dayroom	1980	0	0	0	0		0	0	0	0	2

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
West Housing												
Module L	Single	1980	16	1	1	16		1	0	1	1	0
	Multi	1980	2	4	4	8		1	0	1	1	0
	Dayroom	1980	0	0	0	0		0	0	0	0	2
Module M	Single	1980	16	1	1	16		1	0	1	1	0
	Double	1980	2	4	4	8		1	0	1	1	0
	Dayroom	1980	0	0	0	0		0	0	0	0	2
Module N	Single	1980	16	1	1	16		1	0	1	1	0
	Multi	1980	2	3	3	6		1	0	1	1	0
	Multi	1980	1	5	5	5		1	0	1	1	0
	Dayroom	1980	0	0	0	0		0	0	0	0	2
Special Housing/Outpatient Unrated Space												
Module O	Single	1980	12	1		(12)		1	0	1	1	0
	Multi	1980	1	3		(3)		1	0	1	1	0
	Safety	1980	1	0	1	(1)		1	0	1	1	2
Inmate Worker Dorm												
Module P	Dorm	1988	1	23	20	20		0	0	0	0	0
	Dayroom	1980	0	0	0	0		2	0	2	2	1
Module Q	Single	1980	8	1	1	8		1	0	1	1	0
	Dayroom	1980	0	0	0	0		0	0	0	0	1
All housing areas will be re-evaluated for an updated LASE in 2024.												

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ADULT TYPE I, II, III AND IV FACILITIES
PHYSICAL PLANT EVALUATION
The Board of State and Community Corrections

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5280

FACILITY NAME: Santa Cruz County Jail				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☒	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐	**1980:** ☒	**1986:** ☒	**1976:** ☒
FIELD REPRESENTATIVE: Kimberly Moule				**DATE:** October 3, 2023		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☒	☐	☐	There are six holding cells located in the booking area.
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☒	☐	☐	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☒	☐	☐	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☒	☐	☐	
4. Access to a shower within the secure portion of the facility.	☒	☐	☐	
5. Provide access to a secure vault or storage space for inmate valuables.	☒	☐	☐	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☒	☐	☐	
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☒	☐	☐	There are two sobering cells in this facility.
2. Be limited to eight inmates;	☐	☐	☒	1976 standards allow no more than 16 inmates. In practice, only one sobering cell is being used and there were no occurrences of more than 8 inmates being placed into the sobering cell at one time during this inspection cycle.
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff;	☒	☐	☐	
7. Be padded on the floor as specified in Section 1231.3; and,	☒	☐	☐	
8. Have accessible a shower in the secure portion of the facility.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	There are two safety cells in this facility. One safety cell is designated for placement of the restraint chair when it is in use. Both safety cells are serviceable and meet all Title 24 requirements for safety cell placement and use.
2. Be limited to one inmate;	☒	☐	☐	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☒	☐	☐	
4. Be padded as specified in Section 1231.3;	☒	☐	☐	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☒	☐	☐	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☒	☐	☐	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☒	☐	☐	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☒	☐	☐	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☒	☐	☐	
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☒	☐	☐	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☒	☐	☐	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☒	☐	Many cells located in the Main Jail are absent desks and seats that are required in double and single cells.
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☒	☐	☐	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☒	☐	☐	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☒	☐	Many cells located in the Main Jail are absent desks and seats that are required in double and single cells.
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☐	☒	☐	When triple bunks are used, the agency is noncompliant with this Title 24 Requirement.
2. Contain tables and seating to accommodate the maximum number of inmates;	☒	☐	☐	
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☐	☒	☐	When triple bunks are used, the agency is noncompliant with this Title 24 Requirement.
4. Provide access to a shower or showers as specified in Section 1231.3; and	☐	☒	☐	When triple bunks are used, the agency is noncompliant with this Title 24 Requirement.
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☒	☐	☐	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☒	☐	☐	
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☒	☐	☐	
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☒	☐	☐	
The medical care housing unit shall be designed in consultation with the health authority.	☒	☐	☐	
Medical/mental health areas may contain other than single occupancy cells.	☒	☐	☐	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☒	☐	☐	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☒	☐	☐	
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	Dining occurs in the dayroom space of the housing units.
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☐	☒	There is no central dining room.
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility	☒	☐	☐	
A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	Audio monitoring was tested and is operable.
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☒	☐	☐	
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	Emergency generator power is tested bi-monthly.
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	There are two confidential interview rooms located in this facility.
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	There are two confidential interview rooms located in this facility that are used for attorney interview space.
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☒	☐	☐	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☒	☐	☐	
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	Some drinking fountains remain equipped with a slanted edge hood as per 1976 standards. The agency is encouraged to remove and replace these as a form of suicide prevention.
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☐	☒	☐	When triple bunks are used, the agency is noncompliant with this Title 24 Requirement.
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☐	☒	☐	When triple bunks that are not secured to the floor or to the wall are used, the agency is noncompliant with this Title 24 Requirement.
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☒	☐	☐	
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☒	☐	☐	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☒	☐	☐	
1. Approved for use by the State Fire Marshal;	☒	☐	☐	
2. Nonporous to facilitate cleaning;	☒	☐	☐	
3. At least 1/2-inch (12.7 mm) thick;	☒	☐	☐	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☒	☐	☐	
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☒	☐	☐	
6. Without any exposed seams susceptible to tearing or ripping.	☒	☐	☐	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☐	☒	☐	The agency has purchased mirrors to be mounted near each wash basin and will advise once this has been completed.
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☐	☒	☐	Many single and double occupancy cells are absent a table and seat as required in tis regulation.
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)	☒	☐	☐	This facility was designed and built in 1976. Some Title 24 fixtures remain in place from that era. The agency is encouraged to complete a comprehensive internal self-audit to identify and develop strategies to minimize the risk of furniture and fixtures that present a ligature risk. The agency is encouraged to use the county budget process to correct areas of Title 24 noncompliance.

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5300

FACILITY NAME: Santa Cruz County Rountree Lane Facility	**FACILITY TYPE: II**
PERSON(S) INTERVIEWED: Chief Daniel Freitas, Lieutenant Daniel Robbins, Lieutenant Brian Cleveland, Lieutenant Cesar Ramirez, Lieutenant Christopher Shearer, Sergeants Ward, Crivello, Savage and Deputy Reed	
FIELD REPRESENTATIVE: Kimberly Moule	**DATE: October 4 & 5, 2023**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE[2] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with applicable regulations during the 2023 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	

[1] This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

[2] For STC participating agencies, consistency with training sections 1020, 1021, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	P/P REFERENCE – COMMENTS
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	**SCCSOCP POLICY:** **219 STAFFING ANALYSIS** **201.7 STAFFING PLAN** **202 MINIMUM REQUIREMENTS** During the inspection process, BSCC staff reviewed a variety of records including floor logs, safety checks, classification documents, and disciplinary and special housing logs. The records reviewed by BSCC staff reflected that the agency operates with moderate overtime and maintains sufficient staffing for the safe operation of this facility.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	BSCC staff reviewed a sampling of 20 shift rosters for varying shifts. All shifts reflect staffing that allows for emergency response from a non-fixed post position.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Shift rosters indicate both, fixed and non-fixed post positions.
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☐	☐	☒	Females are not held in this facility.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency staffing plan, and although they are operating with vacancies, the agency is able to maintain minimum staffing levels on each shift with overtime. The agency continues recruiting to fill unfilled vacancies.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following:	☒	☐	☐	**SCCSOCP POLICY:** **503 INMATE SAFETY CHECKS** The agency uses Guardian RFID electronic tracking devices. BSCC staff reviewed a sampling of 20 24-hour periods of safety checks that reflected that safety checks are being conducted and are electronically documented within the required timeframes and elements contained in this regulation.
(a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Safety checks shall be conducted at least once every 60 minutes and more frequently if necessary. Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur. Safety checks shall be done by personal observation of the correctional officer and shall be sufficient to determine whether the inmate is experiencing any stress or trauma. Safety checks will be clearly documented on permanent logs in accordance with the office's Daily Activity Logs and Shift Reports Policy. Actual times of the checks and notations should be recorded on the daily activity logs.
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Housing Officers shall conduct Hourly Safety Checks of inmates in their respective assigned units a minimum of once an hour throughout the shift. Hourly Safety Checks shall be made at irregular intervals rather than in a predictable pattern but will be conducted at least once an hour.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☐	☐	☒	There are no safety or sobering cells in this facility. Restraints other than mechanical restraints are not used in this facility.
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Hourly Safety Checks shall be made at irregular intervals rather than in a predictable pattern but will be conducted at least once an hour.
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include:	☒	☐	☐	
(1) the actual time at which each individual safety check occurred;	☒	☐	☐	The agency uses Guardian RFID electronic tracking devices that date, time stamp, and identify the area of the completed safety check.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Officers shall document their individual identifier and time for all Formal Counts, Hourly Safety Checks, or Emergency Counts that are conducted.
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	The Watch Commander and Supervising Correctional Officer will note in the daily log that a review of the Management Reports for Safety Checks for the shift was completed and fully documented.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.2.2 FIRE PREVENTION** **402.3 FIRE SUPPRESSION PRE-PLANNING** All personnel assigned for the supervision of inmates are trained in fire and life safety.
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	All staff are trained in fire and life safety.
1029 POLICY AND PROCEDURES MANUAL[3] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **102 CUSTODY MANUAL** The agency uses Lexipol electronic policies. BSCC staff reviewed all custody policies and found them to contain all applicable Title 15 regulations. The agency Custody manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on April 03, 2023.
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	BSCC staff reviewed the agency staffing plan that included a flow chart listing command staff, assignment, and assigned personnel by name.

[3] Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE SUPERVISORY INSPECTIONS** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. In practice, this occurs daily. On the day of the physical plant inspection, BSCC staff observed staff engage with subordinate staff and with inmates throughout the facility.
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	**SCCSOCP POLICY:** **509 USE OF FORCE** The use of a carotid restraint or chokehold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	**SCCSOCP POLICY:** **511.9 PREGNANT INMATES** Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, staff, or the public. Handcuffs may be applied to the wrists in front of the body should restraints be necessary. The restraints shall be the least restrictive available and the most reasonable under the circumstances. The on-call Lieutenant should be notified in the event a pregnant female is handcuffed. In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body. Pregnant females are not held in this facility.
(5) Procedure and criteria for screening newly received persons for release.	☐	☐	☒	Booking and screening of newly received persons occurs at the main jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE AND SUPERVISORY INSPECTIONS** **213 PERIMETER SECURITY** **400.11 REVIEW OF EMERGENCY PROCEDURES** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. Safety and security inspections occur more frequently than required by this regulation. The evaluation of security measures to include daily scheduled inmate counts, searches of the facility, contraband and key control occur weekly and a comprehensive report is prepared by the division chief biannually. The most recent annual report was completed in January of 2023.
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCY PROCEDURES** **402.3 FIRE SUPPRESSION PRE-PLANNING** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	**400.8 HOSTAGE** **400.9 ESCAPE** **400.10 CIVIL DISTURBANCE**
(C) mass arrests;	☒	☐	☐	**400.10 MASS ARRESTS**
(D) natural disasters;	☒	☐	☐	**401 EMERGENCY STAFFING** **404.3 EVACUATION PLAN**
(E) periodic testing of emergency equipment; and,	☒	☐	☐	**4003.3 PERIODIC TESTING OF EMERGENCY EQUIPMENT**
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	**4003.3 STORAGE, ISSUES, AND USE OF WEAPONS, AMMUNITION, CHEMICAL AGENTS, AND RELATED SECURITY DEVICES**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(8) Suicide Prevention.	☒	☐	☐	**709 SUICIDE PREVENTION AND INTERVENTION**
(9) Separation of incarcerated persons.	☒	☐	☐	**601 SEPARATION**
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	**606.2 PRISON RAPE ELIMINATION ACT (PREA)**
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	**606.5 RETALIATION**
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	**704.3 RELEASE PLANNING SERVICES**
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	**SCCSOCP POLICY:** **606.4 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION** Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously, or from third parties and shall promptly document all verbal reports. BSCC staff interviewed multiple Inmates during the onsite physical plant inspection. Those interviewed reported that they were aware of how to report any type of abuse. Inmates demonstrated methods of reporting by use of their tablets.
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Third-party reporting of abuse instructions are posted in the public lobby of the facility, are accessible on the agency website, and are included in the inmate orientation and citizens complaint forms.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	**SCCSOCP POLICY:** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** **709.4 STAFF TRAINING** All personnel assigned to supervise inmates receive initial and annual training for suicide risk identification, prevention, and intervention. BSCC staff verified that all staff assigned to supervise inmates have received suicide prevention training and receive updates during in-service annual training.
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	**SCCSOCP POLICY:** **709.5 SCREENING AND INTERVENTION** All arrestees are screened at the time of intake into the jail. All personnel are trained in the identification of suicide risk. In practice, intake screening occurs at the time of booking at the main jail.
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The agency Suicide Prevention Team evaluate all persons during special circumstances as listed in this regulation. Any person who is housed in restrictive or separated housing is evaluated weekly. There is no restrictive or separate housing in this facility.
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** This is a classification decision. The initial classification occurs at the time of intake or incident. For those identified as having a need for special housing, classification, and mental health staff meets weekly to evaluate the continued need for close supervision and or intervention strategies for less restrictive housing. Any person exhibiting signs or symptoms of suicide risk is returned to the main jail for evaluation, intervention, and treatment.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	**SCCSOCP POLICY:** **709.6 SUICIDE WATCH**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** This policy establishes the suicide prevention and intervention program to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the office detention facilities. The Suicide Prevention Team consists of qualified health care professionals, the Chief Deputy and or his designee. Any person exhibiting signs or symptoms of suicide risk are returned to the main jail for evaluation, intervention, and treatment.
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	**SCCSOCP POLICY:** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** **709.6.2 SUICIDE NOTIFICATION** All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office. There was one occurrence of an in-custody death (suicide) during this inspection cycle.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **709.7.1 SUICIDE DEBRIEF** The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	**SCCSOCP POLICY:** **709.3 SUICIDE PREVENTION TEAM** The suicide prevention team provides follow-up monitoring of inmates who attempt suicide.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency Suicide Prevention Team evaluate all persons during special circumstances as listed in this regulation.
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.3 FIRE SUPPRESSION PRE-PLANNING** **406.2 INSPECTIONS** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	BSCC staff reviewed the agency Fire Suppression Pre-Plan and found it to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of a fire emergency.
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff reviewed monthly facility fire prevention inspections for this inspection cycle. All monthly inspections were completed, documented, and maintained.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The latest fire clearance was completed by the Santa Cruz County Fire Authority on July 7, 2022.
(d) an evacuation plan; and,	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCIES** **404 EVACUATION PLAN**
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	In the event of a fire or emergency evacuation, inmates would be transported to the main jail.
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	**SCCSOCP POLICY:** **500 POPULATION MANAGEMENT SYSTEM**
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	**SCCSOCP POLICY:** **500 POPULATION MANAGEMENT SYSTEM** It is the policy that an inmate population management system should be established and maintained to account for the admission, processing, and release of inmates. BSCC staff verified that the Jail Profile Survey is being supplied with necessary data reported by the agency.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	**SCCSOCP POLICY:** **209 INMATE RECORDS** It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate's period of confinement, as well as histories of previous confinement in this facility. BSCC staff verified that all Inmate records are maintained electronically and in hard copy.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	In cases of an allegation of sexual abuse, all information collected is documented in a crime report. A process is in place to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of the agency using a standardized instrument and the office shall provide all such data to the US Department of Justice.
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	**SCCSOCP POLICY:** **REPORT PREPARATION** Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor, and submitted to the Chief Deputy or the authorized designee in a timely manner. BSCC staff reviewed a sampling of 20 incident reports and verified that they were authored and submitted to a supervisor for review, prior to the end of shift on the day that an incident occurred.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	This was verified by BSCC staff during their review of the sampling of documented incident reports.
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	Verified during the review as listed above.
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	**SCCSOCP POLICY:** **215 COMMUNITY RELATIONS AND PUBLIC INFORMATION PLAN** BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that the sections listed below (1-19) regarding the operations and policies of the facility are addressed.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Title 15 Minimum Standards for Local Detention Facilities is accessible on the agency website or by request. During the onsite physical plant inspection, BSCC interviewed inmates who were able to demonstrate their access to Title 15 on the tablets available to all inmates housed in this facility.
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	BSCC staff reviewed the Inmate Orientation video and Handbook and verified that the below-referenced sections (1-19) are listed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1046 DEATH IN CUSTODY (a) Death in Custody Reviews for Adults and Minors. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team at a minimum shall include the facility administrator or designee, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are investigated within 30 days and are reported within 10 days of the death to the state Attorney General's Office.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	A team of qualified staff conducts administrative reviews to evaluate and determine the appropriateness of clinical care and changes to policy or practices and to identify issues requiring further study of each occurrence of an in-custody death.
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility: (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.	☐	☐	☒	Minors are not held in this facility.
(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made. BSCC staff reviewed a sampling of 20 classification assessments to verify appropriateness and compliance with this regulation. The assessment instrument being used was found to be appropriate. All inmates are interviewed and assigned an initial classification status after booking, and prior to housing. Inmate classification is reviewed monthly and after sentencing. The classification system being used solicits input from the incarcerated person and their views or perceptions of victimization or safety. In practice, classification occurs at the main jail.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **506.7 REVIEWS AND APPEALS** Once an inmate is classified and housed, he/she may appeal the decision of the classification correctional officer. During the onsite physical plant inspection, BSCC staff interviewed inmates who advised that they were aware of the process for a classification appeal.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	In determining classification status, classification staff solicit input from the incarcerated person during the initial interview process and during a classification review as to their views or perceptions of victimization or safety

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases. The agency's Communicable Diseases Policy was reviewed and was found to be comprehensive, including all elements for identifying, controlling, quarantining, treating, reporting, and follow-up care for pandemic-related diseases.
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff is on duty and available 24 hours per day. The medical staff was interviewed during the onsite physical plant inspection. Medical staff advised that all inmates are screened for communicable or pandemic-type disease at the time of intake and are triaged for symptoms prior to housing outside of intake. Inmates are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release. Booking and intake screening for communicable diseases occurs at the main jail.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** All incoming arrestees are screened at the time of intake in the booking. If someone is thought to be struggling with a mental disorder or a behavioral crisis while in housing, they are referred to mental health personnel for further screening, assessment, and intervention. If a person exhibits signs, symptoms, or behaviors consistent with a behavioral crisis, they are returned to the main jail for evaluation, intervention, and treatment.
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Please see above.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☐	☐	☒	**SCCSOCP POLICY:** **504.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA** **504.4 CIRCUMSTANCES REQUIRING IMMEDIATE SEGREGATION** Inmates will generally be assigned to segregation through the classification process. The Chief Deputy or Sergeant has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others. Separation of those in custody is closely monitored by classification and mental health staff to ensure that decompensation does not occur while housed in special housing. Any person requiring separate housing is returned to the main jail. There is no separate housing in this facility.
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☐	☐	☒	**SCCSOCP POLICY:** **600.4.3 ADMINISTRATIVE SEGREGATION** **504 SPECIAL MANAGEMENT INMATES** **506.9 CLASSIFICATION** **506.10 SINGLE OCCUPANCY CELLS** Administrative separation is the physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, or in need of medical isolation or infirmary status. This is a non-punitive classification process. Single-occupancy cells may be used to house Maximum security and administrative persons. There is no separate housing in this facility.
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☐	☐	☒	This office shall provide for the secure and segregated housing of any inmate but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff, or the public.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Administrative separation must not adversely affect an incarcerated person's health.	☐	☐	☒	**SCCSOCP POLICY:** **504.9 HEALTH CONSIDERATIONS** Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook. There is no separate housing in this facility.
(c) Administrative separation may be used for incarcerated people who have: (1)A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2)Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3)Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4)A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☐	☐	☒	The safety and security of this facility are dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review. There is no separate housing in this facility.
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☐	☐	☒	The safety and security of this facility are dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review. There is no separate housing in this facility.
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☐	☐	☒	Separation of those in custody is closely monitored for the continued need for separation. These reviews are documented by classification and mental health staff to ensure that intervention strategies are developed and are used for determining the least restrictive housing to provide a safe environment for the incarcerated person as well as the safety and security of the facility. There is no separate housing in this facility.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☐	☐	☒	**SCCSOCP POLICY:** **516 SAFETY AND SOBERING CELLS** **516.3 SAFETY CELL PROCEDURES** Safety cells are limited to one inmate and shall be used to hold only those inmates who display behavior that results in the destruction of property or reveals intent to cause physical harm to self or others. There is no safety cell in this facility.
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **516.3 SAFETY CELL PROCEDURES** Placement of an incarcerated person into a safety cell requires approval of a supervisor or the responsible physician.
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☒	☐	☐	A sobering or safety cell shall not be used as punishment or as a substitute for treatment.
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☒	☐	☐	
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☒	☐	☐	A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the safety cell shall be conducted by a qualified healthcare professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☒	☐	☐	Mental health personnel are on site and are accessible 24 hours per day.
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☒	☐	☐	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur every 15 minutes. Each safety check of the inmate shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☒	☐	☐	Inmates in safety cells shall be given the opportunity to have fluids (water, juices) at least hourly. Corrections officers shall provide the fluids in paper cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented on the safety cell log. Inmates will be provided meals during each meal period. Inmates shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to inmates in safety cells will be documented on the safety cell log.
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed “safety garment,” to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☒	☐	☐	Inmates should be permitted to remain normally clothed or should be provided a safety suit, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented on the safety cell log.
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☐	☐	☒	**SCCSOCP POLICY:** **516 SAFETY AND SOBERING CELLS** A sobering cell shall only be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication. There is no sobering cell in this facility.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☐	☐	☒	Inmates shall be removed from the sobering cell as they are able to continue in the processing.
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☐	☐	☒	Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours in accordance with the office’s Detoxification and Withdrawal Policy. Only inmates who continue to need the protective housing of a sobering cell will continue to be detained in such housing.
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☐	☐	☒	Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours in accordance with the office’s Detoxification and Withdrawal Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☐	☐	☒	A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur at least every 15 minutes. Each visual observation of the inmate by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	**SCCSOCP POLICY:** **602 INMATES WITH DISABILITIES** This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Screening for developmental disabilities occurs at the time of intake at booking. When an arrestee or person incarcerated exhibits symptoms or behaviors consistent with a developmental disability, they are transferred to the main jail and are referred to medical staff for an assessment to ensure that housing is appropriate, and accommodations are met when necessary.
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected to have a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	**SCCSOCP POLICY:** **511 USE OF RESTRAINTS** **511.3 USE OF RESTRAINTS-CONTROL** Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit. Restraint devices are not used in the facility.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	A qualified healthcare professional shall be called to observe the application of the restraints, when feasible prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) protective housing of restrained persons;	☒	☐	☐	Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Inmates who are confined in restraints shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate. Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate's response (receptive, rejected). Inmates shall be provided the opportunity to clean themselves or their clothing while they are in restraints.
(5) exercising of extremities.	☒	☐	☐	Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities.
(b) Policy shall also include, but not be limited to, the following requirements:	☒	☐	☐	
(1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Restraints shall never be used for retaliation or as punishment. Medical restraints or therapeutic seclusion shall never be ordered or otherwise applied as a means of coercion, discipline, punishment, convenience, or retaliation.
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Restraints shall be used only to prevent self-injury, injury to others, or property damage.
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail.
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Supervisors shall proactively oversee the use of restraints on any inmate.
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	A qualified healthcare professional shall conduct face-to-face checks at a minimum every 15 minutes to assess the inmate's condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented in the inmate's medical file.
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Within one hour of the application of restraints or therapeutic seclusion, a face-to-face observation of the inmate to evaluate the need for continued restraint or therapeutic seclusion shall be conducted by a qualified health care professional.
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Staff members shall conduct direct face-to-face observation at least twice every 30 minutes to check the inmate's physical well-being and behavior. Restraints shall be checked to verify the correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	
(10) Where applicable, the facility manager shall use the restraint device manufacturer’s recommended maximum time limits for placement.	☒	☐	☐	
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	**SCCSOCP POLICY:** **511.9 PREGNANT INMATES** Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff, or the public. Known or suspected pregnant women will not be placed in the restraint chair. Pregnant female inmates are not held in this facility.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body. There were no pregnant inmates in custody on the day of the physical plant inspection.
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	**SCCSOCP POLICY:** **511.9.1 INMATES IN LABOR** No inmate who is in labor, delivery, or recovery from a birth shall be otherwise restrained except when all of the following exist (Penal Code § 3407): (a) There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the inmate, the staff of this or the medical facility, other inmates, or the public. (b) A supervisor has made an individualized determination that such restraints are necessary to prevent escape or injury. (c) There is no objection from the treating medical care provider. (d) The restraints used are the least restrictive type and are used in the least restrictive manner. Pregnant female inmates are not held in this facility.
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Restraints shall be removed when medical staff responsible for the medical care of the pregnant inmate determines that the removal of restraints is medically necessary.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies. There were no pregnant inmates in custody on the day of the onsite physical plant inspection.
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	**SCCSOCP POLICY:** **517 BIOLOGICAL SAMPLES** The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable. In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	If an inmate refuses to cooperate with the sample collection process, corrections officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. The Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Please see above.
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Please see above.
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	**SCCSOCP POLICY:** **517.5.1 VIDEO RECORDING** A video recording should be made any time force is used to obtain a biological sample.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	**SCCSOCP POLICY:** **215 COMMUNITY RELATIONS AND PUBLIC INFORMATION** **215.2 INMATE EDUCATION PLAN** The agency partners with Cabrillo Community College to provide inmate education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	Please see above.
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	Educational programming is available for all inmates. During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either, participating or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Vocational training is linked directly to classification and housing. Robust vocational training occurs at the Rountree Facility.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements:	☒	☐	☐	**SCCSOCP POLICY:** **1006 INMATE VISITATION**
(a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	All inmates are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets. The agency has incorporated a family reunification and therapeutic visiting area for families with children.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and in housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All inmates are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	The Chief Deputy or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied. Those inmates who are named as the restrained persons in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order. Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or if there is another good cause. Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented. A copy of the documentation will be placed into the inmate's file and another copy will be forwarded to the Chief Deputy.
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	A maximum of two adults and three children will be permitted to visit an inmate at any one time. Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child. The agency has incorporated a family reunification and therapeutic visiting area for families with children.
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on inmate tablets to supplement existing in person visitation.
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, “onsite” is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs onsite is at no cost to the visitor or to the inmate.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				
Mode of visitation;				In-person with barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				None.
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	**SCCSOCP POLICY:** **1004 INMATE MAIL** Inmates may, at their own expense, send and receive mail without restrictions on quantity. There is no limitation on the volume of incoming or outgoing mail. BSCC staff interviewed inmates on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	**SCCSOCP POLICY:** **1004.6 PROCESSING AND INSPECTION OF MAIL** During the onsite physical plant inspection, inmates and staff were interviewed. Both stated that mail is not intercepted and read unless a security concern exists. In addition, inmates stated that their legal mail is never withheld and if it is screened, it is opened in their presence.
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	**SCCSOCP POLICY:** **1004.4 CONFIDENTIAL CORRESPONDENCE** Facility staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections.
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	During the onsite physical plant inspection, inmates were interviewed and stated that if they elected to correspond with the facility manager, administrator, or the Sheriff, they could do so.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	**SCCSOCP POLICY:** **607.6 INDIGENT INMATES AND ACCESS TO WRITING MATERIALS** Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper (4/8) sufficient to maintain communication with an elected official, officials of the Board of State and Community Corrections, attorneys, and other officers of the court. BSCC staff interviewed multiple Inmates on the day of the physical plant inspection and were advised that writing implements were readily available without limitation.
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.	☒	☐	☐	**SCCSOCP POLICY:** **1003 LIBRARY SERVICES** This facility operates library services that provide leisure and legal reading materials to inmates. All inmates interviewed by BSCC staff stated that they have access to library services including law library material upon written request or on the inmate tablets. Tablets are accessible to all inmates and on the day of the physical plant inspection, BSCC staff observed tablets located in the facility living areas.
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	**SCCSOCP POLICY:** **601 EXERCISE** Special housing inmates are provided with three hours of exercise outside of their cell and a minimum of 7 hours for recreation per week. Inmates have access to exercise and recreation throughout the day and evening hours, 7 days per week. During the onsite physical plant inspection, BSCC staff observed inmates to have full access to the day room and exercise area.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	**SCCSOCP POLICY:** **1004.7 BOOKS, MAGAZINES, NEWSPAPERS AND PERIODICALS** All books, newspapers, and periodicals are acceptable when sent directly from the publisher.
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Publications that are considered obscene, depicting violence, nudity, gang activity, and criminal behavior are not allowable. If these publications are received at the Sheriff's Office, the items are inventoried and stored in the inmate's personal property.
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Please see above
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited absent a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	**SCCSOCP POLICY:** **1005 INMATE TELEPHONE ACCESS** All inmates have access to telephones. BSCC staff observed telephones located in the dayroom area. Inmates who were interviewed demonstrated their ability to use the tablets for communication.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	**SCCSOCP POLICY:** **603 INMATE ACCESS TO COURTS AND COUNSEL** Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents is located in each housing unit. Telephones that enable confidential attorney-client calls are available to all inmates. Reasonable access to legal materials is accessible by written request or on the inmate's tablet. Assistance through the court process by individuals trained in the law is available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access. Writing materials, envelopes, and postage for indigent inmates for legal communications and correspondence are unlimited.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available onsite.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	The Inmate Orientation is referenced in policy however, the actual handbook resides outside of policy. Each person entering housing receives a verbal orientation along with a video orientation and a handbook. Both methods of orientation delivery were reviewed by BSCC staff and contain items (1-10) listed below.
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Both forms of the Inmate Orientation are available in English and Spanish.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	Illiterate inmates and those who cannot speak or read English or have disabilities that would impair their ability to comprehend are provided with assistance through inmate assistance or counseling services.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) rules and disciplinary procedures;	☒	☐	☐	
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency provides a wide variety of social and educational programs for inmates. Many of them link social services, community-based organizations, community colleges, and veteran's services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	These services are provided by the agency and are augmented with services provided by outside community-based providers.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	**SCCSOCP POLICY:** **611 INMATE VOTING** This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes. BSCC staff interviewed multiple inmates during the physical plant inspection, inmates that were interviewed stated that they are aware of voting and voter registration accessibility.
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	**SCCSOCP POLICY:** **1007 RELIGIOUS SERVICES** This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates. In-person religious providers provide religious programming. Written religious materials are available upon request. Religious diets are provided, and religious articles used for religious practices are available. On the day of the physical plant inspection, BSCC staff observed religious articles such as prayer rugs located in inmate living areas.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	**SCCSOCP POLICY:** **610 INMATE GRIEVANCE** It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures and allegations of sexual abuse. BSCC staff reviewed a random sampling of 21 grievances from the Rountree Facility and found them to be responded to appropriately and within the timelines required in policy. BSCC staff interviewed multiple inmates on the day of the physical plant inspection and each inmate advised that they were aware of how to access, complete, and submit a grievance. There were no grievances appealed during this inspection cycle.
(1) a grievance form;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing a grievance are listed on the grievance form, are in the handbook, and is accessible on the inmate tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	Anonymous grievances are reviewed and processed. During the review of an anonymous grievance, the facility manager will determine if an investigation is necessary based on the content and severity of the issue. There were no cases of an anonymous grievance being submitted during this inspection cycle.
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	Staff shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate's file. During the onsite physical plant inspection, BSCC staff interviewed inmates and staff regarding the grievance process. Both advised that staff resolves grievances without the need for a formal grievance in most cases.
(5) appeal to the next level of review;	☒	☐	☐	Inmates may appeal the finding of a grievance to the Chief Deputy as the final level of appeal within five days of receiving the findings of the original grievance. There were no grievance appeals submitted during this inspection cycle.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions, and probation/parole actions. Of the grievance sampling reviewed, there was no instance of a grievance being denied.
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	The agency grievance system does not respond to grievances with an automated system. Upon receiving a completed inmate grievance form, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner.
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	The supervisor shall assign the investigation of the grievance to the manager in charge of the department the inmate is grieving. Medical/Food/Programs

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	Inmates may appeal the finding of a grievance to the Chief Deputy as the final level of appeal within five days of receiving the findings of the original grievance. The Chief Deputy will review the grievance and either confirm or deny it. If the Chief Deputy confirms the grievance, he/she will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	The Chief Deputy should perform an annual audit of all inmate grievances and complaints filed the previous calendar year.
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action.
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	**600 INMATE DISCIPLINE** The inmate orientation handbook addresses inmate rules and sanctions that are commensurate with the violation. A process for resolving minor infractions has been developed as a citation. If the inmate disagrees with the minor rule violation sanction, the decision can be appealed to a lieutenant or go through the discipline hearing process.
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements:	☒	☐	☐	**SCCSOCP POLICY:** **600 INMATE DISCIPLINE** The inmate orientation addresses inmate rules and sanctions. The discipline process along with discipline reports were reviewed by BSCC staff and were compliant with this regulation. A process for resolving minor infractions has been developed as a citation. If the inmate disagrees with the minor rule violation sanction, the decision can be appealed to a lieutenant or progress to the formal discipline hearing process.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	In cases of a minor rule violation, a citation is issued, and temporary loss of privileges may be imposed as a minor discipline sanction. BSCC staff interviewed inmates and staff during the onsite physical plant inspection to verify that informal discipline is used in cases where the rule violation does not require the formal discipline process. All citations are reviewed by a supervisor.
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Major rule violations require a crime report. The process for an inmate accused of a major rule violation includes: (a) A fair hearing in which the Chief Deputy or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action. (b) Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense. (c) An impartial hearing officer. (d) The limited right to call witnesses and/or present evidence on his/her behalf. (e) The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation. (f) A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process. (g) Reasonable sanctions for violating rules that relate to the severity of the violation. (h) The opportunity to appeal the finding. BSCC staff reviewed a random sampling of 20 formal discipline reports. The reports were found to be appropriate, containing all the information required in the agency policy and in this regulation. Inmates were interviewed during the onsite physical plant inspection and advised that when formal discipline occurs, they were notified, able to appear and make statements, call on witnesses and appeal the decision if they were in opposition of the proposed sanction from the hearing officer.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	The hearing officer shall be an impartial hearing officer that was not involved in the incident or issuance of the citation or notice of the rule violation charge.
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process by the Sheriff that is established in the policies, procedures and practices relating to inmate discipline. All inmates will be made aware of the rules of conduct related to maintaining facility safety, security, and order, as well as clearly defined penalties for rule violations.
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Unless waived in writing by the inmate, hearings may not be held in less than 24 hours from the time of notification. Of the reports and hearing dispositions reviewed by BSCC staff, there was no hearing held prior to the required 24-hour notification.
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Accused inmates have the right to make a statement, present evidence, and call witnesses at the hearing. BSCC staff interviewed multiple inmates on the day of the onsite physical plant inspection regarding their involvement in disciplinary hearings. Of those that have navigated the formal disciplinary process, all stated that they appeared and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	Investigations involving major rule violations should be initiated within 24 hours of the initial report and completed in sufficient time for the inmate to have a disciplinary hearing, which is required within 72 hours of the time the inmate was informed, in writing, of the charges. If additional time is needed, the investigating supervisor will request more time in writing from the Sergeant. The inmate will be notified in writing of the delay.
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	All disciplinary hearing reports and dispositions shall be reviewed by the Chief Deputy or the authorized designee soon after the final disposition.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	All disciplinary hearing reports and dispositions shall be reviewed by the Chief Deputy or the authorized designee soon after the final disposition. A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions, and an explanation of the appeal process is provided to the incarcerated person. BSCC staff interviewed multiple inmates on the day of the onsite physical plant inspection regarding their involvement in disciplinary hearings. Of those who have navigated the formal disciplinary process, all stated that they received formal notice of the disciplinary decision.
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	This is provided in the written disciplinary hearing disposition provided to the inmate.
(c) Nothing in this section precludes a facility administrator from administratively separating any incarcerated person from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the person, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.	☒	☐	☐	Inmates who are accused of a major rule violation may be moved to administrative segregation housing for pre-hearing detention, with the Sergeant's approval, if there is a threat to safety or security.
(d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.	☒	☐	☐	Please see above.
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of "good time" credits earned under Penal Code Section 4019. (f) Forfeiture of "work time" credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	**SCCSOCP POLICY:** **600.11 GUIDELINES OFR DISCIPLINARY SANCTIONS** BSCC staff reviewed a random sampling of 20 discipline reports to verify compliance with this regulation. Sanctions are commensurate with violations. Time frames are consistently adhered to and due process is afforded. Types of rule violations include the following: Minor Rule Violation/Infraction/Citation Major Criminal

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	**SCCSOCP POLICY:** **600.10 LIMITATIONS ON DISCIPLINARY ACTIONS** The U.S. and State Constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations as listed below, sections (a-g) BSCC staff reviewed documentation and interviewed multiple inmates on the day of the onsite physical plant inspection to verify the below-referenced limitations on disciplinary actions. The imposition of formal discipline sanctions requires that the person be transported to the main jail.
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Disciplinary segregation in excess of 30 days without review by the Chief Deputy is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended. Discipline and or separated housing occurs at the main jail.
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	BSCC staff inspected all cells and housing areas throughout the facility. All living areas are equipped with furnishings and fixtures that conform to the requirements listed in Title 24. Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to attempt suicide (15 CCR 1083(b)). The decision to continue to deprive the inmate of these articles must be made by the Chief Deputy or the authorized designee and reviewed every 24 hours. Separated housing occurs at the main jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the mental health progress notes and management plan should reflect the changed environment. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs, or other factors) the special management treatment plan should be updated to reflect this. Where reasonably practicable, a qualified healthcare professional should provide screening for suicide risk following admission to the segregation unit. There is no separate housing in this facility.
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	**SCCSOCP POLICY:** **203 PROHIBITION ON INMATE CONTROL** All staff, including support staff, contractors, and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this office to prohibit any staff member from implicitly allowing, or by dereliction of duty, any inmate or group of inmates to exert authority over any other inmate.
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	In no case shall a safety cell, as specified in the Safety and Sobering Cells Policy, be used for disciplinary purposes. In no case shall any restraint device be used for disciplinary purposes. Restraint devices are not used in this facility.
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Food shall not be withheld as a disciplinary measure.
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Chief Deputy.
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	**SCCSOCP POLICY:** **600.3.2 RULE VIOLATION REPORTS** California Penal Code § 4019.5 requires a record of all disciplinary infractions and punishment administered will be made. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation. Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report. All documents reviewed for verification of compliance with this regulation were disciplinary records.
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** The Communicable Disease Policy was updated in collaboration with the county public health authority, WelPath, and strictly follow the California State Public Health Guidelines. The policy was reviewed and was found to follow the standards set by the Centers for Disease. The policy is comprehensive and contains the identification of symptoms, education, immunization, prevention, surveillance, diagnosis, medical isolation, treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:	☒	☐	☐	BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.
(1) The types of communicable diseases to be reported;	☒	☐	☐	
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	**SCCSOCP POLICY:** **700.3 ACCESS TO CARE** Inmate medical requests will be evaluated by qualified healthcare professionals or health-trained custody staff. Healthcare Services will be made available to inmates from the time of admission until they are released. BSCC staff interviewed inmates and healthcare providers on the day of the physical plant inspection. Inmates stated that after submitting a request for a sick call, they are generally seen within 2-3 days for a non-emergency. Health care staff shared that in most cases sick call occurs within 48 hours of receiving the sick call request for a non-emergency.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Inmates must be provided with a minimum of 15 minutes of dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. If more than 14 hours pass between meals, approved snacks will be provided. If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast. Inmates who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal. BSCC staff interviewed multiple inmates and the food service manager on the day of the physical plant inspection. Inmates stated that they receive a minimum of one hot meal daily and that meals are provided at appropriate times. Inmates stated that they receive a meal upon return from an outside appointment if a meal was unavailable depending on the type of appointment. Those in court holding receive a meal at the scheduled mealtime. Prepared meals that were observed in the kitchen (at the main jail) appeared to be fresh and nutritious from a consumer perspective.
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1260 STANDARD INSITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	**SCCSOCP POLICY:** **806.3.2 CLOTHING ISSUE** An inmate admitted to the facility shall be issued a set of facility clothing. The clothing shall be appropriate to the climate, reasonably fitted, durable, easily laundered, and repaired. Inmate workers are issued clothing and footwear that are suitable for their work assignment. Two pair of clean socks and one set of foot-ware are issued prior to housing.
(b) Clean outergarments; and,	☒	☐	☐	One set to wear and one extra set.
(c) Clean undergarments;	☒	☐	☐	
(1) For males – shorts and undershirt, and	☒	☐	☐	Two undershorts and two undershirts.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Two bras and two pair of panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☐	☐	☒	The inmate laundry room (at the main jail) was observed by BSCC staff to contain an orderly inventory of clean clothing for issuance. Inmates were interviewed on the day of the physical plant inspection and advised that they exchange their clothing at least twice per week.
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	**SCCSOCP POLICY:** **804 VERMIN AND PEST CONTROL** The Chief Deputy or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the Responsible Physician and the local public health entity, for the sanitation and control of vermin and pests, and to establish medical protocols for treating inmate clothing, personal effects and living areas, with specific guidelines for treating an infested inmate. BSCC staff toured the inmate property storage room (at the main jail) on the day of the onsite physical plant inspection. Inmate clothing is stored in a sealed plastic bag. Soiled or infested clothing is laundered prior to storage.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance. Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued:	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.8 PERSONAL CARE ITEMS** Inmates are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent inmates shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No inmate will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared. All inmates are issued a personal hygiene kit at the time of admittance and housing. After housing, inmates may request additional items through the commissary or the inmate request process.
(a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment. Incarcerated persons shall not be required to share any personal care items listed in items “a” through “d.”	☒	☐	☐	All inmates receive a personal care hygiene kit upon admittance and housing.
Incarcerated people will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	Hair car stations were observed by BSCC staff in the inmate living area. Barbicide solution was present.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing. Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.8 SHOWERING** Inmates shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable. BSCC staff interviewed inmates on the day of the physical plant inspection and verified that showers were available throughout the day, every day.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	**SCCSOCP POLICY:** **608 GROOMING** **608.3 HAIRCUTS** **608.3.1 HAIR CARE SERVICES** Inmates shall generally be permitted to receive hair care services once per month after being in custody for at least 30 days.
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Inmates who significantly alter their appearance may be required to submit additional booking photos.
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☒	☐	☐	Hair car stations were observed by BSCC staff in the living area and Barbicide solution was present.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **806 INMATE HYGIENE** **806.3.1 BEDDING ISSUE** Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every inmate who is expected to remain overnight shall be issued bedding and linens including, but not limited to: (a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with the facility's operational laundry rules. (b) One clean, firm, fire-retardant mattress. Mattresses will be serviceable, fire-retardant, and enclosed in an easily cleanable, non-absorbable material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when an inmate is released. Mattresses will be disinfected every time they are turned in for rotation. Mattresses will be serviceable, enclosed in an easily cleaned material with nonabsorbent ticking, and conform to the size of the bunk. (c) Two sheets or one sheet and a clean mattress cover. (d) One clean washcloth, hand towel, and bath towel. (e) One pillow and pillowcase.
(b) one mattress cover or one sheet;	☒	☐	☐	(c) Two sheets or one sheet and a clean mattress cover.
(c) one towel; and,	☒	☐	☐	(d) One clean washcloth, hand towel, and bath towel.
(d) one blanket or more depending up on climatic conditions.	☒	☐	☐	(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions.
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	Sleep bags are not used.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	**803 PHYSICAL PLANT/MAINTENANCE** The Chief Deputy shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the Sergeants and corrections officers, and ensuring that any deficiencies discovered are corrected in a timely manner. During the physical plant inspection, BSCC staff were able to observe and verify that cleaning/disinfecting protocols are being followed, cleaning supplies are in large quantities and readily available in all housing areas. The facility appeared to be orderly and clean.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Cells are cleaned between use, there is no specified medical care housing in this facility.

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 8, apply (Minors in Jails). *Note: Reference PC § 207.1(b), 207.6, 707.1.*	☐	☒	☐	Minors are not held in this facility.
42 USC 5633 SECTION 223(a)(12) SEPARATION Juveniles are not confined or detained in any facility in which they have contact with adult prisoners. *Note: Reference WIC § 208.*	☒	☐	☐	
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact. The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	

DETENTION OF MINORS				
	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections

BSCC Code: 5300

FACILITY: Rountree Lane Min	**TYPE: II**	**RC: 96**
FIELD REPRESENTATIVE: Kimberly Moule		**DATE: October 4, 2023**

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Holding												
Circulation	Holding	1988	1	0	11	(11)	11.2 X 10.8	1	0	1	1	0
	Holding	1988	2	0	6	(12)		1	0	1	1	0
Dorm												
Dorm R	Dorm	1988	0	65	48	48		6	0	6	1	3
Dorm S	Dorm	1988	0	55	48	48		6	0	6	1	3

Notes: The dayroom (excluding the circulation corridor) measures 1,695 square feet. Each dorm has 6 sleeping bays measuring 24' X 17.5' (420 square feet) and capable of sleeping 8 inmates.
2014-2016 – In November 2014 re-rating was requested. A review of this LASE substantiates the limitation to 96 based upon 1695 square feet of dayroom space (35 square feet per inmate.)

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ADULT TYPE I, II, III AND IV FACILITIES
PHYSICAL PLANT EVALUATION
The Board of State and Community Corrections

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5300

FACILITY NAME: Rountree Lane Min				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☐	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☒	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐	**1980:** ☐	**1986:** ☐	**1976:** ☐
FIELD REPRESENTATIVE: Kimberly Moule				**DATE:** October 4, 2023		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☐	☐	☒	Reception and booking do not occur in this facility. All bookings are processed at the main jail.
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☐	☐	☒	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☐	☐	☒	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☐	☐	☒	
4. Access to a shower within the secure portion of the facility.	☐	☐	☒	
5. Provide access to a secure vault or storage space for inmate valuables.	☐	☐	☒	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☒	☐	☐	There are three holding cells in this facility.
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☐	☐	☒	There are no sobering cells located in this facility.
2. Be limited to eight inmates;	☐	☐	☒	
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☐	☐	☒	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☐	☐	☒	
6. Maximize visual supervision of inmates by staff;	☐	☐	☒	
7. Be padded on the floor as specified in Section 1231.3; and,	☐	☐	☒	
8. Have accessible a shower in the secure portion of the facility.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	There are no safety cells located in this facility.
2. Be limited to one inmate;	☐	☐	☒	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☐	☐	☒	
4. Be padded as specified in Section 1231.3;	☐	☐	☒	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☐	☐	☒	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☐	☐	☒	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☐	☐	☒	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☐	☐	☒	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☐	☐	☒	There are no single cells located in this facility.
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☐	☐	☒	There are no double cells located in this facility.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	This facility design is dormitory design.
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☒	☐	☐	
2. Contain tables and seating to accommodate the maximum number of inmates;	☒	☐	☐	
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☒	☐	☐	
4. Provide access to a shower or showers as specified in Section 1231.3; and	☒	☐	☐	
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☒	☐	☐	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☐	☐	☒	Pharmaceutical storage occurs at the main jail.
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☐	☐	☒	There is no designated medical care housing located in this facility.
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☐	☐	☒	
The medical care housing unit shall be designed in consultation with the health authority.	☐	☐	☒	
Medical/mental health areas may contain other than single occupancy cells.	☐	☐	☒	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☐	☐	☒	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☐	☐	☒	Storage for commissary items is located at the main jail.
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	Dining occurs in the dayroom space of the dormitory.
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☒	☐	There is no central dining room.
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	This facility design allows for in-person contact, and in person with barrier visitation. There are family visiting rooms and an outdoor playground for family reunification and parental visits.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility	☒	☐	☐	
A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	Audio monitoring was tested and is operable.
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☐	☐	☒	Laundry facilities are located at the main jail.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	Emergency generator power is tested bi-monthly.
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	There are three confidential interview rooms located in this facility.
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	There are three confidential interview rooms located in this facility that are used for attorney interview space.
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☒	☐	☐	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☒	☐	☐	
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☒	☐	☐	
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☐	☒	☐	When bunks that are not secured to the floor or the wall are used, the agency is noncompliant with this Title 24 Requirement.
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☐	☐	☒	There are no sobering cells located in this facility.
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☐	☐	☒	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☐	☐	☒	
1. Approved for use by the State Fire Marshal;	☐	☐	☒	
2. Nonporous to facilitate cleaning;	☐	☐	☒	
3. At least 1/2-inch (12.7 mm) thick;	☐	☐	☒	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☐	☐	☒	
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☐	☐	☒	
6. Without any exposed seams susceptible to tearing or ripping.	☐	☐	☒	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☐	☐	☒	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☒	☒	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)	☒	☐	☐	

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5325

FACILITY NAME: Santa Cruz County Courthouse	**FACILITY TYPE: CH**
PERSON(S) INTERVIEWED: Lieutenant Robbins, Sergeants Savage and Hansen	
FIELD REPRESENTATIVE: Kimberly Moule	**DATE: October 4, 2023**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING At a minimum, all supervisors of, and personnel who supervise incarcerated persons in, a Court Holding or Temporary Holding facility shall complete eight hours of specialized corrections training. Such training shall include, but not be limited to: (a) applicable minimum jail standards; (b) jail operations liability; (c) separation of incarcerated persons; (d) emergency procedures and planning, fire and life safety; and, (e) suicide prevention; (f) de-escalation; (g) juvenile procedures; (h) racial bias; and, (i) mental illness. *Note: Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of people incarcerated, the employees' level of experience and training, and other relevant factors*	☒	☐	☐	**SCCSOPM POLICY 900 TEMPORARY CUSTODY OF ADULTS.** **900.1.2 COURT HOLDING-TEMPORARY HOLDING FACILITY** **203 TRAINING POLICY** All personnel assigned to court security and holding are sworn deputy sheriffs and have completed the POST academy. BSCC staff verified that those assigned to court holding have completed at least eight hours of specialized training as required by this regulation. Trained patrol officers are assigned to court-holding positions.
Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.	☒	☐	☐	Personnel assigned to the court holding complete Jail Operations Training before assignment.
A total of eight hours of refresher training shall be completed every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight-hour refresher.	☒	☐	☐	At a minimum of annually, all court-holding personnel receive eight hours of in-service training and procedural updates.

[1] This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	**SCCSOPM POLICY 206 STAFFING LEVELS** The purpose of this policy is to ensure that proper supervision is available for all shifts. The Sheriff's Office intends to balance the employees' needs against the need to have flexibility and discretion in using personnel to meet operational needs. BSCC staff reviewed a sampling of 20 shift rosters that reflected that there is male and female staffing scheduled on each court day to manage the operations of court holding.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	The review of shift rosters coupled with BSCC onsite visual observations verified that staffing is scheduled to allow for emergency response.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	BSCC staff verified that female personnel are assigned to court holding on each court day.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency staffing plan and verified that staffing is sufficient for the daily operation of the court holding facility.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following:	☒	☐	☐	**SCCSOPM POLICY 900 TEMPORARY CUSTODY OF ADULTS** **900.1.2 SAFETY CHECKS/TEMPORARY CUSTODY LOGS** Direct, visual observation by assigned personnel performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody. BSCC staff reviewed a sampling of 20 regular court days (typically eight hours) of safety checks along with the visual observation of active logs on the day of the physical plant inspection. All safety checks were completed and documented within the timeframes required for this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☐	☐	☒	There is no safety or sobering cell in this facility. Restraint devices other than mechanical restraints are not used in court-holding facilities.
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include:	☒	☐	☐	
(1) the actual time at which each individual safety check occurred;	☒	☐	☐	
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	The Watch Commander will note in the daily log that a review of the Management Reports for Safety Checks for the shift was completed and fully documented.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	**SCCSOPM POLICY 402 FIRE SAFETY** **402.2 FIRE PREVENTION** **402.3 FIRE SUPPRESSION PRE-PLANNING** All personnel assigned to court holding are trained in fire and life safety. Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency. The courthouse is a state facility, court holding is the only area under the total control of the Sheriff's Office.
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	All staff are trained in fire and life safety.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1029 POLICY AND PROCEDURES MANUAL[2] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsection (d) does not apply and has been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **102 CUSTODY MANUAL** **306.8.2 POLICY REVIEW** The agency uses Lexipol electronic policies. BSCC staff reviewed all custody and departmental policies to verify that they contain all applicable Title 15 regulations. The agency Policy manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on April 03, 2023.
(a) The manual shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	BSCC staff reviewed the agency staffing plan that included a flow chart listing command staff, assignment, and assigned personnel by name.
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE SUPERVISORY INSPECTIONS** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly. In practice, this occurs daily, at the beginning and end of each shift. On the day of the physical plant inspection, BSCC staff observed staff inspecting cells between use.
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	**SCCSOCP POLICY:** **509 USE OF FORCE** The use of a carotid restraint or chokehold is not a trained or approved technique used in this facility.

[2] Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Restraints other than mechanical restraints are not used in this facility. Handcuffs may be applied to the wrists in front of the body should restraints be necessary. The restraints shall be the least restrictive available and the most reasonable under the circumstances. The on-call Lieutenant should be notified in the event a pregnant female is handcuffed. In no event will an inmate who is known to be pregnant be restrained using leg restraints/irons, waist restraints/chains, or handcuffs behind the body. There was one female, unrestrained in a court-holding cell on the day of the physical plant inspection.
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE AND SUPERVISORY INSPECTIONS** **213 PERIMETER SECURITY** **400.11 REVIEW OF EMERGENCY PROCEDURES** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. Safety and security inspections occur more frequently than required by this regulation. The evaluation of security measures to include daily scheduled inmate counts, searches of the facility, contraband and key control occur weekly and a comprehensive report is prepared by the division chief biannually. The most recent annual report was completed in January of 2023.
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCY PROCEDURES** **402.3 FIRE SUPPRESSION PRE-PLANNING** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	**400.8 HOSTAGE** **400.9 ESCAPE** **400.10 CIVIL DISTURBANCE**
(C) mass arrests;	☒	☐	☐	**400.10 MASS ARRESTS**
(D) natural disasters;	☒	☐	☐	**401 EMERGENCY STAFFING** **404.3 EVACUATION PLAN**
(E) periodic testing of emergency equipment; and,	☒	☐	☐	**4003.3 PERIODIC TESTING OF EMERGENCY EQUIPMENT**
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	**4003.3 STORAGE, ISSUES, AND USE OF WEAPONS AMMUNITION, CHEMICAL AGENTS, AND RELATED SECURITY DEVICES**
(8) Suicide Prevention.	☒	☐	☐	**709 SUICIDE PREVENTION AND INTERVENTION**
(9) Separation of incarcerated persons.	☒	☐	☐	**601 SEPARATION** Individual holding cells are used for separation.
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	**606.2 PRISON RAPE ELIMINATION ACT (PREA**)
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	**606.5 RETALIATION**
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	**704.3 RELEASE PLANNING SERVICES** In practice, all releases and release planning occurs at the jail.
(c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5) (*which has been deleted)*.	☒	☐	☐	
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	**SCCSOCP POLICY:** **606.4 REPORTING SEXUAL ABUSE, HARASSMENT, AND RETALIATION** Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously, or from third parties and shall promptly document all verbal reports.
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Third-party reporting of abuse instructions are posted in the public lobby of the jail, are accessible on the agency website, and are included in the inmate orientation and citizens complaint forms.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	**SCCSOCP POLICY:** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** **709.4 STAFF TRAINING** All personnel assigned to supervise inmates receive initial and annual training for suicide risk identification, prevention, and intervention. BSCC staff verified that all staff assigned to supervise inmates have received suicide prevention training and receive updates during in-service annual training.
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☐	☐	☒	**SCCSOCP POLICY:** **709.5 SCREENING AND INTERVENTION** All arrestees are screened at the time of intake into the jail. All personnel are trained in the identification of suicide risk. This occurs at the jail.
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The agency Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation. Any person who is housed in restrictive or separated housing is evaluated weekly. During the onsite physical plant inspection, staff advised that when an inmate is sentenced or has an unanticipated event while in court, the information is provided to security staff and or mental health personnel when the inmate is transported to the jail.
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** This is a classification decision.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Supervision depending on level of suicide risk.	☒	☐	☐	**SCCSOCP POLICY:** **709.6 SUICIDE WATCH** In the event that an inmate exhibits signs, symptoms, or behaviors of suicidal ideations, they are returned to the jail for evaluation, intervention, and treatment.
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** This policy establishes the suicide prevention and intervention program to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the detention facilities. The Suicide Prevention Team consists of qualified healthcare professionals, the Chief Deputy, and or his designee.
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	**SCCSOCP POLICY:** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** **709.6.2 SUICIDE NOTIFICATION** All in-custody deaths occurring in court holding are investigated and are documented in a written crime report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **709.7.1 SUICIDE DEBRIEF** The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	**SCCSOCP POLICY:** **709.3 SUICIDE PREVENTION TEAM** The suicide prevention team provides follow-up monitoring of inmates who attempt suicide.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation.
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.3 FIRE SUPPRESSION PRE-PLANNING** **406.2 INSPECTIONS** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	BSCC staff reviewed the agency Fire Suppression Pre-Plan and found it to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of a fire emergency.
(b) monthly fire prevention inspections by facility staff basis with two year retention of the inspection record;	☒	☐	☐	BSCC staff reviewed monthly facility fire prevention inspections for this inspection cycle. All monthly inspections were completed, documented, and maintained.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The latest fire clearance was completed by the Santa Cruz County Fire Authority on February 2, 2023.
(d) an evacuation plan; and,	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCIES** **404 EVACUATION PLAN**
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	In the event of a fire or emergency evacuation, inmates in court holding would be immediately returned to the jail.
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	**SCCSOCP POLICY:** **REPORT PREPARATION** Employees should ensure that reports are sufficiently detailed for their purpose and free from errors before submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor, and submitted to the Chief Deputy or the authorized designee in a timely manner. In practice, reports generated in court holding are documented in a crime report.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	
1046 DEATH IN CUSTODY (a) Death in Custody Reviews for Adults and Minors. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team at a minimum shall include the facility administrator or designee, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** All in-custody deaths, suicides, and suicide attempts are investigated and are documented in a written report. In-custody deaths are investigated within 30 days and are reported within 10 days of the death to the state Attorney General's Office.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	A team of qualified staff conducts administrative reviews to evaluate and determine the appropriateness of clinical care and changes to policy or practices and to identify issues requiring further study of each occurrence of an in-custody death.
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility: (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.	☐	☐	☒	Minors are never held in this facility. Minors are transported and are supervised by probation staff.
(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				**SCCSOCP POLICY** **513 REPORTING IN-CUSTODY DEATH and 513.3 MANDATORY REPORTING**
1050 CLASSIFICATION PLAN (b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and people held and housed at the facility. The plan shall include receiving and transmitting of information regarding incarcerated persons who represent unusual risk or hazard while confined at the facility, and the separation of such persons to the extent possible within the limits of the court holding facility.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made. Classification occurs at the jail. Classification levels and handling requirements are followed in court holding.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☐	☐	☒	Classification decisions occur during the classification process at the main jail.
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases. The agency's Communicable Diseases Policy was reviewed and was found to be comprehensive, including all elements for identifying, controlling, quarantining, treating, reporting, and follow-up care for pandemic-related diseases.
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☐	☐	☒	This screening occurs at the main jail.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** If a person in court holding is observed to be struggling with a mental disorder or a behavioral crisis, they are returned to the jail and referred to mental health personnel for further screening, assessment, and intervention.
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are onsite and are available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Please see above.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Individual holding cells would be used for temporary holding before transport to the main jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	**SCCSOCP POLICY:** **600.4.3 ADMINISTRATIVE SEPARATION** **504 SPECIAL MANAGEMENT INMATES** **506.9 CLASSIFICATION** **506.10 SINGLE OCCUPANCY CELLS** Administrative separation is the physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, or in need of medical isolation or infirmary status. This is a non-punitive classification process. Single-occupancy cells may be used to house Maximum security and administrative persons. The separation of persons in court holding is accomplished with the use of single holding cells.
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff. *Note: Subsections (b) through (e) do not apply and have been deleted.*	☒	☐	☐	All cells are equipped alike with furnishings and fixtures compliant with Title 24.
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	**SCCSOCP POLICY:** **602 INMATES WITH DISABILITIES** This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Screening for developmental disabilities occurs at the time of intake at booking. When a person exhibits symptoms or behaviors consistent with a developmental disability, they are returned to the main jail and are referred to medical staff for an assessment to ensure that housing is appropriate, and accommodations are met when necessary.
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected to have a developmental disability. In practice, this occurs at the jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☐	☐	☒	Restraints other than mechanical restraints are not used in this facility.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☐	☐	☒	
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☐	☐	☒	
(3) protective housing of restrained persons;	☐	☐	☒	
(4) provision for hydration and sanitation needs; and,	☐	☐	☒	
(5) exercising of extremities.	☐	☐	☒	
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☐	☐	☒	
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☐	☐	☒	
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☐	☐	☒	
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☐	☐	☒	
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☐	☐	☒	
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☐	☐	☒	
(7) A medical assessment shall be completed within four hours of placement.	☐	☐	☒	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☐	☐	☒	
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☐	☐	☒	
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☐	☐	☒	
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☐	☐	☒	
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☐	☐	☒	Restraints other than mechanical restraints are not used in this facility.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☐	☐	☒	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	**SCCSOCP POLICY:** **603 INMATE ACCESS TO COURT AND COUNSEL** Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. Inmates and their counsel have direct access while in court holding.
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are accessible in the court facility.
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	**SCCSOCP POLICY:** **803 PHYSICAL PLANT MAINTENANCE** The Chief Deputy shall be responsible for establishing and monitoring the facility maintenance schedule, and the inspection schedules of the sergeants and deputies and ensuring that any deficiencies discovered are corrected in a timely manner. During the physical plant inspection, BSCC staff were able to observe and verify that cleaning protocols were being followed. The court holding facility appeared to be orderly and clean.

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 10, apply (Minors in Court Holding Facilities).	☐	☒	☐	Minors are not held in this facility. Should a minor be scheduled for a court appearance, they are transported, supervised, and escorted by probation staff outside of the court holding area.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	
1161 CONDITIONS OF DETENTION Court holding facilities shall be designed to provide the following: (a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.	☐	☐	☒	Minors are not held in the court-holding area of this facility.
(b) Separation of minors in accordance with an established classification plan.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.	☐	☐	☒	
An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Board within 90 days.	☐	☐	☒	
1162 SUPERVISION OF MINORS A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation and review of safety checks.	☐	☐	☒	
1163 CLASSIFICATION The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the court holding facility, and for the separation of minors from any adults confined there as required by Section 208 of the Welfare and Institutions Code.	☐	☐	☒	

ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections

BSCC Code: 5325

FACILITY: Santa Cruz Courthouse	**TYPE: CH**	**RC: 0**
FIELD REPRESENTATIVE: Kimberly Moule		**DATE: October 4, 2023**

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Holding												
5	Holding	1994	1	0	16	(16)	18.0 X 19.0	1	0	1	1	0
4	Holding	1994	1	0	15	(15)	8.0 X 19.0	1	0	1	1	0
3	Holding	Pre-78	1	0	15	(15)	8.0 X 19.0	1	0	1	1	0
1-2	Holding	Pre-78	2	0	16	(32)	18.0 X 19.0	1	0	1	1	0

Notes: Only cells 4 and 5 were remodeled and evaluated under the 1994 regulations. Cells 1, 2, and 3 were constructed prior to 1978 and do not technically come under the BSCC Penal Code mandate for inspection. They are included in the Living Area Space Evaluation to more accurately reflect the facility.

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ADULT COURT AND TEMPORARY HOLDING FACILITIES
PHYSICAL PLANT EVALUATION
The Board of State and Community Corrections

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5325

FACILITY NAME: Santa Cruz Courthouse				**FACILITY TYPE: CH**		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☒	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐			
FIELD REPRESENTATIVE: Kimberly Moule				**DATE:** October 4, 2023		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
The design of court holding and temporary holding facilities shall include the following required spaces from Sections 1231.2.2, 1231.2.19, 1231.2.20, 1231.2.21, 1231.2.22, 1231.2.24 and 1231.2.26.				
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m2) of floor area per inmate;	☒	☐	☐	There are five court-holding cells in this facility.
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc..	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility	☒	☐	☐	
A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	The audio monitoring system was tested and is operable.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	Attorneys have full access to their clients held in court holding. Confidential interview rooms are located at the main jail.
1231.3.1 TOILETS/URINALS In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)	☒	☐	☐	

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5345

FACILITY NAME: Watsonville Court Holding	**FACILITY TYPE: CH**
PERSON(S) INTERVIEWED: Lieutenant Robbins, Sergeant's Savage and Hansen	
FIELD REPRESENTATIVE: Kimberly Moule	**DATE: October 4, 2023**

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING At a minimum, all supervisors of, and personnel who supervise incarcerated persons in, a Court Holding or Temporary Holding facility shall complete eight hours of specialized corrections training. Such training shall include, but not be limited to: (a) applicable minimum jail standards; (b) jail operations liability; (c) separation of incarcerated persons; (d) emergency procedures and planning, fire and life safety; and, (e) suicide prevention; (f) de-escalation; (g) juvenile procedures; (h) racial bias; and, (i) mental illness. *Note: Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of people incarcerated, the employees' level of experience and training, and other relevant factors*	☒	☐	☐	**SCCSOPM POLICY 900 TEMPORARY CUSTODY OF ADULTS.** **900.1.2 COURT HOLDING-TEMPORARY HOLDING FACILITY** **203 TRAINING POLICY** All personnel assigned to court security and holding are sworn deputy sheriffs and have completed the POST academy. BSCC staff verified that those assigned to court holding have completed at least eight hours of specialized training as required by this regulation. Trained patrol officers are assigned to court-holding positions.
Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.	☒	☐	☐	Personnel assigned to the court holding complete Jail Operations Training prior to assignment.
A total of eight hours of refresher training shall be completed every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight-hour refresher.	☒	☐	☐	At a minimum of annually, all court-holding personnel receive eight hours of in-service training and procedural updates.

[1] This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	**SCCSOPM POLICY 206 STAFFING LEVELS** The purpose of this policy is to ensure that proper supervision is available for all shifts. The Sheriff's Office intends to balance the employees' needs against the need to have flexibility and discretion in using personnel to meet operational needs. BSCC staff reviewed a sampling of 20 shift rosters that reflected that there is male and female staffing scheduled on each court day to manage the operations of court holding.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	The review of shift rosters coupled with BSCC onsite visual observations verified that staffing is scheduled to allow for emergency response.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	BSCC staff verified that female personnel are assigned to court holding on each court day.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency staffing plan and verified that staffing is sufficient for the daily operation of the court holding facility.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following:	☒	☐	☐	**SCCSOPM POLICY 900 TEMPORARY CUSTODY OF ADULTS** **900.1.2 SAFETY CHECKS/TEMPORARY CUSTODY LOGS** Direct, visual observation by assigned personnel performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody. BSCC staff reviewed a sampling of 20 regular court days (typically eight hours) of safety checks along with the visual observation of active logs on the day of the physical plant inspection. All safety checks were completed and documented within the timeframes required for this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☐	☐	☒	There is no safety cell or sobering cell in this facility. Restraint devices other than mechanical restraints are not used in court-holding facilities.
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include:	☒	☐	☐	
(1) the actual time at which each individual safety check occurred;	☒	☐	☐	
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	The Watch Commander will note in the daily log that a review of the Management Reports for Safety Checks for the shift was completed and fully documented.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	**SCCSOPM POLICY 402 FIRE SAFETY** **402.2 FIRE PREVENTION** **402.3 FIRE SUPPRESSION PRE-PLANNING** All personnel assigned to court holding are trained in fire and life safety. Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency. The courthouse is a state facility, court holding is the only area under the total control of the Sheriff's Office.
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1029 POLICY AND PROCEDURES MANUAL[2] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsection (d) does not apply and has been deleted.*	☒	☐	☐	**SCCSOCP POLICY:** **102 Custody Manual** **306.8.2 POLICY REVIEW** The agency uses Lexipol electronic policies. BSCC staff reviewed all custody and departmental policies to verify that they contain all applicable Title 15 regulations. The agency Policy manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on April 03, 2023.
(a) The manual shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	BSCC staff reviewed the agency staffing plan that included a flow chart listing command staff, assignment, and assigned personnel by name.
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE SUPERVISORY INSPECTIONS** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly. In practice, this occurs daily, at the beginning and end of each shift. On the day of the physical plant inspection, BSCC staff observed staff inspecting cells between use.
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	**SCCSOCP POLICY:** **509 USE OF FORCE** The use of a carotid restraint or chokehold is not a trained or approved technique used in this facility.

[2] Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Restraints other than mechanical restraints are not used in this facility. Handcuffs may be applied to the wrists in front of the body should restraints be necessary. The restraints shall be the least restrictive available and the most reasonable under the circumstances. The on-call Lieutenant should be notified in the event a pregnant female is handcuffed. In no event will an inmate who is known to be pregnant be restrained by the use of leg restraints/ irons, waist restraints/chains, or handcuffs behind the body. There was one female, unrestrained in a court-holding cell on the day of the physical plant inspection.
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	**SCCSOCP POLICY:** **212 ADMINISTRATIVE AND SUPERVISORY INSPECTIONS** **213 PERIMETER SECURITY** **400.11 REVIEW OF EMERGENCY PROCEDURES** Tours and inspections shall be conducted by administrative and supervisory staff throughout the facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates, and the visiting public. Safety and security inspections occur more frequently than required by this regulation. The evaluation of security measures to include daily scheduled inmate counts, searches of the facility, contraband and key control occur weekly and a comprehensive report is prepared by the division chief biannually. The most recent annual report was completed in January of 2023.
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCY PROCEDURES** **402.3 FIRE SUPPRESSION PRE-PLANNING** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	**400.8 HOSTAGE** **400.9 ESCAPE** **400.10 CIVIL DISTURBANCE**
(C) mass arrests;	☒	☐	☐	**400.10 MASS ARRESTS**
(D) natural disasters;	☒	☐	☐	**401 EMERGENCY STAFFING** **404.3 EVACUATION PLAN**
(E) periodic testing of emergency equipment; and,	☒	☐	☐	**4003.3 PERIODIC TESTING OF EMERGENCY EQUIPMENT**
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	**4003.3 STORAGE, ISSUES, AND USE OF WEAPONS AMMUNITION CHEMICAL AGENTS, AND RELATED SECURITY DEVICES**
(8) Suicide Prevention.	☒	☐	☐	**709 SUICIDE PREVENTION AND INTERVENTION**
(9) Separation of incarcerated persons.	☒	☐	☐	**601 SEPARATION** Individual holding cells are used for separation.
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	**606.2 PRISON RAPE ELIMINATION ACT (PREA)**
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	**606.5 RETALIATION**
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	**704.3 RELEASE PLANNING SERVICES** In practice, all releases and release planning occurs at the jail.
(c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5) (*which has been deleted)*.	☒	☐	☐	
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	**SCCSOCP POLICY:** **606.4 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION** Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously, or from third parties and shall promptly document all verbal reports.
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Third-party reporting of abuse instructions are posted in the public lobby of the jail, are accessible on the agency website, and are included in the inmate orientation and citizens complaint forms.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	**SCCSOCP POLICY:** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** **709.4 STAFF TRAINING** All personnel assigned to supervise inmates receive initial and annual training for suicide risk identification, prevention, and intervention. BSCC staff verified that all staff assigned to supervise inmates have received suicide prevention training and receive updates during in-service annual training.
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☐	☐	☒	**SCCSOCP POLICY:** **709.5 SCREENING AND INTERVENTION** All arrestees are screened at the time of intake into the jail. All personnel are trained in the identification of suicide risk. This occurs at the jail.
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The agency's Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation. Any person who is housed in restrictive or separated housing is evaluated weekly. During the onsite physical plant inspection, staff advised that when an inmate is sentenced or has an unanticipated event while in court, the information is provided to security staff and or mental health personnel when the inmate is transported to the jail.
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** This is a classification decision.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Supervision depending on level of suicide risk.	☒	☐	☐	**SCCSOCP POLICY:** **709.6 SUICIDE WATCH** If an inmate exhibits signs, symptoms, or behaviors of suicidal ideations, they are returned to the jail for evaluation, intervention, and treatment.
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** **709 SUICIDE PREVENTION AND INTERVENTION** **709.3 SUICIDE PREVENTION TEAM** This policy establishes the suicide prevention and intervention program to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the office detention facilities. The Suicide Prevention Team consists of qualified healthcare professionals, the Chief Deputy, and/or his designee.
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	**SCCSOCP POLICY:** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** **709.6.2 SUICIDE NOTIFICATION** All in-custody deaths occurring in court holding are investigated and are documented in a written crime report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **709.7.1 SUICIDE DEBRIEF** The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	**SCCSOCP POLICY:** **709.3 SUICIDE PREVENTION TEAM** The suicide prevention team provides follow-up monitoring of inmates who attempt suicide.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	**SCCSOCP POLICY:** **1001 COUNSELING SERVICES** The agency's Suicide Prevention Team evaluates all persons during special circumstances as listed in this regulation.
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	**SCCSOCP POLICY:** **402 FIRE SAFETY** **402.3 FIRE SUPPRESSION PRE-PLANNING** **406.2 INSPECTIONS** Pursuant to Penal Code § 6031.1(b), the Chief Deputy shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	BSCC staff reviewed the agency Fire Suppression Pre-Plan and found it to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of a fire emergency.
(b) monthly fire prevention inspections by facility staff basis with two year retention of the inspection record;	☒	☐	☐	BSCC staff reviewed monthly facility fire prevention inspections for this inspection cycle. All monthly inspections were completed, documented, and maintained.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The latest fire clearance was completed by the Santa Cruz County Fire Authority on July 7, 2022.
(d) an evacuation plan; and,	☒	☐	☐	**SCCSOCP POLICY:** **400 FACILITY EMERGENCIES** **404 EVACUATION PLAN**
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	In the event of a fire or emergency evacuation, inmates in court holding would be immediately returned to the jail.
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	**SCCSOCP POLICY:** **REPORT PREPARATION** Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor, and submitted to the Chief Deputy or the authorized designee in a timely manner. In practice, reports generated in court-holding are documented in a crime report.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	
1046 DEATH IN CUSTODY (a) Death in Custody Reviews for Adults and Minors. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team at a minimum shall include the facility administrator or designee, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	☒	☐	☐	**SCCSOCP POLICY:** **513.5 IN-CUSTODY DEATH REVIEW** **513 REPORTING IN-CUSTODY DEATH** **210.3.2 INCIDENT REPORTING** **513.3 MANDATORY REPORTING** All in-custody deaths, suicides, and suicide attempts are investigated and are documented in a written report. In-custody deaths are investigated within 30 days and are reported within 10 days of the death to the state Attorney General's Office.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	A team of qualified staff conducts administrative reviews to evaluate and determine the appropriateness of clinical care, and changes to policy or practices and to identify issues requiring further study of each occurrence of an in-custody death.
(b) Death of a Minor In any case in which a minor dies while detained in a jail, lockup, or court holding facility: (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.	☐	☐	☒	Minors are never held in this facility. Minors are transported and supervised by probation staff.
(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				**SCCSOCP POLICY** **513 REPORTING IN-CUSTODY DEATH and 513.3 MANDATORY REPORTING**
1050 CLASSIFICATION PLAN (b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and people held and housed at the facility. The plan shall include receiving and transmitting of information regarding incarcerated persons who represent unusual risk or hazard while confined at the facility, and the separation of such persons to the extent possible within the limits of the court holding facility.	☒	☐	☐	**SCCSOCP POLICY:** **506 CLASSIFICATION** It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made. Classification occurs at the jail. Classification levels and handling requirements are followed in court holding.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☐	☐	☒	Classification decisions occur during the classification process at the main jail.
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed	☒	☐	☐	**SCCSOCP POLICY:** **706 COMMUNICABLE DISEASES** It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up, and proper reporting to local, state, and federal agencies of communicable diseases. The agency's Communicable Diseases Policy was reviewed and was found to be comprehensive, including all elements for identifying, controlling, quarantining, treating, reporting, and follow-up care for the pandemic-related disease.
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☐	☐	☒	This screening occurs at the main jail.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	**SCCSOCP POLICY:** **504 SPECIAL MANAGEMENT INMATES** If a person in court holding is observed to be struggling with a mental disorder or a behavioral crisis, they are returned to the jail and referred to mental health personnel for further screening, assessment, and intervention.
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are onsite and are available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Please see above.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Individual holding cells would be used for temporary holding prior to transport to the main jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	**SCCSOCP POLICY:** **600.4.3 ADMINISTRATIVE SEPARATION** **504 SPECIAL MANAGEMENT INMATES** **506.9 CLASSIFICATION** **506.10 SINGLE OCCUPANCY CELLS** Administrative separation is the physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, or in need of medical isolation or infirmary status. This is a non-punitive classification process. Single-occupancy cells may be used to house Maximum security and administrative persons. The separation of persons in court holding is accomplished with the use of single holding cells.
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff. *Note: Subsections (b) through (e) do not apply and have been deleted.*	☒	☐	☐	All cells are equipped alike with furnishings and fixtures compliant with Title 24.
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	**SCCSOCP POLICY:** **602 INMATES WITH DISABILITIES** This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Screening for developmental disabilities occurs at the time of intake at booking. When a person exhibits symptoms or behaviors consistent with a developmental disability, they are returned to the main jail and are referred to medical staff for an assessment to ensure that housing is appropriate, and accommodations are met when necessary.
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected to have a developmental disability. In practice, this occurs at the jail.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☐	☐	☒	Restraints other than mechanical restraints are not used in this facility.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☐	☐	☒	
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☐	☐	☒	
(3) protective housing of restrained persons;	☐	☐	☒	
(4) provision for hydration and sanitation needs; and,	☐	☐	☒	
(5) exercising of extremities.	☐	☐	☒	
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☐	☐	☒	
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☐	☐	☒	
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☐	☐	☒	
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☐	☐	☒	
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☐	☐	☒	
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☐	☐	☒	
(7) A medical assessment shall be completed within four hours of placement.	☐	☐	☒	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☐	☐	☒	
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☐	☐	☒	
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☐	☐	☒	
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☐	☐	☒	
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☐	☐	☒	Restraints other than mechanical restraints are not used in this facility.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☐	☐	☒	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	**SCCSOCP POLICY:** **603 INMATE ACCESS TO COURT AND COUNSEL** Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. Inmates and their counsel have direct access while in court holding.
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are accessible in the court facility.
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	**SCCSOCP POLICY:** **803 PHYSICAL PLANT MAINTENANCE** The Chief Deputy shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the sergeants and deputies and ensuring that any deficiencies discovered are corrected in a timely manner. During the physical plant inspection, BSCC staff were able to observe and verify that cleaning protocols are being followed. The court holding facility appeared to be orderly and clean.

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 10, apply (Minors in Court Holding Facilities).	☐	☒	☐	Minors are not held in this facility. Should a minor be scheduled for a court appearance, they are transported, supervised, and escorted by probation staff outside of the court-holding area.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	
1161 CONDITIONS OF DETENTION Court holding facilities shall be designed to provide the following: (a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.	☐	☐	☒	Minors are not held in the court-holding area of this facility.
(b) Separation of minors in accordance with an established classification plan.	☐	☐	☒	

DETENTION OF MINORS				
	YES	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.	☐	☐	☒	
An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Board within 90 days.	☐	☐	☒	
1162 SUPERVISION OF MINORS A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation and review of safety checks.	☐	☐	☒	
1163 CLASSIFICATION The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the court holding facility, and for the separation of minors from any adults confined there as required by Section 208 of the Welfare and Institutions Code.	☐	☐	☒	

ADULT COURT AND TEMPORARY HOLDING FACILITIES
PHYSICAL PLANT EVALUATION
The Board of State and Community Corrections

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5345

FACILITY NAME: Watsonville Court Holding				**FACILITY TYPE: CHJ**		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☐	**2/99:** ☐	**2001:** ☒	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐			
FIELD REPRESENTATIVE: Kimberly Moule				**DATE: October 4, 2023**		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
The design of court holding and temporary holding facilities shall include the following required spaces from Sections 1231.2.2, 1231.2.19, 1231.2.20, 1231.2.21, 1231.2.22, 1231.2.24 and 1231.2.26.				
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m2) of floor area per inmate;	☒	☐	☐	There are four holding cells in this facility.
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc..	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility	☒	☐	☐	
A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	The audio monitoring system was tested and is operable.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	Attorneys have direct access to their clients. Confidential interview rooms are located at the main jail.
1231.3.1 TOILETS/URINALS In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)	☒	☐	☐	The facility contains an ADA shower in the CHJ area. The agency was advised of the suicide risks of using this shower. Although this shower is seldom used (never during this inspection cycle) the agency assumes liability if using this shower.

ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections

BSCC Code: 5345

FACILITY: Santa Cruz County Watsonville Court Holding	**TYPE: CH**	**RC: 0**
FIELD REPRESENTATIVE: Kimberly Moule		**DATE: October 4, 2023**

ROOMS							**EACH ROOM**					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Holding												
1	Holding	2001	1	0	12	(12)	13'4" x 9 x 9	1	0	1	1	0
Cell contains two benches; one 13'4" and one 5'6". This is an irregular "L" shaped cell. Floor space calculation based on total floor space is 150 sq. ft.												
2	Holding	2001	1	0	4	(4)	6.4 x 9 x 9	1	0	1	1	0
Note: Cell contains two benches one is 3' one is 3.6"												
3	Holding	2001	1	0	4	(4)	6.4 x 9 x 9	1	0	1	1	0
4	Holding	2001	1	0	12	(12)	13'3 x 6'6"x 9	1	0	1	1	0
5	Holding	2001	1	0	4	(4)	6.4 x 9x 9	1	0	1	1	0
6	Holding	2001	1	0	4	(4)	6.4 x 9 x 9	1	0	1	1	0
Notes:												

***** T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.