

Annual Facility Inspection

106.1 PURPOSE AND SCOPE

Annual facility inspections are the collection of data designed to assist administrators, managers and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual facility inspection.

106.1.1 POLICY

This office will use a formal annual inspection process of its facility to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards (15 CCR 1029(a)(2)). Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

106.2 JAIL COMMANDER RESPONSIBILITY

The Jail Commander is responsible for collecting performance indicators and other relevant data to generate and provide an annual inspection of all custody facilities. The Jail Commander will ensure that inspections are conducted as outlined below for each facility type on an annual basis.

Annual inspections may be used in preparation of inspections by outside entities, such as inspections by a government inspection authority, professional organization or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator.

106.3 INSPECTION AREAS

The annual inspection should include the following areas in the assessment process:

- (a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Jail Commander, key program staff and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.
- (b) **Policy review** - A review of all jail policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the jail operation.
- (c) **Record review** - A review of the records that support jail activities, medical records and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

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- (d) **Benchmark review** - A review of the Office stated goals and objectives should be discussed with the Jail Commander, program managers and other key providers of programs. This will provide the opportunity to identify any areas that require correction, additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.
- (e) **On-site inspections** - The assessment team should conduct on-site inspections of the facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the jail assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the jail assessments be viewed as a credible measurement instrument as many issues identified in the assessment may require significant funding.
- (f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.
- (g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the jail system. The completed report and any analysis and documentation required to justify costs, policy revisions or any other administrative requirements should be submitted to the Sheriff.
- (h) **Monitor progress** - The Jail Commander should ensure that approved recommendations are being instituted by the responsible program providers.

106.4 FOCAL POINTS FOR INSPECTIONS

Inspections of facilities used for detaining persons pending arraignment, held during trial and held upon a lawful court commitment should include inspection of the policies, procedures and performance by management and staff to ensure compliance and timely updates. Inspections should include, but not be limited to, the following inspection points:

- Staff training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- Death in-custody
- Documented suicide attempts

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- Classification plan
- Reception and booking
- Communicable disease prevention plan
- Inmates with mental disorders
- Administrative segregation
- Developmentally disabled inmates
- Use of force and restraint devices
- Contraband control
- Perimeter security
- Searches (area and personal)
- Access to telephones
- Access to courts and counsel
- Inmate visiting
- Inmate mail
- Religious access
- Health care services
- Intake medical screening
- Vermin control
- Detoxification treatment
- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food service plan
- Food serving and supervision
- Facility sanitation, safety, maintenance
- Tools, key and lock control
- Use of safety and sobering cells
- Plan for inmate discipline including rules and disciplinary penalties, forms of discipline, limitations on discipline and disciplinary records
- Standard bedding and linen use

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- Mattresses

Attached is a facility inspection tool to assist with gathering relevant information:

[See attachment: Annual Facility Inspection Tool.pdf](#)

106.5 TEMPORARY HOLDING FACILITIES

Temporary holding facility means a local detention facility for the confinement of persons for 24 hours or less, pending release or transfer to another facility or appearance in court. Inspections of temporary holding facilities should include the following inspection points:

- Temporary holding facility training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- Death in-custody
- Classification plan
- Communicable disease prevention plan
- Inmates with mental disorders
- Administrative segregation
- Developmentally disabled inmates
- Use of restraint devices
- Access to telephone
- Access to courts and counsel
- Health care services
- Medical receiving screening
- Vermin control
- Detoxification treatment
- Suicide prevention program
- First-aid kits
- Meals and frequency of serving
- Minimum diet
- Food service plan
- Food serving and supervision

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- Facility sanitation, safety, maintenance

106.5.1 TEMPORARY HOLDING FACILITIES

In addition to the previously described inspection points, temporary holding facilities that maintain procedural or physical plant items should also include the following inspection points:

- Use of safety cell
- Use of sobering cell
- Use of restraint devices
- Rules and disciplinary penalties
- Plan for inmate discipline
- Forms of discipline
- Limitations on disciplinary actions
- Disciplinary records
- Reception and booking
- Design criteria for showers
- Design criteria for beds/bunks
- Design criteria for cell padding
- Standard bedding and linen use
- Mattresses

Attachments

106 Annual Facility Inspection Tool.pdf

Annual Facility Inspection Areas	Lexipol Policies	NCSO Policies	Title 15
Staff Training - BSCC End of year (EOY) report: Admin Sergeant	314		
Number of Personnel - BSCC EOY report: Admin Sergeant	224	20	1027
Policy and Procedure Manual - Reviewed throughout the year by command staff via Lexipol.	103	63	1029
Fire Suppression Pre-planning - The policy is reviewed yearly. There are fire inspections every year by NCCFD. Once per month each shift does a fire safety log. The compliance officer gathers these logs which are verified by the shift sergeant and stored in the facility until the end of the calendar year. These logs are stored in the facility in preparation for BSCC inspections which occur every two years. The facility smoke alarms are checked twice per year as required by law.	402	59	1032
Incident Reports - Incident reports are signed off by the shift sergeant or officer in charge. They are reviewed by the operations lieutenant and the facility captain. At the end of the year the facility captain will ensure all reports have been signed off at every level and document this in the EOY report	210	49	1044
Death in Custody - The death is reported to BSCC immediately. A report will be sent to the California Attorney General within 10 days. After the initial report there will be an internal review within 30 days of the death. There also will be a full coroner's investigation and report. At the end of the calendar year the stats will be sent to the BSCC. The data will be reported in the EOY report. Covered by policy which is reviewed yearly.	515,723	27, 60, Coroner 22	1046, 1341
Documented Suicide Attempts - Medical documents the attempts and they are also logged in an incident report. Stats will be included in the EOY report.	722		1030
Classification Plan - Policy which is reviewed annually. May be noted on the EOY report.	508	36	1050
Reception and Booking - Forms attached to policies are reviewed yearly, completeness of the forms is verified by the shift sergeant or OIC.	502	22,24	1029
Communicable Disease Prevention Plan - Covered by policy which is reviewed annually. May be noted on the EOY report.	714	29	1051
Inmates with Mental Disorders - Covered by policy which is reviewed annually. May be noted on the EOY report.	711,712	31	1052
Administrative Separation - Covered by policy which is reviewed annually. May be noted on the EOY report.	505	38	1053
Developmentally Disabled Inmates - Covered by policy which is reviewed annually. May be noted on the EOY report.	505,602,713	50	1,057
Use of Force and Restraint Devices - Covered by policy which is reviewed annually. May be noted on the EOY report. Individual uses of force are documented in an incident report and on the USE of force form. The report, UOF form, and video are reviewed by the sergeant or OIC, the operations LT, and the facility captain. Documentation is forwarded to the US for retention and stating purposes as necessary.	511,512	12,43, GO-23	1058, 1059
Contraband Control - Covered by policy which is reviewed annually. May be noted on the EOY report. The Inmate Handbook also provides information to the inmates regarding contraband and is reviewed and revised as necessary. Some contraband may also result in an incident reports which are reviewed by the duty sergeant or OIC, watch commander, and jail commander.	514,800, 1008	44	1029
Perimeter Security - Covered by policy which is reviewed annually. May be noted on the EOY report. Notable events will be documented in incident reports which are reviewed by the duty sergeant or OIC, watch commander, and jail commander.	514	44	1029
Searches - (area and personal) Covered by policy which is reviewed annually. May be noted on the EOY report. Daily inspections and additional inspections are performed regularly. Some searches required additional documentation such as with strip searches on certain inmates. The forms are signed off by the OIC or duty sergeant and uploaded to the multimedia section of the inmate's JMS file. Some searches also result in incident reports which are reviewed by the duty sergeant or OIC, watch commander, and jail commander.	514	44	1029
Access to Telephone - Covered in the inmate handbook and notices are posted in all of the section dayrooms. If an inmate has difficulty, they can address the issue with staff directly or via a kiosk request. Penal Code 851.5 dictates fresh arrestee minimum access to telephones and appropriate signage. Also covered by policy which is reviewed annually. May be noted on the EOY report.	502, 1009	30	1067

Annual Facility Inspection Areas	Lexipol Policies	NCSO Policies	Title 15
Access to Courts and Counsel - Covered in the inmate handbook. Information for the Public Defender's Office is posted in all housing areas. Attorneys have the ability to register their phone numbers with NCSO staff so they can be added to the do not record list in the inmate telephone system. Attorney visits are conducted at the request of the attorney 24 hours per day. Inmates are transported to and from court by NCSO staff or the court proceedings can take place via video.	1008, 1009, 1010	17,26,30	1029,1063, 1068
Inmate Visiting – Covered in the inmate handbook and notices are posted in all of the section dayrooms. Information is available to the public on the Sheriff's Office website. Covered by policy which is reviewed annually. May be noted on the EOY report.	1010	17	1029
Inmate Mail - Covered in the inmate handbook. Information is available to the public on the Sheriff's Office website. Covered by policy which is reviewed annually. May be noted on the EOY report.	1008	26	1063
Religious Access - Covered by policy which is reviewed annually. May be noted on the EOY report. Information is available in the inmate handbook and also on the tablets.	1016	56	1027
Health Care Services - Covered by policy which is reviewed annually. May be noted on the EOY report.	701, 702, 704, 733, 734, 735	9	1200
Intake Medical Screening - Covered by policy which is reviewed annually. May be noted on the EOY report. Performed by jail medical staff and jail staff.	502	22, 24	1029
Vermin Control - Covered by policy which is reviewed annually. May be noted on the EOY report.	805		1212
Detoxification Treatment - Covered by policy which is reviewed annually. May be noted on the EOY report.	518,716	4	1213, 1056
Suicide Prevention Program - Covered by policy which is reviewed annually. May be noted on the EOY report. Annual training is a requirement of Title 15 Section 1030.	722		1030
First-Aid Kit - A kit is placed in each section. The kits are stocked monthly by jail medical staff. This audit log is maintained by medical.			1220
Meals, Frequency of Serving - Covered in the inmate handbook. The number of meals may be discussed in the EOY report.	900		1220, 1240
Minimum Diet - Covered by policy which is reviewed annually.	902		1241
Food Service - An 8-week menu is approved periodically by the Nevada County Public Health Officer. Covered by policy which is reviewed annually.	900		1243
Food Serving and Supervision - May be noted on the EOY report.	900		1246
Facility Sanitation, Safety, Maintenance - Incident reports may be generated for issues as they arise. The incident reports are reviewed by the OIC or duty sergeant, watch commander and facility captain. Any Worker's Compensation qualifying injuries, deaths, or near misses are documented in a Worker's Compensation packet which is sent to Risk Management who maintains statistics for all Nevada County Agencies. Maintenance personnel are assigned to the facility and are on call after hours.	802	35	1029, 1280
Tool, Key and Lock Control - Covered by policy which is reviewed annually. May be noted on the EOY report.	211	39	1029
Use of Safety and Sobering Cells - Covered by policy which is reviewed annually. May be noted on the EOY report. Reported to BSCC on every 2 years.	518, 716	14, 15	1055, 1213
Plan for Inmate Discipline - Covered by policy which is reviewed annually. May be noted on the EOY report. Reported to BSCC on every 2 years.	1080-1084	33	600
Standard Bedding and Linen use - Covered by policy which is reviewed annually. May be noted on the EOY report.	807	54	1262,1270, 1271
Mattresses - May be noted on the EOY report.	807		1272

**All NCSO policies are custody policies unless stated otherwise.