

5-17-034 3301 Procedures



PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the operation of Module [REDACTED TEXT]

SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

ORDER:

Module [REDACTED TEXT] provides maximum security, disciplinary housing for high power inmates [REDACTED TEXT] that violate jail rules and regulations. As a result of such violations, their privileges are restricted for a designated period of time in accordance with MCJ Unit Order 5-22-000 "Inmate Discipline" and Custody Division Manual (CDM) section 5-09/030.00, "Disciplinary Guidelines."

To maintain a consistent and secure environment within Module [REDACTED TEXT], personnel shall adhere to the following procedures:

- A visual check of all inmates and cells shall be made by the module officer, or module rover at least once every 25 minutes pursuant to CDM 4-11/030.00 "Inmate Safety Checks" and Title 15, Section 1027.5,

“Safety Checks.” Additionally, all inmates in High Observation Housing (HOH) or Forensic In-Patient (FIP) shall be checked once every 15-minute period. This visual check for HOH and FIP inmates shall be made by the assigned module officer or rover at the beginning of each shift and each 15 minutes thereafter. These checks shall be documented utilizing the Title 15 scanner and bar codes at the front and back of the row.

- All security and visual checks shall be made while standing in front of each cell door.
- Personnel shall look at the inmate for signs of life (e.g., moving, breathing, talking, etc.) and obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.). Personnel shall illuminate the interior of the cell during “lights-out” time to look for items such as make-shift ligatures, torn clothing or bedding, or any other object that an inmate could use to harm themselves or staff members.
- It is recommended that face shields be worn by all personnel present on the row when an occupied cell gate is opened.
- Floor supervisors shall immediately be made aware of any potential conflicts within the module.
- Floor supervisors shall immediately be made aware of any suicidal ideations, threats, or attempts made by inmates within the module.

Personnel shall maintain cleanliness and sanitary conditions within the module.

Personnel shall promptly escort inmates to areas within the facility as requested.

- All inmates escorted from or to the module shall be documented in the electronic - Uniform Daily Activity Log (e-UDAL).

All inmates shall be served three (3) meals during each 24-hour period, as provided by the jail culinary staff.

- All inmates in [REDACTED TEXT] shall be provided meals in their cells.
- All meals are to be passed through the tray slot.
- An entry shall be made in the e-UDAL and procedures delineated in CDM section 5-15/000.00, "Inmates Refusal to Eat and/or Drink" shall be followed each time an inmate does not eat.
- When a new inmate is added or removed from the module, the kitchen staff needs to be notified immediately to accommodate any modified meals.
- An accurate and precise inmate module count shall be completed at the conclusion of each shift.

Handcuffing Procedures

The handcuffing procedures below apply to inmates housed in Module [REDACTED TEXT], and Module [REDACTED TEXT]. High security, non-discipline inmates shall be handcuffed according to procedures delineated in CDM section 7-03/010.00, "Waist Chain Procedures."

- Prior to being handcuffed, the inmate shall be instructed to remove all articles of clothing, other than county-issued underwear and shower shoes, while secured in their cell.
- Handcuffing of high security, discipline inmates shall not be accomplished through any tray slots.
- A team of deputies shall be armed with a minimum of a personal canister of oleoresin capsicum (OC) spray and a TASER.
- A sergeant overseeing the movement shall be present if the inmate requires a sergeant escort.
- The cell door shall be opened approximately 18 inches with the inmate facing away from the deputies.

- The deputies shall take control of the inmate and waist chain the inmate.

Revision Date 06/12/25

Revision Date 03/21/19

Revision Date 01/23/18

Revision Date 01/12/16

Revision Date 04/14/15

Revision Date 04/08/09
