7-03/080.13 Female Lockup

When the Female Lockup is in use, the following procedure shall be strictly adhered to:

> To account for the safety and well-being of inmates temporarily detained in the Transportation Bureau Female Lockup, desk personnel shall designate a Deputy to remain in the lockup, as long as inmates are being held there. The Deputy is to monitor the activities of the inmates from the control booth. The Deputy is not to leave the control booth to assist loading/unloading of inmates, as it would jeopardize security. If backup is needed, contact the Watch Deputy and request additional personnel.

The "Female Lockup Security Check Log" (Appendix XVII) will be maintained by the Deputy assigned to the lockup. Personnel assigned to the lockup are required to supply the following information on the log:

- Name of person assigned to the Female Lockup
- Time assigned
- Inmate count at time of assignment
- **Remarks:** Record information on occurrences out of the ordinary, i.e., requests for medication, inmate sick/injured, medical attention rendered, disturbances, needed facility repair, and so forth.

The log will be kept at the Female Lockup. A new log sheet will be initiated each day. The log from the previous day is to be given to the Operations Deputy upon completion. Logs will be kept on file for two years.

Prior to closing the Female Lockup the designated Deputy will **SECURE** the area by checking to ensure:

- There are no inmates left in the lockup
- No paperwork has been over looked
- The area is free of any contraband
- The lockup is secured for the day

The designated Deputy will sign the log, enter the time the area was checked, and give the log to the Watch Sergeant.

The Watch Sergeant will be responsible for ensuring that this procedure is adhered to. The Watch Sergeant who is on duty when the Female Lockup is closed will provide the time it was closed and sign the bottom of the log.