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GAVIN NEWSOM
Governor

June 15 2020

Kevin Zimmerman, Chief of Police
Shafter Police Department
201 Central Valley Highway
Shafter, CA 93263

2018 – 2020 BIENNIAL INSPECTION SHAFTER POLICE DEPARTMENT BSCC# 1104

PENAL CODE SECTION 6031; WELFARE AND INSTITUTIONS CODE SECTION 209; JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

Dear Chief Zimmerman:

On February 14, 2020, the Board of State and Community Corrections (BSCC) staff conducted the 2018 – 2020 biennial inspection of the Shafter Police Department pursuant to Penal Code Section 6031 and Welfare and Institutions Code (WIC) Section 209. The jail was inspected for compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations and the federal Juvenile Justice and Delinquency Prevention Act (JJDPA) requirements for holding minors.

We conducted a Pre-Inspection Briefing on September 6, 2019, in preparation for the on-site inspection to review the changes to Title 15 and ensure that your agency's policy and documentation would be reflective of the changes. The inspection consisted of a walk-through of the physical plant, a review of applicable written policies and procedures governing the operation of the facility, and a review of documentation to verify that your practices follow your written procedures.

Captain Jeff Bell and Sergeant Joshua Stephens were present during the inspection and assisted by answering questions and clarifying procedural issues. Their involvement in the inspection process was extremely valuable. The professionalism and courtesy extended is appreciated.

The complete BSCC inspection report is enclosed and consists of:

- This transmittal letter;
- The Procedures Checklist outlining applicable Title 15 sections;
- The Physical Plant Evaluation outlining Title 24 requirements for design; and,
- The Living Area Space Evaluation that summarizes the detention facility configuration.

Local Inspections

In addition to a biennial inspection by the BSCC, inspections are also required by the County Health Officer and the State Fire Marshal or local fire inspector (Health and Safety Code Sections 101045 and 13146.1). Please consider our report in conjunction with the reports from the local fire inspector and Health Department for a comprehensive perspective of your facility.

Fire Inspection:

Health and Safety Code Section 13146.1 requires a biennial inspection for fire and life safety issues. This was completed on February 20, 2020. Fire clearance was granted.

Health Inspections:

The local health authority is required to conduct annual inspections of all local detention facilities and includes evaluation of medical/mental health and the environmental health standards. The nutritional requirements are not applicable for temporary holding facilities. The following is the date of the most recent inspections on file with our office is listed below.

Inspection	Date
Health-Environmental	March 12, 2019
Health-Medical/Mental Health	March 12, 2019
Health-Nutrition	Not Required

No issues of non-compliance were noted in either of the local health inspection reports.

We encourage the practice of maintaining a permanent file for historical copies of BSCC inspection files along with the local inspections outlined above. Additionally, you should maintain documentation of how and when areas of non-compliance/concerns are resolved.

BSCC Inspection

Physical Plant:

The Shafter Police Department’s Jail was opened in 1996 and is evaluated under the 1991 Title 24 standards. The facility consists of five holding cells and two sobering cells. We provided technical assistance as it related to suicide ligature points in the jail cells. The facility responded and made repairs to ensure the inmate bunks, as well as cell light fixtures and vents, had no suicide hazards.

There were no issues of non-compliance noted. The jail was clean and well-kept. Minors in secure detention are held in a holding cell, sight and sound separate from adult arrestees. Minors in non-secure detention are held in the briefing area.

Policies, Procedures, and Practices:

During the inspection, BSCC staff reviewed applicable policy, procedures, practices and supporting documentation where necessary. Those evaluations included a review of documentation related to jail operations including security logs, shift schedules, local inspection results, incident reports, classification documents and other records which give insight to the facility’s operations.¹

We noted inmates are supervised by arresting officers or other agency staff. The agency is well staffed, with 2 Captains, 5 Sergeants, 6 Senior Patrol Officers, 14 Patrol Officers and 6 Dispatchers. All are trained to supervise inmates except for 2 dispatchers. You have trained the dispatchers to assist with booking searches of female inmates and assisted video surveillance between safety

¹BSCC does not review all of your policies and procedures, only those related specifically to applicable regulations in Title 15, Minimum Standards for Local Detention Facilities for issues of non-compliance. We do not “approve” your policies or review for constitutional or legal issues.

checks. The agency has prioritized internal trainings for all officers, exceeding the 8-hour requirement, establishing a timeline for 2 hour blocks every quarter. The Title 15 standard is every 2 years, your process is annually.

BSCC sought out evidence to ensure practices matched regulations. We reviewed all 75 bookings for 2019 and found the documentation to be consistent with policy and regulation with safety checks, medical/booking screenings and classification for appropriate housing. Safety checks were timely and random, evidenced by the documented checks illustrating the inmate is only in the facility long enough for processing out on citation or transfer to the Kern County Sheriff's Office (KCSO).

Female inmates are only booked when a female staff person is immediately available post processing. The agency previously allowed female dispatchers to complete safety checks but has updated policy to ensure there is a sworn officer completing the checks, in line with the new regulations. Suicidal or mentally disordered inmates and those requiring restraint are not booked at this facility. Inmates requiring constant direct visual supervision, such as intoxicated inmates or those having medical issues, are not accepted into the facility but are transferred to the KCSO.

Juvenile Justice and Delinquency Prevention Act (JJDP) Compliance Monitoring:

Pursuant to WIC§ 209, we reviewed applicable policy, procedures, practices and supporting documentation to comply with Title 15 Article 9, Minors in Custody in a Law Enforcement Facility. In accordance with the JJDP, BSCC monitors law enforcement facilities for compliance with three core requirements of the Act: Deinstitutionalization of Status Offenders, Separation of Juveniles from Incarcerated Adults, and Removal from Adult Jails and Lockups (6-hour secure detention limitation). We reviewed your Secure and Non-Secure logs and found no youth were held in secure detention and 32 youth were held in non-secure detention from July 2018 to January 2020. We reviewed the reports and documentation for these youth, making note that all safety checks and required information was compliant with regulation. The longest a youth was held in secure detention was 2 hours.

Regarding the JJDP, no area of non-compliance was noted.

This concludes the inspection report. We would like to once again thank Captain Bell and Sergeant Stephens for their hospitality and courtesy extended to me during the inspection. They were extremely helpful during this process and responsive to our recommendations. If I could be of further assistance to you or the agency, please do not hesitate to contact me anytime.

Sincerely,



ELIZABETH GONG
Field Representative
Facilities, Standards and Operations Division
916-324-9153
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Enclosures

cc: Chair, City Council, City of Shafter*
City Manager, City of Shafter*
Presiding Judge, Superior Court, Kern County*
Grand Jury Foreperson, Superior Court, Kern County*

**Complete copies of this inspection re available upon request or online at www.bscc.ca.gov*

TEMPORARY HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 1104

FACILITY NAME: Shafter Police Department Jail	FACILITY TYPE: THF
PERSON(S) INTERVIEWED: Jeff Bell, Administrative Captain, Josh Stephens, Administrative Sergeant	
FIELD REPRESENTATIVE: Elizabeth Gong	DATE: February 14, 2020

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING</p> <p>Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:</p> <ul style="list-style-type: none"> (a) applicable minimum jail standards; (b) jail operations liability; (c) inmate segregation; (d) emergency procedures and planning, fire and life safety; and, (e) suicide prevention. <p><i>Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmates, the employees' level of experience and training, and other relevant factors</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.12</p> <p>The facility has 14 Patrol Officers, 6 Senior Officers, 5 Sergeants, 2 Captains and one Chief of Police. Each are trained in the Supervision of Inmates, including each component in regulation.</p> <p>It should be noted, Captain Bell has developed an internal quarterly training curriculum to ensure officers are current with policy, regulation and all jail operations. This exceeds regulation and is offered to adjacent Kern County THF.</p>
<p>Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1027 NUMBER OF PERSONNEL</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.4.3 Supervision in Temporary Custody 900.4.4 Staffing Plan</p> <p>The facility has 14 Patrol Officers, 6 Senior Officers, 5 Sergeants, 2 Captains and one Chief of Police. There are 6 dispatchers, who are trained in searches and jail operations.</p>

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
Whenever there is an inmate 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 inmates in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whenever one or more female inmates are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. <i>Note: Reference PC§ 4021.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1027.5 SAFETY CHECKS Safety checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between safety checks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.8 (e) Holding Cells 901.3.2 Log entries and Security Checks We reviewed Confinement Logs from 2018 and 2019. Our random reviews revealed compliance with safety checks with few incidents of the officer noting the check was late because they were in the field. No checks were later than one hour.
There is a written plan that includes the documentation of routine safety checks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The agency has placed safety check responsibilities on sworn police personnel and will not use trained dispatchers unless an emergency arises. This would require Watch Commander approval and significant documentation.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the BSCC for general fire and life safety. (<i>Penal Code section 6030[e]</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4.4 Staffing Plan This policy describes that at least one staff on duty meets the requirement for being 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1029 POLICY AND PROCEDURES MANUAL ²</p> <p>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.</p> <p><i>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.</i></p> <p>(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.11 Assigned Administrator</p> <p>This designates the Jail Manger to be responsible for ensuring appropriate and required policies and procedures are in place directing the agencies compliance with regulation and jail operations.</p>
(1) Table of organization, including channels of communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>901.2 Shafter Department Staffing Plan</p> <p>This section articulates the Facility Administrator (Chief), Facility Manager (Administrative Captain), Assistant Jail Manager (Administrative Sergeant), Facility Supervisor (Watch Commander), and Custodial Personnel.</p>
(2) Inspections and operations reviews by the facility administrator/manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.11 Assigned Administrator
(3) Policy on the use of force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	300 Use of Force
(4) Policy on the use of restraint equipment, including the restraint of pregnant inmates as referenced in Penal Code Section 3407.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.6 Use of Restraint Devices</p> <p>324.9 Use of Restraint Devices (Juvenile)</p>
(5) Procedure and criteria for screening newly received inmates for release per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	901.1.2 Detainable Prisoners
(6) Security and control including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(A) physical counts of inmates,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	901.3.2 Log Entries and Security Checks
(B) searches of the facility and inmates,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	903 Custodial Searches
(C) contraband control, and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	903.4 Searches at Police Facilities
(D) key control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.11 (b) Assigned Administrator
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.11 Assigned Administrator</p> <p>905.5 and .6 PREA Policies</p> <p>It is noted the Watch Commander completes daily internal searches of the jail to properly maintain and assess the facility.</p>

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
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	902 Fire Safety 900.11(g) Assigned Administrator It should be noted all Emergency procedures are part of the 8-hour training provided by the agency.
(B) escape, disturbances, and the taking of hostages;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.11 (e) and (j)
(C) mass arrests;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	902.3.1
(D) natural disasters;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.11 (h)
(E) periodic testing of emergency equipment; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.11 (k)
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.5.7 Firearms and other Security Measures There is gun locker in the Administrative part of the building for officers to store their weapon prior to entering the jail. The department policy directs officers to store their weapon in their vehicle prior to entering the jail from the sally port.
(8) Suicide Prevention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.9 Suicide Attempt, Death or Serious Injury
(9) Segregation of Inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	901.3.3 Prisoner Classification, Screening and Segregation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	905.4 PREA Sexual Assault and Sexual Abuse Victims
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or inmate after reporting any abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	905.6 PREA Retaliation Prohibited
(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 inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	905.4 PREA Sexual Assault and Sexual Abuse Victims
(2) a method for uninvolved inmates, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	905.4.2 Shift Supervisor Responsibilities
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those inmates who present a suicide risk. The program shall include the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4.2 (d) Individuals Who Should Not Be In Temporary Custody 900.9 Suicide Attempt, Death or Serious Injury 901.3.3 (c) Prisoner Classification, Screening and Segregation 324.3.2 Suicide Prevention of Juveniles in Custody
(a) Suicide prevention training for all staff that have direct contact with inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suicide Prevention is part of the facilities Jail Operations curriculum.

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4 Initiating Temporary Custody All officers delivering an arrestee to the jail are required to facilitate the Medical Screening Form, which is responsive to questions about suicide, ideation or past attempts.
(c) Provisions facilitating communication among arresting/transporting officers, facility staff, medical and mental health personnel in relation to suicide risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4 Initiating Temporary Custody
(d) Housing recommendations for inmates at risk of suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4 Initiating Temporary Custody All officers delivering an arrestee to the jail are required to facilitate the Medical Screening Form, which is responsive to questions about suicide, ideation or past attempts. The Watch Commander determines cell placement or transfer to another facility.
(e) Supervision depending on level of suicide risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.4.2 (d) Individuals Who Should Not Be in Temporary Custody
(f) Suicide attempt and suicide intervention policies and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.9 Suicide Attempt, Death or Serious Injury
(g) Provisions for reporting suicides and suicides attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(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);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	902.2 Fire Procedures
(b) regular fire prevention inspections by facility staff on a monthly basis with two-year retention of the inspection record;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	902.1 Fire Safety
(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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The last Fire Inspection was completed on February 27, 2020. Clearance was granted on March 23, 2020, upon completion of the 5-year sprinkler inspection for the facility. Additionally, the Watch Commander on Duty completes daily inspections of the jail, exceeding the monthly requirement.
(d) an evacuation plan; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	902.3 Emergency Evacuation 902.4 Fire Evacuation Plan
(e) a plan for the emergency housing of inmates in the case of fire.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates would be released or transported to the KCSD.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1044 INCIDENT REPORTS</p> <p>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 inmate of a detention facility or other person.</p> <p>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.</p> <p>Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or his/her designee.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.5.8 Reporting Physical Harm or Threats of Physical Harm</p>
<p>1046 DEATH IN CUSTODY</p> <p>(a) Death in Custody Reviews for Adults and Minors.</p> <p>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 shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.9 Suicide Attempt, Death or Serious Injury</p>
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>(b) Death of a Minor</p> <p>In any case in which a minor dies while detained in a jail, lockup, or court holding facility:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.12 Suicide Attempt, Death or Serious Injury of a Juvenile</p>
<p>(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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.12 (g)</p>
<p>(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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.12 (h)</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1050 CLASSIFICATION PLAN</p> <p>(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 inmates to housing units and activities according to the categories of sex, 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 inmates 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.</p> <p>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 inmate's classification level, housing restrictions, and housing assignments.</p> <p><i>(Subsection b does not apply and has been deleted.)</i></p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>901.3.3 Prisoner Classification, Screening and Segregation</p> <p>The classification document used by the agency is called a Prisoner Screening Form. This includes a medical screening and articulates documentation for any special needs regarding medical or mental health concerns. Other policies direct the officers to get certain approvals to accept an adult or juvenile that poses a threat to the facility or individual.</p>
<p>(c) In deciding whether to assign an inmate to a housing area for male or female inmates, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. An inmate's own views with respect to his or her own safety shall be given serious consideration.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>901.3.3 (d) Classification Screening Form</p>
<p>1051 COMMUNICABLE DISEASES</p> <p>The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation is completed.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.4 (h) Initiating Temporary Custody</p> <p>The officers inquire about this prior to bringing the inmate to the jail. If an affirmative response, the inmate is transported to the KCSO. If it is learned at the jail through the medical screening, the inmate is transported to the KCSO after being cleared by medical staff at KMC.</p>
<p>At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not he/she 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 booking form and/or screening device.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1052 MENTALLY DISORDERED INMATES</p> <p>The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all mentally disordered inmates, and may include telehealth.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>900.4.1 Screening and Placement</p> <p>Mentally Disordered Inmates are not accepted into the facility. If the condition is revealed at screening, the inmate is immediately transferred to the Mary K. Shell Center for evaluation and then transported to the KCSO.</p>
<p>If an evaluation from medical or mental health staff is not readily available, an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled.</p> <p>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.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Segregation may be used if necessary to protect the safety of the inmate or others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1053 ADMINISTRATIVE SEGREGATION Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or facility staff; or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	901.3.3 Prisoner Classification, Screening and Segregation Inmates that pose a danger to others or are promoting behavior to incite others are separated in their own cell pending release on citation or transport to the KCSO. The classification document references this criteria.
Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no safety cell at the 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 inmate in a safety cell to a physician.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In no case shall the safety cell be used for punishment or as a substitute for treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
An inmate 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A medical assessment shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The inmate shall be medically cleared for continued retention every 24 hours thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 within 12 hours of placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Procedures shall be established to assure administration of necessary nutrition and fluids.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Inmates 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 inmate's safety or to the security of the facility are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1056 USE OF SOBERING CELL				900.8.1 Use of Sobering Cell
The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall 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 and pursuant to written policies and procedures developed by the facility administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.8 (e) Holding Cell safety checks 900.8.1 (d) No longer than 6 hours 900.8.1 (c) Movement to holding cell
Such inmates shall be removed from the sobering cell as they are able to continue in the processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates that are unable to care for themselves and demonstrate extreme intoxication by drugs or alcohol, are transported to KMC for clearance prior to booking at KCSO. Those that can be detained in the jail require Shift Supervisor approval, frequent and documented safety checks, movement to a holding cell when they no longer demonstrate the need for the sobering cell, and release within 6 hours. We reviewed 19 jail logs for inebriated individuals, noting checks were timely and the activity of the inmate while the check was performed was noted.
In no case shall an inmate remain in a sobering cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with section 1213 of these regulations, to determine whether the prisoner has an urgent medical problem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At <u>12 hours</u> from the time of placement, all inmates will receive an evaluation by responsible health care staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1057 DEVELOPMENTALLY DISABLED INMATES				900.4.2 (j) Individuals Who Should Not Be in Temporary Custody
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 developmentally disabled inmates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmentally Disabled Inmates are not accepted into the facility. If the condition is revealed at screening, the inmate is immediately transferred to the Mary K. Shell Center for evaluation and then transported to the KCSO.
The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1058 USE OF RESTRAINT DEVICES				306 Handcuffing and Restraints
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a responsible health care staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is an agency policy for use at arrest in the field. Restraints within the meaning of this regulation are not used at the jail.
In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
signs or symptoms which should result in immediate medical/mental health referral;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
availability of cardiopulmonary resuscitation equipment;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
protective housing of restrained persons;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
provision for hydration and sanitation needs; and	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
exercising of extremities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In no case shall restraints be used for punishment or as a substitute for treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, responsible health care staff; continued retention shall be reviewed a minimum of every hour.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A medical opinion on placement and retention shall be secured within one hour from the time of placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A medical assessment shall be completed within four hours of placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the facility manager, or designee, in consultation with responsible health care staff determines that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1058.5 RESTRAINTS AND PREGNANT INMATES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant inmates. In accordance with Penal Code 3407 the policy shall include reference to the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	306.3.2 Restraint of Pregnant Persons This is an agency policy for use at arrest. Restraints within the meaning of this regulation are not used at the jail.
(1) An inmate 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) A pregnant inmate 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 inmate, the staff, or the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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 a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.5.5 Telephone Calls
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.59 Attorneys and Bail Bondsman
(a) unlimited mail as provided in Section 1063 of these regulations, and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.5.6 Inmate Mail
(b) confidential consultation with attorneys.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	900.5.9 (e)
1080 RULES AND DISCIPLINARY PENALTIES Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900.5.10 Discipline Discipline is not utilized at the jail. Inmates requiring a more secure setting due to behavior are transported to the KCSO, medical or mental health facility.
Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For those inmates who are illiterate or 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 penalties.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1081 PLAN FOR INMATE DISCIPLINE <i>If discipline is NOT administered, written policy should indicate as such. If discipline is administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.</i> Each facility administrator shall develop written policies and procedures for inmate discipline. The plan shall include, but not be limited to, the following elements:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900.5.10 Discipline Discipline is not utilized at the jail. Inmates requiring a more secure setting due to behavior are transported to the KCSO, medical or mental health facility.
(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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Punitive 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1. Loss of good time/work time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Placement in disciplinary separation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Disciplinary separation diet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Loss of privileges mandated by regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A staff member with investigative and punitive authority shall be designated as a disciplinary officer to impose such consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff shall not participate in disciplinary review if they are involved in the charges.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Such charges pending against an inmate shall be acted on with the following provisions and within specified timeframes:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1. A copy of the report, and/or a separate written notice of the violation(s), shall be provided to the inmate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Unless declined by the inmate, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate 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 inmate, or for good cause.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. The inmate shall be permitted to appear on his/her own behalf at the time of hearing and present witnesses and documentary evidence. The inmate shall have access to staff or inmate assistance when the inmate is illiterate or the issues are complex.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. A charge(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. The inmate 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) Nothing in this section precludes a facility administrator from administratively segregating any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1082 FORMS OF DISCIPLINE</p> <p>The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:</p> <p>(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. (h) Disciplinary separation diet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>900.5.10 Discipline</p> <p>Discipline is not utilized at the jail. Inmates requiring a more secure setting due to behavior are transported to the KCSO, medical or mental health facility.</p>
<p>1083 LIMITATIONS ON DISCIPLINARY ACTIONS</p> <p>The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Additionally, there shall be the following limitations:</p> <p>(a) If an inmate 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>900.5.10 Discipline</p> <p>Discipline is not utilized at the jail. Inmates requiring a more secure setting due to behavior are transported to the KCSO, medical or mental health facility.</p>
<p>(b) 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 inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>(c) The delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates (Penal Code section 4019.5)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>(d) 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>(e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>(f) Food shall not be withheld as a disciplinary measure.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>(g) The disciplinary separation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary separation diet and ensure that medical staff is notified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(h) Correspondence privileges shall not be withheld except in cases where the inmate 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900.5.10 Discipline Discipline is not utilized at the jail. Inmates requiring a more secure setting due to behavior are transported to the KCSO, medical or mental health facility.

DETENTION OF MINORS

	YES	NO	COMMENTS
<p>Are minors held in this facility?</p> <p>The Juvenile Justice and Delinquency Prevention Act (JJDP A) establishes the following federal standards on the detention of minors:</p> <ul style="list-style-type: none"> (1) Deinstitutionalization of Status Offenders (2) Separation (3) Jail Removal (6-hour limit) <p>The JJDP A requires an annual inspection on the federal standards for facilities that hold minors in secure detention.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If YES , see attached JJDP A Compliance Monitoring Inspection Report.
<p>Are minors held in the <u>jail cells</u>?</p> <p>Penal Code Section 6030 and 6031.4 require the biennial inspection of local detention facilities that hold minors in secure detention in the jail. Title 15, Article 9 establishes the minimum standards of how facilities hold minors in temporary custody in the jail.</p> <p>Facilities that do not hold minors in the jail are not subject to Title 15, Article 9 biennial inspections.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If YES , see remaining document for Title 15, Article 9 inspection.

TITLE 15, ARTICLE 9, MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY

Completed only if minors are held in the jail cell(s) of the Temporary Holding facility.

	YES	NO	N/A	P/P/REFERENCE - COMMENTS
<p>1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.12 Suicide Attempt, Death or Serious Injury of a Juvenile
<p>1142 WRITTEN POLICIES AND PROCEDURES</p> <p>The facility administrator shall develop written policies and procedures concerning minors being held in temporary custody which shall address:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324 Temporary Custody of Juveniles
(a) suicide risk and prevention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.12 Suicide Attempt, Death or Serious Injury of a Juvenile
(b) use of restraints;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.9 Use of Restraint Devices
(c) emergency medical assistance and services; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.3.1 Emergency Medical Care of Juveniles In Custody
(d) prohibiting use of discipline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (o) Temporary Custody Requirements
<p>1143 CARE OF MINORS IN TEMPORARY CUSTODY</p> <p>(a) The following shall be made available to all minors held in temporary custody:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.8 Temporary Custody Requirements</p> <p>We reviewed all logs related to youth in custody for 2018 and 2019. There was no youth held in Secure Detention and 32 youth in Non-Secure Detention. The records were complete. We provided a technical assistance recommendation that the agency list the name, relationship and identification documentation when releasing a juvenile, verifying the parent or guardian prior to release. Of the youth brought to the jail, 13 were delivered to Kern County Juvenile Hall and 19 were released on citation.</p>
(1) access to toilets and washing facilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (e)
(2) one snack upon request during term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (f)
(3) access to drinking water; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (g)
(4) privacy during consultation with family, guardian, and/or lawyer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (i)
(5) blankets and clothing, as necessary, to assure the comfort of the minor; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (k)
(6) his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.8 (j)

TITLE 15, ARTICLE 9, MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY

Completed only if minors are held in the jail cell(s) of the Temporary Holding facility.

	YES	NO	N/A	P/P/REFERENCE - COMMENTS
<p>1144 CONTACT BETWEEN MINORS AND ADULT PRISONERS</p> <p>The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between minors and adults confined in the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.7 No-Contact Requirements
<p>In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1145 DECISION ON SECURE CUSTODY</p> <p>A minor who is taken into temporary custody by a peace officer on the basis that he or she is a person described by Section 602 of the Welfare and Institutions Code may be held in secure custody in a law enforcement facility that contains a lockup for adults if the minor is 14 years of age or older and if, in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure custody set forth in these standards are met. Any minor in temporary custody who is less than 14 years of age, or who does not in the reasonable belief of the peace officer present a serious security risk of harm to self or others, shall not be placed in secure custody, but may be kept in non-secure custody in the facility as long as all other conditions of non-secure custody set forth in these standards are met.</p> <p><i>Minors in secure detention are 14 years of age or older.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.11 Secure Custody</p> <p>There have been no youth held in Secure Detention this cycle.</p>
<p>In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:</p> <p>(a) age, maturity, and delinquent history of the minor;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11 (a)
<p>(b) severity of the offense(s) for which the minor was taken into custody;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11 (b)
<p>(c) minor's behavior, including the degree to which the minor appears to be cooperative or non-cooperative;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11 (c)
<p>(d) the availability of staff to provide adequate supervision or protection of the minor; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11 (d)
<p>(e) the age, type, and number of other individuals who are detained in the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11 (e)
<p>1146 CONDITIONS OF SECURE CUSTODY</p> <p>While in secure custody, minors may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.11</p> <p>324.11.1</p>

TITLE 15, ARTICLE 9, MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY

Completed only if minors are held in the jail cell(s) of the Temporary Holding facility.

	YES	NO	N/A	P/P/REFERENCE - COMMENTS
<p>1147 SUPERVISION OF MINORS IN SECURE CUSTODY INSIDE A LOCKED ENCLOSURE</p> <p>(a) Minors shall receive adequate supervision which, at a minimum, includes:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.11.1 Locked Enclosures</p> <p>No youth was placed in a locked enclosure this cycle.</p>
<p>(1) constant auditory access to staff by the minor; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11.1 (a)
<p>(2) safety checks, as defined in Section 1006, of the minor by staff of the law enforcement facility, at least once every 30 minutes, which shall be documented.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11.1 (d)
<p>(b) Males and females shall not be placed in the same locked room unless under constant direct visual observation by staff of the law enforcement facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11.1 (e)
<p>1148 SUPERVISION OF MINORS IN SECURE CUSTODY OUTSIDE OF A LOCKED ENCLOSURE</p> <p>Minors held in secure custody outside of a locked enclosure shall not be secured to a stationary object for more than 60 minutes unless no other locked enclosure is available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11, Page 8, Paragraph 3
<p>A staff person from the facility shall provide constant direct visual observation to assure the minor's safety while secured to a stationary object.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11, Page 8, Paragraph 3
<p>Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter, shall be approved by a supervisor.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11, Page 8, Paragraph 3
<p>The decision for securing a minor to a stationary object for longer than 60 minutes, and every 30 minutes thereafter shall be based upon the best interests of the minor and shall be documented.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.11, Page 8, Paragraph 4
<p>1149 CRITERIA FOR NON-SECURE CUSTODY</p> <p>Minors held in temporary custody, who do not meet the criteria for secure custody as specified in Section 207.1(d) of the Welfare and Institutions Code, may be held in non-secure custody to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for transfer of the minor to an appropriate juvenile facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	324.4.3 Custody of Juvenile Offenders
<p>1150 SUPERVISION OF MINORS IN NON-SECURE CUSTODY</p> <p>Minors held in non-secure custody shall receive constant direct visual observation by staff of the law enforcement facility. Entry and release times shall be documented and made available for review. Monitoring a minor using audio, video, or other electronic devices shall never replace constant direct visual observation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.6 Juvenile Custody Logs</p> <p>There have been 32 youth held in Non-Secure Detention for 2018 and 2019.</p>

TITLE 15, ARTICLE 9, MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY

Completed only if minors are held in the jail cell(s) of the Temporary Holding facility.

	YES	NO	N/A	P/P/REFERENCE - COMMENTS
<p>1151 MINORS UNDER THE INFLUENCE OF ANY INTOXICATING SUBSTANCE IN SECURE OR NON-SECURE CUSTODY</p> <p>Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.3 (d) Juveniles Who Should Not be Detained</p> <p>Youth displaying these symptoms are taken to a medical or mental health facility prior to delivery to Kern County Juvenile Hall.</p>
<p>Supervision of minors in secure custody in a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall include safety checks at least once every 15 minutes until resolution of the intoxicated state or release. These safety checks shall be documented, with actual time of occurrence recorded.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>324.3 (d) Juveniles Who Should Not be Detained</p> <p>Youth displaying these symptoms are taken to a medical or mental health facility prior to delivery to Kern County Juvenile Hall.</p>
<p>Supervision of minors in secure custody outside of a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1148.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Supervision of minors in nonsecure custody who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1150.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Facility administrators must be aware of the requirements of WIC 207.1(d) as they pertain to the detention of minors. The following section is only completed when BSCC has reason to believe that the facility is out of compliance with one or more of its provisions (WIC 209[b]).

WELFARE AND INSTITUTIONS CODE SECTION 207.1	VIOLATION		N/A	P/P/REFERENCE - COMMENTS
	NO	YES		
207.1(d)(1)(A) TEMPORARY CUSTODY Minors (14 years of age and older) are held only for investigating the case, facilitating release to a parent or guardian, or arranging transfer to an appropriate juvenile facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(1)(B) SECURE CUSTODY Minors have been detained in secure custody in the law enforcement facility for longer than six hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(1)(C) ADVISEMENTS The minor is informed at the time he or she is securely detained of the purpose of the secure detention, of the length of time the secure detention is expected to last, and of the maximum six-hour period and secure detention is authorized to last.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(1)(D) CONTACT BETWEEN MINOR AND ADULTS Contact between the minor and adults confined in the facility is restricted in accordance with WIC Section 208.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(1)(E) SUPERVISION The minor is adequately supervised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(1)(F) LOGS A log or other written record is maintained by the law enforcement agency showing the offense that is the basis for the secure detention in the facility, the reasons and circumstances forming the basis for the decision to place the minor in secure detention, and the length of time the minor was securely detained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0
207.1(d)(2) NON-SECURE CUSTODY Minors have been detained in non-secure custody in the law enforcement facility for longer than six hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of violations: 0

**PHYSICAL PLANT EVALUATION
BOARD OF STATE AND COMMUNITY CORRECTIONS
ADULT COURT AND TEMPORARY HOLDING FACILITIES**

**APPLICABLE REGULATIONS: 1/91
Title 24, California Code of Regulations (CCR)**

BSCC Code: 1104

FACILITY NAME: Shafter Police Department		FACILITY TYPE: THJ
APPLICABLE REGULATIONS (Check All That Apply):	1/78:	OTHER: X (1991)
FIELD REPRESENTATIVE: Elizabeth Gong		DATE: February 14, 2020

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Temporary Holding Cells (2.2)				
Contain 10 square feet of floor per inmate	X			
Limited to no more than 16 inmates	X			
No smaller than 40 square feet	X			
Contain sufficient seating to accommodate all inmates	X			
Toilet accessible	X			
Wash basin accessible	X			
Drinking fountain accessible	X			
Provide for adequate visual supervision of inmates	X			
Bunk provided to inmates held between hours of 2400 and 0600 (Later, less restrictive 1994 standards only require a bunk if inmates are held longer than 12 hours).	X			
Weapons Locker (3.12)				
External to the security area and equipped with individual compartments, locks and keys.	X			
Detoxification Cells (WA) (2.4)				
Limited to no more than 8 inmates.	X			
Safety Cells (WA) (2.5)				
Contain 48 square feet with one floor dimension at least 6 feet.			X	There is no safety cell at this facility.
Shower-Delousing Room (3.4)				
Available	X			
Secure Vault or Storage Space (2.1)				
Available for inmate valuables.	X			
Telephone (2.1)				
Available for inmate use per Penal Code § 851.5.	X			
Audio Monitoring (2.22)				
For facilities planned or constructed after 8-86.	X			The holding area and sobering cells have both audio and video monitoring.
Janitor Closet (2.20)				
Available	X			
Storage Rooms (WA) (2.21)				
Available			X	

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Emergency Power (2.24) Available to maintain fire and life safety, security, communications and alarm systems.	X			
Attorney Interview Space (2.26) Available	X			

**BOARD OF STATE AND COMMUNITY CORRECTIONS
ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION**

BSCC Code: 1104

FACILITY: Shafter Police Department	TYPE: THJ	RC: (0)
FIELD REPRESENTATIVE: Elizabeth Gong		DATE: February 14, 2020

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
1	Holding	1991	1		(6)	(6)	10.5' x 6.8' x 8'	1		1	1	
Note: 10' bench.												
2	Sobering	1991	1		(4)	(4)	9' x 10' x 8'	1		1	1	
Note: Padded partition.												
3	Holding	1991	1		(6)	(6)	10' x 6.5' x 8'	1		1	1	
Note: 10' bench.												
4	Sobering	1991	1		(4)	(4)	11' x 7.5' x 8'	1		1	1	
Note: Padded partition.												
5 & 6	Holding	1991	2		(6)	(12)	11' x 6' x 8'	2		2	2	
Note: 10' bench each.												
7	Holding	1991	1		(1)	(1)	5'4" x 8'3" x 8'	1		1	1	
Note: This cell is separate from other cells and is designated for holding minors.												
NOTE: As a result of the 2018-2020 Inspection Cycle, the facility made corrections to holding cells; including removal of the ligature points on bunks, venting and light fixtures.												

*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.