8-40/000.00 - Monitoring and Documenting Temporary Inmate Isolation

PURPOSE OF ORDER

The purpose of this order is to establish procedures regarding monitoring and documenting the temporary isolation of inmates within the Inmate Reception Center (IRC).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC.

ORDER

Any secure area can be used to temporarily isolate an inmate pending further processing.

Inmates with the following conditions may need to be isolated:

- Communicable diseases
- Noteworthy case
- High profile
- Inciting other inmates during processing
- Special handling (e.g. [REDACTED TEXT])
- Recalcitrant, insubordinate, hostile, or aggressive behavior

Recalcitrant inmates may include those who have been involved in an altercation, display a potential to become combative, or are generally uncooperative and unable to continue processing through the normal route.

When inmates are temporarily isolated for processing purposes (such as dressing out an inmate into a jail-issued uniform) no documentation is required. Inmates should only be placed in a cell for temporary isolation until the processing purpose has been completed, at which point the inmate can resume normal inmate movement.

Placing Inmates with a Special Handle Status or Medical Order for Isolation in a Temporary Holding Cell

NOTE: The procedures under this section shall only apply to inmates placed in temporary holding cells in booking front, classification rear, the clinic, or new side courtline. Inmates outside of these locations do not require a Special Handle Holding Cell Log.

Custody personnel who place an inmate into a temporary holding cell that is not insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness shall do the following:

- Using the DIMMS scanner, scan the barcode located next to the assigned cell door, then scan the inmate's wristband or manually enter the inmate's booking number into the scanner.
- Update the inmate's location in the SIMS application to accurately record and monitor the time of the cell placement.
- Complete a Special Handle Holding Cell Log
- Manually enter the placement and safety checks in the "Additional Information" section of the electronic Uniform Daily Activity Log (e-UDAL)
- Notify the respective floor/location sergeant
- Notify the watch commander
- Notify medical personnel

Safety checks on special handle/medical isolation inmates shall be conducted every [REDACTED TEXT], unless directed otherwise by medical personnel. If Title 15 scanners are used, these checks can be conducted as a part of the routine Title 15 inmate safety checks and do not need to be documented on the Special Handle Holding Cell Log or manually entered into the e-UDAL. For additional information, refer to ***Custody Division Manual (CDM) Section 4-11/030.00 Inmate Safety Checks***.

When the inmate is removed from the isolation cell, the sergeant shall be notified. The completed Special Handle Holding Cell Log shall be placed in the designated box in the first floor sergeant's office. The removal shall also be entered in the e-UDAL.

Placing Inmates Who Are Insubordinate, Recalcitrant, Hostile, Aggressive, or Displaying Mental Illness in a Temporary Holding Cell

The following procedures shall apply when isolating an inmate who is insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness in a temporary holding cell:

- Request appropriate back up as necessary
- Request a sergeant as necessary (Refer to ***CDM Section 7-02/020.00 Handing Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)
- Restrain combative inmates using appropriate Department approved techniques and equipment such as handcuffs or waist chains (Refer to ***CDM Section 7-02/020.00 Handing Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)

- Utilizing sufficient backup, control and restrain the inmate and escort to a temporary isolation location (Refer to ***CDM Section 7-02/000.00 Escorting Procedures for Combative or Uncooperative Inmates***)
- Remove any property that could be used by the inmate to harm himself

NOTE: All recalcitrant/uncooperative inmates shall be searched prior to being placed into a temporary holding cell.

- Using the DIMMS scanner, scan the barcode located next to the assigned cell door, then scan the inmate's wristband or manually enter the inmate's booking number into the scanner.
- Update the inmate's location in the SIMS application to accurately record and monitor the time of the cell placement.
- Begin a Temporary Holding Cell Log, which shall be placed on the holding cell door
- Notify the respective floor/location sergeant
- Notify the watch commander

NOTE: The watch commander shall personally sign or initial the Temporary Holding Cell Log, indicating they

have received notification that the inmate was isolated in a temporary holding cell.

- Ensure that medical staff evaluates the inmate for any injury or complaint of injury. The evaluation shall be noted on the Temporary Holding Cell Log
- All inmates who are placed into a temporary holding cell for being insubordinate, recalcitrant, hostile, aggressive and/or displaying mental illness, regardless of whether a use of force incident occurred, shall be logged in the e-UDAL. The overseeing sergeant's name shall also be logged in the corresponding e-UDAL entry
- Ensure the safety of temporarily isolated inmates by performing visual checks every fifteen (15) minutes and recording the time on the Temporary Holding Cell Log and in the e-UDAL.

NOTE: The time the safety check was performed shall be noted on the Temporary Holding Cell Log and in the e-UDAL, along with the last name and employee number of personnel conducting the check. Times shall **not** be rounded off or estimated. Information listed on the Temporary Holding Cell Log shall be written legibly.

- Be alert for loud or unusual noises coming from the location of isolation
- Ensure safe, temporary, storage of inmate property

Additional Sergeant Responsibilities (Four Hour Extensions)

In instances where inmates are placed inside of a temporary holding cell due to being insubordinate, recalcitrant, hostile, and aggressive or for displaying particular signs of mental illness, the following procedures shall be adhered to.

At least once every four (4) hours, the sergeant shall respond to the location where the inmate is being held in temporary isolation to conduct a safety check. This safety check shall be a physical check of the inmate's well-being, completed in-person.

During the safety check, the sergeant shall also determine if the inmate should receive an extension to remain in temporary isolation for an additional period of time. If the sergeant determines that the inmate shall remain in isolation, the sergeant shall sign an extension on the Temporary Holding Cell Log. Under the comments section of the extension, the sergeant shall note the reason for the continued holding of the inmate in temporary isolation and their status in the medical process (e.g. "Inmate Doe is still refusing to cooperate and

acting hostile and aggressive. Inmate Doe is pending doctor's line per Nurse Smith").

Unless an emergent situation exists (e.g. inmate is attempting to harm himself), a sergeant shall be present whenever a recalcitrant inmate is removed from temporary isolation for any reason. The sergeant who was present when removing the inmate shall be also noted on the Temporary Holding Cell Log and in the e-UDAL.

Temporary Isolation of Restrained Inmates

If an inmate in temporary isolation is restrained in a security restraint, the following additional procedures shall apply (refer to ***CDM Section 7-03/000.10 Security Restraints and Separation/Isolation of Inmates***):

NOTE: For the purposes of this unit order, a "security restraint" includes handcuffs and waist chains.

- The inmate shall not be placed in a cell or isolated area with any other inmates who are not in security restraints
- An entry shall be made on the Temporary Holding Cell Log and in the "Additional Information section of the e-UDAL indicating that the inmate is in security restraints
- Immediately after the inmate is placed in the cell or isolated area, a sergeant shall evaluate the need for the inmate to remain in security restraints and document their evaluation on the Temporary Holding Cell Log and in the e-UDAL
- The sergeant shall notify the watch commander at the completion of their initial assessment of the inmate
- An inmate restrained and temporarily isolated shall be provided the opportunity to use toilet facilities, consume scheduled meals, and be given access to drinking water. Access to the toilet, meals, and water shall be noted on the Temporary Holding Cell Log and e-UDAL
- A sergeant shall be present if restraints are removed for any reason (absent a medical emergency or life-threatening situation)
- A sergeant shall personally evaluate the need for continued use of security restraints at least once per hour. These evaluations shall be documented on the Temporary Holding Cell Log and e-UDAL
- After the first one (1) hour evaluation, the sergeant shall notify the watch

  commander if the inmate is to remain in security restraints. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action. Their evaluation shall be noted on the Temporary Holding Cell Log

- The watch commander should consider implementing the inmate extraction procedures for inmates who continue to refuse to have security restraints removed after one (1) hour of being temporarily separated/isolated (refer to CDM section 7-01/050.05 “Inmate Extraction Procedures”)
- If the watch commander determines that the security restraints should not be removed, the watch commander shall ensure that the following inmate safety checks are completed and documented on the Temporary Holding Cell Log and in the e-UDAL:
    - Custody personnel – Once per fifteen (15) minutes
    - Sergeant – Once per hour
    - Watch commander – Once per four (4) hours
- Supervisors conducting these checks shall continue to reassess the need for the inmate to remain handcuffed or waist chained and ensure they are provided the opportunity to use toilet facilities, consume scheduled meals, and given access to drinking water
- All supervisory inmate safety checks shall be documented with a portable video camera. For use of a portable camera and retention period of recordings refer to CDM section 7-06/010.00 “Video Recording Procedures”
- The responsible sergeant shall ensure that medical personnel conducts a medical evaluation once every two (2) hours. Any refusals for a medical evaluation shall be made directly to medical personnel by the inmate. The evaluation or refusal shall be documented on the Temporary Holding Cell Log.
- If security restraints are removed from the inmate this shall be noted on the Temporary Holding Cell Log, and in the e-UDAL

If an inmate remains in security restraints while being separated/isolated in excess of six (6) hours, notification and consultation shall be made with the IRC unit commander. This notification shall be documented in the Watch Commander’s Log and the Temporary Holding Cell Log, and in the e-UDAL.

If an inmate remains in security restraints while being separated/isolated in excess of eight (8) hours, notification and consultation shall be made with the IRC area commander. This notification shall be documented in the Watch Commander’s Log and the Temporary Holding Cell Log.

Processing Temporary Holding Cell Logs

Completed Temporary Holding Cell Logs shall be placed in the designated inbox in the first floor sergeant’s office. For additional information, refer to ***IRC Unit Order (UO) 8-40/001.00 Processing Temporary Holding Cell Log***.