

## 5-01-090 Inmate Temporary Holding Area Procedures

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**Effective Date:** 05-26-95

**Revision Date:** 06-03-20

**Review Date:** 06-03-22

### **Purpose Of Order:**

The purpose of this order is to establish procedures for use of the Pitchess Detention Center (PDC) South Facility inmate temporary holding areas.

### **Scope Of Order:**

This order applies to all personnel assigned to, and/or working at PDC South Facility.

### **Order:**

South Facility has three (3) approved inmate temporary holding areas where inmates may be temporarily housed. The PDC laundry facility has one (1) additional approved inmate temporary holding area. The temporary holding areas may be used to temporarily house inmates pending disciplinary housing, inmates involved in criminal activity, assaultive or recalcitrant inmates, inmates with a "keep away" status, or inmates under mental observation. The locations of the approved temporary holding areas are as follows:

- **South Inmate Temporary Holding Area #1**, adjacent to main control
- **South Inmate Temporary Holding Area #2**, inside Barrack 30
- **South Inmate Temporary Holding Area #3**, adjacent to the PDC South visiting center consisting of two (2) separate holding areas
- **PDC Laundry Temporary Holding Area**, adjacent to the PDC laundry security office

Priority shall be given to inmates who pose a risk to the safety and security of the facility.

Responsibility for monitoring the inmate temporary holding areas while they are occupied by inmates shall be as follows:

- **Area #1:** Adam Compound personnel

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- **Area #2:** Barrack 30 personnel
- **Area #3:** Eddie Compound personnel.
- **Laundry Area:** laundry security personnel

Whenever personnel place an inmate in any of the holding areas, the line sergeant, watch sergeant, supervising line deputy, and watch deputy shall be immediately notified as soon as safely possible. Additionally, the following procedures shall be adhered to:

- Recalcitrant, hostile, or aggressive inmates shall be kept in normal traffic areas, searched, and escorted to holding areas under the direction of a supervisor.

**Note:** Any force used during the restraining of the inmate(s) shall be reported per CDM section 7-06/000.00, "Use of Force Reporting Procedures."

- After a violent or recalcitrant inmate has been placed in a holding area, a sergeant shall be present when removing the inmate from the holding area.
- Whenever possible, the handcuffing or un-handcuffing of violent and/or recalcitrant inmates in a holding area shall be accomplished by using the holding area gate portal. Personnel shall not enter a temporary holding area to contact or remove an uncooperative, aggressive, hostile, or armed inmate unless an immediate threat of physical harm is present.
- Violent or recalcitrant inmates may be left handcuffed in a temporary holding area for the shortest period of time possible. Inmates shall not be restrained to fixed objects unless the object is designed or commonly used for that purpose, and only for the shortest period of time possible. The responding sergeant shall evaluate the incident and determine the appropriate use of restraints.
- The following shall apply to inmates left restrained in a temporary holding area:
  - Inmates shall be handcuffed (with the cuffs double locked) with their hands behind their backs when feasible.
  - Restrained inmates shall not be left in a holding area with unrestrained inmates.
  - 15 minute safety checks shall be conducted.
  - Restraints shall not be used as a form of discipline.
  - The sergeant shall continually evaluate the behavior of the restrained inmate to determine if the continued use of restraints is necessary. The sergeant shall document these evaluations in the housing location's Uniform Daily Activity Log (UDAL) and the Temporary Holding Area Safety Check Log.
  - If the sergeant determines the application of the restraints is no longer necessary, the sergeant shall order the removal of the restraints from the inmate. The sergeant shall be present when the restraints are removed from the inmate. The time the restraints were removed and the reason(s) why they were removed shall be documented in the housing location's UDAL.
  - All procedures and notifications outlined in CDM sections 7-03/000.05, "Fixed Restraints," and 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates" shall be adhered to at all times.
- The Temporary Holding Area Safety Check Log, located in the South Facility shared files folder "\\1-pdc-01\Sharefil\PCD - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log", shall be maintained for each inmate placed in a holding area. Personnel placing an inmate in a holding area

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shall immediately notify Adam Compound, Barrack 30, and/or Eddie Compound personnel, and shall supply all information needed for the log.

- The Temporary Holding Area Safety Check Logs shall be initiated in the watch sergeant's office. The handling deputy shall write the following information on the watch sergeant's white board and the Temporary Holding Area Safety Check Log:
  - Inmate's name, booking number, holding area location, housing location, reason, and time the inmate was placed in the temporary holding area
- When an inmate is moved from a temporary holding area to their final destination, the handling deputy shall immediately notify the watch sergeant, line sergeant, and supervising line senior.
- The Temporary Holding Area Safety Check Log shall be returned to the watch sergeant for review and approval. Once approved, the supervising line senior shall scan it into the PDC South shared files folder "\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log." The completed form shall be given to the watch deputy to be filed with the daily facility logs.
- When performing inmate safety checks in the temporary holding areas, personnel shall ensure they carefully monitor and document the condition of the inmate(s). Medical assistance shall be summoned immediately whenever an inmate appears to be experiencing medical distress or complains of difficulty breathing.
- The watch deputy shall immediately notify the watch sergeant when an inmate has been in a temporary holding area for more than one (1) hour. The watch sergeant shall ascertain the reason for the transfer delay and assist in expediting the inmate's transfer. Inmates shall not be left in the temporary holding area for more than four (4) hours without the approval of the watch commander. In instances of inclement weather, the watch sergeant on duty shall be responsible for deciding if these time limits should be shortened further or if an alternate holding area should be utilized. If an inmate is left restrained in a temporary holding area for a period of more than one (1) hour and the sergeant has determined that the restraints should not be removed, the sergeant shall consult with the watch commander. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action.
- Barrack 30 personnel and/or Eddie Compound personnel shall ensure inmates in temporary holding areas do not miss their scheduled meals and are allowed to use the restroom.
- Restrained inmates who are left in temporary holding areas shall also be offered regularly scheduled meals and allowed to use restroom facilities. Custody personnel shall notify a sergeant of the need for these actions. The sergeant shall determine if these actions may be accomplished in a manner that is safe for custody personnel and the inmate. The sergeant shall be present if the restraints are removed for these purposes. The sergeant shall document these evaluations in the inmate's housing location's UDAL.
- Documentation procedures shall not be implemented when a temporary holding area is utilized as a temporary overflow for doctor's line, court line, video conference, pill call, etc. Additionally, routine incoming and outgoing lines held in the IPA, or in **Area #2**, shall not be logged.

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**Revised 12/23/19**

**05/26/95 SOUF**

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