




Staff Report

City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH: ^a David N. Carmany, City Manager

FROM: Eve R. Irvine, Chief of Police 

DATE: October 18, 2011

SUBJECT: Presentation of 2010-2012 Biennial Inspection Report of the Manhattan Beach City Jail.

RECOMMENDATION:

Staff recommends that the City Council receive and file this report.

FISCAL IMPLICATION:

There is no fiscal implication associated with the recommended action.

DISCUSSION:

The Manhattan Beach Police Department operates a Type 1 Jail facility (a local detention facility used for the detention of persons for not more than 96 hours). State law requires that the Jail be inspected biennially by the California Department of Corrections and Rehabilitation and State Fire Marshal (conducted and represented by the Manhattan Beach Fire Department), and inspected annually by the Los Angeles County Health Department.

On July 14, 2011, the State of California Corrections Standards Authority conducted the Biennial Inspection of the Manhattan Beach City Jail, pursuant to Penal Code Section 6031, to ensure compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24 of the California Code of Regulations.

The 2010-2012 Biennial inspection consisted of a desk audit of applicable policies and procedures governing the operation of the Manhattan Beach Jail, verification that practices follow written procedures and regulation, an on-site review of documentation, and finally a comprehensive walk through of the jail facility, including the juvenile booking and detention area.

The Manhattan Beach City Jail was compliant in all major inspection areas and passed the inspection with no corrective action required.

ATTACHMENTS:

- A. Corrections Standards Authority 2010-2012 Biennial Inspection Report

CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive
Sacramento, CA 95811
916-445-5073
www.csa.ca.gov



September 26, 2011

Eve Irvine, Chief of Police
Manhattan Beach Police Department
1400 Highland Ave.
Manhattan Beach, CA 90266

Dear Chief Irvine:

2010-2012 BIENNIAL INSPECTION

On July 14, 2011, Corrections Standards Authority (CSA) staff conducted the 2010-2012 biennial inspection of the Manhattan Beach City Jail pursuant to Penal Code Section 6031 for compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations.

The inspection was preceded by a desk audit of applicable policies and procedures governing the operation of the facility¹, wherein policy content was reconciled against relevant regulations to ensure that each subject required by regulation was addressed in policy. The on-site inspection consisted of a review of documentation, verification that your practices follow your written procedures and regulation, and concluded with a walk-through of the physical plant.

Sergeant Ryan Small was present during the inspection and assisted by answering questions and clarifying procedural issues. His involvement in the inspection process was extremely valuable. The professionalism and courtesy extended during the process was appreciated.

The complete CSA inspection report is enclosed and consists of:

- This transmittal letter;
- Inspection Cycle Information sheet identifying the facility and listing any areas of non-compliance;
- The Procedures Checklist outlining applicable Title 15 sections;
- The Physical Plant Evaluation outlining Title 24 requirements for design;² and,
- The Living Area Space Evaluation summarizing the detention facility's physical plant configuration.

We encourage the practice of maintaining a permanent file for historical copies of all inspections. This file should be the first point of reference when preparing for all future inspections.

Local Inspections

In addition to a biennial inspection by the CSA, inspections are also required annually by the County Health Officer and biennially by the State Fire Marshal or an authorized representative (Health and Safety Code Sections 101045 and 13146.1). Please consider our report in conjunction with the reports from the County Health Officer and Manhattan Beach Fire Department for a comprehensive perspective of your facility.

¹ CSA does not review all of your policies and procedures. We only review those policies related specifically to the applicable regulations included in Title 15, Minimum Standards for Local Detention Facilities for issues of non-compliance. We do not "approve" your policies nor do we review them for constitutional or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other persons deemed appropriate.

² Facilities are assessed against Title 24 requirements in place at the time of design or significant remodel to the jail area.

Fire Inspection:

The Manhattan Fire Department conducted a fire/life safety inspection on July 7, 2011. No deficiencies affecting fire/life safety were noted and a fire clearance was granted.

Health Inspections:

The local health authority is required to conduct annual inspections of all detention facilities and includes evaluation of medical and mental health services, nutritional requirements and environmental health standards. The dates of the latest inspection, any issues of non-compliance, and corrective action taken are listed below:

Health Inspection	Date	Non-Compliance Issues	Corrective Action
Environmental	Not Available		
Medical/Mental Health	Overdue		
Nutrition	Not Available		

CSA is unable to determine compliance Title 15 health regulations by the local health authority. While jail staff noted that environmental and nutrition inspections have been performed, no documentation of such inspections have been received by the agency or CSA. Representatives of Los Angeles County Public Health have informed CSA that medical/mental health evaluations are to resume the last quarter of this year.

CSA Inspection

Physical Plant:

Completed in 2006, the Manhattan Beach City Jail is inspected as a Type I facility and evaluated using the 2001 Title 24 regulations. With a Rated Capacity of 14 and the same number of actual beds, 3 male inmates were in-custody at the time of the inspection. The jail was clean and appeared well maintained. No issues of non-compliance with applicable physical plant standards were identified.

Title 15 Procedures Checklist:

Adult Inspection

During the inspection, CSA staff reviewed applicable policy, procedures, practices and supporting documentation where necessary. We made several recommendations for policy revisions to help ensure continued compliance with Title 15 regulations. We are pleased to inform you that prior to the completion of this inspection report all revisions were completed. No issues of non-compliance with Title 15 standards were identified.

Juvenile Inspection

We reviewed policy, procedures, practice and supporting documentation related to the requirements of Title 15 Article 9 – Minors in Custody in a Law Enforcement Facility. Minors in secure and non-secure detention are detained in a juvenile area adjacent to but outside the secure perimeter of the jail. No issues of non-compliance were identified with applicable juvenile regulations.

We strongly encourage continued management oversight related to the detention of minors as compliance with WIC Section 207.1(d) and Title 15, Article 9 regulations is required to maintain suitability for the secure confinement of minors in law enforcement facilities.

Corrective Action Plan:

None required.

This concludes our inspection report for the 2010-2012 inspection cycle. We would like to thank Sergeant Small for his diligence and follow-up efforts with the inspection process. If you should have any questions, please contact me at (916) 445-1322 or email at ron.bertrand@cdr.ca.gov.

Sincerely,



RONALD L. BERTRAND
Field Representative
Facilities Standards and Operations Division

Enclosures

cc: City Manager, City of Manhattan Beach*
Chair, City Council, City of Manhattan Beach*
Presiding Judge, Superior Court, County of Los Angeles*
Grand Jury Foreperson, Superior Court, County of Los Angeles*
Sergeant Ryan Small, Manhattan Beach Police Department

*Copies of the complete inspection report are available upon request.

CSA Code: 2621
County: Los Angeles
Facility: Manhattan Beach Police Facilit

Inspection Cycle: 10/12
Inspection Date: 7/14/2011

F. Staffing

	Positions	Vacancies
Management/Supervisor	2	0
Line Custody / Custody Staff	6	0
Support Staff		

G. Standards Compliance

TYPE I FACILITIES
Corrections Standards Authority
PROCEDURES¹

CSA Code: 2621

FACILITY NAME: Manhattan Beach City Jail	FACILITY TYPE: I
PERSON(S) INTERVIEWED: Sergeant Ryan Small and Jailer Shirelle Hull	
FIELD REPRESENTATIVE: Ron Bertrand	DATE: 7/14/2011

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² In addition to provisions of Penal Code Section 831.5, all custodial personnel have successfully completed the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year of assignment. Custodial personnel may substitute 832.3 PC training and the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180, Title 15, CCR as an alternative.	✓			1908 The Manhattan Beach Police Department is a Standards and Training for Corrections (STC) participating agency. Compliance with sections related to training (with the exception of 1021) is determined by an annual audit of training records.
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	✓			1909
All supervisory custodial personnel have completed the "Corrections Officer Core Course" identified in Section 1020. <i>(The intent is that core training be completed prior to assuming supervisory responsibilities.)</i>	✓			
1023 JAIL MANAGEMENT TRAINING All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.	✓			

¹ This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations. The findings herein, as related to policy, do not constitute an "approval" for content, constitutional, or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other persons deemed appropriate.

² For STC participating agencies, consistency with training sections 1020, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>1025 CONTINUING PROFESSIONAL TRAINING</p> <p>With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.</p>	✓			
<p>1027 NUMBER OF PERSONNEL</p> <p>There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of all programs and activities required by these regulations.</p>	✓			<p>In addition to the implementation and operation of all programs and activities required by the regulations, another predicator for compliance with this section is the availability of staff to complete and document at least hourly safety checks.</p> <p>A review of safety check logs coupled with the totality of the inspection process was the basis for the finding with this section.</p>
<p>There is a written plan that includes the documentation of hourly safety checks.</p>	✓			<p>900.31</p> <p><i>Reads: "All prisoners, with the exception of intoxicated prisoners, should be visually checked no less than once every hour."</i></p> <p><i>"Should" may be construed as permissive unless defined otherwise, while Title 15 requires the imperative "shall." Section 1501 B. reads correctly:</i></p> <p>1501 B. Requires documented hourly safety checks.</p> <p>1810 Requires a minimum of hourly checks with documentation on the cell check log.</p> <p>Documentation of safety checks was otherwise compliant to regulation.</p>
<p>There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency</p>	✓			1204 A.
<p>Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible.</p> <p><i>Note: Reference PC § 4021.</i></p>	✓			1204 B. Female staff is always on-duty and present in the building.
<p>A staffing plan is available which indicates personnel assigned and their duties.</p>	✓			
<p>1028 FIRE AND LIFE SAFETY STAFF</p> <p>Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the CSA training standards for general fire and life safety.</p>	✓			1205 This training is provided in the core correctional core academy.
<p>There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.</p>	✓			1703

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1029 POLICY AND PROCEDURES MANUAL ³				
There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	✓			
Table of organization, including channels of communications;	✓			1201
Inspections and operations reviews by the facility administrator/manager;	✓			2103
Use of force;	✓			1600
Use of restraint equipment, including the restraint of pregnant inmates. <i>Note: Reference PC § 6030(f)</i>	✓			1602
Screening newly received inmates for release <i>Note: Reference PC § 849(b)(2) and 853.6</i>	✓			2000
Security and control, including: Physical counts of inmates;	✓			1501
Searches of the facility	✓			1504
Searches of inmates;	✓			1502
Contraband control; and,	✓			1504
Key control.	✓			1506 & 1708
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	✓			
Emergency procedures, including: Escapes,	✓			1710
Disturbances,	✓			1711
Taking of hostages;	✓			1712
Civil disturbance;	✓			1713
Natural disasters;	✓			1713
Periodic testing of emergency equipment;	✓			1714
Storage, issue and use of weapons, ammunition, chemical agents, and,	✓			1505
Storage, issue and use of security devices.	✓			1505
Suicide prevention; and,	✓			1818
Segregation of inmates.	✓			1330 & 1401
The manual is available to all employees.	✓			Hard copy in the jail.
The manual is comprehensively reviewed and updated at least every two years.	✓			In progress
1032 FIRE SUPPRESSION PREPLANNING				1700
There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>	✓			
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	✓			1703 Verified.

³ Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>Fire prevention inspections at least once every two years;</p> <p><i>Note: Reference Health and Safety Code Section 13146.1(a) and (b)</i></p>	✓			Performed 7/7/11 by the Manhattan Beach Fire Department. Fire clearance granted.
An evacuation plan; and,	✓			1707
A plan for the emergency housing of inmates in the event of a fire.	✓			The Los Angeles County Jail would be used in this event.
1040 POPULATION ACCOUNTING				1902
The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female, and juvenile.	✓			
The Jail Profile Survey information is provided to the CSA.	✓			Verified.
1041 INMATE RECORDS				1903 & 1906
There are written policies and procedures for the maintenance of individual inmate records which include intake information, personal property receipts, commitment papers, court orders, reports of disciplinary action taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	✓			
1044 INCIDENT REPORTS				1905
There are written policies and procedures for the maintenance of written records of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	✓			
Written record is prepared by appropriate staff and submitted within 24 hours of the incident.	✓			
1045 PUBLIC INFORMATION PLAN				1901
The facility has suitable written policies and procedures for the dissemination of information to the public, government agencies and news media.	✓			
Title 15, CCR, Minimum Standards for Local Detention Facilities is available for review by the public and inmates.	✓			
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	✓			
1046 DEATH IN CUSTODY				1817
Written policy and procedures assure that there is a review of each in-custody death.	✓			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	✓			
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Corrections Standards Authority with a copy of the death in custody report that is submitted to the Attorney General, within 10 days of the death. <i>Note: Reference Government Code § 12525</i>	✓			2707 B.
1050 CLASSIFICATION PLAN The facility has a written classification plan designed to properly assign inmates to housing units and activities.	✓			1300
Includes receiving screening performed at intake by trained personnel.	✓			1207 I. & 900.33 Prior to the submission of this report policy was revised to exclude other than jailers conducting the screening.
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	✓			
1051 COMMUNICABLE DISEASES There are written policies and procedures, which require that all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed.	✓			1401, 1404 & 1804 C.
In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	✓			1207 I. Prior to the submission of this report policy was revised to exclude other than jailers conducting the screening.
Inmate's response is noted on booking form and/or screening device.	✓			Los Angeles County Unified Arrestee Medical Screening Form SH-R-422 is used.
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	✓			1403 Mentally disordered individuals are not housed at this facility.
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.			✓	
Segregation may be used if necessary to protect the safety of the inmate or others.			✓	Not housed.
There are provisions for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of such suspected mental disorder, pursuant to Section 1209, Title 15, CCR.	✓			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures that provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	✓			1401
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	✓			
1055 USE OF SAFETY CELL The safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.			✓	No Safety Cell The remainder of the text of this regulation has been deleted.
1056 USE OF SOBERING CELL The sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures.	✓			1406 1813 1207 K. Prior to submission of this report policy was revised to exclude other than jailers conducting the assessment. Ten sobering cell placement records were reviewed.
Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour.	✓			
An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours.	✓			
Such inmates are removed from the sobering cell when they are able to continue with processing.	✓			
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	✓			1405 requires segregated housing.
A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.	✓			
1058 USE OF RESTRAINT DEVICES There are written polices and procedures for the use of restraint devices that include:			✓	1602 Restraint devices for this purpose are not used at this facility. The remainder of the text of this regulation has been deleted.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE - COMMENTS
<p>1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</p> <p>Policy and procedures describe the use of reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide them, but refuse written or oral requests to do so. Policies and procedures address:</p> <p><i>Note: Reference PC § 296</i></p>	✓			<p>1604</p> <p>Force is not used at this facility. Refusing inmates would be transported to a Los Angeles County Jail.</p>
<p>The use of reasonable force is preceded by documented efforts to secure voluntary compliance, including advisement of the legal obligation to provide the specimen, sample or impression, and the consequences of failing to do so.</p>			✓	
<p>Supervisory authorization is obtained prior to use of reasonable force.</p>			✓	
<p>If the use of reasonable force includes cell extraction, the extraction is audio- and video-taped and retained by the department, as required by statute.</p>			✓	
<p>1062 VISITING</p> <p>Facility administrator has developed and implemented written policies and procedures for inmate visiting.</p>	✓			2407
<p>Sentenced inmates area allowed at least two visits totaling at least one hour per week.</p>			✓	No sentenced inmates
<p>Visitation procedures include provisions for visitation by minor children of the inmate.</p>	✓			
<p>The plan includes a schedule that assures non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.</p>	✓			
<p>1063 CORRESPONDENCE</p> <p>The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:</p>	✓			2410
<p>There is no limitation placed on the volume of mail an inmate may send or receive.</p>	✓			
<p>Mail may be read where there is a valid security reason and the facility manager or designee approves.</p>	✓			
<p>Jail staff does not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Corrections Standards Authority; however, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders are conducted in the presence of the inmate.</p>	✓			
<p>Confidential correspondence with the facility administrator and/or manager is permitted.</p>	✓			
<p>Inmates without funds are permitted at least two postage-paid letters each week to family and friends.</p>	✓			

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE -- COMMENTS
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	✓			
1065 EXERCISE AND RECREATION Table games and/or television are available to inmates.	✓			2414
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS There is a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.	✓			2414
1067 ACCESS TO TELEPHONE There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	✓			2406
1068 ACCESS TO COURTS There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:	✓			
Unlimited mail as provided in Section 1063(f) of these regulations.	✓			2410
Confidential consultation with attorneys.	✓			2408
1069 INMATE ORIENTATION There are written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area.	✓			1207 M.
The program shall be published.	✓			
The program shall include but not be limited to:	✓			
Rules and disciplinary procedures;	✓			
Visiting rules;	✓			
Availability of personal care items, opportunities for personal hygiene;	✓			
Availability of reading and recreational materials; and,	✓			
Medical/mental health procedures.	✓			This element was added prior to submission of the report.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
1071 VOTING (<i>Applicable to sentenced inmate workers.</i>) There are written policies and procedures whereby the county registrar allows qualified voters to vote in local, state, and federal elections pursuant to the elections code.			✓	No sentenced inmates.
1072 RELIGIOUS OBSERVANCES There are written policies and procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.	✓			2408
1073 INMATE GRIEVANCE PROCEDURE <i>(Applicable to facilities having inmate workers and/or prisoners who are held for "safekeeping.")</i> Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:			✓	No sentenced inmates
A grievance form or instructions for registering a grievance.			✓	
Resolution at lowest appropriate staff level.			✓	
Provisions for resolving questions of jurisdiction within the facility.			✓	
Provisions for appeal to next level of review.			✓	
Written reasons for denial at each level of review.			✓	
Provisions for response in a reasonable time limit.			✓	
1081 PLAN FOR INMATE DISCIPLINE (WA) There are written policies and procedures for inmate discipline. (This may be waived by written policy stating that discipline is not administered in the facility. If discipline is administered, Sections 1080, 1082, 1083 and 1084 Title 15, CCR, apply.)		Waived		2500 Discipline is not administered at this facility.

DETENTION OF MINORS

	YES	NO	N/A	
Are minors held in this facility?		✓		Minors processed only within the secure area of the jail. Secure and non-secure detentions occur outside the Jail's security perimeter.
If YES, then the core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP) and the				

provisions of Title 15, Article 9, Minors in Detention in a Law Enforcement Facility apply and will be inspected for.				
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TITLE 15 SECTION	YES	NO	N/A	P/P/REFERENCE - COMMENTS
1142 WRITTEN POLICIES AND PROCEDURES				
Written policies and procedures concerning minors held in temporary custody address:	✓			
Suicide risk and prevention;	✓			2706
Use of restraints;	✓			2703
Emergency medical assistance and services; and,	✓			1800
Prohibiting use of discipline.	✓			2704
1143 CARE OF MINORS IN TEMPORARY CUSTODY				2701 G.
The following are made available to all minors held in temporary custody:	✓			
access to toilets and washing facilities;				
one snack upon request during term of temporary custody if the minor has not eaten within the past (4) hours or is otherwise in need of nourishment;	✓			
access to drinking water; and,	✓			
privacy during consultations with family, guardian, or lawyer.	✓			
Minors placed in locked rooms are:				
provided blankets and clothing, as necessary, to assure the comfort of the minor; and,	✓			
permitted to retain and wear his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.	✓			
1144 CONTACT BETWEEN MINORS AND ADULT PRISONERS				2701 D. 4. & 324
Policies and procedures ensure that there is no physical or sustained sight or sound contact between juveniles in detention and incarcerated adults.	✓			
<i>Reference: WIC 208</i>				

TITLE 15 SECTION	YES	NO	N/A	P/P/REFERENCE - COMMENTS
In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.	✓			
1145 DECISION ON SECURE DETENTION Minors are held in secure detention in a law enforcement facility only if the minor is in custody for an offense described by WIC § 602, is at least 14 years of age, and presents a serious security risk of harm to self or others. <i>Reference: WIC 207.1 (d) 1</i>	✓			2701 C.
Factors to be considered when determining if the minor presents a serious security risk to self or others are: age, maturity and delinquent history; severity of offense for which taken into custody; minor's behavior; availability of staff to provide adequate supervision or protection of the minor; and, age, type and number of other individuals detained at the facility.	✓			
1146 CONDITIONS OF SECURE DETENTION While in secure detention, a minor may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.	✓			
1147 SUPERVISION OF MINORS HELD INSIDE A LOCKED ENCLOSURE Minors must receive adequate supervision which includes: Constant auditory access to staff by the minor; and,	✓			2701 E. 6.
documented, safety checks are conducted by staff at least once every 30 minutes. <i>Reference: WIC 207.1(d)1(E)</i>	✓			
Males and females are not placed in the same locked room unless they are under constant direct visual observation by staff of the law enforcement facility.	✓			2701 E. 9.
1148 SUPERVISION OF MINORS IN SECURE DETENTION OUTSIDE OF A LOCKED ENCLOSURE Minors held in secure detention outside of a locked enclosure are not secured to a stationary object for more than 60 minutes unless no locked enclosure is available.	✓			2701 F.
A staff person from the facility is present at all times to assure the minor's safety while secured to a stationary object.	✓			

TITLE 15 SECTION	YES	NO	N/A	P/P/REFERENCE - COMMENTS
Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter is approved by a supervisor and documented.	✓			
The decision to secure a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter is based on the best interests of the minor.	✓			
1150 SUPERVISION OF MINORS IN NON-SECURE CUSTODY Minors held in non-secure custody receive constant direct visual observation by staff of the law enforcement facility.	✓			2701 B.
Monitoring a minor using audio, video, or other electronic devices does not replace direct visual observation.	✓			
Entry and release times are documented and available for review.	✓			Non-secure detention documentation was available for review.
1151 INTOXICATED AND SUBSTANCE ABUSING MINORS Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are intoxicated by any substance, to the extent that they are unable to care for themselves.	✓			2702 A. & B.
Supervision of minors in secure detention includes safety checks no less than once every 15 minutes until resolution of the intoxicated state, with the actual time of each personal observation documented.	✓			
Supervision of minors in nonsecure detention who display outward signs of intoxication shall be supervised in accordance with Section 1150.	✓			
1047 SERIOUS ILLNESS OR INJURY OF A MINOR IN AN ADULT DETENTION FACILITY There are policies and procedures for notifying the court and the parent, guardian or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death or a minor in custody.	✓			2709

**ADULT DETENTION FACILITY
LIVING AREA SPACE EVALUATION
Corrections Standards Authority Inspection**

CSA Code: 2621

FACILITY: Manhattan Beach City Jail	TYPE: I	RC: 14
FIELD REPRESENTATIVE: Ron Bertrand		DATE: 7/14/2011

ROOMS							EACH ROOM					
Location	Cell Type	Applicable Standards	# Cells	EACH CELL		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Booking Area												
S2	Sobering	2001	1	-	(4)	(4)	11' x 7.5' x 11	1		1	1	
S1	Sobering	2001	1	-	(8)	(8)	Approx. 168 sq. ft.	1		1	1	
Note: Sobering cell S1 is irregular in shape and has approximately 168 sq. ft. Two showers are located in the facility.												
Housing												
1	Double	2001	1	2	2	2	9' x 10'9" x 9'4"	1		1	1	
Notes: 96.8sf minus 6 for pipe chase (90sf).												
2	Double	2001	1	2	2	2	7'9" x 10'9" x 9'4"	1		1	1	
Notes: 82.5sf minus 9.3 for pipe chase (73sf)												
3	Double	2001	1	2	2	2	8' x 10'9" x 9'4"	1		1	1	
Notes: 85 sf minus 5.5 for pipe chase (74.5sf).												
4 & 5	Single	2001	2	1	1	2	8' x 10'9" x 9'4"	1		1	1	
Notes: Cells 85 sf minus 5.5 for pipe chase (74.5sf).												
6 & 7	Double	2001	2	2	2	4	8'4" x 10'9" x 9'4"	1		1	1	
Notes: Cells 88sf. 84 minus 9.75 for column and pipe chase (78.25sf). 85 minus 6.5 for pipe chase (81.5sf).												
8	Double	2001	1	2	2	2	9'8" x 10'9" x 9'4"	1		1	1	
Notes: ADA equipped cell. Cell is 103 sf minus 6.5 sf for pipe chase (96.5sf).												

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit; If "Total RC" appears in brackets (), it is not part of the facility's rated capacity. "+" indicates that capacity includes prorated air space from adjacent areas.

**ADULT TYPE I, II, III AND IV FACILITIES
PHYSICAL PLANT EVALUATION
Corrections Standards Authority**

APPLICABLE TITLE 24 REGULATIONS: 6/94; 2/99; 2001

CSA Code: 2621

FACILITY NAME: Manhattan Beach City Jail				FACILITY TYPE: I	
APPLICABLE REGULATIONS (Check All That Apply):	6/94:	2/99:	2001: ✓	OTHER:	
FIELD REPRESENTATIVE: Ron Bertrand				DATE: 7/14/2011	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Reception and Booking (2.1)				
Contains a weapons locker, designed as outlined in these regulations.	✓			
Contains a cell or room for confinement pending booking	✓			There are three non-rated booking enclosures directly across from the booking desk; according to policy, prisoners are not left unattended in these areas.
Contains a detoxification cell, where applicable 01: Name change to "sobering cell." 2-99: Two detoxification cells are provided if both male and female inmates are held.	✓			
Contains safety cell(s) (WA)			✓	
Shower room available 2-99: Access to shower must be within the secure area	✓			Two showers in the facility.
Provides secure vault or storage for inmate valuables	✓			
Telephone(s) available for inmate use (PC § 851.5)	✓			
2-99: Unobstructed access to hot and cold running water	✓			
Temporary Holding Cell or Room (2.2)				
Contains 10 square feet of floor area per inmate			✓	
Holds no more than 16 inmates			✓	
Is not smaller than 40 square feet and has a clear ceiling height of 8 feet or more			✓	
Contains sufficient seating to accommodate all inmates			✓	
Contains water closet (toilet), washbasin, and drinking fountain			✓	
Provides for clear visual supervision by staff			✓	
Detoxification/Sobering Cell (2.4)				
01: Name change to "sobering cell." Contains 20 square feet of floor area per inmate	✓			
Is limited to no more than 8 inmates	✓			
Is no smaller than 60 square feet and has a clear ceiling height of 8 feet or more	✓			
Contains a water closet (toilet) wash basin and drinking fountain as specified by these regulations	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Has padded partitions located next to toilet fixtures	✓			
Provides for clear visual supervision by staff	✓			
Padding on floor	✓			
01: A shower is accessible in the secure portion of the facility	✓			Two showers in the facility.
Single Occupancy Cells (2.6)	✓			
Maximum capacity of one inmate				
Contain a minimum of 60 square feet of floor area in Type I facilities and 70 square feet in Type II and III facilities	✓			
Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet	✓			
Contain a water closet (toilet), washbasin and drinking fountain	✓			
Contain a bunk, desk and seat (Desk and seat not required in Type I facilities.)	✓			
Double Occupancy Cells (2.7)	✓			
Maximum capacity of two inmates				
Contain a minimum of 60 square feet of floor area in Type I facilities and 70 square feet in Type II and III facilities	✓			
Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet	✓			
Contain a water closet (toilet), washbasin and drinking fountain	✓			
Contain 2 bunks, 1 desk and 1 seat (Desk and seat not required in Type I facilities.)	✓			
Visiting Space (2.18)	✓			
There is sufficient visiting area.				
Safety Equipment Storage (2.19)	✓			
Adequate space is provided to store equipment such as fire extinguishers, SCBA, emergency lights, etc.				
Janitors' Closet (2.20)	✓			
A securely lockable janitor's closet provides sufficient storage for cleaning implements and supplies and is located within the security area (Type II only).				
A mop sink is available within the security area (Type II). It may be outside the security area in CH, TH and, Types I, III & IV.	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p>Audio or Visual Monitoring (2.22) (NA Type III and IV housing only minimum security inmates)</p> <p>There is an audio monitoring system capable of alerting staff in a central control. When visual electronic surveillance is use, it is located primarily in corridors, elevators, or at points on the security perimeter such as entrances and exits. 2-99: Video monitoring option deleted.</p>	✓			
<p>Emergency Power (2.24)</p> <p>There is an emergency power source available and capable of providing minimal lighting in all areas and maintaining fire and life safety, security, communication and alarm systems.</p>	✓			
<p>Attorney Interview Space (2.26) (NA Type IV)</p> <p>Available and provides for confidentiality</p>	✓			
<p>Water Closets (Toilets)/Urinals (3.1)</p> <p>Provide for inmate privacy/modesty with staff being able to visual supervise; one is provided in every single and double occupancy cell and at the following ratio elsewhere: 1:10 in dormitories (changed from 1:8 in 2001); 1:8 in detoxification/sobering cells; 1:16 in holding cells; 1:20 in exercise areas; and, Accessible to dayroom occupants no specified ratio. 2-99: Accessible at no specified ratio in exercise areas See regulation for calculations of urinal substitutions.</p>	✓			
<p>Washbasins (3.2)</p> <p>Provide hot and cold or tempered water; one is provided in every single and double occupancy cell and at the following ratio elsewhere: 1:10 in dormitories (changed from 1:8 in 2001); 1:8 in detoxification/sobering cells; 1:20 in exercise areas; and, Accessible to dayrooms at no specified ratio. 2-99: Accessible in exercise areas at no specified ratio See regulation for calculations of washbasin trough substitutions.</p>	✓			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p>Drinking Fountains (3.3)</p> <p>One is provided in every single and double occupancy cell and in dormitories. Accessible to inmates in dayrooms</p> <p>2-99: One is provided in every single and double occupancy cell, holding and staging cells and detoxification cells. It must be accessible to inmates in dayrooms and exercise areas.</p>	✓			
<p>The water outlet (bubbler) is mechanically actuated and at an angle that prevents wastewater from flowing over the outlet (bubbler). There is a mouth guard on the water outlet.</p> <p>2-99: Mouth guard requirement deleted</p>	✓			
<p>Showers (3.4)</p> <p>Available at a ratio of 1:20; provide hot and cold or tempered water; shower stalls/areas are designed and constructed of materials that are impervious to water and soap so that they may be easily cleaned.</p> <p>2-99: Ratio changed from 1:16; specified that shower areas must provide modesty for inmates, with staff ability to supervise.</p>	✓			Two showers in the facility.
<p>Beds/Bunks (3.5)</p> <p>At least 30 inches wide and 76 inches long with 21 inches between pans; constructed of pan bottom type or concrete; securely fastened to the floor and/or wall in facilities higher than minimum security.</p> <p>01: Must be elevated off the floor.</p>	✓			
<p>Lighting (3.6)</p> <p>Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision, and is not less than 20 foot-candles at desk level and in the grooming area. Night lighting is sufficient for purposes of supervision.</p> <p>Lighting is centrally controlled and/or occupant controlled in housing cells or rooms. Light fixtures are of secure design in areas higher than minimum security.</p>	✓			
<p>Windows (3.7)</p> <p>In housing areas higher than minimum security, windows that are accessible to inmates are no greater than 5 inches in on dimension.</p>			✓	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p>Cell Padding (3.8)</p> <p>The floors and partition are padded in detoxification cells. In safety cells, floors, doors, walls and everything on them are padded. All padded cells are equipped with an tamper resistant fire sprinkler approved by the SFM.</p>	✓			
<p>All padding is: approved for use by the SFM; nonporous; at least ½ inch thick; of a unitary or laminated construction; firmly bonded to all surfaces; and, without exposed seams.</p>	✓			
<p>Mirrors/Shelves/Clothes Hooks (3.9)</p> <p>A mirror of a material appropriate to the level of security is provided near each washbasin.</p>	✓			
<p>Consistent with security needs, shelves and clothes hooks are provided wherever feasible. 2-99: Requirement for shelves and hooks deleted</p>	✓			
<p>Clothes hooks are of a collapsible hook type 2-99: Requirement for hooks deleted</p>	✓			
<p>Seating (3.10)</p> <p>Seating is designed to the level of security. When bench seating is used, eighteen inches of bench are provided per inmate. 2-99: In holding and staging cells, seating is securely fastened to the wall and/or floor.</p>			✓	
<p>Weapons Locker (3.12) (NA type IV and Minimum Security Facilities)</p> <p>A secure weapons locker is located outside the security perimeter of the facility and no weapons are brought into the security area. Lockers have individual compartments, locks and keys.</p>	✓			
<p>Design Requirements (102(c)6)</p> <p>Design requirements as specified in Title 24, Part 1, 102(c)6 are met. (See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)</p>	✓			