

- F. Custody Staff – shall mean correctional officers
- G. Watch Commander – shall mean the on-duty supervisor
- H. Medical Staff – shall mean the on-duty nurse or medical authority

PROCEDURE

- A. The policies and procedures set forth in this Division Directive are to be followed by all personnel assigned to the Corrections Division whenever an inmate is housed in the safety cell.
- B. Use of Safety Cell
 - 1. Placement of inmate in the safety cell
 - a. **In no case shall the safety cell be used for punishment or as a substitute for treatment.** In all cases, a Jail Incident Report will be completed whenever an inmate is housed in the safety cell.
 - b. Inmates shall be placed in a safety cell only with the approval of the facility manager, watch commander, or designated physician. Under no circumstances will an inmate be housed in the safety cell without first notifying the on-duty supervisor.
 - c. Custody staff will immediately notify medical staff of any inmate placed in the safety cell or for inmates who qualify for placement in the safety cell.
 - 2. Inmates who are housed in the safety cell will be:
 - a. Evaluated by medical within 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest.
 - b. Medically cleared for continued retention every 24 hours thereafter.
 - c. Strip-searched by officers of the same sex as the inmate being housed
 - 1. While some inmates may use their clothing to harm themselves, it is not acceptable to routinely deprive inmates in safety cells of all clothing. The complete removal of clothing must be individualized and based on clear justification that retention of the clothing represents a risk to the safety of the individual or the security of the facility. If a decision is made to remove all clothing, consideration should be given to substituting a suitably designed safety garment (safety cell kimono and safety blanket) or safety blanket. These garments are preferable to nudity both in terms of managing the inmate and allowing the individual some dignity and privacy. Nothing in the directive is intended to limit the ability to remove

shoes, shoelaces, belts, or other external garments that could threaten the inmate's safety or be used to damage the cell padding.

3. Custody staff will:
 - a. Initiate a safety cell watch using the Inmate Observation Form. The inmate will be observed by custody staff twice every (30) minutes. Custody staff will make verbal and visual contact with the inmate during these checks, and log the results of the check on the Inmate Observation Form.
 - b. Fluids and food will be offered while housed in the safety cell. Meals will be placed on a Styrofoam tray. The inmate should be given a hot meal when possible. A plastic spoon or Styrofoam cup will not be given to the inmate without approval of the watch commander. The acceptance or refusal of fluids and food shall be documented on the Inmate Observation Form.
4. The watch commander will:
 - a. A minimum of every four (4) hours review the status of the inmate for continued retention in the safety cell and document the review in the jail incident report.
 - b. Within a maximum of twelve (12) hours of placement in the safety cell or at the next daily sick call (whichever is earliest), make sure a medical assessment is completed.
 - c. Ensure the inmate is medically cleared for continued retention every twelve (12) hours thereafter.
 - d. Ensure a mental health opinion on placement and retention is secured within twelve (12) hours of placement in the safety cell.
5. Removal of an inmate from the safety cell
 - a. An inmate will be removed from the safety cell only with the approval of the on-duty watch commander and medical staff.
 - b. The jail incident report will be updated to reflect the removal of the inmate from the safety cell.
6. Multiple watches

It will be the decision of the watch commander to determine how multiple safety cell watches will be conducted.

Truckee

- A. Any inmate arriving at the Truckee Substation requiring placement in a safety cell will be transported to the Wayne Brown Correctional Facility as soon as possible.

- B. Direct visual observation of the inmate will be maintained in cell #T105, and documented at least twice every thirty (30) minutes until transportation arrangements can be made.