

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Unoccupied Cells, Facility Security Inspection		CHAPTER/SECTION NO.: 48.10	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u><b>**See Master File</b></u> Sheriff	
STANDARD NUMBER: 72.4.5,72.4.6			

## 48.10 Policy

### 48.10.1 Security Checks and Inspections

- A. Security Checks include: a search for weapons and contraband in holding cells prior to and after use; visual inspection of fire detection, prevention systems for damage or tampering; and reporting of any other unsafe conditions to supervisory personnel immediately, either verbally or in writing.
- B. Security Inspection: are made at least once a week; doors, locks, walls, floors, ventilator covers, access plates, sanitary facilities, fire detection/prevention systems, and other security devices should be checked for operational wear and detainee tampering; and the inspection should be documented in writing noting any damage or need for repair.

### 48.10.2 District Court Holding Cells: Procedure for Security Checks and Inspections

- A. A daily security check and weekly inspection shall be made of all holding cells at the district court.
- B. The main holding area security check or inspection will be the responsibility of the deputy assigned to the control room with the assistance of other deputies as needed. The court level holding cell security checks or inspections will be the responsibility of the deputies assigned to that particular court.

- C. Documentation of the daily security check and the weekly inspection will be made on the Facility Security Inspection check sheet and submitted to the Court Section supervisor with the monthly report.

48.10.3 Juvenile Court Holding Cells: Procedure for Checks and Inspection

- A. A daily security check and weekly inspection shall be made of each holding cell at the juvenile court.
- B. The holding cells shall be checked for weapons, contraband, and unsafe conditions daily by bailiffs before the arrival of detainees. The cells shall be checked both prior to and after use by a different detainee. A visual check shall be made of the detainee and the cell at least once an hour.
- C. Documentation of the daily security check and the weekly inspection will be made by the Juvenile Court bailiffs as assigned, on the Facility Security Inspection check sheet and submitted to the Court Section supervisor with the monthly report.

48.10.4 Sheriff's Complex Patrol Section and Investigation Section Holding Cells: Procedure for Checks and Inspections.

- A. A security check, including a search for weapons, contraband and unsafe conditions, should be made of each holding cell prior to and after use by the deputy placing the detainee in the holding cell.
- B. The deputy will document the conditions of the cell on the security check sheet outside the holding cell as well as complete the periodical checks of the detainee as required.
- C. A weekly inspection of the holding cells shall be made by the Bureau commander or designee.