



COURTHOUSE HOLDING CELLS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to keep inmates safe and secure while in the Courthouse.

PURPOSE.

The purpose of this policy is to provide guidelines for members 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 AJ.

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

Rounds and Checks. A proactive patrol of all areas occupied by inmates to look at their behavior, check on their well-being, and to identify any maintenance, safety and security issues. These visual checks will be conducted on a random and continual basis to verify the safety and security of each and every inmate in the courthouse. Unless there is an operational emergency, checks will not exceed the mandatory minimum frequency of once each hour as set by Oregon Revised Statutes and Oregon Jail Standards. Exceptions will be approved and documented by a supervisor.

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.

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 will be supervised by a 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 members will monitor this cell by video when in use.
- Unless there is an operational emergency, checks will not exceed the mandatory minimum frequency of once each hour as set by Oregon Revised Statutes and Oregon Jail Standards. Exceptions will be approved and documented by a supervisor. Once complete, these hourly rounds shall be logged in the Jail Management System (JMS).
- 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 deputies of a medical or other emergency.
- A-7. Attorney Visits.** 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 at the courthouse will be served a substitute meal should they miss a regularly scheduled meal at the AJ. A substitute meal may include a sack lunch or a regular meal at the discretion of members.
- A-9. Security Checks and Rounds.** A deputy will do a security check of all unoccupied holding cells at the courthouse prior to and following each use. Deputies will ensure 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 repair. Deputies will log the repair request in the JMS. 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.** Members will screen inmates to ensure those with serious adversarial relationships are not placed together into holding cells.

FORMS USED: NONE