

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SAFE CELL PLACEMENT	Policy Number DS-1
		Effective Date 04-30-16
Related Information <i>DS-2, Safe Bed Intervention</i>	Supersedes DS-1 (06-26-13)	

PURPOSE

The purpose of this Policy is to establish criteria and guidelines for the placement of an inmate into a safe cell.

POLICY

It is the policy of the Office to ensure that safe cell placement is used for inmates when other reasonable means to prevent injury and manage risk are deemed inadequate.

DEFINITIONS

Contraindication: A condition or factor that serves as a reason to withhold a certain medical treatment.

Exigent Circumstances: The sum of the conditions and information available during any incident which, taken in their totality, dictate a need for immediate action.

Safe Cell: A cell which has been specifically designed to provide the maximum level of safety and security for inmates who are currently exhibiting destructive or self-injurious behavior. These cells are completely padded and contain no fixtures.

➤ **Supervisor:** An employee to whom subordinates report.

A. Commander: An employee with the rank of lieutenant or above, or its civilian equivalent and above.

B. First-Line Supervisor: An employee with the rank of sergeant, or its civilian equivalent.

PROCEDURES

-
1. **Training:** The Training Division shall be responsible for training all detention personnel in safe cell placement during the initial Basic Detention Academy. Facility Training Officers (FTOs) may also be designated to assist with this training or any future safe cell placement retraining of detention personnel. All detention personnel safe cell placement training shall be documented by the Training Division.
 2. **Placement in Safe Cells:** Safe cell placement may be used to protect an inmate whose behavior exhibits a danger to himself or others, or who is actively damaging property, and only after other reasonable means are deemed inadequate to prevent injury and manage risk. Once a safe cell placement has been authorized, detention personnel shall maintain a constant presence with the inmate until the placement has been completed.
 - A. Detention safe cell placements shall only be employed until such time as an inmate's behavior no longer exhibits a danger to himself or others.

- B. Correctional Health Services (CHS) safe cell placements shall only be employed, for the length of the placement order, in six-hour intervals. A CHS provider may authorize a safe cell placement when an inmate exhibits behavior dangerous to himself or others, as a result of a medical condition, or a mental illness, and only after reaching the conclusion that no other, less restrictive course of action is appropriate. CHS safe cell placement orders are written for six-hour intervals and require renewal in six-hour intervals. Safe cell placement procedures shall be followed, as specified in this Policy.
- C. Safe Cell Placement Guidelines: The following guidelines shall be adhered to when an inmate is placed into a safe cell:

1. No fewer than six detention personnel and a detention supervisor must be present when placing an inmate into a safe cell. Each situation varies and it is at the discretion of the detention supervisor to increase the number of staff for a safe cell placement.
2. In order to safely and humanely secure an inmate into a safe cell, the inmate shall be placed in the prone position, and all restraint devices and clothing shall be removed from the inmate by detention personnel of the same gender as the inmate, absent exigent circumstances. The inmate may be provided with a tear resistant blanket or smock. Any inmate, who medical staff deems unfit to be placed in the prone position, shall be placed in a safe cell using other means, as determined by the detention supervisor.
- 3. If staffing and circumstances allow, the detention supervisor present for the safe cell placement shall be the same gender as the inmate being placed into the safe cell.
4. CHS staff shall be present, whenever possible, to review the inmate's health record for any contraindications or accommodations and initiate health monitoring, or they shall be notified immediately. CHS staff shall not participate in the actual physical placement of inmates into a safe cell. A CHS provider shall be contacted immediately should a medical or mental health condition be observed, so that appropriate orders can be obtained.
5. Detention personnel shall be assigned to conduct observations of the inmate every 15 minutes and maintain a record of the observations on a *Notification of Inmate Isolation Form*. Each observation requires the inmate to verbally communicate with detention personnel, or detention personnel must observe visible movement and respirations. In the event the inmate does not verbally respond or display movement and respirations, both a detention supervisor and CHS staff shall immediately be notified.
6. CHS staff shall be notified to conduct health monitoring every hour.
7. Detention supervisors shall conduct observations every two hours and maintain a record on the *Notification of Inmate Isolation Form*.
- 3. **Video Recordings:** A hand-held video recorder with an audio recording feature shall be used to document the safe cell placement in its entirety. The video shall be taken by the sixth detention personnel, as designated by the supervisor to operate the video recorder.
- A. At the beginning of each video recording and prior to the safe cell placement, the inmate involved, detention personnel, the detention supervisor, and CHS staff shall be verbally identified by name and serial number. Absent exigent circumstances, all shall appear in the video recording.

- B. The video shall be taken from the best possible angle to capture the safe cell placement while maintaining safety of the detention personnel.
- C. The video shall be retained for no less than three years. All hand-held safe cell videos shall be stored at each division for a period of three years from the date of the safe cell placement.
- 4. **Observed Medical Emergency:** Detention personnel shall immediately notify CHS staff in the event of an observed medical emergency. Notification shall be documented in the Operations Journal (OJ) to include the time of notification, persons notified, and the response time of CHS staff.
- 5. **Fluid Offerings:** The inmate shall be provided the opportunity for fluids at least once every two hours. Water shall be provided to the inmate in a small cup. The water must be immediately consumed and the cup returned. If the inmate is unstable, and allowing him fluids poses a threat, the fluid offering may be denied at the discretion of a detention supervisor.
- 6. **Meal Offerings:** The inmate shall be provided the opportunity to eat at regular mealtimes, as specified in Office Policy DG-2, *Inmate Meal Distribution and Accountability*. Food shall be removed from all packaging prior to being given to the inmate. If the inmate is unstable, and allowing him a meal poses a threat, the meal offering may be denied at the discretion of a detention supervisor.
- 7. **Restroom Breaks:** Restroom breaks are not necessary as each safe cell is equipped with an area for inmates to use the restroom. Inmates may be issued toilet paper upon request. In the event an inmate is found using the toilet paper for other than restroom use, it may be removed from the safe cell.
- 8. **Safe Cell Removal:** Safe cell placements are to be employed until such time it is determined that an inmate's behavior no longer exhibits a danger to himself or others, or the CHS safe cell placement order has expired.
 - A. Authorization for removal shall be made by a detention supervisor or CHS, dependent upon the origin of the initial order for placement.
 - 1. Detention Safe Cell Removal: Once a detention supervisor has determined that an inmate may be removed from a detention safe cell placement, CHS staff shall be notified.
 - 2. CHS Safe Cell Removal: Once a detention supervisor has been notified by CHS that an inmate may be removed from a CHS safe cell placement, the detention supervisor shall be present for the removal from a safe cell.
 - B. Inmates being removed from a safe cell are normally more stable and manageable, thereby allowing the detention supervisor to use discretion as to the appropriate number of detention personnel needed for removal. At a minimum, two detention personnel and a detention supervisor shall be present.
 - C. Inmates shall be provided with clothing or a suicide smock prior to being restrained for transport to another facility or housing unit.
 - D. At the time of an inmate's removal, the detention supervisor shall ensure that the safe cell is sanitized. The sanitation of the cell shall be documented in the OJ.
- 9. **Documentation:** In all incidents where an inmate is placed into a safe cell, the following reporting procedures shall be adhered to:

A. An entry in the OJ shall be made for all safe cell placements and removals. OJ entries shall also be made for other activities concerning the inmate, such as all observations that are recorded on the *Notification of Inmate Isolation Form*.

B. A *Notification of Inmate Isolation Form* shall be initiated for all safe cell placements.

1. The comments to be used on this form are as follows:

- a. Initial Placement: The time and identity of all CHS staff, detention personnel, and detention supervisors present during the inmate's placement into a safe cell.
- b. Observation Checks: The time and identity of detention personnel or detention supervisors conducting the observation.
- c. Health Monitoring Checks: The time and identity of the CHS staff conducting the checks.
- d. Meals Offered: The time a meal is offered, provided, refused, or denied.
- e. Fluids Offered: The time fluids are offered, provided, refused, or denied.
- f. Medication: The time and identity of CHS staff administering the medication.
- g. Removal: The time and identity of all CHS staff, detention personnel, and detention supervisors present during the inmate's removal from the safe cell.

2. Upon an inmate's removal from a safe cell placement, the *Notification of Inmate Isolation Form* shall be forwarded to the division commander, or his designee, for review and filing.

➤ C. Certain situations may dictate the use of other forms such as *Disciplinary Action Reports* (DARs), and *Jail Commander Notification Forms* (JCNFs). These forms shall be completed as needed and forwarded to a detention supervisor. It is recommended that a DAR be completed for any situation which requires a criminal IR be written. The IR number shall not be written on the DAR. All situations where the completion of a *Use of Force Report* form is necessary, documentation requirements shall be followed, as specified in Office Policy CP-1, *Use of Force*.

10. **Other Agencies:** Detention personnel shall advise other agencies who arrive at a facility to take temporary custody of an inmate who is in a safe cell, the reason the inmate is in the safe cell, and the potential risk of removing the inmate from the safe cell. If, after being advised of the risk, the agency makes the decision to take temporary custody of the inmate, transporting agency personnel shall sign the *Notification of Inmate Isolation Form*.