

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: COURT HOLDING CELL SAFETY CHECKS**

**NO: A-104**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1027

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**POLICY:**

During the time that there are inmates in the facility, regular periodic checks, conducted at random intervals, of each inmate's well-being will be conducted.

**PROCEDURE A – DUTIES OF PERSONNEL**

Upon bringing an inmate into a Kern County Sheriff's Office Substation Holding Facility personnel will:

- Maintain a complete and accurate log. The log will be kept up to date and will include a minimum:
  - Name of inmate.
  - Time of arrival and departure from the facility.
  - Time of security checks (security checks will be done every thirty minutes, at random intervals).
  - All shift activity, routine or unusual incidents, as well as action(s) taken.

**PROCEDURE B – REVIEW**

The Substation Sergeant will:

- Review the log for compliance with the Kern County Sheriff's Office Substation Holding Facility Policy and Procedure Manual and Title 15.
- This will be accomplished at least once a week, and the sergeant will document in the log the date and time of the inspection.
- If the Substation Sergeant delegates the inspection due to vacation, etc., the reason will be documented in the log by the person designated by the Substation Sergeant.