

## 5-08-140 Safety Check Procedures For Inmates Housed in High Observation/High Suicide Risk Housing Locations

### PURPOSE OF ORDER:

To establish policy and procedures for conducting safety checks for high observation inmates and inmates who are deemed to be high suicide risks.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Within the mental health and medical housing areas at Twin Towers Correctional Facility (TTCF) there are specific housing areas for inmates who are deemed seriously mentally ill, acute mentally ill, and high suicide risks. Inmates shall only be assigned to these housing areas as directed by mental health staff. Seriously mentally ill inmates shall receive two visual checks every hour (2/60). Acute mentally ill inmates and inmates who are high suicide risks are subject to and shall receive two visual checks every half hour (2/30), or more often as directed by mental health staff or medical personnel.

Twice per hour checks (2/60) are defined as: "Two visual checks of each cell/room and inmate that occur within each sixty minute period, each check occurring within thirty-five minutes of the previous check." Checks should be at random times, not in exact thirty minute increments.

Twice every thirty minute checks (2/30) are defined as: "Two visual checks of each cell/room and inmate that occur within each thirty minute period, each check occurring within twenty minutes of the previous check, with four individual checks being completed within each sixty minute period." Checks should be at random times, not in exact fifteen minute increments.

For instance, conducting checks at 0800 hours, 0819 hours, 0830 hours, and 0850 hours is within the definition of 2/30 checks and is permissible. Conducting checks at 0800 hours, 0812 hours, 0820 hours, and 0847 hours is not within the definition of twice every thirty minute (2/30) checks.

These checks shall be logged by custody personnel, in real time, on the Pod Security Check Logs or by use of the Morse Watchman Data Recorders. Refer to TTCF unit order 5-08-141, Morse Watchman Data Recorders.

NOTE: Personnel are reminded to log the exact time the safety check is conducted, not a rounded off time, i.e., ending the time in a 5 or 0 if that is not the actual time.

### Observation Sheets

For the protection of custody and medical/mental health staff, certain inmates housed in CTC, to be pre-

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determined by medical/mental health staff, shall not only have the safety check logged by use of the Morse Watchman Data Recorder, but an observation sheet shall be initialed and the action of the inmate logged, i.e., sleeping, standing, eating, etc., as well.

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