

## 5-17-031 1700 1750 Procedures



### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures regarding the daily operation of Modules [REDACTED TEXT].

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Men's Central Jail (MCJ).

### **ORDER:**

#### **Overview**

Modules [REDACTED TEXT] house designated high-risk inmates. These inmates are isolated in single person cells.

#### **Inmate Housing Assignment**

Only Population Management Bureau (PMB) and Custody Investigative Services (CIS) - Jail Liaison Unit have

the authority to house an inmate in Modules [REDACTED TEXT]. Watch commanders who identify potential candidates for these modules shall segregate the concerned inmate and forward the information to the Jail Liaison Unit as soon as possible. In emergency situations, the MCJ watch commander may authorize a housing change for any inmate permanently assigned to Module [REDACTED TEXT].

The inmate shall be placed onto the row designated by the Jail Liaison Unit. Inmates shall not be moved from a high-security module unless the Jail Liaison Unit approves or directs the move.

All questions regarding the classification of inmates shall be directed to Jail Liaison personnel. This includes requests for reclassification by inmates currently housed in [REDACTED TEXT].

### **Authorized Personnel**

Only personnel assigned to the Jail Liaison Unit, Jail Mental Health Evaluation Team (JMET), [REDACTED TEXT] roof recreation, and Module [REDACTED TEXT] shall have contact with inmates on the rows of Modules [REDACTED TEXT]. Medical personnel shall be escorted on the row by personnel from Modules [REDACTED TEXT]. Chaplains shall have access to Modules 1700/1750 and shall not interfere with module activities. Jail Liaison personnel and/or the MCJ watch commander shall approve all other contact with [REDACTED TEXT] inmates.

### **Searches of Inmate Cells**

- Inmate cells shall be randomly searched periodically and in compliance with Custody Division Manual (CDM) section 5-08/010.00, "Searches."
- Pro-per inmates shall be allowed to witness the search of their legal correspondence.
- Pro-per searches shall be video recorded.
- Inmates shall be handcuffed during searches.

- All searches shall be logged in the module search log and in the electronic Uniform Daily Activity Log (e-UDAL).
- When conducting a search of any row, module, or more than one single-man cell, a sergeant shall be present to supervise the search.

### **Showers/Telephones/Razors**

- Inmates shall be afforded the opportunity to shower at least every other day. Any deviations from this policy can be made by the shift sergeant and logged in the e-UDAL.
- Inmates shall be handcuffed in their cells and escorted to and from the shower by Module [REDACTED TEXT] personnel. Once secured in the shower, the inmate's handcuffs shall be removed.
- The inmate shall be allowed a minimum of fifteen (15) minutes to shower.
- All showers and shower refusals shall be documented in the e-UDAL. Inmates who are scheduled to shower on the specified day but are not present due to court, a pass, etc., shall be provided with the opportunity to shower upon their return to their cell. Documentation of the shower shall be made in the e-UDAL.
- Telephones shall be available to the inmates during their shower time.
- Disposable razors shall be provided to inmates twice a week. Inmates shall be given sufficient time to use the razor before they are retrieved. Razors shall be inspected for damage and discarded if damaged.

### **G-Row Security**

- Cameras on [REDACTED TEXT] shall be aimed directly into the cells and monitored from the Module [REDACTED TEXT] control booth.
- All incoming/outgoing mail shall be screened by the Jail Liaison Unit. Once approved, inmates shall receive their mail via the secure tray slot on their cell gates.
- Tray slots shall be shut and secured at all times.
- Discipline time shall be served on [REDACTED TEXT].

### **Books, Newspapers & Periodicals**

Inmates shall not receive books, newspapers, periodicals, or any other publications from visitors.

Inmates housed in Module [REDACTED TEXT] may receive books (no hardcover) if sent directly from the publisher.

Religious material may be provided to inmates by a chaplain with the approval of the watch commander or unit commander. Materials containing staples or thick laminated paper shall not be allowed.

Inmates are allowed to order newspapers (via subscription) from vendors if they are shipped from the vendor and not from a personal residence. If the newspaper is altered in any way which deviates from its original condition it shall be considered contraband and confiscated and the inmate(s) may be placed on discipline.

Inmates may watch standard tv programming which includes access to current news media outlets. Inmates will have access to watch news media outlets from 7 AM to 9 AM. In the event an inmate(s) is disciplined, the tv programming may be terminated. No other inmates will be affected by a single inmate's action.

**Revision Date 05/01/23**

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**Revision Date 10/12/16**

**Revision Date 01/11/16**

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