

LCS Unit Order 73

LANCASTER STATION

UNIT ORDER # 73

SECURITY CHECKS OF ARRESTED PERSONS

PURPOSE:

In an effort to increase the accuracy of required cell checks by Lancaster station jail staff, an electronic scanning device is being introduced to digitally record the time, date and frequency of such compliance measures. The purpose of this order is to outline the added procedures for electronic checks utilizing the iPod Scanner which automatically updates the e-Gatebook accounting of prisoners within the station jail.

ORDER:

Nothing in this unit order is meant to replace or supersede federal or state law, title 15 requirements, or current Departmental policy. Any questions regarding the welfare checks of arrested persons should be referenced in the Manual of Policy and Procedures, the Custody Division Manual, or the Station Jail Manual.

Jailer Responsibilities

Jailers have the ultimate responsibility for safeguarding their inmates and ensuring the security, maintenance and well-being of those confined to the jail facility. The custody function is a major responsibility that can subject both the individual and the Department to severe criminal and civil liability if it is done negligently, improperly or incompetently.

- A. Jail staff are to complete the Prisoner Inspection Record (paper log) by recording their inspection of the jail and arrestees at intervals of no greater than 30 minutes (15 minutes for those arrestees suspected of being suicidal), to include the number of prisoners and an inspection of equipment. A check of the inmate's physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by jail staff and documented in their log. The time of the inspection and

count shall be indicated on the record immediately upon completion of the inspection and count. All entries shall be recorded in ink.

- B. Additionally, jail staff shall utilize the iPod Scanner to record the condition and count of arrestees, which will automatically update the e-Gatebook. At least one (1) jailer trained on the use of the iPod device shall be assigned to each shift (deputy personnel trained on this equipment may be used to supplement normal jail staff). In the event of any equipment malfunction, jail staff shall immediately notify the watch sergeant and log subsequent checks into the e-Gatebook using the "supervisor check tab - Jailer" already utilized by the watch sergeant and watch commander during their shift compliance checks.
- C. Arrestees who are considered a "suicide risk" shall be checked no less than every 15 minutes and shall be staggered (as described below) to minimize the inmate's ability to plan around anticipated checks. In no case shall more than 15 minutes elapse between any two safety checks, regardless of shift change, change in personnel, breaks, or any other circumstance. (A minimum of **five physical** safety checks shall be performed each hour.) Additionally, if available, they should be housed in either of the jail's two booking cells where they can be constantly monitored via closed circuit cameras until a transfer can be arranged to a permanent housing facility.
- D. If jail staff are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.
- E. Jail staff shall complete the Suicidal Prisoner/Inmate Log, BOMHR (SH-J-407) – CDM 4-05/000 and Special Handling Request (SH-J-181) if Suicidal or Dangerously Mentally Ill – CDM 05-01/050, and ensure the arrestee has an "S" (Suicidal) code on his/her wristband. Jail staff will make copies of the applicable paperwork and place them in the three-ring binder located behind the jailer's desk. It is imperative jail staff document the time the arrestee arrived at their transferred destination (i.e. CRDF, IRC, TTCF, LCMC, etc.)

**** "Staggered Inmate Safety Checks"** All inmate safety checks shall be staggered to minimize the ability of inmates to plan around anticipated checks. In order to accomplish this, inmate safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval.

Upon completion of the observational period(s) and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance shall be placed in regular housing cells with other inmates that have the same security points as mandated by the Station Jail Inmate Classification Questionnaire Form.

Watch Sergeant Responsibilities

The watch sergeant has the responsibility for the **immediate supervision** of the jail operations. He/she shall

regularly observe and supervise the jail operations during their shift.

- A. The watch sergeant and watch commander shall conduct at least (2) prisoner security checks per shift. The time of the inspection and count shall be indicated in the e-Gatebook immediately upon completion of the inspection and count. All entries shall be recorded in ink. A check of the inmate's physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by both the watch sergeant and watch commander by indicating such in the log.
- B. Additionally, security checks will be entered into the watch commander's log by both the watch sergeant and watch commander. Should jail staff inform either the watch sergeant or watch commander that the iPod scanner is inoperable for any reason, a notation stating such shall be entered into the watch commander's log and the supervising jail lieutenant notified.
- C. Watch sergeants shall, during their security checks, note the workload of jail staff and make appropriate changes by utilizing field deputies and/or desk personnel during peak booking events. This is to ensure security and safety checks can be completed within the given time parameters.

Watch Commander Responsibilities

The watch commander has the **ultimate responsibility** of the jail during their shift. He/she shall periodically monitor the booking of prisoners and jail operations. The watch commander additionally has the ultimate responsibility for all cash bail monies and receipts.

In addition to the above security check procedures, the watch commander shall ensure that each prisoner, with the exception of prisoners brought in with a warrant or for 3056 PC, has a signed probable cause declaration.

Prisoner Injuries or Medical Emergencies

In the event an inmate is injured or requires immediate medical assistance, jail staff shall do the following:

- Immediately notify the watch sergeant / watch commander
- Render medical aid as applicable for the situation

- Notify the station desk to summon a medical response
- Continue to monitor jail security measures
- Complete applicable documentation such as Inmate Injury / Illness Reports

Panic alarm panels are located throughout the jail as a means to notify other station personnel that immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification **unless** other expedient means exist at the time the emergency is discovered.

In addition to the above, watch sergeants and watch commanders shall make appropriate notifications regarding such incidents. Care should be taken to identify whether a crime has occurred which led to the injury or medical emergency. In some cases it may be necessary to secure the immediate area as a crime scene and gather applicable reports, booking packages, and medical paperwork in preparation for an inquiry or investigation.

Questions should be referred to the Manual of Policy and Procedures, the Station Jail Manual, or Custody Division Manual as applicable.
