

5-08-140 Safety Check Procedures For Inmates Housed in High Observation, Forensic Inpatient, and Moderate Observation 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 (TTCF).

ORDER:

Within the mental health and medical housing areas at 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 assigned to Moderate Observation Housing (MOH) shall be visually checked at least once every 30 minutes to ensure their safety and welfare. Acute mentally ill inmates, inmates who are high suicide risks, inmates assigned to High Observation Housing (HOH), and inmates assigned to Forensic Inpatient Housing (FIP) shall be visually checked at least once every 15 minutes and shall be staggered, or more often as directed by mental health staff or medical personnel.

The responsibility for the timeliness and compliance with these safety check procedures shall be with those personnel designated on the TTCF in-service during the appropriate shift as Title 15/Safety Check Deputy or Custody Assistant. The designated Title 15/Safety Check custodial personnel shall not transfer responsibility to any other person, outside of brief breaks, without the permission of the Watch Sergeant or Flor Sergeant.

Twin Towers Correctional Facility Unit Orders : 5-08-140 Safety Check Procedures For
Inmates Housed in High Observation, Forensic Inpatient, and Moderate Observation Housing
Locations

Custodial personnel assigned the responsibility of conducting safety checks shall not handle routine tasks within the module, including, but not limited to pill call, inmate escorts, inmate meals, and inmate requests. Title 15/Safety Check personnel shall still respond to emergent situations such as, force incidents, attempt suicides, man-downs, or incidents requiring immediate intervention; however, relief personnel shall be sought at the earliest available time.

Title 15/Safety Check personnel shall also report/ document incidents in the Electronic Uniform Daily Activity Log books (e-UDAL) which cause a delay in the checks, such as, B/O scanners, synching or equipment issues, etc. Title 15/ Safety Check personnel shall report these delays at the time of the incident, and make the appropriate notifications when necessary.

Proper officer safety shall be implemented prior to entering any inmate housing area.

Documenting Safety Checks

Title 15 Scanner System shall be used to capture and record each safety check. In the event Title 15 Scanner is not working, the safety check shall be entered into the module Electronic Uniform Daily Activity Log books (e-UDAL) immediately after the check is conducted. The log shall contain, but not be limited to, the first and last name, employee number of the individual conducting the check, the location of the check, time the check was made, and any comments regarding the activity of the inmate(s) if applicable. When Title 15 Scanner equipment is not properly working, a verbal notification shall be made to the on-duty Title 15 Supervisor. Floor staff who are responsible for safety checks shall ensure any Title 15 equipment not properly working is reported and a request for the repair(s) are made.

NOTE: The ultimate responsibility of ensuring all inmate safety checks are conducted and properly documented in a timely manner will be that of the person(s) assigned to the Title 15 Deputy and the Safety Check Deputy or Custody Assistant position as indicated on the daily in-service sheet.

Safety Check Sergeant's Responsibilities

Sergeants or Bonus Deputies assigned to the position of Safety Check Sergeant shall ensure safety checks

Twin Towers Correctional Facility Unit Orders : 5-08-140 Safety Check Procedures For
Inmates Housed in High Observation, Forensic Inpatient, and Moderate Observation Housing
Locations

are being properly conducted and documented by custodial personnel. They are responsible to take immediate corrective action toward any incomplete or improper checks by the employee.

The Safety Check Sergeant shall make contact with all assigned Title 15/Safety Check personnel at least once per shift to address compliance issue and ensure Title 15 Scanner equipment is functioning properly. Documentation of these contacts shall be

made on the End of Shift summary and shall include the name, employee number, and housing location of each Title 15/Safety Check personnel contacted.

Floor Sergeant Responsibilities

Floor Sergeant's shall be responsible for the custodial personnel under their supervision. They shall ensure safety checks are being properly conducted and documented by custodial personnel. Sergeants shall log this activity into the e-UDAL at least once per shift. Supervisors are responsible for taking immediate corrective action toward any incomplete or inaccurate conduct by the employee.
