



SCDC POLICY

Change 1 to OP-22.40: [1.3](#)

NUMBER: OP-22.40

TITLE: HOLDING CELLS

ISSUE DATE: JANUARY 27, 2016

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: NONE - NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: NONE

HEALTH SERVICES PROCEDURES: NONE

STATE/FEDERAL STATUTES: NONE

PURPOSE: To outline Agency guidelines for ensuring the secure and temporary detainment of inmates.

POLICY STATEMENT: In order to provide for the temporary detainment of an inmate, each SCDC institution will be required to follow the guidelines contained within this policy.

SPECIFIC PROCEDURES:

HOLDING CELLS:

1. A holding cell is a secure environment utilized for the temporary detainment of an inmate.

1.1 All holding cells must be in compliance with the following requirements:

1.1.1 Have sufficient seating affixed to the floor or wall for each occupant of the cell.

1.1.2 Be sheltered.

1.1.3 Have artificial or natural lighting levels sufficient to provide monitoring of the inmate's activities.

1.1.4 Have a securable handcuff port.

1.1.5 Be constructed of materials sufficient to contain the inmate and prevent escape.

1.2 Holding cells are designed to aid staff in daily operations and are not to be used for discipline. Holding cells are to be used only as temporary detention areas for the following purposes:

1.2.1 Transfer;

1.2.2 Medical appointments;

1.2.3 Interviews;

1.2.4 Separation of combatant inmates; and

1.2.5 Other reasons determined by the Warden, Associate Warden, or Designee which are necessary for orderly institutional operation and maintenance of security.

1.3 Guidelines for the use of holding cells: (Changes in RED below, amended by Change 1, dated June 6, 2017.)

1.3.1 Holding cells will be inspected before the detainment of an inmate.

1.3.2 An inmate will not remain in the cell for longer than four (4) continuous hours, or six (6) cumulative hours in a twenty-four hour period without the approval of the Warden, Associate Warden, or Designee.

1.3.3 A physical check will be made of the inmate at least once every thirty minutes by a correctional officer. These checks will be documented in the housing unit log.

*1.3.4 **AT NO TIME** will inmates in restraints be placed within the same holding cell with unrestrained inmates. If there is only one (1) holding cell available, and an inmate requires restraints, then all inmates within the same holding cell will likewise be restrained.*

1.4. Access to personal needs will be provided as follows:

1.4.1 Access to toilet facilities will be provided upon request for inmates in holding cells that have no toilet facilities.

1.4.2 Drinking water will be provided to inmates in holding cells as requested, unless this presents a security concern. If water is withheld, it will be documented in the housing unit log.

1.4.3 Meals will be served in conjunction with the confinement meal schedules.

1.4.4 Inmates will **not** be placed in a holding cell for the purpose of administering chemical agents.

1.5. Holding cell procedures for inmates with medical or mental health issues.

1.5.1 An inmate who is placed in a holding cell in response to a medical or mental health emergency, or while awaiting admission to a medical or mental health unit will not be left unattended at any time. Inmates declaring a medical or psychological emergency while in a holding cell will not be left unattended at any time. Medical/mental health personnel will be notified immediately. If medical/mental health personnel attend to an inmate in a holding cell, all pertinent information will be documented in the housing unit log. **NOTE:** If the holding cell is in an area that does not have a housing unit log, a notation will be made on the control room log.

2 DEFINITIONS : NONE.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

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