

## 2-01/025.00 - Staffing

At least one Deputy shall be on duty, which is immediately available and accessible to inmates, whenever there is an inmate in the facility. There must be at least one female Deputy available and accessible when there is a female in custody and there must be at least one Deputy on duty at all times who has had fire and life safety training. These Deputies will not have any other duties which would conflict with the supervision and care of inmates in case of an emergency (CCR Title 15, 1027). In lockup facilities that have a control booth, there shall be a minimum of one Deputy or CA in the booth at all times. Access to the control booth shall be secured whenever the movement of inmates takes place.

In courts that have dedicated satellite lockup areas in separate areas, or floors separate from the main lockup, the Branch Supervisor shall ensure that lockup personnel are assigned to and stationed in the satellite lockup areas while inmates are housed there.

Note: The definition of "dedicated satellite lockup" references holding areas utilized as an extension of main lockup.

Those floors that have both courtrooms and holding areas should be monitored by both lockup deputies assigned to do safety checks and the bailiff's using the holding areas to hold the inmates attending their courts. If during the lunch hour or anytime the court is in recess, and there are still inmates on the floor, the Branch Supervisor shall ensure that deputy personnel are in each of the satellite lockups holding inmates.

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