

SHASTA COUNTY MARSHAL'S OFFICE

COURT HOLDING FACILITY MANUAL



**COMPRISING
SHASTA COUNTY
COURTHOUSE HOLDING FACILITY
AND
JUSTICE CENTER HOLDING CELLS**

Revised 10/29/2018

POLICY STATEMENT

This manual is provided to establish procedures and guidelines for the detention of prisoners in the temporary court holding facilities of the Shasta County Marshal's Office. The policies are consistent with the requirements of California State Law and the California Department of Corrections and Rehabilitation.

As in any standard directive, policy or procedure, situations will arise which are not specifically addressed. In these situations, the assigned supervisor shall be consulted, and good judgment shall prevail. These policies and procedures are intended to reflect our most important considerations: The safety of employees, public safety and the safety and security of the prisoners.

The regulations outlined in this manual shall be followed at all times unless exigent circumstances arise. Exigent circumstances necessitating deviation shall be duly documented and forwarded to the Marshal.

Original completed and authorized the 26th day of September 1997.

Joel E. Northrup, Marshal

COURT HOLDING FACILITY MANUAL
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INTRODUCTION

2.1000 MISSION STATEMENT

It is the mission of the Shasta County Marshal's Office to provide secure, yet safe and humane facilities for the temporary detention of persons charged with crimes that require their incarceration. It is the intent of the Shasta County Marshal's Office to meet or exceed standards established by the California Department of Corrections and Rehabilitation regarding the operation, staffing and management of the court holding facility. As with all functions, policies and procedures of this office, safety is the main concern followed by timely and least disruptive service to the courts of Shasta County.

2.1002 RATED CAPACITY OF HOLDING CELLS

The Department of Corrections and Rehabilitation has determined that the cells of the Shasta County Court Holding Facility have the following capacities.

Justice Center Holding Facility:

- J1. 15 prisoners maximum in large room
- J2. 15 prisoners maximum in large room

Courthouse Holding Facility:

- C1. 7 prisoners maximum
- C2. 8 prisoners maximum
- C3. 8 prisoners maximum
- C4. 7 prisoners maximum

INTAKE AND TRANSFER PROCESS

2.1003 PRE-BOOKING PROCEDURES

Shasta County Marshal's Office employees will follow all pre-booking procedures that are applicable, when processing a fresh arrest, warrant arrest or a defendant who has been remanded by the courts to the custody of the sheriff.

2.1003.1 ARRESTING/ TRANSPORTING OFFICER'S RESPONSIBILITY

- (a) Conduct a pat down search of the prisoner to make sure that the person does not have any items that could inflict harm on staff or other prisoners during the transport to the holding facility.

INTAKE AND TRANSFER PROCESS, Continued

- (b) Secure inmate per department policy.
- (c) **No firearms are permitted in any secure area or holding cell of the courthouse or Justice Center holding facilities.** All weapons shall be secured prior to entering the secure area or holding cell. The firearm(s) shall be secured in the locker provided outside of the secure area. Any weapons located on a prisoner shall be secured in the locker and processed in a manner that conforms to chain of evidence procedures
- (d) Complete the Pre-Booking/"Probable Cause" form.
- (e) Complete the medical questionnaire. If a prisoner falls within the "transport to county jail" category, the deputy present will arrange for transfer to the Shasta County Jail as soon as possible.
- (f) Report to holding supervisor any prisoners exhibiting these conditions:
 - 1) Pregnant or nursing females
 - 2) Combative persons
 - 3) Mentally disturbed persons
 - 4) Persons with known communicable diseases
 - 5) Persons under medical treatment or claiming to need medical treatment
 - 6) Suicidal persons
 - 7) Developmentally disabled or handicapped persons
 - 8) Persons with diabetes or epilepsy
 - 9) Persons infested with vermin
 - 10) Other unusual conditions or situations
- (g) Call for a female deputy to respond whenever the arrestee is a female and the court deputy is not. Searches should, whenever possible, be performed by a female arresting/transporting deputy. If a female deputy is not available a pat down search may be done by a male deputy, who has been trained in searches of females. This type of search shall be witnessed by a second male deputy.
- (h) Remove all property from the prisoner including all items in accordance with section 2.1219 (Suicide Prevention Program). Nothing should be left with the prisoners except for the basic clothing they are wearing. Be sure to remove any item that could be used as a weapon against you, another deputy or another prisoner. Remove anything that may be used to damage or deface a cell. Prisoners' property shall be itemized on a property form. The prisoner should, if possible, initial or sign the property form.

INTAKE AND TRANSFER PROCESS, CONTINUED

ARRESTING/ TRANSPORTING OFFICER'S RESPONSIBILITY Continued:

- (i) Take custody of any evidence/contraband found on the arrestee. The service officer will log confiscated items on the pre-booking form. The arresting/transporting deputy will then book the confiscated property into evidence.
- (j) Serve as a witness, for corroboration purposes, during the counting of the prisoner's money by the service officer. The service officer shall acknowledge the amount of the prisoner's money by signing in the appropriate location on the pre-booking form.
- (k) The prisoner is to remain cuffed at all times during the pre-booking procedures, including search. Just prior to placing prisoner in the assigned holding cell, the handcuffs may be removed.
- (l) Personal property taken from the arrestee and the corresponding list will go to Shasta County Jail with the prisoner. Upon arrival at the jail the intake deputy will be required to sign for the receipt of the property.

2.1003.2 SERVICE OFFICER'S RESPONSIBILITY

- (a) The service officer shall log the prisoner's name and other information on the daily event log (Refer attachment F). He/she shall monitor and ensure to the degree possible that all firearms remain secured outside the secure area.
- (b) The service officer shall ascertain that the arresting/transporting deputy, prior to placing a prisoner into a holding cell, has conducted a full and complete pre-entry pat down search.

FULL TIME STAFFING LEVEL

- (c) The service officer shall complete the booking entry in the JALAN jail management interface.
- (d) If the service officer assists in the recording of prisoner's property, he/she shall itemize it on the property form. The service officer shall not perform searches or have other physical contact with prisoners. The service officer will count the prisoner's money with the arresting/transporting deputy observing as witness. The arresting/transporting deputy will then confirm the amount of money, and sign in the appropriate location on the pre-booking form.

INTAKE AND TRANSFER PROCESS, CONTINUED

FULL TIME STAFFING LEVEL Continued

SERVICE OFFICER'S RESPONSIBILITY, Continued:

When describing jewelry on an inventory, follow these guidelines: Jewelry is described as "white metal" or "yellow metal", not "silver" or "gold". Stones in jewelry are described as "clear stone" or "red stone", not "diamond" or "ruby".

Once all the property has been taken from the prisoner the service officer will place the prisoner's property in properly marked property bags, including the name of the prisoner, arrest date and time and inventory of the property. The bag will then be secured in the locked property file drawer. The service officer will then sign the pre-booking form.

- (e) The service officer shall then classify the prisoner to the holding cell. The Shasta County Sheriff's Office classification system will be used as a general guide for the holding facility.
- (f) When a cell is vacant of all prisoners, the service officer (or deputy who is assigned to holding) shall inspect the cell for damage and for items that may have been left. The service officer shall note any cell damage on a cell inspection log, (refer attachment D). He/she shall compare damage listed on the cell inspection log to any new damage upon the prisoner's release. (This duty will also be performed by the primary deputies in Departments one and two of the Justice Center.) If new damage is noted and the perpetrator known, he/she can be charged with Penal Code section 4600 (damaging jail property). A deputy shall then complete a crime report.
- (g) A prisoner (new bookings only) is entitled to make telephone calls per Penal Code section 851.5 (refer to section 2.1067-8 of this manual).

INFORMATIONAL PROVISIONS

2.1004 SEVERABILITY

If any section, subsection, item, clause, or phrase contained in this manual is found to be illegal or otherwise incorrect or inapplicable, such section shall be brought to the immediate attention of the Marshal for correction or revision. In the interim, pending revision, such finding shall not affect the validity of the remaining portions of the manual.

INFORMATIONAL PROVISIONS, Continued

2.1006 DEFINITIONS

The "temporary detention facility" operated by the Shasta County Marshal's Office is identified by the California Department of Corrections and Rehabilitation as a "court holding facility." This facility is used for the confinement of persons for twelve (12) hours or less pending their transfer to the custody of another facility or their appearance in court.

The term "prisoner" shall refer to a person who is in custody in a detention or sentenced facility; or who has been remanded to custody by the court; or who has been placed under arrest and is to be transported to a detention facility for booking. A prisoner is any person deprived of his/her liberty and kept under involuntary custody or confinement.

The term "service officer" as used in this manual will refer to a non-sworn public safety service officers of the Marshal's Office. "Deputy Marshal" refers to sworn deputies of the Marshal's Office. The term "medical unit" refers to the Medical Unit of the Shasta County Jail, contracting with a private health-care provider. The term "office" as used in this manual will refer to the Shasta County Marshal's Office.

The term "holding supervisor" refers to the supervisor of the department who is assigned to oversee the holding areas of the courthouse and justice center. In the event that the holding supervisor is unavailable, the duties would fall to the sergeant or officer in charge.

SEARCHES

2.1009 SEARCHES: DEFINITIONS AND LIMITATIONS

2.1009.1 ROUTINE (ALLOWABLE) SEARCHES

(a) PAT-DOWN / CURSORY SEARCH

The pat down is the standard type of protective search used by officers in the field for the purpose of checking an individual for weapons. It involves a thorough frisk or patting down of clothing for the purpose of locating any weapons or dangerous items that could pose a danger to the deputies or others.

(b) BOOKING SEARCH (Fresh arrest/remands)

This search is used in the detention facility and again involves a thorough patting down of a prisoner's clothing. All pockets, collars, cuffs, etc. of clothing are checked in order to locate all personal property, contraband and weapons. The prisoner's shoes, belt, glasses, hairpins, and other personal property are taken and inventoried. The inside of the mouth is checked as well as the hair and between the toes for contraband.

SEARCHES, Continued

The following, more thorough searches are performed only at the jail:

2.1009.2 EXCEPTIONAL (RESTRICTED) SEARCHES

Strip or body cavity searches of the type described below are prohibited in the Shasta County Court Holding Facilities. In the event of a court order requiring such a search, the prisoner shall be transported to the jail for the order to be executed. In situations where the officer has a strong belief or has received information that the prisoner is concealing items, they will be removed and transported to the Shasta County Jail for further search.

(a) STRIP SEARCH OR VISUAL BODY CAVITY SEARCH

This search requires a person to remove or rearrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person (Penal Code section 4030(c). This is a search which shall not be performed in the holding cell; such searches shall be referred to the Shasta County Jail.

(b) PHYSICAL BODY CAVITY SEARCH (Court Order required)

This is a search which includes a medical intrusion into a "body cavity." "Body cavity" means the stomach or rectal cavity of a person and the vagina of a female person, (Penal Code section 4030(d)(3). The medical unit of the jail will arrange for contract health-care providers to perform the necessary procedure.

2.1009.3 COURT-ORDERED SEARCHES

Section 4030 of the California Penal Code requires a magistrate's search warrant in order for the body cavity search to be performed on misdemeanor or infraction prisoners (a & b, above). The same section also requires prior written approval by the supervisor or ranking officer on duty, but does not apply to reasonable searches for weapons or contraband substances, nor to prevent the destruction of evidence. For strip or cavity searches, prisoners will be delivered to jail custody. No body cavity searches will be performed in the Shasta County Court Holding Facility.

TRAINING, PERSONNEL AND MANAGEMENT

2.1012 EMERGENCY SUSPENSION OF STANDARDS/ REQUIREMENTS

The standards and policies in this manual have been reviewed as carefully as possible to comply with the law and approved practice, as well as to allow sufficient flexibility for officers to cope with unforeseen circumstances. Nevertheless, in the event of a life-threatening emergency at the facility, the Marshal may temporarily suspend or alter these standards and regulations as exigencies dictate. The prevailing concern shall always be the preservation of life and the safety of the officers and prisoners, as well as the public.

In light of this overriding concern for preserving life, the Marshal may, in the event of a life-threatening emergency, use his/her discretion to momentarily set aside any of these rules in the interests of protecting human life. The facility administrator shall notify the Department of Corrections and Rehabilitation in writing in the event that such a suspension lasts longer than three days. Additionally, he/she shall insure that an incident report is taken. In no event shall any suspension continue more than fifteen (15) days without the approval of the Chairman of the Department of Corrections and Rehabilitation for a time specified by him/her.

2.1024 COURT HOLDING FACILITY TRAINING

Supervisor(s), service officers and deputies who are responsible for prisoners held in the court holding facilities are required to satisfactorily complete a minimum of eight (8) hours of specialized training. Such training shall include **but not be limited to:**

- (a) Applicable minimum jail standards
- (b) Jail Operations liability
- (c) Prisoner Segregation/Classification
- (d) Emergency procedures and planning
- (e) Suicide prevention/Mental disorder recognition
- (f) Juvenile standards

Such training shall be completed as soon as practical, but in any case, not more than six months after the date of the assigned responsibility or the effective date of these regulations. Eight hours of refresher training shall be completed once every 2 years.

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of prisoners, the employee's level of experience and training, and other relevant factors.

TRAINING, PERSONNEL AND MANAGEMENT, Continued

When a juvenile is held in any court facility, a probation officer shall be present and responsible for them. Juveniles are to be separated by sight and sound from adult prisoners and checks must be made at a MINIMUM of every 15 minutes.

2.1027 NUMBER OF PERSONNEL (MINIMUM)

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]

TRAINING, PERSONNEL AND MANAGEMENT, Continued

2.1028 FIRE AND LIFE SAFETY STAFF

Pursuant to Penal Code section 6030(c), whenever a prisoner is in custody, there shall be at least one person on duty at all times who meets the training standards established by the State Fire Marshal for general fire and life safety which relate specifically to the facility. In-house training as well as inter-agency training with the Shasta County Sheriff's jail staff will be conducted on a routine basis.

2.1029 POLICY AND PROCEDURES MANUAL

This Court Holding Facility Manual shall act as a Policy and Procedure Manual for all court facilities in Shasta County. This manual meets all the requirements of Title 15 and Title 24 of the California Code of Regulations. This manual will be available to all employees and shall be reviewed and updated annually.

2.1032 FIRE SUPPRESSION PREPLANNING

The Shasta County Court Holding Facility is equipped with automatic fire sprinklers and smoke detectors in the booking area and inside each cell. The fire protection equipment is monitored while prisoners are present. A fire extinguisher is located in the secure transfer area near Department 7 entrance as well as in the public hallway near room 319.

The Justice Center holding cells are equipped with smoke detectors in each of the return air vents, one sprinkler in each holding cell and three in each stairwell, and a fire extinguisher located in the hallway between judges' chambers and in the lobby (east side) near the entrance to Department 1. A fire hose is located in the secure hall just off the lobby door. A fire alarm pull switch is located outside of Department 2. Shasta County Facilities Management maintains all holding cell fire equipment.

A fire prevention inspection for the court holding facility will be conducted monthly at the direction of the holding supervisor. The fire prevention inspection shall consist of a visual examination of all sprinkler heads, smoke detectors, fire hoses and hose bibs to ensure that they are intact with no evident damage. The examination of fire extinguishers will also be conducted to ensure that they are in place and fully charged. All inspections of the facilities and equipment will be documented on a cell inspection log (Refer attachments D) which when completed are kept in the main office administrative files. Any problems or violations noted in the inspections shall be brought immediately to the attention of the holding supervisor who will be responsible for the needed corrections. The State Fire Marshal will conduct an annual fire inspection with the assistance of this office as required. Retention of all inspection records will be the responsibility of the holding supervisor.

TRAINING, PERSONNEL AND MANAGEMENT, Continued

FIRE SUPPRESSION PREPLANNING, Continued

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2.1039 DOCUMENTATION OF ROUTINE CELL CHECKS

Any time a prisoner is in custody at the courthouse or Justice Center holding facility, a record shall be kept of each check made on that prisoner. These checks shall be documented on a monthly cell log (Refer attachments B & C):

- (a) Cell checks shall be made every thirty (30) minutes on all prisoners by a visual check.
- (b) Prisoners in restraints shall be checked at intervals of no less than once every fifteen (15) minutes.
- (c) Prisoners who are believed to be a suicide risk shall be checked at intervals of no less than once every fifteen (15) minutes.
- (d) After such visual checks, an entry shall be made on the cell log indicating the date, time and initials of the employee making the check.
- (e) For juveniles in secure detention, the same procedures for regular checks for safety and security shall be followed. These checks shall be noted on a separate cell check log indicating a juvenile.

RECORDS AND PUBLIC INFORMATION

2.1041 PRISONER RECORDS

Since the facility is for court holding only, no commitment papers, court orders, or medical information will be maintained at the facility; all will be sent to the jail. For our own records, the daily activity log, booking log and property forms are sufficient. If additional information is for any reason necessary, the Sheriff's Records Division or jail should be consulted.

The Shasta County Sheriff's Department maintains individual booking files on all persons in custody. These records include booking information and personal property receipts. Individual booking files containing the above information are maintained by the Sheriff's Records Division and will be in their office. Upon completion, the "Pre-Booking Form" will be sent to the jail with the prisoner and their property. (In arrest situations, the goldenrod of the probable cause/pre-booking form will be maintained with the arrest report.)

2.1044 INCIDENT REPORTS

It is the policy of the Shasta County Marshal's Office to maintain a written record of all incidents or crimes which result in damage to court or county property, physical harm, or serious threat of physical harm, to any court or county employee, prisoner, or other person in the holding facility. All incidents that require such documentation will be brought to the attention of the holding supervisor as soon as practical. All incidents involving jail inmates will be documented with a copy of the report to the jail classification officer. All reports should be completed and approved prior to the end of shift unless approved extension is granted by a supervisor, but in no case later than 24 hours of the incident.

The holding supervisor shall ensure that all crimes are investigated and that those which meet the criteria shall be submitted to the District Attorney's office for complaint.

The holding supervisor and other appropriate command levels are responsible for immediately reviewing such (completed) reports. In the case of a death or attempted suicide in the holding facility, a report must be made as per Section 2.1218 of this manual.

An event log will be utilized for all incidents/information which may possess future need, (Refer attachment F). This may include such things as changes in staff, meals served, medications given (by jail staff), problems/concerns with security or other equipment cell inspections, etc. The log is for general purpose to note the event not a complete documentation. Entries will generally be contained on one line. If there is a necessity for detailed documentation, a incident report or a memorandum may be applicable.

RECORDS AND PUBLIC INFORMATION, Continued

2.1045 PUBLIC INFORMATION PLAN

Since the facilities are for temporary holding only, many items of public interest associated with jails/prisons (programs, education, services, etc.) do not apply. Refer questions and requests for news releases, regarding court holding facilities to the Marshal or holding supervisor.

In the event of an incident or emergency that involves the holding facility, the holding supervisor shall brief the press if the Marshal is not available. If the holding supervisor is not available, the court supervisor shall handle press releases. The supervisor shall consult with the Marshal, if available, prior to issuance of press releases. All other employees shall make no statements to the press, but shall refer the press to the holding, court security supervisor or Marshal.

CLASSIFICATION AND SEGREGATION

2.1050 CLASSIFICATION PLAN

Definition: "Classification", in a custodial setting, refers to the systematic subdivision or segregation of the confined population into groups based on gender, security and program needs, to the extent permitted by facilities available. This subdivision on segregation covers a range of levels, from physical, to auditory, to visual separation from other prisoners.

The holding facility and the holding cells of the Justice Center will follow the classification plan in use by the Shasta County Main Jail to the fullest extent possible given the space and accommodation limitations of the facilities available. The classification given by the jail staff shall always be adhered to except when new information is obtained from this office (generally as a result of a court hearing), which may change that classification and therefore the safety of the prisoner. The Shasta County Jail will be advised of any such information this office receives which may indicate a need to review a classification of a prisoner. The person who initially received the information should make this advisement. By and large, classifications in the court holding facility and the Justice Center Holding Cells will fit into either: (1) general population, (2) special handling, (3) protective custody, or (4) male/female. Remands or fresh arrests shall be segregated from all other classifications.

"General population male" prisoners who are charged with criminal (not civil) offenses normally comprise the largest classification of prisoners and are kept segregated from the other classifications listed as follows:

CLASSIFICATION AND SEGREGATION, Continued

CLASSIFICATION PLAN, Continued:

"Special Handling" classifications include an assortment of miscellaneous categories, including co-defendants, medical, potential enemies, gang affiliation, and so on. If a prisoner is thought to be a gang member, the service officer or deputy shall ask if the prisoner is a gang member, and to which gang he/she belongs. Gang members shall not be housed with rival gang members. For case security purposes, co-defendants may also require separation from each other, and thus would receive the special handling classification.

Persons who may become the target of physical attacks shall be segregated in a "Protective Custody" (PC) classification apart from general population. Possible targets would include child molestation suspects, homosexuals, informants, persons associated with the law enforcement community, and prominent or newsworthy personalities, etc.

"Male and Females" will be separated from one another and by the three classifications above. Female prisoners shall not be placed in the holding facility or holding cells without a female service officer or deputy immediately available. If there is not a female employee available, female prisoners will immediately be transported to the main jail for booking/detention. Male and female prisoners must be kept separated at all times while in the holding facility.

If the sex of a prisoner cannot be determined at the time of booking and segregation from other prisoners is not possible, that prisoner shall be transported to the Shasta County Jail for booking and detention.

Juvenile prisoners (those under age 18) shall not be placed in the same cell with adult prisoners. See Section 2.1561 of this manual for exceptions.

The supervisor may make other segregation or classification of prisoners as is deemed necessary to provide for safety of staff, prisoners (as in the case of violent or high-risk prisoners), or to aid in an investigation.

2.1051 COMMUNICABLE DISEASES; QUARANTINE

Each remand/fresh arrest prisoner brought into the holding facility should be screened with great care for any health or medical problems. If it is suspected that the prisoner has a communicable disease such as tuberculosis, hepatitis (A, B, or C), vermin, or impetigo, he/she is to be transferred to jail custody for booking as soon as possible.

CLASSIFICATION AND SEGREGATION, Continued

COMMUNICABLE DISEASES; QUARANTINE, Continued

If a prisoner shows signs of injury or illness, or if he /she claims to be injured or ill, he/ she is to be transported to the jail for medical review, or, if life threatening, to the designated hospital, meanwhile notifying the jail. Err on the side of caution. If there are any questions or observations concerning possible health or medical problems of a prisoner, that prisoner shall not be accepted into our facility.

Every prisoner should be considered a potential carrier of communicable disease. Hand washing and glove use must be practiced with ALL prisoners. Personal protective equipment shall be used when dealing with a prisoner with a known or suspected communicable disease accordance with the tuberculosis Exposure Program and the Blood borne Pathogens Exposure Control Program of the Shasta County Superior Court.

If it is later learned that a prisoner who had used a cell was infested with vermin, that cell shall not be used again until it has been disinfected. A sign shall be placed on the cell door to this effect. Anything inside the cell that is removable (toilet paper, blanket, etc.) shall be sealed inside a plastic bag, and, as required, marked for destruction (See Vermin Control, 2.1212).

Likewise, equipment (handcuffs, etc) contaminated by bodily fluids, by which HIV and hep-B are transmitted, must be disinfected after use with hot water and bleach, diluted to 1:10 ratio; soak 20 minutes.

2.1052 MENTALLY DISORDERED PRISONERS

A remand/fresh arrest prisoner shall be deemed mentally disordered if he /she appears to be a danger to him/herself or others or if he /she appears severely mentally disabled. Such a prisoner shall not be held at the temporary holding facility. The prisoner shall be removed to either Shasta County Mental Health or Shasta County Jail at the supervisor's direction.

2.1053 ADMINISTRATIVE SEGREGATION

Administrative Segregation (AD SEG) is for prisoners who are determined to be prone to escape, to assault staff or other prisoners, or likely to need protection from other prisoners. If Administrative Segregation is determined to be necessary, it shall consist of separate housing or holding but shall not involve any deprivation of privileges and shall not be used as punishment.

CLASSIFICATION AND SEGREGATION, Continued

ADMINISTRATIVE SEGREGATION continued

Possible targets would include homosexuals, former law enforcement personnel, persons associated with the law enforcement community, informants and prominent or newsworthy personalities, etc.

2.1056 SOBERING CELLS

This facility shall NOT be used for any type of sobering. Prisoners believed to be under the influence of alcohol or drugs shall be transported to Shasta County Jail custody for evaluation as soon as possible.

2.1057 PHYSICALLY OR DEVELOPMENTALLY DISABLED PRISONERS

Prisoners who are determined to be physically or developmentally disabled may be housed in the holding facility after the court service supervisor has evaluated their needs.

2.1058 USE OF RESTRAINT-RELATED DEVICES

Restraint devices may include, but are not limited to:

- (a) Soft ties consisting of clothe which prevent movement of a prisoner.
- (b) Mittens without thumbs securely fastened around the wrists with a tie.
- (c) Restraining sheets consisting of wide muslin placed over body of prisoner.
- (d) Padded belts and cuffs.
- (e) Metal hand and leg irons.
- (f) Belly chains.
- (g) Leg brace.
- (h) Stun Devices (R.E.A.C.T./Band-it)
- (i) Spit guards.

Restraint devices are aids to provide better control of a prisoner. They do not immobilize, they merely restrict a prisoner's range and rapidity of movement, impeding or limiting action, and reducing the risk a particular prisoner represents. In no case shall restraints be used as a punishment (Penal Code section 2652 & 2652.5).

Should a prisoner become combative, display signs of mental disorder, become a danger to himself or others, or reveal an intent to harm himself, others or the facility after being booked/placed, the prisoner may require being held in restraints. When circumstances permit, before placing the prisoner in restraints, approval of the holding supervisor or Marshal should be obtained.

CLASSIFICATION AND SEGREGATION, Continued

USE OF RESTRAINT-RELATED DEVICES, Continued

The only exception to getting prior authorization would be in the case of an emergency in order to prevent the prisoner from doing immediate harm to him/her self, another, or the facility. If a prisoner becomes combative or displays bizarre behavior after being placed in a cell, the service officer shall notify a deputy, and/or central control for assistance. Continued or worsening behavior/ symptoms such as described above may require that the prisoner be transported to the Shasta County Jail custody for booking and detention, or to Shasta County Mental Health

Once a prisoner is placed in restraints under this emergency condition, the holding supervisor or Marshal shall be advised as soon as possible. A service officer or deputy shall complete an incident report detailing the reasons necessary to place the prisoner in restraints. Once the prisoner is restrained, arrangements shall be made to transport the prisoner to a hospital, mental health or Shasta County Jail custody as soon as possible.

A prisoner placed in restraints shall be visually observed at intervals of no less than once every fifteen (15) minutes, and those observations shall be noted on the cell check log (Attachment B). Restraints are tools that are used during transportation and for courtroom security. Some restraints used by the Marshal's office are the type which are not visible to a jury during a trial, thereby not being used for aggressive behavior, but to prevent escapes.

Deputies are vulnerable to attack by the prisoner during the application or removal of any restraint device. It is essential that the deputy be in a position of advantage at all times when applying or removing the equipment. Prisoners can conceivably free themselves from any type of equipment, therefore, close supervision is necessary as well as officer safety at all times.

In accordance with Penal Code 3407 the following policy shall apply when applying restraints to pregnant inmates. An inmate known to be pregnant or in recovery after delivery shall not be restrained by use of leg irons, waist chains, or handcuffs behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. 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. Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

PRISONER ISSUES AND DISCIPLINE

2.1062 VISITING

Since the facility is for court detention only (12 hours or less), there are no provisions for visiting. If a prisoner (adult or juvenile) requests to see his/her attorney and makes arrangements for the attorney to come to the facility, the attorney must be allowed to visit, staffing level permitting.

PRISONER ISSUES AND DISCIPLINE, Continued

2.1067 ACCESS TO TELEPHONE

Per Penal Code section 851.5, "Immediately upon being booked, and, except where physically impossible, no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls . . . to an attorney of his choice or a public defender . . . a bail bondsman, or a relative or other person." A phone call to an attorney shall not be monitored, eavesdropped upon or recorded.

The arrested person shall be entitled to make at least three (3) such calls at no expense, if the calls are completed to telephone numbers within the local calling area.

After pre-booking, the prisoner shall be asked if he/she wishes to make the phone call(s). If the prisoner declines to make the calls, this should be noted on the pre-booking form. If the prisoner makes phone calls, the number(s) that they are calling should be noted on the pre-booking form. The service officer shall dial the number. If the call is long distance or out of the dialing area, the service officer shall make sure the call is collect or charged to the prisoner's phone company credit card.

A prisoner will be given reasonable time on the phone to contact the person(s) that he or she must reach in order to arrange for bail, advise people where they are, or take care of other things related to their arrest. The phone calls are not intended to be used for lengthy personal conversations. The workload of the service officers shall dictate the length of the calls.

2.1068 ACCESS TO THE COURTS AND COUNSEL

Due to the fact that the court holding facility is designed to hold prisoners for twelve (12) hours or less, most prisoners will not seek a visit from legal counsel. If a prisoner is to be transported to another facility, the prisoner may (and should be expected to) make arrangements to meet with an attorney at the other facility, rather than in our court facility. However, if a prisoner to be held in our facility requests to see an attorney and makes arrangements for him/her to come to the facility, an attorney visit shall be allowed, staffing levels permitting.

Service officers shall check the Attorney's Bar Association card and driver's license. Only bona-fide attorneys shall be allowed a visit.

All attorney visits shall be conducted in the interviewing room, with a deputy in close proximity.

PRISONER ISSUES AND DISCIPLINE, Continued

A prisoner shall be considered a client of the attorney if the prisoner has requested his/her services, or if a friend or relative has sent the attorney to visit with the prisoner, and the prisoner agrees to see that attorney.

An attorney visiting his/her client shall not be accompanied by another person unless cleared by the holding supervisor. An attorney shall not be allowed to interview clients of other attorneys without written permission of the attorney of record.

Attorney-client consultations are guaranteed confidentiality; therefore, the privacy of consultations shall be protected.

2.1081 PLAN FOR PRISONER DISCIPLINE

Discipline will not be administered in this facility. If a prisoner violates a law while in custody, a crime report shall be taken and submitted so complaint or on-site arrest can be made. If the prisoner violates a holding facility rule, an officer shall write an incident report, and when the prisoner is transferred to main jail custody, the jail will be advised of the incident. A copy of that report will be sent to the Shasta County Jail.

MEDICAL AND MENTAL HEALTH SERVICES

2.1200 RESPONSIBILITY FOR HEALTH CARE SERVICES

State Law prohibits a jail or holding facility from allowing any lack of care whatsoever which would injure or impair the health of a prisoner confined. Even though our facility and holding cells are for temporary holding only, this law still applies. Arresting/transporting deputies and service officers are responsible for im-

mediately notifying the holding supervisor and jail medical unit when the need, or likely need, for medical care arises.

The holding supervisor, deputies and/or service officers shall have the responsibility to ensure provisions of emergency and basic health care service to all prisoners in accordance with minimum jail standards. Deputies have responsibility for summoning appropriate medical assistance, and for applying emergency first aid pending the arrival of the medical team.

Non-serious or less than life-threatening ailments, conditions, and injuries will be referred to the jail medical unit for treatment. Potentially life-threatening conditions shall be transported to the emergency room of the designated medical facility by ambulance, and the jail medical unit shall be notified.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

All medication will be approved and administered by the jail medical unit. At no time will prisoners be allowed to administer medication, or self-medicate, except in extenuating and/or life-threatening circumstances, such as heart medication including nitroglycerin, etc.

2.1206 MEDICAL/MENTAL HEALTH PROVISIONS

Medical aid shall be summoned for seriously ill or injured prisoners in accordance with section 2.1218.1 of this policy.

Prisoners who require the use of wheelchairs should be considered to have a disability that this facility may not be equipped to handle. Placement of any prisoners with impaired mobility will be evaluated by the holding supervisor in coordination with the jail medical unit. Prisoners having eyeglasses that are medically required should be allowed to retain those eyeglasses unless the eyeglasses present a danger to the prisoner or others.

Pregnant and/or nursing women, mentally disordered patients, developmentally disabled prisoners, prisoners in need of special medical programs (including diets), prisoners known or suspected to have communicable diseases, and prisoners requiring medication, all demand services at a level that this facility may not be able to meet. Therefore, prisoners in these categories may be transported to Shasta County Jail custody per Sections 2.1003(e), 2.1051, 2.1052, and 2.1058, of this policy.

Information regarding a prisoner's medical or mental health status shall be disclosed to the jail medical unit on any affirmative response to questions as soon as the pre-booking medical questionnaire is completed and the prisoner is

transferred to their custody. This will expedite decisions regarding health care and/or segregation of the prisoner entering their custody.

2.1206.5 REPORTING OF COMMUNICABLE DISEASES

Prisoners may be carriers of infectious or contagious disease; such diseases may endanger the health of other prisoners and deputies, as well as posing serious management issues for those concerned. All remanded/fresh arrest prisoners who are found to have a communicable disease will be brought to the attention of the jail medical unit for their recommendation on placement.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

In case an employee has been exposed to a communicable disease via contact with body fluids, splashing of body fluids in mucous membranes or open wound, etc. he/she should immediately inform their supervisor. The supervisor shall direct them to the Shasta County Human Resource Department for referral for medical attention. (IIPP 6.5.2) Their supervisor shall notify any employee not already aware that he/she may have been exposed to a communicable disease. Moreover, the holding supervisor shall attempt to determine if another prisoner used the affected cell after the infected prisoner used that cell. If it is determined that other prisoners may have been exposed, the holding supervisor shall notify the jail medical unit, whereupon they will notify the potentially affected prisoner in person, or by mail if not in custody.

2.1207 RECEIVING AND SCREENING

Deputies will complete the pre-booking medical screening form on all fresh arrests and remands. An affirmative answer to any of the questions on the form shall be taken into consideration for housing and liability purposes. If the prisoner falls into the categories of those who should not be housed in court facilities, they will be transported to the jail as soon as possible. Those would include persons who are suicidal, who have mental disorders that require soft restraints or restraint chair, vermin infested, or who have severe injuries or illnesses. Any prisoner refusing to answer questions on the medical form shall be transferred to the Shasta County Jail. Any affirmative answer will be immediately reported to jail medical. All medical information shall be kept confidential.

If a prisoner shows signs of injury or illness, or if he /she claims to be injured or ill, he/ she is to be transported to the jail for medical review, or, if life threatening, to the designated hospital, meanwhile notifying the jail. Err on the side of caution. If

there are any questions or observations concerning possible health or medical problems of a prisoner, that prisoner shall not be accepted into our facility.

2.1208 SPECIAL MENTAL DISORDER ASSESSMENT

It is the responsibility of the service officers and/or deputies assigned to holding to maintain adequate surveillance of all prisoners during the shift. Any abnormal behavior or changes in behavior shall be immediately reported to the holding supervisor (refer to 2.1024 regarding training). Service Officers and deputies are cautioned to report to the holding supervisor any observation of behavior indicating possible withdrawal, hallucination or depression (Suicide Prevention, see 2.1219 of this policy).

MEDICAL AND MENTAL HEALTH SERVICES, Continued

2.1212 VERMIN CONTROL

While vermin and impetigo are not in the life-threatening category, they are highly contagious. Any vermin-infested prisoner brought into this facility shall be brought to the immediate attention of the holding supervisor. It is the policy of this office to transfer such prisoners to the custody of Shasta County Jail where reasonable quarantine procedures may be followed. Infested prisoners shall not be placed in a cell with uninfected prisoners.

In the event that a vermin-infested prisoner goes unnoticed, the procedures below shall be followed. It is not unusual for officers to observe what appears to be a lice infestation of a prisoner during processing or subsequent to placement in a cell. The most common observation will involve adult lice and/or nits (eggs) on the scalp or other hairy portions of the body. Lice can also infest clothing, especially along seams of inner surfaces.

The three types of lice most commonly found in detention environments are; head louse, body louse, and crab louse. The crab louse may be observed in the pubic area and, in some cases, the eyebrows and eyelashes. It is also possible for some forms of mites to be present on prisoners, including scabies. Lice do not jump, but transfer by direct contact with the person, clothing or other personal belongings.

As our holding facility does not have a shower or laundry, there are no provisions for showering a prisoner or washing a prisoner's clothing.

Should a prisoner contaminate the facility and/or equipment, the contaminated cell(s) shall be posted with a "contaminated" sign. The cell(s) or area(s) shall not be used until after they have been thoroughly cleaned.

The infested area(s) and equipment will be treated with a non-toxic pesticide, such as Pyrethrin. After treatment, all area(s) and equipment should be thoroughly cleaned. A heavy vermin infestation will require the services of a licensed pest control contractor.

Any articles belonging to prisoner should be sealed in a plastic bag, closed with a secure knot and stored with prisoner's belongings. As lice cannot survive over 24 hours away from a host body, they will soon die.

Should an employee become infested with lice, he or she should report infestation as injury/illness in the usual manner.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

VERMIN CONTROL, Continued

If the employee's clothing becomes infested with lice, the clothing should be dry cleaned or washed in detergent and water at a temperature of 140 degrees.

Commercial products such as "Silox," "R & C," and "Dri Code" are available at pharmacies to delouse clothing.

2.1218 PRISONER DEATHS

In the event that an officer discovers that a prisoner may have died while in custody, he/she shall immediately summon assistance and begin life-saving measures such as first aid and CPR. Other employees shall:

- (a) Summon paramedic and ambulance response.
- (b) Apply or arrange for the administration of emergency first aid.
- (c) Notify the holding supervisor, who shall be responsible for notifying the Marshal.

If death has indeed occurred, immediate action should be taken in advance of appropriate investigation. Steps to preserve evidence and secure the scene include:

- (a) Remove other prisoners from the scene as soon as possible.
- (b) Isolate, individually if possible, prisoners who were in or around the area of the decedent.
- (c) Preserve the area as a possible crime scene.
- (d) Restrict access to the area.

- (e) Detain all possible witnesses for interview by the investigating authority.

The holding supervisor will designate the appropriate deputy to complete the initial report. All employees shall complete required supplemental reports, as directed.

In the case of a death or attempted suicide in the holding facility, the following information must be included in the report:

- (a) Date and time, if known, that prisoner entered holding facility.
- (b) Time of last check, and who made the check, when victim was alive and well.
- (c) Time victim found in present condition and who found victim.
- (d) Time first aid was started, what type of aid was administered, and by whom.
- (e) Time paramedics were called and what time they arrived.
- (f) Time the victim left the holding facility.
- (g) Names of paramedics, ambulance personnel, coroner's personnel.
- (h) Name of agency conducting investigation.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

The holding supervisor and/or Marshal shall be responsible for conferring with allied agencies for the purpose of initiating an investigation to determine the cause of death of the prisoner. An inter-agency team will be commissioned to conduct the investigation. They shall, as necessary, secure the assistance of the Shasta County Health Department for review of the circumstances surrounding the prisoner's death. An operational and medical review will also be completed by the Marshal's Office, County Health Department and the Provider of Medical Services at the Shasta County Jail.

California Government Code section 12525 requires that in any case in which a person dies while in the custody of a law enforcement agency or local correctional facility, the agency shall report in writing to the California Attorney General within ten (10) days after the death all facts in their possession concerning the death. The written reports shall include incident reports, coroner's reports, death certificates, and other reports relating to the death. The Bureau of Criminal Statistics (BCS) is responsible for maintaining the Death in Custody Reports submitted to the Attorney General.

Death-in-custody reports should be submitted to:

Bureau of Criminal Statistics
Statistical Data Center
P.O. Box 903427
Sacramento, CA 94203-4170

In the event of a death of a juvenile in-custody, a copy of the report shall also be forwarded to:

Department of Corrections and Rehabilitation
600 Bercut Drive
Sacramento, CA 95814-0185

There will be a medical and operational review of every in-custody death of an adult or minor.

2.1218.1 SERIOUSLY ILL OR INJURED PRISONERS

If a service officer finds that a prisoner may be seriously ill or injured, the officer shall immediately summon assistance from deputies and alert the holding supervisor. Policy states that service officers should have no direct physical contact with prisoners, barring extreme or unavoidable circumstances.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

Employees shall summon paramedic and ambulance response if needed, and begin lifesaving measures such as first aid. Jail medical unit shall be advised as soon as possible. Officers shall prepare reports as directed.

Any outside inquiries regarding seriously ill prisoners shall be referred to Shasta County Jail.

2.1219 SUICIDE PREVENTION PROGRAM

Upon admitting prisoners to the holding facility, service officers and deputies must always be alert for those individuals exhibiting signs of potential suicide (refer to 2.1024 for training).

Generally, persons at risk are:

- (a) Prominent persons charged with embarrassing crimes.
- (b) Persons held for alcohol or drug related charges.
- (c) All juveniles held in adult facilities.
- (d) Persons with a history of self-destructive acts.
- (e) Individuals who state their intention of suicide.
- (f) Prisoners who appear depressed.
- (g) A female who has given birth within the past year and is charged with the murder or attempted murder of her infant child.
- (h) A male who, at this admission, is a first-time arrestee.

Suicides generally occur within the first eight (8) hours of incarceration. Additional welfare checks supplementing the regular fifteen (15) minute checks should be conducted and documented in the log. The state of intoxication of a person upon incarceration greatly increases the likelihood of suicide. As special attention and documentation of observation is critical for intoxicated persons, it is facility policy that such prisoners be transferred directly to jail custody.

Isolation is generally regarded as highly dangerous for potentially suicidal prisoners, and deputies are encouraged to place such prisoners with other appropriate prisoners rather than to separate or isolate them totally. Detention environments that eliminate or restrict visual or verbal stimulation to the prisoner may contribute to the problem. Nevertheless, while it is true that any human presence can be calming to a troubled prisoner, employees are cautioned that professional counseling cannot be provided by untrained or unlicensed persons, however well-intentioned. If it appears that a prisoner is totally unable to cope with incarceration, the situation shall be brought to the attention of the holding supervisor for transfer to the custody of the Shasta County Jail.

MEDICAL AND MENTAL HEALTH SERVICES, Continued

2.1220 FIRST AID KIT

The first aid kit is located in the holding cell office in the main courthouse and in the secure closets in Departments 1 and 2. The kit will consist of numerous bandages and compresses of various sizes, tourniquets, eye wash with sterile pads, burn ointment, antiseptic wipes, rubber gloves, ammonia inhalants, adhesive tape, pair of scissors, splinter forceps, and a CPR mask. A Bio-Hazard kit is also kept with the first aid kit.

Inspection of the contents of the first aid kit for purposes of replenishment shall take place no less than once per month during the regular inspection of the facility by the holding supervisor or designee. Inspections and replenishment shall be logged on the appropriate form (refer attachment D). Inspection reports shall be maintained by the Marshal's office for a period of 1 year.

FACILITY CONDITIONS

2.1246 FOOD SERVING

Food service, when applicable, will be provided by the Shasta County Jail, in a manner prescribed under Title 15.

The service officer shall insure the prisoners receive their meals in the cell. Food service in the facility will consist of sack lunches. Thus, because of the simplicity of the rations, and in the interest of safety, no utensils will be used.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

JUVENILE MOVEMENT WITHIN THE COURTHOUSE

[REDACTED]

TRANSPORTATION OF JUVENILES

[REDACTED]

[REDACTED]

HOLDING FACILITY EVACUATION PROCEDURES

2.1170 EVACUATION PROCEDURES.....

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CONCLUDING COMMENT

The policies and procedures enumerated in this manual are intended to reflect the most important considerations of the Shasta County Marshal's Court Holding Facility: the safety of officers, employees, the public, and the security and safety of the prisoners.

Shasta County Court Facility is a court holding facility used in the temporary holding and transporting of prisoners between the jail, juvenile hall and courts, and as such, our custodial role is a transitory one.

As a court holding facility, our services are supportive to the California Judicial System and its goal of due process of law.

[Joel E. Northrup, Marshal - Shasta County]

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