



COURTHOUSE HOLDING CELLS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Correction Division to keep inmates safe and secure while in the Courthouse.

PURPOSE.

The purpose of this policy is to provide guidelines for staff while monitoring inmates at the courthouse and ensure holding cells are searched and doors secured.

OREGON JAIL STANDARDS:

- E-202 Inmate Monitoring
- E-315 Inmate-Accessible Areas

REFERENCES:

- ORS 169.078 Standards for Temporary Hold Facilities
- ORS 206.180 Location of Sheriff's Office

DEFINITIONS:

Holding Cell. A temporary secure holding area for the purpose of containing inmates away from judicial staff, attorneys and the general public.

Inmate. A person, whether sentenced or not, in the lawful custody of the Deschutes County Sheriff, lodged in the Adult Jail (AJ).

Remanded Person. A person who has just been ordered to the custody of the Deschutes County Sheriff's Office, but has not yet been booked into the jail.

Temporary Hold. A facility, the principle purpose of which is the temporary detention of a prisoner for four or less hours while awaiting court appearance or transportation to a local correctional facility.

PROCEDURES.

Supersedes: February 19, 2016

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Total Pages: 3

SECTION A: GENERAL GUIDELINES

A-1. Holding Cell Use. Inmates will be placed in holding cells within the courthouse for the following purposes:

- a. Pending a court (or Grand Jury) appearance.
- b. For breaks during a trial or lengthy court appearance.
- c. Pending transportation to jail.

A-2. Remanded to Custody. Individuals remanded to the custody of the Sheriff's Office will not be placed in courthouse holding cells with current AJ inmates.

A-3. Location. Holding cells are located adjacent to the (law enforcement) elevator and adjacent to Circuit Courtrooms A, B, C, D, and G. Each holding cell will provide adequate space to sit and use restroom facilities.

A-4. Restraints. Inmates will wear appropriate restraints while in holding cells. At the deputy's discretion, wrist restraints may be removed from the inmate if it is necessary for the inmate to use a restroom facility, eat lunch, or accommodate a medical condition.

A-5. Supervising Inmates in Courthouse Holding Cells. Inmates are to be supervised by a transport or court security deputy while in courthouse holding cells. For cells without video surveillance capability, a deputy must be present in the immediate area at all times, without being behind any closed door, other than the holding cell door itself. For cells with video surveillance capability (holding room adjacent to the elevator), a deputy is not required to provide constant, stand-by supervision. Rather, court security staff will monitor this cell by video when in use. Regardless of cell type, deputies will perform security checks and physically observe all inmates in all courthouse holding cells on a maximum sixty (60) minute interval. Once completed, these hourly rounds shall be logged in the jail computer system, located at the court security desk.

A-6. Inmate Emergencies. Inmates will be instructed to knock on the door of a holding cell or shout (or other appropriate form of communication) to inform staff of a medical or other emergency.

A-7. Attorney Visits. Transport deputies will restrict attorney visits at the courthouse with inmate clients to the courtroom, holding room or associated jury room during scheduled proceedings. Attorney visits may be approved for the following circumstances:

- a. Upon request of the judge.
- b. Pursuant to plea negotiations.

A-8. Meals. Inmates under the care of transport staff will be served a substitute meal should they miss a regularly scheduled meal at the jail. A substitute meal may include a sack lunch or a regular meal at the discretion of staff.

A-9. Security Checks and Rounds. A court security or transport deputy will do a security check of all unoccupied holding cells at the courthouse prior to and following each use. Deputies will

ensure that holding cell doors remain closed and locked when not in use. Any sanitation problems or repairs required will be reported to Deschutes County Facilities Department for prompt correction. In such instances, court security staff will log the request in the jail computer system, located at the security desk. Items to note include:

- a. Improper or faulty operation.
- b. Missing, altered, or damaged parts.
- c. Wear-and-tear beyond the ordinary.
- d. Corrosion.
- e. Contraband.
- f. Fire and safety hazards.
- g. Design, construction, or maintenance problems.
- h. Unsecured supplies, tools, and equipment.
- i. Tampering or damage.
- j. Suspicious people, activity, or items.
- k. Sanitation problems.

SECTION B: CLASSIFICATION CRITERIA

B-1. Inmates will only be placed into a holding cell with other inmates of the same gender.

B-2. Arrangements will be made to isolate inmates for valid medical reasons, including possible exposure to communicable diseases or pathogens.

B-3. Staff will screen inmates to ensure those with serious adversarial relationships are not placed together into holding cells.

FORMS USED: NONE