5-02-00 Water Shut Off Procedures in Response to Intentional Cell Flooding-CSS Policy 01/31/2023

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for turning off an individual cell's waterflow to prevent the intentional flooding of the cell by an inmate.

SCOPE OF ORDER:
This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:
In the event an inmate intentionally uses the water fixtures in a cell (drinking faucet, sink, and toilet) to cause a flood, deputy personnel shall immediately turn off waterflow to the cell to avoid possible harm to the inmate and/or seepage of water into the dayroom, tier, or adjacent cells.

WATER SHUT-OFF PROCEDURES
If conditions exist necessitating the restriction of waterflow to a cell, the following shall be adhered to:
• Deputy personnel shall shut off the waterflow to the cell utilizing the water control lever located in the pipe chase next to the respective cell
• Deputy personnel shall notify the tower sergeant who shall respond to the location
• Deputy personnel shall document the incident and the notification in the electronic Uniform Daily Activity Log (e-UDAL)
• The tower sergeant should consider moving neighboring inmates affected by the waterflow shut-off to other cells, if feasible
• The tower sergeant may consider moving the offending inmate into another cell, if feasible to allow for the cleaning of the affected cell
• If possible, the sergeant should consider removing items from the cell that can be used to cause flooding
• If applicable, the sergeant should confer with Correctional Health Services (CHS) mental health personnel to exclude items from the inmate's Allowable Inmate Property Sheet that can be used to cause flooding
• Deputy personnel shall document the incident in the Inmate Report Tracking System (IRTS) as a major violation to start the disciplinary review process
• Deputy personnel shall initiate the use of the "Water Shut-off Log"

Water Shut-Off Log
If waterflow restrictions are implemented, deputy personnel shall document the restriction of water on the "Water Shut-Off Log."
• The log shall be affixed to the outside of the door leading to the pipe chase that controls water flow to the cell
• The date, time, reason, and cell number shall be noted, as well as the name of the approving sergeant
• Deputy personnel shall provide the occupant(s) of the affected cell(s) drinking water
• Deputy personnel shall momentarily allow water flow to the affected cell(s) for supervised water use and flushing at minimum two times per shift
• Deputy personnel shall document all provided water or requests for water in the appropriate section of the log
• Deputy personnel shall notify CHS mental health personnel of water restrictions for inmates housed in High Observation Housing (HOH) or Moderate Observation Housing (MOH)

• Deputy personnel shall notify the Jail Mental Evaluation Team (JMET) of water restrictions for inmates housed in general population
• Once the restriction is lifted, the sheet shall be submitted to CRDF Operations to be retained in accordance with Custody Division Manual (CDM) section 4-13/000.00, “Retention of Records.”

NOTE: The maximum time the water shall remain shut-off shall be determined by the tower sergeant, in concurrence with medical and mental health personnel, when necessary. This shall be documented in the e-UDAL under additional information.

PROLONGED WATER FLOW RESTRICTION AND WATCH COMMANDER NOTIFICATION:
If circumstances dictate the need for waterflow restrictions to extend to the next shift, the initiating sergeant shall ensure the oncoming tower sergeant is notified and aware of the restriction. The oncoming tower sergeant shall re-evaluate the situation and determine if waterflow restriction should be continued, or if waterflow should be returned to the cell. The tower sergeant shall document the date and time of their evaluation on the Water Shut-Off log. If the waterflow restriction continues into a third shift, the tower sergeant shall notify the on duty watch commander. The watch commander shall determine if the restriction shall proceed, or if another course of action should be implemented.

FIRE SPRINKLERS AND EMERGENT SITUATIONS
In the event the flood in the cell is caused by a damaged fire sprinkler, or if the flood presents a hazardous or dangerous environment to its occupant(s), the occupant(s) shall be removed from the cell immediately. If an inmate extraction is required, all force policies shall be strictly adhered to. For additional information, refer to CDM section 7-01/050.05, “Inmate Extraction Procedures.”

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