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BOARD OF STATE AND COMMUNITY CORRECTIONS

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EDMUND G. BROWN, JR.
Governor

January 25, 2018

Scott Bixby, Chief of Police
Culver City Police Department
4040 Duquesne Avenue
Culver City, CA 90232

2016 – 2018 BIENNIAL INSPECTION

PENAL CODE SECTION 6031; WELFARE AND INSTITUTIONS CODE SECTION 209;
JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

Dear Chief Bixby:

On December 6, 2017, staff of the California Board of State and Community Corrections (BSCC) conducted the 2016 - 2018 biennial inspection of the Culver City PD Jail pursuant to Penal Code Section 6031 and Welfare and Institutions Code (WIC) Section 209. The jail was inspected for compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations and the federal Juvenile Justice and Delinquency Prevention Act (JJDP) requirements for holding minors.

The inspection consisted of a review of applicable policies and procedures governing the operation of the facility, staff interviews, a review of documentation to verify that your practices follow your written procedures, and a walk-through of the physical plant. Jail Manager Eric O'Neal participated in the inspection and provided the necessary documentation for me to complete the inspection. His clarification and historical information were extremely valuable. The professionalism and courtesy extended by your agency are much appreciated.

The complete BSCC inspection report is enclosed and consists of:

- This transmittal letter;
- The Procedures Checklist outlining applicable Title 15 sections;
- The Physical Plant Evaluation outlining Title 24 requirements for design; and,
- The Living Area Space Evaluation that summarizes the detention facility's physical plant configuration.

We encourage continuing the practice of maintaining a permanent file for historical copies of all inspections. This file should be the first point of reference when preparing for all future inspections.

No items of non-compliance were noted concerning the agency policy:

PROCEDURES REVIEW:

BSCC continued its inspection by evaluating procedures at the facility and reconciling them against policy. Those evaluations typically include an in-depth review of documentation related to jail operations including security logs, shift schedules, local inspection results, classification documents, incident reports and other records which give insight to the facility's operations. BSCC sought out evidence to ensure that practices matched written procedures and that written documents reflected actual events

The arrestees are supervised by correctional officers (jailers). BSCC reviewed a variety of custody records and noted overall completeness and adherence to both regulation and policy. Arrestees with known or suspected medical or psychological conditions are transported directly to the county jail.

Concerning agency procedures: we found the Culver City PD out-of-compliance with Section 1027 Number of Personnel. Simply stated, four trained correctional staff are insufficient to supervise the jail for all days and hours during a given week. We were advised that when there is a vacancy in corrections officer staffing, a non-core (jail) trained staff member will fill in. While this is better than not having any staff supervise inmates in the jail, it does not meet regulations. This is the second inspection cycle that this non-compliance issue is present.

Please see the attached checklist of applicable Title 15 Standards for detailed information on individual regulations.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring - In accordance with the JJDPA, BSCC monitors law enforcement facilities for compliance with three core requirements of the Act: Deinstitutionalization of Status Offenders, Separation of Juveniles from Incarcerated Adults, and Removal from Adult Jails and Lockups (6-hour secure detention limitation).

We reviewed records of all juvenile detentions in 2017 and found that, with one exception, all policies and procedures that address regulations and statutes have been followed. We found one instance where two minors were held more than the six-hour time limit specified in statute and regulations. On August 23, 2017, two minors, charged with PC 211 (Robbery) were held in the facility longer than six hours.

Corrective Action Plan – No other areas of non-compliance with policies, procedures or practices were noted.

TYPE I FACILITIES
Board of State and Community Corrections
PROCEDURES¹

BSCC Code: 2080

FACILITY NAME: Culver City Police Department Jail	FACILITY TYPE: IJ
PERSON(S) INTERVIEWED: Eric O'Neal, Jail Manager	
FIELD REPRESENTATIVE: Bill Crout	DATE: December 6, 2017

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE - COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² In addition to provisions of Penal Code Section 831.5, all custodial personnel have successfully completed the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR within one year of assignment. Custodial personnel may substitute 832.3 PC training and the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180, Title 15, CCR as an alternative.	X			1101 and 1304
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	X			1103 and 1311 The Senior Jailer, Jail Manger, completed Manager's and Administrative Corrections Core (MACC) in May, 2015
All supervisory custodial personnel have completed the "Corrections Officer Core Course" identified in Section 1020. <i>(The intent is that core training be completed prior to assuming supervisory responsibilities.)</i>	X			Jail staff assigned to the Jail have completed Core-verified by training records. Some shifts are covered by a Lt, Sgt or Duty officer that has not been Core trained.
1023 JAIL MANAGEMENT TRAINING All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.	X			1102 and 1103
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.	X			Verified all staff assigned to the jail are compliant with annual training, with the exception noted below.

This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

For STC participating agencies, consistency with training sections 1020, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE - COMMENTS
Contraband control; and,	X			1401, 1405 and 1408
Key control.	X			1415
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	X			1615 and 1616 The security reviews are conducted monthly by the Senior Jailer and evaluated annually with the Policy review.
Emergency procedures, including:	X			1507
Escape;	X			1507
Disturbances;	X			1507
Taking of hostages;	X			1507
Civil disturbance;	X			1506
Natural disasters;	X			1417 and 1418
Periodic testing of emergency equipment;	X			1418
Storage, issue and use of weapons, ammunition, chemical agents; and.	X			1715
Storage, issue and use of security devices.	X			1201
Suicide prevention; and,	X			
Segregation of inmates.	X			
The manual is available to all employees.	X			1001 There is a hard copy of the Manual in the booking area and it is available to all jailers electronically on the internal PD server.
The manual is comprehensively reviewed and updated at least every two years.	X			1001 The manual was last reviewed by the Senior Jailer on October 2017
1032 FIRE SUPPRESSION PREPLANNING				1501 and 1503
There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>	X			
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	X			1502 Reviewed monthly inspections for 2017 to date.
Fire prevention inspections at least once every two years: <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);</i>	X			Fire Inspection and clearance dated 04-04-2017.
An evacuation plan; and,	X			1504 Posted in the jail
A plan for the emergency housing of inmates in the event of a fire.	X			1505 Los Angeles County Jail
1040 POPULATION ACCOUNTING				1302 1641
The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female, and juvenile.	X			
The Jail Profile Survey information is provided to the BSCC	X			This agency participates in JPS

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE - COMMENTS
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	X			Reviewed records for classification documents-all in compliance.
1051 COMMUNICABLE DISEASES				1708
There are written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation can be completed.	X			
An inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	X			Staff complete the Los Angeles County Unified Arrestee Medical Screening Form on all inmates at pre-booking or booking to address any person for each of the described elements of this regulation.
Inmate's response is noted on booking form and/or screening device.	X			Staff complete the Los Angeles County Unified Arrestee Medical Screening Form
1052 MENTALLY DISORDERED INMATES				1715
There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	X			Policy states arrestees with mental or developmental disabilities are provided separate facilities. Suicidal arrestees are not to be separated from the general population. Assessment as to transport to an appropriate facility is made by the Watch Commander.
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	X			The assessment is done prior to booking. Mentally disabled arrestees are not kept at this site.
Segregation may be used if necessary to protect the safety of the inmate or others.	X			1715
There are provisions for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of such suspected mental disorder, pursuant to Section 1209, Title 15, CCR.	X			1715 a-d
1053 ADMINISTRATIVE SEGREGATION				1201 Classification
There are written policies and procedures, which provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	X			
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	X			ibid.
1055 USE OF SAFETY CELL				1211
The safety cell, specified in Title 24, Part 2, Section 1231 2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	X			There is no safety cell at this facility, therefore, the remainder of this regulation has been deleted.

Types and availability of visitation, including: <i>Note: Reference PC § 6031.1 (June 2017)</i>	X			
Mode of visitation;				On-Site Barrier
Visitation hours;				Based upon the availability of Jail Staff to accommodate visit
Time inmates are allowed for visitation; and,				20 minutes minimum
Any restrictions on inmate visitation.				Inmate is limited to 2 visits during 24-hour period
1063 CORRESPONDENCE				1606(A)
The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:	X			
There is no limitation placed on the volume of mail an inmate may send or receive.	X			ibid.
Correspondence may be read where there is a valid security reason and the facility manager or designee approves.	X			ibid.
Jail staff does not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders in the presence of the inmate.	X			ibid.
Confidential correspondence with the facility administrator and/or manager is permitted.	X			ibid.
Inmates without funds are permitted at least two postage-paid letters each week to family and friends.	X			ibid.
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	X			ibid.
1065 EXERCISE AND RECREATION				1606 board games and cards
Table games and/or television are available to inmates.	X			
1066 BOOKS, NEWSPAPERS, AND PERIODICALS, AND WRITINGS				1606f
There is a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.	X			
1067 ACCESS TO TELEPHONE				1634
There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	X			
1068 ACCESS TO COURTS				
There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:	X			
Unlimited mail as provided in Section 1063(f) of these regulations.	X			1606(A)

1081 PLAN FOR INMATE DISCIPLINE (WA) There are written policies and procedures for inmate discipline. (This may be waived by written policy stating that discipline is not administered in the facility. If discipline is administered, Sections 1080, 1082, 1083 and 1084 Title 15, CCR, apply.)			X	No discipline is issued at this facility
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X

DETENTION OF MINORS				
	YES	NO	N/A	
Are minors held in this facility? If YES, then the core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDA) and the provisions of Title 15, Article 9, Minors in Detention in a Law Enforcement Facility apply and will be inspected for.	X			BSCC reviewed one year's worth of logs. During that period of time there was only one juvenile held in secure detention The agency uses the Lexipol Template for the detention of Minors in the jail and law enforcement facility

JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT MONITORING	VIOLATION		N/A	P/P/REFERENCE - COMMENTS
	NO	YES		
42 USC 5633 SECTION 223(a)(11) DEINSTITUTIONALIZATION OF STATUS OFFENDERS Status offenders, non-offenders, alien juveniles, civil-type juveniles are not to be held in secure detention. <i>Reference: WIC 206 & 207</i>	X			324.3 Temporary Custody Number of violations:0
42 USC 5633 SECTION 223(a)(12) SEPARATION Juveniles may not be confined or detained in any facility in which they have contact with adult prisoners. <i>Reference: WIC 208</i>	X			324.3.2 Non-Contact Requirement Number of violations:0
42 USC 5633 SECTION 223(a)(13) JAIL REMOVAL (SIX-HOUR HOLD EXCEPTION) During the previous calendar year, minors are securely detained for a period not to exceed six hours. <i>Reference: WIC 207 (d)(1)(B)</i>		X		Two juveniles were held longer than six hours. They were both held for 211 PC Robbery on August 23, 2017 prior to being transported to Eastlake Juvenile Hall. Number of violations: 2

TITLE 15 SECTION	YES	NO	N/A	P/P/REFERENCE - COMMENTS
1142 WRITTEN POLICIES AND PROCEDURES Written policies and procedures concerning minors held in temporary custody address:	X			324
Suicide risk and prevention:	X			324.70
Use of restraints:	X			324.53
Emergency medical assistance and services; and.	X			324.711

TITLE 15 SECTION	YES	NO	N/A	P/P/REFERENCE - COMMENTS
1146 CONDITIONS OF SECURE DETENTION While in secure detention, a minor may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.	X			324.4.3 Secure Detention of Juveniles
1147 SUPERVISION OF MINORS HELD INSIDE A LOCKED ENCLOSURE Minors must receive adequate supervision which includes: Constant auditory access to staff by the minor; and, documented, safety checks are conducted by staff at least once every 30 minutes. <i>Reference: WIC 207.1(d)(E)</i>	X			324.4.3 Secure Detention of Juveniles
Males and females are not placed in the same locked room unless they are under constant direct visual observation by staff of the law enforcement facility.	X			324.4.3(c)
1148 SUPERVISION OF MINORS IN SECURE DETENTION OUTSIDE OF A LOCKED ENCLOSURE Minors held in secure detention outside of a locked enclosure are not secured to a stationary object for more than 60 minutes unless no locked enclosure is available.	X			324.4.3 Minors may be securely held at this facility in an adult cell or secured outside a locked room under constant supervision next to the report writing area. If it is felt a minor needs this type of secure detention, the latter applies, per procedure, to keep youth out of a locked adult cell. All documentation reviewed indicated this was the practice.
A staff person from the facility is present at all times to assure the minor's safety while secured to a stationary object.	X			ibid.
Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter is approved by a supervisor and documented.	X			ibid.
The decision to secure a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter is based on the best interests of the minor.	X			ibid.
1150 SUPERVISION OF MINORS IN NON-SECURE CUSTODY Minors held in non-secure custody receive constant direct visual observation by staff of the law enforcement facility.	X			324.4.1 All non-secure detention of minor logs for the cycle were reviewed and compliant with regulation except for the time limit violation previously noted.
Monitoring a minor using audio, video, or other electronic devices does not replace direct visual observation.	X			ibid.
Entry and release times are documented and available for review.	X			ibid.
1151 INTOXICATED AND SUBSTANCE ABUSING MINORS Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are intoxicated by any substance, to the extent that they are unable to care for themselves.	X			324.8

PHYSICAL PLANT EVALUATION
BOARD OF STATE AND COMMUNITY CORRECTIONS
ADULT TYPE I, II, III AND IV FACILITIES

APPLICABLE REGULATIONS: PRE-73; 4/73
Title 24, California Code of Regulations (CCR)

BSCC Code: 2080

FACILITY NAME: Culver City PD Jail			FACILITY TYPE: IJ	
APPLICABLE REGULATIONS (Check All That Apply):	PRE-73: X	Post 4/73:	OTHER:	
FIELD REPRESENTATIVE: Bill Crout			DATE: December 6, 2017	

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Holding Cells (2.2)				
Contain 10 square feet of floor per inmate:	X			
Capacity not to exceed ten (10) persons; (4-73: Capacity limitation deleted)	X			
Sufficient fixed benches to accommodate cell capacity;	X			
Toilet accessible;	X			
Water fountain accessible;	X			
Wash basin accessible.	X			
3.12 Weapons Locker (3.12)				
External to the security area and equipped with individual compartments, locks and keys.	X			
Sobering Cells (2.4)				
Limited to no more than 15 inmates; (4-73: Capacity limited to 16 inmates)	X			
Contain 15 square feet of floor per inmate:	X			
Contain toilet; (4-73: 1:8 ratio)	X			
Contain washbasin; (4-73: 1:8 ratio)	X			
Contain drinking fountain;	X			
Adequate visual observation;	X			
Padding recommended. (4-73: Padding required)	X			Padded.
Shower-Delousing Room (3.4)				
Available in booking/reception.	X			Shower located in each housing area.
Secure Vault or Storage Space (2.1)				
Available for inmate valuables.	X			
Telephone (2.1)				
Available for inmate use per Penal Code § 851.5	X			Available in most cells.
Single Occupancy Cells (2.6)				
Maximum capacity of one inmate:	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Comfortable Living Environment (102(c)6) 4-73: A comfortable living environment is maintained through an adequate heating and cooling system.			X	
Dayrooms (2.9) Available for inmates in single cells, multiple cells and dormitories. (4-73: 25 square feet dayroom space per inmate in Type II and III facilities and inmate workers in Type I).			X	
Exercise Area (2.10) Available in Type II and III facilities. (4-73: Minimum of 30 feet X 50 feet X 15 feet).			X	
Program Space -Type II and III (2.11) Available in Type II and III facilities. (4-73: Sufficient area and furnishings to meet needs).			X	
Dining Facilities (2.17) 15 square feet per person served (in facilities for 100 persons or more). (4-73: Toilets, washbasins and showers are not in the same room or not in view of inmates dining).			X	
Visiting (2.18) Visiting area:	X			2 visiting areas, non-contact.
4-73: Contact visits are permitted in minimum security facilities.			X	
Attorney Interview Space (2.26) Provide for confidential attorney consultation.	X			
Janitor Closet (2.20) Located in security areas, lockable, containing a mop sink.	X			
Storage Space (2.21) Adequate space available.	X			
Audio or Video Monitoring System (2.22) Located in all inmate housing units and capable of alerting staff in a central control.	X			
Fire Alarm System [102(2)6] Recommended in Pre-73 facilities. (4-73: Automatic fire alarm system is required).	X			
Emergency Power (2.24) Recommended in Pre-73 facilities. (4-73: Required, to provide minimal lighting, communications and alarm systems).	X			

**BOARD OF STATE AND COMMUNITY CORRECTIONS
BIENNIAL INSPECTION
LIVING AREA SPACE EVALUATION**

BSCC Code: 2080

FACILITY: Culver City Jail	TYPE: IJ	RC: 29
FIELD REPRESENTATIVE: Bill Crout	DATE: December 6, 2017	

ROOMS/CELLS							EACH ROOM/CELL					
Unit Designation	Rm/Cell Type	Applicable Standards	# Rm/Cells	Each Rm/Cell		Total RC	Size (L x W x H) or Square/Cubic Feet	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Booking												
Booking	Holding	1963	1		(5)	(5)	6.3' x 8.5' x 9'					
Booking	Sobering	1963	1		(7)	(7)	9' x 12.8' x 9'	1		1	1	1
Note: Sobering cell is padded.												
Housing												
Ad Seg	Single	1963	1	1	1	1	6.3' x 7.5' x 9'	1		1	1	
Misdemeanor	Multiple	1963	2	3	3	6	16.6' x 20.6' x 9'	2		2	2	
Note: Dayroom with one shower and seating for six.												
Court Commit	Multiple	1963	1	4	4	4	10.6' x 20.5' x 11.5'	1		1	1	
Note: Dayroom with one shower and seating for four. May be used for juveniles.												
Felony	Multiple	1963	3	3	3	9	20.6' x 25.3' x 9'	3		3	3	
Note: Dayroom with shower and seating for eight.												
Female	Multiple	1963	1	4	3	3	15.3' x 20.5' x 9'	1		1	1	
	Multiple	1963	1	2	2	2		1		1	1	
Note: One shower available for females.												
	Multiple	1963	1	4	4	4	9.3' x 20.5' x 9'	1		1	1	
Note: One shower available.												
Court Commitment	Multiple	1963	1	(4)	(4)	(4)	15' x 18' x 10'	1		1	1	
Note: No longer used as trusty dorm. Currently used as a jailers lounge.												
Historical Notes: RC reduced from 33 to 29 during 2008 cycle to reflect elimination of the Court Commitment Multiple Cell unit.												

Unit = Booking, Housing Special Use; Rm/Cell Type = Dorm, Safety; M/MH; Holding; Dayroom; Multiple; Single; Double; Sobering;
 Applicable Standards = 1963; 1973; 1976; 1980; 1986; 1988; 1990; 1994 ; If "Total RC" appears in brackets (), it is not part of the facility's rated capacity.
 Fixtures = T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit