

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 9.01	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2A-47, 2A-53, 2A-56, 2A-57, 2A-60, 2A-61, 2A-62, 2A-63, 2A-64, 2A-65 MJS 1247 P&P 3.28, 13.03, 17.01, 18.08	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Special Management Inmates	SUBJECT: Disciplinary Isolation	

- I. **PURPOSE:** To establish standards for the operation of disciplinary isolation units.
- II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to govern the operation and supervision of inmates placed into Disciplinary Isolation only after an impartial hearing has determined (1) other available alternative dispositions are inadequate; and (2) the inmate's presence in the general population poses a serious threat to the orderly operation or security of the facility.
- A. When it is determined by an Inmate Disciplinary Hearing Officer with the facility Commanding Officer's concurrence, that an inmate is guilty of a serious rule violation, that inmate may be placed in Disciplinary Isolation.
- III. **DEFINITIONS:**
- A. **DISCIPLINARY ISOLATION (DI):** Punitive segregation from the general jail population and restricted privileges for an inmate who has committed a serious rule violation.
- B. **INMATE DISCIPLINARY HEARING OFFICER (IDHO):** A sergeant or other badge staff member, who is responsible for hearing allegations and testimony of an inmate's violation of facility Rules and Regulations.
- IV. **PROCEDURE:**
- A. **PLACEMENT IN DI:** An inmate may be placed in DI only as directed by the IDHO, with the facility Commanding Officer or his designee's concurrence. DI shall follow a hearing in which the inmate was found to have committed a serious act of misconduct, unless the inmate waives the hearing.
- B. **DOCUMENTATION:** Inmate hearing forms and disciplinary reports will be kept in the Classification Office. Copies of the disciplinary report will be made and delivered to:

1. The inmate (notification of discipline and/or time lost will be sent)
2. The inmate's classification file
3. Records (If time is lost - to compute a new release date)
4. Facility administration

C. CONDITIONS OF DI: Basic levels of decency and humane treatment shall be maintained.

1. Quarters: The quarters used shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times. Cells will be equipped with beds that are securely fastened to the floor or cell wall.
2. Cell Occupancy: Except in emergencies, only one inmate will be confined in each cell or room. Whenever an emergency arises requiring temporarily housing multiple inmates in one cell, it shall immediately be reported to the Watch Commander.
3. Clothing and Bedding: After a thorough search for contraband, inmates shall be dressed in normal facility clothing and shall be furnished a mattress and bedding. An inmate shall not be housed without clothing, mattress, blankets or a pillow except when prescribed by the medical staff for medical or psychiatric reasons. If an inmate is so seriously aggravated that he/she is likely to destroy clothing or bedding, or to create a disturbance which would be seriously detrimental to others, the medical staff shall be notified immediately. The regimen of treatment and control shall be instituted with the facility Commanding Officer's or his or her designee, and medical staff's concurrence. The decision to deprive an inmate of such articles of bedding and clothing shall be reviewed and documented by the facility Commanding Officer or his or her designee, during each 24-hour period.
4. Food: Inmates in DI will be fed in their cells. Inmates shall be provided the normal facility meals (refer to Minimum Jail Standards 1247 for more information). Inmates shall be offered meals on soft trays made of paper-based material while on DI.
5. Personal Hygiene: DI inmates shall have the opportunity to maintain an acceptable level of personal hygiene, e.g., toilet tissue, wash basics, toothbrush, eye glasses, etc. Exceptions are permitted only when found necessary by the area supervisor; any exception shall be justified in writing and recorded in the housing unit log.
 - a. Each inmate shall have the opportunity to shave and shower at least three (3) times per week, during their pod time, unless these procedures present an undue security hazard.
 - b. Laundry and hair care services, issue/exchange of regular jail clothing, bedding and linen will be conducted on the same basis as inmates in the general population.

6. Medication: Inmates in DI will be provided prescribed medication by medical staff on a schedule as prescribed by the issuing medical professional pursuant to Policy and Procedure 13.03, "Sick, Dental and Pill Call."
7. Pod and Yard Time: Each inmate in DI shall receive at least one (1) hour per day, five (5) days per week, outside their cell to exercise, unless security or safety considerations dictate otherwise. Pod and yard time for inmates will be logged on a facility "Pod Time Log."
8. Personal Property: Excessive personal property will be stored.
9. Access to Legal and Reading Material: Inmates in DI shall have access to both personal legal materials and available legal reference materials pursuant to Policy and Procedure 18.08, "Library Services." They will be permitted to have one (1) book in their cell and reading material will be provided on a circulating basis or on request from the library.
10. In addition to the direct supervision by the unit deputy, each inmate in DI shall be seen by the Lieutenant/Watch Commander or appropriate shift supervisor each day, members of program staff upon request and when appropriate to facility security and control, and a qualified health care official three times a week unless medical attention is needed more frequently.
11. Correspondence privileges shall be continued in DI unless compelling reasons exist to suspend them (refer to Policy and Procedure 17.01, "Inmate Correspondence and Mail Regulations" for more information).
 - a. Inmates in DI will not be allowed visitors. Every effort shall be made to notify approved visitors of restrictions to visiting to spare them disappointment and unnecessary inconvenience. Notification is the inmate's responsibility.
 - b. Legal correspondence and contact with attorneys will not be restricted.
12. Telephone Privileges: Inmates in DI are allowed the use of the telephone during their pod time.
 - a. Calls relating specifically to access to the judicial process and/or family emergencies shall be processed pursuant to Policy and Procedure 17.04, "Inmate Telephones."
 - b. Direct dial numbers enabling inmates to place free calls to County Offices, such as the Public Defender's Office, are posted near the telephones.
13. Inmates housed in DI can purchase allowable hygiene and stationary items indicated by

the letter “L” on the commissary price list and order form.

- D. ISOLATION CELLS: Inmates may not be held in a cell without a toilet and sink for disciplinary purposes, except in the following situations:
1. They persist in destroying plumbing fixtures
 2. They might do harm to themselves or other persons using plumbing fixtures
 3. To prevent an inmate from destroying evidence
 4. To comply with court orders
- E. INMATE MOVEMENT: Inmates assigned to DI when moved outside their housing unit will be handcuffed. If their classification indicates otherwise, full restraints will be used.
- F. DI LOG: The housing control technician shall maintain a permanent log regarding the use of the isolation cell. Admissions shall be recorded indicating date and reason for admission; and the authorizing official. Releases from the unit will be similarly recorded. Officials required to visit the unit shall be logged, citing time, date and purpose of visit. Unusual activity/behavior or misbehavior of individual inmates shall be recorded in the log with a follow-up memorandum to the inmate’s classification file.
- G. RELEASE FROM DISCIPLINARY ISOLATION: The time an inmate spends in DI shall be proportionate to the offense committed, considering his/her prior conduct, specific program needs and other relevant factors.
1. Inmates may not be held in DI for more than thirty (30) consecutive days for a single violation without the Commanding Officer’s approval and a consult with medical staff.
 2. Classification will track inmates in DI. When an inmate completes his/her time in isolation, a Classification deputy will interview the inmate to determine his/her suitability to return to the general jail population. Before the interview, the deputy will review the inmate’s classification, disciplinary history and previous housing assignments. When the interview is complete, the deputy will complete a Re-Classification Form, assign the inmate to a new housing unit, and file the Re-Classification Form in the inmate’s classification file. The Classification deputy will ensure that the inmate and his/her personal property are moved from the Disciplinary Isolation pod to his/her new housing unit.