

## 5-07/000.05 Contraband Watch Procedures

The objective of placing an inmate on contraband watch is for the safety of the inmate suspected of having concealed the contraband, the retrieval of the concealed contraband, and to ensure the contraband does not get into the inmate population. Placement on contraband watch should be utilized as a last resort when all other reasonable means to recover the contraband have failed.

In accordance with CDM section 7-03/000.00, "General Principles of Security Restraints and Handcuffing Inmates," all contraband watch operations are considered emergency circumstances and restraints applied as part of contraband watch procedures shall be applied for the shortest time needed to retrieve concealed contraband or confirm that an inmate is not in possession of contraband. The procedures outlined in CDM section 5-08/010.00, "Searches," shall also be adhered to, with specific consideration to the handling of pre-arraigned inmates.

[REDACTED TEXT]

If, at any time during their incarceration, an inmate admits to Department personnel that they have concealed narcotics or other life-threatening contraband (e.g. cutting instruments) in their body, personnel shall initiate an Inmate Injury/Illness Report (SH-J-212) and, in accordance with CDM section 4-01/020.05, "Inmate Injury and Illness Reporting," notify Correctional Health Services (CHS) personnel as soon as possible, for assessment and determination of whether the inmate necessitates immediate care. If an inmate exhibits life-threatening medical symptoms, medical personnel shall be summoned immediately, in accordance with CDM section 5-03/060.00, "Response to Inmate Medical Emergencies."

If, at any time during their incarceration, an inmate admits to CHS personnel that they have concealed contraband in their body, CHS will determine whether the inmate necessitates immediate care.

### DRY CELLS

*Definition of a "dry cell" - a dry cell has a toilet and sink with the capability to shut-off water to ensure any concealed contraband is not discarded. The dry cell shall be a cell that can provide the necessary security precautions of the facility and large enough to accommodate a fully extended sleeping mattress. The dry cell lights should be dimmed during normal hours of darkness. The dimming of lights should not adversely impact staff's ability to observe and monitor the inmate. The setting may be in a general population area or in a segregated housing area of the facility.*

For the purpose of contraband watch and unless exigent circumstances exist (e.g. unavailability of personnel or contraband watch dry cells, incidents affecting facility operations, etc.), the following shall apply:

- Male inmates housed in a south County facility shall be housed in pre-designated contraband watch dry cells in the Men's Central Jail (MCJ)
- Male inmates housed in a north County facility shall be housed in pre-designated contraband watch dry cells in the North County Correctional Facility (NCCF)
- Female inmates shall be housed in pre-designated contraband watch dry cells in the Century Regional Detention Facility (CRDF)

[REDACTED TEXT]

If the inmate becomes uncooperative at any time during the contraband watch process, staff shall adhere to procedures set forth in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

**During the course of the inmate detention (either prior to or during contraband watch), if for any reason custody personnel observe a decline in the inmate's health or it is believed that the inmate's health is affected by the concealed contraband, CHS medical personnel shall be immediately contacted to conduct an assessment of the inmate's condition. The inmate will not be denied access to healthcare and medical personnel will be notified if the inmate requests healthcare treatment.**

### PRE-PLACEMENT PROCEDURES

Prior to requesting that an inmate be placed on contraband watch, the watch commander at the inmate's assigned housing facility shall ensure the following:

- There shall be a reasonable suspicion supported by articulable facts that the inmate has concealed contraband in their body[REDACTED TEXT]
- Notification shall be made to the Custody Investigative Services (CIS) on-call supervisor who will assign a CIS investigator to oversee the operation.
- A Custody Services Division Contraband Watch Checklist form (SH-J-467) shall be initiated, and the Pre-Placement Procedures section completed. Upon transfer, the checklist shall be forwarded to the watch commander of the facility where contraband watch will take place.
- [REDACTED TEXT]
- [REDACTED TEXT] Refusal to submit to a strip search shall not, in itself, constitute reasonable suspicion that the inmate has concealed contraband in their body.
- Transgender and intersex inmates shall be searched by a staff member of the same gender the inmate identifies as per CDM section 5-08/010.00, "Searches."
- [REDACTED TEXT] and in accordance with CDM sections 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates."
  - Use of restraints on inmates confirmed or suspected by medical staff to be pregnant shall be subject to the restrictions noted in CDM section 7-02/010.00, "Pregnant Inmates," and California Penal Code section 3407, and requires immediate notification to the unit commander of the inmate's assigned facility.
  - [REDACTED TEXT]
  - Absent exigent circumstances, a pregnant inmate's clothing [REDACTED TEXT].
  - Note: [REDACTED TEXT] At no time should the inmate be purposely secured with waist-chains and/or the contraband watch restraint equipment while unclothed.
  - If the inmate to be placed on contraband watch is newly-booked and has not completed the intake screening process to be housed in a facility housing location, the following shall occur:

- [REDACTED TEXT]
- Refusals by an inmate to be assessed by nursing staff shall be video recorded.
- If feasible, prior to transporting to [REDACTED TEXT], measures should be taken to verify the presence or absence of concealed contraband [REDACTED TEXT].

*Note: [REDACTED TEXT]*

#### INITIATION OF CONTRABAND WATCH

The CIS supervisor shall contact the CIS unit commander (captain or above) to seek approval for placement on contraband watch.

The CIS supervisor shall notify the watch commander of the contraband watch facility once placement on contraband watch has been approved and the above pre-placement procedures have been completed.

The watch commander of the contraband watch facility shall ensure the Custody Services Division Contraband Watch Checklist form (SH-J-467) is received from the originating unit, and completed and included in the contraband watch packet.

Upon arrival, the inmate shall be placed on contraband watch following the below guidelines, *"Placement in Dry Cell."* [REDACTED TEXT]

The CIS supervisor shall have the overall investigative responsibility of the dry cell observations/procedures and shall be responsible for providing status updates to the on-duty watch commander and CIS unit commander.

Department personnel shall utilize the Contraband Watch Activity Log (SH-J-468) to document the following information, when applicable:

- dates/times the inmate was placed in the dry cell;
- [REDACTED TEXT]
- notifications;
- medical/mental health assessments and inmate requests for healthcare;
- meals served;
- water placed in cell;
- hygiene/hands sanitized;
- [REDACTED TEXT]
- opportunities to use the toilet;
- inmate cooperation advisement;
- any other pertinent information.

Department personnel who are assigned to the position of observing an inmate on contraband watch shall ensure the Contraband Watch Activity Log is thorough and accurate.

### PLACEMENT IN A DRY CELL

Prior to an inmate being placed into the dry cell, the watch commander shall ensure the following procedures are adhered to:

- The inmate will be informed that healthcare personnel will be contacted if at any point during the contraband watch the inmate reports experiencing medical distress, requests healthcare treatment, or exhibits visible signs of medical distress.
- [REDACTED TEXT]
- The inmate shall be transferred to the contraband watch housing location and updated in the Automated Jail Information System (AJIS).
- [REDACTED TEXT] Inmates deemed to need behavioral observation [REDACTED TEXT] Once released from contraband watch, the inmate shall be appropriately housed for behavioral observation as needed.
- The dry cell will be searched and inspected for contraband.
- If available, [REDACTED TEXT] Any deviation from this protocol shall be approved by the watch commander and documented in the Contraband Watch Activity Log.
- Drinking water shall be placed in the cell and made available for the inmate throughout the duration of the contraband watch.
- Hand sanitizer will be available for the inmate throughout the duration of contraband watch.

### MEALS

In accordance with CDM section 5-13/010.00, "Inmate Meals," the inmate will be provided regularly-scheduled meals. Prior to serving the meal, the inmate will be afforded the opportunity to sanitize their hands. [REDACTED TEXT] The inmate shall be provided a minimum of fifteen (15) minutes to consume their meal, as mandated by California Code of Regulations, Minimum Standards for Local Detention Facilities, Title 15.

After finishing their meal, the inmate will be provided with the opportunity for dental hygiene. [REDACTED TEXT] Inmates shall have drinking water available to them throughout the placement in the dry cell. If the inmate is already prescribed a special diet, Food Services Unit shall be contacted in order to accommodate the special diet.

### RANGE OF MOTION

[REDACTED TEXT]

### SAFETY AND MEDICAL MONITORING OF INMATE

The following procedures relating to security, supervisory, and medical review shall occur for the duration that an inmate is on contraband watch and be documented in the Contraband Watch Activity Log:

- Medical personnel shall be immediately notified if custody personnel observe a decline in the inmate's health at any time during the contraband watch period, the inmate reports experiencing medical distress, or the inmate requests healthcare treatment.
- [REDACTED TEXT]
- Watch commanders shall conduct a check of the inmate once per shift to determine the inmate's well-being and ensure staff's adherence to contraband watch procedures. [REDACTED TEXT] In addition, the watch commander shall inform the inmate that their cooperation with providing bowel movements, along with any medical and/or body scan examination which confirms the absence of contraband, will end the contraband watch thereafter. The watch commander shall also inform the inmate that if the inmate reports experiencing medical distress, exhibits visible signs of medical distress, or requests healthcare treatment, healthcare personnel will be immediately contacted. This shall be documented in the Contraband Watch Activity Log.
- [REDACTED TEXT] This shall be documented in the Contraband Watch Activity Log.
- If an inmate in contraband watch is scheduled to attend a court proceeding, the watch commander or a designee shall contact the appropriate courthouse to determine if the inmate must appear. If it is determined that the inmate must attend the court proceeding, the inmate shall [REDACTED TEXT] Notifications to the court and the inmate's attendance in a court proceeding shall be documented in the Contraband Watch Checklist and the Contraband Watch Activity Log.

In a medical emergency situation or when it is determined by CHS personnel that the concealment of the contraband poses an imminent threat to the inmate's health and safety, the inmate shall be transferred to the appropriate medical/clinic facility.

If at any point during the contraband watch the inmate agrees to cooperate with medical assessment and/or body scan examination that could confirm the existence or absence of contraband, the assessment or examination shall be conducted as soon as reasonably practical. [REDACTED TEXT], absent articulable facts presented to the CIS unit commander that support the continuation of the contraband watch.

### HEALTH AND SAFETY CONCERNS

Personal hygiene is an essential tool to maintain a healthy environment within a dry cell. Each inmate shall have the opportunity to wash (soap and water) and/or apply hand sanitizer to their hands after each use of the restroom, prior to eating a meal, or when necessary to ensure appropriate hygiene. The inmate will also be afforded the opportunity to brush their teeth.

[REDACTED TEXT] Entries of hygiene safety shall be entered into the Contraband Watch Activity Log.

### URINATION AND VOLUNTARY BOWEL MOVEMENTS

When the inmate requests to use the restroom to urinate or have a bowel movement, only a staff member(s) of

the same gender as the inmate shall monitor the inmate. Transgender and intersex inmates shall be monitored by a staff member of the same gender of the inmate's identification. Special precaution should be considered, and a sergeant shall be present, during the following procedures:

- [REDACTED TEXT]
  - Female inmates shall be afforded appropriate female sanitary supplies.
- [REDACTED TEXT] The inmate shall be allowed proper hygiene before being re-secured in the restraints.
- [REDACTED TEXT] as noted in Manual of Policy and Procedures (MPP) section 3-02/040.25, "Employee Exposed to Communicable Disease." If contraband is discovered, the contraband shall be processed as evidence in accordance with MPP section 5-04/010.00, "Evidence Handling" and CDM section 5-14/080.00, "Narcotic Evidence Booking Procedures," or regular booking procedures.

The above activity shall be documented in the Contraband Watch Activity Log.

#### LENGTH AND REPORTING OF CONTRABAND WATCH

The maximum initial [REDACTED TEXT] approved by the CIS unit commander (captain or above) shall begin as soon as the inmate is placed inside the dry cell. During [REDACTED TEXT], the CIS supervisor will provide status updates to the CIS unit commander throughout the operation. Upon the conclusion of the initial [REDACTED TEXT], retention of the inmate for a second [REDACTED TEXT] requires another medical assessment, verification [REDACTED TEXT], and/or articulable facts to support the continued contraband watch and approval by the chief of CIS. Authorization to continue the contraband watch beyond [REDACTED TEXT] requires the approval of the Assistant Sheriff of Custody Operations. All contraband watch operations continuing beyond [REDACTED TEXT] shall require [REDACTED TEXT] approval by the Assistant Sheriff. The Assistant Sheriff shall be provided with an overview of the inmate's medical and mental health based upon assessments conducted by medical staff, contraband watch personnel observations, and continued information provided by the CIS supervisor overseeing the contraband watch.

#### REMOVAL FROM CONTRABAND WATCH

The inmate shall be removed from contraband watch when it is reasonably believed that the contraband has been relinquished or it is determined the inmate is contraband-free.

If after [REDACTED TEXT] no contraband has been retrieved, the CIS supervisor shall consult with the on-duty watch commander, CIS lieutenant, and medical professional, to determine the best course of action. Approval from the CIS unit commander to continue contraband watch is required.

At any time during the contraband watch process, the CIS supervisor, with concurrence of the CIS unit commander, has the authority to cancel the contraband investigation and remove the inmate from contraband watch.

After contraband is retrieved or expelled during a contraband watch, custody staff shall notify CHS personnel of

the outcome of the contraband watch. The inmate shall be asked if he or she requires any medical or mental health care and shall be referred to healthcare personnel as needed. Inmates who have been determined by a mental health professional to require [REDACTED TEXT] level of care or who exhibit signs of potentially necessitating mental healthcare shall be assessed by a qualified mental health clinician prior to their return to a housing location.

## DOCUMENTATION

The originating unit shall be responsible for initiating the following documents:

- A Chief's Memorandum noting the circumstances leading to the contraband watch, CIS supervisor's name, and authorizing CIS unit commander (refer to CDM section 4-07/010.00, "Notification of Significant Incidents")
- Appropriate section(s) of the Custody Services Division Contraband Watch Checklist form (SH-J-467)
- An incident report (SH-R-49).

Copies of the documents and any additional supplemental reports shall be submitted to CIS and MCJ, NCCF, or CRDF, as appropriate.

The contraband watch facility shall be responsible for the following:

- Completing the appropriate section(s) of the Custody Services Division Contraband Watch Checklist form (SH-J-467)
- All supporting documentation associated with the contraband watch [REDACTED TEXT], which shall be provided to the CIS supervisor
- Ensuring the contraband watch incident is entered into the Custody Automated Reporting and Tracking System (CARTS).

At the conclusion of the contraband watch, the CIS supervisor will be responsible for submitting a closure memorandum summarizing the incident as well as identifying any corrective actions needed. CIS shall have overall responsibility for tracking all contraband watch incidents in CARTS, and ensuring the appropriate documentation is gathered and retained and/or booked into evidence. The [REDACTED TEXT]. The concerned CIS supervisor is responsible for requesting the retention covering the time period of the operation by emailing the "Network CCTV - Access Control Team." The CIS lieutenant (or their designee) shall forward copies of the documents and reports relating to the contraband watch incident to Custody Support Services Bureau (CSSB) for retention purposes within 45 days of the conclusion of the contraband watch.

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