

**SAN DIEGO COUNTY SHERIFF’S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.1
SUBJECT: COURT HOLDING DESIGNATION – TITLE 15			PAGE 1 of 1

Purpose:

To assign a classification to Court Services Bureau (CSB) court holding facilities in the Bureau and establish the legal requirements in regards to California Code of Regulations, Title 15, per Penal Code section 6030.

Policy:

By the definition provided in Title 15, Division 1, Chapter 1, Subchapter 4, Article 1, section 1006, our Court Holding areas are classified as “Court Holding Facilities” and are subject to the requirements set forth in Title 15, Article 2, section 1010 (b).

Per Title 15, Division 1, Chapter 1, Subchapter 4, Article 1, section 1006, “‘Court Holding Facility’ means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.”

Per Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, section 1160, any minors held in CSB court holding facilities are subject to the regulations governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, section 1000 et seq. and Title 24, Part 1, Section 13-102 and Part 2 section 1231, California Code of Regulations.

Procedure:

Policy section only.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.2
SUBJECT: EMERGENCY SUSPENSION OF STANDARDS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To define the conditions under which an emergency suspension of Title 15 requirements can take place and outline the legal requirements regarding notification. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 2, Section 1012 of the California Code of Regulations.

Policy:

Under emergency conditions, the Area Captain can suspend Title 15 requirements. The circumstances are restricted to those conditions that threaten the safety of the facility, its inmates, staff or public. Only such regulations affected by the emergency may be suspended. The CSB Commander and Assistant Sheriff will be notified of the suspension of Title 15 requirements as soon as practicable. Notification to the Board of State and Community Corrections (BSCC) will be given with direction of the CSB Assistant Sheriff.

Procedure:

- I. When circumstances or conditions are present that require Title 15 suspension, it will be brought to the attention of the supervisor in charge of the court holding area.
  - A. The supervisor or designee will notify the CSB Captain of the need for suspension of Title 15 requirements for the duration of the condition. In the absence of the CSB Captain, the CSB Lieutenant of the court holding area will have the authority to suspend the Title 15 requirements.
  - B. Only those regulations affected by the emergency condition will be suspended.
  - C. The CSB Captain shall, as soon as practicable, advise the CSB Commander and CSB Assistant Sheriff of the circumstances and decision to suspend Title 15 requirements.
- II. The CSB Assistant Sheriff or designee must notify the BSCC in writing if the suspension is in effect for more than three days.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.2
SUBJECT: EMERGENCY SUSPENSION OF STANDARDS - TITLE 15 COMPLIANCE			PAGE 2 of 2

- III. A suspension for more than 15 days is only permitted with the approval of the chairperson of the BSCC.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 23, 2022	BUREAU-WIDE	COURT HOLDING	E.3
SUBJECT: MINIMUM TRAINING STANDARDS - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To comply with the minimum standards of training for deputies assigned to a court holding facility and the supervisors of those facilities. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1024 of the California Code of Regulations.

Policy:

All Sheriff's personnel assigned to supervise incarcerated persons in court holding areas will meet the minimum training standards set forth in the Title 15 sections above. Supervisors of court holding areas are also subject to the same requirement.

Procedure:

- I. Upon assignment to a court holding area, or in no case more than six months after assignment, each deputy shall complete an 8-hour course of training regarding Title 15 requirements as provided by the Sheriff's Court Services Bureau Training Unit. The training will cover the following topics:
  - A. Applicable minimum jail standards.
  - B. Jail operations liability.
  - C. Incarcerated persons separation (including juveniles).
  - D. Emergency procedures and planning.
  - E. Suicide prevention.
  - F. Special problems and needs presented by minors.
  - G. De-escalation.
  - H. Juvenile procedures.
  - I. Racial bias.
  - J. Mental illness.
- II. Supervisors of court holding areas are also required to meet these training standards.
- III. Eight hours of refresher training, covering the same topics, will be required every two years, as long as personnel are assigned to a court holding area or supervise a court holding area.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.4
SUBJECT: MINIMUM STAFFING FOR COURT HOLDING - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To delineate the minimum staffing levels for the Court Services Bureau (CSB) court holding facilities. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1027 and 1028 and Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, sections 1162 and 1163 of the California Code of Regulations.

Policy:

All Sheriff's court holding facilities will have sufficient personnel on-duty to conduct routine tasks. There will also be sufficient personnel on-duty to respond to emergency situations involving court holding.

Procedure:

- I. All Sheriff's court holding facilities will have a minimum of two deputies on duty at all times. These deputies will be responsible for conducting safety checks and able to respond to emergencies during normal working hours.
- II. Whenever one or more female incarcerated persons are in the court holding area, there should be at least one female employee assigned to that area. If assigning a female employee to a court holding area is not possible, at least one female employee should be immediately available and accessible to such females. If emergencies or issues arise that would necessitate a deputy of the same gender to respond, a bailiff of the same gender on duty in a nearby courtroom will satisfy this requirement.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.5
SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To provide guidelines for a fire suppression plan for Court Services Bureau (CSB) court holding facilities. This section is intended to satisfy the requirements of the California Code of Regulations Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, Section 1032 and Penal Code section 6031.1 (b).

Policy:

Each CSB court holding facility will have a fire suppression plan in the form of a facility specific sheet that will include site specific issues and the requirements from Title 15 as listed below. Each CSB facility will assign a deputy to ensure these requirements are met. Each fire suppression plan will be reviewed annually.

Procedure:

- I. The assigned deputy will conduct monthly inspections of the fire equipment within the holding tanks and immediate areas. The results of inspections will be documented and kept on file at each command for minimum two years.
- II. Local commands will be responsible for scheduling facility inspections by the local fire department at a minimum of every two years. These inspections are required for compliance with Penal Code section 6031.1 and Health and Safety Code sections 13146.1(a) and 13146.1(b).
- III. All court holding facility fire suppression plans must include an updated evacuation plan for inmates and staff and must include a plan for the emergency housing of inmates in case of fire.
- IV. The Department of General Services is primarily responsible for maintenance of fire suppression equipment. The following table is provided for reference and to assist local commands with scheduling inspections. When staff conducts inspections, any unusual conditions or circumstances should be documented and reported to the Department of General Services as soon as possible.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.5
SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 2 of 2

**Fire Suppression Equipment  
Inspection Checklist**

<b>Type of Equipment:</b>	<b>Required Service:</b>	<b>Authority:</b>	<b>Date Last Inspected</b>	<b>Inspected By:</b>	<b>Date Inspected:</b>
Dry chemical fire extinguishers	Serviced yearly or after use	CFC sections 1001.5, 1002.1 CCR Title 19 Chapters 1 and 3			
Stand pipe system risers	Inspect semi-annually, service at 5 years	CFC section 1001.5.2 NFPA Standard 25			
Fire hose in racks	Unrack and reload annually. Initial test at 5 years; 3 years thereafter	CFC 1001.5.2 CCR Title 19 NFPA Standard 1962			
Manual fire boxes	Test semi-annually	CFC section 1001.5 NFPA Standard 72			
Smoke detectors	Test annually	CFC 1001.5 NFPA Standard 72			
Annunciators	Test quarterly	CFC section 1001.5 NFPA Standard 72			
Control Unit Panel and Trouble Signals	Test lamps, LEDs, fuses, primary and secondary power	CFC section 1001.5 NFPA Standard 72			
Fire Alarm	Annually activate on device per circuit	CFC section 1001.5 NFPA Standard 72			
Evacuation Routes Clear of Debris/Fire Doors Operable	Keep routes clear and doors operable at all times				

CFC = California Fire Code CCR = California Code of Regulations NFPA = National Fire Protection Association

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.06
SUBJECT: JUVENILE SEPARATION – TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that juvenile incarcerated persons in Court Holding are separated from adult incarcerated persons. This policy shall ensure compliance with Title 15, Article 10, sections 1160 and 1161, California Penal Code section 6030, and section 208 of the California Welfare and Institutions Code.

Policy:

Juveniles in CSB custody shall be separated from adult incarcerated persons. To the degree possible, court holding deputies shall ensure that there is no opportunity for contact or communication between adult and juvenile incarcerated persons.

CSB Personnel shall ensure that any information regarding juvenile incarcerated persons who display a propensity to harm themselves or others is passed on to all court holding staff. Additionally, information of this type shall be shared with the Juvenile Transportation Unit (if applicable) and Juvenile Hall prior to, or at the time of the incarcerated person's delivery there.

Procedure:

Policy section only.



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.7
SUBJECT: CLASSIFICATION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure to provide for the safety of staff and inmates while in the court holding areas in compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5, sections 1050, 1051, 1052, 1053, 1057 and Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, section 1161 of the California Code of Regulations.

Policy:

All incarcerated persons classified as Administrative Segregation, Escape or Assault Risk (not housed in a mainline housing unit), Medical Isolation or Protective Custody, shall be separated to the extent possible given the physical limitations of the CSB court holding areas. Deputies will be familiar with the classification code system and wristband color system of the Detentions Bureau. The systems are described in Detentions Policy and Procedure sections R.3 and I.47.

Procedure:

- I. Upon receiving incarcerated persons into the court holding area, the deputies should verify the incarcerated person's classification noted in JIMS coincides with the incarcerated person's wristband and clothing. Deputies shall also note any unusual risk or hazards of an incarcerated person that is either verbally relayed or noted in JIMS.
- II. All court holding deputies can refer to the classification and wristband color system in Detentions Policy and Procedure I.47.
  - A. All incarcerated persons designated as protective custody shall be separated from the mainline population.
  - B. All incarcerated persons designated as an escape risk or, a risk to staff that are separated from the mainline population at their detention facility will be separated in the same manner while in a court holding area.
  - C. All incarcerated persons classified as Medical Isolation shall be separated from all other incarcerated persons. If possible, Medical Isolation incarcerated persons should be housed in the detention facility until their time for court appearance ("will call"). At that time they should be taken directly from the detention facility to the courtroom.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.7
SUBJECT: CLASSIFICATION PLAN - TITLE 15 COMPLIANCE			PAGE 2 of 2

- III. When in doubt as to an incarcerated person's classification or risk factors, deputies should err on the side of caution and treat the incarcerated person as if they were the highest classification level. As soon as possible, the court holding deputies should consult the Jail Information Management System (JIMS) database or communicate with the detention facility staff where the incarcerated person is housed to verify the incarcerated person's classification level.
- IV. Other general guidelines for court holding personnel:
- A. Female incarcerated persons shall not be housed or transported with male incarcerated persons;
  - B. Juvenile incarcerated persons shall not be housed or transported with adult incarcerated persons;
  - C. If the same entrance/exit is utilized by both adult and juvenile incarcerated persons, movement shall be scheduled in such a manner that there is no opportunity for contact between them;
  - D. New commits from court should not be housed or transported with incarcerated persons from detention facilities;
  - E. Incarcerated persons in restraints should not be housed or transported with inmates that are not restrained;
  - F. Other classifications of incarcerated persons that require special attention are listed below. These incarcerated persons should be identified by staff and separated from other incarcerated persons, when necessary, to the extent allowed by the physical limitations of our court holding areas
    - 1. Mentally disordered;
    - 2. Developmentally disabled;
    - 3. LGBTQ+;
    - 4. Protected witnesses;
    - 5. Victims, Witnesses and Suspects in cases where all may be in custody simultaneously.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.8
SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 1 of 3

Purpose:

To establish a Court Services Bureau (CSB) procedure to ensure health care services are provided to all incarcerated persons in CSB custody. This section shall ensure compliance with Minimum Standards for Local Detention Facilities, Title 15, Division 1, Chapter 1, Subchapter 4, Article 11, Section 1200, the Health Insurance Portability and Accounting Act (HIPAA), and Federal and State laws covering the release of medical information.

Policy:

The health of incarcerated persons in the care and custody of CSB personnel is paramount. There shall be no delay in securing emergency medical attention for any incarcerated persons. Professional staff members are to alert sworn staff immediately in the event of an incarcerated person's medical emergency. Sworn Staff are responsible for initiating medical attention when needed. Routine medical matters will be communicated to the incarcerated person's assigned detention facility.

Deputies shall not release health information to any individual with the exception of sworn law enforcement personnel (City, County, State or Federal) for the purpose of a lawful investigation, or health care operations or treatment.

Procedure:

- I. Sworn Staff are responsible for investigating medical complaints of incarcerated persons.
  - A. Professional staff shall immediately alert sworn staff to all medical complaints.
  - B. Only Sworn Staff shall have personal interaction with incarcerated persons during the investigation of medical complaints.
  - C. Sworn Staff should not discuss an incarcerated person's medical or mental condition in front of other incarcerated persons. Refer to Detentions P&P M.2 for additional information about medical record confidentiality.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
January 27, 2023	BUREAU-WIDE	COURT HOLDING	E.8
SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 2 of 3

IDENTIFYING WHAT IS MEDICAL INFORMATION

The term “medical information” is not capable of precise definition. Generally, the term “medical information” refers to information concerning a person’s internal or external body conditions that would be known only to the person, or to a medical professional treating that person. If there is a question as to whether certain information constitutes “medical information”, bureau members should err on the side of nondisclosure, and forward the request to Detentions Medical Services Division.

Refer to Detentions P&P M.2 for additional information about medical record confidentiality.

II. Emergency medical complaints.

- A. Sworn Staff shall investigate any emergency medical complaint immediately.
- B. Staff shall notify the local fire department/paramedics by dialing 911. When possible, the deputy should provide the incarcerated person's name, age, sex, and observable symptoms.
- C. Sworn Staff shall be notified to respond to the medical emergency. Sworn Staff will attempt to stabilize the incarcerated person prior to the arrival of paramedics.
- D. Sworn Staff are responsible for providing first aid and/or basic life support according to the standards set forth by the American Red Cross and/or American Heart Association.
- E. If an incarcerated person has a medical emergency, proper security measures shall be taken to ensure the safety of deputies, court staff, public and paramedics.
- F. Sworn Staff will administer the Automatic Electronic Defibrillator (AED) as required. In the event the AED is activated, the AED Incident Report Form (San Diego Project Heartbeat) will be completed and sent through the proper chain.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
January 27, 2023	BUREAU-WIDE	COURT HOLDING	E.8
SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 3 of 3

G. A CSB Sergeant shall be notified whenever emergency medical attention is requested for an incarcerated person, who is currently in the custody of CSB staff.

III. Incarcerated persons with minor injuries.

A. Incarcerated persons who need medical intervention may be transported via department vehicle to a detention facility where 24 hour nursing care is available after calling that facility's nurses' station and obtaining authorization. (Detention facility nurses do not respond to Court Facilities.).

This may include:

1. Sprains and strains.
2. Patients in need of suturing when there is not a MD at the closest facility.
3. San Diego County Psychiatric Hospital (SDCPH) Emergency Psychiatric Unit (EPU) referrals.
4. Missed Medications

B. Sworn staff shall write an Inmate Status Report (ISR) regarding the circumstance of the injury.

IV. Non-emergency medical complaints.

A. Sworn Staff will ensure the incarcerated person is familiar with the sick call sign-up procedure (Detentions Policy and Procedure M.15).

B. If the complaint is in regards to a dental problem, deputies will ensure the incarcerated person is aware of the dental call sign-up procedure (Detentions Policy and Procedure M.17)

C. If CSB personnel receive a complaint from family or friends of incarcerated persons regarding their health care while in custody, CSB personnel shall refer the person to the detention facility where the incarcerated person is housed.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.09
SUBJECT: ADULT INCARCERATED PERSON ACCESS TO COUNSEL - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that incarcerated persons in Court Holding have access to counsel. This policy shall ensure compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1068 of the California Code of Regulations.

Policy:

Each area command shall implement procedures to ensure that incarcerated persons have access to counsel while held in Court Holding areas. Dependent upon the physical layout of the Court Holding area(s), all efforts shall be made to ensure attorney / client confidentiality.

All persons, including attorneys, entering a court holding area must display proper identification and are subject to search. Signage will be posted advising that ALL visitors are subject to search. Anyone refusing to submit to a search will not be admitted to the court holding area.

Procedure:

- I. Each area command shall implement a facility specific policy, and procedure to ensure that incarcerated persons have access to counsel while held in Court Holding.
  - A. Limitations can be placed on the number of attorneys allowed in Court Holding at one time if the safety of the attorneys, staff or incarcerated persons could be jeopardized.
  - B. Only authorized persons (see CSB Policy and Procedure E.13) may accompany an attorney in the court holding area.
- II. Court Holding staff will not accept incoming or outgoing mail for incarcerated persons. All incarcerated person's mail shall be routed through the detention facility where the incarcerated person is housed.
  - A. This prohibition is not meant to infringe upon legal paperwork exchanged between an attorney and their incarcerated person client during

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.09
SUBJECT: ADULT INCARCERATED PERSON ACCESS TO COUNSEL - TITLE 15 COMPLIANCE			PAGE 2 of 2

professional visits. However, all paperwork is subject to court holding deputy approval due to security considerations.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.10
SUBJECT: JUVENILE INCARCERATED PERSON ACCESS TO COUNSEL - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that juvenile incarcerated persons in Court Holding have access to counsel. This policy shall ensure compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1068 (a) and (b) of the California Code of Regulations.

Policy:

Each area command shall implement procedures to ensure that juvenile incarcerated persons have access to counsel while being held in court holding areas.

Procedure:

- I. Each area command shall implement a procedure to ensure that juvenile incarcerated persons have access to counsel while being held in court holding areas.
- II. Juvenile incarcerated persons shall always be separated from adult incarcerated persons while being held in a CSB court holding facility. This separation shall not infringe upon the juvenile's right to confidential consultation with counsel.
  - A. Limitations can be placed on the number of attorneys allowed in Court Holding at one time if the safety of the attorneys, staff or incarcerated person could be jeopardized.
  - B. Only authorized persons (see CSB Policy and Procedure E.13) may accompany an attorney in the court holding area.
- III. Court Holding staff will not accept incoming or outgoing mail for juvenile incarcerated persons. This prohibition is not meant to infringe upon legal paperwork exchanged between an attorney and their incarcerated person client during professional visits. All paperwork is subject to inspection by the deputy.



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.11
SUBJECT: FACILITY SANITATION, SAFETY AND MAINTENANCE - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) procedure to ensure that court holding areas are inspected on a daily basis. This policy is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 15, section 1280 of the California Code of Regulations.

Policy:

Each sworn deputy assigned to a court holding facility shall inspect the area daily whenever incarcerated persons are present.

Procedure:

- I. The deputy shall ensure that maintenance requests are completed for any equipment that is inoperative and are logged into the Jail Information Management System (JIMS) or the court holding log for those facilities without JIMS.
- II. The deputy shall notify the supervisor, if necessary, to ensure adequate levels of security, and cleanliness are being maintained.
- III. The CSB Sergeant shall review each incarcerated persons holding area JIMS entry a minimum of two times a day. These checks are to ensure that adequate security and safety checks are being performed at least hourly, or more often as dictated by CSB policy, Title 15 requirements or the presence of unusual circumstances.
- IV. The inspections/visits by the supervisor shall be logged into JIMS or the court holding log for those facilities without JIMS.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.12
SUBJECT: FOOD SERVICE - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that incarcerated persons in court holding are fed in compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 12, section 1246 of the California Code of Regulations.

Policy:

Each court holding facility will make its own standard operating procedure for the serving of incarcerated person meals. Incarcerated persons may serve the food, but they must be under the constant supervision of a sworn staff member. Food will be served as soon as possible after its arrival in the court holding area. Delays in feeding are not to be used as formal or informal discipline. All incarcerated persons in court holding shall only be served food and beverages provided by the Sheriff's Food Services Division, which meets or exceeds Title 15 regulations.

Procedure:

Policy section only.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.13
SUBJECT: ADMITTANCE TO COURT HOLDING AREAS			PAGE 1 of 2

Purpose:

To establish Court Services Bureau (CSB) guidelines for admittance to court holding areas.

Policy:

It shall be the responsibility of the court holding deputies to ensure that only authorized personnel gain admittance to holding areas. All visitors to CSB Court Holding areas will be dressed in uniform or contemporary business attire.

Procedure:

- I. Authorized personnel normally allowed admittance to the holding area (with proper identification) are:
  - A. Counsel or attorneys of record
  - B. Court Clerks and certified interpreters
  - C. Law clerks
  - D. Drug Court counselors
  - E. Representatives of Pre-Trial Services
  - F. General Services (Building Maintenance personnel)
  - G. Custodians
  - H. Peace Officers
  - I. Public Defender's Office Investigators (with county identification card)
  - J. Alternate Public Defender's Office Investigators (with county identification card)
  - K. Private Conflicts Counsel (with county identification card)
- II. Anyone gaining entrance to a holding area will visibly display his or her identification card at all times.
- III. News media are not permitted in the holding area without specific authorization from CSB Command staff.
- IV. All visitors to the Court Holding areas will be dressed in their agency uniform or contemporary business attire. T-shirts, sandals, shorts or other informal attire will be grounds for refusing admittance.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.13
SUBJECT: ADMITTANCE TO COURT HOLDING AREAS			PAGE 2 of 2

- V. All authorized visitors to the Court Holding areas will read and sign the Prison Rape Elimination Act (PREA) admonishment located on the top front portion of the San Diego County Sheriff's Department Facility Sign-In Sheet (J-315 Rev 11/22). This will allow access to the Court Holding Area.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.14
SUBJECT: PRE-INTAKE SCREENING – TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To establish guidelines for the pre-screening of new arrestees who are temporarily held in Court Holding. This policy is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1051 of the California Code of Regulations.

Policy:

It shall be the responsibility of the deputy processing the arrestee or court remand, to evaluate their medical well-being, both physical and mental. Arrestees with physical injuries, or complaints of injury, requiring medical attention must have medical clearance from a hospital before being transported to jail.

Procedure:

- I. All arrestees will be pre-screened as required by Title 15, using the Temporary Holding Cell Checklist form SO-60. The SO-60 will be kept for archiving.
- II. If, for any reason, the medical staff at the booking facility rejects the arrestee/remand, it will be the deputy's responsibility to have them cleared by a hospital or mental health facility.
- III. If the arrestee requires emergency medical care, the arrestee shall be transported to a hospital for medical clearance. If the arrestee/remand has a communicable disease, they should be medically isolated, given a disposable face mask to wear, and processed for booking into a detention facility as soon as possible.
- IV. All medical/mental health information obtained during the screening shall be treated as confidential and relayed to the detention facility taking custody of the arrestee.
  - A. The communicable diseases that may cause an arrestee to be placed into medical isolation include, but are not limited to, tuberculosis, hepatitis, HIV, or other special medical problem identified in California Code of Regulations Title 17 section 2500.
  - B. If there is any question whether an arrestee has a communicable disease, the person shall be treated as if they have the disease and all appropriate precautions shall be taken.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.14
SUBJECT: PRE-INTAKE SCREENING – TITLE 15 COMPLIANCE			PAGE 2 of 2

- C. Detentions Policy and Procedure M.37 details the procedures employees should take if they believe they have been exposed to a communicable disease.
  
- V. If the arrestee feels suicidal or wants to hurt themself, see Court Services Bureau Policy and Procedure sections E.23 Adult and Juvenile Suicide Prevention.
  
- VI. Form Temporary Holding Cell Checklist, SO-60 is located on the Sheriff's website under Department Wide (SO Forms), SO-60.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.15
SUBJECT: KEY CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of court holding tank keys.

Policy:

Each CSB command will ensure all keys to their Court Holding areas are accounted for daily. Court holding tank keys shall not be removed from the court holding area. The only exception shall be transporting of keys to or from a key locker when opening or closing the court holding area.

Procedure:

- I. Holding Tank Keys
  - A. Sworn staff shall not enter occupied holding cells with keys.
  - B. Sworn staff shall immediately notify a supervisor if key(s) are missing. All reasonable steps shall be taken to recover missing keys. Any damaged key(s) requiring service shall be reported to the sergeant responsible for the court holding area prior to the end of shift.
- II. Inspection and Inventory
  - A. Each facility shall maintain a master key control roster. The deputies assigned to court holding are accountable for the daily inventory of court holding keys in this roster.
  - B. Quarterly, there shall be an inventory and inspection of the key sets conducted by the court holding supervisor.
    - 1. The results will be documented in the log used to document security/welfare checks.
    - 2. This inventory and inspection shall include all court holding key sets and spare keys.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.16
SUBJECT: JIMS DAILY LOGGING			PAGE 1 of 3

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for the keeping of a log of significant daily events in the court holding areas.

Policy:

Each CSB command will ensure all court holding areas are equipped with a Jail Information Management System (JIMS) computer to record significant daily events. Entries should be made in the Operations Logging Activities Section in JIMS. The purpose of the log is to act as an official record of all activities pertinent to the health, safety and security in the court holding area.

All safety/security checks required by Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1027.5 of the California Code of Regulations shall be logged. Additionally, all visits to the area by supervisors, unusual incidents as listed below and inspections by outside agencies must be logged.

Procedure:

- A. All area/safety checks will be documented in JIMS. Deputies are expected to physically walk to all holding cells and check the incarcerated persons through direct visual observation.
  - B. Deputies supervising adult incarcerated persons will perform random area/safety checks not to exceed 60 minutes between checks.
  - C. Deputies supervising juvenile incarcerated persons will perform random area/safety checks at least twice every 30 minutes (Title 15 section 1162).
- II. Logging of area/safety checks
- A. The entry shall be logged under the Event Type of CSB Holding Tank (HT) area check. The description field of the log will give the name(s) and/or ARJIS number(s) of the deputy(s) conducting the check. The notes field should include any pertinent information encountered during the area/safety check.



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.16
SUBJECT: JIMS DAILY LOGGING			PAGE 2 of 3

- B. In the event an hourly area/safety check requirement cannot be met, the deputy shall notify the supervisor as soon as practical. Upon review of the log, the supervisor shall make an entry in the notes field under the Event Type of "Supervisor's Log Review" and indicate the reason for the late check.

III. The following entries are required to be logged:

- A. Area/Safety checks
- B. Visits to the court holding area by supervisors
- C. Maintenance issues reported
- D. Incidents with incarcerated persons that involve:
  - 1. Use of force
  - 2. Medical aid or alleged injury to staff or incarcerated persons
  - 3. Suicide precautions
  - 4. Any alleged crimes perpetrated by incarcerated persons
  - 5. Extraordinary steps to be taken to ensure safety and security of incarcerated persons
  - 6. Daily and quarterly key inventories (see CSB Policies and Procedure E.15)

IV. Logs will be maintained in JIMS. In the event JIMS goes off-line, a hard copy log will be maintained. The following procedures will be followed to ensure documentation until JIMS is back online:

- A. Scheduled Maintenance and Unscheduled Loss of the JIMS system.
  - 1. Prior to the time at which the system is scheduled to be taken off-line, make an entry in JIMS stating that JIMS will be off-line for maintenance.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.16
SUBJECT: JIMS DAILY LOGGING			PAGE 3 of 3

2. Maintain written logs while JIMS is unavailable, using on-line form J-7 (JIMS Offline Activity Log).
  3. When JIMS becomes available, make a log entry that JIMS is back on-line.
  4. Enter all information from the J-7 forms into JIMS.
- V. Logs are subject to periodic inspection by State and County departments that regulate health and safety in the jails. They are also subject to subpoena duces tecum.
- VI. Supervisors are required to review JIMS Activity Logs at least twice during their shift. Reviews should be conducted in such a manner as to ensure compliance with the minimum standards required under Title 15. Supervisors will make a Supervisor Log Review entry showing that the check has been completed.
- A. The supervisor will explain any discrepancies found in the note section of their log entry.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.17
SUBJECT: TELEPHONE USE			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for ensuring newly arrested incarcerated persons are given access to phones as delineated in Penal Code section 851.5 (adults) and Welfare and Institutions Code section 627 (juveniles).

Policy:

Each CSB command will ensure its Court Holding area is equipped with a telephone for use by those persons remanded to custody from a court. The provisions of Penal Code section 851.5 (adults) and Welfare and Institutions Code section 627 (juveniles) regarding a person's right to make telephone calls will be complied with unless it is physically impossible to do so.

Procedure:

Policy section only.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.18
SUBJECT: TEMPORARILY OUT OF CUSTODY INCARCERATED PERSONS			PAGE 1 of 2

Purpose:

To establish a Court Services Bureau (CSB) policy for handling requests by law enforcement regarding temporary releases of incarcerated persons.

Policy:

In any case where CSB personnel are presented with a court order that would allow an incarcerated person to be taken temporarily out of custody (TOC), they shall defer the matter to the Court Security Unit and/or a CSB supervisor. The validity of the order will be verified, along with the identification of the agency representative requesting the incarcerated person and that proper steps are taken to transfer custody of the incarcerated person in a safe manner.

Detentions Policy and Procedure section U.7 delineates the circumstances under which an incarcerated person may be temporarily released from custody.

Procedure:

- I. When any CSB employees are presented with a court order to release an incarcerated person to the custody of another law enforcement agency, they shall notify the Court Security Unit and/or a CSB supervisor.
- II. The following shall take place:
  - A. Ensure that CSB is given a signed copy of the court order.
  - B. Provide a copy of the court ordered release to the Watch Commander at the detention facility where the incarcerated person is housed.
  - C. Ensure that the representative of the law enforcement agency taking custody of the incarcerated person produces a valid agency identification card and their name is recorded in the Jail Information Management System (JIMS) log.
  - D. The incarcerated person will be secured in waist and leg chains prior to their being released TOC.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.18
SUBJECT: TEMPORARILY OUT OF CUSTODY INCARCERATED PERSONS			PAGE 2 of 2

- E. Ascertain whether the incarcerated person in question will be removed from the courthouse complex and verify that information is logged in JIMS.
  
- III. The Court Security Unit and/or a CSB supervisor shall be notified when the incarcerated person is returned. Because of the possibility the incarcerated person was exposed to weapons and other contraband, the incarcerated person will be searched, to the degree allowed by CSB Policy and Procedure section F.16.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.19
SUBJECT: RELEASES PER 849 (b)(2) AND 853.6 PC – TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To provide Court Services Bureau (CSB) personnel with guidelines regarding releases of incarcerated persons per 849(b)(2) and 853.6 PC. This section is designed to meet the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1029(a)(5) of the California Code of Regulations.

Policy:

It is the policy of the CSB that no incarcerated persons will be eligible for releases per 849(b)(2) PC (person arrested for intoxication only and no prosecution is desired) or 853.6 PC (release on a notice to appear for a misdemeanor crime) while in any court holding facility. Inquiries regarding these types of releases should be referred to the appropriate detention facility.

Procedure:

Policy section only.

**SAN DIEGO COUNTY SHERIFF’S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INCARCERATED PERSON DEATHS – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To provide direction to Court Services Bureau personnel when responding to adult incarcerated person deaths. This section is intended to comply with Title 15, Division 1, Subchapter 4, section 1218.

Policy:

The Sheriff’s Court Services Bureau (CSB) personnel will summon medical assistance (local Fire Department or Paramedics) for all possibly deceased incarcerated persons. Once the incarcerated person has been declared deceased by competent medical authority, the following guidelines will be followed.

Procedure:

- I. A supervisor shall be notified and respond to the scene. Line staff and supervisors should be aware of the contents of Department Policy and Procedure sections 6.33 and 6.39. The supervisor shall be responsible for notifying the CSB area lieutenant. In the absence of the lieutenant, the on-scene supervisor will be responsible for the lieutenant’s notifications:
- II. Supervisor’s notifications and responsibilities:
  - A. Appoint a scribe to complete a log of events and complete attached checklist.
  - B. Notify Sheriff’s Homicide (Dept. Policy and Procedure 6.61).
  - C. Notify CSB Investigations.
  - D. Notify Jail Investigations.
  - E. Notify Communications Center Watch Commander.
  - F. Collect Deputy’s Reports from all involved staff.
- II. Area Lieutenant Notifications:
  - A. CSB Captain and, at the discretion of the Captain, the Assistant Sheriff.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INCARCERATED PERSON DEATHS – TITLE 15 COMPLIANCE			PAGE 2 of 4

- B. Facility Commander or Watch Commander of the detention facility where the inmate was assigned.
  - C. Medical Administrator.
  - D. Risk Management.
  - E. Sheriff's Legal Advisor.
  - F. Detentions Processing Supervisor of the facility where the incarcerated person was assigned.
  - G. Public Affairs (Department Policy and Procedure 7.3).
  - H. Division of Inspectional Services.
  - I. Supervising/Presiding Judge.
  - J. Court Administrator.
  - K. Peer Support.
- III. Sheriff's Homicide is responsible for notifying:
- A. Medical Examiner (who will make notifications to family).
  - B. Arresting Agency.
  - C. District Attorney – Special Operations Division.
- IV. Medical Review of Incarcerated Person Death
- A. To satisfy the requirements of Title 15, Division 1, Subchapter 4, section 1046, a medical review of every incarcerated person's death will be conducted in the following manner:
    - 1. The Department of Health Services, Forensic Mental Health shall review deaths with mental health implications.



**SAN DIEGO COUNTY SHERIFF’S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INCARCERATED PERSON DEATHS – TITLE 15 COMPLIANCE			PAGE 3 of 4

2. Sheriff’s Medical Services Division shall review deaths without mental health implications.
  3. Forensic Mental Health and Sheriff’s Medical Services Division shall jointly review deaths with both mental health and medical implications.
- B. The Chief of Forensic Mental Health, the Medical Services Administrator, or both as appropriate, shall issue a summary of findings.
- C. The summary shall be presented to the CSB Captain and CSB Assistant Sheriff for review.
- IV. California Government Code section 12525 requires that any death of a person in custody must be reported to the California Attorney General within 10 days after the death. All facts known about the death must be part of this written notification. This notification shall be the responsibility of the CSB Captain or their designee.

See page four for Incarcerated Person Death Checklist.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INCARCERATED PERSON DEATHS – TITLE 15 COMPLIANCE			PAGE 4 of 4

**Incarcerated Person Death Notification Checklist**

Incarcerated Person Name \_\_\_\_\_

Booking Number \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

**A. Deputy Notifications**

- |                                       |       |
|---------------------------------------|-------|
| 1. Paramedics/Fire Department         | Time: |
| 2. Supervisor                         | Time: |
| 3. Sealed off potential crime scene   | Time: |
| 4. Witnesses identified and separated | Time: |

**B. Supervisor Checklist**

- |   |       |
|---|-------|
| 1. Scribe appointed                         | Time: |
| 2. Sheriff's Homicide;                      | Time: |
| 3. Jail Investigations;                     | Time: |
| 4. Communications Center Watch Commander;   | Time: |
| 5. Notify Division of Inspectional Services | Time: |
| 6. All staff to complete Deputy's Reports   | Time: |

**C. Lieutenant's Checklist**

- |   |       |
|---|-------|
| 1. CSB Captain and Assistant Sheriff (as directed by Captain) | Time: |
| 2. Detention Facility Watch Commander.                        | Time: |
| 3. Medical Administrator.                                     | Time: |
| 4. Sheriff's Legal Advisor.                                   | Time: |
| 5. Detentions Processing Supervisor.                          | Time: |
| 6. Public Affairs.  | Time: |
| 7. Supervising/Presiding Judge                                | Time: |
| 8. Court Administrator  | Time: |

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To provide direction to Court Services Bureau (CSB) personnel when responding to juvenile incarcerated person attempted suicides, deaths or serious illnesses/injuries. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 4, Sections 1046 and 1047.

Policy:

Sheriff's CSB personnel will summon medical assistance (local fire department or paramedics) for all juvenile incarcerated persons who attempt suicide, become seriously injured or seriously ill and possibly deceased.

Procedure:

- I. If a juvenile incarcerated person is seriously injured or ill, to the extent they require transportation to a local hospital, the on-scene sergeant shall contact a supervisor at Juvenile Hall.
  - A. Arrangements will be made between the two supervisors for custody of the incarcerated person to be transferred from the Sheriff to Juvenile Hall.
  - B. Sheriff's supervisors shall ensure that notification of the illness is made to a parent or legal guardian.
- II. If a juvenile incarcerated person has been declared deceased by competent medical authority a supervisor shall be notified and respond to the scene.
  - A. Line staff and supervisors should be aware of the contents of Department Policy and Procedure sections 6.33 and 6.39.
  - B. The on-scene sergeant shall be responsible for notifying the CSB lieutenant. In the absence of the lieutenant, the on-scene sergeant will be responsible for the lieutenant's notifications as listed below:
- III. Sergeant's notifications and responsibilities:

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 2 of 4

- A. Appoint a scribe to complete a log of events and complete attached checklist.
  - B. Notify Sheriff's Homicide (Department Policy and Procedure Section 6.61).
  - C. Notify CSB Investigations.
  - D. Notify Communications Center Watch Commander.
  - E. Notify Division of Inspectional Services.
  - F. Collect Deputy's Reports from all involved staff.
- V. Lieutenant's Notifications:
- A. CSB Captain and, at the discretion of the Captain, the CSB Commander and CSB Assistant Sheriff
  - B. Juvenile Hall supervisor or manager.
  - C. Sheriff's Medical Administrator.
  - D. Risk Management.
  - E. Sheriff's Legal Advisor.
  - F. Public Affairs (Department Policy and Procedure Section 7.3).
  - G. Court of jurisdiction.
  - H. Peer Support.
- VI. Sheriff's Homicide is responsible for notifying:
- A. Medical Examiner (who will make notifications to family)
  - B. Arresting Agency

**SAN DIEGO COUNTY SHERIFF’S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 3 of 4

C. District Attorney – Special Operations Division

VII. Medical Review of Incarcerated Person's Death

A. To satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 4, Section 1046, a medical review of every incarcerated person's death will be conducted in the following manner:

1. The Department of Health Services, and Forensic Mental Health shall review deaths with mental health implications. The review team shall include the CSB Captain, the Sheriff’s Medical Administrator (or designee), the responsible physician, other health care staff or supervisors that are relevant to the incident.
2. The Sheriff’s Medical Administrator shall review deaths without mental health implications. The review team shall include the CSB Captain, the responsible physician, other health care staff or supervisors that are relevant to the incident.
3. Forensic Mental Health, and the Sheriff’s Medical Administrator shall jointly review deaths with both mental health and medical implications.

B. The Chief of Forensic Mental Health, the Sheriff’s Medical Administrator, or both, as appropriate, shall issue a summary of findings.

C. The summary shall be presented to the affected CSB Captain, CSB Commander and CSB Assistant Sheriff for review.

IV. California Government Code section 12525 requires that any death of a person in custody must be reported to the California Attorney General within 10 days after the death. All facts known about the death must be part of this written notification. This notification shall be the responsibility of the CSB Captain or their designee.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 4 of 4

**Juvenile Incarcerated Person Death Notification Checklist**

Juvenile Incarcerated Person's Name \_\_\_\_\_

Booking Number \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

**A. Deputy Notifications**

- |                                       |       |
|---------------------------------------|-------|
| 1. Paramedics/Fire Department         | Time: |
| 2. Supervisor                         | Time: |
| 3. Sealed off potential crime scene   | Time: |
| 4. Witnesses identified and separated | Time: |

**B. Sergeant's Checklist**

- |   |       |
|---|-------|
| 1. Scribe appointed                         | Time: |
| 2. Sheriff's Homicide                       | Time: |
| 3. CSB Investigations                       | Time: |
| 4. Communications Center Watch Commander    | Time: |
| 5. Notify Division of Inspectional Services | Time: |

**C. Lieutenant's Checklist**

- |   |       |
|---|-------|
| 1. Captain  | Time: |
| 2. Commander and Assistant Sheriff (as directed by Captain) | Time: |
| 3. Juvenile Hall  | Time: |
| 4. Sheriff's Medical Administrator                          | Time: |
| 5. Sheriff's Legal Advisor                                  | Time: |
| 6. Public Affairs   | Time: |
| 7. Supervising/Presiding Judge                              | Time: |

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 5 of 4

- 8. Court of Jurisdiction
- 9. Peer Support

Time:  
Time:

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.22
SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure for reporting of incidents that result in physical harm, or serious threat of physical harm to an employee or incarcerated persons. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 4 section 1044 of the California Code of Regulations.

Policy:

All incidents that result in physical harm, or a serious threat of physical harm to an employee or incarcerated persons shall be documented and given an appropriate follow-up investigation to determine whether criminal charges or other actions are appropriate. The initial documentation of such threats, crimes or incidents shall be completed and forwarded to a supervisor no later than 24 hours after the information is brought to the attention of staff.

Procedure:

- I. All crimes occurring between incarcerated persons, or an incarcerated person and staff shall be documented as required by Department Policy and Procedures section 6.71.
- II. Credible threats of violence between incarcerated persons, if they do not reach the threshold of a criminal violation as outlined above shall be documented through:
  - A. An Incident Report in the Jail Information Management System for adult incarcerated persons; or
  - B. A Deputy's Report for all juvenile incarcerated persons. A copy of a Deputy's Report prepared in compliance with this section shall be forwarded to Juvenile Hall.
- III. Credible threats of violence toward staff shall be handled in accordance with Department Policy and Procedure section 3.25.
- IV. The initial documentation of such threats, crimes or incidents shall be completed and forwarded to a supervisor no later than 24 hours after the information is brought to the attention of staff. Verbal notification to a detention facility or



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.22
SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 2 of 2

Juvenile Hall shall occur prior to the incarcerated person being returned to that facility.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.23
SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 1 OF 3

Purpose:

To provide guidelines for staff when dealing with potentially suicidal incarcerated persons in the care and custody of Court Services Bureau (CSB). This section is meant to comply with the requirements of Minimum Standards for Local Detention Facilities, Health Guidelines, Title 15, Division 1, Chapter 1, Subchapter 4, Article 11, Section 1200.

Policy:

All CSB personnel shall be watchful for inmates that express desires to harm themselves or commit suicide. Incarcerated persons so identified will not be left unattended by deputies until or unless they can be placed into a safety cell or seen by competent mental health professionals.

Procedure:

- I. In any case where an adult incarcerated person expresses a desire to harm themselves or commit suicide:
  - A. Deputies shall not leave the incarcerated person unattended.
  - B. A supervisor will be contacted. The supervisor's responsibilities will be as follows:
    1. If the incarcerated person is still pending a court appearance, the supervisor shall contact the affected judicial officer, apprise them of the situation and attempt to expedite the court appearance.
    2. If the judicial officer is unable to see the incarcerated person in a reasonable period of time, or if the incarcerated person has already made all required court appearances, the following steps should be taken.
      - a) Call the detention facility where the incarcerated person is housed and relay all relevant information to a sergeant or the watch commander.



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.23
SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 3 OF 3

- b) Determine if the juvenile can be returned there for placement into a safety cell or to be evaluated by Juvenile Hall medical staff.
  - c) If the juvenile cannot be returned to Juvenile Hall, the Sheriff's supervisor will arrange for the incarcerated person to be transported to the San Diego County Psychiatric Hospital (SDCPH) Children's Emergency Screening Unit at 730 Medical Center Court, Chula Vista.
  - d) If the juvenile is admitted to the Children's Emergency Screening Unit, a Sheriff's supervisor will contact Juvenile Hall and arrangements will be made for relief, a guard or other accommodations.
- C. The transporting deputy will be responsible for completing a Deputy's Report regarding the incident. The report must address the reason(s) the juvenile was suspected of attempting to harm themselves or the verbal threat of suicide, the actions taken by the deputy and the disposition of the juvenile. A sergeant should approve the report and a copy will be sent to Juvenile Hall.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.24
SUBJECT: CELL EXTRACTIONS			PAGE 1 of 1

Purpose:

To provide general guidelines in the event of an occurrence, which requires the forceful extraction of incarcerated persons from court holding cells.

Policy:

The use of physical force to extract an incarcerated person from a cell will be used only when the incarcerated person presents a danger to himself/herself, a danger to others, or refuses to follow the lawful order of staff. The safety of all involved will be the first priority in planning force tactics or extractions.

Procedure:

All extractions will be performed under the direct supervision of the Supervisor. Only approved techniques and equipment shall be used.

1. If an Order to Produce is ordered by the court, the court will be notified of the incarcerated person's refusal prior to the extraction. The judge may choose to cancel or modify the order.
2. Involved incarcerated persons must be given at least two (2) verbal warnings to comply with orders prior to forceful extraction. At least one (1) of these warnings should be from the on-scene Supervisor.
3. Extraction operations will only be deployed with sufficient personnel and equipment to assure the safety of staff and incarcerated persons involved in the extraction. Cell extractions will be conducted in accordance with Department Policy and the law, using only that force that is necessary and objectively reasonable to overcome resistance.
4. All cell extractions should be digitally recorded. The recording will be entered into evidence.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.25
SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 1 of 4

**PURPOSE:**

To standardize case assignment, investigation, and notification procedures for a sexual assault incident of an incarcerated person/detainee encountered at a Court Service Bureau (CSB) facility, in compliance with the Prison Rape Elimination Act (PREA).

**POLICY:**

The San Diego County Sheriff's Department has a zero-tolerance policy on sexual misconduct towards incarcerated persons/detainees. Whenever an allegation of sexual assault is reported, whether from an incarcerated person/detainee, volunteer, contractor, Sheriff's employee or any outside source, an investigation will be conducted. Proper notifications and documentation shall be completed in a timely manner.

**PROCEDURE:**

The deputy to whom the assault was reported is responsible for writing the initial Crime Report or appropriate report. The CSB Investigations Unit will be notified to determine if they will respond to the scene or waive their presence. CSB Investigations will also notify the Detentions Investigation Unit (DIU) and/or Sexual Assault Unit (SAU), who will be responsible for follow-up investigations when appropriate or needed.

**I. CASE ASSIGNMENTS:**

**A. Incarcerated person/detainee on incarcerated person/detainee** – follow up investigations will be handled by the CSB Investigations Unit and/or DIU or SAU. DIU will be responsible for PREA tracking.

**B. Sheriff's employees on incarcerated person** – investigations will be handled by the SAU and CSB Investigations Unit (support) unless otherwise directed. DIU will be responsible for PREA tracking.

**C. Sexual harassment - Sheriff's employees on incarcerated persons** - sexual harassment allegations will be investigated by the command and/or handled via administrative investigation as appropriate.

**D. Sheriff's employees on detainee** – incidents occurring outside of the court holding tanks will be investigated by the SAU. The facility watch commander will notify the on-

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
 COURT SERVICES BUREAU  
 POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.25
SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 2 of 4

call SAU sergeant. SAU will be responsible for PREA reporting to DIU and command notifications. The affected command will decide if an internal affairs investigation is warranted.

**E. SDCS jurisdiction, Community** – If the abuse occurred within 120 hours, immediately contact the SAU for investigation/direction. If SAU/DIU waives a response, the deputy taking the preliminary report will be responsible for completing the initial crime report in NetRMS, to document the allegation and deputy actions. The report will then be forwarded to the SAU for investigation.

**F. Outside jurisdiction, Community** – If the abuse occurred within 120 hours, immediately contact the agency of jurisdiction for investigation/direction. If the agency waives, a deputy will take the initial report and complete a "Courtesy" report in NetRMS, see Sheriff's P&P 6.71.

**G. Assaults by other Law Enforcement Officers** - The watch commander will immediately contact the agency watch commander for investigation. SDCS deputies will complete a "981000-ZZ-Miscellaneous Incident Report" in NetRMS, print it out and forward it to the station/agency watch commander for investigation.

**II. RESPONDING TO SEXUAL ASSAULTS - INCARCERATED PERSON vs INCARCERATED PERSON**

California Penal Code 293(a): "*Any employee of a law enforcement agency who personally receives a report from any person, alleging that they have been the victim of a sex offense, shall inform that person that his or her name will become a matter of public record unless he or she requests that it not become a matter of public record, pursuant to Section 7923.615 of the Government Code.*" **This notification and the victim's response shall be documented in the narrative section of the report.**

When a victim of a sexual assault requests their name be confidential, the deputy will fill out the victim information on the report. The very first sentence, above the synopsis should be bold typed and contain the sentence, **“THE VICTIM IN THIS REPORT REQUESTS TO REMAIN CONFIDENTIAL PURSUANT TO CALIFORNIA PENAL CODE 293(a) AND CALIFORNIA GOVERNMENT CODE 7923.615.”**

When you become aware or informed that a sexual assault has occurred, the following steps shall be taken:

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.25
SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 3 of 4

- **Secure the safety of victim away from the suspect.**
- **Notify your supervisor and request additional staff for assistance.**
- **Secure the scene to ensure evidence is not destroyed or tampered with.**  
*Instruct victim not to take any actions that could destroy physical evidence: showering, brushing their teeth, changing their clothes, urinating, defecating, drinking or eating. Do not attempt to collect evidence until directed by CSB Investigations.*
- **Separate all witnesses and/or suspect(s).**  
*Place known suspect(s) in an area where their ability to destroy evidence is limited. Example an area without a sink, shower, toilet etc.*
- **Prepare a synopsis of the incident and brief CSB Investigations for their direction.**

**Do not process the scene, conduct suspect/witness interviews, or arrange for a SART exam unless directed by CSB Investigations Unit.**

*A preliminary interview with the victim to obtain the elements of the crime should be completed by the first responder. The report should document the following:*

- **When and where the assault took place.**
- **Specific details of how they were assaulted.**
- **Can the victim identify the suspect and any possible witnesses?**
- **Does the victim complain of any injuries or pain, even if there are no visible injuries?**
- **What is the victim and suspect's condition and demeanor (apologetic, afraid, etc.)?**
- **Document torn clothing, bodily fluids, area in disarray.**
- **Document the initial evidence of injury (description, photographs, etc.).**
- **If necessary, take photographs of the scene making sure not to disturb anything.**



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.25
SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 4 of 4

- **Document if victim has disclosed to anyone else.**

The CSB Investigations Unit will assess the assault and arrange for a SART exam if needed. SART exams must be done at a recognized medical facility by a SART nurse. It is the facility's responsibility to transport the victim and suspect to the medical facility and provide security during the exam. A CSB Investigations Unit Detective will be present during the exam.

The CSB Investigations Unit case agent will write a follow-up report to the initial report and submit the case to the District Attorney's office for review and possible prosecution.

**III. RESPONDING TO SEXUAL ASSAULTS - STAFF on INCARCERATED PERSON**

Notify the facility lieutenant. If the alleged incident occurred within 120 hours and there is evidentiary value that can be obtained (video, soiled clothing, injury etc.), immediately contact the SAU sergeant for direction. If SAU waives, the deputy notified of the alleged incident will take the initial report and will document how they became aware of the incident and will document the event in a crime report using "miscellaneous report" and assign the case to the SAU. The affected command will be notified by SAU and decide if an internal affairs investigation is warranted.