October 14, 2025

Chris Clark, Sheriff-Coroner
Santa Cruz County Sheriff's Office
5200 Soquel Avenue
Santa Cruz, CA 95062

2025-2026 COMPREHENSIVE INSPECTION, PENAL CODE SECTION 6031, WELFARE & INSTITUTIONS CODE SECTION 209, SANTA CRUZ COUNTY DETENTION FACILITIES

Dear Sheriff Clark:

The 2025-2026 Comprehensive Inspection of the Santa Cruz County Sheriff's Office has been completed. A pre-inspection briefing was held on Tuesday, May 13, 2025, and the following facilities were inspected between Thursday, July 10, 2025 (on-site) and Tuesday, July 22, 2025 (completion of document review):

FACILITY NAME	BSCC #	FACILITY TYPE
Santa Cruz County Jail	5280	II
Rehabilitation and Reentry (R&R) Facility	5300	II
Rountree Facility	5310	II
Santa Cruz Blaine Street Facility	5320	II

These inspections were conducted pursuant to Penal Code Section 6031 to determine compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations.

In addition to the inspection(s) by the BSCC, inspections are also required annually by the County Health Officer and biennially by the State Fire Marshal or an authorized representative (Health and Safety Code Sections 101045 and 13146.1). The results of those inspections are considered a part of this report.

INSPECTION RESULTS

We identified no items of noncompliance with Title 15 Minimum Standards.

Refer to the attached Procedures Checklist for detailed information.

We identified the following items of noncompliance with Title 24 Minimum Standards.

Title 24 Section 1231.2.9 Dayrooms:

At the Main Jail (BSCC# 5280), triple bunks are being used in the dayrooms of Modules A, C, D, E, F, G, and H, resulting in an insufficient amount of dayroom

square footage based on population and rated capacity. This also results in not enough showers, toilets, and washbasins to support the number of persons present as referenced by the sections below.

Title 24 Section 1231.3.1 Toilets:

At the Main Jail, triple bunks are being used in the dayrooms of Modules A, C, D, E, F, G, and H, resulting in an insufficient number of toilets for the population.

Title 24 Section 1231.3.2 Wash Basins:

At the Main Jail, triple bunks are being used in the dayrooms of Modules A, C, D, E, F, G, and H, resulting in an insufficient number of wash basins for the population.

Title 24 Section 1231.3.4 Showers:

At the Main Jail, triple bunks are being used in the dayrooms of Modules A, C, D, E, F, G, and H, resulting in an insufficient number of showers for the population.

Title 24 Section 1231.3.5 Beds:

At the Main Jail, Modules A, C, D, E, F, G, and H were utilizing triple bunks in the dayrooms that were not secured to the floor or wall.

For detailed information, refer to the attached Procedures Checklist, Physical Plant Evaluation, and Living Area Space Evaluation.

CORRECTIVE ACTION PLAN (CAP)

An Exit Briefing with your staff was held on Tuesday, July 22, 2025, BSCC staff presented an overview of the inspection and discussed technical assistance and best practice recommendations. BSCC staff reviewed and provided an Initial Inspection Report for noncompliance items found during the inspection. Although we discussed potential corrective measures, the BSCC is awaiting receipt of a CAP from your department. Once received, BSCC staff will respond to your CAP under a separate cover letter.

* * *

Please email me at rob.gardner@bscc.ca.gov or call (916) 846-4604 if you have any questions.

Sincerely,

ROBERT GARDNER
Field Representative
Facilities Standards and Operations Division

Enclosures

Cc: Presiding Judge, Santa Cruz County Superior Court*
Chair, Grand Jury, Santa Cruz County*
Chair, Board of Supervisors, Santa Cruz County*
County Administrator, Santa Cruz County*
Socorro Luna, Lieutenant, Santa Cruz County Sheriff's Office

**Copies of the inspection are available upon request or online at www.bscc.ca.gov.*

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5280

FACILITY NAME: Santa Cruz County Main Jail	**FACILITY TYPE:** II
PERSON(S) INTERVIEWED: Lt. C. Ramirez, Lt. S. Luna, Compliance Officers J. Reed and L. Esparza, Health Services Administrator S. Hewett, Director of Nursing H. Brandt	
FIELD REPRESENTATIVE: Rob Gardner	**DATE: July 10, 2025**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS[2]
1020 CORRECTIONS OFFICER CORE COURSE[3] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with mitigating circumstances, with applicable regulations during the 24-25 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	NOTE: All Policy sections referenced below are taken from the Santa Cruz County Sheriff's Office Corrections Policy Manual / Lexipol dated 2025/06/10, unless otherwise noted.
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

[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] Excerpts from facility policies, procedures, or other reference documents are indicated in *italicized text*.

[3] For STC participating agencies, consistency with training sections 1020, 1021, 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
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	Policy 219 Staffing Plan Compliance with this section is indicated by the ability of staff to complete and document at least hourly safety checks in addition to completing all operational duties, including but not limited to the requirements listed in Title 15 Minimum Standards for Local Jails. A random sampling of 20 shift rosters was reviewed, along with BSCC staff auditing various logs and documented reports. Completed documentation indicates that enough personnel are assigned to each shift.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	A sample of 20 shift rosters was reviewed, and it was found that all fixed post positions and response personnel are scheduled for each shift.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Each shift roster reviewed had sufficient personnel for emergency response
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	Of the sampling of shift rosters reviewed, female personnel were assigned to each shift.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency's Organizational Chart and a sampling of 20 shift rosters. The agency has a very low vacancy rate, and they are able to maintain minimum staffing levels on each shift with some use of overtime.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following: (a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Policy 503 Safety Checks
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Policy 503.3 (a) Safety Checks BSCC staff reviewed a sampling of safety check logs throughout March and May 2025 and found the agency in compliance with this regulation. Safety checks were conducted within 60 minutes of the previous check and at random intervals.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☒	☐	☐	Policy 516.3 Safety Cell Procedures Policy 516.4 Sobering Cell Procedures

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Policy 503(b) Safety Checks
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include: (1) the actual time at which each individual safety check occurred;	☒	☐	☐	Policy 503.3.1 Safety Checks BSCC staff reviewed a sampling of safety check logs throughout March and May 2025. Checks are being completed at random intervals and in accordance with this section. The agency's documentation is compliant with all three requirements of this regulation.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Policy 503.3.1 Safety Checks
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Policy 503.3.1 Safety Checks
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	Policy 503.3.1 Safety Check Documentation During the onsite inspection, BSCC staff observed the multiple levels of review and documentation that occur for routine Safety checks, Safety Cell placements, and Sobering cells.
1028 FIRE AND LIFE SAFETY STAFF (a) Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	Policy 400 Facility Emergencies Policy 402 Fire Safety
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	Policy 400 Facility Emergencies
(b) The facility administrator, in conjunction with the health authority, shall develop and implement policies and procedures consistent with the requirements of Penal Code Section 6048(b) that require correctional officers certified in cardiopulmonary resuscitation (CPR) to begin CPR on a nonresponsive person without obtaining approval from supervisors or medical staff, when it is safe and appropriate to do so.	☒	☐	☐	Policy 400.6 CPR Response
These policies shall cover the following key elements: (1) Acceptable CPR methods and application.	☒	☐	☐	Policy 400.6 CPR Response
(2) Correctional officers shall be certified in CPR and a copy of the certification shall be on file in the facility or at a central location and available for review.	☒	☐	☐	Policy 400.6 CPR Response
(3) Correctional officers shall immediately summon medical aid when a person is identified as nonresponsive and shall administer CPR unless the correctional officer is aware of a known medical condition(s) that would contraindicate its use.	☒	☐	☐	Policy 400.6 CPR Response
(4) Correctional officers shall use personal protective equipment when administering CPR whenever possible to reduce exposure to bodily fluids or bloodborne pathogens that may contain disease-causing agents.	☒	☐	☐	Policy 400.6 CPR Response

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) If an imminent physical danger prevents a correctional officer from safely administering CPR, they shall begin or resume CPR as soon as the threat has passed, or the nonresponsive person has been safely removed from danger, provided medical aid has not yet arrived.	☒	☐	☐	Policy 400.6 CPR Response
(6) The correctional officer shall continue administering CPR, absent imminent physical danger, until the nonresponsive person shows obvious signs of life, such as normal breathing or physical or verbal responses, or until medical staff or alternative medical responders arrive and take over.	☒	☐	☐	Policy 400.6 CPR Response
(7) In situations where medical staff or alternative medical responders are present when a person is identified as nonresponsive, correctional officers shall defer CPR to those individuals.	☒	☐	☐	Policy 400.6 CPR Response
1029 POLICY AND PROCEDURES MANUAL[4] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	Policy 102 Custody Manual The agency utilizes Lexipol to access and maintain the Santa Cruz County Sheriff's Office Corrections Policy Manual (SCCSOCPM). The manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on June 10, 2025.
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	Policy 100 Organizational Structure and Responsibility
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	Policy 509 Use of Force Policy 509.3.6 Restrictions on the Use of a Carotid Control Hold Policy 509.3.7 Restrictions on the Use of a Choke Hold The use of a carotid restraint or choke hold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

[4] 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
(5) Procedure and criteria for screening newly received persons for release.	☒	☐	☐	Policy 502 Reception All incoming arrestees are screened at the time of intake.
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections Policy 213 Perimeter Security Policy 400.12 Review of Emergency Procedures
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	Policy 400 Facility Emergencies Policy 402.3 Fire Suppression Pre-Planning *Pursuant to Penal Code § 6031.1(b), the Facility Manager shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.* The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	Policy 400.7 Response to Disturbances Policy 400.9 Hostages Policy 400.10 Escapes
(C) mass arrests;	☒	☐	☐	Policy 400.11 Civil Disturbances Outside of the Jail *Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Facility Manager. The Facility Manager should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.*
(D) natural disasters;	☒	☐	☐	Policy 401 Emergency Staffing Policy 404.3 Evacuation Plan
(E) periodic testing of emergency equipment; and,	☒	☐	☐	Policy 400.3(g) *Periodic testing of emergency equipment*
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	Policy 400.3(h) *Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices*
(8) Suicide Prevention.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(9) Separation of incarcerated persons.	☒	☐	☐	Policy 601 Disciplinary Separation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 605 Incarcerated Persons' Rights – Protection from Abuse Policy 606 Prison Rape Elimination Act (PREA)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	Policy 606.5 Retaliation
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	Policy 518 End of Term Release
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation Public access signage was observed at several locations throughout the facilities.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Policy 708.4 Staff Training *All facility staff members who are responsible for supervising incarcerated persons shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030)* BSCC staff reviewed suicide prevention training materials and attendance records to verify compliance with this section.
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	Policy 708.5 Screening and Intervention
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	Policy 708.5 Screening and Intervention

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Policy 708.5 Screening and Intervention Per staff on-site during the inspection, face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	Policy 506 Classification Policy 506.8.2 Special Management and Alert Codes This is initially a classification decision that occurs at the time of intake or incident. For those identified as requiring special housing, classification, and mental health staff meet weekly to evaluate if closer supervision is still appropriate and identify intervention strategies for less restrictive housing.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	Policy 708.6 Suicide Watch
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	Policy 210.3.2 Incident Reporting Policy 210.3.3 Deaths Policy 513 Reporting In-Custody Deaths All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	Policy 513.5 In-Custody Death Review Policy 708.7.1 Debriefing The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	Policy 708.3 Suicide Prevention Team
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 1001 Counseling Services

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	Policy 402 Fire Safety
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	Policy 402.3 Fire Suppression Pre-Planning
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff verified that monthly fire prevention inspections were completed, documented, and maintained as required.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The inspection report was completed on 5/29/2024 by the Santa Cruz Fire Dept. with no deficiencies noted.
(d) an evacuation plan; and,	☒	☐	☐	Policy 400 Facility Emergencies Policy 404 Evacuation
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	Policy 404.3.2 Emergency Housing of Incarcerated Persons
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	Policy 500 Population Management
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	Policy 500 Population Management BSCC staff verified that the agency is providing demographic information to the Jail Profile Survey.
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	Policy 209 Incarcerated Persons Records All records for those incarcerated are stored in the agency's JMS system.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.3(i) PREA Coordinator *Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office, using a standardized instrument and set of definitions. Upon request, the Office shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87; 34 USC § 30303; 15 CCR 1041).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	Policy 210 Report Preparation BSCC staff reviewed a sample of 20 written reports that were all completed, submitted, and approved within the timeframes required by the agency policy.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	Policy 215 Community Relations and Public Information
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Policy 215.2(a) Responsibilities
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	Policy 215.2(b) Responsibilities BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that sections 1-19 listed below regarding policies and operations of the facility are addressed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	
1046 DEATH IN CUSTODY (a) The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths
(b) The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. In practice, the review team consists of the Sheriff or Deputy Chief, Facility Manager, County Counsel, Investigative staff, and the responsible physician.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	Policy 513.5 In-Custody Death Review
(c) The facility administrator shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.	☒	☐	☐	Policy 513.5 In-Custody Death Review
The initial review report shall contain the following information: (1) Demographic information (A) Full name of the decedent (B) Date of birth (C) Date of death (D) Time of death (E) Gender (F) Race and ethnicity (G) Relevant medical history (2) Facility Information (A) Name and location of the detention facility (B) Description of the location where the death occurred within the facility (C) Date and time of the incident (D) Detention facility personnel (including names and roles) involved in the reporting of the death or incident (3) Any relevant circumstances leading up to death, including behavioral health or medical issues.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	Policy 506 Classification *It is the policy of this office to process all individuals entering this correctional facility to determine whether they will be housed in the correctional facility, cited and released, released on their own recognizance (O.R.) or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.* *Anyone housed in the correctional facility shall be properly classified according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.* BSCC staff reviewed a sample of 20 classification assessments to verify appropriateness and compliance with this regulation. The agency classification screening instrument appeared both comprehensive and appropriate for the size and population of the facility.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	Policy 506.4 Classification Plan Policy 506.7 Reviews and Appeals Incarcerated people were interviewed during the onsite physical plant inspection and reported that they were aware of how to appeal a classification decision.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	Policy 506.1 Purpose and Scope *This policy describes the Santa Cruz County Sheriff's Office's classification process, which is designed to identify security and health issues so that incarcerated persons may be held and housed in such a way as to foster a safe and secure facility (15 CCR 1050).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	Policy 706 Communicable Diseases
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff are on duty and available 24 hours per day. Medical staff interviewed during the onsite physical plant inspection said that all arrestees are screened for communicable or pandemic-type diseases at the time of intake and are triaged for symptoms prior to housing outside of intake. Incarcerated people are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 504 Special Management Incarcerated Persons
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy Agency practices support the use of the least restrictive housing options. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy *This office shall provide for the secure and restrictive housing of any special management incarcerated person but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the incarcerated person, staff, or the public (15 CCR 1053).*
(b) Administrative separation must not adversely affect an incarcerated person's health.	☒	☐	☐	Policy 504.9 Health Considerations *Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.*
(c) Administrative separation may be used for incarcerated people who have: (1) A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2) Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3) Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4) A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☒	☐	☐	Policy 504.3 Special Management Incarcerated Persons Housing Criteria Policy 506 Classification
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Completed as part of the classification process
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☒	☐	☐	Completed as part of the classification process
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☒	☐	☐	Policy 516 Safety and Sobering Cells Policy 516.3 Safety Cell Procedures A sampling of 20 safety cell logs was reviewed and was found to contain timely safety checks, approvals for placement and retention, along with medical and mental health interventions.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☒	☐	☐	Policy 516.3 Safety Cell Procedures
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☒	☐	☐	Of the safety cell logs reviewed, BSCC staff verified that there were no cases where a safety cell was used for the purpose of discipline or treatment.
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☒	☐	☐	Policy 516.3(a) Safety Cell Procedures *Placement of an incarcerated person into a safety cell requires approval of the Sergeant or the Responsible Physician.*
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☒	☐	☐	Policy 516.3(h) Safety Cell Procedures *A medical assessment of the incarcerated person in the safety cell shall occur as soon as possible, but not more than 12 hours from the time of placement. A qualified healthcare professional should assess the incarcerated person based upon their policy and minimum Title 15 standards (15 CCR 1055). Medical assessments shall be documented.*
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☒	☐	☐	Mental health personnel are on-site and are accessible 24 hours per day. Of the logs reviewed by BSCC staff, all mental health opinions or assessments were secured either before or immediately following placement.
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☒	☐	☐	Policy 516.3(c) Safety Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur twice every 30 minutes with no more than a 15-minute lapse between safety checks. Each safety check of the incarcerated person shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log.* BSCC reviewed a sampling of 20 safety cell logs that were found to be complete and timely with their safety checks.
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☒	☐	☐	Policy 516.3(e) Safety Cell Procedures Policy 516.3(f) Safety Cell Procedures Of the reports sampled, BSCC staff verified that nutrition and fluids are being offered and are documented as required by agency policy and this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☒	☐	☐	Policy 516.3(d) Safety Cell Procedures Of the sample reviewed, BSCC staff verified that all incarcerated persons who were placed into a safety cell were provided with a safety smock.
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☒	☐	☐	Policy 516.1.1 Definitions *Sobering cell - A holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for arrestees or incarcerated persons who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other incarcerated persons.* BSCC staff reviewed a sample of 20 sobering cell logs and verified that those placed into a sobering cell were assessed by medical personnel, and approvals were obtained and documented on the log. Safety checks were timely, and removal from the cell occurred when the person was able to continue with the admission process of booking.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☒	☐	☐	Policy 516.4(e) Sobering Cell Procedures
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☒	☐	☐	A sample of sobering cell logs was reviewed by BSCC staff, and in no case was a sobering cell used for more than six hours.
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☒	☐	☐	Health care services are on-site and conduct their assessment at the time of placement into a sobering cell. Verification of this was attained by BSCC staff during a review of the Sobering Cell log documentation.
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☒	☐	☐	Policy 516.4(b) Sobering Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur at least once every 30 minutes on an irregular schedule. Each visual observation of the incarcerated person by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	Policy 602 Incarcerated Persons with Disabilities Policy 602.3 Facility Manager Responsibilities
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected of having a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control *Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.* BSCC reviewed all 12 instances of the use of a restraint chair during this inspection cycle. Of the logs reviewed, safety checks were timely, observations were articulated on the log, and approvals were indicated on the logs.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) protective housing of restrained persons;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) exercising of extremities.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.5 Range of Motion
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons Of the restraint logs reviewed, there were no instances of a pregnant person being placed into a restraint device.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	Policy 511.9.1Incarcerated Persons in Labor
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons There were no pregnant persons in custody on the day of the onsite physical plant inspection.
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	Policy 517 Biological Samples *The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.* In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	Policy 517.5.1 Video Recording *A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's established records retention schedule.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	Policy 215 Community Relations and Public Information Policy 504.6 Maintenance of Programs and Services Policy 522.1 Electronic Tablets The agency partners with Cabrillo Community College to provide inmate education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either participating in or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Access to vocational training is linked to classification and housing assignment. Robust vocational training opportunities are available at the R&R and Blaine Street facilities.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements: (a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	Policy 1006 Visitation All incarcerated persons are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the tablets.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All incarcerated persons are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the tablets.
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	Policy 1006 Visitation Policy 1006.6 Denial or Termination of Visiting Privileges
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	Policy 1006 Visitation Policy 1006.7 General Visitation Rules
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on tablets to supplement existing in-person visitation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, "onsite" is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs on-site is at no cost to the visitor or the incarcerated person.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				
Mode of visitation;				In-person with a barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				Only as indicated within Policy 1006.
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	Policy 1004 Mail *Incarcerated persons may, at their own expense, send and receive mail without restrictions on quantity.* BSCC staff interviewed incarcerated persons on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	Policy 1004.6 Processing and Inspection of Mail by Staff
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	Policy 1004.10 Indigent Incarcerated Persons Requests for Writing Materials

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material.	☒	☐	☐	Policy 1003 Library Services This facility operates library services that provide leisure and legal reading materials to incarcerated persons. All incarcerated persons interviewed by BSCC staff stated that they have access to library services, including law library material upon written request or on the tablets. Tablets are accessible to all incarcerated persons, and on the day of the physical plant inspection, BSCC staff observed tablets located in all housing units.
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	Policy 1008 Exercise and Out of Cell Time Policy 504 Special Management Incarcerated Persons Policy 504.6 Maintenance of Programs and Services A minimum of three hours of outdoor recreation for the exercising of large muscle groups and a minimum of seven hours of programming and recreation is offered each week. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	Policy 1004.7 Books, Magazines, Newspapers, Checks, Money Orders, and Periodicals *Unless otherwise in conflict with this policy and prohibited by the Bureau Commander, incarcerated persons are permitted to purchase, receive and read any soft cover book, non-hard, non-leather bound book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)).*
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals *Staff shall notify the Watch Commander whenever a decision is made to reject books, magazines, or periodicals. The Facility Manager or the authorized designee will be responsible for making the final decision as to the specific magazines, periodicals, and other materials that will be prohibited within this facility.*
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited unless they present a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	Policy 1005 Telephone Access *The Correctional Facility will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Facility Manager or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All incarcerated persons will be provided a copy of the telephone usage rules as part of their incarcerated person orientation during the booking process.* All incarcerated people have access to telephones. BSCC staff observed telephones located in the dayroom of each housing area. Incarcerated people who were interviewed demonstrated their ability to use the tablets for communication.
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	Policy 603 Access to Courts and Counsel All incarcerated persons have free access to courts and counsel.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	Policy 1004 Mail
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available on-site.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	Policy 502 Reception Policy 502.7 Inmate Orientation

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Each person entering housing receives a verbal orientation along with a video orientation and a handbook.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	The orientation handbook was reviewed by BSCC staff and found to contain all the required elements listed in sections 1-10 below.
(2) rules and disciplinary procedures;	☒	☐	☐	
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	Policy 1001 Counseling Services Policy 1009 Individual/Family Services Programs The agency provides a wide variety of social and educational programs for incarcerated people. Many of them link social services, community-based organizations, community colleges, and veterans' services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	Several of these services are provided by the agency and are augmented by the services provided by outside community-based providers.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	Policy 610 Voting BSCC staff interviewed incarcerated people during the onsite physical plant inspection, and those interviewed advised that they are aware of how to access voter registration and vote.
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	Policy 1007 Religious Programs *This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072).* BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that religious programming is accessible and available in all housing areas.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	Policy 609 Grievances *It is the policy of this office that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, out of cell time opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.* A sampling of 20 grievances and appeals was reviewed by BSCC staff and was found to be consistently responded to within the timelines required in policy. During the onsite physical plant inspection, incarcerated people were interviewed by BSCC staff and advised that they are aware of the grievance process and how to access a grievance.
(1) a grievance form;	☒	☐	☐	
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing grievance are listed on the grievance form, in the orientation handbook, and are accessible on the tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	
(5) appeal to the next level of review;	☒	☐	☐	A sample of grievance appeals was reviewed and appropriately addressed within required timelines.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	A sample of grievances was reviewed and found to be consistently responded to within the timelines required in policy. An additional sampling of grievance appeals was reviewed and appropriately addressed within required timelines.
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	Grievances submitted regarding medical, food service, or commissary services are recorded for tracking and are routed accordingly.
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	BSCC staff interviewed incarcerated people regarding the grievance process, and all reported that, when navigating the grievance process, they are always provided with copies of their grievance, responses, and related documentation.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	Policy 609.4 Grievance Reviews
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Policy 609.3.5 Frivolous Grievances
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	Policy 600 Discipline *It is the policy of this office to maintain written general categories of prohibited incarcerated person behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all incarcerated persons. They will include a process for resolving minor infractions and a hearing process for a more serious breach of incarcerated person rules. Criminal acts may be referred to the appropriate criminal agency.*
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	Orientation handbooks are issued prior to housing. Verbal orientation, including an explanation of disciplinary rules, is given at the time of housing. Tablets are available in all housing areas.
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations to understand jail rules and violations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements: (a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	Policy 600 Discipline Policy 600.4 Rule Violation Procedures The incarcerated people orientation addresses rules and sanctions. The discipline process, along with discipline reports, was reviewed by BSCC staff and was compliant with this regulation.
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Policy 600.4.2 Major Rule Violations *Major rule violations are considered a threat to the safety, security, or efficiency of the facility, its staff members, incarcerated persons, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a supervisor.* A sampling of 20 disciplinary packets for major rule violations resulting in the imposition of sanctions was reviewed by BSCC staff. The packets reviewed contained original written notices, the hearings were conducted by an uninvolved hearing officer within the required timeframes, the persons charged with rule violations were present for disciplinary hearings and were able to appeal the suggested imposed sanction should they disagree. Of those appeals, they were processed and resolved within the required timeframes.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	Policy 600.5 Investigations
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Policy 600.6 Notifications

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Policy 600.6 Notifications
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Policy 600.8 Hearing Procedure BSCC staff interviewed multiple incarcerated persons on the day of the onsite inspection regarding their involvement in disciplinary hearings. Of those who had gone through the formal disciplinary process, all stated that they had a hearing and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of “good time” credits earned under Penal Code Section 4019. (f) Forfeiture of “work time” credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	Policy 600.11 Guidelines for Disciplinary Actions *Discipline shall be commensurate with the nature and circumstances of the offense committed, the incarcerated person's disciplinary history, and the actions imposed for comparable offenses by other incarcerated persons with similar histories (28 CFR 115.78(b); 15 CCR 1082).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *The U.S. and state constitutions expressly prohibit all cruel or unusual punishment, disciplinary actions shall not include corporate punishment, group punishment when feasible, or physical or psychological degradation (15 CCR 1083).* A sample of 20 disciplinary packets was reviewed, and there was no instance noted of an incarcerated person remaining in disciplinary separation for a period exceeding 30 days consecutively as a disciplinary sanction.
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions Policy 601.2 Disciplinary Separation
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	Policy 601.2 Disciplinary Separation All cells are furnished and equipped with similar furnishings and fixtures.
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	Policy 601.5 Mental Health Considerations The agency follows a comprehensive review of all persons placed into separation status, with special attention given to any possible disability or mental health concerns. Any incarcerated person who is classified to be housed in separation is evaluated by mental health staff to ensure that they can maintain a mental state without decompensating.
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Food shall not be withheld as a disciplinary measure (15 CCR 1083).*
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Facility Manager (15 CCR 1083).*
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).*
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	Policy 600.3.2 Rule Violation Reports *California Penal Code § 4019.5 requires that all disciplinary actions administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084).*
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	Policy 706.1 Communicable Diseases The agency-wide Communicable Diseases Policy was reviewed and contained all applicable requirements as listed in this regulation. The policy is comprehensive and includes the identification, control, management, treatment, quarantine, testing, reporting, and community referral for those being released from custody.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to: (1) The types of communicable diseases to be reported;	☒	☐	☐	Policy 706.1 Communicable Diseases BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	Policy 700.3 Access to Care Policy 504.9 Health Considerations BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that, generally, sick call triage occurs within two days, depending on the severity of the medical condition. Of those interviewed, all stated that they were aware of how to submit a request for sick call.
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Policy 900 Food Services Policy 900.9 Meal Service Procedure BSCC staff interviewed multiple incarcerated people during the physical plant inspection. During these interviews, incarcerated people reported that they receive three meals per day, with a minimum of one of them being hot.
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons must be provided a minimum of 15 minutes dining time for each meal.*
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1260 STANDARD INSTITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.2 Clothing Issue *An incarcerated person admitted to the facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for incarcerated persons shall include but is not limited to: (15 CCR 1260):* • *Clean socks* • *Clean outer garments* • *Clean undergarments* • *Footwear*
(b) Clean outergarments; and,	☒	☐	☐	
(c) Clean undergarments;	☒	☐	☐	
(1) For males – shorts and undershirt, and	☒	☐	☐	Shorts and an undershirt.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Bra and two panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☒	☐	☐	Policy 806.3.2 Clothing Issue BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that issued clothing is clean, free of holes and tears, climate-appropriate, and free of stains. Additionally, on-site laundry services were inspected and found to have clean clothing in good repair. Staff were interviewed and stated that if a person requested clothing specific to their gender expression or gender identity, they would be issued as requested.
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	Policy 804 Vermin and Pest Control Policy 804.4 Prevention and Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items.	☒	☐	☐	Policy 607 Grooming Policy 607.8 Personal Care Items Policy 806.6 Personal Hygiene of Incarcerated Persons Incarcerated people are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent people shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No incarcerated person will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.
Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance.	☒	☐	☐	Policy 806.6 Personal Hygiene of Incarcerated Persons BSCC staff observed incarcerated persons had access to pads, tampons, and panty liners in the appropriate housing locations.
Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued: (a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment.	☒	☐	☐	
Incarcerated persons shall not be required to share any personal care items listed in items “a” through “d.”	☒	☐	☐	
Incarcerated people will not share disposable razors.	☒	☐	☐	
Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	BSCC staff observed barbicide solution at each hair care station inside the housing areas.
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers During the onsite inspection, BSCC staff interviewed incarcerated people about showering opportunities, and all stated that they can shower at least every other day, but in practice, they shower daily.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	Policy 607 Grooming Policy 607.3 Haircuts
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Policy 607.4 Shaving *Incarcerated persons may shave daily.*
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☒	☐	☐	Policy 607.6 Grooming Equipment *Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology to meet the requirements of (16 CCR 979; 16 CCR 980; 15 CCR 1267(c))*
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.1 Bedding Issue *Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every incarcerated person who is expected to remain overnight shall be issued bedding and linens*
(b) one mattress cover or one sheet;	☒	☐	☐	
(c) one towel; and,	☒	☐	☐	
(d) one blanket or more depending upon climatic conditions.	☒	☐	☐	
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	Policy 800 Sanitation Inspections The Santa Cruz County Sheriff's Office has established a plan to promote and inspect the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Policy 802.3 Sanitation Schedule Medical care housing is cleaned and sanitized daily and between uses.

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in jail cells? Facilities that do not hold minors in the jail cells are **not** subject to Title 15, Article 9 biennial inspections; however, if minors are held in the building, they may be subject to the requirements of WIC §207.1.	☐	☒	☐	If **YES**, the following sections, including those summarized in Title 15, Article 8 (Minors in Jails), apply.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact.	☐	☐	☒	
In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

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

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5280

FACILITY NAME: Santa Cruz County Jail				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☒	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐			
FIELD REPRESENTATIVE: Robert Gardner				**DATE:** July 10, 2025		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☒	☐	☐	
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☒	☐	☐	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☒	☐	☐	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☒	☐	☐	
4. Access to a shower within the secure portion of the facility.	☒	☐	☐	
5. Provide access to a secure vault or storage space for inmate valuables.	☒	☐	☐	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☒	☐	☐	
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☒	☐	☐	
2. Be limited to eight inmates;	☐	☐	☒	The 1976 standards allow no more than 16 inmates. In practice, only one sobering cell is being used, and there were no occurrences of more than eight inmates being placed into the sobering cell at one time during this inspection cycle.
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☒	☐	☐	
6. Maximize visual supervision of inmates by staff;	☒	☐	☐	
7. Be padded on the floor as specified in Section 1231.3; and,	☒	☐	☐	
8. Have accessible a shower in the secure portion of the facility.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	There are two safety cells in this facility. One safety cell is designated for the placement of the restraint chair when it is in use. Both safety cells are serviceable and meet all Title 24 requirements for safety cell placement and use.
2. Be limited to one inmate;	☒	☐	☐	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☒	☐	☐	
4. Be padded as specified in Section 1231.3;	☒	☐	☐	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☒	☐	☐	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☒	☐	☐	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☒	☐	☐	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☒	☐	☐	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☒	☐	☐	
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☒	☐	☐	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☒	☐	☐	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☒	☐	☐	
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☒	☐	☐	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☒	☐	☐	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☒	☐	☐	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☒	☐	☐	
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☐	☒	☐	Triple bunks were present and occupied in the dayrooms of Modules A, C, D, E, F, G and H. This results in these areas being over their individual rated capacity by between 6 and 24 persons. When the triple bunks are occupied, there are not enough fixtures (tables, seats, toilets, wash basins, drinking fountains or showers – see subsections 2-4 listed below) to support the population. The presence of these bunks also effectively limits the usable square footage of the dayroom by the floor space taken up by each bunk unit.
2. Contain tables and seating to accommodate the maximum number of inmates;	☐	☒	☐	See section above
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☐	☒	☐	See section above
4. Provide access to a shower or showers as specified in Section 1231.3; and	☐	☒	☐	See section above

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☒	☐	☐	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☒	☐	☐	
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☒	☐	☐	
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☒	☐	☐	
The medical care housing unit shall be designed in consultation with the health authority.	☒	☐	☐	
Medical/mental health areas may contain other than single occupancy cells.	☒	☐	☐	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☒	☐	☐	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☒	☐	☐	
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	Dining occurs in the dayroom space of the housing units.
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility. A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☒	☐	☐	
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☒	☐	☐	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☐	☒	☐	Triple bunks were present and occupied in the dayrooms of Modules A, C, D, E, F, G and H. This results in these areas being over their individual rated capacity by between 6 and 24 persons. When the triple bunks are occupied, there are not enough toilets/urinals to support the population.
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☐	☒	☐	Triple bunks were present and occupied in the dayrooms of Modules A, C, D, E, F, G and H. This results in these areas being over their individual rated capacity by between 6 and 24 persons. When the triple bunks are occupied, there are not enough wash basins to support the population.
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☐	☒	☐	Triple bunks were present and occupied in the dayrooms of Modules A, C, D, E, F, G and H. This results in these areas being over their individual rated capacity by between 6 and 24 persons. When the triple bunks are occupied, there are not enough showers to support the population.
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☐	☒	☐	During the inspection BSCC staff observed Modules A, C, D, E, F, G and H utilizing triple bunks in the dayrooms that were not secured to the floor or wall.
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☒	☐	☐	
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☒	☐	☐	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☒	☐	☐	
1. Approved for use by the State Fire Marshal;	☒	☐	☐	
2. Nonporous to facilitate cleaning;	☒	☐	☐	
3. At least 1/2-inch (12.7 mm) thick;	☒	☐	☐	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☒	☐	☐	
6. Without any exposed seams susceptible to tearing or ripping.	☒	☐	☐	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(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.)	☒	☐	☐	This facility was designed and built in 1976. Some Title 24 fixtures remain in place from that era. The agency is encouraged to complete a comprehensive internal self-audit to identify and develop strategies to minimize the risk of furniture and fixtures that present a ligature risk. The agency is encouraged to use the county budget process to correct areas of Title 24 noncompliance.

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

BSCC Code: 5280

FACILITY: Santa Cruz County Jail	**TYPE: II**	**RC: 324**
FIELD REPRESENTATIVE: Robert Gardner		**DATE: July 10, 2025**

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	0	14	(14)	11’8” x 14’” x 9’	1	0	1	1	0
2	Holding	1980	1	0	10	(10)	15’2” x 11’8” x 9’	1	0	1	1	0
3	Holding	1980	1	0	3	(3)	6’7” x 8’1” x 9’	1	0	1	1	0
4	Holding	1976	1	0	3	(3)	6’7” x 8’1” x 9’	1	0	1	1	0
	Sobering	1976	1	0	12	(12)	16’9” x 11’2” x 8’9”	1	0	1	1	0
1	Safety	1980	1	0	1	(1)	11’1” x 6’3” x 8’1”	1	0	0	0	0
2	Safety	1980	1	0	1	(1)	8’8” x 5’8” x 8’1”	1	0	0	0	0
Court Security												
1	Holding	1994	1	0	8	(8)	12’1’ x 7’1’ x 9’	1	0	1	1	0
2	Holding	1994	1	0	8	(8)	12’4” x 7’1” x 9’	1	0	1	1	0
3	Holding	1994	1	0	8	(8)	14’1” x 7’1” x 9’	1	0	1	1	0
North Housing												
Module A	Double	1994	14	2	2	28	Irregular	1	0	1	1	0
	Dayroom	1994	0	15	0	0	25’ x 32’6”	0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
Module B	Double	1994	12	2	2	24	Irregular	1	0	1	1	0
	Dayroom	1994	0	3	0	0	27’ x 21’2”	0	0	0	0	2
Module C	Double	1994	8	2	2	16	Irregular	1	0	1	1	0
	Dayroom	1994	0	6	0	0	19’ x 26’6”	0	0	0	0	1
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												

***** 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
North Housing												
Module D	Double	1994	16	2	2	32	7'6" x 10'7" x 9'	1	0	1	1	0
	Dayroom	1994	0	24	0	0	34' x 35'6"	0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
South Housing												
Module E	Double	1994	12	2	2	24	7'6" x 10'7" x 9'	1	0	1	1	0
	Dayroom	1994	0	9	0	0	27' x 22'	0	0	0	0	2
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
Module F	Double	1994	14	2	2	28	7'6" x 10'7" x 9'	1	0	1	1	0
	Dayroom	1994	0	18	0	0	26' x 30'	0	0	0	0	2
Triple bunks located in the day room are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
Module G	Double	1994	10	2	2	20	7'6" x 10'7" x 9'	1	0	1	1	0
	Dayroom	1994	0	12	0	0	15'7" x 32'	0	0	0	0	1
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
Module H	Single	1994	6	2	2	12	7'6" x 10'7" x 9'	1	0	1	1	0
	Dayroom	1994	0	6	0	0	25' x 16'9"	0	0	0	0	1
Triple bunks located in the dayroom are not supported by the dayroom area square footage, or the number of toilets, drinking fountains, or showers.												
West Housing												
Module J	Single	1980	8	1	1	8	8'3" x 8'10" x 9'	1	1	1	1	0
	Multi	1980	2	3	3	6	21' x 14'6" x 9'	1	1	1	1	0
	Dayroom	1980	0	0	0	0	30' x 27'	0	0	0	0	1
Module K	Single	1980	18	1	1	18	7'6" x 10'7" x 9'	1	0	1	11	0
	Dayroom	1980	0	0	0	0	30' x 27'	0	0	0	0	2
Module L	Single	1980	16	1	1	16	7'6" x 10'7" x 9'	1	0	1	1	0
	Multi	1980	2	4	4	8	21' x 14'6" x 9'	1	0	1	1	0
	Dayroom	1980	0	0	0	0	31' x 30'	0	0	0	0	2
Module M	Single	1980	16	1	1	16	7'6" x 10'7" x 9'	1	0	1	1	0
	Double	1980	2	4	4	8	21' x 14'6" x 9'	1	0	1	1	0
	Dayroom	1980	0	0	0	0	31' x 30'	0	0	0	0	2

***** 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
West Housing												
Module N	Single	1980	11	1	1	11	Irregular	1	0	1	1	0
	Double	1980	5	2	2	10	Irregular	1	0	1	1	0
	Multi	1980	2	3	3	6	Irregular	1	0	1	1	0
	Multi	1980	1	5	5	5	19’ x 22’	1	0	1	1	0
	Dayroom	1980	0	0	0	0	Irregular	0	0	0	0	2
Special Housing/Outpatient Unrated Space												
Module O	Single	1980	13	1	13	(13)	7’6” x 10’7” x 9’	1	0	1	1	0
	Multi	1980	1	2	2	(2)	Irregular	1	0	1	1	0
	Safety	1980	1	0	1	(1)	9’9” x 8’8” x 9’	1	0	1	1	2
Inmate Worker Dorm												
Module P	Dorm	1988	1	23	20	20	Irregular	0	0	0	0	0
	Dayroom	1980	0	0	0	0	38’ x 32’7”	2	0	2	2	1
Module Q	Single	1980	8	1	1	8	7’6” x 10’7” x 9’	1	0	1	1	0
	Dayroom	1980	0	0	0	0	31’ x 12’11”	0	0	0	0	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.

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5300

FACILITY NAME: Santa Cruz County Rehabilitation and Reentry (R&R) Facility	**FACILITY TYPE:** II
PERSON(S) INTERVIEWED: Lt. C. Ramirez, Sgt. A Yniguez	
FIELD REPRESENTATIVE: Rob Gardner	**DATE: July 11, 2025**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS[2]
1020 CORRECTIONS OFFICER CORE COURSE[3] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with mitigating circumstances, with applicable regulations during the 24-25 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	NOTE: All Policy sections referenced below are taken from the Santa Cruz County Sheriff's Office Corrections Policy Manual / Lexipol dated 2025/06/10, unless otherwise noted.
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

[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] Excerpts from facility policies, procedures, or other reference documents are indicated in *italicized text*.

[3] For STC participating agencies, consistency with training sections 1020, 1021, 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
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	Policy 219 Staffing Plan Compliance with this section is indicated by the ability of staff to complete and document at least hourly safety checks in addition to completing all operational duties, including but not limited to the requirements listed in Title 15 Minimum Standards for Local Jails. A random sampling of 20 shift rosters was reviewed, along with BSCC staff auditing various logs and documented reports. Completed documentation indicates that enough personnel are assigned to each shift.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	A sampling of 20 shift rosters was reviewed, and reflected that all fixed post positions and response personnel are scheduled on each shift.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Each shift roster reviewed had sufficient personnel for emergency response
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	Of the sampling of shift rosters reviewed, female personnel were assigned to each shift.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency's Organizational Chart and a sampling of 20 shift rosters. The agency has a very low vacancy rate, and they are able to maintain minimum staffing levels on each shift with some use of overtime.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following: (a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Policy 503 Safety Checks
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Policy 503.3 (a) Safety Checks BSCC staff reviewed a sampling of safety check logs throughout March and May 2025 and found the agency in compliance with this regulation. Safety checks were conducted within 60 minutes of the previous check and at random intervals.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☒	☐	☐	Policy 516.3 Safety Cell Procedures Policy 516.4 Sobering Cell Procedures

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Policy 503(b) Safety Checks
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include: (1) the actual time at which each individual safety check occurred;	☒	☐	☐	Policy 503.3.1 Safety Checks BSCC staff reviewed a sampling of safety check logs throughout March and May 2025. Checks are being completed at random intervals and in accordance with this section. The agency's documentation is compliant with all three requirements of this regulation.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Policy 503.3.1 Safety Checks
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Policy 503.3.1 Safety Checks
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	Policy 503.3.1 Safety Check Documentation During the onsite inspection, BSCC staff observed the multiple levels of review and documentation that occur for routine Safety checks, Safety Cell placements, and Sobering cells.
1028 FIRE AND LIFE SAFETY STAFF (a) Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	Policy 400 Facility Emergencies Policy 402 Fire Safety
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	Policy 400 Facility Emergencies
(b) The facility administrator, in conjunction with the health authority, shall develop and implement policies and procedures consistent with the requirements of Penal Code Section 6048(b) that require correctional officers certified in cardiopulmonary resuscitation (CPR) to begin CPR on a nonresponsive person without obtaining approval from supervisors or medical staff, when it is safe and appropriate to do so.	☒	☐	☐	Policy 400.6 CPR Response
These policies shall cover the following key elements: (1) Acceptable CPR methods and application.	☒	☐	☐	Policy 400.6 CPR Response
(2) Correctional officers shall be certified in CPR and a copy of the certification shall be on file in the facility or at a central location and available for review.	☒	☐	☐	Policy 400.6 CPR Response
(3) Correctional officers shall immediately summon medical aid when a person is identified as nonresponsive and shall administer CPR unless the correctional officer is aware of a known medical condition(s) that would contraindicate its use.	☒	☐	☐	Policy 400.6 CPR Response
(4) Correctional officers shall use personal protective equipment when administering CPR whenever possible to reduce exposure to bodily fluids or bloodborne pathogens that may contain disease-causing agents.	☒	☐	☐	Policy 400.6 CPR Response

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) If an imminent physical danger prevents a correctional officer from safely administering CPR, they shall begin or resume CPR as soon as the threat has passed, or the nonresponsive person has been safely removed from danger, provided medical aid has not yet arrived.	☒	☐	☐	Policy 400.6 CPR Response
(6) The correctional officer shall continue administering CPR, absent imminent physical danger, until the nonresponsive person shows obvious signs of life, such as normal breathing or physical or verbal responses, or until medical staff or alternative medical responders arrive and take over.	☒	☐	☐	Policy 400.6 CPR Response
(7) In situations where medical staff or alternative medical responders are present when a person is identified as nonresponsive, correctional officers shall defer CPR to those individuals.	☒	☐	☐	Policy 400.6 CPR Response
1029 POLICY AND PROCEDURES MANUAL[4] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	Policy 102 Custody Manual The agency utilizes Lexipol to access and maintain the Santa Cruz County Sheriff's Office Corrections Policy Manual (SCCSOCPM). The manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on June 10, 2025
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	Policy 100 Organizational Structure and Responsibility
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	Policy 509 Use of Force Policy 509.3.6 Restrictions on the Use of a Carotid Control Hold Policy 509.3.7 Restrictions on the Use of a Choke Hold The use of a carotid restraint or choke hold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

[4] 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
(5) Procedure and criteria for screening newly received persons for release.	☒	☐	☐	Policy 502 Reception All incoming arrestees are screened at the time of intake.
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections Policy 213 Perimeter Security Policy 400.12 Review of Emergency Procedures
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	Policy 400 Facility Emergencies Policy 402.3 Fire Suppression Pre-Planning *Pursuant to Penal Code § 6031.1(b), the Facility Manager shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.* The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	Policy 400.7 Response to Disturbances Policy 400.9 Hostages Policy 400.10 Escapes
(C) mass arrests;	☒	☐	☐	Policy 400.11 Civil Disturbances Outside of the Jail *Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Facility Manager. The Facility Manager should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.*
(D) natural disasters;	☒	☐	☐	Policy 401 Emergency Staffing Policy 404.3 Evacuation Plan
(E) periodic testing of emergency equipment; and,	☒	☐	☐	Policy 400.3(g) *Periodic testing of emergency equipment*
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	Policy 400.3(h) *Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices*
(8) Suicide Prevention.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(9) Separation of incarcerated persons.	☒	☐	☐	Policy 601 Disciplinary Separation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 605 Incarcerated Persons' Rights – Protection from Abuse Policy 606 Prison Rape Elimination Act

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	Policy 606.5 Retaliation
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	Policy 518 End of Term Release
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation Public access signage was observed at several locations throughout the facilities.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Policy 708.4 Staff Training *All facility staff members who are responsible for supervising incarcerated persons shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030)* BSCC staff reviewed suicide prevention training materials and attendance records to verify compliance with this section.
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	Policy 708.5 Screening and Intervention
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	Policy 708.5 Screening and Intervention

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Policy 708.5 Screening and Intervention Per staff on-site during the inspection, face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	Policy 506 Classification Policy 506.8.2 Special Management and Alert Codes This is initially a classification decision that occurs at the time of intake or incident. For those identified as requiring special housing, classification and mental health staff meet weekly to evaluate if closer supervision is still appropriate and identify intervention strategies for less restrictive housing.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	Policy 708.6 Suicide Watch
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	Policy 210.3.2 Incident Reporting Policy 210.3.3 Deaths Policy 513 Reporting In-Custody Deaths All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	Policy 513.5 In-Custody Death Review Policy 708.7.1 Debriefing The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	Policy 708.3 Suicide Prevention Team
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 1001 Counseling Services

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	Policy 402 Fire Safety
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	Policy 402.3 Fire Suppression Pre-Planning
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff verified that monthly fire prevention inspections were completed, documented, and maintained as required.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	The inspection report was completed on 5/29/2024 by the Santa Cruz Fire Dept. with no deficiencies noted.
(d) an evacuation plan; and,	☒	☐	☐	Policy 400 Facility Emergencies Policy 404 Evacuation
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	Policy 404.3.2 Emergency Housing of Incarcerated Persons
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	Policy 500 Population Management
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	Policy 500 Population Management BSCC staff verified that the agency is providing demographic information to the Jail Profile Survey.
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	Policy 209 Incarcerated Persons Records All records for those incarcerated are stored in the agency's JMS system.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.3(i) PREA Coordinator *Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office, using a standardized instrument and set of definitions. Upon request, the Office shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87; 34 USC § 30303; 15 CCR 1041).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	Policy 210 Report Preparation BSCC staff reviewed a sample of 20 written reports that were all completed, submitted, and approved within the timeframes required by the agency policy.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	Policy 215 Community Relations and Public Information
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Policy 215.2(a) Responsibilities
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	Policy 215.2(b) Responsibilities BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that sections 1-19 listed below regarding policies and operations of the facility are addressed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	
1046 DEATH IN CUSTODY (a) The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths
(b) The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. In practice, the review team consists of the Sheriff or Deputy Chief, Facility Manager, County Counsel, Investigative staff, and the responsible physician.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	Policy 513.5 In-Custody Death Review
(c) The facility administrator shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.	☒	☐	☐	Policy 513.5 In-Custody Death Review
The initial review report shall contain the following information: (1) Demographic information (A) Full name of the decedent (B) Date of birth (C) Date of death (D) Time of death (E) Gender (F) Race and ethnicity (G) Relevant medical history (2) Facility Information (A) Name and location of the detention facility (B) Description of the location where the death occurred within the facility (C) Date and time of the incident (D) Detention facility personnel (including names and roles) involved in the reporting of the death or incident (3) Any relevant circumstances leading up to death, including behavioral health or medical issues.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	Policy 506 Classification *It is the policy of this office to process all individuals entering this correctional facility to determine whether they will be housed in the correctional facility, cited and released, released on their own recognizance (O.R.) or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.* *Anyone housed in the correctional facility shall be properly classified according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.* BSCC staff reviewed a sample of 20 classification assessments to verify appropriateness and compliance with this regulation. The agency classification screening instrument appeared both comprehensive and appropriate for the size and population of the facility.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	Policy 506.4 Classification Plan Policy 506.7 Reviews and Appeals Incarcerated people were interviewed during the onsite physical plant inspection and reported that they were aware of how to appeal a classification decision.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	Policy 506.1 Purpose and Scope *This policy describes the Santa Cruz County Sheriff's Office's classification process, which is designed to identify security and health issues so that incarcerated persons may be held and housed in such a way as to foster a safe and secure facility (15 CCR 1050).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	Policy 706 Communicable Diseases
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff are on duty and available 24 hours per day. Medical staff interviewed during the onsite physical plant inspection said that all arrestees are screened for communicable or pandemic-type diseases at the time of intake and are triaged for symptoms prior to housing outside of intake. Incarcerated persons are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 504 Special Management Incarcerated Persons
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy Agency practices support the use of the least restrictive housing options. BSCC staff reviewed a random sample of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy *This office shall provide for the secure and restrictive housing of any special management incarcerated person but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the incarcerated person, staff, or the public (15 CCR 1053).*
(b) Administrative separation must not adversely affect an incarcerated person's health.	☒	☐	☐	Policy 504.9 Health Considerations *Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.*
(c) Administrative separation may be used for incarcerated people who have: (1) A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2) Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3) Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4) A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☒	☐	☐	Policy 504.3 Special Management Incarcerated Persons Housing Criteria Policy 506 Classification
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Completed as part of the classification process
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☒	☐	☐	Completed as part of the classification process
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☒	☐	☐	Policy 516 Safety and Sobering Cells Policy 516.3 Safety Cell Procedures A sample of 20 safety cell logs was reviewed and was found to contain timely safety checks, approvals for placement and retention, along with medical and mental health interventions.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☒	☐	☐	Policy 516.3 Safety Cell Procedures
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☒	☐	☐	Of the safety cell logs reviewed, BSCC staff verified that there were no cases where a safety cell was used for the purpose of discipline or treatment.
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☒	☐	☐	Policy 516.3(a) Safety Cell Procedures *Placement of an incarcerated person into a safety cell requires approval of the Sergeant or the Responsible Physician.*
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☒	☐	☐	Policy 516.3(h) Safety Cell Procedures *A medical assessment of the incarcerated person in the safety cell shall occur as soon as possible, but not more than 12 hours from the time of placement. A qualified healthcare professional should assess the incarcerated person based upon their policy and minimum Title 15 standards (15 CCR 1055). Medical assessments shall be documented.*
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☒	☐	☐	Mental health personnel are on site and are accessible 24 hours per day. Of the logs reviewed by BSCC staff, all mental health opinions or assessments were secured either before or immediately following placement.
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☒	☐	☐	Policy 516.3(c) Safety Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur twice every 30 minutes with no more than a 15-minute lapse between safety checks. Each safety check of the incarcerated person shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log.* BSCC reviewed a sampling of 20 safety cell logs that were found to be complete and timely with their safety checks.
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☒	☐	☐	Policy 516.3(e) Safety Cell Procedures Policy 516.3(f) Safety Cell Procedures Of the reports sampled, BSCC staff verified that nutrition and fluids are being offered and are documented as required by agency policy and this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☒	☐	☐	Policy 516.3(d) Safety Cell Procedures Of the sampling reviewed, BSCC staff verified that all incarcerated persons who were placed into a safety cell were provided with a safety smock.
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☒	☐	☐	Policy 516.1.1 Definitions *Sobering cell - A holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for arrestees or incarcerated persons who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other incarcerated persons._* BSCC staff reviewed a sampling of 20 sobering cell logs and verified that those placed into a sobering cell were assessed by medical personnel, and approvals were obtained and documented on the log. Safety checks were timely, and removal from the cell occurred when the person was able to continue with the admission process of booking.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☒	☐	☐	Policy 516.4(e) Sobering Cell Procedures
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☒	☐	☐	A sampling of sobering cell logs was reviewed by BSCC staff, and in no case was a sobering cell used for more than six hours.
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☒	☐	☐	Health care services are on-site and conduct their assessment at the time of placement into a sobering cell. Verification of this was attained by BSCC staff during a review of the Sobering Cell log documentation.
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☒	☐	☐	Policy 516.4(b) Sobering Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur at least once every 30 minutes on an irregular schedule. Each visual observation of the incarcerated person by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	Policy 602 Incarcerated Persons with Disabilities Policy 602.3 Facility Manager Responsibilities
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected of having a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control *Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.* BSCC reviewed all 12 instances of the use of a restraint chair during this inspection cycle. Of the logs reviewed, safety checks were timely, observations were articulated on the log, and approvals were indicated on the logs.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) protective housing of restrained persons;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) exercising of extremities.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.5 Range of Motion
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons Of the restraint logs reviewed, there were no instances of a pregnant person being placed into a restraint device.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	Policy 511.9.1Incarcerated Persons in Labor
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons There were no pregnant persons in custody on the day of the onsite physical plant inspection.
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	Policy 517 Biological Samples *The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.* In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	Policy 517.5.1 Video Recording *A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's established records retention schedule.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	Policy 215 Community Relations and Public Information Policy 504.6 Maintenance of Programs and Services Policy 522.1 Electronic Tablets The agency partners with Cabrillo Community College to provide education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either participating in or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Access to vocational training is linked to classification and housing assignment. Robust vocational training opportunities are available at the R&R and Blaine Street facilities.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements: (a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	Policy 1006 Visitation All incarcerated people are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the tablets.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All incarcerated people are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	Policy 1006 Visitation Policy 1006.6 Denial or Termination of Visiting Privileges
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	Policy 1006 Visitation Policy 1006.7 General Visitation Rules
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on tablets to supplement existing in person visitation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, "onsite" is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs onsite is at no cost to the visitor or the incarcerated person.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				
Mode of visitation;				In-person with a barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				Only as indicated within Policy 1006
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	Policy 1004 Mail *Incarcerated persons may, at their own expense, send and receive mail without restrictions on quantity.* BSCC staff interviewed incarcerated persons on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	Policy 1004.6 Processing and Inspection of Mail by Staff
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	Policy 1004.10 Indigent Incarcerated Persons Requests for Writing Materials

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material.	☒	☐	☐	Policy 1003 Library Services This facility operates library services that provide leisure and legal reading materials to incarcerated persons. All incarcerated persons interviewed by BSCC staff stated that they have access to library services, including law library material upon written request or on the tablets. Tablets are accessible to all incarcerated persons, and on the day of the physical plant inspection, BSCC staff observed tablets located in all housing units.
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	Policy 1008 Exercise and Out of Cell Time Policy 504 Special Management Incarcerated Persons Policy 504.6 Maintenance of Programs and Services A minimum of three hours of outdoor recreation for the exercising of large muscle groups and a minimum of seven hours of programming and recreation is offered each week. BSCC staff reviewed a random sample of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time was occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	Policy 1004.7 Books, Magazines, Newspapers, Checks, Money Orders, and Periodicals *Unless otherwise in conflict with this policy and prohibited by the Bureau Commander, incarcerated persons are permitted to purchase, receive and read any soft cover book, non-hard, non-leather bound book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)).*
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals *Staff shall notify the Watch Commander whenever a decision is made to reject books, magazines, or periodicals. The Facility Manager or the authorized designee will be responsible for making the final decision as to the specific magazines, periodicals, and other materials that will be prohibited within this facility.*
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited unless they present a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	Policy 1005 Telephone Access *The Correctional Facility will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Facility Manager or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All incarcerated persons will be provided a copy of the telephone usage rules as part of their incarcerated person orientation during the booking process.* All incarcerated persons have access to telephones. BSCC staff observed telephones located in the dayroom of each housing area. Incarcerated persons who were interviewed demonstrated their ability to use the tablets for communication.
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	Policy 603 Access to Courts and Counsel All incarcerated persons have free access to courts and counsel.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	Policy 1004 Mail
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available on-site.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	Policy 502 Reception Policy 502.7 Inmate Orientation

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Each person entering housing receives a verbal orientation along with a video orientation and a handbook.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	The orientation handbook was reviewed by BSCC staff and found to contain all the required elements listed in sections 1-10 below.
(2) rules and disciplinary procedures;	☒	☐	☐	
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	Policy 1001 Counseling Services Policy 1009 Individual/Family Services Programs The agency provides a wide variety of social and educational programs for incarcerated people. Many of them link social services, community-based organizations, community colleges, and veterans' services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	Several of these services are provided by the agency and are augmented by the services provided by outside community-based providers.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	Policy 610 Voting BSCC staff interviewed incarcerated people during the onsite physical plant inspection, and those interviewed advised that they are aware of how to access voter registration and vote.
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	Policy 1007 Religious Programs *This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072).* BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that religious programming is accessible and available in all housing areas.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	Policy 609 Grievances *It is the policy of this office that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, out of cell time opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.* A sampling of 20 grievances and appeals was reviewed by BSCC staff and was found to be consistently responded to within the timelines required in policy. During the onsite physical plant inspection, incarcerated people were interviewed by BSCC staff and advised that they are aware of the grievance process and how to access a grievance.
(1) a grievance form;	☒	☐	☐	
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing a grievance are listed on the grievance form, in the orientation handbook, and are accessible on the tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	
(5) appeal to the next level of review;	☒	☐	☐	A sample of grievance appeals was reviewed and appropriately addressed within required timelines.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	A sample of grievances was reviewed and found to be consistently responded to within the timelines required in policy. An additional sampling of grievance appeals was reviewed and appropriately addressed within required timelines.
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	Grievances submitted regarding medical, food service, or commissary services are recorded for tracking and are routed accordingly.
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	BSCC staff interviewed incarcerated people regarding the grievance process, and all reported that, when navigating the grievance process, they are always provided with copies of their grievance, responses, and related documentation.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	Policy 609.4 Grievance Reviews
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Policy 609.3.5 Frivolous Grievances
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	Policy 600 Discipline *It is the policy of this office to maintain written general categories of prohibited incarcerated person behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all incarcerated persons. They will include a process for resolving minor infractions and a hearing process for a more serious breach of incarcerated person rules. Criminal acts may be referred to the appropriate criminal agency.*
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	Orientation handbooks are issued prior to housing. Verbal orientation, including an explanation of disciplinary rules, is given at the time of housing. Tablets are available in all housing areas.
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations to understand jail rules and violations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements: (a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	Policy 600 Discipline Policy 600.4 Rule Violation Procedures The incarcerated persons orientation addresses inmate rules and sanctions. The discipline process, along with discipline reports, was reviewed by BSCC staff and was compliant with this regulation.
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Policy 600.4.2 Major Rule Violations *Major rule violations are considered a threat to the safety, security, or efficiency of the facility, its staff members, incarcerated persons, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a supervisor.* A sampling of 20 disciplinary packets for major rule violations resulting in the imposition of sanctions was reviewed by BSCC staff. The packets reviewed contained original written notices, the hearings were conducted by an uninvolved hearing officer within the required timeframes, the persons charged with rule violations were present for disciplinary hearings and were able to appeal the suggested imposed sanction should they disagree. Of those appeals, they were processed and resolved within the required timeframes.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	Policy 600.5 Investigations
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Policy 600.6 Notifications

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Policy 600.6 Notifications
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Policy 600.8 Hearing Procedure BSCC staff interviewed multiple incarcerated persons on the day of the onsite inspection regarding their involvement in disciplinary hearings. Of those who had gone through the formal disciplinary process, all stated that they had a hearing and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of “good time” credits earned under Penal Code Section 4019. (f) Forfeiture of “work time” credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	Policy 600.11 Guidelines for Disciplinary Actions *Discipline shall be commensurate with the nature and circumstances of the offense committed, the incarcerated person's disciplinary history, and the actions imposed for comparable offenses by other incarcerated persons with similar histories (28 CFR 115.78(b); 15 CCR 1082).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *The U.S. and state constitutions expressly prohibit all cruel or unusual punishment, disciplinary actions shall not include corporate punishment, group punishment when feasible, or physical or psychological degradation (15 CCR 1083).* A sample of 20 disciplinary packets was reviewed, and there was no instance noted of an incarcerated person remaining in disciplinary separation for a period exceeding 30 days consecutively as a disciplinary sanction.
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions Policy 601.2 Disciplinary Separation
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	Policy 601.2 Disciplinary Separation All cells are furnished and equipped with similar furnishings and fixtures.
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	Policy 601.5 Mental Health Considerations The agency follows a comprehensive review of all persons placed into separation status, with special attention given to any possible disability or mental health concerns. Any incarcerated person who is classified to be housed in separation is evaluated by mental health staff to ensure that they can maintain a mental state without decompensating.
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Food shall not be withheld as a disciplinary measure (15 CCR 1083).*
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Facility Manager (15 CCR 1083).*
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).*
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	Policy 600.3.2 Rule Violation Reports *California Penal Code § 4019.5 requires that all disciplinary actions administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084).*
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	Policy 706.1 Communicable Diseases The agency-wide Communicable Diseases Policy was reviewed and contained all applicable requirements as listed in this regulation. The policy is comprehensive and includes the identification, control, management, treatment, quarantine, testing, reporting, and community referral for those being released from custody.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to: (1) The types of communicable diseases to be reported;	☒	☐	☐	Policy 706.1 Communicable Diseases BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	Policy 700.3 Access to Care Policy 504.9 Health Considerations BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that, generally, sick call triage occurs within two days, depending on the severity of the medical condition. Of those interviewed, all stated that they were aware of how to submit a request for sick call.
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Policy 900 Food Services Policy 900.9 Meal Service Procedure BSCC staff interviewed multiple incarcerated people during the physical plant inspection. During these interviews, incarcerated people reported that they receive three meals per day, with a minimum of one of them being hot.
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons must be provided a minimum of 15 minutes dining time for each meal.*
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1260 STANDARD INSTITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.2 Clothing Issue *An incarcerated person admitted to the facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for incarcerated persons shall include but is not limited to: (15 CCR 1260):* • *Clean socks* • *Clean outer garments* • *Clean undergarments* • *Footwear*
(b) Clean outergarments; and,	☒	☐	☐	
(c) Clean undergarments;	☒	☐	☐	
(1) For males – shorts and undershirt, and	☒	☐	☐	Shorts and an undershirt.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Bra and two panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☒	☐	☐	Policy 806.3.2 Clothing Issue BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that issued clothing is clean, free of holes and tears, climate-appropriate, and free of stains. Additionally, on-site laundry services were inspected and found to have clean clothing in good repair. Staff were interviewed and stated that if a person requested clothing specific to their gender expression or gender identity, they would be issued as requested.
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	Policy 804 Vermin and Pest Control Policy 804.4 Prevention and Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items.	☒	☐	☐	Policy 607 Grooming Policy 607.8 Personal Care Items Policy 806.6 Personal Hygiene of Incarcerated Persons Incarcerated people are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent people shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No incarcerated people will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.
Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance.	☒	☐	☐	Policy 806.6 Personal Hygiene of Incarcerated Persons BSCC staff observed incarcerated persons had access to pads, tampons, and panty liners in the appropriate housing locations.
Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued: (a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment.	☒	☐	☐	
Incarcerated persons shall not be required to share any personal care items listed in items “a” through “d.”	☒	☐	☐	
Incarcerated people will not share disposable razors.	☒	☐	☐	
Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	BSCC staff observed barbicide solution at each hair care station inside the housing areas.
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers During the onsite inspection, BSCC staff interviewed incarcerated people about showering opportunities, and all stated that they can shower at least every other day, but in practice, they shower daily.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	Policy 607 Grooming Policy 607.3 Haircuts
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Policy 607.4 Shaving *Incarcerated persons may shave daily.*
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☒	☐	☐	Policy 607.6 Grooming Equipment *Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology to meet the requirements of (16 CCR 979; 16 CCR 980; 15 CCR 1267(c))*
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.1 Bedding Issue *Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every incarcerated person who is expected to remain overnight shall be issued bedding and linens*
(b) one mattress cover or one sheet;	☒	☐	☐	
(c) one towel; and,	☒	☐	☐	
(d) one blanket or more depending upon climatic conditions.	☒	☐	☐	
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	Policy 800 Sanitation Inspections The Santa Cruz County Sheriff's Office has established a plan to promote and inspect the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Policy 802.3 Sanitation Schedule Medical care housing is cleaned and sanitized daily and between uses.

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in jail cells? Facilities that do not hold minors in the jail cells are **not** subject to Title 15, Article 9 biennial inspections; however, if minors are held in the building, they may be subject to the requirements of WIC §207.1.	☐	☒	☐	If **YES**, the following sections, including those summarized in Title 15, Article 8 (Minors in Jails), apply.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact.	☐	☐	☒	
In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

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

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5300

FACILITY NAME: Santa Cruz County Rehabilitation and Reentry (R&R) Facility				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☐	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☒	**2017:** ☐	**2019:** ☐			
FIELD REPRESENTATIVE: Rob Gardner				**DATE:** July 11, 2025		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☐	☐	☒	Reception and booking do not occur at this facility. All bookings are processed at the Main Jail.
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☐	☐	☒	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☐	☐	☒	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☐	☐	☒	
4. Access to a shower within the secure portion of the facility.	☐	☐	☒	
5. Provide access to a secure vault or storage space for inmate valuables.	☐	☐	☒	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☒	☐	☐	
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☐	☐	☒	There are no sobering cells in this facility.
2. Be limited to eight inmates;	☐	☐	☒	
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☐	☐	☒	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☐	☐	☒	
6. Maximize visual supervision of inmates by staff;	☐	☐	☒	
7. Be padded on the floor as specified in Section 1231.3; and,	☐	☐	☒	
8. Have accessible a shower in the secure portion of the facility.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
2. Be limited to one inmate;	☒	☐	☐	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☒	☐	☐	
4. Be padded as specified in Section 1231.3;	☒	☐	☐	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☒	☐	☐	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☒	☐	☐	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☒	☐	☐	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☒	☐	☐	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☐	☐	☒	There are no single cells located at this facility.
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☐	☐	☒	There are no double cells located at this facility.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☒	☐	☐	
2. Contain tables and seating to accommodate the maximum number of inmates;	☒	☐	☐	
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☒	☐	☐	
4. Provide access to a shower or showers as specified in Section 1231.3; and	☒	☐	☐	
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☐	☐	☒	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☒	☐	☐	
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☐	☐	☒	There is no designated medical care housing located in this facility.
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☐	☐	☒	
The medical care housing unit shall be designed in consultation with the health authority.	☐	☐	☒	
Medical/mental health areas may contain other than single occupancy cells.	☐	☐	☒	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☐	☐	☒	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☐	☐	☒	Storage for commissary items is located at the main jail.
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	Dining occurs in the dayroom space of the dormitory.
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☐	☒	There is no central dining room.
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	This facility design allows for in-person contact and in-person with barrier visitation. There are family visiting rooms and an outdoor playground for family reunification and parental visits.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility. A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☒	☐	☐	Laundry facilities are located at the main jail.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	Emergency generator power is tested bi-monthly.
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	There are three confidential interview rooms located in this facility.
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☒	☐	☐	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☒	☐	☐	
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☐	☐	☒	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☒	☐	☐	
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☒	☐	☐	
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☐	☐	☒	There are no sobering cells located in this facility.
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☒	☐	☐	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☒	☐	☐	
1. Approved for use by the State Fire Marshal;	☒	☐	☐	
2. Nonporous to facilitate cleaning;	☒	☐	☐	
3. At least 1/2-inch (12.7 mm) thick;	☒	☐	☐	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☒	☐	☐	
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☒	☐	☐	
6. Without any exposed seams susceptible to tearing or ripping.	☒	☐	☐	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(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.)	☒	☐	☐	

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

BSCC Code: 5300

FACILITY: Santa Cruz County Rehabilitation and Reentry (R&R) Facility (100 Rountree Ln)	**TYPE: II**	**RC: 64**
FIELD REPRESENTATIVE: Robert Gardner		**DATE: July 10, 2025**

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
Dorm												
T-Unit	Dorm	2016	0	64	64	64	81’10” x 78’10” x 18’	5	3	8	8	7
Total living space, including I/P cubbies, is listed in dimensions above. 8 individual cubbies are designated as ADA and measure 8’5” x 7’10” x 18’. The remaining 56 cubbies measure 8’5” x 6’10” x 10’.												

***** 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.

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5310

FACILITY NAME: Santa Cruz County Rountree Facility	**FACILITY TYPE:** II
PERSON(S) INTERVIEWED: Lt. C. Ramirez, Sgt. A. Yniguez	
FIELD REPRESENTATIVE: Rob Gardner	**DATE: July 11, 2025**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS[2]
1020 CORRECTIONS OFFICER CORE COURSE[3] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with mitigating circumstances, with applicable regulations during the 24-25 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	NOTE: All Policy sections referenced below are taken from the Santa Cruz County Sheriff's Office Corrections Policy Manual / Lexipol dated 2025/06/10, unless otherwise noted.
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

[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] Excerpts from facility policies, procedures, or other reference documents are indicated in *italicized text*.

[3] For STC participating agencies, consistency with training sections 1020, 1021, 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
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	Policy 219 Staffing Plan Compliance with this section is indicated by the ability of staff to complete and document at least hourly safety checks in addition to completing all operational duties, including but not limited to the requirements listed in Title 15 Minimum Standards for Local Jails. A random sampling of 20 shift rosters was reviewed, along with BSCC staff auditing various logs and documented reports. Completed documentation indicates that enough personnel are assigned to each shift.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	A sample of 20 shift rosters was reviewed, and reflected that all fixed post positions and response personnel are scheduled on each shift.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Each shift roster reviewed had sufficient personnel for emergency response
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	Of the sampling of shift rosters reviewed, female personnel were assigned to each shift.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency's Organizational Chart and a sample of 20 shift rosters. The agency has a very low vacancy rate, and they are able to maintain minimum staffing levels on each shift with some use of overtime.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following: (a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Policy 503 Safety Checks
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Policy 503.3 (a) Safety Checks BSCC staff reviewed a sample of safety check logs throughout March and May 2025 and found the agency in compliance with this regulation. Safety checks were conducted within 60 minutes of the previous check and at random intervals.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☒	☐	☐	Policy 516.3 Safety Cell Procedures Policy 516.4 Sobering Cell Procedures

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Policy 503(b) Safety Checks
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include: (1) the actual time at which each individual safety check occurred;	☒	☐	☐	Policy 503.3.1 Safety Checks BSCC staff reviewed a sample of safety check logs throughout March and May 2025. Checks are being completed at random intervals and in accordance with this section. The agency's documentation is compliant with all three requirements of this regulation.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Policy 503.3.1 Safety Checks
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Policy 503.3.1 Safety Checks
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	Policy 503.3.1 Safety Check Documentation During the onsite inspection, BSCC staff observed the multiple levels of review and documentation that occur for routine Safety checks, Safety Cell placements, and Sobering cells.
1028 FIRE AND LIFE SAFETY STAFF (a) Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	Policy 400 Facility Emergencies Policy 402 Fire Safety
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	Policy 400 Facility Emergencies
(b) The facility administrator, in conjunction with the health authority, shall develop and implement policies and procedures consistent with the requirements of Penal Code Section 6048(b) that require correctional officers certified in cardiopulmonary resuscitation (CPR) to begin CPR on a nonresponsive person without obtaining approval from supervisors or medical staff, when it is safe and appropriate to do so.	☒	☐	☐	Policy 400.6 CPR Response
These policies shall cover the following key elements: (1) Acceptable CPR methods and application.	☒	☐	☐	Policy 400.6 CPR Response
(2) Correctional officers shall be certified in CPR and a copy of the certification shall be on file in the facility or at a central location and available for review.	☒	☐	☐	Policy 400.6 CPR Response
(3) Correctional officers shall immediately summon medical aid when a person is identified as nonresponsive and shall administer CPR unless the correctional officer is aware of a known medical condition(s) that would contraindicate its use.	☒	☐	☐	Policy 400.6 CPR Response
(4) Correctional officers shall use personal protective equipment when administering CPR whenever possible to reduce exposure to bodily fluids or bloodborne pathogens that may contain disease-causing agents.	☒	☐	☐	Policy 400.6 CPR Response

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) If an imminent physical danger prevents a correctional officer from safely administering CPR, they shall begin or resume CPR as soon as the threat has passed, or the nonresponsive person has been safely removed from danger, provided medical aid has not yet arrived.	☒	☐	☐	Policy 400.6 CPR Response
(6) The correctional officer shall continue administering CPR, absent imminent physical danger, until the nonresponsive person shows obvious signs of life, such as normal breathing or physical or verbal responses, or until medical staff or alternative medical responders arrive and take over.	☒	☐	☐	Policy 400.6 CPR Response
(7) In situations where medical staff or alternative medical responders are present when a person is identified as nonresponsive, correctional officers shall defer CPR to those individuals.	☒	☐	☐	Policy 400.6 CPR Response
1029 POLICY AND PROCEDURES MANUAL[4] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	Policy 102 Custody Manual The agency utilizes Lexipol to access and maintain the Santa Cruz County Sheriff's Office Corrections Policy Manual (SCCSOCPM). The manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on June 10, 2025
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	Policy 100 Organizational Structure and Responsibility
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	Policy 509 Use of Force Policy 509.3.6 Restrictions on the Use of a Carotid Control Hold Policy 509.3.7 Restrictions on the Use of a Choke Hold The use of a carotid restraint or choke hold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

[4] 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
(5) Procedure and criteria for screening newly received persons for release.	☒	☐	☐	Policy 502 Reception All incoming arrestees are screened at the time of intake.
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections Policy 213 Perimeter Security Policy 400.12 Review of Emergency Procedures
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	Policy 400 Facility Emergencies Policy 402.3 Fire Suppression Pre-Planning *Pursuant to Penal Code § 6031.1(b), the Facility Manager shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.* The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	Policy 400.7 Response to Disturbances Policy 400.9 Hostages Policy 400.10 Escapes
(C) mass arrests;	☒	☐	☐	Policy 400.11 Civil Disturbances Outside of the Jail *Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Facility Manager. The Facility Manager should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.*
(D) natural disasters;	☒	☐	☐	Policy 401 Emergency Staffing Policy 404.3 Evacuation Plan
(E) periodic testing of emergency equipment; and,	☒	☐	☐	Policy 400.3(g) *Periodic testing of emergency equipment*
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	Policy 400.3(h) *Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices*
(8) Suicide Prevention.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(9) Separation of incarcerated persons.	☒	☐	☐	Policy 601 Disciplinary Separation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 605 Incarcerated Persons' Rights – Protection from Abuse Policy 606 Prison Rape Elimination Act

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	Policy 606.5 Retaliation
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	Policy 518 End of Term Release
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation Public access signage was observed at several locations throughout the facilities.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Policy 708.4 Staff Training *All facility staff members who are responsible for supervising incarcerated persons shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030)* BSCC staff reviewed suicide prevention training materials and attendance records to verify compliance with this section.
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	Policy 708.5 Screening and Intervention
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	Policy 708.5 Screening and Intervention

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Policy 708.5 Screening and Intervention Per staff on-site during the inspection, face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	Policy 506 Classification Policy 506.8.2 Special Management and Alert Codes This is initially a classification decision that occurs at the time of intake or incident. For those identified as requiring special housing, classification and mental health staff meet weekly to evaluate if closer supervision is still appropriate and identify intervention strategies for less restrictive housing.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	Policy 708.6 Suicide Watch
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	Policy 210.3.2 Incident Reporting Policy 210.3.3 Deaths Policy 513 Reporting In-Custody Deaths All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	Policy 513.5 In-Custody Death Review Policy 708.7.1 Debriefing The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	Policy 708.3 Suicide Prevention Team
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 1001 Counseling Services

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	Policy 402 Fire Safety
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	Policy 402.3 Fire Suppression Pre-Planning
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff verified that monthly fire prevention inspections were completed, documented, and maintained as required.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	Inspection report was completed 5/29/2024 by the Santa Cruz Fire Dept. with no deficiencies noted.
(d) an evacuation plan; and,	☒	☐	☐	Policy 400 Facility Emergencies Policy 404 Evacuation
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	Policy 404.3.2 Emergency Housing of Incarcerated Persons
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	Policy 500 Population Management
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	Policy 500 Population Management BSCC staff verified that the agency is providing demographic information to the Jail Profile Survey.
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	Policy 209 Incarcerated Persons Records All records for those incarcerated are stored in the agency's JMS system.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.3(i) PREA Coordinator *Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office, using a standardized instrument and set of definitions. Upon request, the Office shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87; 34 USC § 30303; 15 CCR 1041).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	Policy 210 Report Preparation BSCC staff reviewed a sample of 20 written reports that were all completed, submitted, and approved within the timeframes required by the agency policy.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	Policy 215 Community Relations and Public Information
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Policy 215.2(a) Responsibilities
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	Policy 215.2(b) Responsibilities BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that sections 1-19 listed below regarding policies and operations of the facility are addressed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	
1046 DEATH IN CUSTODY (a) The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths
(b) The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. In practice, the review team consists of the Sheriff or Deputy Chief, Facility Manager, County Counsel, Investigative staff, and the responsible physician.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	Policy 513.5 In-Custody Death Review
(c) The facility administrator shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.	☒	☐	☐	Policy 513.5 In-Custody Death Review
The initial review report shall contain the following information: (1) Demographic information (A) Full name of the decedent (B) Date of birth (C) Date of death (D) Time of death (E) Gender (F) Race and ethnicity (G) Relevant medical history (2) Facility Information (A) Name and location of the detention facility (B) Description of the location where the death occurred within the facility (C) Date and time of the incident (D) Detention facility personnel (including names and roles) involved in the reporting of the death or incident (3) Any relevant circumstances leading up to death, including behavioral health or medical issues.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	Policy 506 Classification *It is the policy of this office to process all individuals entering this correctional facility to determine whether they will be housed in the correctional facility, cited and released, released on their own recognizance (O.R.) or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.* *Anyone housed in the correctional facility shall be properly classified according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.* BSCC staff reviewed a sample of 20 classification assessments to verify appropriateness and compliance with this regulation. The agency classification screening instrument appeared both comprehensive and appropriate for the size and population of the facility.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	Policy 506.4 Classification Plan Policy 506.7 Reviews and Appeals Incarcerated people were interviewed during the onsite physical plant inspection and reported that they were aware of how to appeal a classification decision.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	Policy 506.1 Purpose and Scope *This policy describes the Santa Cruz County Sheriff's Office's classification process, which is designed to identify security and health issues so that incarcerated persons may be held and housed in such a way as to foster a safe and secure facility (15 CCR 1050).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	Policy 706 Communicable Diseases
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff are on duty and available 24 hours per day. Medical staff interviewed during the onsite physical plant inspection said that all incarcerated people are screened for communicable or pandemic-type diseases at the time of intake and are triaged for symptoms prior to housing outside of intake. Incarcerated people are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 504 Special Management Incarcerated Persons
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy Agency practices support the use of the least restrictive housing options. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy *This office shall provide for the secure and restrictive housing of any special management incarcerated person but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the incarcerated person, staff, or the public (15 CCR 1053).*
(b) Administrative separation must not adversely affect an incarcerated person's health.	☒	☐	☐	Policy 504.9 Health Considerations *Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.*
(c) Administrative separation may be used for incarcerated people who have: (1) A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2) Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3) Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4) A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☒	☐	☐	Policy 504.3 Special Management Incarcerated Persons Housing Criteria Policy 506 Classification
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Completed as part of the classification process
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☒	☐	☐	Completed as part of the classification process
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☒	☐	☐	Policy 516 Safety and Sobering Cells Policy 516.3 Safety Cell Procedures A sampling of 20 safety cell logs was reviewed and was found to contain timely safety checks, approvals for placement and retention, along with medical and mental health interventions.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☒	☐	☐	Policy 516.3 Safety Cell Procedures
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☒	☐	☐	Of the safety cell logs reviewed, BSCC staff verified that there were no cases where a safety cell was used for the purpose of discipline or treatment.
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☒	☐	☐	Policy 516.3(a) Safety Cell Procedures *Placement of an incarcerated person into a safety cell requires approval of the Sergeant or the Responsible Physician.*
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☒	☐	☐	Policy 516.3(h) Safety Cell Procedures *A medical assessment of the incarcerated person in the safety cell shall occur as soon as possible, but not more than 12 hours from the time of placement. A qualified healthcare professional should assess the incarcerated person based upon their policy and minimum Title 15 standards (15 CCR 1055). Medical assessments shall be documented.*
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☒	☐	☐	Mental health personnel are on site and are accessible 24 hours per day. Of the logs reviewed by BSCC staff, all mental health opinions or assessments were secured either before or immediately following placement.
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☒	☐	☐	Policy 516.3(c) Safety Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur twice every 30 minutes with no more than a 15-minute lapse between safety checks. Each safety check of the incarcerated person shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log.* BSCC reviewed a sampling of 20 safety cell logs that were found to be complete and timely with their safety checks.
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☒	☐	☐	Policy 516.3(e) Safety Cell Procedures Policy 516.3(f) Safety Cell Procedures Of the reports sampled, BSCC staff verified that nutrition and fluids are being offered and are documented as required by agency policy and this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☒	☐	☐	Policy 516.3(d) Safety Cell Procedures Of the sampling reviewed, BSCC staff verified that all incarcerated persons who were placed into a safety cell were provided with a safety smock.
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☒	☐	☐	Policy 516.1.1 Definitions *Sobering cell - A holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for arrestees or incarcerated persons who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other incarcerated persons.* BSCC staff reviewed a sampling of 20 sobering cell logs and verified that those placed into a sobering cell were assessed by medical personnel and approvals were obtained and documented on the log. Safety checks were timely, and removal from the cell occurred when the person was able to continue with the admission process of booking.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☒	☐	☐	Policy 516.4(e) Sobering Cell Procedures
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☒	☐	☐	A sampling of sobering cell logs was reviewed by BSCC staff, and in no case was a sobering cell used for more than six hours.
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☒	☐	☐	Health care services are on-site and conduct their assessment at the time of placement into a sobering cell. Verification of this was attained by BSCC staff during a review of the Sobering Cell log documentation.
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☒	☐	☐	Policy 516.4(b) Sobering Cell Procedures *A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur at least once every 30 minutes on an irregular schedule. Each visual observation of the incarcerated person by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	Policy 602 Incarcerated Persons with Disabilities Policy 602.3 Facility Manager Responsibilities
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected of having a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control *Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.* BSCC reviewed all 12 instances of the use of a restraint chair during this inspection cycle. Of the logs reviewed, safety checks were timely, observations were articulated on the log, and approvals were indicated on the logs.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) protective housing of restrained persons;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) exercising of extremities.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.5 Range of Motion
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons Of the restraint logs reviewed there were no instances of a pregnant person being placed into a restraint device.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	Policy 511.9.1Incarcerated Persons in Labor
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons There were no pregnant persons in custody on the day of the onsite physical plant inspection.
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	Policy 517 Biological Samples *The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.* In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	Policy 517.5.1 Video Recording *A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's established records retention schedule.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	Policy 215 Community Relations and Public Information Policy 504.6 Maintenance of Programs and Services Policy 522.1 Electronic Tablets The agency partners with Cabrillo Community College to provide education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either participating in or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Access to vocational training is linked to classification and housing assignment. Robust vocational training opportunities are available at the R&R and Blaine Street facilities.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements: (a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	Policy 1006 Visitation All incarcerated people are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the tablets.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All incarcerated people are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	Policy 1006 Visitation Policy 1006.6 Denial or Termination of Visiting Privileges
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	Policy 1006 Visitation Policy 1006.7 General Visitation Rules
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on tablets to supplement existing in person visitation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, "onsite" is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs onsite is at no cost to the visitor or the incarcerated people.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				
Mode of visitation;				In-person with a barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				Only as indicated within Policy 1006
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	Policy 1004 Mail *Inmates may, at their own expense, send and receive mail without restrictions on quantity.* BSCC staff interviewed incarcerated people on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	Policy 1004.6 Processing and Inspection of Mail by Staff
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	Policy 1004.10 Indigent Incarcerated Persons Requests for Writing Materials

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material.	☒	☐	☐	Policy 1003 Library Services This facility operates library services that provide leisure and legal reading materials to incarcerated persons. All incarcerated persons interviewed by BSCC staff stated that they have access to library services, including law library material upon written request or on the tablets. Tablets are accessible to all incarcerated people, and on the day of the physical plant inspection, BSCC staff observed tablets located in all housing units.
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	Policy 1008 Exercise and Out of Cell Time Policy 504 Special Management Incarcerated Persons Policy 504.6 Maintenance of Programs and Services A minimum of three hours of outdoor recreation for the exercising of large muscle groups and a minimum of seven hours of programming and recreation is offered each week. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	Policy 1004.7 Books, Magazines, Newspapers, Checks, Money Orders, and Periodicals *Unless otherwise in conflict with this policy and prohibited by the Bureau Commander, incarcerated persons are permitted to purchase, receive and read any soft cover book, non-hard, non-leather bound book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)).*
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals *Staff shall notify the Watch Commander whenever a decision is made to reject books, magazines, or periodicals. The Facility Manager or the authorized designee will be responsible for making the final decision as to the specific magazines, periodicals, and other materials that will be prohibited within this facility.*
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited unless they present a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	Policy 1005 Telephone Access *The Correctional Facility will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Facility Manager or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All incarcerated persons will be provided a copy of the telephone usage rules as part of their incarcerated person orientation during the booking process.* All incarcerated people have access to telephones. BSCC staff observed telephones located in the dayroom of each housing area. Incarcerated people who were interviewed demonstrated their ability to use the tablets for communication.
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	Policy 603 Access to Courts and Counsel All incarcerated persons have free access to courts and counsel.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	Policy 1004 Mail
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available on-site.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	Policy 502 Reception Policy 502.7 Inmate Orientation

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Each person entering housing receives a verbal orientation along with a video orientation and a handbook.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	The orientation handbook was reviewed by BSCC staff and found to contain all the required elements listed in sections 1-10 below.
(2) rules and disciplinary procedures;	☒	☐	☐	
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	Policy 1001 Counseling Services Policy 1009 Individual/Family Services Programs The agency provides a wide variety of social and educational programs for incarcerated people . Many of them link social services, community-based organizations, community colleges, and veterans' services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	Several of these services are provided by the agency and are augmented by the services provided by outside community-based providers.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	Policy 610 Voting BSCC staff interviewed incarcerated people during the onsite physical plant inspection, and those interviewed advised that they are aware of how to access voter registration and vote.
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	Policy 1007 Religious Programs *This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072).* BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that religious programming is accessible and available in all housing areas.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	Policy 609 Grievances *It is the policy of this office that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, out of cell time opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.* A sampling of 20 grievances and appeals was reviewed by BSCC staff and was found to be consistently responded to within the timelines required in policy. During the onsite physical plant inspection, incarcerated people were interviewed by BSCC staff and advised that they are aware of the grievance process and how to access a grievance.
(1) a grievance form;	☒	☐	☐	
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing a grievance are listed on the grievance form, in the orientation handbook, and are accessible on the tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	
(5) appeal to the next level of review;	☒	☐	☐	A sample of grievance appeals was reviewed and appropriately addressed within required timelines.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	A sample of grievances was reviewed and found to be consistently responded to within the timelines required in policy. An additional sampling of grievance appeals was reviewed and appropriately addressed within required timelines.
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	Grievances submitted regarding medical, food service, or commissary services are recorded for tracking and are routed accordingly.
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	BSCC staff interviewed incarcerated people regarding the grievance process, and all reported that, when navigating the grievance process, they are always provided with copies of their grievance, responses, and related documentation.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	Policy 609.4 Grievance Reviews
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Policy 609.3.5 Frivolous Grievances
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	Policy 600 Discipline *It is the policy of this office to maintain written general categories of prohibited incarcerated person behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all incarcerated persons. They will include a process for resolving minor infractions and a hearing process for a more serious breach of incarcerated person rules. Criminal acts may be referred to the appropriate criminal agency.*
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	Orientation handbooks are issued prior to housing. Verbal orientation, including an explanation of disciplinary rules, is given at the time of housing. Tablets are available in all housing areas.
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations to understand jail rules and violations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements: (a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	Policy 600 Discipline Policy 600.4 Rule Violation Procedures The incarcerated people orientation addresses rules and sanctions. The discipline process, along with discipline reports, was reviewed by BSCC staff and was compliant with this regulation.
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Policy 600.4.2 Major Rule Violations *Major rule violations are considered a threat to the safety, security, or efficiency of the facility, its staff members, incarcerated persons, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a supervisor.* A sampling of 20 disciplinary packets for major rule violations resulting in the imposition of sanctions was reviewed by BSCC staff. The packets reviewed contained the original written notices, the hearings were conducted by an uninvolved hearing officer within the required timeframes, the persons charged with rule violations were present for disciplinary hearings and were able to appeal the suggested imposed sanction should they disagree. Of those appeals, they were processed and resolved within the required timeframes.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	Policy 600.5 Investigations
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Policy 600.6 Notifications

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Policy 600.6 Notifications
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Policy 600.8 Hearing Procedure BSCC staff interviewed multiple incarcerated persons on the day of the onsite inspection regarding their involvement in disciplinary hearings. Of those who had gone through the formal disciplinary process, all stated that they had a hearing and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of “good time” credits earned under Penal Code Section 4019. (f) Forfeiture of “work time” credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	Policy 600.11 Guidelines for Disciplinary Actions *Discipline shall be commensurate with the nature and circumstances of the offense committed, the incarcerated person's disciplinary history, and the actions imposed for comparable offenses by other incarcerated persons with similar histories (28 CFR 115.78(b); 15 CCR 1082).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *The U.S. and state constitutions expressly prohibit all cruel or unusual punishment, disciplinary actions shall not include corporate punishment, group punishment when feasible, or physical or psychological degradation (15 CCR 1083).* A sample of 20 disciplinary packets was reviewed, and there was no instance noted of an incarcerated person remaining in disciplinary separation for a period exceeding 30 days consecutively as a disciplinary sanction.
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions Policy 601.2 Disciplinary Separation
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	Policy 601.2 Disciplinary Separation All cells are furnished and equipped with similar furnishings and fixtures.
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	Policy 601.5 Mental Health Considerations The agency follows a comprehensive review of all persons placed into separation status, with special attention given to any possible disability or mental health concerns. Any incarcerated person who is classified to be housed in separation is evaluated by mental health staff to ensure that they can maintain a mental state without decompensating.
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Food shall not be withheld as a disciplinary measure (15 CCR 1083).*
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Facility Manager (15 CCR 1083).*
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).*
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	Policy 600.3.2 Rule Violation Reports *California Penal Code § 4019.5 requires that all disciplinary actions administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084).*
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	Policy 706.1 Communicable Diseases The agency-wide Communicable Diseases Policy was reviewed and contained all applicable requirements as listed in this regulation. The policy is comprehensive and includes the identification, control, management, treatment, quarantine, testing, reporting, and community referral for those being released from custody.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to: (1) The types of communicable diseases to be reported;	☒	☐	☐	Policy 706.1 Communicable Diseases BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	Policy 700.3 Access to Care Policy 504.9 Health Considerations BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that, generally, sick call triage occurs within two days, depending on the severity of the medical condition. Of those interviewed, all stated that they were aware of how to submit a request for sick call.
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Policy 900 Food Services Policy 900.9 Meal Service Procedure BSCC staff interviewed multiple incarcerated people during the physical plant inspection. During these interviews, incarcerated people reported that they receive three meals per day, with a minimum of one of them being hot.
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons must be provided a minimum of 15 minutes dining time for each meal.*
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1260 STANDARD INSTITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.2 Clothing Issue *An incarcerated person admitted to the facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for incarcerated persons shall include but is not limited to: (15 CCR 1260):* • *Clean socks* • *Clean outer garments* • *Clean undergarments* • *Footwear*
(b) Clean outergarments; and,	☒	☐	☐	
(c) Clean undergarments;	☒	☐	☐	
(1) For males – shorts and undershirt, and	☒	☐	☐	Shorts and an undershirt.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Bra and two panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☒	☐	☐	Policy 806.3.2 Clothing Issue BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that issued clothing is clean, free of holes and tears, climate-appropriate, and free of stains. Additionally, on-site laundry services were inspected and found to have clean clothing in good repair. Staff were interviewed and stated that if a person requested clothing specific to their gender expression or gender identity, they would be issued as requested.
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	Policy 804 Vermin and Pest Control Policy 804.4 Prevention and Control

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items.	☒	☐	☐	Policy 607 Grooming Policy 607.8 Personal Care Items Policy 806.6 Personal Hygiene of Incarcerated Persons incarcerated people are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent people shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No incarcerated person will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.
Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance.	☒	☐	☐	Policy 806.6 Personal Hygiene of Incarcerated Persons BSCC staff observed incarcerated persons had access to pads, tampons, and panty liners in the appropriate housing locations.
Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued: (a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment.	☒	☐	☐	
Incarcerated persons shall not be required to share any personal care items listed in items “a” through “d.”	☒	☐	☐	
Incarcerated people will not share disposable razors.	☒	☐	☐	
Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	BSCC staff observed barbicide solution at each hair care station inside the housing areas.
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers During the onsite inspection, BSCC staff interviewed incarcerated people about showering opportunities, and all stated that they can shower at least every other day, but in practice, they shower daily.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	Policy 607 Grooming Policy 607.3 Haircuts
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Policy 607.4 Shaving *Incarcerated persons may shave daily.*
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☒	☐	☐	Policy 607.6 Grooming Equipment *Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology to meet the requirements of (16 CCR 979; 16 CCR 980; 15 CCR 1267(c))*
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.1 Bedding Issue *Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every incarcerated person who is expected to remain overnight shall be issued bedding and linens*
(b) one mattress cover or one sheet;	☒	☐	☐	
(c) one towel; and,	☒	☐	☐	
(d) one blanket or more depending upon climatic conditions.	☒	☐	☐	
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	Policy 800 Sanitation Inspections The Santa Cruz County Sheriff's Office has established a plan to promote and inspect the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Policy 802.3 Sanitation Schedule Medical care housing is cleaned and sanitized daily and between use.

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in jail cells? Facilities that do not hold minors in the jail cells are **not** subject to Title 15, Article 9 biennial inspections; however, if minors are held in the building, they may be subject to the requirements of WIC §207.1.	☐	☒	☐	If **YES**, the following sections, including those summarized in Title 15, Article 8 (Minors in Jails), apply.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact.	☐	☐	☒	
In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

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

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5310

FACILITY NAME: Santa Cruz County Rountree Lane Facility				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☐	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☒			
FIELD REPRESENTATIVE: Rob Gardner				**DATE:** July 11, 2025		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☐	☐	☒	Reception and booking do not occur at this facility. All bookings are processed at the Main Jail.
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☐	☐	☒	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☐	☐	☒	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☐	☐	☒	
4. Access to a shower within the secure portion of the facility.	☐	☐	☒	
5. Provide access to a secure vault or storage space for inmate valuables.	☐	☐	☒	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☒	☐	☐	
2. Be limited to no more than 16 inmates;	☒	☐	☐	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☒	☐	☐	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
6. Maximize visual supervision of inmates by staff; and	☒	☐	☐	
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☒	☐	☐	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☐	☐	☒	There are no sobering cells in this facility.
2. Be limited to eight inmates;	☐	☐	☒	
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☐	☐	☒	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☐	☐	☒	
6. Maximize visual supervision of inmates by staff;	☐	☐	☒	
7. Be padded on the floor as specified in Section 1231.3; and,	☐	☐	☒	
8. Have accessible a shower in the secure portion of the facility.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☒	☐	☐	
2. Be limited to one inmate;	☒	☐	☐	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☒	☐	☐	
4. Be padded as specified in Section 1231.3;	☒	☐	☐	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☒	☐	☐	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☒	☐	☐	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☒	☐	☐	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☒	☐	☐	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☐	☐	☒	There are no single cells located at this facility.
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☐	☐	☒	There are no double cells located at this facility.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☒	☐	☐	
2. Contain tables and seating to accommodate the maximum number of inmates;	☒	☐	☐	
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☒	☐	☐	
4. Provide access to a shower or showers as specified in Section 1231.3; and	☒	☐	☐	
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☐	☐	☒	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☒	☐	☐	
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☐	☐	☒	There is no designated medical care housing located in this facility.
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☐	☐	☒	
The medical care housing unit shall be designed in consultation with the health authority.	☐	☐	☒	
Medical/mental health areas may contain other than single occupancy cells.	☐	☐	☒	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☐	☐	☒	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☐	☐	☒	Storage for commissary items is located at the main jail.
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	Dining occurs in the dayroom space of the dormitory.
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☐	☒	There is no central dining room.
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	This facility design allows for in-person contact and in-person with barrier visitation. There are family visiting rooms and an outdoor playground for family reunification and parental visits.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility. A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☐	☐	☒	Laundry facilities are located at the main jail.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	Emergency generator power is tested bi-monthly.
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	There are three confidential interview rooms located in this facility.
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☒	☐	☐	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☒	☐	☐	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☐	☐	☒	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☒	☐	☐	
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☒	☐	☐	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☒	☐	☐	
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☒	☐	☐	
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☐	☐	☒	There are no sobering cells located in this facility.
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☒	☐	☐	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☒	☐	☐	
1. Approved for use by the State Fire Marshal;	☒	☐	☐	
2. Nonporous to facilitate cleaning;	☒	☐	☐	
3. At least 1/2-inch (12.7 mm) thick;	☒	☐	☐	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☒	☐	☐	
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☒	☐	☐	
6. Without any exposed seams susceptible to tearing or ripping.	☒	☐	☐	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☒	☐	☐	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(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.)	☒	☐	☐	

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

BSCC Code: 5310

FACILITY: Santa Cruz Rountree Lane Facility (90 Rountree Ln)	**TYPE: II**	**RC: 96**
FIELD REPRESENTATIVE: Robert Gardner		**DATE: July 10, 2025**

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												
Room 1	Holding	1988	1	0	11	(11)	11’2” x 10’8” x 9’	1	0	1	1	0
Room 2	Holding	1988	1	0	6	(6)	6’ x 10’10” x 9’	1	0	1	1	0
Room 3	Holding	1988	1	0	6	(6)	6’ x 10’10” x 9’	1	0	1	1	0
Dorm												
R-Unit	Dorm	1988	0	48	48	48	5,055 sq. ft. (105’ per person)	6	0	6	1	3
S-Unit	Dorm	1988	0	48	48	48	5,055 sq. ft. (105’ per person)	6	0	6	1	3
Safety												
	Safety	2019	1	0	1	(1)	10’ x 5’ x 9’	1	0	0	0	0

***** 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.

TYPE II AND III FACILITIES
Board of State and Community Corrections
PROCEDURES[1]

BSCC Code: 5320

FACILITY NAME: Santa Cruz County Blaine Street Facility	**FACILITY TYPE:** II
PERSON(S) INTERVIEWED: Lt. C. Ramirez, Lt. S. Luna, Compliance Officers J. Reed and L. Esparza, Health Services Administrator S. Hewett, Director of Nursing H. Brandt	
FIELD REPRESENTATIVE: Rob Gardner	**DATE: July 10, 2025**

TITLE 15 SECTION	P/P REFERENCE – COMMENTS[2]
1020 CORRECTIONS OFFICER CORE COURSE[3] (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment. (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.	The BSCC Standards and Training for Corrections (STC) division found the agency in compliance with mitigating circumstances, with applicable regulations during the 24-25 compliance monitoring cycle.
1021 JAIL SUPERVISORY TRAINING Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.	NOTE: All Policy sections referenced below are taken from the Santa Cruz County Sheriff's Office Corrections Policy Manual / Lexipol dated 2025/06/10, unless otherwise noted.
1023 JAIL MANAGEMENT TRAINING Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.	

[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] Excerpts from facility policies, procedures, or other reference documents are indicated in *italicized text*.

[3] For STC participating agencies, consistency with training sections 1020, 1021, 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
1027 NUMBER OF PERSONNEL A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.	☒	☐	☐	Policy 219 Staffing Plan Compliance with this section is indicated by the ability of staff to complete and document at least hourly safety checks in addition to completing all operational duties, including but not limited to the requirements listed in Title 15 Minimum Standards for Local Jails. A random sample of 20 shift rosters was reviewed, along with BSCC staff auditing various logs and documented reports. Completed documentation indicates that enough personnel are assigned to each shift.
Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency.	☒	☐	☐	A sampling of 20 shift rosters was reviewed, and reflected that all fixed post positions and response personnel are scheduled on each shift.
Such an employee shall not have any other duties which would conflict with the supervision and care of incarcerated people in the event of an emergency.	☒	☐	☐	Each shift roster reviewed had sufficient personnel for emergency response
Whenever one or more females are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females. *Note: Reference PC § 4021.*	☒	☐	☐	Of the sampling of shift rosters reviewed, female personnel were assigned to each shift.
In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.	☒	☐	☐	BSCC staff reviewed the agency's Organizational Chart and a sample of 20 shift rosters. The agency has a very low vacancy rate, and they are able to maintain minimum staffing levels on each shift with some use of overtime.
1027.5 SAFETY CHECKS The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following: (a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.	☒	☐	☐	Policy 503 Safety Checks
(b) There shall be no more than a 60-minute lapse between safety checks.	☒	☐	☐	Policy 503.3 (a) Safety Checks BSCC staff reviewed a sample of safety check logs throughout March and May 2025 and found the agency in compliance with this regulation. Safety checks were conducted within 60 minutes of the previous check and at random intervals.
(c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.	☒	☐	☐	Policy 516.3 Safety Cell Procedures Policy 516.4 Sobering Cell Procedures

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Safety checks shall occur at random or varied intervals.	☒	☐	☐	Policy 503(b) Safety Checks
(e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include: (1) the actual time at which each individual safety check occurred;	☒	☐	☐	Policy 503.3.1 Safety Checks BSCC staff reviewed a sample of safety check logs throughout March and May 2025. Checks are being completed at random intervals and in accordance with this section. The agency's documentation is compliant with all three requirements of this regulation.
(2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,	☒	☐	☐	Policy 503.3.1 Safety Checks
(3) Initials or employee identification number of staff who completed the safety check(s).	☒	☐	☐	Policy 503.3.1 Safety Checks
(f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.	☒	☐	☐	Policy 503.3.1 Safety Check Documentation During the onsite inspection, BSCC staff observed the multiple levels of review and documentation that occur for routine Safety checks, Safety Cell placements, and Sobering cells.
1028 FIRE AND LIFE SAFETY STAFF (a) Whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. [Penal Code section 6030(c)].	☒	☐	☐	Policy 400 Facility Emergencies Policy 402 Fire Safety
The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	☒	☐	☐	Policy 400 Facility Emergencies
(b) The facility administrator, in conjunction with the health authority, shall develop and implement policies and procedures consistent with the requirements of Penal Code Section 6048(b) that require correctional officers certified in cardiopulmonary resuscitation (CPR) to begin CPR on a nonresponsive person without obtaining approval from supervisors or medical staff, when it is safe and appropriate to do so.	☒	☐	☐	Policy 400.6 CPR Response
These policies shall cover the following key elements: (1) Acceptable CPR methods and application.	☒	☐	☐	Policy 400.6 CPR Response
(2) Correctional officers shall be certified in CPR and a copy of the certification shall be on file in the facility or at a central location and available for review.	☒	☐	☐	Policy 400.6 CPR Response
(3) Correctional officers shall immediately summon medical aid when a person is identified as nonresponsive and shall administer CPR unless the correctional officer is aware of a known medical condition(s) that would contraindicate its use.	☒	☐	☐	Policy 400.6 CPR Response
(4) Correctional officers shall use personal protective equipment when administering CPR whenever possible to reduce exposure to bodily fluids or bloodborne pathogens that may contain disease-causing agents.	☒	☐	☐	Policy 400.6 CPR Response

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) If an imminent physical danger prevents a correctional officer from safely administering CPR, they shall begin or resume CPR as soon as the threat has passed, or the nonresponsive person has been safely removed from danger, provided medical aid has not yet arrived.	☒	☐	☐	Policy 400.6 CPR Response
(6) The correctional officer shall continue administering CPR, absent imminent physical danger, until the nonresponsive person shows obvious signs of life, such as normal breathing or physical or verbal responses, or until medical staff or alternative medical responders arrive and take over.	☒	☐	☐	Policy 400.6 CPR Response
(7) In situations where medical staff or alternative medical responders are present when a person is identified as nonresponsive, correctional officers shall defer CPR to those individuals.	☒	☐	☐	Policy 400.6 CPR Response
1029 POLICY AND PROCEDURES MANUAL[4] Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees. *Notes: The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality. Subsections (c) and (d) do not apply and have been deleted.*	☒	☐	☐	Policy 102 Custody Manual The agency utilizes Lexipol to access and maintain the Santa Cruz County Sheriff's Office Corrections Policy Manual (SCCSOCPM). The manual is reviewed and updated at a minimum of annually. In practice, this process is ongoing and occurs more frequently than annually. The most recent review and update occurred on June 10, 2025
(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following: (1) Table of organization, including channels of communications.	☒	☐	☐	Policy 100 Organizational Structure and Responsibility
(2) Inspections and operations reviews by the facility administrator/manager.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections
(3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.	☒	☐	☐	Policy 509 Use of Force Policy 509.3.6 Restrictions on the Use of a Carotid Control Hold Policy 509.3.7 Restrictions on the Use of a Choke Hold The use of a carotid restraint or choke hold is not a trained or approved technique used in this facility.
(4) Policy on the use of restraint equipment, including the restraint of pregnant persons as referenced in Penal Code Section 3407.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(5) Procedure and criteria for screening newly received persons for release.	☒	☐	☐	Policy 502 Reception Intake and release take place at the Main Jail

[4] 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
(6) Security and control including physical counts and searches of the facility and incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 212 Administrative and Supervisory Inspections Policy 213 Perimeter Security Policy 400.12 Review of Emergency Procedures
(7) Emergency procedures include: (A) fire suppression preplan as required by section 1032 of these regulations;	☒	☐	☐	Policy 400 Facility Emergencies Policy 402.3 Fire Suppression Pre-Planning *Pursuant to Penal Code § 6031.1(b), the Facility Manager shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire.* The Fire Suppression Plan was reviewed and was found to be comprehensive. The plan is up to date and is easily accessible to supervisory staff in the event of an emergency.
(B) escape, disturbances, and the taking of hostages;	☒	☐	☐	Policy 400.7 Response to Disturbances Policy 400.9 Hostages Policy 400.10 Escapes
(C) mass arrests;	☒	☐	☐	Policy 400.11 Civil Disturbances Outside of the Jail *Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Facility Manager. The Facility Manager should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.*
(D) natural disasters;	☒	☐	☐	Policy 401 Emergency Staffing Policy 404.3 Evacuation Plan
(E) periodic testing of emergency equipment; and,	☒	☐	☐	Policy 400.3(g) *Periodic testing of emergency equipment*
(F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.	☒	☐	☐	Policy 400.3(h) *Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices*
(8) Suicide Prevention.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(9) Separation of incarcerated persons.	☒	☐	☐	Policy 601 Disciplinary Separation
(10) Zero tolerance in the prevention of sexual abuse and sexual harassment.	☒	☐	☐	Policy 605 Incarcerated Persons' Rights – Protection from Abuse Policy 606 Prison Rape Elimination Act
(11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or person after reporting any abuse.	☒	☐	☐	Policy 606.5 Retaliation
(12) Release policy, including release planning for incarcerated persons.	☒	☐	☐	Policy 518 End of Term Release

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following: (1) multiple internal ways for incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation
(2) a method for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.	☒	☐	☐	Policy 606.4 Reporting Sexual Abuse, Harassment, and Retaliation Public access signage was observed at several locations throughout the facilities.
1030 SUICIDE PREVENTION PROGRAM The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(a) Annual suicide prevention training for all custodial personnel.	☒	☐	☐	Policy 708.4 Staff Training *All facility staff members who are responsible for supervising incarcerated persons shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030)* BSCC staff reviewed suicide prevention training materials and attendance records to verify compliance with this section.
(b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.	☒	☐	☐	Policy 708.5 Screening and Intervention
(c) Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.	☒	☐	☐	Policy 708.5 Screening and Intervention
(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.	☒	☐	☐	Policy 708.5 Screening and Intervention Per staff on-site during the inspection, face-to-face communication occurs between the arresting agency, transportation, and booking staff at the time of intake. Medical and mental health staff evaluate all arrestees at the time of intake into the jail. In addition to the initial screening, additional monitoring and weekly meetings occur to evaluate the continued need for close supervision and intervention of those identified as a suicide risk.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.	☒	☐	☐	Policy 506 Classification Policy 506.8.2 Special Management and Alert Codes This is initially a classification decision that occurs at the time of intake or incident. For those identified as requiring special housing, classification and mental health staff meet weekly to evaluate if closer supervision is still appropriate and identify intervention strategies for less restrictive housing.
(f) Supervision depending on level of suicide risk.	☒	☐	☐	Policy 708.6 Suicide Watch
(g) Suicide attempt and suicide intervention policies and procedures.	☒	☐	☐	Policy 708 Suicide Prevention and Intervention
(h) Provisions for reporting suicides and suicides attempts.	☒	☐	☐	Policy 210.3.2 Incident Reporting Policy 210.3.3 Deaths Policy 513 Reporting In-Custody Deaths All in-custody deaths, suicides, and suicide attempts are investigated and documented in a written report. In-custody deaths are reported within 10 days of the death to the state Attorney General's Office.
(i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.	☒	☐	☐	Policy 513.5 In-Custody Death Review Policy 708.7.1 Debriefing The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. At a minimum, the review team consists of the Sheriff or Deputy Chief, County Counsel, Investigative staff, and the responsible physician.
(j) Provisions for follow up care as needed.	☒	☐	☐	Policy 708.3 Suicide Prevention Team
(k) Plan for mental health consultation following return from court as determined by the mental health director.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 1001 Counseling Services
1032 FIRE SUPPRESSION PREPLANNING Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:	☒	☐	☐	Policy 402 Fire Safety
(a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);	☒	☐	☐	Policy 402.3 Fire Suppression Pre-Planning
(b) monthly fire prevention inspections by facility staff with two-year retention of the inspection record;	☒	☐	☐	BSCC staff verified that monthly fire prevention inspections were completed, documented, and maintained as required.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;	☒	☐	☐	Inspection report was completed 5/29/2024 by the Santa Cruz Fire Dept. with no deficiencies noted.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) an evacuation plan; and,	☒	☐	☐	Policy 400 Facility Emergencies Policy 404 Evacuation
(e) a plan for the emergency housing of incarcerated people in the case of fire.	☒	☐	☐	Policy 404.3.2 Emergency Housing of Incarcerated Persons
1040 POPULATION ACCOUNTING Each facility administrator shall maintain a demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced people by gender and juvenile status.	☒	☐	☐	Policy 500 Population Management
Facility administrators shall provide the Board with applicable demographic information as described in the Jail Profile Survey.	☒	☐	☐	Policy 500 Population Management BSCC staff verified that the agency is providing demographic information to the Jail Profile Survey.
1041 RECORDS (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	☒	☐	☐	Policy 209 Incarcerated Persons Records All records for those incarcerated are stored in the agency's JMS system.
(b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1). *Note: federal survey on sexual violence.*	☒	☐	☐	Policy 606 Prison Rape Elimination Act Policy 606.3(i) PREA Coordinator *Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office, using a standardized instrument and set of definitions. Upon request, the Office shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87; 34 USC § 30303; 15 CCR 1041).*
1044 INCIDENT REPORTS Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or incarcerated person of a detention facility or other person.	☒	☐	☐	Policy 210 Report Preparation BSCC staff reviewed a sample of 20 written reports that were all completed, submitted, and approved within the timeframes required by the agency policy.
Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.	☒	☐	☐	
Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or designee.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1045 PUBLIC INFORMATION PLAN Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and incarcerated persons shall have available for review the following material:	☒	☐	☐	Policy 215 Community Relations and Public Information
(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.	☒	☐	☐	Policy 215.2(a) Responsibilities
(b) Facility rules and procedures affecting incarcerated people as specified in sections: (1) 1045, Public Information Plan	☒	☐	☐	Policy 215.2(b) Responsibilities BSCC staff reviewed the Community Relations and Public Information Plan Policy and verified that sections 1-19 listed below regarding policies and operations of the facility are addressed.
(2) 1061, Education Plan	☒	☐	☐	
(3) 1062, Visiting	☒	☐	☐	
(4) 1063, Correspondence	☒	☐	☐	
(5) 1064, Library Service	☒	☐	☐	
(6) 1065, Exercise and Out of Cell Time	☒	☐	☐	
(7) 1066, Books, Newspapers, Periodicals and Writings	☒	☐	☐	
(8) 1067, Access to Telephone	☒	☐	☐	
(9) 1068, Access to Courts and Counsel	☒	☐	☐	
(10) 1069, Orientation	☒	☐	☐	
(11) 1070, Individual/Family Service Programs	☒	☐	☐	
(12) 1071, Voting	☒	☐	☐	
(13) 1072, Religious Observance	☒	☐	☐	
(14) 1073, Grievance Procedure	☒	☐	☐	
(15) 1080, Rules and Disciplinary Actions	☒	☐	☐	
(16) 1081, Plan for Discipline of Incarcerated Persons	☒	☐	☐	
(17) 1082, Forms of Discipline	☒	☐	☐	
(18) 1083, Limitations on Discipline	☒	☐	☐	
(19) 1200, Responsibility for Health Care Services	☒	☐	☐	
1046 DEATH IN CUSTODY (a) The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every suicide attempt or in-custody death. In practice, the review team consists of the Sheriff or Deputy Chief, Facility Manager, County Counsel, Investigative staff, and the responsible physician.
Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.	☒	☐	☐	Policy 513.5 In-Custody Death Review
(c) The facility administrator shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.	☒	☐	☐	Policy 513.5 In-Custody Death Review
The initial review report shall contain the following information: (1) Demographic information (A) Full name of the decedent (B) Date of birth (C) Date of death (D) Time of death (E) Gender (F) Race and ethnicity (G) Relevant medical history (2) Facility Information (A) Name and location of the detention facility (B) Description of the location where the death occurred within the facility (C) Date and time of the incident (D) Detention facility personnel (including names and roles) involved in the reporting of the death or incident (3) Any relevant circumstances leading up to death, including behavioral health or medical issues.	☒	☐	☐	Policy 513 Reporting In-Custody Deaths Policy 513.5 In-Custody Death Review
(d) In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1050 CLASSIFICATION PLAN (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign incarcerated persons to housing units and activities according to the categories of gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused, or sexually harassed and other criteria which will provide for the safety of the incarcerated people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility. The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each person's classification level, housing restrictions, and housing assignments.	☒	☐	☐	Policy 506 Classification *It is the policy of this office to process all individuals entering this correctional facility to determine whether they will be housed in the correctional facility, cited and released, released on their own recognizance (O.R.) or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.* *Anyone housed in the correctional facility shall be properly classified according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.* BSCC staff reviewed a sample of 20 classification assessments to verify appropriateness and compliance with this regulation. The agency classification screening instrument appeared both comprehensive and appropriate for the size and population of the facility.
Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about and from the incarcerated person and shall provide for a channel of appeal by the incarcerated person to the facility administrator or designee. Each person may request a review of their classification plan no more often than 30 days from their last review. *Note: Subsection (b) does not apply and has been deleted.*	☒	☐	☐	Policy 506.4 Classification Plan Policy 506.7 Reviews and Appeals Incarcerated people were interviewed during the onsite physical plant inspection and reported that they were aware of how to appeal a classification decision.
(c) In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.	☒	☐	☐	Policy 506.1 Purpose and Scope *This policy describes the Santa Cruz County Sheriff's Office's classification process, which is designed to identify security and health issues so that incarcerated persons may be held and housed in such a way as to foster a safe and secure facility (15 CCR 1050).*
1051 COMMUNICABLE DISEASES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require medical isolation of an incarcerated person until a medical evaluation is completed.	☒	☐	☐	Policy 706 Communicable Diseases

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening from.	☒	☐	☐	The agency screens all incoming arrestees at the time of intake at booking. Medical staff are on duty and available 24 hours per day. Medical staff interviewed during the onsite physical plant inspection said that all arrestees are screened for communicable or pandemic-type diseases at the time of intake and are triaged for symptoms prior to housing outside of intake. Incarcerated persons are also offered and encouraged to accept ongoing testing and vaccination for communicable diseases while in custody and at the time of release.
1052 BEHAVIORAL CRISIS IDENTIFICATION The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. Evaluation of behavioral crisis may include telehealth.	☒	☐	☐	Policy 705 Mental Health Screening and Evaluation Policy 504 Special Management Incarcerated Persons
If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appear gravely disabled.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.	☒	☐	☐	Mental health staff are on-site and available 24 hours per day, seven days per week.
Separation may be used if necessary, to protect the safety of the person in crisis or others.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons
1053 ADMINISTRATIVE SEPARATION Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy Agency practices support the use of the least restrictive housing options. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Policies and procedures must include: (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Policy 504 Special Management Incarcerated Persons Policy 504.2 Policy *This office shall provide for the secure and restrictive housing of any special management incarcerated person but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the incarcerated person, staff, or the public (15 CCR 1053).*
(b) Administrative separation must not adversely affect an incarcerated person's health.	☒	☐	☐	Policy 504.9 Health Considerations *Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.*
(c) Administrative separation may be used for incarcerated people who have: (1) A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff. (2) Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff. (3) Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff. (4) A history of escape or have recently attempted escape. (5) A demonstrated need for protection from other incarcerated people.	☒	☐	☐	Policy 504.3 Special Management Incarcerated Persons Housing Criteria Policy 506 Classification
(d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.	☒	☐	☐	Completed as part of the classification process
(e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.	☒	☐	☐	Completed as part of the classification process
1055 USE OF SAFETY CELL The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.	☐	☐	☒	There are no safety cells at this facility. Anyone meeting safety cell criteria would be moved to the Main Jail or offsite as needed.
The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:	☐	☐	☒	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) In no case shall the safety cell be used for punishment or as a substitute for treatment.	☐	☐	☒	
(b) A person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.	☐	☐	☒	
(c) A medical assessment shall be completed as soon as possible, but not more than 12 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.	☐	☐	☒	
(d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than 12 hours from placement.	☐	☐	☒	
(e) Direct visual observation shall be conducted at least twice every 30 minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.	☐	☐	☒	
(f) Procedures shall be established to assure administration of necessary nutrition and fluids.	☐	☐	☒	
(g) People placed in the safety cell shall be allowed to retain sufficient clothing or be provided with a suitably designed “safety garment,” to provide for their personal privacy unless specific identifiable risks to the person's safety or to the security of the facility are documented.	☐	☐	☒	
1056 USE OF SOBERING CELL The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication.	☐	☐	☒	There are no sobering cells at this facility.
A person shall be removed from the sobering cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.	☐	☐	☒	
In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or custody staff to determine whether the person has an urgent medical problem, pursuant to section 1213 of these regulations.	☐	☐	☒	
At 12 hours from the time of placement, all persons must receive an evaluation by responsible health care staff.	☐	☐	☒	
Intermittent direct visual observation of people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.	☐	☐	☒	
1057 DEVELOPMENTAL DISABILITIES The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmental disabilities.	☒	☐	☐	Policy 602 Incarcerated Persons with Disabilities Policy 602.3 Facility Manager Responsibilities

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The health authority or designee shall contact the regional center for any incarcerated person suspected or confirmed to have a developmental disability for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.	☒	☐	☐	The San Andreas Regional Center is contacted when a person in custody is suspected of having a developmental disability.
1058 USE OF RESTRAINT DEVICES The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain incarcerated people for security reasons. The facility manager may delegate authority to place an incarcerated person in restraints to responsible health care staff.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control *Restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.* BSCC reviewed all 12 instances of the use of a restraint chair during this inspection cycle. Of the logs reviewed, safety checks were timely, observations were articulated on the log, and approvals were indicated on the logs.
(a) The policy shall address the following areas: (1) acceptable restraint devices;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) protective housing of restrained persons;	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(4) provision for hydration and sanitation needs; and,	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) exercising of extremities.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.5 Range of Motion
(b) Policy shall also include, but not be limited to, the following requirements: (1) In no case shall restraints be used for punishment or as a substitute for treatment.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(2) Restraint devices shall only be used on incarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(3) Restraint devices should be used only when less restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(4) An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) A medical assessment shall be completed within four hours of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.4 Use of Restraints – Clinical
(8) Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(9) If the facility manager, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after eight hours, the person shall be taken to a medical facility for further evaluation.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
(11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.3 Use of Restraints – Control
1058.5 RESTRAINTS AND PREGNANT PERSONS The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant people. In accordance with Penal Code Section 3407, the policy shall include reference to the following:	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons Of the restraint logs reviewed, there were no instances of a pregnant person being placed into a restraint device.
(1) An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☒	☐	☐	Policy 511.9.1Incarcerated Persons in Labor
(2) An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons
(4) Upon confirmation of an incarcerated person's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people.	☒	☐	☐	Policy 511 Use of Restraints Policy 511.9 Pregnant Incarcerated Persons There were no pregnant persons in custody on the day of the onsite physical plant inspection.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1059 DNA COLLECTION, USE OF FORCE (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	☒	☐	☐	Policy 517 Biological Samples *The Santa Cruz County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.* In practice, when force is necessary for the collection of DNA or biological samples, the person is transported to the hospital for collection.
(1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	☒	☐	☐	Policy 517.5 Calculated Use of Force to Obtain Samples
(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.	☒	☐	☐	Policy 517.5.1 Video Recording *A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's established records retention schedule.*
1061 EDUCATION PROGRAM The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an education program for incarcerated persons.	☒	☐	☐	Policy 215 Community Relations and Public Information Policy 504.6 Maintenance of Programs and Services Policy 522.1 Electronic Tablets The agency partners with Cabrillo Community College to provide inmate education for all facilities.
When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources.	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Such a plan shall provide for the voluntary academic or vocational, or both, education of housed people.	☒	☐	☐	During the physical plant inspection, BSCC staff interviewed inmates and were advised that they were either participating in or knew how to participate in programming.
Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.	☒	☐	☐	Access to vocational training is linked to classification and housing assignment. Robust vocational training opportunities are available at the R&R and Blaine Street facilities.
1062 VISITING The facility administrator shall develop and implement written policies and procedures, which include the following requirements: (a) A visiting program which shall provide for: (1) As many in-person visits and visitors as facility schedules, space, and number of personnel will allow.	☒	☐	☐	Policy 1006 Visitation All incarcerated people are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the tablets.
(2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.	☒	☐	☐	On the day of the physical plant inspection, BSCC staff observed visiting schedules to be posted in the public lobby of the jail and housing units. Visiting schedules are listed in the Orientation Handbook and are accessible on the agency website.
(3) For all incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.	☒	☐	☐	All incarcerated persons are allowed two completed visits of 30 minutes each per week. The agency has incorporated video visitation that is accessible on the inmate tablets.
(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.	☒	☐	☐	Policy 1006 Visitation Policy 1006.6 Denial or Termination of Visiting Privileges
(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the incarcerated person.	☒	☐	☐	Policy 1006 Visitation Policy 1006.7 General Visitation Rules
(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an incarcerated person.	☒	☐	☐	Video visitation is available on tablets to supplement existing in person visitation.
(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, "onsite" is defined as the location where the incarcerated person is housed.	☒	☐	☐	Visitation that occurs onsite is at no cost to the visitor or the incarcerated person.
(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017.	☐	☐	☒	
(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.	☐	☐	☒	
Types and availability of visitation, including: *Note: Reference PC § 6031.1(a)(4) (June 2017).*				

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Mode of visitation;				In-person with a barrier. Remote video visitation.
Visitation hours;				In-person is available Saturday-Sunday. Video visitation is available Sunday-Saturday.
Time inmates are allowed for visitation; and,				A minimum of two weekly visits totaling one hour of visitation.
Any restrictions on inmate visitation.				Only as indicated within Policy 1006
1063 CORRESPONDENCE The facility administrator shall develop written policies and procedures for correspondence which provide that: (a) there is no limitation on the volume of mail that an incarcerated person may send or receive;	☒	☐	☐	Policy 1004 Mail *Incarcerated persons may, at their own expense, send and receive mail without restrictions on quantity.* BSCC staff interviewed incarcerated people on the day of the onsite physical plant inspection and were advised that there are no limitations to sending and receiving mail.
(b) an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or designee approves;	☒	☐	☐	Policy 1004.6 Processing and Inspection of Mail by Staff
(c) jail staff shall not review an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person;	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(d) incarcerated persons may correspond, confidentially, with the facility manager or the facility administrator; and,	☒	☐	☐	Policy 1004.4 Confidential Correspondence
(e) those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to their attorney and to the courts.	☒	☐	☐	Policy 1004.10 Indigent Incarcerated Persons Requests for Writing Materials
1064 LIBRARY SERVICES The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to the following resources via paper documents or through electronic media and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material.	☒	☐	☐	Policy 1003 Library Services This facility operates library services that provide leisure and legal reading materials to incarcerated persons. All incarcerated persons interviewed by BSCC staff stated that they have access to library services, including law library material upon written request or on the tablets. Tablets are accessible to all incarcerated people, and on the day of the physical plant inspection, BSCC staff observed tablets located in all housing units.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1065 EXERCISE AND OUT OF CELL TIME (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for a minimum of 10 hours of out of cell time distributed over a period of seven days to include:	☒	☐	☐	Policy 1008 Exercise and Out of Cell Time Policy 504 Special Management Incarcerated Persons Policy 504.6 Maintenance of Programs and Services A minimum of three hours of outdoor recreation for the exercising of large muscle groups and a minimum of seven hours of programming and recreation is offered each week. BSCC staff reviewed a random sampling of exercise records for 20 administratively separated incarcerated people and verified that a minimum of 10 hours of out-of-cell time is occurring. BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that they are offered exercise and recreation nearly every day.
(1) an opportunity for three hours of exercise and	☒	☐	☐	
(2) an opportunity for seven hours of recreation.	☒	☐	☐	
Policies shall include reasonable and necessary procedures to ensure safety and security.	☒	☐	☐	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit incarcerated persons to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:	☒	☐	☐	Policy 1004.7 Books, Magazines, Newspapers, Checks, Money Orders, and Periodicals *Unless otherwise in conflict with this policy and prohibited by the Bureau Commander, incarcerated persons are permitted to purchase, receive and read any soft cover book, non-hard, non-leather bound book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)).*
(1) exclude any publications or writings based on any legitimate penological interest;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals
(2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;	☒	☐	☐	Policy 1004.8 Rejection of Books, Magazines, Routine Mail, Photos, and Periodicals *Staff shall notify the Watch Commander whenever a decision is made to reject books, magazines, or periodicals. The Facility Manager or the authorized designee will be responsible for making the final decision as to the specific magazines, periodicals, and other materials that will be prohibited within this facility.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) open and inspect any publications or packages received by an incarcerated person; and	☒	☐	☐	All packages received are opened and inspected for contraband and the appropriateness of content prior to delivery to the recipient.
(4) restrict the number of books, newspapers, periodicals, or writings the incarcerated person may have in their cell or elsewhere in the facility at one time.	☒	☐	☐	The number of books, newspapers, periodicals, or writings that an inmate may possess is not limited unless they present a fire concern.
1067 ACCESS TO TELEPHONE The facility administrator shall develop written policies and procedures which allow access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code. Individuals who are known to have, or are perceived by others as having hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.	☒	☐	☐	Policy 1005 Telephone Access *The Correctional Facility will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Facility Manager or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All incarcerated persons will be provided a copy of the telephone usage rules as part of their incarcerated person orientation during the booking process.* All incarcerated people have access to telephones. BSCC staff observed telephones located in the dayroom of each housing area. Incarcerated people who were interviewed demonstrated their ability to use the tablets for communication.
1068 ACCESS TO COURTS AND COUNSEL The facility administrator shall develop written policies and procedures to ensure incarcerated persons have access to the court and to legal counsel. Such access shall consist of:	☒	☐	☐	Policy 603 Access to Courts and Counsel All incarcerated persons have free access to courts and counsel.
(a) unlimited mail as provided in Section 1063 of these regulations, and,	☒	☐	☐	Policy 1004 Mail
(b) confidential consultation with attorneys.	☒	☐	☐	Confidential interview rooms are available on-site.
1069 ORIENTATION (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program for people newly admitted to the facility designed to orient them at the time of placement in a living area.	☒	☐	☐	Policy 502 Reception Policy 502.7 Inmate Orientation
Both written and verbal information shall be provided and may be supplemented with video orientation.	☒	☐	☐	Each person entering housing receives a verbal orientation along with a video orientation and a handbook.
Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations.
Such a program shall be published and include, but not be limited to, the following: (1) correspondence, visiting, and telephone usage rules;	☒	☐	☐	The orientation handbook was reviewed by BSCC staff and found to contain all the required elements listed in sections 1-10 below.
(2) rules and disciplinary procedures;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) grievance procedures;	☒	☐	☐	
(4) programs and activities available and method of application;	☒	☐	☐	
(5) medical and mental health services;	☒	☐	☐	
(6) classification/housing assignments;	☒	☐	☐	
(7) court appearance where scheduled, if known;	☒	☐	☐	
(8) voting, including registration;	☒	☐	☐	
(9) zero tolerance policy against sexual abuse and sexual harassment; and,	☒	☐	☐	
(10)availability of personal care items and opportunities for personal hygiene.	☒	☐	☐	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual or family social service programs for incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide or actual service delivery.	☒	☐	☐	Policy 1001 Counseling Services Policy 1009 Individual/Family Services Programs The agency provides a wide variety of social and educational programs for incarcerated people. Many of them link social services, community-based organizations, community colleges, and veterans' services for transition to the community.
The range and source of such services shall be at the discretion of the facility administrator and may include: (a) risk and needs assessments; (b) best practices in: (1) individual, group or family counseling; (2) drug and alcohol abuse counseling; (3) cognitive behavioral interventions; (4) vocational testing and counseling; (5) employment counseling; (6) discharge and reentry planning; (c) referral to community resources and programs; (d) reentry planning and service development; (e) legal assistance; (f) regional center services for the developmentally disabled; and, (g) community volunteers.	☒	☐	☐	Several of these services are provided by the agency and are augmented by the services provided by outside community-based providers.
1071 VOTING The facility administrator of a Type I (holding sentenced incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.	☒	☐	☐	Policy 610 Voting BSCC staff interviewed incarcerated people during the onsite physical plant inspection, and those interviewed advised that they are aware of how to access voter registration and vote.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1072 RELIGIOUS OBSERVANCES The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for incarcerated persons to participate in religious services, practices, and counseling on a voluntary basis.	☒	☐	☐	Policy 1007 Religious Programs *This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072).* BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that religious programming is accessible and available in all housing areas.
1073 GRIEVANCE PROCEDURE (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold incarcerated workers shall develop written policies and procedures whereby all incarcerated persons have the opportunity and ability to submit and appeal grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:	☒	☐	☐	Policy 609 Grievances *It is the policy of this office that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, out of cell time opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.* A sampling of 20 grievances and appeals was reviewed by BSCC staff and was found to be consistently responded to within the timelines required in policy. During the onsite physical plant inspection, incarcerated people were interviewed by BSCC staff and advised that they are aware of the grievance process and how to access a grievance.
(1) a grievance form;	☒	☐	☐	
(2) instructions for registering and appealing a grievance, including relevant deadlines;	☒	☐	☐	Instructions for registering or appealing a grievance are listed on the grievance form, in the orientation handbook, and accessible on the tablet.
(3) a process for submission and handling of anonymous grievances;	☒	☐	☐	
(4) resolution of the grievance at the lowest appropriate staff level;	☒	☐	☐	
(5) appeal to the next level of review;	☒	☐	☐	A sample of grievance appeals was reviewed and appropriately addressed within required timelines.
(6) written reasons for denial of grievance at each level of review which acts on the grievance;	☒	☐	☐	
(7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days;	☒	☐	☐	A sample of grievances was reviewed and found to be consistently responded to within the timelines required in policy. An additional sampling of grievance appeals was reviewed and appropriately addressed within required timelines.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(8) provision for resolving questions of jurisdiction within the facility;	☒	☐	☐	Grievances submitted regarding medical, food service, or commissary services are recorded for tracking and are routed accordingly.
(9) provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,	☒	☐	☐	BSCC staff interviewed incarcerated people regarding the grievance process, and all reported that, when navigating the grievance process, they are always provided with copies of their grievance, responses, and related documentation.
(10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.	☒	☐	☐	Policy 609.4 Grievance Reviews
(b) Grievance System Abuse: The facility may establish written policy and procedure to control the submission of an excessive number of grievances.	☒		☐	Policy 609.3.5 Frivolous Grievances
1080 RULES AND DISCIPLINARY ACTIONS Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary actions to guide the conduct of incarcerated persons. *Notes: If discipline IS NOT administered, written policy should indicate as such. If discipline IS administered, Sections 1080, 1081, 1082, 1083 and 1084 apply.*	☒	☐	☐	Policy 600 Discipline *It is the policy of this office to maintain written general categories of prohibited incarcerated person behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all incarcerated persons. They will include a process for resolving minor infractions and a hearing process for a more serious breach of incarcerated person rules. Criminal acts may be referred to the appropriate criminal agency.*
Such rules and disciplinary actions shall be stated simply and affirmatively and posted conspicuously in housing units and the booking area or issued to each person upon booking.	☒	☐	☐	Orientation handbooks are issued prior to housing. Verbal orientation, including an explanation of disciplinary rules, is given at the time of housing. Tablets are available in all housing areas.
For those individuals with limited literacy, who are unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and actions.	☒	☐	☐	The handbook is available in English and Spanish, and assistance is provided for those needing reasonable accommodations to understand jail rules and violations.
1081 PLAN FOR DISCIPLINE OF INCARCERATED PERSONS Each facility administrator shall develop written policies and procedures for discipline of incarcerated persons. The plan shall include, but not be limited to, the following elements: (a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.	☒	☐	☐	Policy 600 Discipline Policy 600.4 Rule Violation Procedures The incarcerated persons orientation addresses rules and sanctions. The discipline process, along with discipline reports, was reviewed by BSCC staff and was compliant with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Disciplinary Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:	☒	☐	☐	Policy 600.4.2 Major Rule Violations *Major rule violations are considered a threat to the safety, security, or efficiency of the facility, its staff members, incarcerated persons, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a supervisor.* A sampling of 20 disciplinary packets for major rule violations resulting in the imposition of sanctions was reviewed by BSCC staff. The packets reviewed contained the original written notices, the hearings were conducted by an uninvolved hearing officer within the required timeframes, the persons charged with rule violations were present for disciplinary hearings and were able to appeal the suggested imposed sanction should they disagree. Of those appeals, they were processed and resolved within the required timeframes.
1. Loss of good time/work time.	☒	☐	☐	
2. Placement in disciplinary separation.	☒	☐	☐	
3. Loss of privileges mandated by regulations.	☒	☐	☐	
A staff member with investigative and disciplinary authority shall be designated as a disciplinary officer to impose such consequences.	☒	☐	☐	Policy 600.5 Investigations
Staff shall not participate in disciplinary review if they are involved in the charges.	☒	☐	☐	All formal disciplinary hearings are conducted by an impartial hearing officer.
Such charges pending against an incarcerated person shall be acted on with the following provisions and within specified timeframes: 1. A copy of the report, or a separate written notice of the violation(s), shall be provided to the incarcerated person.	☒	☐	☐	Policy 600.6 Notifications
2. Unless declined by the incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the incarcerated person, or for good cause.	☒	☐	☐	Policy 600.6 Notifications

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
3. The incarcerated person shall be permitted to appear on their own behalf at the time of hearing and present witnesses and documentary evidence. The incarcerated person shall have access to staff or assistance when they have limited literacy, or the issues are complex.	☒	☐	☐	Policy 600.8 Hearing Procedure BSCC staff interviewed multiple incarcerated persons on the day of the onsite inspection regarding their involvement in disciplinary hearings. Of those who had gone through the formal disciplinary process, all stated that they had a hearing and were able to make a statement if they chose to do so.
4. A charge(s) shall be acted on no later than 72 hours after an incarcerated person has been informed of the charge(s) in writing.	☒	☐	☐	
5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.	☒	☐	☐	
6. The incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.	☒	☐	☐	
7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.	☒	☐	☐	
1082 FORMS OF DISCIPLINE The degree of actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following: (a) Loss of privileges. (b) Extra work detail. (c) Short term lockdown for less than 24 hours. (d) Removal from work details. (e) Forfeiture of “good time” credits earned under Penal Code Section 4019. (f) Forfeiture of “work time” credits earned under Penal Code Section 4019. (g) Disciplinary separation.	☒	☐	☐	Policy 600.11 Guidelines for Disciplinary Actions *Discipline shall be commensurate with the nature and circumstances of the offense committed, the incarcerated person's disciplinary history, and the actions imposed for comparable offenses by other incarcerated persons with similar histories (28 CFR 115.78(b); 15 CCR 1082).*
1083 LIMITATIONS ON DISCIPLINARY ACTIONS The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation. Additionally, there shall be the following limitations: (a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *The U.S. and state constitutions expressly prohibit all cruel or unusual punishment, disciplinary actions shall not include corporate punishment, group punishment when feasible, or physical or psychological degradation (15 CCR 1083).* A sample of 20 disciplinary packets was reviewed, and there was no instance noted of an incarcerated person remaining in disciplinary separation for a period exceeding 30 days consecutively as a disciplinary sanction.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) If a person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions Policy 601.2 Disciplinary Separation
(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24-hour period.	☒	☐	☐	Policy 601.2 Disciplinary Separation All cells are furnished and equipped with similar furnishings and fixtures.
(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.	☒	☐	☐	Policy 601.5 Mental Health Considerations The agency follows a comprehensive review of all persons placed into separation status, with special attention given to any possible disability or mental health concerns. Any incarcerated person who is classified to be housed in separation is evaluated by mental health staff to ensure that they can maintain a mental state without decompensating.
(b) The delegation of authority to any incarcerated person or group of incarcerated people to exercise the right of punishment over any other incarcerated person or group of incarcerated people. *Note: PC § 4019.5.*	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(d) No incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions
(e) Food shall not be withheld as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Food shall not be withheld as a disciplinary measure (15 CCR 1083).*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *Correspondence privileges shall not be withheld except in cases where the incarcerated person has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Facility Manager (15 CCR 1083).*
(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.	☒	☐	☐	Policy 600.10 Limitations on Disciplinary Actions *In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).*
1084 DISCIPLINARY RECORDS Penal Code Section 4019.5 requires that a record is kept of all disciplinary actions administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.	☒	☐	☐	Policy 600.3.2 Rule Violation Reports *California Penal Code § 4019.5 requires that all disciplinary actions administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084).*
1206.5 MANAGEMENT OF COMMUNICABLE DISEASES IN A CUSTODY SETTING (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of incarcerated people and staff.	☒	☐	☐	Policy 706.1 Communicable Diseases The agency-wide Communicable Diseases Policy was reviewed and contained all applicable requirements as listed in this regulation. The policy is comprehensive and includes the identification, control, management, treatment, quarantine, testing, reporting, and community referral for those being released from custody.
(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to: (1) The types of communicable diseases to be reported;	☒	☐	☐	Policy 706.1 Communicable Diseases BSCC staff reviewed the agency policy and verified that the below-referenced sections (1-8) appear in the Communicable Disease Policy.
(2) The persons who shall receive the medical reports;	☒	☐	☐	
(3) Sharing of medical information with incarcerated persons and custody staff;	☒	☐	☐	
(4) Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;	☒	☐	☐	
(5) Medical confidentiality requirements;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(6) Housing considerations based upon behavior, medical needs, and safety of the affected incarcerated persons;	☒	☐	☐	
(7) Provisions for consent by an incarcerated person that address the limits of confidentiality; and,	☒	☐	☐	
(8) Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.	☒	☐	☐	
1211 SICK CALL The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provide daily sick call for all incarcerated persons or provision made that any incarcerated person requesting medical/mental health attention be given such attention.	☒	☐	☐	Policy 700.3 Access to Care Policy 504.9 Health Considerations BSCC staff interviewed incarcerated people during the onsite physical plant inspection and were advised that, generally, sick call triage occurs within two days, depending on the severity of the medical condition. Of those interviewed, all stated that they were aware of how to submit a request for sick call.
1240 FREQUENCY OF SERVING In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to people on medical diets in less than the time period outlined above, if prescribed by the responsible physician.	☒	☐	☐	Policy 900 Food Services Policy 900.9 Meal Service Procedure BSCC staff interviewed multiple incarcerated people during the physical plant inspection. During these interviews, incarcerated people reported that they receive three meals per day, with a minimum of one of them being hot.
A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those on medical diets where the responsible physician has prescribed additional time.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons must be provided a minimum of 15 minutes dining time for each meal.*
Provisions shall be made for incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and on medical diets shall be provided with their prescribed meal.	☒	☐	☐	Policy 900.9 Meal Service Procedure *Incarcerated persons who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal.*
1260 STANDARD INSTITUTIONAL CLOTHING The standard issue of climatically suitable clothing to incarcerated people held after arraignment in all but Court Holding, Temporary Holding, and Type IV facilities shall include, but not be limited to: (a) Clean socks and footwear;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.2 Clothing Issue *An incarcerated person admitted to the facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for incarcerated persons shall include but is not limited to: (15 CCR 1260):* • *Clean socks* • *Clean outer garments* • *Clean undergarments* • *Footwear*
(b) Clean outergarments; and,	☒	☐	☐	
(c) Clean undergarments;	☒	☐	☐	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) For males – shorts and undershirt, and	☒	☐	☐	Shorts and an undershirt.
(2) For females – bra and two pairs of panties.	☒	☐	☐	Bra and two panties.
The person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.	☒	☐	☐	Personal or special garments may be substituted when a medical or work-related issue exists.
All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.	☒	☐	☐	Policy 806.3.2 Clothing Issue BSCC staff interviewed incarcerated people during the physical plant inspection and were advised that issued clothing is clean, free of holes and tears, climate-appropriate, and free of stains. Additionally, on-site laundry services were inspected and found to have clean clothing in good repair. Staff were interviewed and stated that if a person requested clothing specific to their gender expression or gender identity, they would be issued as requested.
1264 CONTROL OF VERMIN IN PERSONAL CLOTHING There shall be written policies and procedures developed by the facility administrator to control contamination and/or spread of vermin in all incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin.	☒	☐	☐	Policy 804 Vermin and Pest Control Policy 804.4 Prevention and Control
1265 ISSUE OF PERSONAL CARE ITEMS There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items.	☒	☐	☐	Policy 607 Grooming Policy 607.8 Personal Care Items Policy 806.6 Personal Hygiene of Incarcerated Persons Incarcerated people are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, dental floss loops, combs, and soap, are available. Indigent people shall receive hygiene items necessary to maintain an appropriate level of personal hygiene. No incarcerated person will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.
Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance.	☒	☐	☐	Policy 806.6 Personal Hygiene of Incarcerated Persons BSCC staff observed incarcerated persons had access to pads, tampons, and panty liners in the appropriate housing locations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Each person to be held over 24 hours who is unable to supply themself with the following personal care items, because of either indigency or the absence of a canteen, shall be issued: (a) Toothbrush,	☒	☐	☐	
(b) Dentifrice,	☒	☐	☐	
(c) Soap,	☒	☐	☐	
(d) Comb, and	☒	☐	☐	
(e) Shaving implements.	☒	☐	☐	
Personal care items shall be issued within the first 12 hours of housing assignment.	☒	☐	☐	
Incarcerated persons shall not be required to share any personal care items listed in items “a” through “d.”	☒	☐	☐	
Incarcerated people will not share disposable razors.	☒	☐	☐	
Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.	☒	☐	☐	BSCC staff observed barbicide solution at each hair care station inside the housing areas.
1266 SHOWERING There shall be written policies and procedures developed by the facility administrator for showering/bathing.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers
Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers During the onsite inspection, BSCC staff interviewed incarcerated people about showering opportunities, and all stated that they can shower at least every other day, but in practice, they shower daily.
Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.	☒	☐	☐	Policy 806.9 Incarcerated Person Showers
1267 HAIR CARE SERVICES (a) Hair care services shall be available.	☒	☐	☐	Policy 607 Grooming Policy 607.3 Haircuts
(b) Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to people who are considered to be a danger to themselves or others.	☒	☐	☐	Policy 607.4 Shaving *Incarcerated persons may shave daily.*

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.	☒	☐	☐	Policy 607.6 Grooming Equipment *Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology to meet the requirements of (16 CCR 979; 16 CCR 980; 15 CCR 1267(c))*
1270 STANDARD BEDDING AND LINEN ISSUE The standard issue of clean suitable bedding and linens, for each incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to: (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;	☒	☐	☐	Policy 806 Incarcerated Person Hygiene Policy 806.3.1 Bedding Issue *Upon entering a living area of the Santa Cruz County Sheriff's Office correctional facility, every incarcerated person who is expected to remain overnight shall be issued bedding and linens*
(b) one mattress cover or one sheet;	☒	☐	☐	
(c) one towel; and,	☒	☐	☐	
(d) one blanket or more depending upon climatic conditions.	☒	☐	☐	
Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.	☒	☐	☐	
Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.	☒	☐	☐	
1280 FACILITY SANITATION, SAFETY, AND MAINTENANCE The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.	☒	☐	☐	Policy 800 Sanitation Inspections The Santa Cruz County Sheriff's Office has established a plan to promote and inspect the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.
Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.	☒	☐	☐	Policy 802.3 Sanitation Schedule Medical care housing is cleaned and sanitized daily and between uses.

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
Are minors held in jail cells? Facilities that do not hold minors in the jail cells are **not** subject to Title 15, Article 9 biennial inspections; however, if minors are held in the building, they may be subject to the requirements of WIC §207.1.	☐	☒	☐	If **YES**, the following sections, including those summarized in Title 15, Article 8 (Minors in Jails), apply.
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.	☐	☐	☒	
1101 RESTRICTIONS ON CONTACT WITH INCARCERATED ADULTS The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact.	☐	☐	☒	
In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.	☐	☐	☒	
1102 CLASSIFICATION The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:	☐	☐	☒	
(a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the separation of such minors to the extent possible within the limits of the facility.	☐	☐	☒	
(b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.	☐	☐	☒	
(c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.	☐	☐	☒	
(d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
1103 RELEASE PROCEDURES Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.	☐	☐	☒	
1104 SUPERVISION OF MINORS The facility administrator shall develop and implement policy and procedures that provide for: (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,	☐	☐	☒	
(b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.	☐	☐	☒	
1105 RECREATIONAL PROGRAMS The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and incarcerated adults, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).	☐	☐	☒	
1106 DISCIPLINARY PROCEDURES Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, incarcerated adults, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Section 1080-1084 shall apply when a minor is involved in disciplinary actions.	☐	☐	☒	
(a) Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.	☐	☐	☒	
(b) Permitted forms of discipline include: (1) temporary loss of privileges; and,	☐	☐	☒	
(2) loss of privileges mandated by applicable regulations.	☐	☐	☒	
(c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager and shall not extend beyond five days without subsequent review.	☐	☐	☒	
(d) Prohibited forms of discipline include: (1) discipline that does not fit the violation;	☐	☐	☒	
(2) corporal punishment;	☐	☐	☒	
(3) discipline imposed by incarcerated persons;	☐	☐	☒	

DETENTION OF MINORS				
TITLE 15 SECTION	**YES**	**NO**	**N/A**	**P/P REFERENCE – COMMENTS**
(4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;	☐	☐	☒	
(5) deprivation of food; and,	☐	☐	☒	
(6) room confinement.	☐	☐	☒	
1120 EDUCATION PROGRAM FOR MINORS IN JAILS Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.	☐	☐	☒	
1122.5 PREGNANT MINORS (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.	☐	☐	☒	
(b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:	☐	☐	☒	
(1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.	☐	☐	☒	
(2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.	☐	☐	☒	
(3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.	☐	☐	☒	
(4) Upon confirmation of a minor's pregnancy, they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.	☐	☐	☒	

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

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001; 2005; 2008; 2010; 2013; 2017; 2019

BSCC Code: 5320

FACILITY NAME: Santa Cruz County Blaine Street Facility				**FACILITY TYPE:** II		
APPLICABLE REGULATIONS (Check All That Apply):	**6/94:** ☐	**2/99:** ☐	**2001:** ☐	**2005:** ☐	**2008:** ☐	**2010:** ☐
	2013: ☐	**2017:** ☐	**2019:** ☐	**3/80:** x		
FIELD REPRESENTATIVE: Rob Gardner				**DATE:** June 10, 2025		

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.1 RECEPTION AND BOOKING Facilities where booking and housing occur shall have the following space and equipment: 1. Weapons locker as specified in Section 1231.3.12.	☐	☐	☒	Reception and booking do not occur at this facility. All bookings are processed at the Main Jail. Weapons are prohibited inside this facility. Armed officers secure their weapons at the Main Jail.
2. A cell or room for the confinement of inmates pending their booking, complying with Section 1231.2.2.	☐	☐	☒	
3. A sobering cell as described in Section 1231.2.4 if intoxicated, inmates who may pose a danger to themselves or others are held.	☐	☐	☒	
For those facilities that accept male and female intoxicated inmates two sobering cells shall be provided.	☐	☐	☒	
4. Access to a shower within the secure portion of the facility.	☐	☐	☒	
5. Provide access to a secure vault or storage space for inmate valuables.	☐	☐	☒	
1231.2.2 TEMPORARY HOLDING CELL OR ROOM A temporary holding cell or room shall: 1. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate;	☐	☐	☒	There are no temporary holding cells located at this facility.
2. Be limited to no more than 16 inmates;	☐	☐	☒	
3. Be no smaller than 40 square feet (3.7 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	
4. Contain seating to accommodate all inmates as required in Section 1231.3;	☐	☐	☒	
5. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
6. Maximize visual supervision of inmates by staff; and	☐	☐	☒	
7. When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.	☐	☐	☒	
1231.2.3 TEMPORARY STAGING CELL OR ROOM A temporary staging cell or room shall: 1. Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.	☐	☐	☒	There are no temporary staging cells or rooms in this facility.
2. Be limited to holding inmates up to four hours.	☐	☐	☒	
3. Be limited to no more than 80 inmates.	☐	☐	☒	
4. Contain a minimum of 10 square feet (0.93 m^2) of floor area per inmate and a clear ceiling height of 8 feet (2438 mm) or more.	☐	☐	☒	
5. Be no smaller than 160 square feet (14.9 m^2).	☐	☐	☒	
6. Contain seating to accommodate all inmates as required in Section 1231.3.	☐	☐	☒	
7. Contain toilet, wash basin and drinking fountain as specified in Section 1231.3.	☐	☐	☒	
8. Maximize visual supervision of inmates by staff.	☐	☐	☒	
1231.2.4 SOBERING CELL A sobering cell shall: 1. Contain a minimum of 20 square feet (1.9 m^2) of floor area per inmate;	☐	☐	☒	There are no sobering cells in this facility.
2. Be limited to eight inmates;	☐	☐	☒	
3. Be no smaller than 60 square feet (5.6 m^2) and have a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3;	☐	☐	☒	
5. Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;	☐	☐	☒	
6. Maximize visual supervision of inmates by staff;	☐	☐	☒	
7. Be padded on the floor as specified in Section 1231.3; and,	☐	☐	☒	
8. Have accessible a shower in the secure portion of the facility.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.5 SAFETY CELL A safety cell shall: 1. Contain a minimum of 48 square feet (4.5 m^2) of floor area with no one floor dimension being less than 6 feet (1829 mm) and a clear ceiling height of 8 feet (2438 mm) or more;	☐	☐	☒	There are no safety cells at this facility
2. Be limited to one inmate;	☐	☐	☒	
3. Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;	☐	☐	☒	
4. Be padded as specified in Section 1231.3;	☐	☐	☒	
5. Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;	☐	☐	☒	
6. Provide one or more vertical view panels not more than 4 inches (102 mm) wide nor less than 24 inches (610 mm) long which shall provide a view of the entire room;	☐	☐	☒	
7. Provide a food pass with lockable shutter, no more than 4 inches (102 mm) high, and located between 26 inches (660 mm) and 32 inches (813 mm) as measured from the bottom of the food pass to the floor; and,	☐	☐	☒	
8. Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.	☐	☐	☒	
1231.2.6 SINGLE-OCCUPANCY CELLS Single-occupancy cells shall: 1. Have a maximum capacity of one inmate;	☐	☐	☒	There are no single cells located at this facility.
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain a bunk, desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.7 DOUBLE-OCCUPANCY CELLS Double-occupancy cells shall: 1. Have a maximum capacity of two inmates;	☐	☐	☒	There are no double cells located at this facility.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
2. Contain a minimum of 60 square feet (5.6 m^2) of floor area in Type I facilities and 70 square feet (6.5 m^2) of floor area in Type II and Type III facilities;	☐	☐	☒	
3. Have a minimum clear ceiling height of 8 feet (2438 mm) and a minimum width of 6 feet (1829 mm);	☐	☐	☒	
4. Contain a toilet, wash basin and drinking fountain as specified in Section 1231.3; and	☐	☐	☒	
5. Contain two bunks, and at least one desk and seat as specified in Section 1231.3. **Exception:** A Type I facility does not require a desk and seat.	☐	☐	☒	
1231.2.8 DORMITORIES Dormitories shall: 1. Contain a minimum of 50 square feet (4.7 m^2) of floor area per inmate for a single-bed unit; a minimum of 70 square feet (7 m^2) for a double-bed unit; and a minimum of 90 square feet (9.3 m^2) for triple-bed unit and have a minimum ceiling height of 8 feet (2438 mm);	☒	☐	☐	
2. Be designed for no more than 64 inmates and no fewer than four inmates;	☒	☐	☐	
3. Provide access to water closets separate from the wash basin and drinking fountains as specified in Section 1231.3; and	☒	☐	☐	
4. In other than Type I facilities, provide storage space for personal items and clothing for each occupant.	☒	☐	☐	
1231.2.9 DAYROOMS Dayrooms or dayroom space shall: 1. Contain 35 square feet (3.3 m^2) of floor area per inmate in width in front of cells/rooms;	☒	☐	☐	
2. Contain tables and seating to accommodate the maximum number of inmates;	☒	☐	☐	
3. Provide access to water closets, wash basins and drinking fountains as specified in Section 1231.3;	☒	☐	☐	
4. Provide access to a shower or showers as specified in Section 1231.3; and	☒	☐	☐	
5. Be provided to all inmates in Type II and Type III facilities (except those housed in special-use cells) and to inmate workers in Type I facilities. Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.10 EXERCISE AREA An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet (4572 mm) and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet (4.7 m^2) and dividing the result by the number of one-hour exercise periods per day.	☒	☐	☐	
The exercise area must contain or provide free access to a toilet, wash basin, and drinking fountain as provided in Section 1231.3.	☒	☐	☐	
There must be at least one exercise area of not less than 600 square feet (55.7 m^2). The design shall facilitate security and supervision appropriate to the level of custody.	☒	☐	☐	
Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.	☐	☐	☒	
1231.2.11 CORRECTIONAL PROGRAM/ MULTIPURPOSE SPACE An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility's program statement.	☒	☐	☐	
Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV meetings and quiet space for study and reading, such that activities do not conflict with each other.	☒	☐	☐	
1231.2.12 MEDICAL EXAMINATION ROOM There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:	☒	☐	☐	
1. Be located within the security area and provide for privacy of the inmates;	☒	☐	☐	
2. Provide not less than 100 square feet (9.3 m^2) of floor space with no single dimension less than 7 feet (2134 mm);	☒	☐	☐	
3. Provide hot and cold running water;	☒	☐	☐	
4. Provide lockable storage for medical supplies;	☒	☐	☐	
5. Provide an examination table;	☒	☐	☐	
6. Provide adequate lighting; and	☒	☐	☐	
7. Any room where medical procedures are provided must be equipped with hot and cold running water	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.13 PHARMACEUTICAL STORAGE SPACE Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15, California Code of Regulations, Section 1216.	☒	☐	☐	
1231.2.14 MEDICAL CARE HOUSING There shall be some means to provide medical care and housing of ill and/or infirm inmates.	☐	☐	☒	There is no designated medical care housing located in this facility.
When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either.	☐	☐	☒	
The medical care housing unit shall be designed in consultation with the health authority.	☐	☐	☒	
Medical/mental health areas may contain other than single occupancy cells.	☐	☐	☒	
If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.	☐	☐	☒	
1231.2.16 COMMISSARY In all Type II, III and IV facilities, except where community access is available, there shall be provisions made for inmates to purchase items (such as candy, toilet articles, stationery supplies, books, newspapers and magazines, etc.).	☒	☐	☐	
An area shall be provided for the secure storage of the stock for such inmate canteen items.	☒	☐	☐	Storage for commissary items is located at the main jail.
1231.2.17 DINING FACILITIES In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together.	☒	☐	☐	
Such dining areas shall not contain toilets, wash basins or showers in the same room without appropriate visual barrier.	☒	☐	☐	
Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet (1.4 m^2) of floor space and sufficient tables and seating for each inmate being fed.	☐	☐	☒	
1231.2.18 VISITING SPACE Space shall be provided in all Types I, II, III and IV facilities for in-person visiting.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.19 SAFETY EQUIPMENT STORAGE A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and barcutters, emergency lights, etc.	☒	☐	☐	
1231.2.20 JANITORS' CLOSET In Type II facilities, at least one securely lockable janitors' closet with sufficient area for the storage of cleaning implements and supplies must be provided within the security areas of the facility. A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Types I, III and IV facilities, the closet need not be in the security area.	☒	☐	☐	
1231.2.21 STORAGE ROOMS One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet (2.3 m^3) of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.	☒	☐	☐	
1231.2.22 AUDIO MONITORING SYSTEM In court holding, temporary holding, Type I, Type II and Type II facilities there shall be an inmate- or sound-actuated audio monitoring system in temporary holding cells or rooms, temporary staging cells or rooms, sobering cells, safety cells, single and double occupancy cells, dormitories, dayrooms, exercise areas and correctional program/multipurpose space, which is capable of alerting personnel who can respond immediately.	☒	☐	☐	
1231.2.23 LAUNDRY FACILITIES In Type IV facilities, provision shall be made for washing and drying personal clothing by machines, either in the facility or in the community, if access is permitted for same.	☐	☐	☒	Laundry facilities are located at the main jail.
1231.2.24 EMERGENCY POWER There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems.	☒	☐	☐	
Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.2.25 CONFIDENTIAL INTERVIEW ROOMS There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides onsite health care. The interview room shall be designed in consultation with responsible custodial staff and health care staff. Such an interview room shall:	☒	☐	☐	
1. Be located within the security area accessible to both female and male inmates; and	☒	☐	☐	
2. Provide not less than 70 square feet (6.5 m^2) of floor space with no single dimension less than 6 feet (1829 mm).	☒	☐	☐	
1231.2.26 ATTORNEY INTERVIEW SPACE All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.	☒	☐	☐	
1231.3.1 TOILETS/URINALS 1. Toilets/urinals must be provided in single-occupancy cells and double-occupancy cells.	☐	☐	☒	
2. In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Toilets/urinals must be accessible to the occupants of day-rooms and exercise areas.	☒	☐	☐	
4. In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.	☐	☐	☒	
5. In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.	☐	☐	☒	
6. One urinal or 2 feet (610 mm) of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.	☐	☐	☒	
7. Toilet areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.2 WASH BASINS 1. Wash basins must be provided in single occupancy cells and double occupancy cells.	☐	☐	☒	
2. In dormitories, wash basins must be provided in a ratio to inmates of 1:10.	☒	☐	☐	
3. Wash basins must be accessible to the occupants of day-rooms and exercise areas	☒	☐	☐	
4. In temporary holding cells and temporary staging cells, wash basins must be provided in a ratio to inmates of 1:16.	☐	☐	☒	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
5. In sobering cells, wash basins must be provided in a ratio to inmates of 1:8.	☐	☐	☒	
6. Wash basins must be provided with hot and cold or tempered water.	☒	☐	☐	
7. Two feet (610 mm) of wash basin trough may be substituted for each basin required.	☐	☐	☒	
1231.3.3 DRINKING FOUNTAINS There must be a minimum of one drinking fountain in every single-occupancy cell, double-occupancy cell, dormitory, temporary holding cell, temporary staging cell, sobering cell, and be accessible to the occupants of day rooms and exercise areas.	☒	☐	☐	
Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff.	☒	☐	☐	
Such drinking fountains must meet the following minimum health requirements: 1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.	☒	☐	☐	
2. Water flow shall be actuated by mechanical means.	☒	☐	☐	
1231.3.4 SHOWERS Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water.	☒	☐	☐	
Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.	☒	☐	☐	
Shower areas shall provide modesty for inmates with staff being able to visually supervise.	☒	☐	☐	
1231.3.5 BEDS Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches (762 mm) wide and 76 inches (1930 mm) long.	☒	☐	☐	
Multiple beds must have a minimum of 21 inches (533 mm) between bed pans.	☒	☐	☐	
Except in minimum security areas, beds must be securely fastened to the floor or the wall.	☒	☐	☐	
1231.3.6 LIGHTING Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.	☒	☐	☐	
Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision	☒	☐	☐	
In minimum-security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.	☒	☐	☐	
1231.3.7 WINDOWS In housing areas of higher than minimum security, exterior windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches (127 mm) in one dimension.	☒	☐	☐	
1231.3.8 CELL PADDING In sobering cells, the floor and partition shall be padded.	☐	☐	☒	
In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet (2438 mm).	☐	☐	☒	
All such padded cells must be equipped with a tamper resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:	☐	☐	☒	
1. Approved for use by the State Fire Marshal;	☐	☐	☒	
2. Nonporous to facilitate cleaning;	☐	☐	☒	
3. At least 1/2-inch (12.7 mm) thick;	☐	☐	☒	
4. Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;	☐	☐	☒	
5. Firmly bonded to all padded surfaces to prevent tearing or ripping; and	☐	☐	☒	
6. Without any exposed seams susceptible to tearing or ripping.	☐	☐	☒	
1231.3.9 MIRRORS A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.	☒	☐	☐	
1231.3.10 SEATING In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall.	☐	☐	☒	
When bench seating is used, 18 inches (457 mm) of bench is seating for one person.	☒	☐	☐	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
1231.3.11 TABLE/SEAT In single- and double-occupancy cells, a table and seat for the purpose of writing and dining shall be provided. **Exception:** A Type I facility does not require a table and a seat.	☒	☐	☐	
1231.3.12 WEAPONS LOCKER A secure weapons locker shall be located outside the security perimeter of the facility	☒	☐	☐	
Such weapons lockers shall be equipped with individual compartments, each with an individual locking device.	☒	☐	☐	
Weapons lockers are required in temporary and court holding facilities and in all facilities of higher than minimum security.	☒	☐	☐	
13-102(c)6 DESIGN REQUIREMENTS Design requirements as specified in Title 24, Part 1, 13-102(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.)	☒	☐	☐	

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

BSCC Code: 5320

FACILITY: Santa Cruz Blaine Street Facility	**TYPE: II**	**RC: 24**
FIELD REPRESENTATIVE: Robert Gardner		**DATE: July 10, 2025**

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
First Floor												
	Multiple	1980	1	8	8	8	See Notes					
	Dayroom	1980						4	0	6	0	4
Notes: Each floor has four toilets, six washbasins, three showers, and one bathtub. Each of 12 separate rooms measures approximately 6.1' X 14.3' As of this inspection, the Facility is only using 4 of the rooms for housing. The others are being used for various storage and workspace needs.												
Second Floor												
	Multiple	1980	1	32	16	16	See Notes					
	Dayroom	1980						4	0	6	0	4
Notes: Each floor has four toilets, six washbasins, three showers, and one bathtub. Each of 12 separate rooms measures approximately 6.1' X 14.3', with the 13th room an irregular shape having approximately 132 square feet.												

General Notes: Santa Cruz Blaine Street Facility

Each floor consists of a number of individual dry rooms surrounding common dayroom and toilet-bathroom facilities. Although each room is a separate living space, they are not considered cells. Each floor, as a unit, functions as a dormitory and is rated as a "Multiple Room" under 1980 regulations.

There are four dayrooms @ 12' X 24' (276 square feet) and a program room behind the kitchen, which measures 15' X 16' (240 square feet). There is also a multipurpose room (used for computer training in 1991), which was not measured. The RC was calculated at 2,237 square feet living space (23 rooms @ 87.23 + 1 rooms @ 98.67 + 1 room at 132) + 1,152 square feet dayroom space = 3,389 square feet divided by 85 square feet per prisoner = maximum capacity of 40 inmates. The 1980 standards limited multiple occupancy rooms to 16 prisoners, therefore, capacity was established at 16 inmates per floor (1/91).

***** 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.