

## CUSTODY SERVICES DIVISION

### DIVISIONAL NOTICE

December 3, 2018

18.2.2

**TO:** All Custody Services Division Personnel

**FROM:** Commanding Officer, Custody Services Division

**SUBJECT:** INSPECTION OF SAFETY CELLS DURING CELL CHECKS

During a review of Custody Services Division (CSD) by Audit Division, it was noted that CSD did not have a policy relating to the inspection of its empty Safety Cells. This Divisional Notice establishes that policy.

Effective immediately, all empty Safety Cells located in a Booking Area, Pods/Blocks (MJS) or Security Blocks (77<sup>th</sup> RJS and VJS) shall be inspected by a supervisor at the start of each watch. If a Safety Cell in either area; Booking, Pod/Block, or Security Block is not in use, it shall be documented in the Watch Supervisor Daily Report (WSDR). All Safety Cells noted as *not in use* shall be checked at mid-shift on both A & B watches to ensure no one has mistakenly been placed inside. Should the Safety Cell be subsequently utilized, the WSDR shall reflect the time and the associated reason.

If you have any questions regarding this Notice, please contact Mark Walker, Officer in Charge, Jail Operations and Training/Recruitment, CSD, at (213) 356-3450.



ROLANDO SOLANO, Captain  
Commanding Officer  
Custody Services Division

Attachments