

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.13	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-4C-33 MJS 1055, 1056, 1058, 1213 P&P 8.12, 16.01	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Security and Control	SUBJECT: Use of Special Cells, Multi-Use Rooms and Modesty Garments	

- I **PURPOSE:** To establish uniform procedures for using sobering, safety cells, multi-use rooms, and modesty garments.
- II **POLICY:** Through the use of special cells that provide for continuing staff observation, this facility will provide a safe and secure environment to arrested or incarcerated persons who, due to intoxication or mental disorder, are unable to take care of themselves or are a risk to others. Multi-use rooms are provided for transitional movement and classroom use for inmates.

III DEFINITIONS:

- A. **CLASS I SPECIAL MANAGEMENT INMATE:** An inmate who presents a serious threat to the safety and security of the facility, staff and/or any other inmate. This includes inmates in Administrative Isolation (A/I), Disciplinary Isolation (DI), Temporary Isolation (TI), Protective Custody (PC), inmates assigned to the Behavioral Health Unit and *all* inmates in Isolation Cells.
- B. **CLASS II SPECIAL MANAGEMENT INMATE:** Inmates who demonstrate unusual or bizarre behavior, are under evaluation by medical or mental health clinicians to determine their potential for self-harm, inmates who have a history of persistent “acting-out” in an institutional setting, and inmates who have a documented history of self-inflicted injuries. This category includes inmates diagnosed by competent medical or mental health clinicians as suicidal, and who are at imminent risk to commit or attempt to commit suicide. These inmates shall be personally observed by sworn staff at least twice every thirty minutes and within fifteen minutes of the last observation on an irregular basis. Observations shall be documented on an Inmate Observation Log under “Intensive” Observation.

IV PROCEDURE:

- A. **SOBERING CELL USE:** (Minimum Jail Standards 1056 and 1213):
1. All persons brought into custody for charges involving alcohol or drugs, shall be evaluated immediately upon entry, to establish their degree of intoxication.
 2. Only inmates who are a threat to their own safety due to their state of intoxication shall be placed in a sobering cell.

3. All personal property, including shoes, socks, belt, or other potentially dangerous items, shall be removed prior to placing an inmate in a sobering cell. All other clothing shall be retained.
4. Sanitation conditions shall be maintained at all times, and the cell shall be kept warm and dry.
5. Medical staff shall be notified immediately when an inmate is placed in a sobering cell, and asked to render a medical opinion regarding placement and retention in the sobering cell. In no case shall an inmate remain in a sobering cell over six (6) hours without recorded observation by a medical staff.
6. Once placement has been made in a sobering cell, a Sobering Cell Observation Log shall be initiated with direct, visual observation checks once each successive one-half hour (Policy and Procedure (P&P) 8.12, "Inmate Observation and Direct Visual Supervision"). Evaluations conducted by medical staff shall also be logged on each Sobering Cell Log.
7. Inmates shall be removed from the sobering cell as soon as they are able to continue their processing, and are no longer a threat to their safety or the safety of others, due to their state of intoxication.

B. HOUSING UNIT ISOLATION CELL (Santa Rita Jail (SRJ) only):

1. Placement in the isolation cell will occur only with an on-duty supervisor's approval.
2. ***Isolation cells shall not be used in as a form of punishment.***
3. ***Special Management inmates who are housed in isolation cells shall be personally observed and the time noted on the appropriate log as outlined in Policy and Procedure (P&P) 8.12, "Inmate Observation and Direct Visual Supervision".***
4. ***Class I special management inmates placed in isolation cells on a temporary basis shall receive direct, visual observations once in each successive thirty (30) minute period. Observations will be logged on an Inmate Observation Log under "Close" Observation.***
5. Sanitation conditions shall be maintained at all times, and the cell shall be kept warm and dry.
 - a. General population inmates placed in isolation cells on a temporary basis shall receive direct, visual observations each successive hour. Observations are logged on a General Observation Log (P&P 8.12, "Inmate Observation and Direct Visual Supervision").
 - b. Class I Special Management inmates placed in isolation cells on a temporary basis shall receive direct, visual observations once in each successive thirty (30) minute period ***as outlined in*** P&P 8.12, "Inmate Observation and Direct Visual Supervision".
 - c. Class II Special Management inmates placed in isolation cells on a temporary basis shall receive direct, visual observations twice in each successive thirty (30) minute

period ***as outlined in*** P&P 8.12, “Inmate Observation and Direct Visual Supervision”.

- d. Inmates placed in restraints and subsequently placed in an isolation cell, shall be observed twice in each successive thirty (30) minute period ***using a Restraint log, as outlined in*** P&P 8.12, “Inmate Observation and Direct Visual Supervision”. ***An incident report shall be written and the Watch Commander shall be notified of the application of restraints.***

C. MULTI-USE ROOMS: The primary use of multi-use rooms is for staging courts for a limited period of time, and other supervised activities, such as programs, education, etc.

1. Multi-use rooms will not be used for holding inmates who may need counseling or who need to be removed from the main housing area due to problems.
2. Multi-use rooms contain no toilet facilities and are designed for temporary/short-term use. Inmates in multi-use rooms without a volunteer or staff member present will be offered the use of restroom facilities every 15 minutes. The offer of restroom facilities will be logged in the housing control red book.
3. Staff utilizing a multi-use room to defuse a housing unit incident, will do so only after receiving supervisory approval. A memorandum will be written to the facility Commanding Officer, via the chain of command, explaining the circumstances – unless documented in ***an incident report.***
4. ***If a movement deputy returns an inmate from an appointment or brings a newly booked inmate to a housing unit, and there is no deputy assigned to the housing unit, the movement deputy shall conduct the custodial search of the inmate as dictated by P&P and ensure they are returned to their respective housing assignment.***

D. SAFETY CELL USE: (Minimum Jail Standard 1055):

1. Inmates who are a danger to others or who reveal intent to cause self-inflicted physical harm shall be placed in a safety cell.
2. Placement in a safety cell shall occur only with the facility Watch Commander’s approval. Continued retention in a safety cell shall be reviewed and approved by the Watch Commander minimally every eight (8) hours.
3. The Commanding Officer may delegate authority to place an inmate in a safety cell to a physician.
4. All clothing and items of personal property shall be removed before placing an inmate into a safety cell. Inmates shall be provided with a suitably designed “modesty garment” and “modesty blanket” to provide for their warmth and personal privacy, unless specific identifiable risks to the inmate's safety or the security of the facility are documented.
5. Sanitary conditions shall be maintained at all times, and the cell shall be kept warm and dry.

6. The medical staff shall be immediately notified when an inmate is placed in a safety cell, and asked to render a medical/mental health opinion regarding placement and retention in the safety cell. The inmate shall be medically cleared for continued placement every eight (8) hours thereafter. The medical/health approval for continued retention shall be noted on the Inmate Observation Log (IOL).
7. Medical evaluations shall be performed initially upon placement in safety cell and at least once every 8 hours thereafter until a referral appointment has been completed or the inmate has been cleared for removal from the safety cell. Medical health staff is to document on the ACSO Safety Cell Log for each evaluation.
8. Mental Health evaluations shall be performed initially within 8 hours of placement and every 24 hours thereafter. Mental health staff is to document on the ACSO Safety Cell Log for each evaluation. Safety cell placement is not to exceed 72 hours.
9. Once an inmate is placed in a safety cell, a Safety Cell Log under “Log Type: Intensive/Safety Cell” shall be initiated with direct, visual observation checks twice, each successive one-half hour.
 - a. Routine feeding and fluids shall be documented on the IOL. Food shall be served on paper plates *or* Styrofoam trays and plastic utensils shall be used. Fluids shall be provided in paper or Styrofoam cups.
 - b. A notation will be added to the observation log that custody staff provided the inmate with fluids at least every four (4) hours, noting if the inmate consumed the fluids offered.
 - c. A notation will be added to the observation log, minimally every eight (8) hours, documenting Watch Commander approval for the inmate’s continued retention in the safety cell.
10. Following placement in a safety cell, a narrative report entitled “Use of Safety Cell” shall be completed which minimally explains:
 - a. Circumstances justifying placement
 - b. Use of restraints, force, and/or modesty garment/security blanket
 - c. Names of badge or medical personnel involved in placement or retention
 - d. Name of the Commanding Officer, Watch Commander, or physician who approved the placement, the date and time of notification to the Watch Commander, the name of the supervisor who notified the Watch Commander, and the name of the deputy who notified the supervisor
 - e. Date and time of placement

- f. A statement by medical personnel justifying continued retention in the safety cell
11. Inmates placed in the safety cell at the Glenn E. Dyer Detention Facility (GEDDF) will be transferred to SRJ as soon as possible, but no later than eight (8) hours after the initial placement.
 12. If an inmate is placed in a safety cell for reasons other than suicidal thoughts, the inmate shall retain their jail-issued clothing and armband. Close observations checks will be conducted once each successive one-half hour.
- E. MODESTY GARMENT: A garment to provide warmth and personal privacy to an inmate in a safety cell.
1. The modesty garment will be provided to an inmate immediately upon placement into a safety cell.
 2. Instructions on how to get into the garment may be given from outside the cell if the violent nature of the inmate prohibits closer contact or assistance.
 3. A SECURITY BLANKET is a blanket used to provide an inmate in a safety cell with additional comfort without the hazards associated with traditional blankets. A security blanket may be provided if additional cover is needed due to climatic conditions.
 4. Once the inmate is removed from the safety cell and the modesty garment/security blanket is no longer needed, the garment/blanket is to be placed in a red bag and sent to the Laundry for cleaning. The issuing control point (CP) will be notified when the garment is sent to the Laundry. This information will be noted on the sign-out log.
 5. Modesty garments will be maintained in the following areas:
 - a. At GEDDF, in Central Control and Intake, Transfer and Release (ITR); minimum of one (1) garment each
 - b. At SRJ:

Housing Unit 1 -	six (6) garments, five (5) security blankets
Housing Unit 2 -	six (6) garments, six (6) security blankets
Housing Unit 8 -	six (6) garments, six (6) security blankets
Housing Unit 9 -	six (6) garments, six (6) security blankets
Housing Unit 24 -	six (6) garments, six (6) security blankets
OPHU -	five (5) garments, four (4) security blankets
CP 7 -	one (1) garment, one (1) security blanket
 6. At SRJ, CP-1 shall maintain a log of all modesty garments. The modesty garments shall be accounted for at the start of each shift. Housing Unit technicians will call in the modesty garment count to their respective CP. CP-7 and CP-48 shall call in their garment count to CP-1 at each shift change.

7. On January 31st and July 30th each year, the midnight shift sergeants will verify the presence of the garments in the assigned locations and inspect them for damage/wear. Inspections and results will be logged on the Central/CP-1 shift log on the appropriate dates.