

CUSTODY SERVICES DIVISION

DIVISIONAL ORDER NO. 5
18.2.2

August 26, 2019

TO: All Custody Services Division Personnel

FROM: Commanding Officer, Custody Services Division

SUBJECT: CRITICAL IMPORTANCE OF TITLE 15 SAFETY CHECKS AND
ADDITIONAL AUDITING RESPONSIBILITIES

PURPOSE: This Divisional Order re-emphasizes the critical importance of Title 15 Safety Checks and establishes additional procedures to the twice per shift Safety Checks which are documented on the Watch Supervisor Daily Report (WSDR). The purpose of the additions are to improve the quality of Title 15 Safety Checks performed and enhance supervisory oversight.

PROCEDURE: Title 15 Safety Checks are not only a State mandate, they are also one of the most critically important functions that staff assigned to Custody Services Division (CSD) conduct. In addition to the mandate, there is an ethical and moral obligation for the care and welfare of those in the Department's custody. As such, merely walking by a cell and glancing inside shall not be considered a valid Safety Check. The CSD officer conducting the Safety Check must check every occupied cell and verify the physical wellbeing of each inmate by observing signs of life and obvious signs of distress.

Facilities with electronic cell check technology that includes the Pipe System (VJS, 77th and Pacific Jails) and Card Reader System (MDC), electronic cell checks, and usage of the installed systems are mandatory; not optional. Regular cell camera monitoring via CCTV is mandatory as a supplement to mandated Safety Checks. The POD control towers and Block monitoring rooms containing CCTV monitoring equipment shall always be staffed by at least one CSD officer who will be responsible for the regular monitoring of cell cameras to ensure the safety and security of those in custody. The assigned supervisor, designated Lead Officer, or, in his/her absence, the most senior Detention Officer shall assign camera monitoring duties and ensure the POD or Block monitoring stations are staffed at all times.

The WSDR of each Regional Jail Watch Commander shall ensure that, in addition to the serial number of the supervisor conducting the audit, either through direct visual observation or video review, the serial number of the audited employee shall also be documented in the TITLE 15 SAFETY CHECKS section of the WSDR in the section titled "Loc.:"

In addition, the following heading shall be added to the narrative of the WSDR: ***Title 15 Safety Check Audit***. Under this heading, the name and serial number of both the auditing supervisor and the audited employees, with the location of where the audit took place, shall be documented. The concerned supervisor shall provide in-person feedback to the audited officer(s).

Should the audited officer(s) require remediation due to improper Title 15 Safety Checks, a Comment Card shall be written to document the training and remediation provided to the officer for the noted deficient job performance. The remediated training shall be uploaded to the employee's TEAMS report.

Note: Enrichment instruction given to an employee to better enhance their Title 15 Checks does not require a comment card.

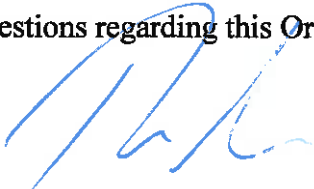
An example of an entry in the narrative of the WSDR would be as follows:

Title 15 Safety Check Audit – SDO Smith #N1234 audited DO Jones #N5678 (Cell Block A) and DO Adams #N9012 (Cell Block B). SDO Smith provided feedback to both employees, no issues.

An example of an entry in the narrative of the WSDR for deficient performance would be as follows:

Title 15 Safety Check Audit – SDO Smith #N1234 audited DO Jones #N5678 (Cell Block A) and DO Adams #N9012 (Cell Block B). SDO Smith provided feedback to both employees. Training was identified and documented in a Comment Card.

Questions regarding this Order may be referred to me, at (213) 356-3450.



ROLANDO SOLANO, Captain
Commanding Officer
Custody Services Division