

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SAFE CELL PLACEMENT	Policy Number DS-1
		Effective Date 06-05-24
Related Information CP-1, <i>Use of Force</i> DG-7, <i>Inmate Meal Distribution and Modified Diets</i> DS-2, <i>Safe Bed Intervention</i>	Supersedes DS-1 (04/30/16)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the placement of an inmate into a safe cell, when their behavior exhibits a danger to themselves or others; or to cease active property damage preventing injury and managing risks.

POLICY

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

DEFINITIONS

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

Digital Recording Device: A device designed to record, transmit, or receive voice communications, sound, video, or photographic images, including, but not limited to, cellular phones, digital audio recording devices, digital video recorders and body-worn cameras. Personally owned digital recording devices are not authorized unless exigent circumstances exist and with prior approval of a supervisor.

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

Safe Cell: A cell which has been specifically designed to provide the maximum level of safety and security for inmates who are currently exhibiting destructive or self-harming behavior. This includes some cells that may be padded and contain no fixtures.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to inmate charges; holds; court dispositions; bond and fine amounts, inmate listed booked in personal property; locker assignments, housing locations, restrictions, emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit shift logs.

Supervisor: An employee to whom subordinates report.

- A. Commander: An employee with the rank of lieutenant or above, or its civilian equivalent and above.
- B. First-Line Supervisor: An employee with the rank of sergeant, or its civilian equivalent.

PROCEDURES

1. **Training:** The Training Division shall be responsible for training all detention officers in safe cell placement during the initial Basic Detention Academy. Facility Training Officers (FTOs) may also be designated to assist with this training, or any future safe cell placement continued training of detention officers. All detention officer safe cell placement training shall be documented by the Training Division.
2. **Placement in Safe Cells:** Safe cell placement may be used to protect an inmate whose behavior exhibits a danger to themselves or others, or who is actively damaging property, and only after other reasonable means are deemed inadequate to prevent injury and manage risk. Once a safe cell placement has been authorized by either a detention commander or by CHS personnel, detention officers shall maintain a constant presence with the inmate until the placement has been completed.
 - A. Detention safe cell placements shall only be employed until such time as an inmate's behavior no longer exhibits a danger to themselves or others.
 - B. Correctional Health Services (CHS) safe cell placements shall only be employed for the length of the placement order, in six-hour intervals. A CHS provider may authorize a safe cell placement when an inmate exhibits behavior dangerous to themselves or others, as a result of a medical condition or a mental illness, and only after reaching the conclusion that no other less restrictive course of action is appropriate. CHS safe cell placement orders are written for six-hour intervals and require renewal in six-hour intervals. Safe cell placement procedures shall be followed, as specified in this Office Policy.
 - C. Safe Cell Placement Guidelines: The following guidelines shall be adhered to when an inmate is placed into a safe cell:
 1. Absent exigent circumstances, no fewer than six detention officers and a detention supervisor must be present when placing an inmate into a safe cell. A designated detention officer shall video record the safe cell placement, as specified in this Office Policy. Each situation varies and it is at the discretion of the detention supervisor to increase the number of detention officers for a safe cell placement.
 2. To secure an inmate safely and humanely into a safe cell, the inmate shall be placed in the prone position, and all restraint devices and clothing shall be removed from the inmate by detention officers of the same gender as the inmate, absent exigent circumstances.
 - a. Inmates shall not be placed in a prone position for longer than reasonably necessary to safely remove all restraint devices and clothing.
 - b. Detention officers shall avoid positioning themselves in a manner that would obstruct the inmate's airway or ability to breathe.
 - c. Inmates should be instructed to remain in a prone/lying position until detention officers safely exit the cell.
 - d. The inmate may be provided with a tear resistant blanket or smock.
 - e. Any inmate who medical personnel deems unfit to be placed in the prone position, shall be placed in a safe cell using other means, as determined by the detention supervisor.
 3. If staffing and circumstances allow the detention supervisor present for the safe cell placement should be the same gender as the inmate being placed into the safe cell.

4. CHS personnel shall be present, whenever possible, to review the inmate's health record for any contraindications or accommodations and initiate health monitoring, or they shall be notified immediately. CHS personnel shall not participate in the actual physical placement of inmates into a safe cell. A CHS provider shall be contacted immediately should a medical or mental health condition be observed, so that appropriate orders can be obtained.
3. **Video Recordings:** Absent exigent circumstances, a hand-held video recorder with an audio recording feature shall be used to document the safe cell placement in its entirety. The video shall be taken by a designated detention officer, as directed by the detention supervisor.
 - A. At the beginning of each video recording and prior to the safe cell placement, the inmate involved, detention officers, the detention supervisor, and CHS personnel shall be verbally identified by name and serial number. Absent exigent circumstances, all shall appear in the video recording.
 - B. The video shall be taken from the best possible angle to capture the safe cell placement while maintaining safety of the detention officers.
 - C. All hand-held safe cell videos shall be stored at each division for a period of no less than three years from the date of the safe cell placement.
4. **Observation Checks:** Observation checks shall be documented on a *Notification of Inmate Isolation Form* and in Sheriff's Inmate Electronic Data (SHIELD). Each observation requires the inmate to verbally communicate with detention officers, or detention officers must observe visible movement and respirations. In the event the inmate does not verbally respond or display movement and respirations, both a detention supervisor and CHS personnel shall immediately be notified. Observation checks shall be conducted at regular intervals as follows:
 - A. Detention officers shall be assigned to conduct observations of the inmate every 15 minutes and maintain a record of the observations on a *Notification of Inmate Isolation Form*;
 - B. CHS personnel shall be notified to conduct health monitoring every hour; and
 - C. Detention supervisors shall conduct observations every two hours and maintain a record on the *Notification of Inmate Isolation Form* and in SHIELD.
5. **Observed Medical Emergency:** Detention officers shall immediately notify CHS personnel in the event of an observed medical emergency regarding an inmate who has been placed in a safe cell. Notification shall be documented in SHIELD to include the time of notification, persons notified, and the response time of CHS personnel. A notation shall also be indicated on the *Notification of Inmate Isolation Form*.
6. **Offerings and Breaks:** Offerings and breaks shall be documented on a *Notification of Inmate Isolation Form* and in SHIELD as specified in this Office Policy. Offerings and breaks shall be offered at regular intervals as follows;
 - A. **Fluid Offerings:** The inmate shall be provided with the opportunity for fluids at least once every two hours. Water shall be offered to the inmate in a small cup. The water must be immediately consumed, and the cup returned. If the inmate is unstable and allowing fluids poses a threat, the fluid offering may be denied at the discretion of a detention supervisor.
 - B. **Meal Offerings:** The inmate shall be provided the opportunity to eat at regular mealtimes, as specified in Office Policy DG-7 *Inmate Meal Distribution and Modified Diets*. Food shall be removed from all packaging prior to being given to the inmate. If the inmate is unstable and

allowing them a meal poses a threat, the meal offering may be denied at the discretion of a detention supervisor.

- C. Restroom Breaks: Restroom breaks are not necessary as each safe cell is equipped with an area for inmates to use the restroom. Inmates may be issued toilet paper upon request. In the event an inmate is found using the toilet paper for other than restroom use, it may be removed from the safe cell.

7. **Safe Cell Removal:** Safe cell placements are to be employed until such time it is determined that an inmate's behavior no longer exhibits a danger to themselves or others, or the CHS safe cell placement order has expired.

- A. Authorization for removal shall be made by a detention supervisor or CHS personnel, dependent upon the origin of the initial order for placement.
 - 1. Detention Safe Cell Removal: Once a detention supervisor has determined that an inmate may be removed from a detention safe cell placement, CHS personnel shall be notified.
 - 2. CHS Safe Cell Removal: Once a detention supervisor has been notified by CHS personnel that an inmate may be removed from a CHS safe cell placement, the detention supervisor shall be present for the removal from a safe cell.
- B. Inmates being removed from a safe cell are normally more stable and manageable, thereby allowing the detention supervisor to use discretion as to the appropriate number of detention officers needed for removal. At a minimum, two detention officers and a detention supervisor shall be present.
- C. Inmates shall be provided with clothing or a suicide smock prior to being restrained for transport to another facility or housing unit.
- D. At the time of an inmate's removal, the detention supervisor shall ensure that the safe cell is sanitized. The sanitation of the safe cell shall be documented in SHIELD under Shift Event. The removal of the inmate shall also be documented on the *Notification of Inmate Isolation Form* and in SHIELD, as specified in this Office Policy.

8. **Documentation:** In all incidents where an inmate is placed into a safe cell, the following reporting procedures shall be adhered to:

- A. An entry in SHIELD shall be made for all safe cell placements and removals. SHIELD entries shall also be made for other activities concerning the inmate, such as all observations that are recorded on the *Notification of Inmate Isolation Form*.
- B. A *Notification of Inmate Isolation Form* shall be initiated for all safe cell placements.
 - 1. The comments to be used on this form are as follows:
 - a. Initial Placement: The time and identity of all CHS personnel, detention officers, and detention supervisors present during the inmate's placement into a safe cell.
 - b. Observation Checks: The time and identity of detention officers or detention supervisors conducting the observation.

- c. Health Monitoring Checks: The time and identity of the CHS personnel conducting the checks.
 - d. Meals Offered: The time a meal is offered, provided, refused, or denied.
 - e. Fluids Offered: The time fluids are offered, provided, refused, or denied.
 - f. Medication: The time and identity of CHS personnel administering the medication.
 - g. Removal: The time and identity of all CHS personnel, detention officers, and detention supervisors present during the inmate's removal from the safe cell and who authorized the removal.
- 2. Upon an inmate's removal from a safe cell placement, the *Notification of Inmate Isolation Form* shall be forwarded to the division commander or designee for review and filing.
- C. Certain situations may dictate the use of other forms such as *Disciplinary Action Reports* (DARs), and *Jail Commander Notification Forms* (JCNFs). These forms shall be completed as needed and forwarded to a detention supervisor. It is recommended that a DAR be completed for any situation which requires a criminal Incident Report (IR) to be written. The IR number shall not be written on the DAR. For all situations where the completion of a Use of Force Blue Team entry is necessary, documentation requirements shall be followed, as specified in Office Policy CP-1, *Use of Force*.
- 9. **Other Agencies:** Detention officers shall advise other agencies who arrive at a facility to take temporary custody of an inmate who is in a safe cell, the reason the inmate is in the safe cell, and the potential risk of removing the inmate from the safe cell. If, after being advised of the risk, the agency makes the decision to take temporary custody of the inmate, transporting agency personnel shall sign the *Notification of Inmate Isolation Form*.