



**DETENTION FACILITY  
INSPECTION HANDBOOK**

**CLERB DETENTION FACILITY INSPECTION HANDBOOK**

**TABLE OF CONTENTS**

Mission Statement.....	3
Office Information.....	3
Introduction.....	4
General Information About Detention Facilities.....	5
Preparing for the Inspection.....	6
The Inspection Process.....	7
Inspection Documents.....	7
Facility Inspection.....	7
After Inspection.....	8
Detention Facility Inspection Form.....	9
General Information.....	10
Individual Cells/Rooms.....	11
Condition of Grounds.....	11
Exterior of Building(s).....	11
Interior of Building(s).....	12
Meals/Nutrition.....	12
Personal Appearance of Inmates.....	12
Telephone.....	13
Correspondence.....	13
Visiting.....	13
Educational Program.....	13

## **SAN DIEGO COUNTY CITIZENS' LAW ENFORCEMENT REVIEW BOARD**

### **VISION STATEMENT**

To ensure the San Diego Sheriff's Department and San Diego Probation Department provide fair, impartial, and compassionate services with full transparency to the communities they serve and persons under their care.

### **MISSION STATEMENT**

To increase public confidence in government and the accountability of peace officers employed by the Sheriff's Department or the Probation Department by conducting independent, thorough, timely, and impartial reviews of complaints of misconduct and deaths arising out of or in connection with actions of peace officers and other specified incidents (discharges of firearms, uses of force resulting in great bodily injury, and uses of force at protests or First Amendment protected events).

### **OFFICE INFORMATION**

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## INTRODUCTION

San Diego County citizens voted to establish the Citizens' Law Enforcement Review Board (CLERB) in November 1990. CLERB was established to receive and investigate complaints of misconduct concerning peace officers performing their duties while employed by the Sheriff's Department or the Probation Department. CLERB is also authorized to investigate, without a signed complaint, any death arising out of or in connection with, actions of Deputies and Probation Officers. Finally, CLERB is authorized to investigate, without a signed complaint, the three following specified incidents: (1) discharges of firearms, (2) uses of force resulting in great bodily injury, and (3) uses of force at protests or other First Amendment protected events by Deputies and Probation Officers. The Review Board is made up of 11 citizens who are appointed by the Board of Supervisors.

Section 4.4 (d) of CLERB's Rules and Regulations authorizes CLERB to annually inspect county adult detention facilities and annually file a report of such visitations together with pertinent recommendations with the Board of Supervisors.

Data pertaining to all lodged, filed, and closed allegations originating from complaints stemming from and deaths occurring at the facility since the last CLERB inspection or, if it is a facility's first CLERB inspection, over the preceding two years will be compiled and analyzed prior to the inspection. The inspection will be tailored to address any trends and/or issues identified by CLERB's data. The purpose of the inspection is not to re-investigate cases but to inspect the issues identified by complainants and during investigations into deaths and the other specified incidents listed above.

The goal is to complete inspections of all seven San Diego County Detention Facilities **each calendar year between January and April**. This timeline must remain flexible to allow CLERB, with its limited staffing, to complete its other mandated responsibilities in a timely fashion.

This inspection handbook will assist CLERB staff in carrying out these inspections. This handbook will be a "work in progress" and updated with any lessons learned and/or refined focus areas/topics after the completion of the first round of inspections. The included checklist will be utilized during an inspection, with the results detailed in a comprehensive CLERB Inspection Final Report. **The Final Report will be presented to the CLERB during a CLERB meeting. All Final Reports, along with an overview of that year's facility inspection findings, will be included in CLERB's Annual Report and presented to the Board of Supervisors within 60 days of approval by the CLERB.**

## GENERAL INFORMATION ABOUT DETENTION FACILITIES

There are basically four categories of detention facilities (adult and juvenile) found in counties where inmates (adult and juvenile) may be detained. On occasion juveniles (minors) are held in adult facilities. For the purposes of this handbook the following definitions are provided:

- **Prison** is a secure facility operated by the State of California or a contracted prison provider that houses sentenced offenders under the jurisdiction of the California Department of Corrections and Rehabilitation, Adult Operations Division, or the Division of Juvenile Justice;
  
- **Jail** is defined as a locked adult detention facility which holds both non-sentenced and convicted adult criminal offenders. May be administered by a County or a City (these are the entities covered by CLERB's Rules and Regulations):
  - ❖ Type I – holds inmates up to 96 hours
  - ❖ Type II – holds inmates pending arraignment, during trial, and after sentencing
  - ❖ Type III – holds only convicted or sentenced inmates
  - ❖ Type IV – work furlough facility
  - ❖ Temporary Holding Facility – holds inmates up to 24 hours
  - ❖ Lockup – locked room or secure enclosure under the control of a peace officer or custodial officer – primarily for the temporary confinement of those recently arrested
  - ❖ Court Holding Facility – located in a courthouse – used to hold inmates for a court appearance, not more than 12 hours
  
- **Juvenile Hall** is a locked juvenile detention facility, which holds both non-sentenced and adjudicated (convicted) juvenile offenders; and
  
- **Juvenile Camp** is a minimum to maximum secure facility (un-locked to locked) for sentenced juvenile offenders.

## PREPARING FOR THE INSPECTION

It is important to prepare carefully for the inspections of these facilities. Advance notice should be given to the Division of Inspectional Services (DIS) so you may schedule a mutually convenient date for the inspection. A member of the DIS will be your contact person relating to jail inspections. A DIS Sergeant will arrange the inspection and accompany you during the inspection.

A pre-inspection meeting will occur. This allows for introductions and discussion of key expectations. Be on time. Arrive prepared. Have a list of areas within the facility that you may want to inspect.

Follow up with a letter verifying the inspection date and provide the names of the CLERB inspectors who will be participating in the inspection. The CLERB Detention Facility Inspector will conduct each inspection. The CLERB Supervising Investigator will be present at the first CLERB detention facility inspection and may be present at other facility inspections.

Call two to three days prior to the inspection to confirm your appointment. Let your contact know how many CLERB inspectors will be in attendance. Be on time for your appointment and have proper identification. Facility security is an important issue; you would not want to be turned away because you lack proper identification. It is important to be professional and courteous. Wear comfortable shoes for walking and dress professionally, i.e., business casual, no shorts, no open-toed shoes, etc. Take only what you need into the facility. **Cellphones, purses, and briefcases will not be brought into the facility. CLERB staff will take no photographs during the inspection.**

CLERB inspectors are also encouraged to review the following resources in preparation for the inspection:

Board of State and Community Corrections:

<http://www.bscc.ca.gov/>

Board of State and Community Corrections (BSCC), Minimum Standards for Local Detention Facilities:

<http://www.bscc.ca.gov/downloads/Adult%20Titles%2015%20-%20Effect%204%201%2017.pdf>

San Diego Sheriff's Department Detentions Services Bureau Policies and Procedures Manual:

<https://www.sdsheriff.net/policies.html>

## THE INSPECTION PROCESS

### Inspection Documents

Review local inspection reports and specific facility documents before inspecting the facility. This information can be found in open-source documentation located on the Sheriff's website, internet, or internal CLERB information. No documentation will be provided by the San Diego County Sheriff's Department related to the inspection. Review of the documents listed below will provide you with information about the facility operation and areas of concern and areas of non-compliance with the California Code of Regulations, as well as local and state ordinances. These documents will also highlight areas where the facility has developed innovative programs and streamlined procedures. Note any non-compliance issues and check these areas during your inspection. The inspector should plan to review the following documents:

- Previous CLERB Final Inspection Reports
- Allegations, grievances, and information detailed in prior lodged and filed CLERB complaints. This will give you an idea of concerns expressed by inmates.
- Allegations, circumstances, and information detailed in prior CLERB cases involving deaths, use of force resulting in great bodily injury, and discharges of firearms. These will alert the inspector to incidents involving deaths, suicides, suicide attempts, injuries, restraints, emergencies, escapes and other serious or critical incidents.

### Facility Inspection

The inspector should begin the facility inspection at the booking/receiving area. This will provide you with an opportunity to become acquainted with booking, the intake process, intake health screening and any other steps an inmate goes through when entering the facility.

You may ask questions of the inspection facilitator and observe security as you proceed through the facility. Be sure to observe the following areas: booking, intake/holding, medical, housing units, dining hall, classrooms, visiting area, personal and institutional storage areas, kitchen, sobering cell (if present), safety cell (if present), court holding areas located in the facility (if any) and exercise areas.

Note the following items as you inspect the facility:

- condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration;
- condition of the grounds, exercise areas, playing fields, and exercise equipment;
- general cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows;
- condition of sleeping room door panels;
- temperature of living units and classrooms;
- safety and security issues including fencing, outdoor lighting, location of the weapons locker; and,
- if a court holding area is present in the facility, ensure access to toilet and drinking water.

Although not specifically detailed in these guidelines, the following categories should be noted if observed during the facility inspection, and if they pertain to CLERB lodged or filed complaints, deaths, and uses of force resulting in great bodily injury:

- Correspondence,
- Discipline,
- Education,
- Grievances,
- Meals/nutrition,
- Mental health services,
- Medical care processes,
- Non-confidential drug interdiction practices,
- Orientation of inmates,
- Personal appearance of inmates,
- Programs,
- Suicide prevention practices, and
- Surveillance cameras.

### After Inspection

1. CLERB Investigators will send follow-up questions to SDDS ("Department") within seven days after the inspection.
2. Questions will be sent to the Department's CLERB Division of Inspectional Services liaison.
  - a. Department should provide responses to CLERB within 14 days.
3. Draft inspection report will be sent to the Department for response.
  - a. Department should provide response within **30 days**.
4. Draft report and Department response presented at the next monthly CLERB meeting after receipt of Department response.
5. After the CLERB meeting, final draft report sent to the Department within two days.
  - a. Department's comments and responses should be returned to CLERB within **30 days** and attached to the Final Report.
6. The Final Report containing the Department's comments/responses will be presented to the CLERB at its next monthly meeting.
7. Final Report presented to the Board of Supervisors ("BOS") in both written form and personal presentation by the CLERB Executive Officer.
  - a. The presentation date will be determined after consulting with Finance and General Government Group personnel about BOS agenda availability.



## Detention Facility Inspection Form

Please fill out those sections that apply to the facility you are inspecting

Facility Name:	Inspection Date:
Facility Capacity:	Last Inspection Date by CLERB:
Address:	Telephone Number: FAX Number:
DIS Inspection Administrator:	
Detention Facility Jail Type (I, II, III, IV, V, Temporary Holding Facility, Lock-Up, Court Holding Facility):	
CLERB Inspectors:	
Findings and Recommendations:	

AREA INSPECTED/REVIEWED (Please Check)		
<input type="checkbox"/> Physical Plan	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**GENERAL INFORMATION (Obtained from CLERB documentation and/or Open Source):**

What is the capacity of the facility?

Has the facility exceeded capacity since the last inspection?

What is the inmate classification system? Describe

Since the last inspection indicate the following, along with specifics (to include Summarily Dismissed Case Types, Death Case Types, Sustained Finding Types, etc.):

- # of CLERB Lodged Complaints \_\_\_\_\_
- # of CLERB Filed Complaints \_\_\_\_\_
- # of CLERB Closed Complaints \_\_\_\_\_
- # of CLERB Sustained Findings \_\_\_\_\_
- # of CLERB Death Cases Opened \_\_\_\_\_
- # of CLERB Death Cases Closed \_\_\_\_\_
- # of CLERB Use of Force Resulting in Great Bodily Injury Opened \_\_\_\_\_
- # of CLERB Use of Force Resulting in Great Bodily Injury Closed \_\_\_\_\_
- # of CLERB Policy Recommendations \_\_\_\_\_
- # of CLERB Policy Recommendations Implemented (List Below) \_\_\_\_\_

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## **INDIVIDUAL CELLS/ROOMS**

Condition of walls:

Condition of toilets:

Personal possessions allowed in cell/room (art, books, etc.):

Graffiti present:

Ample bedding:

**CONDITION OF GROUNDS** (lawns, recreation area, blacktop, asphalt, other)

**EXTERIOR OF BUILDING(S)** (general condition, paint, roof, drains/gutters, other)

## **INTERIOR OF BUILDING(S)**

Walls, paint, floors, drains, plumbing fixtures working, air vents, windows:

Are cleaning fluids and chemicals labeled and safely stored?

Weapons locker present:

Recreation/sports equipment:

Are the hallways clear, are doors propped open or closed?

Holding areas (cells/rooms) – [if present], is there access to drinking water and toilet?

Are there individual cells/rooms, or dormitories:

Beds – Type of bed and is it off the floor?

Adequate lighting:

Temperature:

## **MEALS/NUTRITION**

The kitchen area – Is it clean? Are knives and chemicals locked?

## **PERSONAL APPEARANCE OF INMATES**

Showers – Are they maintained?

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## **TELEPHONE**

Do inmates have access to telephones?

## **CORRESPONDENCE**

Inspection of mail area facility:

## **VISITING**

Is there adequate space?

## **EDUCATIONAL PROGRAM**

Classroom inspection: