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SAFETY AND SECURITY CHECKS

- I. **PURPOSE:** The purpose of this policy and procedure is to ensure that the safety and security of the inmates and facility are maintained through periodic safety checks and inspections as required by state statute.

- II. **POLICY:** Corrections Staff will conduct safety and security checks of the inmate housing units, perimeter, exercise yards and outlying buildings in order to prevent escape, ensure the safety of inmates and staff, detect security breaches and prevent the dissemination of contraband. Checks will be conducted in a timely manner and logged accurately on the appropriate log. **The Mendocino County Sheriff's Office has a ZERO TOLERANCE for inaccurate or fraudulently logged safety and security checks.**

- III. **DEFINITIONS:**
 - A. **Perimeter Security Check** – An inspection of the perimeter fencing, outer structure of the detention facilities and the grounds between the buildings and security fencing for contraband, damage or signs of an escape attempt.

 - B. **Programs/Kitchen/Laundry Security Check** – An inspection of the Programs Building, Kitchen Facility and the Laundry Facility for contraband, damage, fire or other dangerous conditions, or signs of an escape attempt

 - C. **Safety Check** -- A physical check of each inmate in a housing unit and a check of the physical structure within the unit for contraband, damage, escape attempt or any other dangerous condition. Safety checks are also conducted to observe inmate behavior, welfare, and conduct inmate counts.

- IV. **GENERAL**
 - A. In accordance with the Department of Justice National PREA Standards, Correctional Supervisors shall make unannounced walkthroughs on each shift to identify and deter staff sexual abuse and sexual harassment. Staff shall not alert other staff members of supervisory walkthroughs occurring unless such announcement is related to legitimate penological interests. These unannounced

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walkthroughs shall be documented by the Supervisor on the Shift Activity Log. (Refer to Prison Rape Elimination Act).

- B. All staff of the opposite gender of the inmates housed, shall announce their presence when entering the housing area.
- C. Deputies shall visually check each bunk/cell, shower, bathroom areas, and recreation areas ensuring the inmate(s) can be seen and nothing appears out of the ordinary
- D. Deputies will ensure inmates are able to shower, perform bodily functions, and change clothing without staff of the opposite gender viewing their breasts, buttocks, or genitalia except in exigent circumstances or when such viewing is incidental to routine cell checks.

V. PROCEDURES

A. Perimeter Security Checks

Corrections Staff [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- a. If any signs of contraband, damage or an escape attempt are detected, the Corrections Deputy will immediately notify the Facility Supervisor.
- b. If the Facility Supervisor determines that a crime may have occurred, they will cause a crime report to be taken.

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- c. In any case, the discovering Corrections Deputy will prepare a detailed report of the incident.

B. Safety Checks

██████████ Safety checks of the housing units and the holding cells are to be conducted a minimum of once per hour, meaning ██████████

██████████ Due to the multiple classifications housed in Building Two, Wing Four, safety check will be conducted a minimum of once per half-hour, meaning ██████████

2. Safety checks are done to ensure the safety and security of the inmates housed in the jail facility. The following will be adhered to when documenting a safety check of any housing unit:
 - a. The Corrections Deputy responsible for the safety check will check to make sure every inmate is breathing and is not suffering from apparent physical or emotional distress.
 - (1) Inmates suffering from physical or emotional distress will be referred to medical or mental health staff immediately.
 - b. During the safety check, the Corrections Deputy will also be responsible for inspecting the facility's physical structure to ensure that windows, walls and fixtures are intact and free of damage and that an escape attempt is not being made. This will be accomplished by either entering the cell/dormitory or by visually inspecting the cell through the cell door window or grate.
 - (1) If any signs of contraband, damage or an escape attempt are detected, the Corrections Deputy will immediately notify the Facility Supervisor.
 - (2) If the Facility Supervisor determines that a crime may have occurred, they will cause a crime report to be taken.
 - (3) In any case, the discovering Corrections Deputy will prepare a detailed report of the incident.

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- b. The times will be forwarded to the Facility Supervisor at the end of the shift so that they can be included on the Shift Activity Report.
 3. When completing a security inspection of the programs, kitchen and laundry facilities, the responsible staff member will enter each area looking for signs of damage, contraband, break-in or fire hazards.
 - a. If any signs of contraband, damage or an escape attempt are detected, the Corrections Deputy will immediately notify the Facility Supervisor.
 - b. If the Facility Supervisor determines that a crime may have occurred, they will cause a crime report to be taken.
 - c. If there is a fire or immediate fire hazard, the discovering Corrections member will notify fire personnel and the Facility Supervisor immediately. (*See Fire Suppression Preplanning policy 2204.00*)
 - d. In any case, the discovering Corrections Deputy will prepare a detailed report of the incident.
 4. Staff members will ensure that the programs, kitchen and laundry facilities are secured when not in use.
 5. Staff members will check on the welfare of the Inmate Services Coordinator, kitchen staff and the laundry supervisor, if they are present, during the security check.

D. Exercise Yard Searches

[REDACTED]

2. Any contraband or damaged/missing fencing will be immediately reported to the facility supervisor.

_____ SAFETY AND SECURITY CHECKS _____

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