2-06/020.05 Recording Inspections

Cell/Inmate Inspection Record (this form can be found in CSDNet “Forms”) shall be posted on each cell door and shall be completed daily. Information on each form shall be in ink and include the name of the court lockup being inspected, date, names of personnel assigned, time each safety check is made, and the initials of the inspecting Deputy. The actual time the safety check is made shall be the time entered on the form. Do not write inspections in advance or pre-print forms with set times and then initial them every 30 minutes. Branch Supervisors shall make random checks of cell inspection forms daily.

In the event that interview rooms are used to temporarily house inmates, a Cell/Inmate Inspection Record shall be posted on the door, whether the room is empty or not.