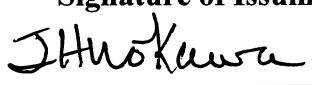


COUNTY OF SANTA CLARA

Department of Correction Policy and Procedure Manual	Policy Number: 9.01 No. of Pages: 15 Date of Origin: 11 Mar 1992 Date Revised: 20 October 2014
Chapter: Security and Control	Subject: Use of Force and Restraints
Supersedes: Policy 9.01, Use of Force and Restraints rev. 08/19/08 05/24/10	Distribution: Restricted
References: Agreement Between the County of Santa Clara and the Office of the Sheriff, April 15, 1997; C.C.R., Title 15, Sections 1029(A)(3), 1029(A)(7), 1052, 1055, 1056, 1058, 1059; Penal Code Sections 147, 149, 296, 298.1, 688, 831.5, 835a, 836.5, 2651, 2652, 2652.5, 4030, 3407, 6030(f); Memorandum from Santa Clara County District Attorney George Kennedy, October 3, 1994, re: "Use of Force in Taking Blood Samples in Misdemeanor Cases" ;DOC Policies 12.19, Hospitalized Inmates; 9.25 Less Lethal Weapons and Ammunition; 9.53 Use of Oleoresin Capsicum (OC) and Chemical Agents; 9.31 Inmate Movement and Transport; 9.49 Use of Restraint Chair	
Signature of Issuing Authority  John Hirokawa Chief of Correction	Current Policy Review Date of Review: 20 October 2014 Revisions Made: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

POLICY:

It is the policy of the Office of the Sheriff Custody Bureau/ Department of Correction to ensure badge staff use only that amount of force, which is objectively reasonable given the facts and circumstances known to the officer at the time of the event, to bring an incident under control. All efforts shall be made to gain voluntary compliance before resorting to use of force. Force and restraints shall not be used for discipline or as a substitute for treatment.

PURPOSE:

To establish uniform guidelines for badge staff in the use of force and restraints.

DEFINITIONS:

Excessive Physical Force: The use of more physical force than is objectively reasonable to accomplish a lawful purpose.

Exigent Circumstances: A situation upon which a reasonable Correctional Officer would conclude from the available information that immediate action is necessary and that failure to act or delaying action would result in imminent danger to life, injury to staff or other persons, or substantial destruction of property.

Imminent: Likely to happen without delay.

Less Lethal Force: A level of force less likely to create a substantial risk of serious bodily injury or death than that of lethal force.

Lethal Force: A level of force, which creates a substantial risk of serious bodily injury or death.

Objectively Reasonable Force: That level of force, which is appropriate when analyzed from the perspective of a reasonable Correctional Officer in the same situation and possessing the same information as the officer who actually used force. Objectively Reasonable Force is not evaluated in hindsight, and will consider, where appropriate, that officers make rapid decisions regarding the amount of force to use in tense, uncertain and rapidly evolving situations.

Officer: A Santa Clara County Correctional Deputy or Correctional Officer.

Physical Force: Any contact, coupled with the exertion of strength, weight or power, deliberately made by an officer toward another person in a confrontational situation to control that person's behavior or to enforce an order.

Unnecessary Physical Force: Any physical force utilized against a person in a situation where the use of physical force was not required or appropriate.

Weapons of Necessity: Are those objects or items that are utilized as non-traditional weapons, in situations of self-defense or defense of another, where the use of traditional weapons is not available or practical.

PROCEDURE:

I. Use of Force

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- A. Physical force should be used as the last of several alternatives in gaining compliance and control of a situation or individual, whenever possible. Other methods, such as professional presence, patience, time and verbal communications (e.g. persuasion, directions or commands) will often accomplish the desired result.
 1. In the performance of their official duties, badge staff is authorized to use only that level of force, which is necessary and objectively reasonable, under the circumstances,

- a. To overcome resistance to their lawful authority
 - b. To effect a lawful arrest or detention of persons resisting or attempting to evade that arrest or detention
 - c. To bring an incident under control
 - d. To protect themselves or others from injury
 - e. To prevent a person from inflicting self-injury or injury to others
 - f. To assist, as necessary, in effecting the following orders:
 - 1) Obtaining samples pursuant to Penal Code 296 in accordance with Penal Code 298.1 and Department policy 13.05, PC 296 Compliance.
 - 2) Providing security assistance with forced medications in the Main Jail North 8A Acute Psychiatric Unit in accordance with applicable laws, including Welfare and Institutions Code 5332, and Department Policies 12.03 Mental Health Services and 13.17, Mentally Disordered Inmates.
2. Badge staff will not use force to discipline, as a substitute for treatment or to obtain a chemical sample in misdemeanor driving under the influence cases and under the influence cases.
3. Badge staff need not retreat or desist in the reasonable use of force. When force is necessary and appropriate, badge staff will escalate and deescalate the use of force, in a reasonable and justifiable manner, in accordance with the circumstances of the situation and within the levels of force as set forth in this policy.
- a. Badge staff may escalate the use of force, as necessary and appropriate, but will not progress to higher levels of force unless lower levels of force are inadequate, inappropriate or unreasonable for the situation and under the circumstances.
 - b. There is no requirement to utilize a lesser level of force before progressing to a higher one, as long as the level of force utilized is objectively reasonable under the circumstances.
4. There are numerous factors and circumstances in any given situation where the use of force is necessary, which will influence what level of force and type of force option to utilize, including, but not limited to:

- a. Person's behavior (e.g. cooperative, non-responsive/uncooperative, passively resistant, actively resistant or aggressive, threatening, or assaultive)
 - b. Physical characteristics (e.g. age, size, relative strength, skill level, injury/exhaustion, number of persons involved, number of officers immediately present or available)
 - c. Reaction time and availability of other options
 - d. Other exigent circumstances
- B. All badge staff shall be trained in Department-approved methods of self-defense, control/restraint and pain compliance techniques including, but not limited to:
- 1. Control holds, which are utilized to assist in gaining or maintaining control of a person or escorting a person. Control holds include joint lock techniques, which isolate a particular joint from its normal movement (e.g. wrist locks, twist locks, and bar arms) or firm arm grips.
 - 2. Pressure point applications, which are utilized to obtain compliance by applying pressure to designated pressure points on a person's body.
 - a. Pressure points are those points on a person where a nerve mass is positioned close to the surface and in front of a bone (e.g. clavicle, back of hand, fingers, ankle, shoulder blade, wrist and mastoid).
 - b. Pressure may be applied with the fingers or with the use of a Kubaton or Yawara stick. Only those badge staff that have successfully completed a Department approved course in the use of the Kubaton or Yawara stick may use these devices.
 - 3. Takedown techniques from control hold positions (e.g. bar arm drag down, bar arm circle down, twist lock circle down or twist lock rear take down), which are utilized to gain control of physically resistive persons by impeding their upright balance and transitioning them to the ground in a prone position so that appropriate restraints can be applied.
 - 4. Temporary mechanical restraint application techniques (e.g. low profile handcuffing, search position handcuffing, prone position handcuffing), which are utilized to assist in safely securing persons.

5. Self defense tactics, which are utilized in defense of attack from weapons, including personal body weapons, traditional weapons and non-traditional weapons.

II. Levels of Force and Associated Force Options

A. Level 1: Non-Physical Force

1. This level of force represents the lowest level of force. Force options within this level do not constitute physical force and include, but are not limited to:
 - a. Professional presence of officers, in uniform, with badge and safety equipment, or if in civilian clothes, with badge and identification and their non-verbal means of communication such as body language, demeanor and manner of approach.
 - b. Displays of force (e.g. presentation of tactical weapons, Emergency Response Teams, or strength in numbers).
 - c. Verbal communications including directions, commands or persuasion.
2. Verbal communications should be utilized, whenever practical, before escalating to physical force.

B. Level 2: Restraint / Escort Control Applications

1. This level of force constitutes a greater amount of force than that of level 1. Examples of force options within this level include, but are not limited to:
 - a. Application of control holds (e.g. firm arm grip, wrist lock, twist lock, bar arms), for the purposes of assisting in controlled escorting, without introducing pain compliance.
 - b. Application of mechanical restraints to non- resistive persons.
2. When reasonable and necessary, this level of force may be used to assist in safely escorting a person, in maintaining control of a person, or in preventing further or anticipated resistance from a person.

C. Level 3: Physical Control Applications / Pain Compliance Techniques

1. This level of force constitutes a greater amount of force than that of level 2. Examples of force options within this level include, but are not limited to:

- a. Pain compliance techniques, including:
 - 1) Applying enough pressure to control holds (e.g. wrist lock, twist lock, bar arms) to introduce pain or to where the person verbally complains of experiencing pain or exhibits physical indications of experiencing pain.
 - 2) Applying enough pressure to pressure points on a person to introduce pain or to where the person verbally complains of experiencing pain or exhibits physical indications of experiencing physical pain. Pressure may be applied with such applications as Kubatons, Yawara sticks or fingers.
Note: Only those badge staff that have successfully completed a Department approved course in the use of the Kubaton or Yawara stick may use these devices.
- b. Takedowns, takedown techniques from control hold positions and applying mechanical restraints to resistive persons.
 - 1) Persons who have been placed in a prone position will be secured with appropriate mechanical restraints (e.g. handcuffs, waist chains, leg shackles) as soon as possible and repositioned on their side or in an upright seated, kneeling or standing position, depending on the circumstances of the situation.
 - a) The most immediately available mechanical restraints should be utilized to minimize the amount of time that persons are situated in the prone position.
 - b) In situations where waist chains and leg shackles are not immediately available, handcuffs should be utilized to initially secure persons, so that persons can be repositioned from the prone position while awaiting the arrival of waist chains and leg shackles.
 - 2) Double bar arms (e.g. both arms positioned in a bar arm control hold at the same time) will not be applied to persons in a prone position for more time than is necessary to secure persons with the most immediately available mechanical restraints or to maintain control of persons while conducting and completing cell insertions.
- c. Use of Oleoresin Capsicum (OC) when delivered utilizing the MK-3/4 or the MK-46 with wand attachment.

- 1) The use of the MK-3/4 requires supervisor approval prior to use in planned tactical responses (e.g. cell extractions). However, supervisor approval is not required in incidents where the use of the MK-3/4 is imminent due to an immediate deployment necessity.
 - 2) The use of the MK-46 is considered a level 3 use of force when utilized with the wand attachment in routine cell extraction situations. The use of the MK-46 requires supervisor approval prior to use in cell extraction situations.
 - 3) The use of Oleoresin Capsicum (OC) in any form will be done in accordance with Department Policy 9.53, Use of Oleoresin Capsicum.
2. This level of force may be used, as reasonable and necessary, when lesser levels of force have failed or are not reasonable under the circumstances:
 - a. To protect an officer or another person from an assault or a threatened assault.
 - b. To separate persons involved in a mutual combat.
 - c. When a person demonstrates an aggressive or combative nature or physically resists controlling efforts.
 - d. To stop or prevent the destruction of jail property.
 - e. To stop or prevent persons from harming themselves.
 3. Absent exigent circumstances, when this level of force is imminent in a jail facility, a supervisor must be present.

D. Level 4: Less Lethal Force

1. This level of force constitutes a greater amount of force than that of level 3. This level includes force options, which, in the manner utilized, are less likely to create a substantial risk of serious bodily injury or death than that of lethal force.
2. Examples of force options within this level include, but are not limited to:

- a. Weapons, munitions or objects that are utilized in a striking or impacting manner including, but not limited to:
 - 1) Personal body weapons (e.g. hands, feet, elbows, and knees)
 - 2) Department/Sheriff's Office authorized control shields and helmets
 - 3) Department authorized Kubatons and Yawara sticks
 - 4) Department/Sheriff's Office authorized batons (traditional, riot or collapsible/expandable)

Note: Authorized gun bearers, who have been trained and are certified to carry and use a Department/Sheriff's Office approved collapsible/expandable baton, may carry the baton as optional safety equipment when assigned to a gun bearing post assignment.
 - 5) Authorized Less Lethal Munitions and Ammunitions (e.g. FN303 and 40mm launching system). Refer to Department Policy 9.25, Use of Less Lethal Weapons and Ammunitions for further information and guidelines, as necessary.

Note: Only those badge staff trained and certified to use Department/Sheriff's Office approved Less Lethal devices may deploy them with the Scene Commander's approval.
 - 6) Weapons of necessity.
- b. Department authorized mass OC delivery systems (MK-9 and MK-46).
 - 1) Use of the MK-46 in large jail disturbances or like situations, where high volumes of OC formula are expelled, is considered a level 4 use of force.

- 2) The use of Oleoresin Capsicum (OC) in any form will be done in accordance with Department Policy 9.53, Use of Oleoresin Capsicum.
- c. Department authorized CS/OC aerosol blend spray delivery system (contains Ortho/Chlorobenzal-Malononitrile and is non-pyrotechnic).

- 1) The use of Oleoresin Capsicum (OC) in any form will be done in accordance with Department Policy 9.53, Use of Oleoresin Capsicum.
3. This level of force may be used, as reasonable and necessary, when lesser levels of force have failed or are not reasonable under the circumstances:
 - a. To assist in enabling an arrest, restoring order or reducing the risk of more serious injury in situations where lethal force may be justified.
 - b. To restore or maintain order during jail disturbances, cell extractions, or civil insurrections when the use of lethal force is not justified.
 - c. To maintain custody of persons who are armed with deadly weapons, either conventional or non-traditional, when the use of lethal force is not justified.
 - d. To subdue armed persons threatening suicide when the use of lethal force is not justified.
 - e. To prevent serious bodily injury or death to an officer or others.
4. The use of less lethal force options requires Watch Commander or higher authority authorization, absent an immediate deployment necessity. Absent exigent circumstances, when the use of less lethal force is imminent, a supervisor must be present.

E. Level 5: Lethal Force

1. This level of force constitutes a greater amount of force than that of level 4. This level includes the use of firearms, weapons of necessity, or any other force options, *including those previously outlined in this policy*, which, in the manner utilized, create a substantial risk of serious bodily injury or death.
 - a. Absent exigent circumstances, the use of firearms within the secure perimeter of any jail facility requires prior authorization from the Sheriff/designee of the Sheriff and the Chief of Correction/designee of the Chief.
 - b. Firearms shall be utilized and deployed in accordance with General Order 12.02 and 12.03, Use of Firearms.

2. This level of force may be used, as reasonable and necessary, when lesser levels of force have failed or are not reasonable under the circumstances, in the defense of the officer or another person when the officer believes that he or she, or another is in imminent danger of death or serious bodily injury.
3. Absent exigent circumstances, when this level of force is imminent in a jail facility, a supervisor must be present.

III. Use of Force Incidents

A. Officer Responsibilities:

1. When force options of level 3 or above are *imminent*, and as circumstances permit, officers shall:
 - a. Notify the shift supervisor to respond and request the assistance of additional officers, as necessary, to control the situation.
 - b. Notify the facility Central Control Room.
 - c. Refrain from any verbal comments or other actions directed at the person that may escalate a situation or prevent it from being controlled.
 - d. Summon medical staff to stand by if force options at or above level 4 are anticipated.
2. When force options of level 3 or above are *imminent* and necessary prior to the arrival of a supervisor or support officers, involved officers shall:
 - a. Defend themselves, as necessary.
 - b. Call and request officer assistance as soon as possible.
 - c. Attempt to restrain the person until assistance arrives using the appropriate level of force based on the circumstances.

 - d. Exercise self-control and deescalate the level of force to a level commensurate with the person's level of compliance, if the person ceases aggression and resistance.
 - e. Maintain control of the person until assistance arrives at the scene.
 - f. Verbally notify the supervisor of the circumstances as soon as practical.

3. When force options of level 3 or above have been used, officers shall:
- a. Deescalate the force as soon as the situation is under control, or by direction of the on-scene supervisor.
 - b. Refrain from any verbal comments or other actions directed at the person, which may re-escalate the situation or prevent it from being controlled.
 - c. Ensure that the involved person is appropriately secured (e.g. applying restraints).
 - 1) As safety and circumstances permit, responding officers arriving at the scene upon the conclusion of an incident should attempt to separate the involved officers from the involved persons to minimize additional confrontation.
 - 2) Any required escorting of persons should be performed by officers who were not immediately involved in the incident, whenever possible and as circumstances permit.
 - d. Seek medical attention, if needed, for anyone who is injured during the incident and report such injuries to the supervisor.
 - e. Decontaminate, as appropriate, if OC or chemical munitions were utilized.
 - f. Await the presence of the supervisor before any disposition of the involved person is made, absent exigent circumstances.
 - g. Document the incident (use of force) on an Employee's Report and submit the completed report to the supervisor no later than the end of shift, absent exigent circumstances or as authorized by the Watch Commander, but in no case longer than 24 hours. The report shall include the following:
 - 1) ~~The circumstances and the person's behavior leading up to the use of force.~~
 - 2) The type of force used.
 - 3) The names and badge numbers of involved and witnessing Department staff and the names of any other witnesses.
 - 4) The date and time notifications were made to the supervisor and medical staff.
 - 5) The details of any injuries to staff or inmates.

B. Supervisor Responsibilities:

1. When notified that force at level 3 or above is *imminent*, the supervisor will respond to the scene and shall:
 - a. Assume control of the scene and notify the facility CCR.
 - b. Ensure video camera is on scene or is brought to the scene, as soon as possible, to record the incident, unless the incident is over. When recording begins, and as circumstances permit, the supervisor will:
 - 1) Identify themselves and state the date, time and the name of the involved inmate.
 - 2) Provide a brief synopsis of the situation.
 - 3) Describe the person's behavior and the actions to be taken.
 - 4) Ensure continuous recording of the incident and any post incident recording, as necessary or required (e.g. continuous recording after placement in a safety cell or the restraint chair).
 - c. Ensure that medical staff has been notified and that they are available for evaluation or treatment of injuries.
 - d. Ensure there is sufficient assistance at the scene to safely restrain and remove involved persons, as necessary.
 - e. Attempt to use conflict resolution techniques and other communication skills to defuse the situation and prevent the use of force.
 - f. Ensure that the level of force and associated force options, if and when employed, are reasonable and appropriate for the circumstances.

 - g. Instruct and direct involved officers, as necessary.
 - h. Ensure the level of force is reduced appropriately as the incident is under control.
2. After the incident is under control, the on-scene supervisor shall monitor the incident and:

- a. Separate the involved officers from the involved persons to minimize additional confrontation.
- b. Ensure medical attention has been given to any persons or staff who were injured in the incident. If no injuries are observed on the person or the person indicates that he or she is not injured, the supervisor will ensure that the person is still evaluated by medical staff.
- c. Ensure decontamination, as appropriate, if OC or chemical munitions were utilized.
- d. Determine the appropriate placement of involved persons after medical staff has assessed and evaluated for any injuries.
- e. Make contact and interview all involved inmate(s) on which staff used force. Document each inmate's physical condition and statements.
- f. Notify the Watch Commander.
- g. Ensure evidence is collected, and photographs are taken if applicable.
- h. Determine which of the following reports are necessary and ensure they are completed:
 - 1) Employee's Report
 - 2) Inmate Injury Report
 - 3) Evidence Sheet
 - 4) Daily Jail Report log entry
 - 5) Crime Report
 - 6) Administrative Rehousing
 - 7) Inmate Infraction
 - 8) Supervisor's First Report of Injury
 - 9) Supervisor Summary
 - 10) Use of Video Report
 - 11) Observation log
- i. Assign officers to relieve duty posts, if necessary and as staffing levels permit, so involved officers can complete necessary reports.
- j. Review all completed reports of the incident and ensure that all copies of reports are distributed as required.

- k. Investigate any apparent inconsistencies that appear between the reports or any evidence.
- l. Ensure facility resumes normal operations, as soon as possible.

C. Watch Commander Responsibilities:

- 1. When notified that force at level 3 or above has been used or is *imminent*, the Watch Commander shall:
 - a. Obtain a verbal report from the supervisor and respond to the scene, if necessary.
 - b. Determine if a paramedic unit or ambulance unit should be requested and staged in addition to the jail medical staff.
 - c. Verify compliance with existing policy and procedure.
 - d. Review and approve all completed reports of the incident.
 - e. Review any video documentation made of the incident.
 - f. Investigate any apparent inconsistencies that appear between the reports, video documentation and other evidence.
 - g. Notify appropriate individuals, as necessary to the circumstances, in accordance with Department Policy 1.29, Watch Commander Duties / Notifications to Executive Management. If the Watch Commander determines that the circumstances surrounding the incident include any of the following criteria, notification to the Division Commander shall be immediate:
 - 1) Any injury to staff requiring medical treatment at a hospital.
 - 2) Any situation where an officer may have committed misconduct or neglect of duty.
 - 3) Any significant use of force.
 - 4) Any significant injury to an inmate.
 - h. Make appropriate entries on the Watch Commander's Log.
 - i. Ensure facility resumes normal operations, as soon as possible.

IV. Use of Restraints

- A. Restraint devices authorized for use in the jail:

1. Handcuffs (nickel-plated, stainless or black steel)
2. Leg irons with chains (shackles)
3. Waist chains
4. Daisy chains
5. Leather restraints
6. Plastic flex cuffs
7. Plexiglas shields or mattresses
8. Restraint Chair (Refer to Department Policy 9.49, Use of Restraint Chair)
9. Approved transport devices (wheelchair, gurney, etc.)
10. Safety cell (Refer to Department Policy 9.47, Use of Safety Cell)
11. Other restraint devices as authorized by the Chief of Correction or designee of the Chief.

B. Circumstances under which restraint devices *may* be used:

1. As a precaution against escape.
2. For the safe movement of an inmate.
3. For the safe movement of a group of inmates.
4. To prevent self-injury, injury to others, or property damage.
5. For medical or mental health reasons at the request of a medical or mental health supervisor.

C. Circumstances under which restraint devices *may not* be used:

1. When applied in a manner that causes unnecessary discomfort, pain or injury to the person being restrained.
2. In a manner contrary to their intended use.
3. For punishment, as a substitute for treatment, or for a longer period of time than is reasonably necessary.

D. When an inmate has a medical condition or injuries that would prevent him or her from being an escape risk, leg irons shall not be required until the inmate has recovered to the point where he or she could be considered an escape risk. For example, inmates with the following injuries or conditions may not be considered escape risks, absent information to the contrary:

1. Paralysis
2. Double-compound fractures to both legs
3. A broken back (non-ambulatory)
4. Burns over fifty percent of the body
5. Traction from head to toe
6. Others, as appropriate (i.e. major head surgery)
7. Pregnant inmates during any phase of labor

V. Use of the Restraint Chair

- A. The Restraint Chair may be used in conjunction with, or in lieu of, placing inmates in the Safety Cell. The Restraint Chair shall only be used to temporarily hold inmates who:
 - 1. Are combative.
 - 2. Present an immediate danger to themselves or others.
 - 3. Display bizarre or violent behavior which does or could result in destruction of jail property.
- B. A known pregnant inmate may be placed in the Restraint Chair. Restraints will be removed or modified at the direction of medical and/or mental health staff if determined necessary to protect the health of the inmate and the unborn child, to include removal from the restraint chair. *(Refer to Policy #9.49 Use of Restraint Chair)*

VI. Special Restraint Guidelines for Movement/Transport of Inmates

- A. An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. Pregnant inmates will not be shackled or daisy-chained to other inmates. In situations where the movement/transport of a pregnant inmate requires the use of restraints, handcuffs will be used. The pregnant inmate will be handcuffed in the front so that if she falls, she will be able to break the fall with her hands.
 - 1. Any pregnant inmate during any phase of labor (including during transport to the hospital, delivery, and while in recovery after giving birth) **shall not** be secured in any type of restraint (including shackles by the wrists, ankles or both), unless deemed necessary for the safety and security of the inmate, medical staff, or the public. If a pregnant inmate in labor is secured with any type of restraint, a Watch Commander is to be notified at the earliest opportunity.
 - a. Restraints shall be removed when a professional who is currently responsible for the medical care of the pregnant inmate during the medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
 - b. Pregnant inmates temporarily taken to a hospital outside the jail for the purposes of childbirth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of each inmate.

- c. Upon arrival at the hospital, once the inmate has been declared by the attending physician to be in active labor, the inmate shall not be shackled by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, and the public.
 - d. Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including but not limited to, the provisions of Penal Code Sections 3407 and 6030(f), the relevant regulations, and the Department of Correction/Sheriff's Office Custody Bureau policies.
- B. Requests by hospital staff to remove handcuffs, shackles or waist-chains, shall be reviewed by the Hospital Guard to determine if the request is necessary. If so determined, the Hospital Guard shall maintain constant and direct supervision of the inmate to prevent escape.

V. Policy Revision

- A. As staffing allows, all Department Policies will be reviewed no less than once a year.

