

07-003/00 Single-Man Holding Cells in Buildings 400-700

Los Angeles County Sheriff's Department

Unit Order: #07-003/00	
CUSTODY SERVICES DIVISION	
GENERAL POPULATION	Effective Date: 01-01-1998
NORTH COUNTY CORRECTIONAL FACILITY	Revision Date: 02-24-2016
	Review Date:
Subject: Single-Man Holding Cells in Buildings 400-700	
Reference: CDM 4-11/030.00, 7-03/000.00; UO 07-105/03	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures, reporting processes and general uses of all one-man holding cells in the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NCCF has single man holding cells located in buildings 400, 500, 600 and 700. The purpose of these cells is to temporarily isolate individual inmates for various reasons, such as:

- High power inmates (K-10, K-1, etc.)
- Pending administrative segregation inmates
- Violent/combative inmates
- Crime victims/suspects
- Pending discipline inmates
- Suicidal/Mental Observation inmates or those with communicable diseases

This unit order does not apply to the placement of inmates for contraband watch purposes. See CDD 16-001 and UO 07-105/03 for Contraband Watch procedures.

There are several holding cells in buildings 400, 500, 600 and 700. They are located in the following areas:

BUILDING 400 PROCEDURES

- Six cells in I.P.A. the Inmate Processing Center (IPA) cell bank #2 (cells 2A, 2B, 2C, 2D, 2E and 2F.
- Three cells in the Infirmary, Quiet Rooms 1-3.

BUILDINGS 500, 600, 700 PROCEDURES

There are two single man holding cells in each building, which are located adjacent to the "15" staff station on each building's lower level.

Watch commander approval is needed to place an inmate into a single man holding cell in buildings 500, 600 and 700. If circumstances prevent prior approval, the line sergeant shall be notified and a supervisor at the minimum rank of a Supervising Line Deputy ("hard" Senior Deputy) shall directly oversee the deputy/inmate contact.

The line sergeant shall immediately notify the watch commander to report the circumstances leading to the inmate's placement in a hard cell. This notification shall be noted on the hard cell log posted on the cell in which the inmate is placed. This directive applies to all inmates regardless of their level of cooperation, such as when an inmate agrees to remove contraband secreted inside a body cavity and is placed in a hard cell to do so.

When possible, all personal property shall be taken from the inmate (shoes, belt, etc.) prior to him being placed into the holding area and these items will be stored in a secure location in the building sergeant's office, IPA office, or Infirmary staff station.

If an inmate is placed into a holding cell handcuffed the handcuffs should, under most circumstances, remain on. In these cases, all procedures dictated by CDM 7-03/000.00 shall be followed and the inmate transferred as soon as practical to their ultimate housing area to permit handcuff removal.

HARD CELL INSPECTION RECORD AND CHECKS

The "Hard Cell Inspection Record" log shall be posted and used to document inmate safety checks in addition to the Title 15 scanners. Unless the circumstances dictate more frequent checks per CDM 4-11/030.00, unrestrained inmates placed in one of NCCF's single man holding cells shall be checked at least once every 30 minutes. If restraints are left on when an inmate is placed in a cell, then checks shall be every 15 minutes and all procedures dictated by CDM 7-03/000.00 shall be followed.

NORTH COUNTY CORRECTIONAL FACILITY



HARD CELL INSPECTION RECORD

BUILDING #	DATE	CELL #	INMATE NAME & BOOKING #
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WATCH COMMANDER NOTIFICATION MADE BY SERGEANT

NAME	EMP #	TIME
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30 MINUTE CHECKS REQUIRED

TIME	OBSERVATIONS	EMPLOYEE
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(exemplar only – actual log has more rows for checks)

SERGEANT REVIEW

NAME	EMP #

Once inmate has been removed from cell, this log and any additional pages shall be forwarded to

Operations for digital archiving.

Revision Date 02/24/2016

01/01/1998 NCCF
