

Short Term and Temporary Detention Facilities



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GUIDELINES

GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF LOCAL DETENTION FACILITIES
STATE OF CALIFORNIA • BOARD OF CORRECTIONS • 1980

STATE OF CALIFORNIA
BOARD OF CORRECTIONS

**TEMPORARY HOLDING
AND
SHORT TERM CONFINEMENT
FACILITIES**

A MONOGRAPH IN THE SERIES
**GUIDELINES FOR THE ESTABLISHMENT AND
OPERATION OF LOCAL DETENTION FACILITIES**

1980

U.S. Department of Justice
National Institute of Justice

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INTRODUCTION

In 1977, by amending Penal Code Section 6031.4, the Legislature required the California Board of Corrections to include in their regulations local detention facilities, "constructed on or after January 1, 1978, used for the confinement, regardless of the length of confinement, of adults or of both adults and minors," excluding that portion of a facility which is devoted only to the confinement of minors. In other words, the new law brought facilities which detain people for less than 24 hours, such as police and sheriff's station jails, court holding areas, and others, constructed after January 1, 1980, within the scope of the Board of Corrections' standards and inspections.

During a major standards revision process in 1978-1979, the Board of Corrections developed new standards for facilities which hold people for less than 24 hours. It was considered essential to differentiate between those facilities which detain people overnight and those which hold for more limited periods of the day. Requirements were developed based on the different use periods in an effort to minimize the difficulty and expense of complying with standards. The result is two designations—the Temporary Holding Facility, which can keep people only up to nine (9) hours and the Short Term Confinement Facility which can hold for up to twenty-four (24) hours. Since this was the first time the Board had developed standards dealing with these types of facilities, Court Holding was included with other types of Temporary Holding Facilities.

At this point, we find there is a difference between Court Holding and other kinds of Temporary Holding Facilities. The main point of distinction is that Court Holding Facilities are used only during the hours courts are in session and not for overnight housing. Thus they are exempt from standards relative to cots, bedding, clothing or the like. In these guidelines, under each area that pertains to Court Holding, there will be a separate discussion explaining the requirements for that type of facility. The standards will be reviewed for possible changes to reflect the particular characteristics of Court Holding Facilities. (The Minimum Standards for Local Detention Facilities are found in Title 15, Subchapter 4, of the California Administrative Code. Relevant sections are included here to assist administrators in using these Guidelines.)

These Guidelines have been written to be a resource for administrators and staff, faced with running a detention facility for the first time or complying with standards for the first time. The Guidelines focus on creating consistency of practice and are a guide, an implementation manual, and a training tool for administrators of detention facilities in California.

A major consideration in developing the standards and in writing the Guidelines has been to emphasize flexibility and to enable local jurisdictions and administrators to maximize their discretion. There are a range of options presented here, and there are wide latitudes in the standards themselves. These are intended to encourage the creativity of administrators and staff toward improving, professionalizing and upgrading the operation of local detention facilities in the state.

These Guidelines for Short Term Confinement and Temporary Holding Facilities are one part of a four part package. The other three sections are Guidelines to Health and Sanitation Standards, Guidelines for Community Release Facilities and Program and Procedure Guidelines. This volume is intended to stand alone,

to contain all of the material relevant to Temporary Holding and Short Term Confinement Facilities' personnel; therefore, there is repetition here from other sections. Administrators who have reviewed the full set of four volumes are asked to forgive us the overlap.

Since standard development for and inspection of Temporary Holding and Short Term Confinement Facilities is as new to us as complying with standards is to you, we request your patience and cooperation in showing us how best to help you. As we get more experience dealing with these kinds of facilities and the special problems facing them, we will be able to be more useful to administrators of such facilities. These Guidelines are a first attempt to address your concerns; it is our hope that future editions will be more responsive and complete and that you will communicate to us what additional material you would like to see included.

Meanwhile, the staff of the Board of Corrections stand ready to assist you and urge you to call on them if you have questions or concerns not covered by the Guidelines or raised by them. Feel free to contact the Board to discuss any of the issues mentioned here or others of interest or importance to you. We look forward to your input and to being able to assist you in meeting and working within the Minimum Standards for Local Detention Facilities.

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ARTICLE 1 GENERAL INSTRUCTIONS

Article 1 of the Minimum Standards for Local Detention Facilities, which will not be reprinted here with the exception of Section 1006, Definitions, below, is a collection of housekeeping and stage-setting statements. It begins with the section of the Penal Code from which the Board of Corrections obtains its authority to promulgate regulations for local detention facilities (PC 6030) and a legislative mandate detailing which agencies and persons the Board is to consult in developing the regulations.

When the Legislature passed PC 6030, the Board appointed an *ad hoc* committee representing the agencies specified, and, in 1973, promulgated the first version of expanded regulations. Prior to 1973, the Board had promulgated regulations pertaining only to food, clothing, medical care, and design of jails. The 1973 regulations underwent a minor revision in 1976 and a major revision in 1979 resulting in the current, 1980, Minimum Standards.

1006. DEFINITIONS

Throughout the regulations, some twenty terms are used in specific ways which cannot be found in the dictionary; therefore, this section will define some of the terms so that we can all share a common understanding. The discussion which follows is intended to give the reader a better understanding of the terms and why they are important.

(a) "Board of Corrections" means the State Board of Corrections, which board acts by and through its Executive Officer and Field Representatives.

Penal Code Sections 6024 through 6043 establish the Board of Corrections and specify its functions. The Board was created in 1944 to coordinate the correctional activities of the state and to conduct studies into crime, corrections, and penology. It first became involved with local detention facilities at the request of the California State Sheriffs' Association which expressed concern to the Board over the first study of jail conditions.

Today the Board consists of eleven members: three members named by law are the Directors of the Department of Corrections and the Youth Authority and the Secretary of the Youth and Adult Corrections Agency; the remaining eight members are appointed by the Governor to represent county administration, county sheriffs, chief probation officers, local corrections programs, state corrections line staff, the state parole board, and two citizen members.

The Board's meetings, which occur monthly except December and August, are held throughout the state and are open to everyone. A schedule can be obtained from the Board's offices. The Board makes an effort to schedule its meetings in conjunction with meetings of professional groups such as the Sheriff's Association, California Peace Officers Association, and others so facility administrators can attend. If travel to Board meetings is a problem, look for those held in or near your area. Managers and interested personnel are encouraged to attend Board meetings to stay current and to make input to policy and proposals.

(b) "Local detention facility" means any city, county, city and county, or regional jail, camp, or other correctional facility, and court holding facility used for the confinement of adults or of both adults

and minors, but does not include that portion of a facility for the confinement of both adults and minors which is devoted only to the confinement of minors. The types of local detention facilities are as follows:

(1) "Temporary holding facility" means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 9 hours or less pending release or transfer to another facility or appearance in court.

(2) "Short term confinement facility" means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

(3) "Type I facility" means a local detention facility used for the detention of persons usually pending arraignment for not more than 48 hours excluding holidays and weekends after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate.

(4) "Type II facility" means a local detention facility used for the detention of persons pending arraignment, after arraignment and during trial, and upon a sentence of commitment. Detention in such facilities may be indefinite during trial and up to one year upon commitment.

(5) "Type III facility" means a local detention facility used only for the detention of convicted and sentenced persons who have been committed for a period of up to one year.

(6) "Type IV facility" means a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

"Local detention facility" is a general term covering just about any setting in which adults charged with or convicted of committing a crime are held. Under this general term are six specific types of facilities.

In 1973 the Legislature defined, in PC 6031.4, a local detention facility as any facility which holds adults over 24 hours. Within this definition, the Board saw three separate kinds of facilities, each with a specific function and thus each with a somewhat different set of regulations applying: a Type I facility, typically a city or sheriff's substation jail, holds persons for 48 hours or less excluding weekends and holidays, from arrest to arraignment; a Type II facility, typically a county jail, holds persons for whatever time necessary during trial and/or completion of a sentence; and a Type III facility, typically any camp, rehabilitation center, or honor farm holds exclusively sentenced prisoners.

In 1978 the law defining "local detention facility" was revised to include any facility regardless of the time persons are held. Because administrators of facilities which held persons for less than 24 hours, were concerned about retroactivity of regulations, the Legislature added the words "constructed after January 1,

1978." Thus, facilities which hold persons for less than 24 hours and are constructed after January 1, 1978, will be expected to comply with specific minimum jail standards. To determine the type of facility one operates, it is necessary to ask first "how long are people held in the facility" and second, "when was it constructed?"

There are three types of facilities newly defined in the 1980 Standards: Temporary Holding—usually court holding areas and some city police holding rooms—and Short Term Confinement—usually police holding areas—and Type IV, Community Release Program Facilities. Table I on page 11 of the Standards sets out which regulations apply to which type of facilities.

(c) "Living areas" means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells such as detoxification, safety, and holding cells normally located in receiving areas.

We define "living areas" because it is important to make a distinction between what occurs in the more temporary housing areas like receiving, and relatively long term housing in modules, cell blocks, etc. Before placement in a "living area," prisoners are screened for communicable diseases (see Section 1207), classified, and detoxified. In some unusual cases, such as in Los Angeles County, "living areas" may be in one central facility while outlying substations are the receiving areas.

(d) "Facility administrator" means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility.

(e) "Facility manager" means the jail commander, camp or farm superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

(f) "Managerial custodial personnel" means those staff members whose duties include planning, managing, and other administrative functions.

(g) "Supervisory custodial personnel" means those staff members whose duties include direct supervision of custodial personnel.

(h) "Custodial personnel" means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose primary duties are the supervision of inmates.

Because of the need to assign responsibility for certain tasks specified in the standards and to differentiate between the kinds of training various levels of personnel must complete, the staff of a local detention facility are clarified here. In the typical large county system, the facility administrator is the sheriff, undersheriff, director of the local department of corrections, or the chief deputy who has been delegated the authority to administer a number of facilities in a department. The facility manager, usually of the rank of captain, commander, or inspector, is responsible to the administrator for the overall operation of a facility, including custody and other functions. Managerial custodial personnel are those staff of a facility who carry out the custody function and report to the facility manager. These are typically lieutenants, watch commanders, or other staff to whom report the first line supervisor. Supervisory personnel, typically

sergeants, supervise the day-to-day work of line employees.

Custody personnel are line staff whose *primary* duties are the care and treatment of prisoners. It is important here to make a distinction between staff who have a duty to supervise inmates in the course of their work but whose duty is something else, for instance, to carry out the food service program, and personnel whose primary duty is to be solely responsible for the care and treatment of, say, all women inmates and who is also the radio dispatcher. The former, a food manager, is not required to complete training specified in Sections 1021 and 1026 but the latter, anyone who provides all services received by a segment of prisoners, must be required to complete jail training.

(i) "Emergency" means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other similar disturbance.

The term emergency is well defined above. Suffice to say that a temporary condition which causes overcrowding is an emergency. However, if overcrowding is a regular occurrence, it is not an "emergency," but a condition which will need to be reviewed to determine the causes and find a solution.

(j) "Rated capacity" means the number of inmate occupants for which any cell, room, unit, building, facility, or combination thereof was planned and designed in conformity to the standards and requirements herein listed.

Every local detention facility in the state has a rated capacity set by the Board's staff after measurements have been taken of the facility and the appropriate building regulations applied. The rated capacity of a facility can change from time to time as a result of regular Board inspections and requests for review of capacity. A housing unit may have been emptied and used for storage at the time of inspection. The rated capacity would be reduced thereafter by the capacity of that unit. The opposite is also true. An increase in rated capacity could come about from the mobilization of a storage area for housing. An increase can also come about through the addition of required elements such as plumbing fixtures. An area may be large enough for 16 people but be rated for 8 because there is only one toilet. The addition of a second toilet would result in an increase in the capacity of that housing unit.

(k) "Average daily population" means the average number of inmates housed daily during the last fiscal year.

The hallmark of a manager is the ability to plan, and good planning must include the use of up-to-date and relevant data. Average daily population (ADP) is one bit of data which is indispensable to jail planning. It can help identify trends and problems if kept on a regular basis and graphically illustrated over a period of years. It is important that the daily population be taken at the same time every day, counted in the same way, and summarized on a weekly or at least monthly basis. Many institutions do this count at midnight; consistency throughout the state, that is, all jails doing a count at midnight, would lead to data which is comparable statewide.

(l) "Disciplinary isolation" means that punishment status assigned an inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit separate from regular

jail inmates.

(m) "Administrative segregation" means the physical separation of different types of inmates from each other such as specified in Penal Code Sections 4001 and 4002, Welfare and Institutions Code Section 508, and Section 1053 of these regulations. Administrative segregation is accomplished to provide that level of control and security necessary for good management and to insure the protection of staff and inmates.

(n) "Shall" is mandatory; "may" is permissive.

The above terms are adequately defined here and expanded upon in the regulations. For disciplinary isolation, see Sections 1080, 1081, 1082, 1083, and 1084. For administrative segregation, see Sections 1050, 1051, 1052, 1053, and 1054.

1007. EQUAL OPPORTUNITIES AND FACILITIES.

Throughout the development of these regulations, it has been the policy and intent of the Board of Corrections that facilities, programs, and services be available on an equitable basis to both males and females even though each regulation does not specify that it applies to both males and females.

Section 1007 underscores the importance the Board places on the fact that the regulations pertain equally to males and females even though each standard does not say that it applies to both. It is hoped that this regulation will cause jail administrators to review the facilities and programs available to women and evaluate whether or not they are equal to those available to males. In this context "equal" does not mean "the same as." For example, if you have a minimum security camp for males, it is not intended that women shall have a minimum security camp also. Instead consider what minimum security means: relative freedom, activities, work assignments, an open atmosphere, the ability to spend time outdoors, etc. These are the elements that should be equally available to women.

ARTICLE 2 INSPECTION AND APPLICATION OF STANDARDS

1010. APPLICABILITY OF STANDARDS.

(a) All standards and requirements contained herein shall apply to Type I, Type II, Type III and Type IV facilities except as specifically noted in these regulations.

(b) Temporary holding facilities shall comply with only the following regulations: 1027, 1028, 1031, 1032, 1044, 1056, 1067, 1100, 1101, 1102, 1104, 1110, 1111, 1112, 1280, 1281, and 1282.

(c) Short term confinement facilities shall comply with only the following regulations: 1023, 1027, 1028, 1031, 1032, 1044, 1051, 1053, 1056, 1067, 1100, 1101, 1102, 1104, 1105, 1111, 1112, 1240, 1241, 1243, 1244, 1245, 1246, 1270, 1271, 1272, 1280, 1281, and 1282.

Section 1010 and Table 1 in the standards attempt to simplify the task of fereting out which regulations pertain to which type of facility. To classify any facility as to type, see Section 1006(b), Definitions of Local Detention Facilities. If you still have a question related to applicability of standards or classification of facility, contact a field representative at the Board of Corrections.

1011. VARIANCES.

The Board of Corrections, by a majority vote of its members, may grant a variance from any standards or requirements contained herein for good and sufficient reasons. Such a variance shall be granted only upon the written application therefor and documentation thereof.

Regulations cannot be written to apply to all circumstances; therefore, the Board provides the avenue of variances to an administrator seeking approval for an alternate means of complying with a specific regulation. Although most variances are granted for construction and design regulations where an existing part of a facility is reasonably close to required dimensions, variances may be applied for and granted for any regulation. Since the regulations specify minimums, they may be exceeded without a variance. Thus, variances have come to mean providing something less than what is required. This is unfortunate because variances are also granted for alternate, and often better, ways of accomplishing the goal of the regulation. Variances often provide a way for the Board to approve a process pending formal revision of a standard.

A variance may be applied for by letter to the Executive Officer, specifying the regulation in question, the reason for the request, and any circumstances which might help the Board in making the decision. Routinely, it will require less than 60 days for a response, depending on when the Board will next meet.

1012. EMERGENCY SUSPENSIONS OF STANDARDS OR REQUIREMENTS.

Nothing contained herein shall be construed to deny the power of any facility administrator or facility manager to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local detention facility, of any of its inmates or staff, or the public, provided that only such regulations as are directly affected by the emergency may be suspended and that the facility administrator or facility manager shall notify the Board of Corrections in writing in the event that such a suspension lasts longer than three days. In no event shall such a suspension continue more than 15 days without the approval of the Chairman of the Board of Corrections for a time specified by him.

Detention facilities are designed, staffed, and programmed on the basis of what can ordinarily be expected. While some design allowances are made for riot, fire, and earthquakes, we know that such occurrences will significantly disrupt the routine. This regulation allows the facility administrator or manager to suspend selected regulations for up to three days. If the "emergency" continues beyond three days, the administrator or manager must notify the Board of Corrections. If the emergency suspension continues over 15 days, the approval of the chairman of the Board of Corrections must be secured. The notification and application for approval may be made by telephone to the Board's office.

1013. CRIMINAL HISTORY INFORMATION.

Such criminal history information as is necessary for the conduct of facility inspections as specified in Section 6031.1 of the Penal Code and detention needs surveys as specified in Section 6029 of the Penal Code shall be made available to the staff of the Board of Corrections. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

The Penal Code requires that you maintain certain individual criminal history information confidential except to certain agencies. This regulation authorizes you to supply such information or provide access to your files to the staff of the Board of Corrections. It also requires that the Board's staff maintains this information in a confidential manner.

1014. INSPECTIONS.

All inspections made by the Board of Corrections pursuant to Penal Code Section 6031 shall be according to the standards set forth in these regulations. All reports of such inspections and their findings as to substandard or nonstandard conditions, practices, policies, procedures, buildings, or facilities shall be according to the standards and requirements set forth in these regulations, including the biennial reports to the Legislature as required by Penal Code Section 6031.2.

This regulation limits Board of Corrections' inspections to only those areas covered by PC 6030 and these standards. In other words, detention facility administrators may not be required by the Board to establish a policy or program

which is not set forth in these regulations.

Staff of the Board inspects all facilities biennially. In addition, annually the appropriate local health officer inspects all facilities according to the Minimum Standards pertaining to food, clothing, bedding, medical care, and sanitation. The health officer's inspection is required by Section 459 of the Health and Safety Code. Section 13146.1 of the Health and Safety Code requires that the local fire authority (or at request, the State Fire Marshal) inspect each facility annually for fire and life safety. The fire inspection includes appropriate regulations from the fire code (Title 19), the building code (Title 24), and these standards.

If a facility has held anyone under the age of 18 for 24 hours or more, the Youth Authority inspects that part of the facility used for holding the minor according to regulations contained in Title 15 of the California Administrative Code, Subchapter 7. The Youth Authority standards for holding minors in adult facilities may be obtained from the California Youth Authority, 4241 Williams-bourgh Drive, Sacramento 95823.

Copies of the inspection reports cited above, i.e. health officer, fire authority, and Youth Authority, are sent to the Board of Corrections for review and inclusion in the biennial report to the legislature.

1015. EXCLUSIONS.

Articles 8 and 9 of these standards and requirements which pertain to planning and design of detention facilities shall be applicable to facilities for which architectural drawings have been submitted to the State Board of Corrections for review. Articles 8 and 9 shall not be applicable to facilities which were constructed in conformance with the standards of the Board of Corrections in effect at the time of initial architectural planning.

If, in the course of inspection of local detention facilities, the Board of Corrections determines that a facility planned or built prior to these regulations does not meet the appropriate, applicable standards in effect at the time of initial architectural planning, the local governing body shall submit to the Board of Corrections for their approval within one year of such inspection a plan for causing that facility to meet current standards. Such a plan shall include the specific building areas which need to be remodeled and/or constructed, a definite time period over which the proposed modifications are planned, and a cost estimate including a description of the method of financing.

The grandfather clause! Virtually every code has one. It means that a city or county may design and construct a facility according to Board of Corrections regulations (Articles 8 and 9) in effect at the time of design and will not be required to meet new physical plant regulations as they are revised in the future.

There were a set of physical plant standards in effect in 1963; they were revised in 1973 and again in 1976, then a major revision was made in 1980. Thus, there are 4 different sets of regulations against which all facilities are inspected. The date preliminary architectural plans are submitted for review is the date which indicates the regulations applicable. There is a significant financial investment made when plans are drawn, and the Board of Corrections does not intend to require a costly plan revision process. It is noteworthy that cities and counties

typically require their architects to meet proposed requirements.

In the case of remodeling, it has been the Board's policy to limit the effect of the standards to only the area being remodeled; to do otherwise would discourage remodeling if the entire facility or floor, or section would have to be brought up to current regulations.

When an inspection report reveals that a facility is substantially out of compliance with the building regulations, such as occurs when the housed population consistently exceeds the rated capacity, the local governing body must submit to the Board of Corrections, within one year of receipt of the Board's inspection report, a plan for meeting the regulations. The plan must include a review of all factors causing the non-compliance and a plan for attaining compliance. The typical response has been to conduct a needs assessment study of the entire detention system including diversion programs, facilities, and funding methods. Such a needs assessment may be requested of the Board via PC 6029, and there is a comprehensive document available from the Board outlining in detail a needs assessment process.

ARTICLE 3 TRAINING, PERSONNEL AND MANAGEMENT

TRAINING

There are procedural matters and supervision techniques which are important for personnel of Temporary Holding and Short Term Confinement Facilities to be aware of. It is no longer acceptable—if it ever was—to hire staff, hand them the keys and say, "Go to it." Careful hiring, screening and training are now the order of the day—and of the courts. Among the most indefensible or difficult to defend civil rights actions are those brought on the grounds of negligent hiring, failure to train and failure to supervise staff. Administrators face a heavy burden of proof in such cases and, in order to avoid allegations and potentially damaging decisions, must take every reasonable care to recruit and screen applicants, to hire qualified staff, to appropriately and thoroughly train people for the work they are expected to do, and to supervise those working under them in a diligent and conscientious manner. Documentation of one's efforts to screen, hire, train and supervise is also important and may make the difference between winning and losing a lawsuit.

People who work in detention settings must be familiar with pertinent aspects of their assignments, and personnel who hold prisoners for other agencies should be aware of the policies and procedures of those agencies. Managers may want to request training from the police department(s) and/or sheriff's department from which the majority of prisoners come in order to familiarize staff with their procedures and to insure continuity of practice.

1021. JAIL OPERATIONS TRAINING—TYPE I FACILITIES.

All custodial and supervisory personnel of a Type I facility shall participate in at least 40 hours of jail operations training. Such training shall include, but not be limited to, the following:

- (a) Security and emergency procedures.
- (b) Inmate attitudes and behavior.
- (c) Laws pertaining to local detention and holding facilities.
- (d) Fire and life safety.
- (e) Defensive tactics.
- (f) Movement of prisoners.
- (g) Legal responsibilities and liabilities.
- (h) Collection, identification, and preservation of evidence.
- (i) Report writing.
- (j) Recognition and special handling of persons with medical and psychiatric problems and/or developmental disabilities.

In addition to the training specified in this regulation, personnel shall have satisfactorily completed the basic first aid training specified by the American Red Cross, or equal, and the cardiopulmonary resuscitation training specified by the American Red Cross or the National Heart Association.

With the exception of custodial officers as defined in Penal Code Section 831, such jail operations training shall be satisfactorily completed as soon as practical, but in any event not more than 180 days after the date of assignment to custodial duties for all custodial and supervisory personnel. Custodial officers as defined in Penal Code

Section 831 shall complete such training prior to actual assignment as the custodial officer. Completion of a jail operations course certified by the California Peace Officer Standards and Training Commission shall fulfill this requirement.

1023. JAIL MANAGEMENT TRAINING.

All managerial custodial personnel including the facility manager, and where feasible, all supervisory personnel of a local detention facility shall participate in 40 hours of jail management training. Such management training shall include, but not be limited to:

- (a) fiscal and personnel management;
- (b) administrative and logistical support management;
- (c) correctional program development;
- (d) jail planning;
- (e) legal problems in jail administration;
- (f) community relations; and,
- (g) emergency procedures and planning.

Such management training shall be satisfactorily completed as soon as practical, but in any event not more than one year after the date of assignment to custodial duties for all managerial custodial personnel. Completion of a jail management course certified by the California Peace Officer Standards and Training Commission shall fulfill this requirement.

The standards do not require jail operations training for personnel of Court Holding, Temporary Holding or Short Term Confinement Facilities, although such training could prove very useful. Managers of Short Term Confinement Facilities are required to take Jail Management Training. Managers of Temporary Holding Facilities, including Court Holding, are not required to complete this management training.

The manager or administrator of a Short Term Confinement Facility must have training in the specialized and often demanding position he or she holds. The requirement that managerial personnel complete 40 hours of management training is intended to insure that managers have a full working knowledge of detention philosophy, operation and administration.

Corrections training for county and city jail personnel can be subvented by the Board's Standards and Training for Corrections Program. For information regarding this program and/or Jail Management Training, contact the Board of Corrections.

1027. NUMBER OF PERSONNEL.

A sufficient number of personnel shall be employed in each local detention facility to permit intermittent visual supervision of all inmates and to insure the implementation and operation of the programs and activities by these regulations.

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 inmates in the event of an emergency. Such an employee shall not have any other duties which

would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall in like manner be immediately available and accessible to such females.

Additionally, in Type IV programs the administrator shall insure a sufficient number of personnel to provide case review, program support, and field supervision.

In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator/manager 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 of Corrections 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.

There is no magic number of staff nor perfect ratio of staff to inmates. A "sufficient number" of personnel will be that number necessary to perform all the tasks and responsibilities in a facility, but, at rock bottom, there must be at least one person on duty who is immediately available and accessible to prisoners whenever there is a prisoner in the facility. There must be at least one person on duty at all times who has been trained in fire and life safety and the special application of that training in the facility; this is true in all categories of facilities. This person may be the one person who is described above; the requirement does not mean there must be 2 staff members minimum, but that, if there is only one staff person, that person be accessible and trained in fire and life safety. There must be at least one female employee available and accessible when there is a female in custody.

The primary duties of staff in Temporary Holding and Short Term Confinement Facilities are to make intermittent checks on inmates and to respond in emergencies. Having only a dispatcher on duty in another part of the building which houses the inmate holding area is unacceptable if that person cannot immediately and fully respond to inmate emergencies. Procedures must specify that that person will get to where he or she is needed at once in an emergency and will be available on a regular, intermittent basis whenever a prisoner is being held.

Audio and/or visual monitoring devices can augment the functions of staff; they cannot replace staff. Monitors are only as useful as the people observing them, and, while they should be designed into new facilities and may be placed into existing ones, they should not be considered instead of staff.

To gauge whether you have sufficient staff, set out in writing the staffing needs and patterns of your facility. Develop a staffing plan that clarifies how personnel are deployed and what tasks must be performed. You can call on the Board of Corrections field staff to help you develop this plan. You will find such a plan helps you pinpoint your needs and indicate to your funding source why and for what purposes you need additional positions, if you do. Staffing plans should be kept on file in your facility for review during the biennial inspection.

1028. FIRE AND LIFE SAFETY STAFF.

Pursuant to Penal Code Section 6030(c), effective January 1, 1980, 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 State Fire Marshal for general fire and life safety which relate specifically to the facility.

Special attention is called to the requirement that staff on every shift be trained in fire and life safety specifically related to your facility pursuant to Section 1028. "Life safety" here refers to fire related dangers such as smoke inhalation and poisoning from noxious fumes. Certified fire and life safety training can be accomplished in conjunction with local fire authorities or the State Fire Marshal in accord with standards established by the Fire Marshal. A training manual is available from the Board of Corrections on request. All personnel, including court administrators, marshals, etc. if they staff detention settings, are required to comply with Section 1028.

1031. POLICY AND PROCEDURES MANUAL FOR TEMPORARY HOLDING AND SHORT TERM CONFINEMENT FACILITIES.

There shall be a policy and procedures manual for short term confinement and temporary holding facilities which contains only those elements necessary to the operation of the particular facility and need not include all the elements of Section 1029.

Every facility, no matter how small, must have a viable policy and procedure manual—*must* because the standards require and inspectors look for one during the biennial inspection; *must* because a manual is a management and training tool which lends cohesiveness and uniformity of practice in a facility; and *must* because the courts find extensive liability in the absence of such a manual.

There is equal if not greater liability in having policies and procedures which are not accurate reflections of the performance of a given facility than in having no policies and procedures at all. Therefore, it is imperative not only that there be a manual, but also that the manual reflects what is done. Policies which are not implemented, procedures which are not followed, and manuals which are dusted off every two years for Board inspections or when an administrator is called into court will do no good in managing a facility, training staff or defending lawsuits.

The manual for a Temporary Holding or Short Term Confinement Facility will not be extensive; it need only reflect the actual practices and functions of the particular facility. In Court Holding the "manual" may be a page or two of data about prisoner movement to and from court and an emergency removal plan in case of fire or the like. It may contain emergency information such as riot, escape or evacuation plans, or these may be spelled out in post orders, available to all staff on all shifts.

Staff must be familiar with the policies and procedures of the facility. A manual which is locked away in a watch commander's desk will not improve operations and does not comply with the intent of the regulation. There should be some mechanism for insuring that all employees know about, have continuing access to, and understand the manual, and that, whenever revisions and updates occur, those changes are incorporated into all copies of the manual and are recognized

by staff.

The Board of Corrections has a file of sample policy and procedure manuals from different types and sizes of jails. As of now, however, our library or materials from Temporary Holding and Short Term Confinement Facilities is limited. Staff will be glad to assist you in developing policies and procedures for your facility and would appreciate seeing copies of your manuals as they are developed.

1032. FIRE SUPPRESSION PREPLANNING.

Pursuant to Penal Code Section 6031.1 (b), the facility administrator or the facility manager shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire suppression which shall include, but not be limited to:

- (a) a fire prevention plan to be included as part of the manual of policy and procedures (15 Cal. Adm. Code 1029);
- (b) regular fire prevention inspections by facility staff;
- (c) fire prevention inspections by the fire department having jurisdiction on at least a biennial basis;
- (d) an evacuation plan; and,
- (e) a plan for the emergency housing of inmates in the case of fire.

Please be aware that managers may have to initiate contact with their local fire departments and arrange for the development of the plan called for in Section 1032. The State Fire Marshal's regulations, found in Title 19 of the Administrative Code, recommend the same elements of preplanning as are required here and in Section 6031.1 (b) of the Penal Code; however, it is detention facility managers who will face extreme liability if there is failure to comply, so don't wait for your local fire department to come to you. Contact the fire department and guarantee that you will have the appropriate plans and inspections for your facility.

ARTICLE 4 RECORDS AND PUBLIC INFORMATION

While most of the kinds of reporting and records keeping required for jails is not necessary in Short Term Confinement or Temporary Holding Facilities, one sort of record is very important and must be maintained.

1044. INCIDENT REPORTS.

Each facility administrator shall maintain a written record of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. 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 and submitted to the facility manager within 24 hours of the event of an incident.

It is important to remember that what occurs in Court Holding, other Temporary Holding, or Short Term Confinement can become an issue later in the detention process; for example, an alleged mishandling of an inmate in a sheriff's holding facility may become part of a "conditions of confinement" lawsuit in the inmate's subsequent incarceration. Liability can accrue to individual staff members as well as to the detention facility or system. Thus, it is necessary for the protection of staff, inmates and the facility that records be kept which accurately detail any and all incidents which are unusual, out of the norm, or likely to cause problems.

While it is common sense and good management to document all incidents which result in physical harm or serious threat of physical harm to staff, inmates or others in the detention setting, it is important that Section 1044 be expanded in the minds of facility personnel to include incidents of any unusual nature, in order that incident reporting be of the utmost use and effectiveness. Incident reports are useful both as documentation of events and as protection against lawsuits and should be seen as indicators of where staff may need additional training or where procedures are not serving the purposes for which they were designed.

A distinction should be made between incident reports, in-house notations of occurrences which may lead to disciplinary proceedings, and crime reports which are relayed to the district attorney for filing of charges. If a facility intends to file crime reports on any and all incidents, that should be clearly spelled out and known to prisoners and detainees; if there are both incident and crime reports possible in your facility, that should be known to inmates and the behaviors likely to result in one or the other should also be spelled out. In Court Holding, for example, it may be the case that incident reports are written and sent back to the jail so that an inmate who has misbehaved can be subjected to disciplinary proceedings. In some Temporary Holding or Short Term Confinement Facilities, defacing the walls is cause for charges to be filed. Whatever the practice is, it is important to let inmates know and to post rules and penalties or procedures where inmates can see and read them. In this way everyone, staff and inmates alike, understands what is expected and what sanctions are likely to be imposed.

ARTICLE 5 CLASSIFICATION AND SEGREGATION

Due to the limited time prisoners are detained in Temporary Holding and Short Term Confinement Facilities and due to the space limitations in many such settings, no classification and very little segregation can occur. However, where it is possible, some basic separations are advisable; MALE and FEMALE inmates must be separated from each other, CIVIL COMMITMENTS should be separated from CRIMINAL, and JUVENILES should not be housed with ADULTS. In Court Holding, where there is technically no "housing," separations may not be possible; however, where different classes or categories of prisoners are held in one room or area, there should be supervision adequate for the safety and protection of all.

1051. COMMUNICABLE DISEASES.

Each manager of all but Type IV facilities shall segregate all inmates with communicable diseases. To determine if such segregation shall be made in the absence of medically trained personnel at the time of booking, prior to placement in a living area, an inquiry shall be made of the person being booked as to whether or not he/she has or has had tuberculosis, has hepatitis, a venereal disease or other special medical problem. The response shall be noted on the booking form.

In Short Term Confinement Facilities, where booking or pre-booking occurs, an effort should be made to determine if incoming prisoners have communicable diseases, and those who do should be segregated from other inmates as soon as possible. This may mean that such individuals will have to be taken to a hospital or to the county jail more quickly than otherwise would be the case. Facilities which do booking or pre-booking should include a medical pre-screen or "receiving screening" checklist as part of the booking procedure in order to identify those who may be carrying communicable diseases or those who are severely mentally disordered. Many facilities have only one room or cell, so the question of separation is moot, but where space permits efforts at medical separations should be made.

1053. ADMINISTRATIVE SEGREGATION.

Except in Type IV facilities, each facility administrator/manager shall provide for the administrative segregation of inmates who are determined to be prone to escape, prone to assault staff or other inmates, or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

It is unlikely that administrative segregation will be possible; however, if an individual requires administrative segregation and there is space in the facility to accomplish it, be aware that such segregation is not and must not be used as punishment or discipline, although it can include restricting privileges as necessary. Where it is possible, administrative segregation for the purpose of

protective custody should be undertaken when there is reason to believe that such protection is warranted or when an inmate requests segregation. Failure to heed adequate warnings about the need for protective custody can leave an administrator in a dangerous position; if you neglect warnings without justification, you are leaving yourself open to civil rights litigation under the doctrine that you "knew or should have known" that something was likely to occur. Document your reasons if you deny a request for administrative segregation or protective custody or if you place an individual in either of these situations over his or her objections.

1056. USE OF DETOXIFICATION CELL.

The detoxification cell described in Section 1113 of these regulations shall be used for the housing of inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Such persons shall be removed from the detoxification cell as they are able to continue in the processing. In no case shall a person remain in a detoxification cell over six hours without recorded observation by a medical staff person.

1113. DETOXIFICATION CELL

T15-1113. Detoxification Cell. A detoxification cell shall

- (a) contain 20 square feet of floor area per person;
- (b) be limited to no more than 8 persons;
- (c) be no smaller than 60 square feet;
- (d) contain a water closet, wash basin, and drinking fountain as specified in Section T15-1120 of these regulations;
- (e) have partitions or handrails located next to toilet fixtures in such a manner that they provide support to the user and reduce the possibility of injury from falls by the user;
- (f) provide for easy, unobstructed visual supervision of occupants by staff; and,
- (g) be padded on the floor as specified in Section T15-1120 of these regulations.

A detoxification cell is required in only those facilities which perform booking and then only if the initial program statement, developed in the preplanning phases of creating a new facility, reflects that the booking and holding of inebriates will take place. When a facility has a detoxification cell, it should be used to hold inmates who are intoxicated and pose a threat to themselves or the safety of others due to the degree of their intoxication until they are able to be processed and/or released from custody. This is a separation of a temporary nature for inmates at the time of booking or pre-booking. There must be regular and careful supervision of people in the detoxification cell because some alcohol and drug related conditions are life threatening and an inmate's deterioration must be noticed and referred to medical care immediately.

Custody personnel should be trained to recognize inmates undergoing acute drug or alcohol withdrawal, and there must be a procedure to refer such people immediately to medical care. Staff should be aware of the signs and symptoms of serious and life threatening reactions requiring hospitalization, such as:

1. Alcohol—delirium tremens with fever, tachycardia, tremor, hallucinations,

and/or shock;

2. Barbiturates—severe agitation, fever, seizures, and/or shock;
3. Amphetamines (including cocaine)—severe agitation, hypertension, fever, seizures, and/or shock;
4. PCP (Phencyclidine)—severe agitation, violent behavior, severe hypertension, fever, seizure and/or shock.

Opiate withdrawal rarely requires hospitalization unless the inmate has other major medical problems.

ARTICLE 6 INMATE PROGRAMS AND ACTIVITIES

1067. ACCESS TO TELEPHONE.

The facility administrator shall develop and implement a plan which allows reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.

Inmates in Temporary Holding or Short Term Confinement Facilities may need to use a telephone to contact their attorney or, in Court Holding areas, to conduct court related business, or for other important or emergency calls. The access called for in this standard is on an 'as needed' basis, at the discretion of the facility manager or staff. A telephone to which inmates can be moved is all that is required by the regulation; there is no requirement that you locate phones in each cell or have a phone for each inmate. The intent, simply, is that inmates can make necessary telephone calls, as staff and telephone availability allows. Your policy and procedure manual should outline your rules or procedures for telephone use by inmates, and inmates should know what those rules are.

1068. ACCESS TO THE COURTS AND COUNSEL.

The facility administrator shall insure the right of inmates to have access to the courts and to legal counsel. Such access shall consist of:

- (a) unlimited mail as provided in Section 1063 of these regulations, and
- (b) confidential consultation with attorneys.

1069. INMATE ORIENTATION.

In Type II, III, and IV facilities, the facility manager shall develop and implement a program designed to orient a newly received prisoner prior to assignment to a living area. Such a program shall include, but not be limited to, the following:

- (a) Correspondence, visiting, and telephone usage rules.
- (b) Rules and disciplinary procedures.
- (c) Inmate grievance procedures.
- (d) Programs and activities available and method of application.
- (e) Medical services.
- (f) Classification/housing assignments.
- (g) Court appearance where scheduled, if known.

Although Sections 1068 and 1069 do not apply specifically to Temporary Holding or Short Term Confinement Facilities and are not applicable to Court Holding Facilities, they are presented here as reminders of practices administrators undoubtedly already engage in. All facility managers are aware of prisoners' Constitutional right to have access to counsel and would, of course, provide access to inmates for attorneys who might come to see their clients in the first 9-24 hours of incarceration. And, while there is neither time nor the necessity to produce a formal orientation for newly received prisoners, Temporary Holding and Short Term Confinement Facility inmates should be made aware of facility rules, sanctions, and important procedures either through signs posted in the facility, by material printed on the booking sheet, or by verbal instruction during the admission process. It is common sense to let people know what is expected of them and will reduce rule violations caused by lack of information.

ARTICLE 7 DISCIPLINE

1080. RULES AND DISCIPLINARY PENALTIES.

Each facility administrator shall establish rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, provision shall be made for the jail staff to verbally instruct them or provide them with written material in their native language regarding jail rules and disciplinary procedures and penalties.

Temporary Holding and Short Term Confinement Facilities are not technically bound by Section 1080; in many such facilities inmates are held for extremely short periods of time so full disciplinary procedures cannot be implemented. However, as has been noted previously, it is imperative that managers arrange to let inmates know the rules of the facility and the actions which can or will be taken if those rules are broken.

In most facilities, including Court Holding, simply posting the few rules will suffice. At the very least, notification, either orally or in writing, assures that both inmates and staff know what is expected and what will not be permitted. The "I didn't know that was your rule" defense is no longer useful, and inmate management becomes somewhat clearer. Staff is able to document rule violations and inmates are aware in advance of possible sanctions and penalties.

The initial effort of writing down rules and penalties is more than outweighed by the improvement in inmate behavior and the ease of defending potential lawsuits based on failure to inform inmates of the rules. Staff will benefit too from the consistency of practice and understanding of what is expected.

ARTICLE 8 INITIAL PLANNING OF LOCAL DETENTION FACILITIES

1100. LETTER OF INTENT.

A city, city and county, county, or any combination thereof which has an intent to build or remodel any local detention facility shall immediately file a letter of intent with the Board of Corrections whenever the aggregate cost of such work totals \$1500 or more.

1101. NEEDS ASSESSMENT STUDY.

Any city, county, city and county, or region intending to construct a new local detention facility or add 25 or more beds to an existing facility shall complete a needs assessment study as described in the *Guidelines for the Establishment and Operation of Local Detention Facilities* (see Section 1001 of these regulations). One copy of the needs assessment study shall be submitted to the Board of Corrections prior to contracting for plans and specifications.

1102. PROGRAM STATEMENT.

Upon receipt of the letter of intent, Board of Corrections staff shall require a program statement unless the construction or remodeling is of a minor nature, not affecting the capacity or flow of the facility. Such a program statement shall be developed by the facility administrator for the purpose of providing the basis upon which architectural plans are drawn. The program statement must be submitted with the preliminary architectural plans required by Section 1104 of these regulations and must include a description of the following:

- (a) Maximum rated capacity of facility.
- (b) Types of prisoners to be housed.
- (c) Prisoner movement within the facility and entry and exit from security areas.
- (d) Food preparation and serving.
- (e) Staffing.
- (f) Booking.
- (g) Visiting and attorney interviews.
- (h) Exercise.
- (i) Programs.
- (j) Medical services.
- (k) Cleaning and/or laundering.
- (l) Prisoner segregation as specified in Penal Code Sections 4001 and 4002 and Article 5 of these regulations.

1104. SUBMITTAL OF PLANS AND SPECIFICATIONS.

All plans and specifications submitted to the Board of Corrections in compliance with Penal Code Section 6029 shall be in duplicate at the preliminary plan stage, at any intermediate stages and when final working plans and specifications are developed. A copy of the plans will be forwarded by the Board to the State Fire Marshal for review.

Board of Corrections staff shall respond in writing indicating compliance or non-compliance with these regulations.

These four regulations, taken together, are central to the assistance the Board of Corrections' staff can offer. While we do not yet have a great backlog of experience with Short Term Confinement and Temporary Holding Facilities, we are well versed in design and construction issues relating to detention and corrections facilities in general. We can provide managers with the expertise we have and are continually working to expand, if we are involved in the planning process at an early stage. The *Letter of Intent*, called for in Section 1100, will enable staff to work with planners and administrators to insure that any construction or renovation undertaken is based on current information and state of the art concepts. Alerting the Board of Corrections to a project by way of the Letter of Intent can save an administrator from making costly and, in some cases, irreparable mistakes. It will put the experience and knowledge of professionals throughout the state at your disposal through our referral and networking services.

The question often comes up, "Why \$1500 as the cost above which we have to submit a Letter of Intent? You can't do much for \$1500 any more." It is certainly true that \$1500 doesn't do much constructing or renovating these days, but it is also true that what appears to be a minor, insignificant change could affect the traffic flow, the fire safety, the security of a facility, and we would rather be safe than sorry. If the construction revealed by a Letter of Intent is of a minor nature and does not substantially alter the capacity, function or flow of the facility, Sections 1101, 1102 and 1104 may be waived.

Needs Assessment

As an addition to the Guidelines, the Board of Corrections has developed Needs Assessment Workbooks for use in the preplanning process; however, needs assessment in the scope and of the dimensions described in the Workbooks will most probably not be necessary for Temporary Holding, Court Holding or most Short Term Confinement Facilities. A modified needs assessment, indicating that the agency or jurisdiction has looked at its system and determined that additional or new space is necessary may suffice. Such a needs assessment would detail current conditions, alternatives in place and those considered, projected needs for space, and rationale for determining the number and/or type of beds or holding space being proposed. A needs assessment is an important step in the operation of a system and in the planning of new facilities; administrators are encouraged to contact Board of Corrections staff for information on the Workbooks and/or for assistance in developing a modified needs assessment process.

Program Statement

The *Program Statement*, Section 1102, is a critical reflection of the needs assessment and preplanning process. It is here that the kind of construction or remodeling intended is described based on the functions and operation perceived for the facility. This document will tie together the plans and what it is hoped they will achieve, what services or program elements are to be accomplished by the construction or renovation. The Program Statement will detail whether booking will be performed in the new area or facility, whether inebriates will be detained or not, if meal service will be provided, if inmates will be housed overnight or transported within a few hours. The Program Statement will, therefore, determine if bunks will be necessary, if a detoxification cell will be required, if a food service area is necessary, and so forth. It will help planners see what form the new construction or remodeling should take based on the functions, necessities and intentions set out.

It is possible that not all of the elements called for in Section 1102 will apply to your facility or your Program Statement. Whatever you do submit should attempt, however, to answer as many programmatic and operational questions as you can raise about the proposed construction or renovation. The point of the Program Statement is to allow you to develop and experiment with ideas so you don't have to experiment or make errors with concrete and steel. The pre-construction experiments are easier to rearrange if they don't appear to be workable.

Submittal of Plans and Specifications

The final step in the preplanning phase of new construction is the submittal of plans and specifications pursuant to Penal Code Section 6029. If the Board of Corrections staff has been consulted previously and if the first steps, above, have been taken in accordance with the standards, acceptance and approval of the architectural plans will be likely. Plans which do not comply with the Minimum Standards will cause staff to recommend changes which may be costly and time consuming; therefore, once again, it is recommended that agencies considering construction or renovation contact Board staff at the earliest possible time to insure a process and plans and specifications which meet standards.

1105. DESIGN REQUIREMENTS.

T15-1105. Design Requirements. The design of a Type I, Type II, or Type III facility, as defined in 15 Cal. Adm. Code 1006, shall provide the following:

(a) Natural light. Wherever possible but especially in living areas, visual access to natural light shall be provided.

(b) Inmate privacy. Toilet and shower areas shall be designed in such a way that an inmate's privacy is acknowledged and staffs' ability to visually supervise is not mitigated.

(c) Fire safety. The provisions of Title 19 as they relate to detention facilities shall be incorporated into the facility design.

(d) Health and sanitation. Provisions of Subchapter 4, Title 15, California Administrative Code, and of the California Restaurant Act as they relate to detention facilities shall be incorporated into the facility design.

(e) Single occupancy cells. In Type I facilities, a minimum of 75% of the living area or areas shall be designed for single occupancy housing. In Type II facilities, there shall be sufficient single occupancy cells to house all pretrial inmates.

(f) Staff and inmate safety. Facilities shall be designed and/or equipped in such a manner that staff and inmates have the ability to summon immediate assistance in the event of an incident or an emergency.

(g) Heating and cooling. Provision shall be made to maintain a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4, and the energy conservation requirements of Part 6, Title 24, California Administrative Code.

There is some understandable confusion about the provisions of Section 1105. You'll note that the standard does not mention Temporary Holding or Short Term Confinement Facilities; it refers only to Type I, II and III facilities. However, Section 1010 mandates that Short Term Confinement Facilities shall comply with Section 1105; Temporary Holding Facilities, including Court Holding, are exempt. What this means is that ALL facilities should make an effort to comply with the provisions of 1105; Short Term, Type I, Type II and Type III MUST comply. Short Term Confinement Facilities will be written into this section at the next revision of standards.

ARTICLE 9. DESIGN AND EQUIPMENT FOR A LOCAL DETENTION FACILITY

1110. TEMPORARY HOLDING FACILITY.

T15-1110. TEMPORARY HOLDING FACILITY. (a) Wherever persons are held for 9 hours or less pending some action such as in court holding areas and law enforcement facilities pending transportation, the room or rooms in which persons are held shall comply with the requirements of Section T15-1112 below.

(b) Wherever persons are held overnight or in excess of 4 hours between 2400 hours and 0600 hours such as in law enforcement facilities pending arraignment or transportation, the room or rooms in which persons are held shall provide adequate sleeping accommodations.

(c) If such persons being held are booked and housed, the facility must comply with Section T15-1111 below.

1111. AREA FOR RECEPTION AND BOOKING.

T15-1111. Area for Reception and Booking. Facilities where booking and housing occur shall have the following space and equipment:

(a) A sufficient number of gun lockers external to the security area such that no officer shall bring into the security area any firearm. Such gun lockers shall be equipped with individual compartments, each with an individual lock and key.

(b) A cell or room, for the confinement of arrestees pending their booking, complying with Section T15-1112 of these regulations.

(c) A detoxification cell as described in Section T15-1113 of these regulations if intoxicated, non-ambulatory persons who may pose a danger to themselves or others are held.

(d) A shower/delousing room.

(e) A secure vault or storage space for inmate valuables.

(f) A safety cell or cells as described in Section T15-1114 of these regulations if the program statement required by 15 *Cal. Adm. Code* 1102 identifies the need for such a cell.

1112. TEMPORARY HOLDING CELL OR ROOM.

T15-1112. Temporary Holding Cell or Room. A temporary holding cell or room shall:

(a) contain 10 square feet of floor area per person;

(b) be limited to no more than 16 persons;

(c) be no smaller than 40 square feet;

(d) contain sufficient seating to accommodate all persons;

(e) contain a water closet, wash basin, and drinking fountain as specified in Section T15-1120 of these regulations, or provide reasonable access to such equipment in an adjoining area;

(f) provide for easy, unobstructed visual supervision of occupants by staff; and

(g) provide access to a telephone.

Sections 1110, 1111, and 1112 are the major design requirements for Temporary Holding and Short Term Confinement Facilities. Once again your attention is directed to the importance of the Program Statement in connection with design, when you note that Section 1110 calls for sleeping accommodations if prisoners are to be held over four hours between midnight and 6 a.m. If you do not intend to house over four hours during those hours, and your program statement has spelled that out, your procedures manual may well say that you will transport all inmates after four hours between midnight and six a.m. as a further backup to the Program Statement. You would not then be expected to have sleeping accommodations in the facility. If an emergency were to arise and you did have to keep someone overnight or longer than four hours during the nighttime shift, you could bring in a cot or the like and thereby meet the letter and intent of the regulation. The point here is to consider what your real needs are and to see the regulations as working with, not against, you.

Court Holding Facilities will require only a modified needs assessment. Only Subsection (a) of 1110, none of 1111 and all of 1112 apply to Court Holding.

Facilities which do bookings must comply with Section 1111. Please note that the holding cell or room called for in Section 1112 does not have a bed in it; if a bed is built into such a room, that room becomes a single occupancy cell per Section 1116. Note also that Section 1110 speaks only of Temporary Holding Facilities; it does not include Short Term Confinement and, because of that omission which was an oversight at the time the standards were printed, there is no specific standard relating to Short Term Confinement Facilities. Such facilities should consider Section 1110 as applying to them also until the standards are amended to include them.

The greater part of Article 9 is not included here, although some sections of some standards apply to Temporary Holding and Short Term Confinement Facilities. We have included instead a chart which indicates applicable standards for these types of facilities; "WA" means "when applicable" and relates to needs as set forth in a program statement.

<i>ITEM</i>	<i>Temp. Holding</i>	<i>Short Term</i>
1100 Letter of Intent	X	X
1101 Needs Assessment Study	X	X
1102 Program Statement	X	X
1103 Type III & IV Fac. in Existing Bldgs.		
1104 Submittal of Plans and Specifications	X	X
1105 Design Requirements	WA	X
1110 Temp. Holding Fac.	X	
1111 Area for Reception and Booking	WA	WA
1112 Temporary Holding Cell or Room	X	X
1113 Detoxification Cell	WA	WA
1114 Safety Cell		
1115 Living Areas	WA	WA
1116 Single Occupancy Cells		
1117 Multiple Occupancy Cells		WA
1118 Multiple Occupancy Rooms		
1119 Day Rooms		
1120 Furnishings and Equipment	WA	WA
1121 Space & Equip. for Support Functions	WA	WA

**SPACE AND EQUIPMENT REGULATIONS APPLICABLE TO
TYPES OF FACILITIES
(Articles 8 and 9)**

X = Applicable
WA = When Applicable

<i>ITEM</i>	<i>Short Term & Temp. Holding</i>
1105(a) Natural Light	
1105(b) Inmate Privacy	
1105(c) Fire Safety	X
1105(d) Health & Sanitation	X
1105(f) Staff & Inmate Safety	X
1105(g) Heating and Cooling	X
1111(a) Gun Lockers	WA
1111(d) Shower/Delousing Area	WA
1111(e) Valuables Storage	WA
1112 Holding/Reception/Booking Cells	WA
1112(g) (851.5 PC) Telephone	WA
1113 Detoxification Cells	WA
1114 Safety Cells	
1116 Single Occupancy Cells	WA
1117 Multiple Occupancy Cells	
1118 Multiple Occupancy Rooms	
1119 Dayrooms	
1120(a) Water Closets/Urinals	X
1120(b) Wash Basins	X
1120(c) Drinking Fountains	X
1120(e) Showers	WA
1120(f) Beds/Bunks	WA
1120(g) Lighting	X

<i>ITEM</i>	<i>Short Term & Temp. Holding</i>
1120(h) Windows	
1120(i) Cell Padding	
1120(j) Mirrors/Shelves/Clothes Hooks	
1120(k) Seating or Shelf/Seat	WA
1121(a) Exercise Area	
1121(b) Program Space	
1121(c) Medical Exam Room	
1121(d) Infirmary	
1121(e) Barber/Beauty Space	
1121(f) Inmate Canteen	
1121(g) Dining Facilities	
1121(h) Visiting/Attorney Interview	
1121(i) Safety Equipment Storage	
1121(j) Janitor Closet	X
1121(k) Storage Rooms	
1121(l) Mechanical Monitoring	X
1121(m) Laundry	
1121(n) Title 19 & Fire Alarm	X
1121(o) Title 24 & Emergency Power	X

ARTICLE 10 MEDICAL SERVICES

Temporary Holding and Short Term Confinement Facilities are not required to comply with Article 10 of the Standards; however, emergency medical care must be possible for all inmates, even those held only a few hours. It is recommended, even though there is no specific standard requiring it in Temporary Holding or Short Term Confinement Facilities, that administrators meet with their local health department or county hospital to arrange for the provision of emergency care in those instances where the need may arise. Some provision for emergency care, either through a clinic, emergency room, local private practitioner, or county health department should be included in the facility's policy and procedure manual, and the plan or arrangement for emergency care should be known by and available to all staff. The number to call for a doctor, ambulance service and/or clinic or hospital should be posted where all staff can locate it in an emergency.

Medications

Policy and procedures should also be established—again in conjunction with your local health department or other provider—for administering and storing medications. Some inmates will require medication while in a Temporary Holding Facility; heart patients, some people prone to seizures, some diabetics, etc., will need to take or have administered to them essential medications. The facility should have policy as to whether inmates will be permitted to maintain medications on their persons, whether they will be allowed to medicate themselves as needed, if medical personnel or custodial staff will be called upon to administer medications, or if any inmate needing medication will be moved to a hospital or the county jail to receive attention. There is potential liability in custodial staff or paraprofessional medical staff administering medications; administrators should contact the State Board of Pharmacy if they have questions regarding proper certification or qualification for the administration of certain medications.

Deaths in Custody (1218)

There shall be a medical review of every death in custody. Autopsies shall be performed only by a licensed physician.

If an inmate death occurs in your facility, you must follow the requirements of Government Code Section 12525 by notifying the Attorney General in writing, within 10 days, of all the facts in your possession concerning the death. In order to submit this notification, you should review your operation to insure that it neither caused nor knowingly failed to prevent the death. Document your review, and most assuredly document any and all steps taken to remedy identified deficiencies in your facility or operation which may have contributed to the death.

Liability

Liability, particularly as regards constitutionally provided safeguards like medical care, can be great both to the detention system and the detention administrator. In those facilities like Court Holding where marshals, for instance, take constructive custody of another agency's prisoners, it is not clear where ultimate liability would reside; however, it is reasonable to assume that both agencies would have some degree of liability, and thus both should make every effort to correct any problems in their operations and to document efforts to do so. Matters relating to inmate health and safety must be taken very seriously with attention focusing on preventing accident and illness wherever and whenever possible.

ARTICLE 11 FOOD

1240. FREQUENCY OF SERVING.

In Short Term, Type I, II, and III facilities, food shall be served three times in any 24-hours period. At least two of these meals shall include hot food. If more than 14 hours pass between these meals, supplemental food must be served.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal.

If the prisoner misses a regularly scheduled facility meal, he or she shall be provided with a sandwich and beverage in lieu of that meal.

1241. MINIMUM DIET.

In Short Term and Type I facilities, the minimum diet in every 24-hour period shall consist of one-half the number of servings specified from each of the four food groups below; provided that any person being held for more than 48 hours, excluding weekends and holidays, is served the full number of servings specified below. In Type II and Type III facilities the minimum diet in every 24-hour period shall consist of the full number of servings specified from each of the four food groups below:

(a) Meat Group. This includes beef, veal, lamb, pork, poultry, fish, eggs, beans, peas, lentils, nuts, and peanut butter. The daily requirements shall be two servings selected from the combinations listed below:

3 oz. (without bone) lean, cooked meat,	
poultry or fish	= 1 serving
2 medium eggs	= 1 serving
1 cup cooked dry beans, peas or lentils.....	= 1 serving
4 tbsp. peanut butter	= 1 serving

(b) Milk Group. This shall include milk—fluid, evaporated, skim, dry, or buttermilk. Also cheese—cottage, cream, cheddar, etc., and ice cream or ice milk. The daily requirements shall be:

For youths 15-17 years, pregnant women and nursing	
mothers	= 32 fl. oz.
All others	= 16 fl. oz.

The equivalencies shall be:

1 inch cube cheddar-type cheese ..	= 4 fl. oz. milk equivalent
$\frac{3}{8}$ oz. cheddar-type cheese	= 4 fl. oz. milk equivalent
$\frac{1}{2}$ cup cottage cheese	= $2\frac{2}{3}$ oz. milk equivalent
$\frac{1}{2}$ cup ice cream	= $2\frac{2}{3}$ oz. milk equivalent
$\frac{1}{2}$ cup ice milk	= $3\frac{2}{3}$ oz. milk equivalent
1 oz. dry skim milk	= $8\frac{2}{3}$ oz. milk equivalent
$\frac{1}{2}$ pint fluid milk (any kind)	= $8\frac{2}{3}$ oz. milk equivalent
1 oz. evaporated milk	= $2\frac{1}{4}$ oz. milk equivalent

(c) Vegetable-Fruit Group. This shall include all vegetables and fruits, canned, frozen or fresh. The daily requirements shall be six servings at least one of which must be a "good" or "fair" source of

Vitamin C as listed below:

$\frac{1}{2}$ cup vegetable or fruit	= 1 serving
1 medium apple, banana, orange, or potato	= 1 serving

Good Source Vitamin C	Fair Source Vitamin C
Orange—Orange Juice	Mustard Greens
Grapefruit—Grapefruit Juice	Potatoes (all kinds)
Broccoli	Spinach
Brussels Sprouts	Turnip Greens
Green Pepper	Tomato Juice
Raw Cabbage	Canned Tomatoes
Raw Tomatoes	

(d) Bread-Cereal Group. This shall include bread, rolls, pancakes, sweet rolls, ready-to-eat cereals, cooked cereals, cornmeal, and any source of food containing flour. The daily requirements shall be:

Females	= 8 servings
Males	= 12 servings

Equivalencies shall be:

1 slice bread	= 1 serving
1 oz. ready-to-eat cereal	= 1 serving
$\frac{3}{4}$ cup cooked cereal.....	= 1 serving
$\frac{3}{4}$ cup cornmeal, paste, etc.....	= 1 serving
Any source of food containing .7 oz. of flour	= 1 serving

Fats and sweets should provided in amounts to assure calorie supply is at the required levels and spices should be used to improve the taste and eye appeal of food served.

Many Short Term Confinement Facilities have been feeding two meals per day; they are now required to feed three. If more than 14 hours pass between meals, the sorts of supplemental food which might be considered are soup, a sandwich, fruit, or any other nutritious food which is convenient for the facility to have and make available to inmates.

The fifteen minutes for food consumption spoken of in the standard is a minimum. Allowing more time for meals may reduce prisoner and staff tensions surrounding meal times and may lead to a more relaxed facility.

Replacement meals must be provided when a prisoner misses a regularly scheduled meal due to circumstances of facility life like late bookings or a court appearance. A sandwich and beverage (coffee, milk, water, or the like) is the minimum replacement meal; administrators have the option of providing more or different replacements so long as the nutritional value of the replacement is adequate.

The rationale for Short Term Confinement Facilities being able to serve half-rations for those held is and has traditionally been that such facilities experience very fast turnover of inmates, and many of those inmates are unable to tolerate full meals. Many Short Term Confinement Facilities feed by way of frozen meals prepared at the half-ration level. They may now add a sandwich and beverage or a third frozen meal to meet the three meal per day requirement, or they can feed full rations if they so desire.

Please note that the standards do not require Temporary Holding Facilities to

meet any of the food related sections; however, if inmates are in Temporary Holding Facilities at meal times, they should be fed, and efforts should be made to provide them adequate nutrition. Some facilities contract with local restaurants to provide meals as necessary. Others use the frozen meals available in supermarkets or through specialty providers. Please contact your Board of Corrections field representative if you have questions about finding meal providers or feeding inmates appropriately.

1243. FOOD MANAGER.

Except in Short Term, Type I, and Type IV facilities, there shall be employed or available in all detention facilities with an average daily population of 100 or more, a food manager who has the training and experience to:

- (a) plan menus;
- (b) provide a portion control system;
- (c) supervise kitchen personnel;
- (d) train inmate food service staff;
- (e) prepare a yearly food budget;
- (f) plan logistical support system for the food preparation function; and
- (g) provide a food cost accounting system.

In facilities of less than 100 average daily population and in Short Term, Type I, and Type IV facilities, there shall be a written food service plan.

1244. FOOD HANDLERS.

There shall be a written procedure for medical screening of food handlers prior to working in a facility kitchen. The screening shall include a history of recent exposure to communicable diseases including negative tests for venereal disease, tuberculosis, hepatitis, and the absence of infected skin lesions.

All food handlers shall wear clean, washable outer garments, keep their hands clean, confine their hair, not smoke in the food preparation or food service areas, and use appropriate serving devices; i.e., tongs, gloves, ladles, etc.

1245. KITCHEN FACILITIES, SANITATION, AND FOOD STORAGE.

Kitchen facilities, sanitation, and food preparation, service, and storage shall comply to standards set forth in Health and Safety Code, Division 22, Chapter 11, Article 2.

1246. FOOD SERVING.

Food shall be served only under the immediate supervision of a staff member.

Temporary Holding and Short Term Confinement Facilities are not required to have a food manager; Short Term Confinement Facilities are required to have a food services plan and Temporary Holding Facilities should have some statement or policy and procedure if they intend to feed as to how they will accomplish same. The food service plan should be written, updated as necessary, kept on file in the facility, and available for review. The food plan shall describe the

actual feeding operation of the facility. If what you do is call the neighborhood cafe and order two hamburgers sent in, then that is your food service plan. Nothing more elaborate than that sort of statement is required.

If food handlers are used, a medical screening prior to initial assignment in a facility food preparation or serving area is necessary to minimize exposure to diarrheal diseases and hepatitis for inmates and staff. A food handler is defined as any person who works with food or food preparing utensils in a facility kitchen or area where food is prepared and/or distributed to inmates and/or staff. Persons who distribute catered, individually packaged meals are exempt from this screening procedure. Food handlers should be made aware of acceptable sanitary practices and should assist in all efforts to minimize the chances of food contamination or the outbreak of food related illness.

It is very important that food be kept hot or cold, as appropriate until it reaches the inmate. Food transported on serving plates or containers should be covered and served as rapidly as possible to protect from contamination and to maintain safe temperatures. Where there is a kitchen or food preparation area, it must be sanitary, clean and in keeping with Health and Safety Code sections that apply.

ARTICLE 13 BEDDING AND LINEN

1270. STANDARD BEDDING AND LINEN ISSUE.

The standard issue of clean, suitable bedding and linens, for each inmate 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;
- (b) one mattress cover or one sheet;
- (c) one towel; and,
- (d) one freshly laundered or dry cleaned blanket or more depending upon climatic conditions.

1271. BEDDING AND LINEN EXCHANGE.

There shall be a written schedule for the exchange of freshly laundered and/or sanitized bedding and linen issued to each inmate housed. Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets shall be laundered or drycleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or drycleaned at least every three months.

1272. MATTRESSES.

Mattresses issued to inmates in all facilities shall be of the type constructed with an easily cleaned, non-absorbent ticking. Mattresses purchased for issue to inmates in facilities which are locked to prevent unimpeded access to the outdoors shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses.

Temporary Holding and Short Term Confinement Facilities are generally exempt from standards which speak of "living area" because such facilities are not deemed to "house" prisoners, only to detain them. If inmates are held overnight or in excess of four hours between the hours of midnight and 6 a.m., however, bedding and linens must be provided.

Whenever such equipment is issued, it must be in clean, sanitized condition. Temporary Holding and Short Term Confinement Facilities must clean bedding and linens frequently enough that every inmate issued bedding and linen receives it freshly laundered and/or sanitized. Mattresses too must be cleaned as necessary.

The number of blankets a facility issues will vary with the geographical locale, the season of the year, and the presence or absence of climate control equipment in the facility. If, during periods of emergency, it is necessary to sleep inmates on the floor, additional sanitary measures such as more frequent cleaning of the floors, mattresses and covers, should be carried out. Mattresses should be moved during the day to prevent inmates from walking or eating on them.

Mattresses issued to inmates must be constructed with an easily cleaned, non-absorbent ticking or cover. Such a covering allows potential stains and soil to be wiped off with a damp cloth and do not require periodic sterilization as did the old fashioned cotton ticking.

It is necessary that mattresses meet the test standards for penal mattresses established by the Bureau of Home Furnishings. This test considers a number of important issues such as the ease or difficulty with which the mattress can be made to burn, the smoke generation, and the percentage of weight loss. When you are purchasing mattresses, your contract should include certification by the manufacturer that the mattress you receive has satisfactorily met the penal mattress test criteria established by the Bureau of Home Furnishings Technical Bulletin Number 121. Keep the letter of certification on file for review by the fire marshal during his annual inspection.

To determine the fire safety of existing mattresses, ask your vendor to describe the contents of the mattress and consult with your local fire authority. The mattress will be relatively safe if it is borate treated cotton, neoprene, or a polyurethane foam known as Hypol. Regular polyurethane, untreated cotton, fiber pad, and some other foams are not acceptable in secure settings.

ARTICLE 14 FACILITY SANITATION AND SAFETY

1280. FACILITY SANITATION, SAFETY, AND MAINTENANCE.

The facility manager shall develop and implement a written plan 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.

Facility administrators/managers shall determine what is an "acceptable" level of cleanliness for their facilities given the constraints of time, contracts with a maintenance agency, staff, and/or supervising of inmate workers. The intent is not that each facility be spotlessly clean at all times; what is important is that the facility be maintained in as safe and healthful a manner as possible.

There should be policy and procedure for handling vermin infestations in the facility. Such work is most appropriately handled by professional exterminators. Inmates who are infested with lice and/or mites should be referred to medical services. Routine treatment of all inmates is not advisable inasmuch as allergic reactions can occur; treatment is recommended only when actually indicated.

A plan for an acceptable level of cleanliness, repair and safety could include:

1. a statement of policy about the environmental health and safety of the facility;
2. designation of responsibilities and duties necessary to implement the plan;
3. schedules of functions, i.e. daily, weekly, monthly or seasonal cleaning, maintenance, pest control and safety surveys;
4. lists of equipment, cleaning compounds, chemicals and related materials used in the facility and instructions on how to operate, dilute or apply the material in a safe manner;
5. safe storage for equipment and cleaning compounds, chemicals and related material; and
6. records of self-inspection procedures, forms and actions taken to correct deficiencies.

When inmates are used for facility maintenance work, additional controls should be implemented to account for all equipment and cleaning materials. Specialized tasks such as changing air filters and cleaning ducts or facility pest control may be more appropriately handled by a maintenance department or by contract with a private firm.

1281. FIRST AID KIT(S).

First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s).

The purpose of a first aid kit is to provide emergency medical supplies for the application of first aid pending arrival of trained medical staff. The number and location of kits should be determined by the facility administrator working with and subject to the approval of a physician or the health department. A procedure to inventory and restock first aid kits should be included in the facility manual.

The kit itself should be durable, portable and designed to keep out dust. The

contents should be selected in accordance with the anticipated needs of the facility location involved. Consideration should be given to the estimated time of arrival of trained emergency medical personnel and to the possibility that emergency crews may not be available. The skill and training of staff likely to use the kit should also be taken into account.

In the usual detention setting, excluding kitchens or other work areas, emergencies which can be anticipated are:

- cardiorespiratory collapse or distress;
- falls and/or fights resulting in hemorrhage, sprains or broken bones;
- shock resulting from trauma, hemorrhage or fractures.

The first aid kit should contain those supplies which will be needed in these usual and any other emergencies covered in the facility's procedures on the application of first aid.

For those detention settings which have no medical staff immediately available and do not have other risks on site, such as burns, toxic fumes, etc., a typical kit might contain:

- many sterile compresses, several sizes, for direct pressure control of hemorrhages;
- bandaids;
- wound wipe packets;
- scissors;
- gauze pad dressings and tape;
- triangular bandage;
- tourniquets if indicated by written procedure;
- flexible gauze bandage;
- rescue blanket;
- splint (optional depending on availability of other medical staff and supplies as indicated by written procedures);
- ammonia inhalants for fainting episodes;
- instant cold pack (optional depending on ETA of medical care and written procedures); and
- mouth to mouth resuscitator, if staff is trained to insert.

Where special circumstances exist, specialized treatment additions may be recommended. Consult your local health department or medical association for advice and assistance.

1282. SELF-CONTAINED BREATHING APPARATUS.

The facility administrator, in consultation with the local fire authority or State Fire Marshal, shall determine that there are a sufficient number of self-contained breathing apparatus easily accessible for facility staff to enable the evacuation of prisoners in case of fire and smoke.

There are not a lot of items in detention facilities which provide highly combustible fire loading; however, it has often been demonstrated that adequate combustibles do exist to start fires capable of taking lives of both inmates and staff. Most often deaths occurring from fires in detention facilities have been the result of inhalation of highly toxic smoke provided by burning or smoldering cell padding or mattresses.

Self-contained breathing units allow fire fighters and/or trained staff to enter into areas that are smoke inundated and evacuate persons in danger. They also allow those wearing such gear to take action in extinguishing the fire. Self-contained breathing apparatus have not been in evidence in those detention facilities where deaths have occurred and their availability should greatly reduce the potential for loss of life in detention facility fires.

The local fire authority inspects detention facilities annually to determine how many, if any, self-contained breathing units are required. Should the local fire authority prefer, the State Fire Marshal will conduct their annual inspections.

Where staff of a facility would use this gear in emergencies, it is extremely important that they receive regular training and drill in the proper use of the equipment. There should be a written plan for maintenance of the equipment including air replacement. When questions arise concerning this equipment and its use, they should be directed to the serving fire agency or the State Fire Marshal.

CONCLUSION

These Guidelines, the first ever written specifically for Temporary Holding and Short Term Confinement Facilities, have attempted to discuss the concerns of administrators newly faced with meeting jail standards. They have treated each of the standards applicable to such facilities and have endeavored to explain, amplify and/or clarify the regulations. Where they succeed, they will be of assistance to administrators; where they fall short, we anticipate hearing that and being able to clarify them in the next edition.

The Board of Corrections is anxious to educate itself on the needs and concerns of Temporary Holding and Short Term Confinement Facilities; we want to know how best to assist you in professional and facility development and how to ease your compliance with the Minimum Standards for Local Detention Facilities. We look forward to your response to these Guidelines and to your questions relative to the standards, the operation of your facility or other matters of interest to us all.