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STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

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EDMUND G. BROWN, JR.
Governor

February 28, 2018

Jim Hart, Sheriff-Coroner
Santa Cruz County Sheriff's Office
5200 Soquel Avenue
Santa Cruz, CA 95062-7800

Dear Sheriff Hart:

BIENNIAL INSPECTION, SANTA CRUZ COUNTY SHERIFF'S OFFICE, ADULT DETENTION FACILITY, PENAL CODE SECTION 6031

On February 20, 2018, the Board of State and Community Corrections (BSCC) conducted the 2016-2018 biennial inspection of the Santa Cruz County adult detention and court holding facilities. The facilities were inspected for compliance with the Minimum Standards for Local Detention Facilities, as outlined in Titles 15 and 24, California Code of Regulations. The inspection consisted of a review of applicable written policies and procedures governing the operation of the facility, a site visit, and a review of documentation to verify that regulated practices occur as required.

Chief Deputy Steve Carney, Lieutenants Mitch Medina, Kelly Kent and Roy Morales and other key staff members were instrumental in the inspection process and your facilities, as always, were well prepared for our visit. We particularly appreciate the efforts of Senior Correctional Officers Michael Savage and Brian Cole for organizing all documents and coordinating various site visits, making our time spent on-site more efficient for all concerned.

The complete BSCC inspection report is enclosed and consists of: this transmittal letter; the Procedures Checklist outlining applicable Title 15 sections; and the Physical Plant Evaluation and Living Area Space Evaluation that summarize the facility's configuration. We encourage the practice of maintaining a permanent file for historical copies of all inspections including documentation of the corrections made following the inspection. This file should be the first point of reference when preparing for all future inspections.

The Blaine Women's Facility (BSCC #5320) and the Rountree Minimum Security Facility (BSCC # 5300) were out of service at the time of our site visit and were not inspected. Both facilities are being remodeled and will be returned to service soon. They will be included in next cycle's inspection.

Local Inspections

In addition to a biennial inspection by the BSCC, annual inspections are required by the County Health Officer and the Fire Marshal pursuant to Health and Safety Code §101045 and §13146.1 respectively. Please consider our report in conjunction with the reports from the local health officer and the local fire authority for a comprehensive perspective of your facility.

Fire Inspection

Regulations require, among other things, that each local detention facility be inspected for fire safety at least every two years. Your facilities are all compliant with this requirement.

Health Inspections

The local health authority is required to conduct inspections of all detention facilities. These inspections include evaluation of medical and mental health services, nutritional requirements and environmental health standards.

The dates of relevant local inspections are:

	Medical	Environmental	Nutritional
Main Jail	5/27/2017	4/28/2016*	3/23/2016*
Rountree Medium Facility	5/27/2017	3/1/2015*	5/3/2015*
Watsonville Court Holding	5/27/2017	4/6/2015*	N/A
Santa Cruz Court Holding	5/27/2017	4/2/2015*	N/A

* Indicates that inspection was overdue at the time of the site visit.

The county has received certification from the Institute of Medical Quality (IMQ) for all facilities. The County Health Authority accepts IMQ certification as evidence of compliance for medical and mental health inspections.

Environmental health inspections are overdue for all facilities. Nutritional inspections are overdue for Main Jail and Rountree Medium facility. Please forward the inspection reports when they become available.

Regarding the local inspections, no areas of non-compliance were noted.

The individual inspector's comments and concerns were noted in local reports, including discussion of maintenance and housekeeping issues. Refer to original local inspection reports for other details.

BSCC Inspection

Title 24 - Physical Plant

Main Jail: Completed in 1981, the Main Jail is evaluated against Title 24 regulations from 1976, 1980, 1988 and 1994.¹ The facility is designed as a series of 16 housing units containing single, double, multiple and dormitory housing, configured around central control stations. The historical rated capacity of the facility is 311 inmates. During this site visit, we were advised that the facility repurposed the former Disciplinary Isolation unit to the new Administrative Segregation unit. The unit's cells are

¹ Facilities are evaluated against the versions of Title 24 in effect at the time of construction or significant remodel. It is common for different revisions of Title 24 to be applicable to a single facility.

properly configured for single cells and the facility's rated capacity was raised from 311 to 319 to reflect the Ad Seg unit.

At the time of the inspection, the facility housed 388 inmates, or 77 above its capacity. The facility exceeded the rated capacity in nine of the sixteen housing units. The effected units accommodated the extra inmates by installing bunk beds in the housing units, leaving one or more single cells open to make hygiene facilities available. Title 24 regulations require minimum square footage in the dayroom for each inmate housed in a housing unit. While the bunk beds reduced the available space on the dayroom floor, the increased inmate count requires even more available footage. As a result, the facility is non-compliant with the following regulation:

Title 24 Section 1231.2.0 Dayrooms: This regulation requires at least 35 square feet of dayroom space for each inmate. In nine housing units, the available square footage was insufficient for the number of inmates housed. To remedy this condition, please remove the inmates and bunks from the dayrooms.

Crowding exists among all inmate classifications and genders. The agency is completing an aggressive project to add new medium and minimum security housing for both male and female inmates, allowing the Main Jail to reduce crowding.

Rountree Medium Security Facility: Completed in 1993, the Rountree facility is evaluated against the 1988 standards. The facility consists of two male-only 48-bed direct observation housing units. Most recently, one unit held a female population from the Main Jail pending modifications to the Blaine Facility. During our site visit, the population reverted to full and intended capacity, relieving some of the crowding at the Main Jail. The facility was clean and no evidence of deferred maintenance was noted.

Santa Cruz Superior Court Holding: Completed in 1963, the Superior Court holding facility was evaluated against the 1963 and 1994 standards. The facility consists of five holding cells for adults and minors. The facility was clean and no evidence of deferred maintenance was noted.

Watsonville Court Holding: Completed in 2007, this facility was evaluated under the 2001 standards. It consists of six holding cells and holds adults and minors. The facility appears new and no evidence of deferred maintenance was noted.

Regarding the physical plants, no other areas of non-compliance with Title 24 regulations were noted.

Title 15 Inspection – Operational Review

During the inspection, BSCC staff reviewed applicable policies, procedures, practices and supporting documentation as indicated.

Policy²– Policy and procedures for the jails and court holding facilities are found in the Santa Cruz County Detention policy manual, court holding manual and related POST orders. The latest revisions were published in 2017. BSCC reviewed all relevant entries against regulations and found all required elements present.

² BSCC does not review all of your policies and procedures. We only review those policies related specifically to the applicable regulations included in Title 15, Minimum Standards for Local Detention Facilities for issues on non-compliance. We do not "approve" your policies nor do we review them for constitutional or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other people deemed appropriate.

Training - The most recent Standards and Training for Corrections (STC) audit (August, 2017) found the agency in full compliance with basic training requirements. Supervisory staff, consisting of both sergeants and senior correctional officers, have completed STC certified supervisory training. The agency has also implemented weekly, hands-on tactical training on topics including fire response, medical emergencies and weather disasters. When appropriate, allied agencies, such as medical providers and fire services, participate in the tactical drills. We interviewed line staff and found them knowledgeable about emergency procedures, Title 15 mandates and related issues.

Court holding staff are POST-trained deputies with supplemental training to satisfy Title 15 minimum standards. All staff are current in biennial training updates.

Staffing – Regulations require staffing levels adequate to perform all regulated duties.

In the detention facilities, custody staff works 12-hour shifts, divided into teams of sergeants (or senior correctional officers) and correctional officers. Teams consist of five to fourteen members, depending on facility and shift. Nearly all inmate contact positions are filled with Core-trained officers (as opposed to untrained clerical or para-professional staff). Vacancies are filled by mandatory overtime and no part-time or non-Core trained staff is assigned to fill absences.

In the court holding facilities, all inmate contact staff are POST-trained deputy sheriffs and sergeants, rotating between the courts and operational assignments every six months.

Procedures - BSCC also reviewed records to ensure that procedures relevant to Title 15 matched policy and that all required procedures were being performed within regulated criteria.

Safety checks for housing units were difficult to determine. The agency employs a mechanical tracking system for safety checks (commonly known as the "Pipe") and many of the location's sensors are malfunctioning, leading to missing data. Compliance was determined by tracking the functional equipment and projecting the missing data. Based on the data available, safety checks within the housing units, courts and intake area was consistently timely.

Specialty cell observations (sobering, safety, restraint) are recorded on paper forms specifically designed for their purpose. Recordkeeping was detailed and comprehensive for each type of specialty cell and supervisory oversight was evident. The cause for placement, medical and mental health interventions, and required events were well documented.

Grievances we reviewed did not reveal unexpected or unusual complaints. We found no instances where regulated functions (yard, exercise, programming, laundry, etc.) were missed or delayed. We did not note a high incidence of complaints and grievances about late or missed programming opportunities, generally indicating a high level of compliance. Most grievances were related to medical care. Policy requires medical staff to contribute to grievance responses and, in our sampling, we found their involvement. We noted the number of grievances for 2017 is half the number listed for 2015.

Disciplinary incidents did not appear excessive and the outcomes were consistently applied, proportional to the offense and in keeping with the published Inmate Rules. Inmates were interviewed and revealed no surprising complaints.

The agency has implemented a variety of programs to avoid and mitigate the impact of crowding and further rehabilitative efforts. In partnership with local providers, the Recovery Center operates adjacent to the jail and allows arresting officers to deliver inebriated and substance abusers to their care, avoiding booking while keeping the offender within the criminal justice system (offenders are cited to court). The new minimum-security facility at Rountree will open soon and the Blaine Women's Facility is being modified and expanded to accept medium security inmates from the Main Jail, immediately relieving some of the jail's crowding. Within the jail, staff has minimized the impact of crowding by offering expanded privileges from opening recreation patios with extended hours to installing large televisions high enough for all inmates to see. Sound from the televisions will soon be delivered to individual headsets, minimizing the ambient noise within the facility. The agency is about to introduce a tablet-based system for Main Jail inmates, providing educational and recreation material on a reward-based system. Exercise equipment with low weapons-potential, such as sandbags, are supplied in the housing units, providing further diversion. Reflecting the area's inmate population, the facility has reorganized the inmate medical screening to more thoroughly screen for Hepatitis at intake and is giving Narcan doses to opiate-using inmates upon release.

Concerning agency procedures, we found no instances of non-compliance with the minimum standards.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring:

In accordance with the JJDP, BSCC monitors jail facilities for compliance with one of four core requirements of the Act - Separation of Juveniles from Incarcerated Adults. Minors are not housed at the jail and are properly separated at the court holding. Therefore, no violations of the JJDP were identified.

Corrective Action Plan:

The following area of non-compliance is noted:

Title 24 Section 1231.2.0 Dayrooms

When available, please forward evidence of remedy for the above-listed area of non-compliance. Upon receipt, BSCC will update our records to reflect compliance with this regulation.

This concludes our inspection report for the 2016 - 2018 inspection cycle. We would like to thank all staff involved in the inspection process for the hospitality and courtesy extended during the inspection. If you should have any questions, please contact me at (916) 323-2613 or email at steve.keithley@bscc.ca.gov.

Sincerely,

STEVE KEITHLEY
Field Representative
Facilities Standards and Operations Division
5280+ Santa Cruz II CH 16-18 Ltr: 2/28/2018

Enclosures

cc: County Administrative Officer, County of Santa Cruz*
Chair, Board of Supervisors, County of Santa Cruz*
Presiding Judge, Superior Court, County of Santa Cruz*
Grand Jury Foreperson, Superior Court, County of Santa Cruz*
Chief Deputy Steve Carney, County of Santa Cruz
Lt. Mitch Medina, County of Santa Cruz
Lt. Kelly Kent, County of Santa Cruz
Lt. Roy Morales, County of Santa Cruz*
SCO Michael Savage, County of Santa Cruz

*Copies of the complete inspection report are available upon request.

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 5280 5310

FACILITY NAME: Santa Cruz Sheriff's Department: Main Jail, Rountree Medium Facility	FACILITY TYPE: II
PERSON(S) INTERVIEWED: Chief Deputy Steve Carney; Lt. Mitch Medina; Lt. Kelly Kent; Lt. Roy Morales, Sgt. Alex Rodriguez, SCO Michael Savage; SCO Brian Cole; CO Quanna Serrano	
FIELD REPRESENTATIVE: Steve Keithley	DATE: Feb. 20, 2018

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² In addition to provisions of Penal Code Section 831.5, all custodial personnel have successfully completed the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year of assignment. Custodial personnel may substitute 832.3 PC training and the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180, Title 15, CCR as an alternative.	X			Concerning initial Core training, the most recent audit by the Standards and Training for Corrections division (STC) occurred on 8/15/2017 and found the agency in compliance. Agency training officer verified that all minimum training requirements are met. Additionally, the agency has implemented a curriculum of weekly tactical drills requiring all relevant staff to respond to simulated emergency conditions.
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	X			All but two supervisory personnel (sergeants and corporals) have completed supervisory school. The untrained staff are within the one-year exemption.
All supervisory custodial personnel have completed the "Corrections Officer Core Course" identified in Section 1020. <i>(The intent is that core training be completed prior to assuming supervisory responsibilities.)</i>	X			All supervisory personnel have attended Core course.
1023 JAIL MANAGEMENT TRAINING All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.	X			302 Training for Managers and Supervisors Three lieutenants are assigned; all have completed POST management training.

¹ This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

² For STC participating agencies, consistency with training sections 1020, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<p>1025 CONTINUING PROFESSIONAL TRAINING</p> <p>With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.</p>	X			<p>301.3 Required Training</p> <p>Concerning annual training, the most recent audit by the Standards and Training for Corrections division (STC) occurred on 8/15/2017. The agency was noted to be in compliance with mitigation.</p>
<p>1027 NUMBER OF PERSONNEL</p> <p>There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of all programs and activities required by these regulations.</p>	X			<p>Compliance with this regulation is predicated on the agency's ability to complete all regulated tasks in a safe and timely manner. BSCC reviewed a variety of records including booking and screening logs, floor logs, classification documents, disciplinary and extraordinary housing logs.</p> <p>Based on records reviewed, BSCC noted no evidence of insufficient staffing.</p>
<p>There is a written plan that includes the documentation of hourly safety checks.</p>	X			<p>503.3 Safety Checks</p> <p>Safety checks are logged electronically in real time and any late or missed check is flagged and reviewed by a supervisor each shift. The number of inoperative reporting stations make a comprehensive review impractical. Based on the frequency of checks at properly operating stations, safety checks appear compliant.</p>
<p>There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency.</p>	X			<p>At least one Core-trained staff member is always stationed to a non-posted position and is available to respond to an emergency.</p>
<p>Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible.</p> <p><i>Note: Reference PC § 4021.</i></p>	X			<p>A female staff member is assigned to each shift at each facility. If unavailable, staff is substituted from other facilities until a female staff member is properly assigned.</p>
<p>A staffing plan is available which indicates personnel assigned and their duties.</p>	X			<p>Verified by inspection.</p>
<p>1028 FIRE AND LIFE SAFETY STAFF</p> <p>Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the BSCC training standards for general fire and life safety.</p>	X			<p>At least one Core trained staff member is always stationed to a non-posted position and is available to respond to an emergency. Fire and life safety topics are covered in the Core course and Daily Training Bulletins.</p>
<p>There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.</p>	X			<p>300.2 New Employee Orientation</p> <p>Weekly emergency response drills are also conducted.</p>
<p>1029 POLICY AND PROCEDURES MANUAL ³</p> <p>There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:</p>	X			<p>All cites herein reference the Santa Cruz County Sheriff's Office Correction's Policy Manual, published 8/22/2017, and individual POST orders.</p>
<p>Table of organization, including channels of communications;</p>	X			<p>100 Organizational Structure and Responsibility</p>

³ Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
Inspections and operations reviews by the facility administrator/manager;	X			212 Administrative and Supervisory Inspections
Use of force;	X			509 Use of Force
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	X			511 Use of Restraints
Screening newly received inmates for release; <i>Note: Reference PC § 849(b)(2) and 853.6</i>	X			506 Inmate Classification A Department Re-entry specialist reviews all bookings for suitable alternatives.
Security and control, including: 1. Physical counts of inmates	X			501 Inmate County
2. Searches of the facility;	X			512 Searches Cells are searched no less than weekly for contraband and weapons.
3. Searches of inmates;	X			502.4 Searches Before Admission 512 Searches
4. Contraband control; and,	X			512 Searches
5. Key control.	X			211 Key and Electronic Access Device Control
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	X			Chief Deputy performs a formal safety and security inspection annually.
Emergency procedures, including:				
Escapes;	X			400.9 Escapes
Disturbances;	X			400.6 Response to Disturbances
Taking of hostages;	X			400.8 Hostages
Civil disturbance;	X			400.10 Civil Disturbances Outside of Jail
Natural disasters;	X			
Periodic testing of emergency equipment;	X			
Storage, issue and use of weapons, ammunition, chemical agents; and,	X			POST Order: Emergency Response Plan
Storage, issue and use of security devices.	X			
Suicide prevention; and,	X			708 Suicide Prevention and Intervention
Segregation of inmates.	x			506 Inmate Classification
The manual is available to all employees.	X			102.5 Distribution of Manual
The manual is comprehensively reviewed and updated at least every two years.	X			Most recent revision: 2017
1032 FIRE SUPPRESSION PREPLANNING				
There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>				
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	X			402.6 Inspections Verified by inspection
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);</i>	X			Most recent inspections on file: MJ 7/24/2017 RT 8/14/2017
An evacuation plan; and,	X			404.3 Evacuation Plan

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
A plan for the emergency housing of inmates in the event of a fire.	X			404.3.3 Emergency Housing of Inmates
1040 POPULATION ACCOUNTING				500 Population Management System
The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female, and juvenile.	X			
The Jail Profile Survey information is provided to the BSCC.	X			Agency provides JPS data.
1041 INMATE RECORDS				209 Inmate Records
There are written policies and procedures for the maintenance of individual inmate records which include intake information, personal property receipts, commitment papers, court orders, reports of disciplinary action taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	X			
1044 INCIDENT REPORTS				210.3.2 Incident Reports
There are written policies and procedures for the maintenance of written records and reporting of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	X			BSCC reviewed a sampling of incident reports. We noted all reports to be organized, comprehensive and clearly written. No unexpected trends or issues were noted.
Written record is prepared by appropriate staff and submitted to the facility manager or his/her designee.	X			
1045 PUBLIC INFORMATION PLAN				215 Community Relations and Public Information Plan
The facility has suitable written policies and procedures for the dissemination of information to the public, government agencies and news media.	X			
Title 15, CCR, Minimum Standards for Local Detention Facilities is available for review by the public and inmates.	X			
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	X			Inmates receive a handbook in their intake package. Additionally, an informational video plays in the housing unit.
1046 DEATH IN CUSTODY				513 Reporting In-Custody Deaths
Written policy and procedures assure that there is a review of each in-custody death.	X			
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	X			

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board of State and Community Corrections with a copy of the death in custody report that is submitted to the Attorney General, ⁴ within 10 days of the death. <i>Note: Reference Government Code § 12525</i>	X			Although policy exists, minors are not held in these facilities.
1050 CLASSIFICATION PLAN				506 Inmate Classification
The facility has a written classification plan designed to properly assign inmates to housing units and activities.	X			
Includes receiving screening performed at intake by trained personnel.	X			All staff engaged in intake screening and classification are Core trained.
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	X			
The facility has an actively functioning classification system and/or classification committee as specified.	X			
The classification plan includes a channel of appeal by the inmate to the facility manager.	X			506.7 Reviews and Appeals
Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.	X			Policy mandates classification reviews every 30 days.
1051 COMMUNICABLE DISEASES				705 Communicable Diseases
There are written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation can be completed.	X			
An inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	X			Medical vendor provides in-service training for custody staff. Any unusual response during intake causes a medical assessment prior to booking. All inmates receive a medical assessment prior to housing.
Inmate's response is noted on booking form and/or screening device.	X			Verified by inspection
1052 MENTALLY DISORDERED INMATES				704.4 Mental Health Appraisal
There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			Any unusual response during intake causes a medical assessment prior to booking. All inmates receive a medical assessment prior to housing.
Segregation may be used if necessary to protect the safety of the inmate or others.	X			
There are provisions for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of such suspected mental disorder, pursuant to Section 1209, Title 15, CCR.	X			

⁴ Government Code § 12525

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<p>1053 ADMINISTRATIVE SEGREGATION</p> <p>There are written policies and procedures that provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.</p>	X			504.3 Special Management Inmates Housing Criteria
<p>The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.</p>	X			504.6 Maintenance of Privileges No privileges are withheld beyond those restricted to achieve the goals of segregation.
<p>1055 USE OF SAFETY CELL</p> <p>The safety cell, specified in Title 24, Part 2, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.</p>	X			516.3 Safety Cell Procedures BSCC reviewed a sampling of safety cell placements. In all cases, the reason for placement was well documented, all regulated functions occurred in a timely manner and medical/mental health interventions occurred as required.
<p>There are written policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use.</p>	X			
<p>Safety cells are not used for punishment or as a substitute for treatment.</p>	X			The agency has developed specialized forms for each specialty cell assignment. Those forms help guide staff to perform regulated tasks and call attention when tasks might be neglected.
<p>Placement requires the approval of the facility manager or watch commander, or a designated physician.</p>	X			
<p>There are written procedures that assure necessary nutrition and fluids are administered.</p>	X			Supervisory oversight of specialty cells is evident.
<p>Inmates are allowed to retain sufficient clothing, or are provided with a “safety garment” to provide for personal privacy unless risks to the inmate's safety or facility security are documented.</p>	X			
<p>Direct visual observation is conducted at least twice every 30 minutes and is documented.</p>	X			
<p>Continued retention of inmate is reviewed a minimum of every eight hours by the facility manager or watch commander, or a designated physician.</p>	X			
<p>A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter.</p>	X			
<p>A mental health opinion on placement and retention is secured within 24 hours of placement.</p>	X			
<p>1056 USE OF SOBERING CELL</p> <p>The sobering cell, specified in Title 24, Part 2, Section 1231.2.4, is used for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures.</p>	X			516.4 Sobering Cell Procedures BSCC reviewed a sampling of sobering cells logs. In all cases, the reason for placement was well documented. All regulated tasks were timely and medical intervention occurred as needed.
<p>Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour and is documented.</p>	X			

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours.	X			Medical staff assesses all sobering cell placements. In the sampling reviewed, no inmates remained in the sobering cell longer than four hours.
Such inmates are removed from the sobering cell when they are able to continue with processing.	X			
1057 DEVELOPMENTALLY DISABLED INMATES				703.4 Basic Mental Health Services
There are written procedures for identification and evaluation of all developmentally disabled inmates.	X			
A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.	X			
1058 USE OF RESTRAINT DEVICES				511.3 Use of Restraints – Control 511.4 Use of Restraints - Clinical
There are written policies and procedures for the use of restraint devices that include:				
acceptable restraint devices;	X			Restraint only used in the Main Jail.
signs or symptoms which should result in immediate medical/mental health referral;	X			When necessary, inmates are restrained in a restraint chair, located in a specialty cell (safety or sobering.)
availability of CPR equipment;	X			
protective housing of restrained persons;	X			BSCC reviewed a sampling of cases and found no duration longer than four hours, all regulated tasks occurred in a timely manner and all medical interventions completed. Documentation was comprehensive and the need for restraint was clearly defined.
provisions for hydration and sanitation needs; and	X			
exercising of extremities.	X			
Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	X			
Restraints are not used as discipline or as a substitute for treatment.	X			
Inmates are placed in restraints only with approval of the facility manager, watch commander, or the designated physician.	X			
All inmates in restraints are housed alone or in a specified area for restrained inmates.	X			
Direct visual observation is conducted and documented at least twice every 30 minutes.	X			
Continued retention in such restraints is reviewed every <u>two</u> hours by the facility manager or watch commander, or a designated physician.	X			
A medical opinion on placement and retention shall be secured as soon as possible but no later than <u>four</u> hours from the time of placement.	X			
Medical review for continued retention in restraint devices occurs at a minimum of every <u>six</u> hours.	X			
A mental health consultation is secured as soon as possible, but no later than <u>eight</u> hours from the time of placement.	X			

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<p>1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</p> <p>Policy and procedures describe the use of reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide them, but refuse written or oral requests to do so. Policies and procedures address:</p> <p><i>Note: Reference PC § 296</i></p>	X			<p>517.5 Calculated Use of Force to Obtain Samples</p> <p>In practice, force is never used to obtain a DNA specimen.</p>
<p>The use of reasonable force is preceded by documented efforts to secure voluntary compliance, including advisement of the legal obligation to provide the specimen, sample or impression, and the consequences of failing to do so.</p>	X			
<p>Facility watch commander authorization is obtained prior to use of reasonable force.</p>	X			
<p>If the use of reasonable force includes cell extraction, the extraction is audio-and video-taped and retained by the department, as required by statute.</p>	X			
<p>1061 INMATE EDUCATION PROGRAM</p> <p>Facility administrator has planned and requested an inmate education program from appropriate public officials. When such services are not made available by the appropriate public official, then the facility manager shall develop and implement an educational program with available resources.</p>	X			<p>Agency provides limited educational services in partnership with Cabrillo College.</p> <p>A new minimum-security, program-oriented facility will open this Spring, greatly increasing the education and vocational offerings. Additionally, services for female inmates will expand when the Blaine facility expands later this year.</p>
<p>Voluntary academic and/or vocational education is available to sentenced and pretrial inmates.</p>	X			
<p>1062 VISITING</p> <p>Facility administrator has developed and implemented written policies and procedures for inmate visiting, including:</p>	X			1006 Inmate Visitation
<p>(TYPE II ONLY) All inmates in Type II facilities are allowed at least two visits totaling at least one hour per week.</p>	X			
<p>(TYPE III ONLY) Inmates in Type III facilities are allowed at least one visit totaling at least one hour per week.</p>				
<p>Visitation procedures include provisions for visitation by minor children of the inmate.</p>	X			
<p>Types and availability of visitation, including: <i>Note: Reference PC § 6031.1 (June 2017)</i> Mode of visitation;</p>				Barrier visits only
<p>Visitation hours;</p>				Main Jail: Sat/Sun Rountree: Weekdays
<p>Time inmates are allowed for visitation; and,</p>				All inmates receive one hour weekly
<p>Any restrictions on inmate visitation.</p>				None

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
1063 CORRESPONDENCE The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:				1004 Inmate Mail
There is no limitation placed on the volume of mail an inmate may send or receive.	X			Unlimited mail may be send or received, but the facility limits the volume of mail stored.
Correspondence may be read where there is a valid security reason and the facility manager or designee approves.	X			1004.6 Processing Mail 1004.6.1 Designation of Staff to Read Mail
Jail staff does not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders in the presence of the inmate.	X			
Confidential correspondence with the facility administrator and/or manager is permitted.	X			
Inmates without funds are permitted at least two postage-paid letters each week to family and friends.	X			607.6 Indigent Inmate Requests
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	X			603.3 Inmate Access
1064 LIBRARY SERVICES The facility administrator has developed and implemented written policies and procedures for inmate library service which include access to legal reference materials, current information on community services and resources, religious, educational, and recreational reading material.				1003.5 Access to Legal Publications / Law Library
1065 EXERCISE AND RECREATION There are written policies and procedures regarding exercise and recreation.	X			601.4.7 Exercise (Disciplinary)
An exercise and recreation program is available to inmates in an area designed for recreation.	X			Inmates in the most restrictive housing (Disciplinary) receive no less than three hours per week of exercise. All other inmates receive from 1-12 hours of free access to dayrooms or yards daily. The agency has expanded access to recreation wherever possible to mitigate crowding.
The program allows a minimum of three hours of exercise distributed over a period of seven days.	X			
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS There are written policies and procedures which permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted by the United States Post Office except for specified types of publications as determined by the facility administrator.	X			1004.7 Books, Magazines, Newspapers and Periodicals

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
<p>1067 ACCESS TO TELEPHONE</p> <p>There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.</p>	X			1005 Inmate Telephone Access
<p>1068 ACCESS TO COURTS</p> <p>There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:</p>				
<p>Unlimited mail as provided in Section 1063(f) of these regulations.</p>				1004 Inmate Mail
<p>Confidential consultation with attorneys.</p>				1006.9 Attorney Visits
<p>1069 INMATE ORIENTATION</p> <p>There are written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area.</p>	X			<p>Inmate rules and information is given to all inmates at intake and inter-facility transfer.</p> <p>BSCC recommends that a specific policy be developed directly addressing this regulation.</p>
<p>The program shall be published.</p>	X			
<p>The program shall include but not be limited to:</p>	X			
<p>Rules regarding correspondence, visiting, and telephone usage;</p>	X			
<p>Inmate rules and disciplinary procedures;</p>	X			
<p>Grievance procedures;</p>	X			
<p>Programs and activities availability and method of application;</p>	X			
<p>Medical services;</p>	X			
<p>Classification and housing assignments;</p>	X			
<p>Court appearance where scheduled, if known; and,</p>	X			
<p>Voting, including registration.</p>	X			
<p>1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS</p> <p>There are written policies and procedures to facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program utilizes available community services and resources either by establishing a resource guide or actual service delivery.</p>	X			<p>Agency provides 52 social and educational programs for inmates. Several link social services, community college, veteran's services and AOD programs to inmates as they transition to aftercare.</p> <p>BSCC recommends that a specific policy be developed directly addressing this regulation.</p>
<p>1071 VOTING</p> <p>There are written policies and procedures whereby the county registrar allows qualified voters to vote in local, state, and federal elections pursuant to the elections code.</p>	X			611 Inmate Voting

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
1072 RELIGIOUS OBSERVANCES There are written policies and procedures to provide opportunities for inmates to participate in religious services, practices, and counseling on a voluntary basis.	X			1007 Religious Services Coordinator
1073 INMATE GRIEVANCE PROCEDURE Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:	X			610 Inmate Grievances
A grievance form or instructions for registering a grievance.	X			
Resolution at lowest appropriate staff level.	X			610.3 Grievance Procedures
Provisions for resolving questions of jurisdiction within the facility.	X			
Provisions for appeal to next level of review.	X			610.3.3 Appeals to Grievance Findings
Written reasons for denial at each level of review.	X			
Provisions for response in a reasonable time limit.	X			
1080 RULES AND DISCIPLINARY PENALTIES There are established rules and disciplinary penalties to guide inmate conduct.	X			600 Inmate Discipline
Rules are written and posted in housing units and booking area or issued to each inmate. Verbal instructions are provided for inmates with disabilities that limit their ability to read, illiterate inmates and others unable to read English, or material is provided in an understandable form.	X			Rules are distributed in the written handbook.
1081 PLAN FOR INMATE DISCIPLINE The facility administrator has developed and implemented written policies and procedures for inmate discipline, which address the following.				BSCC reviewed a sampling of disciplinary outcomes from both facilities. In all cases, all regulated functions occurred in a timely manner
A designated subordinate, not involved in the charges, acts on all formal charges.	X			600.7 Hearing Officer
Minor acts of non-conformance or minor violations are handled informally by staff.	X			600.4 Rule Violation Procedures
When there is temporary loss of privileges, there is written documentation and a policy of review and appeal to the supervisor.	X			600.8.5 Report of Findings
Major violations and repetitive minor violations being handled as major violations are referred to the disciplinary officer in writing by the staff member observing the act(s).	X			600.4.1 Multiple Minor Rule Violations
Inmate is informed of charges in writing.	X			600.6 Notifications
A disciplinary hearing is held no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate served with a copy of charges. The inmate may waive the 24-hour limitation.	X			600.6 Notifications
Violation(s) acted on no later than 72 hours from the time the inmate is informed of the charge(s) in writing unless waived by the inmate or for good cause.	X			600.5 Investigations

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
The inmate is permitted to appear on his/her behalf at the time of the disciplinary hearing.	X			600.8 Hearing Procedure
The facility manager or designee reviews all disciplinary actions taken.	X			600.5 Investigations
The inmate is advised in writing of the action taken in the disciplinary proceedings.	X			600.8.5 Report of Findings
Pending the disciplinary proceedings, the inmate may be segregated from the general population or program for specified reasons.	X			600.4.3 Administrative Segregation Housing
1082 FORMS OF DISCIPLINE The degree of punitive actions taken by the disciplinary officer is directly related to the severity of the rule infractions as specified in this section.	X			600.11 Guidelines for Disciplinary Sanctions
1083 LIMITATIONS ON DISCIPLINARY ACTIONS No inmate is continued on disciplinary isolation status beyond 30 consecutive days without review by facility manager. Part of this review includes consultation with health care staff. Such reviews shall be documented and continue at least every fifteen days thereafter until isolation status has ended.	X			600.10 Limitations on Disciplinary Actions BSCC reviewed a sampling of disciplinary outcomes from both facilities. In all cases, disciplinary outcomes were consistent, proportional to the offense and within the limitations imposed by regulation and policy. Some files indicated that the punishment imposed had been altered or reduced after management review.
Disciplinary isolation cells have the minimum furnishings and space specified in Title 24, Part 2, Section 1231.2. Inmates are issued clothing and bedding as specified in Articles 12 and 13 of these regulations.	X			
Disciplinary cell occupants who destroy bedding and/or clothing may be deprived of such articles. The decision to deprive inmates of such articles is reviewed by the facility manager or designee every 24 hours.	X			
No inmates exercise the right of punishment over other inmates. <i>Note: Reference PC § 4019.5</i>	X			
A safety cell, as specified in Section 1055 of these regulations, or any restraint device is not used for disciplinary purposes.	X			
No inmate is deprived of implements necessary to maintain an acceptable level of hygiene as specified in Section 1265 of these regulations.	X			
Food is not withheld as a disciplinary measure.	X			
Disciplinary isolation diet described in Section 1247 of these regulations is only utilized for major violations of institution rules.	X			In practice, the disciplinary diet is not used.
The facility manager approves the initial placement on the disciplinary isolation diet and ensures that medical staff is notified.	X			601.5 Disciplinary Isolation Diet
In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours after the initial placement.	X			601.5 Disciplinary Isolation Diet

TITLE 15 SECTION	Yes	No	N/A	P/P REFERENCE – COMMENTS
Correspondence privileges are not withheld except where correspondence regulations have been violated. Decision to withhold correspondence privilege is reviewed every 72 hours.	X			
Access to courts and legal counsel is not suspended as a disciplinary measure.	X			
1084 DISCIPLINARY RECORDS A record of all disciplinary infractions and punishment administered is maintained. <i>Note: Reference PC § 4019.5</i>	X			600.8.5 Report of Findings
DETENTION OF MINORS				
Are minors held in this facility? If yes, the following sections including those summarizing the regulations identified in Title 15, Article 8 of these regulations apply (Minors in Jails). <i>Note: Reference PC § 207.1(b), 207.6, 707.1</i>			X	Minors are not held in the adult facilities. Balance of this section is deleted.

**ADULT TYPE I, II, III AND IV FACILITIES
PHYSICAL PLANT EVALUATION
Board of State and Community Corrections**

Applicable Title 24 Regulations: 3/80; 8/86; 5/88; 1/91

BSCC Code: 5280

FACILITY NAME: Santa Cruz County Jail				FACILITY TYPE: II	
APPLICABLE REGULATIONS (Check All That Apply):	3/80: X	8/86:	5/88: X	1/91:	OTHER: 1976, 1994
FIELD REPRESENTATIVE: Steve Keithley				DATE: Feb. 20, 2018	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Temporary Holding Cells (2.2)				
Contain 10 square feet of floor per inmate	X			
Limited to no more than 16 inmates	X			
No smaller than 40 square feet	X			
Contain sufficient seating to accommodate all inmates	X			
Toilet accessible	X			
Water fountain accessible	X			
Wash basin accessible	X			
Provides clear visual supervision	X			
Telephone accessible	X			
Weapons Locker (3.12)				
External to the security area and equipped with individual compartments, locks and keys	X			
Temporary Staging Cell or Room (2.3)				
1-91: Added provision for temporary staging cells-rooms			X	No temporary staging cells or rooms built for this facility.
Holds inmates classified and segregated per Title 15 § 1050 and § 1053				
Limited to holding inmates up to 4 hours			X	
Maximum capacity of no more than 80 inmates			X	
Contains 10 square feet of floor space per inmate and has a ceiling height of at least 8 feet			X	
No smaller than 160 square feet			X	
Contains seating to accommodate all inmates			X	
Contains water closet, wash basin and drinking fountain			X	
Provides unobstructed visual supervision of inmates by staff			X	
Sobering Cells (2.4)				
01: Name change to "sobering cell"	X			Sobering cells assessed against post 4/1973 standards, which require 15 sq. ft. per person.
Contain 20 square feet of floor per inmate				
Limited to no more than 8 inmates			X	Limited to not more than 16 inmates – post 4/1973.
No smaller than 60 square feet	X			
Contain toilet	X			
Contain washbasin	X			
Contain drinking fountain	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Partitions or handrails located next to toilet fixture to provide support	X			
Provide easy, unobstructed visual observation	X			
Padding on the floor	X			
Shower-Delousing Room (3.4)				
Available in reception/booking	X			
Secure Vault or Storage Space (2.1)				
Available for inmate valuables	X			
Telephone (2.1)				
Available for inmate use per Penal Code § 851.5	X			
Safety Cells (2.5)				One safety cell designated solely for placement of restraint chair. During the 2012-2014 cycle the cell was renovated nullifying its use as a safety cell resulting in a non-rated designation. 2018: Cell reverted to Safety Cell use; LASE modified
Contain 48 square feet with one floor dimension at least 6 feet and ceiling height of at least 8 feet	X			
Limited to no more than one inmate	X			2015 – The old safety cell was renamed the “Observation Cell” and will be used primarily for restrained inmates. 2018: Cell reverted to Safety Cell use.
Contain flush ring toilet with controls located outside the cell	X			
Padded floor, door and walls	X			
Equipped with variable intensity, security light, inaccessible to occupant	X			
Vertical view panel not more than 4 inches wide and at least 24 inches long, in or adjacent to the door	X			
Provide a food pass with lockable shutter no more than 4 inches high and located at least 30 inches above the floor	X			
Single Occupancy Cells (2.6)				Single cells in North and South constructed under the 1994 standards. Some single cells have been converted to double cells.
Maximum capacity of one inmate	X			
Contain a minimum of 60 square feet of floor area in Type I facilities and 70 square feet in Type II and III facilities	X			
Have a minimum ceiling height of 8 feet	X			
Contain toilet, washbasin and drinking fountain	X			
Contain a bunk, desk and seat (Desk and seat not required in Type I in later, less restrictive 1986 standards)	X			
Multiple Occupancy Cells (8227)				All multiple cells are assessed against the 1980 standards.
8-86: Deleted provision for multiple occupancy cells	X			
Contain 35 square feet per person	X			
Limited to no more than 8 inmates	X			
No smaller than 100 square feet	X			
Minimum ceiling height of 8 feet	X			
Water closet separate from washbasin and drinking fountain	X			
Sufficient bunks to accommodate each occupant	X			
Provide storage space for each occupant's personal items	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Multiple Occupancy Rooms (8229) 8-86: Deleted provision for multiple occupancy rooms			X	
Limited to housing persons in Type III and IV facilities and workers in Type I and II facilities				
Contain 50 square feet of floor area per person and a minimum of 8 feet ceiling height			X	
Limited to no more than 16 persons			X	
Access to toilets separate from washbasins (ratio 1:8) and drinking fountains			X	
Provide storage space for each occupant's personal items			X	
Double Occupancy Cells (2.7) 5-88: Added provision for double occupancy cells	X			Some single cells in North and South Housing have been converted to double cells.
Maximum capacity of two inmates				
Contain a minimum of 60 square feet of floor space in Type I facilities and 70 square feet in Type II and III facilities	X			
Have a minimum ceiling height of 8 feet and one floor dimension at least 6 feet	X			
Contain toilet, washbasin and drinking fountain	X			
Contain 2 bunks, 1 desk and seat (Desk and seat not required in Type I facilities)	X			
Dormitories (2.8) 8-86: Provision for dormitories added	X			
Contain 50 square feet of floor area per inmate and a minimum of 8 feet ceiling height				
Be designed for no fewer than 8 and no more than 64 inmates	X			
Facilities having a total rated capacity of 80 inmates or less, may design dormitories for no fewer than 4 inmates	X			
Access to toilets separate from washbasins (ratio 1:8) and drinking fountains 01: Ratio changed to 1:10	X			
Provide storage space for each inmates' personal items	X			
Dayrooms (2.9) 8-86: Added requirement for 3-foot wide corridors in front of cells-rooms 99: Corridor requirement deleted		X		Bunks in dayrooms reduce available space for inmates. Due to decreased dayroom space and increased number of inmates, dayroom space was insufficient in Units A, D, F, G, H, J, L, M and N.
35 square feet of floor area per inmate		X		
Contain tables and seating to accommodate the maximum number of inmates served		X		
Access to toilets, washbasins and drinking fountains	X			
Available to all inmates in Type II and III facilities (excluding special use cells) and to workers in Type I facilities	X			Agency is soon implementing additional bedspace in the Blaine Facility, Rountree Facility and newly constructed R&R (SB 1022) facility, relieving most of the persistent crowding.
Shower (3.4) Available on a ratio of 1:16 01: Ratio changed to 1:20	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting (3.6) Sufficient to permit easy reading. Night lighting is sufficient to allow good supervision. 8-86: Specifies at least 20 foot-candles at desk level and in grooming areas, with night lighting not to exceed 5 foot-candles	X			
Beds-Bunks (3.5) 30 inches wide and 76 inches long	X			
Comfortable Living Environment [102(c)6] A comfortable living environment is maintained through an adequate heating and cooling system.	X			
Exercise Area -Type II, III and WA IV (2.10) At least one exercise area must contain a minimum of 900 square feet			X	Variance granted by Board of Corrections action 2/9/93.
8-86: Outdoor exercise area provided	X			
8-86: Clear height of 15 feet with required surface area meeting a formula of: 80% of maximum rated inmate population and number of one-hour exercise periods per day = required surface area	X			
Program Space - Type II and III (2.11) Sufficient area and furnishings to meet the needs of the facility programs	X			
Dining Facilities (2.17) 15 square feet per inmate being fed	X			
Toilets, washbasins and showers are not in the same room or not in view of inmate dining	X			
Visiting (2.18) Sufficient visiting area	X			
Contact visits whenever possible for minimum security inmates	X			
Attorney Interviews (2.26) Provide for confidential attorney consultation	X			
Safety Equipment Storage (2.19) Adequate space is provided for storage of equipment such as fire extinguishers, SCBA, emergency lights, etc.	X			
Janitor Closet (2.20) Located in security areas lockable, containing a mop sink and storage space	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Storage Rooms (2.21) Sufficient space to accommodate inmate property, bedding and supplies	X			
Audio or Video Monitoring System -NA Type IV (2.22) Audio monitoring system capable of alerting staff in a central control	X			
Video monitoring in corridors, main entries and/or exits and programs or activity areas	X			
Fire Detection and Alarm System [102(c)6] Automatic fire alarm system capable of alerting staff in a central control point	X			
Emergency Power (2.24) Available to provide minimal lighting, maintain communications, alarm, fire, life and security systems	X			
Provide Space for: Barber/beauty shop(2.15) 8-86: Limit requirement to Type II and III facilities 99: Requirement deleted	X			
Canteen (2.16) 8-86: Added for II, III & IV facilities	X			
Confidential Interview Rooms (2.25) 8-86: Added for Type II facilities	X			

**ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections**

BSCC Code: 5280

FACILITY: Santa Cruz County Jail	TYPE: II	RC: 319
FIELD REPRESENTATIVE: Steve Keithley		DATE: Feb. 20, 2018

ROOMS							EACH ROOM						
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*					
				# Beds	RC			T	U	W	F	S	
Booking													
1	Holding	1980	1		14	(14)	11.8 X 14.7	1		1	1		
Notes: Fixed Chairs Replace Benches													
2	Holding	1980	1		10	(10)	15.2 X 11.8 X 9.0	1		1	1		
Notes: 16' bench													
3	Holding	1980	1		3	(3)	6.7 X 8.1 X 9.0	1		1	1		
Notes: 4.4' bench; minus 7 square feet.													
4	Holding	1976	1		3	(3)	6.2 X 8.1 X 9.0	1		1	1		
	Sobering	1976	1		12	(12)	16.9 X 11.2 X 8.1	1		1	1		
	Safety	1980	1			TBD	11.1 X 6.3 X 8.1	1					
	Safety	1980	1		1	(1)	8.8 X 5.8 X 8.1	1					
Note: One safety cell (Holding 5) has been converted to a holding cell dedicated to housing an inmate in a restraint chair. High security slider door with windows top and bottom replaced safety cell padded door. Padded door retained to revert to safety cell if utilization rate does not justify a solely dedicated restraint holding cell. Drinking water and sink available.													
2018: One sobering cell (capacity 3) converted to Holding Cell 4 per agency's request. One holding cell (capacity 1) returned to Safety Cell.													
Court Holding													
	Holding	1980	2		8	(16)	12.1 X 7.1 X 9.0						
Notes: 12.1' bench; toilet available.													
	Holding	1980	1		8	(8)	14.1 X 7.1 X 9.0						
Notes: 20' bench; toilet available.													
North Housing													
Module A	Single	1994	5	2	2	10		1		1	1		
	Double	1994	2	2	2	4		1		1	1		
	Single	1994	7	2	2	14		1		1	1		
	Dayroom	1994		15								2	
Notes: (5) triple bunks in the dayroom. 1,024 square feet dayroom space estimated from architectural plans.													
Module B	Single	1994	4	2	2	8		1		1	1		
	Double	1994	4	2	2	8		1		1	1		
	Single	1994	4	2	2	8		1		1	1		
	Dayroom	1994		3								2	
Notes: (1) triple bunk in the dayroom. 630 square feet dayroom space estimated from architectural plans.													
Module C	Single	1994	2	2	2	4		1		1	1		
	Double	1994	6	2	2	12		1		1	1		

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total RC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ROOMS							EACH ROOM						
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*					
				# Beds	RC			T	U	W	F	S	
	Dayroom	1994		6									1
Notes: 16 beds; (2) triple bunks in the dayroom. 414 square feet dayroom space estimated from architectural plans.													
Module D	Single	1994	4	2	2	8		1			1	1	
	Single	1994	12	2	2	24		1			1	1	
	Dayroom	1994		24									2
Notes: (8) triple bunks in the dayroom. 1,190 square feet dayroom space estimated from architectural plans. A control station is operational, and it is located outside the main doors to the pods. New dayroom area has been added for North Housing outside of pods adjacent to the control station. The square footage is 444 s.f. (outside of A & B) and 384 s.f. (outside of C & D). North Housing RC has been increased from 62 to 100 (+38 beds).													
South Housing													
Module E	Single	1994	4	2	2	8		1			1	1	
	Double	1994	4	2	2	8							
	Single	1994	4	2	2	8		1			1	1	
	Dayroom	1994		9									2
Notes: (3) triple bunks in the dayroom. 630 square feet dayroom space estimated from architectural plans.													
Module F	Single	1994	6	2	2	12		1			1	1	
	Double	1994	2	2	2	4							
	Single	1994	6	2	2	12		1			1	1	
	Dayroom	1994		18									2
Notes: (6) triple bunks in the dayroom. 1,024 square feet dayroom space estimated from architectural plans.													
Module G	Single	1994	4	2	2	8		1			1	1	
	Double	1994	6	2	2	12		1			1	1	
	Dayroom	1994		12									1
Notes: Female Module (4) triple bunks in the dayroom. 514 square feet dayroom space estimated from architectural plans. 2014-2016 – Inmates on bunks in dayroom are moved to holding cells when single/double occupancy cells are released for program time.													
Module H	Single	1994	4	2	2	8		1			1	1	
	Double	1994	2	2	2	4		1			1	1	
	Dayroom	1994		6									1
Notes: Female Module; 14 beds; (2) triple bunks in dayroom. 328 square feet dayroom space estimated from architectural plans. A control station is operational, and it is located outside the main doors to the pods. New dayroom area has been added for South Housing outside of pods adjacent to the control station. The square footage is 444 s.f. (outside of E & F) and 384 s.f. (outside of G & H). South Housing RC has been increased from 60 to 84 (+24 beds).													
West Housing													
Module J	Single	1980	8	1	1	8		1			1	1	
MH	Multiple	1980	1	3	3	3		1			1	1	
	Multiple	1980	1	3	3	3		1			1	1	
	Dayroom	1980											1
Notes: 614 square feet dayroom space estimated from architectural plans.													
Module K	Single	1980	18	1	1	18		1			1	1	
	Dayroom	1980											2
Notes: 23 beds; 5 rooms are double bunked. 863 square feet dayroom space estimated from architectural plans.													
Module L	Single	1980	16	1	1	16		1			1	1	

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total RC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
	Multiple	1980	2	4	4	8		1		1	1	
	Dayroom	1980										2
Notes: 863 square feet dayroom space estimated from architectural plans.												
Module M	Single	1980	16	1	1	16		1		1	1	
	Multiple	1980	2	4	4	8		1		1	1	
	Dayroom	1980										2
Notes: 863 square feet dayroom space estimated from architectural plans.												
Module N	Single	1980	16	1	1	16		1		1	1	
	Multiple	1980	1	3	3	3		1		1	1	
	Multiple	1980	1	5	5	5		1		1	1	
	Multiple	1980	1	3	3	3		1		1	1	
	Dayroom	1980										2
Notes: 863 square feet dayroom space estimated from architectural plans.												
Outpatient Housing												
Module O		1980	6	1	1	(6)		1		1	1	
		1980	4	1	1	(4)		1		1	1	
		1980	1	3	3	(3)		1		1	1	
		1980	1	1	1	(1)		1		1	1	
		1980	1		1	(1)		1		1	1	
	Safety	1980	1		1	(1)	10.0' X 10.0'	1		1	1	
Notes: Separate, secured toilet area for safety cell; has front and back entrance. Used primarily as an observation cell under direct supervision of medical staff. No food pass. There are two inmate showers in the module.												
Inmate Worker Dorm												
Module P	Dorm	1988	1	23	20	20						
	Dayroom	1980						2		2		1
Notes: 12 dry cells house inmate workers and area is treated as a dorm; 997 square feet dayroom space estimated from architectural plans. RC has been increased from 16 to 20 based upon change to 20:1 shower ratio and 10:1 toilet/washbasin ratio.												
Administrative Segregation												
Module Q	Single	1980	8	1	1	(8) 8		1		1		
	Dayroom	1980										1
Notes: Originally intended as administrative segregation, these cells are now used exclusively for disciplinary isolation. 2018: Agency elects to convert unit to Admin Seg and rate the beds. RC raised from 311 to 319 2018: Number of dayroom bunks confirmed during this cycle.												

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total RC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

**ADULT TYPE I, II, III AND IV FACILITIES
PHYSICAL PLANT EVALUATION
Board of State and Community Corrections**

Applicable Title 24 Regulations: 3/80; 8/86; 5/88; 1/91

BSCC Code: 5310

FACILITY NAME: Santa Cruz Rountree Medium				FACILITY TYPE: II		
APPLICABLE REGULATIONS (Check All That Apply):		3/80:	8/86:	5/88: ✓	1/91:	OTHER:
FIELD REPRESENTATIVE: Steve Keithley				DATE: 2/20/2018		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Temporary Holding Cells (2.2)				
Contain 10 square feet of floor per inmate	✓			
Limited to no more than 16 inmates	✓			
No smaller than 40 square feet	✓			
Contain sufficient seating to accommodate all inmates	✓			
Toilet accessible	✓			
Water fountain accessible	✓			
Wash basin accessible	✓			
Provides clear visual supervision	✓			
Telephone accessible	✓			
Weapons Locker (3.12)				
External to the security area and equipped with individual compartments, locks and keys	✓			
Temporary Staging Cell or Room (2.3)				These cells are not located at this facility.
1-91: Added provision for temporary staging cells-rooms			✓	Balance of this regulation is deleted.
Holds inmates classified and segregated per Title 15 § 1050 and § 1053				
Detoxification/Sobering Cells (2.4)				These cells are not located at this facility.
01: Name change to "sobering cell"			✓	Balance of this regulation is deleted.
Contain 20 square feet of floor per inmate				
Shower-Delousing Room (3.4)				
Available in reception/booking			✓	
Secure Vault or Storage Space (2.1)				
Available for inmate valuables	✓			
Telephone (2.1)				
Available for inmate use per Penal Code § 851.5	✓			
Safety Cells (2.5)				These cells are not located at this facility.
Contain 48 square feet with one floor dimension at least 6 feet and ceiling height of at least 8 feet			✓	Balance of this regulation is deleted.
Single Occupancy Cells (2.6)				These cells are not located at this facility.
Maximum capacity of one inmate			✓	Balance of this regulation is deleted.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Multiple Occupancy Cells (8227) 8-86: Deleted provision for multiple occupancy cells Contain 35 square feet per person			✓	These cells are not located at this facility. Balance of this regulation is deleted.
Multiple Occupancy Rooms (8229) 8-86: Deleted provision for multiple occupancy rooms Limited to housing persons in Type III and IV facilities and workers in Type I and II facilities			✓	These cells are not located at this facility. Balance of this regulation is deleted.
Double Occupancy Cells (2.7) 5-88: Added provision for double occupancy cells Maximum capacity of two inmates			✓	These cells are not located at this facility. Balance of this regulation is deleted.
Dormitories (2.8) 8-86: Provision for dormitories added Contain 50 square feet of floor area per inmate and a minimum of 8 feet ceiling height	✓			
Be designed for no fewer than 8 and no more than 64 inmates	✓			
Facilities having a total rated capacity of 80 inmates or less, may design dormitories for no fewer than 4 inmates	✓			
Access to toilets separate from washbasins (ratio 1:8) and drinking fountains 01: Ratio changed to 1:10	✓			
Provide storage space for each inmates' personal items	✓			
Dayrooms (2.9) 8-86: Added requirement for 3 foot wide corridors in front of cells-rooms 99: Corridor requirement deleted 35 square feet of floor area per inmate	✓			
Contain tables and seating to accommodate the maximum number of inmates served	✓			
Access to toilets, washbasins and drinking fountains	✓			
Available to all inmates in Type II and III facilities (excluding special use cells) and to workers in Type I facilities	✓			
Shower (3.4) Available on a ratio of 1:16 01: Ratio changed to 1:20	✓			
Lighting (3.6) Sufficient to permit easy reading. Night lighting is sufficient to allow good supervision. 8-86: Specifies at least 20 foot-candles at desk level and in grooming areas, with night lighting not to exceed 5 foot-candles	✓			
Beds-Bunks (3.5) 30 inches wide and 76 inches long	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Comfortable Living Environment [102(c)6] A comfortable living environment is maintained through an adequate heating and cooling system.	✓			
Exercise Area -Type II, III and WA IV (2.10) At least one exercise area must contain a minimum of 900 square feet	✓			
8-86: Outdoor exercise area provided	✓			
8-86: Clear height of 15 feet with required surface area meeting a formula of: 80% of maximum rated inmate population and number of one-hour exercise periods per day = required surface area	✓			
Program Space - Type II and III (2.11) Sufficient area and furnishings to meet the needs of the facility programs	✓			
Dining Facilities (2.17) 15 square feet per inmate being fed	✓			
Toilets, washbasins and showers are not in the same room or not in view of inmate dining	✓			
Visiting (2.18) Sufficient visiting area	✓			
Contact visits whenever possible for minimum security inmates	✓			
Attorney Interviews (2.26) Provide for confidential attorney consultation	✓			
Safety Equipment Storage (2.19) Adequate space is provided for storage of equipment such as fire extinguishers, SCBA, emergency lights, etc.	✓			
Janitor Closet (2.20) Located in security areas lockable, containing a mop sink and storage space	✓			
Storage Rooms (2.21) Sufficient space to accommodate inmate property, bedding and supplies	✓			
Audio or Video Monitoring System -NA Type IV (2.22) Audio monitoring system capable of alerting staff in a central control	✓			Central control can monitor.
Video monitoring in corridors, main entries and/or exits and programs or activity areas	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Fire Detection and Alarm System [102(c)6] Automatic fire alarm system capable of alerting staff in a central control point	✓			
Emergency Power (2.24) Available to provide minimal lighting, maintain communications, alarm, fire, life and security systems	✓			
Provide Space for: Barber/beauty shop(2.15) 8-86: Limit requirement to Type II and III facilities 99: Requirement deleted	✓			
Canteen (2.16) 8-86: Added for II, III & IV facilities	✓			
Confidential Interview Rooms (2.25) 8-86: Added for Type II facilities	✓			

**ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections**

BSCC Code: 5310

FACILITY: Santa Cruz Rountree Lane Medium	TYPE: II	RC: 96
FIELD REPRESENTATIVE: Steve Keithley		DATE: 2/20/2018

ROOMS						EACH ROOM						
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
	Holding	1988	1		11	(11)	11.2' X 10.8'	1		1	1	
	Holding	1988	2		6	(12)	10.0' X 6.0'	1		1	1	
	Dorm R	1988	1	65	48	48		6		6	1	3
	Dorm S	1988	1	55	48	48		6		6	1	3

Notes: Dayroom (excluding circulation corridor) measures 1,695 square feet. Each dorm has 6 sleeping bays measuring 24' X 17.5' (420 square feet) and capable of sleeping 8 inmates. In practice, one bay is used as a TV room, with inmate bunks distributed among the five remaining sleeping bays. Even with possible application of 1994 Title 24 regulations; overall capacity in each dorm is limited by the 1:8 toilet-washbasin ratios. Exercise yards have T/W/F.

2011 – 2001 Reg Revisions changed fixture ratio to 1:10. Still non-compliant due to dayroom space.

2011 – While the Minimum facility is depopulated, one dorm at this facility holds minimum security inmates.

2014-2016 – In November 2014 re-rating was requested. A review of this LASE substantiates the limitation to 96 based upon 1695 square feet of dayroom space (35 square feet per inmate.)

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total BRC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 5325 & 5345

FACILITY NAME: Santa Cruz Superior Court; Court Holding Facility and Watsonville Superior Court	FACILITY TYPE: CH
PERSON(S) INTERVIEWED: Lt. Roy Morales, SCO Brian Cole	
FIELD REPRESENTATIVE: Steve Keithley	DATE: Feb. 20, 2018

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING All personnel who are responsible for supervising inmates, and supervisors with custodial responsibilities, complete the eight hours of specialized training outlined in this regulation within six (6) months of assignment. Successful completion of training, pursuant to Section 1020 of these regulations, may be substituted for the initial eight hours of training.	X			Sec. 8, Part B – Training All court security staff are sworn deputy sheriffs and have completed the POST academy. They also complete at least eight hours of specialized training as required by this regulation. Patrol officers are assigned to court holding positions for no longer than six months before rotation.
Eight hours of refresher training is completed every two years. Successful completion of training, pursuant to Section 1025 of these regulations, may be substituted for the eight hour refresher.	X			Agency certifies that all relevant staff members are current in refresher training.
1027 NUMBER OF PERSONNEL There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of activities required by these regulations.	X			Compliance with this regulation is predicated on the agency's ability to complete all regulated tasks in a timely manner. BSCC reviewed a variety of records and found no indication that staffing was insufficient.
There is a written plan that includes the documentation of hourly safety checks.	X			Sect. 8 Part E Safety Checks
There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency.	X			Sect. 8, Part A Personnel
Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible. <i>Note: Reference PC § 4021.</i>	X			Sect. 8, Part A Personnel
A staffing plan is available which indicates personnel assigned and their duties.	X			Verified by inspection.

¹ This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1028 FIRE AND LIFE SAFETY STAFF				All staff are trained to BSCC standards.
Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the BSCC training standards for general fire and life safety.	X			Additionally, all CH staff are POST certified.
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	X			All staff receive localized information at orientation.
1029 POLICY AND PROCEDURES MANUAL ²				References herein refer to the Santa Cruz County Court Security and Detention Facility policy manuals, plus POST orders.
There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:				
Table of organization, including channels of communications;	X			100.3.1 Chain of Command
Inspections and operations reviews by the facility administrator/manager;	X			201 Administrative and Supervisory Inspections
Use of force;	X			509.3 Use of Force
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	X			511.13 Use of Restraints; Control
Security and control, including: Physical counts of inmates;	X			Sect 8 Part H Inmate Count
Searches of the facility;	X			Sect 8 Part D Cell Inspections
Searches of inmates;	X			512.3 Pat-down searches
Contraband control; and,	X			512.3 Pat-down searches
Key control.	X			Sect 8 Part T Key Control Plan
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	X			Chief Deputy performs a formal safety and security inspection annually.
Emergency procedures, including: Escape;	X			Sect 11 Part G Escapes
Disturbances;	X			Sect 15 Civil Disturbance
Taking of hostages;	X			400.8 Hostages
Civil disturbance;	X			400.10 Civil Disturbances Outside of Jail
Natural disasters;	X			Sect 11 Fire, Earthquake and Power Failure
Periodic testing of emergency equipment;	X			
Storage, issue and use of weapons, ammunition, chemical agents; and,	X			POST Order: Emergency Response Plan
Storage, issue and use of security devices.	X			
Suicide prevention; and,	X			Sect 8 Part J Suicide Prevention
Segregation of inmates.	X			Sect 8 Part I Segregation of Inmates
The manual is available to all employees.	X			Available in electronic and printed format.
The manual is comprehensively reviewed and updated at least every two years.	X			Most recent revision: 2017

² Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>				
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	X			Sect 8 Part F Fire Prevention Inspection
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);³</i>	X			Most recent inspections: Sup. Ct. 4/2015 Watsonville Ct. 5/2015
An evacuation plan; and,	X			Sect 8 Part P Emergency Evacuations Sec 16 Evacuation of Court Facilities
A plan for the emergency housing of inmates in the event of a fire.	X			Inmates would be returned to the sending facility.
1044 INCIDENT REPORTS There are written policies and procedures for the maintenance of written records and reporting of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	X			Sect 8 Part N Incident Reports Verified by inspection. Incident reports are maintained in an agency-wide automated system.
Written record is prepared by appropriate staff and submitted to the facility manager or his/her designee.	X			
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death.	X			Sect 17 Part E Inmate Death BSCC recommends that this policy be reviewed and edited to more closely match the regulation.
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	X			
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Board of State and Community Corrections with a copy of the death in custody report that is submitted to the Attorney General. <i>Note: Reference Government Code § 12525</i>	X			
1050 CLASSIFICATION PLAN There is a written plan to provide for the safety of staff and inmates, and segregation, to extent possible, of unusual-risk inmates. The plan also includes a method by which such information is received and transmitted.	X			Sect 8 Part I Segregation of Inmates In practice, jail classifications are communicated to the courts and classifications are duplicated from the jail. Inmates at the Watsonville CH are generally held alone.

³ Effective 1/1/05, statute was changed to require fire inspections every two years rather than annually.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES There are written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation can be completed.	X			Sect 8 Part K Communicable Diseases
An inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	X			Remands are held separately and immediately transported to the jail for processing.
Inmate's response is noted on booking form and/or screening device.	X			Verified by inspection.
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			704.4 Mental Health Appraisal
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			Evaluation occurs at the sending facility
Segregation may be used if necessary to protect the safety of the inmate or others.	X			Jail's classification system would insure inmate protection.
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures which provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	X			Inmates in court holding retain the sending jail's classification. An Ad Seg inmate in the jail would be handled in the like manner in the court holding facility.
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	X			
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	X			703.4 Basic Mental Health Services
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:			X	Restraints as defined by this regulation are not used in the court holding facilities. Balance of this regulation is deleted.
1068 ACCESS TO COURTS There are written policies and procedures that ensure the inmate's right to confidential consultation with attorneys.	X			1006.9 Attorney Visits

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
DETENTION OF MINORS				
Are minors held in this facility? If yes, the following sections, including those summarized in Title 15, Article 10, apply (Minors in Court Holding Facilities.)	X			
1161 CONDITIONS OF DETENTION				
Minors are separated from adults in accordance with Welfare and Institutions Code (WIC) § 208.	X			
Minors are segregated in accordance with an established classification plan.	X			
There is secure non-public access, movement within and egress. If both minors and adults use the same entrance/exit, movements are scheduled in such a manner that there is no opportunity for contact between adult prisoners and minors.	X			
1162 SUPERVISION OF MINORS				
A sufficient number of personnel are employed in each facility to permit unscheduled supervision of all minors at least twice every 30 minutes and to ensure the implementation and operation of the activities required by these regulations.	X			Court holding staff assumes control of juveniles. Safety checks were verified by inspection.
There is a written plan that includes the documentation of routine safety checks.	X			
1163 CLASSIFICATION				
There is a written plan designed to provide for the safety of staff and minors held at the facility.	X			In practice, Probation communicates all classification and hazard information to the court holding staff in writing.
The plan includes receiving and transmitting information regarding minors who represent a risk or hazard to self or others while confined at the facility.	X			
Minors are segregated to the extent possible within the limits of the court holding facility.	X			
Minors are separated from adult inmate(s) per WIC § 208.	X			
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY				
There are policies and procedures for notifying the court and the parent, guardian or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death or a minor in custody.	X			In practice, such event would be reported by the Probation department, who would make required notifications.

**ADULT COURT AND TEMPORARY HOLDING FACILITIES
PHYSICAL PLANT EVALUATION
Board of State and Community Corrections**

Applicable Title 24 Regulations: 6/94; 2/99; 2001; 2005

BSCC Code: 5325

FACILITY NAME: Santa Cruz Court Holding			FACILITY TYPE: CH		
APPLICABLE REGULATIONS (Check All That Apply):	6/94: ✓	2/99:	2001:	2005:	OTHER: 1963
FIELD REPRESENTATIVE: Steve Keithley			DATE: 2/20/2018		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Reception and Booking (2.1)			✓	Booking is performed at the Main Jail. Text of the regulation removed from this checklist.
Temporary Holding Cell or Room (2.2)				
Contains 10 square feet of floor area per inmate	✓			
Holds no more than 16 inmates	✓			
Is not smaller than 40 square feet and has a clear ceiling height of 8 feet or more	✓			
Contains sufficient seating to accommodate all inmates	✓			
Contains water closet (toilet), washbasin, and drinking fountain	✓			
Provides for clear visual supervision by staff	✓			
A bunk is provided if inmates are held 12 hours or more			✓	
Temporary Staging Cell or Room (2.3)				
Holds inmates classified and segregated per Title 15 § 1050 and 1053			✓	No cells of this type exist at this facility.
Holds inmates for four hours or less			✓	
Limited to holding no more than 80 inmates			✓	
Contains 10 square feet of floor area per inmates and has a clear ceiling height of 8 feet or more.			✓	
Is at least 160 square feet			✓	
Contains sufficient seating to accommodate all inmates			✓	
Contains water closets (toilets), wash basins and drinking fountains as specified by these regulations			✓	
Provides for clear visual supervision by staff			✓	
Sobering Cell (2.4)			✓	Sobering cell is not located in this building. Text of the regulation removed from this checklist.
Safety Cell (2.5)			✓	Safety cell is not located in this building. Text of the regulation removed from this checklist.
Safety Equipment Storage (2.19)				
Adequate space is provided to store equipment such as fire extinguishers, SCBA, emergency lights, etc.	✓			
Janitors' Closet (2.20)				
Lockable, containing a mop sink and storage space 01: Mop sink may be separate from janitors' closet	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p>Audio or Visual Monitoring (2.22) There is an audio monitoring system capable of alerting staff in a central control. When visual electronic surveillance is use, it is located primarily in corridors, elevators, or at points on the security perimeter such as entrances and exits. 2-99: Video monitoring option deleted.</p>	✓			
<p>Emergency Power (2.24) There is an emergency power source available and capable of providing minimal lighting in all areas and maintaining fire and life safety, security, communication and alarm systems.</p>	✓			
<p>Attorney Interview Space (2.26) Available and provides for confidentiality</p>	✓			Available at the Main Jail.
<p>Water Closets (Toilets)/Urinals (3.1) Provide for inmate privacy/modesty with staff being able to visual supervise; provided at a ratio of 1:16 in holding and staging cells. See regulation for calculations of urinal substitutions.</p>	✓			
<p>Washbasins (3.2) Provide hot and cold or tempered water; provided at a ratio of 1:16 in holding and staging cells. See regulation for calculations of washbasin trough substitutions.</p>	✓			
<p>Drinking Fountains (3.3) 2-99: Available in each temporary holding, staging and sobering cell.</p>	✓			
<p>Water outlet (bubbler) is mechanically actuated and at an angle that prevents wastewater from flowing over the outlet (bubbler); there is a mouth guard on the water outlet (bubbler). 2-99: Mouth guard requirement deleted</p>	✓			
<p>Showers (3.4) (NA in CH) Available in the security area; provide hot and cold or tempered water; shower stalls/areas are designed and constructed of materials that are impervious to water and soap so that they may be easily cleaned.</p>			✓	Showers available at the main jail.
<p>Beds/Bunks (3.5) (NA in CH; applicable in TH if inmates are held longer than 12 hours) At least 30 inches wide and 76 inches long with 21 inches between pans; constructed of pan bottom type or concrete; securely fastened to the floor and/or wall in facilities higher than minimum security. 01: Must be elevated off the floor.</p>			✓	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p>Lighting (3.6) Lighting is sufficient to permit easy reading by a person with normal vision, night lighting is sufficient for purposes of supervision.</p> <p>Lighting is centrally controlled and/or occupant controlled in housing cells or rooms. Light fixtures are of secure design.</p>	✓			
<p>Windows (3.7) Windows that are accessible to inmates are no greater than 5 inches in on dimension.</p>			✓	
<p>Cell Padding (3.8) The floors and partition are padded in detoxification-sobering cells. In safety cells, floors, doors, walls and everything on them are padded. All padded cells are equipped with an tamper resistant fire sprinkler approved by the SFM.</p>			✓	
<p>All padding is: approved for use by the SFM; nonporous; at least ½ inch thick; of a unitary or laminated construction; firmly bonded to all surfaces; and, without exposed seams.</p>			✓	
<p>Seating (3.10) Seating is designed to the level of security. When bench seating is used, eighteen inches of bench are provided per inmate.</p> <p>2-99: In holding and staging cells, seating is securely fastened to the wall and/or floor.</p>	✓			
<p>Weapons Locker (3.12) A secure weapons locker is located outside the security perimeter of the facility and no weapons are brought into the security area. Lockers have individual compartments, locks and keys.</p>	✓			
<p>Design Requirements (102(c)6) Design requirements as specified in Title 24, Part 1, 102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)</p>	✓			

**ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections**

BSCC Code: 5325

FACILITY: Santa Cruz Courthouse	TYPE: CHJ	RC: 0
FIELD REPRESENTATIVE: Steve Keithley		DATE: 2/20/2018

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Courthouse												
5	Holding	1994	1		16	(16)	18.0 X 19.0	1		1	1	
Note: 25.5 feet bench; 342 square feet												
4	Holding	1994	1		15	(15)	8.0 X 19.0	1		1	1	
Note: 25 feet bench; 152 square feet; capacity based on square footage (10 square feet/inmate)												
3	Holding	Pre-78	1		15	(15)	8.0 X 19.0	1		1	1	
Note: 25.6 feet bench; 152 square feet; capacity based on square footage (10 square feet/inmate)												
1-2	Holding	Pre-78	2		16	(32)	18.0 X 19.0	1		1	1	
Note: (Each Cell) 53 feet bench; 342 square feet. These are the preferred cells for juveniles.												

General Notes

Only cells 4 & 5 were remodeled and evaluated under the 1994 regulations. Cells 1, 2 and 3 were constructed prior to 1978 and do not technically come under the BSCC Penal Code mandate for inspection. They are included on the Living Area Space Evaluation to more accurately reflect the facility.

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total BRC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

**ADULT COURT AND TEMPORARY HOLDING FACILITIES
PHYSICAL PLANT EVALUATION
Board of State and Community Corrections**

Applicable Title 24 Regulations: 6/94; 2/99; 2001; 2005

BSCC Code: 5345

FACILITY NAME: Watsonville Court Holding				FACILITY TYPE: CHJ	
APPLICABLE REGULATIONS (Check All That Apply):		6/94:	2/99:	2001: X	2005:
FIELD REPRESENTATIVE: Steve Keithley				DATE: 2/20/2018	
TITLE 24 SECTION	YES	NO	N/A	COMMENTS	
Reception and Booking (2.1) Contains a weapons locker, designed as outlined in these regulations.	✓				
Contains a cell or room for confinement pending booking			✓	This is not a booking facility.	
Contains a sobering cell (WA in TH; NA in CH) 01: Name changed to "sobering cell." 2-99: Two detoxification cells are provided if both male and female inmates are held.			✓	Sobering cells located at the Main Jail.	
Contains safety cell(s) (WA in TH; NA in CH)			✓	No cells of this type in the facility.	
Shower room available 2-99: Access to shower must be within the secure area	✓			Showerhead is not suicide-resistant. Agency has modified policy to ensure monitored showers.	
Provides secure vault or storage for inmate valuables	✓				
Telephone(s) available for inmate use (PC § 851.5)	✓				
2-99: Unobstructed access to hot and cold running water	✓				
Temporary Holding Cell or Room (2.2) Contains 10 square feet of floor area per inmate	✓				
Holds no more than 16 inmates	✓				
Is not smaller than 40 square feet and has a clear ceiling height of 8 feet or more	✓				
Contains sufficient seating to accommodate all inmates	✓				
Contains water closet (toilet), washbasin, and drinking fountain	✓				
Provides for clear visual supervision by staff	✓				
A bunk is provided if inmates are held 12 hours or more			✓	Inmates are never held longer than 12 hours.	
Temporary Staging Cell or Room (2.3)			✓	No cells of this type in the facility. The text of the regulation is removed from this checklist.	
Sobering Cell (2.4)			✓	No cell of this time in the facility.	
Safety Cell (2.5)			✓	No cell of this time in the facility.	
Safety Equipment Storage (2.19) Adequate space is provided to store equipment such as fire extinguishers, SCBA, emergency lights, etc.	✓				
TITLE 24 SECTION	YES	NO	N/A	COMMENTS	
Janitors' Closet (2.20) Lockable, containing a mop sink and storage space 01: Mop sink may be separate from janitors' closet	✓				

<p>Audio or Visual Monitoring (2.22) There is an audio monitoring system capable of alerting staff in a central control. When visual electronic surveillance is use, it is located primarily in corridors, elevators, or at points on the security perimeter such as entrances and exits. 2-99: Video monitoring option deleted.</p>	✓			The facility has both an audio and visual monitoring system with direct feed to the control station.
<p>Emergency Power (2.24) There is an emergency power source available and capable of providing minimal lighting in all areas and maintaining fire and life safety, security, communication and alarm systems.</p>	✓			
<p>Attorney Interview Space (2.26) Available and provides for confidentiality</p>	✓			
<p>Water Closets (Toilets)/Urinals (3.1) Provide for inmate privacy/modesty with staff being able to visual supervise; provided at a ratio of 1:16 in holding and staging cells. See regulation for calculations of urinal substitutions.</p>	✓			All cells contain a toilet and are limited to no more than 12 inmates in the two largest cells.
<p>Washbasins (3.2) Provide hot and cold or tempered water; provided at a ratio of 1:16 in holding and staging cells. See regulation for calculations of washbasin trough substitutions.</p>	✓			Cells contain toilet, wash basin and drinking fountain as a single unit.
<p>Drinking Fountains (3.3) 2-99: Available in each temporary holding, staging and sobering cell.</p>	✓			
<p>Water outlet (bubbler) is mechanically actuated and at an angle that prevents wastewater from flowing over the outlet (bubbler); there is a mouth guard on the water outlet (bubbler). 2-99: Mouth guard requirement deleted</p>	✓			
<p>Showers (3.4) (NA in CH) Available in the security area; provide hot and cold or tempered water; shower stalls/areas are designed and constructed of materials that are impervious to water and soap so that they may be easily cleaned.</p>	✓			The facility has included a handicap access shower in the court holding area.
<p>Beds/Bunks (3.5) (NA in CH; applicable in TH if inmates are held longer than 12 hours) At least 30 inches wide and 76 inches long with 21 inches between pans; constructed of pan bottom type or concrete; securely fastened to the floor and/or wall in facilities higher than minimum security. 01: Must be elevated off the floor.</p>			✓	

<p>Lighting (3.6) Lighting is sufficient to permit easy reading by a person with normal vision, night lighting is sufficient for purposes of supervision.</p> <p>Lighting is centrally controlled and/or occupant controlled in housing cells or rooms. Light fixtures are of secure design.</p>	✓			
<p>Windows (3.7) Windows that are accessible to inmates are no greater than 5 inches in on dimension.</p>			✓	
<p>Cell Padding (3.8) The floors and partition are padded in detoxification-sobering cells. In safety cells, floors, doors, walls and everything on them are padded. All padded cells are equipped with an tamper resistant fire sprinkler approved by the SFM.</p>			✓	There are no padded cells in the court holding facility.
<p>All padding is: approved for use by the SFM; nonporous; at least ½ inch thick; of a unitary or laminated construction; firmly bonded to all surfaces; and, without exposed seams.</p>			✓	
<p>Seating (3.10) Seating is designed to the level of security. When bench seating is used, eighteen inches of bench are provided per inmate.</p> <p>2-99: In holding and staging cells, seating is securely fastened to the wall and/or floor.</p>	✓			Poured concrete benches are in all cells.
<p>Weapons Locker (3.12) A secure weapons locker is located outside the security perimeter of the facility and no weapons are brought into the security area. Lockers have individual compartments, locks and keys.</p>	✓			
<p>Design Requirements (102(c)6) Design requirements as specified in Title 24, Part 1, 102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)</p>	✓			

**ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Board of State and Community Corrections**

BSCC Code: 5345

FACILITY: Watsonville Court Holding	TYPE: CHJ	RC: 0
FIELD REPRESENTATIVE: Steve Keithley		DATE: 2/20/2018

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
6	Holding	2001	1		4	(4)	6.4 x 9 x 9	1		1	1	
Note: Cell contains two benches one 3' and one 3'6".												
5	Holding	2001	1		4	(4)	6.4 x 9x 9	1		1	1	
Note: Cell contains two benches; one 3' and one 3'6".												
4	Holding	2001	1		12	(12)	13'3 x 6'6"x 9	1		1	1	
Note: Cell contains two benches; one 13'3"; one 4'3". This is an irregular "L" shaped cell with a handicap access toilet and washbasin. Floor space calculations based on total floor space is 115 sq. ft.												
3	Holding	2001	1		4	(4)	6.4 x 9 x 9	1		1	1	
Note: Cell contains two benches; one 3' and one 3'6".												
2	Holding	2001	1		4	(4)	6.4 x 9 x 9	1		1	1	
Note: Cell contains two benches; one 3' and one 3'6".												
1	Holding	2001	1		12	(12)	13'4" x 9 x 9	1		1	1	
Note: Cell contains two benches; one 13'4" and one 5'6". This is an irregular "L" shaped cell. Floor space calculation based on total floor space is 150 sq. ft.												
2011 – Unapproved shower head in showers. Agency implemented Policy 11-13 (Watsonville Court Holding Shower) to mitigate risk.												

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

