

**BUTTE COUNTY SHERIFF'S OFFICE  
DEPARTMENTAL ORDER**

**FILE KEY: 5072**

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**TO:** ALL PERSONNEL

**FROM:** SHERIFF-CORONER

**SUBJECT:** HOLDING / INTERVIEW / VISITING ROOMS FOR TEMPORARY HOLDING

**DATE:** January 4<sup>th</sup>, 2017

**POLICY:**

Holding / Interview / Visiting Rooms located on Charlie Floor, Delta Floor, and in the Main Jail may be used to temporarily hold inmates who are pending reclassification and / or are removed from an assigned housing unit for reasons such as a disturbance in a housing unit, behavioral issue within a housing unit, eviction, or other classification related issues. Inmates placed in Holding / Interview / Visiting Rooms will be closely monitored and their continued retention will be subject to documentation and supervisory review.

All personnel has an affirmative duty to comply with this policy and report any personnel not adhering to it. Failure to report is akin to committing the act and punishable as such. Personnel who suspect non-compliance with this policy shall notify a supervisor. This notification may be made in private, but shall occur immediately upon witness / being advised of non-compliance.

**PURPOSE:** To provide documentation / review of inmates placed into Holding / Interview / Visiting Rooms for the purposes holding pending reclassification or return to an assigned housing unit. To shield the Sheriff's Office and its personnel from unnecessary liability / litigation and maintain the custodial rights of inmates housed in the Butte County Jail.

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**KORY L. HONEA**  
**SHERIFF/CORONER**

Distribution "C"

(REV/16)

**AUTHORITY:**

1. California Penal Code §6030
2. Departmental Orders 5003 and 5010

**I. PROCEDURES:**

1. Placement of an inmate in a Holding / Interview / Visiting Room other than for the purposes of transporting / moving inmates shall include the following:
  - a. Notification of the on-duty OIC or Correctional Sergeant.
  - b. Notification of the Classification Unit.
  - c. A report detailing the reason for placement of the inmate.
2. The Classification Unit shall make the reclassification of an inmate placed in a Holding / Interview / Visiting Room a priority.
3. An inmate placed in a Holding / Interview / Visiting Room shall be offered water and use of bathroom facilities at least once every two (2) hours.
4. Intermittent, direct visual observations shall be made on an inmate placed in a Holding / Interview / Visiting Room. These observations shall be made at least once each one (1) hour of placement. These observations will be noted on the Holding / Interview Visiting Room Log (see attached log). This log will be remitted each shift to the on-duty OIC or Correctional Sergeant. Also noted on the log:
  - a. Offering of water
  - b. Offering use of bathroom facilities.
  - c. Meals provided.

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5. Continued retention in a Holding / Interview / Visiting Room shall be reviewed by the on-duty OIC or Correctional Sergeant every two (2) hours. The on-duty OIC or Correctional Sergeant shall make an annotation on the Holding / Interview Visiting Room Log and generate a report detailing the reason for the continued placement of the inmate.
  
6. During normal business hours, if an individual is retained in a Holding / Interview / Visiting Room past six (6) hours a correctional lieutenant or higher authority shall be notified. If outside of normal business hours, the notification shall be made at the Correctional Lieutenant or higher authority's next scheduled working day or, in case of a weekend / holiday, it can be made telephonically at the end of the on-duty OIC or Correctional Sergeants' shift.