

5-24/001.05 Title 15 Security/Safety Checks

PURPOSE OF ORDER

The purpose of this order is to establish procedures for assuring timely and quality visual safety checks of inmates being processed at the Inmate Reception Center (IRC).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned as the Title 15 compliance officer.

ORDER

All inmates processed at IRC shall be visually checked to ensure their safety and welfare.

Procedures for Conducting Safety Checks

Safety checks for all inmates being processed at IRC shall be conducted at least once every 30 minutes, with the exception of inmates who are being isolated in a temporary holding cell for being insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness, which shall be conducted at least once every 15 minutes. For specific procedures regarding inmates isolated in temporary holding cells refer to ***IRC unit order (UO) 8-40/00.000 Monitoring and Documenting Temporary Inmate Isolation.***

Title 15 compliance officers assigned to conduct Title 15 security checks shall look at the inmate(s) for obvious signs of distress, (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, etc.). Personnel shall conduct these security checks by looking into rooms/cells, entering the dormitories of inmates temporarily housed in Module [REDACTED TEXT], visually inspecting each inmate, and inspecting the general area. If personnel observe any item (e.g., clothing, linen, towel, papers, etc.) obstructing their view into the cell or dormitory, the item(s) shall be removed immediately, with officer and inmate safety in mind. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response as well as request a

supervisor and medical staff if necessary. The supervisor and medical staff shall respond to the location and conduct an assessment. First Aid and/or CPR should be administered if necessary. Proper officer safety practices shall be observed at all times.

All Title 15 Security/Safety Checks are tracked through the Mobile Event Tracking System (METS) hand-held scanner, which is to be used during every security check.

If custody personnel are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.

Title 15 Compliance Officer

Custody personnel assigned to conduct Title 15 safety checks at any location within the facility shall be responsible for the Title 15 safety checks for the entirety of the shift, unless reassigned by a supervisor at the permanent rank of sergeant or above. Personnel assigned as the Title 15 compliance officer shall be designated on the daily in-service sheet. Each work area shall have a minimum of one person assigned as the Title 15 compliance officer. The Title 15 compliance officer shall personally perform all assigned functions unless properly relieved, or as directed by a supervisor at the permanent rank of sergeant or above.

The Title 15 compliance officer's primary responsibility shall be to comply with Title 15, Article 3, Section 1027, and ***Custody Division Manual (CDM) 4-11/030.00 Inmate Safety Checks***. The duties of the Title 15 compliance officer include, but are not limited to:

- Personally conducting the required safety checks for their assigned area or work location, to ensure the safety and welfare of each inmate within that location.
- Conducting a visual and physical inspection of the officer work areas, inmate holding areas, day rooms, and recreation rooms for any items needing repair, replacement, or cleaning (i.e. leaking fixtures, burned out light bulbs, etc.). Additionally, the Title 15 compliance officer shall remove any obstruction (e.g., "curtains," clothing, or other items) which may interfere with the view of inmate living areas or bunks. The Title 15 compliance officer shall ensure corrective actions and maintenance requests are completed.

- If the Title 15 scanner is not operational, or if the area being checked does not contain bar codes, a manual entry (stating that an inmate safety check has been completed) shall be document in the "Additional Information" section of the UDAL/e-UDAL. For additional information or issue regarding the Title 15 scanner, see CDM section 4-11/030.05".

For additional information pertaining to the duties and responsibilities of the Title 15 Compliance Officer, refer to **CDM 5-14/100.00 Title 15 Compliance Officer**.

Temporary Holding Cells

Title 15 compliance officers shall be responsible for safety checks of inmates isolated in temporary holding cells. For the specific procedures related to temporary holding cells refer to **UO 8-40/00.000 Monitoring and Documenting Temporary Inmate Isolation**.

Tracking Title 15 Security/Safety Checks

Title 15 security/safety checks are automatically tracked in the electronic Uniform Daily Activity Log (e-UDAL) through the hand-held scanner and the METS tracking system utilized to conduct Title 15 security/safety checks.

Supervisors Responsibilities

- **Supervising line deputies and sergeants** shall ensure personnel are conducting all Title 15 security/safety checks. Supervisors shall also ensure personnel are making timely checks of all inmates in temporary holding cells, with the time between checks being no more than 15 minutes apart. Supervising line deputies and sergeants shall review and sign each area's e-UDAL using their usernames and passwords, at least once per shift. Supervisors shall arrange to have inmates moved from the temporary holding cells as soon as is safe and practical. Each area sergeant shall conduct an

unannounced check of each housing area under their supervision, not less than once per shift, to ensure all inmate safety checks are conducted and properly documented.

- Each **shift watch commander** shall, on a random basis, review e-UDALs at least one time per week. The watch commander shall document this review by signing the e-UDAL using his or her user name and password. The watch commander shall also document the review in the Watch Commander's Log.

All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the e-UDAL.

Facility Maintenance

Title 15 compliance officers shall inspect their assigned work area for maintenance problems. Maintenance issues shall be reported as outlined in **UO 8-42/000.00, "Facility Maintenance and Maintenance Request Procedures."**
