

LA MESA POLICE DEPARTMENT TEMPORARY HOLDING FACILITY MANUAL

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The La Mesa Police Department Temporary Holding Facility Manual will be reviewed on an annual basis to ensure compliance with Local, State, and Federal guidelines.

DATE	NAME	SIGNATURE	COMMENTS

Purpose and Scope

The manual of the La Mesa Police Department facility is hereby established and shall be referred to as the Temporary Holding Facility Manual (Title 15 CCR § 1029). The Temporary Holding Facility Manual is a statement of the current policies, procedures, rules and guidelines of this department's facility. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provision of this manual.

Policy

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work, including the custody environment, is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

The Temporary Holding Facility Manual contains a range of work-related issues including, but not limited to, the following:

- The Americans with Disability Act (ADA)
- Training
- Prisoner records
- Safety and emergencies
- Security and control
- Medical and health care issues

Definitions

- A. **Board of Corrections** means the California State Board of Corrections established through California Penal Code Sections 6024-6043. This board acts by and through its Executive Director, Deputy Directors, and Field Representatives.
- B. **Local Detention Facility** means any city, county, city and county, or regional jail, camp, or other correctional facility, and court holding facility used for the confinement of adults or of both adults and minors, but does not include that portion of the facility for confinement of both adults and minors which is devoted only to the confinement of minors.
- C. **Temporary Holding Facility** means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release or transfer to another facility or appearance in court.
- D. **Booking Area** that area containing the booking bench and four individual holding cells.
- E. **Temporary Holding Facility Administrator** means the Police Services Manager. He/she is responsible for the facilities, equipment, and records.
- F. **Temporary Holding Facility Operations Manager** means the Patrol Division Commander who has the responsibility for operating the Temporary Holding Facility.

- G. **Supervisory Custodial Personnel** means the Watch Commander, or his/her designee.
- H. **Custodial Personnel** means line staff whose duties include the care and treatment of prisoners. Line staff includes sergeants and police officers.
- I. **Emergency** means any significant disruption of normal facility procedure, policies or activities caused by a riot, fire, earthquake, attack, strike or similar disturbance.
- J. **Administrative Segregation** means the physical separation of different types of inmates from each other such as specified in California Penal Code Sections 4001 and 4002: Welfare and Institutions Code Section 508, and California Code of Regulations Section 1053. Administrative segregation is accomplished to provide that level of control and security necessary for good management and to insure the protection of staff and inmates.
- K. **Shall** or will is mandatory.
- L. **May** is permissive, discretionary or conditional action.
- M. **Should** indicate a generally required or expected action absent a rational basis for failing to conform.
- N. **Order** a written or verbal instruction issued by a supervisor

Responsibilities

The Chief shall be considered the ultimate authority for the provisions of this manual. The Chief shall ensure that the manual is reviewed annually, during the same process as the annual Department Instruction review, updated as needed, and the staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the La Mesa Police Department (Title 15 CCR § 1029). The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes. This documentation will be in the form of updated dates on the cover sheet of this manual.

Procedure

Emergency Suspensions of Standards or Requirements

Nothing herein shall be construed to deny the power of the Temporary Holding Facility Manager to temporarily suspend any standard or requirement herein prescribed in the event of any emergency, which threatens the safety of the Temporary Holding Facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The Temporary Holding Facility Manager shall notify the Corrections Standards Authority (CSA) in writing in the event that such a

suspension lasts longer than three days. In no event shall such a suspension continue more than 15 days without the approval of the chairperson of the CSA for a time specified by him/her.

Temporary Holding Facility Training

Supervisory personnel who are responsible for the holding facility shall complete 8 hours of specialized training within six (6) months of appointment. Such training shall include, but not be limited to:

1. Applicable minimum jail standards;
2. Jail operations liability;
3. Inmate segregation;
4. Emergency procedures and planning; and
5. Suicide prevention

Eight hours of refresher training is required every 2 (two) years. Training may be accomplished through P.O.S.T. or Title 15 sanctioned courses. All training will be verified by in house documentation.

All new police officers will receive training in the operations and procedures of the temporary holding facility as an element of the Field Training Officer Program.

Supervision of Inmates

There shall be, at all times, sufficient staff designated to remain in the facility for the supervision and welfare of prisoners, to ensure the implementation and operation of all programs and activities as required by Title 15 CCR Minimum Jail Standards, and to respond to emergencies when needed. Such staff must not leave the facility while inmates are present and should not be assigned duties that could conflict with the supervision of inmates (Title 15 CCR § 1027). There shall be a written plan that includes the documentation of routine safety checks. When both male and female inmates are held in the Temporary Holding Facility, a minimum of one male and one female should be on-duty in the station at all times.

Staff members shall not be placed in positions of responsibility for the supervision and welfare of inmates of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the inmates. Under no circumstances should an inmate of the opposite sex be placed in a holding cell unless a staff member of the inmate's sex is present in the booking room and within visual and hearing distance. Additionally, under no circumstances should a staff member enter the cell of an inmate of the opposite sex without a staff member of the inmate's sex being present.

To the extent reasonably practicable, the inmate bathroom area will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised.

The temporary holding facility is specifically designed for the temporary detention of persons arrested. The facility may be used for:

- Further investigation
- Processing of evidence
- Interviewing
- Release per 849(b) P.C.
- Juveniles
- Search and Seizure

Persons should not be held in the temporary holding facility for longer than 6 hours unless approved by the Watch Commander. All persons detained shall be monitored continuously or visually observed at least every 30 minutes while on the bench. If placed in a cell, the person will be visually observed every 15 minutes but no longer than every 30 minutes.

The holding of prisoners for other agencies is prohibited without the approval of the Watch Commander. The holding or incarceration of dependents of arrested persons within the confines of the Temporary Holding Facility is also prohibited. Children are not to be kept with parents while in custody.

Chain of Custody

Any time a person is taken into custody, there shall exist a chain of custody for which a staff member is responsible for the person. The chain of custody requires the custodial person to formally pass custody to the next person authorized to receive prisoners. For example, in cases where a field officer passes custody of an arrestee to investigators for interviews, etc., that investigator becomes the custodial officer. Should the investigator terminate his custodial needs, he shall formally pass custody back to an authorized person. Formally passing custody requires a verbal notification of the person receiving the prisoner. In no case will prisoners be left in the Temporary Holding Facility without formal notification being made to the Watch Commander.

The Watch Commander has the ultimate responsibility for the custody of all prisoners and the operation of the Temporary Holding Facility during day-to-day operations. No prisoners are to be left in the facility without a person who can be immediately available and accessible to prisoners.

In all cases the Watch Commander shall be advised of the arrival of a prisoner, the status of prisoner transfer and passing of custody.

In all cases the Watch Commander will ensure inspections of all inmates at least every half hour while they are secured to the bench and at least every 15 minutes while they are in a cell. The inspector will initial and indicate the time of inspection for each inmate in the detention log.

Reporting

Incident Reports

The Temporary Holding Facility Administrator shall maintain a written record of all incidents, which result in physical harm, or serious threat of physical harm to an employee, inmate or other person in the Temporary Holding Facility. Such records shall include the names of the persons involved, a description of the incident, the actions taken and the date and time of the occurrence. Such written record shall be reported and submitted to the Watch Commander within 24 hours of the event of an incident. This record shall be in the form of an incident report and assigned a report number.

Required Reporting

Written reports are required in all of the following situations on the appropriate department-approved forms unless otherwise approved by a supervisor (Title 15 CCR § 1044).

Incident Reports

Annual reporting requirements consist of the State Fire Marshal Facility Inspection Report, San Diego County Health Department Health Inspections and Licensing, San Diego County Advisory Juvenile Justice Committee Reports, monthly reports to the California Youth Authority, reports from the CSA and annual reports to the Department of Justice (jail population survey).

Temporary holding facility reporting requirements consist of monthly facility inspections, adult and juvenile confinement logs, and annual fire inspection reports, also grand jury inspection.

The facility administrator is responsible for ensuring these requirements are met.

The Facility Administrator is responsible for the coordination of all inspections and the maintenance of all incident reports and logs. Administration shall submit all required reports to the appropriate authority.

Intake Procedures

There are specific procedures that have been developed for the intake of those prisoners in a safe and secure manner into the booking area.

Upon entering the rear lot, the officer should park his/her vehicle and wait for the gate to be closed before removing prisoners. All firearms, other weapons, and chemical agents will be secured in the locked receptacle or in the trunk of the police vehicle, prior to entering the booking area, with the prisoner. Confiscated weapons are NOT allowed in the holding facility.

Upon entry or prior to entering the booking area, the prisoner shall be thoroughly searched for contraband and weapons. All property should be removed from the prisoner and stored accordingly and the prisoner secured to the booking bench with metal handcuffs. The prisoner shall be secured in such manner that officers can observe the prisoner while they complete their investigation. Prisoners are not to be left unsupervised. Upon completion of the intake procedure, the prisoner may be placed into a locked cell or remain secured to the booking bench. The Watch Commander shall be notified that an inmate is in the designated cell. The officer shall complete the process by filling out the detention log form kept in the booking area.

If during the booking process, it becomes necessary for the officer to leave the temporary holding facility for operational needs, every effort should be made to find another officer to assume supervision of the prisoner. In the extreme case that no other officer is available to supervise the prisoner, officers shall notify the Watch Commander that a prisoner is being placed in a designated cell. The officer shall then call the dispatcher notifying them of the occupied cell and ensure that the prisoner will be monitored by dispatch via the video surveillance system. Once there is confirmation that the prisoner is being monitored on the video surveillance system, the officer may leave the temporary holding facility for no longer than 15 minutes.

Contraband and evidence removed from prisoners shall be inventoried, tested and secured in the evidence lockers. When the officer is prepared to leave the temporary holding facility, he/she shall search all areas the prisoner occupied for contraband, weapons, etc. He/she shall secure all loose items and clean up all litter and trash and deposit it in the appropriate container. The officer shall note any damage to the cells. If new damages have been done, the prisoner may be charged with P.C. 4600 (Damaging a Jail). The booking area shall be left in a clean and safe condition. In no case shall the booking area be used for the confinement of persons who have not been arrested. Requests from parents of juveniles (not arrested) for disciplinary confinement shall not be honored. In cases where children are transported with an arrested parent, the children shall not be confined in the booking area with the parent(s). Children shall be transferred to the appropriate social service agency or to a responsible department employee pending transfer to an appropriate care facility. The temporary holding facility shall not be used for the interview or contact of victims, witnesses or other citizen contacts. Interview rooms and other accommodations are provided for those types of contacts.

The temporary holding facility cells are rated as 'single occupancy' cells. In cases of extreme need, and on a temporary basis only, more than one prisoner may be detained in each cell.

Receiving Screening

All persons brought to the facility shall receive a preliminary screening for medical and health problems, as well as developmental disabilities. Officers shall use medical screening protocol as well as observation and evaluation in determining need for care. Any inmate answering "Yes" to any of the questions or who appears to need medical

care or who requests it shall be attended to by the appropriate medical provider. Should the person require hospital treatment, proper arrangements should be made for booking and/or release prior to or during transport to the medical facility. Persons who have prescribed orthopedic or prosthetic appliances shall be allowed to keep them unless an immediate risk to security has been determined.

Females will be allowed to continue use of materials for personal hygiene regarding menstrual period if appropriate.

The following classes of persons may be brought to the holding facility for booking purposes only and shall not be detained in the La Mesa Police Department temporary holding facility any longer than necessary for said procedure:

- Pregnant or lactating females
- Combative persons
- Mentally disturbed persons
- Persons with known communicable diseases
- An arrestee requiring medical treatment, claiming that they need medical treatment, or who reports taking medication.
- An arrestee contemplating suicide
- Developmentally disabled or handicapped persons
- Anyone with diabetes or epilepsy
- Persons infested with vermin.

Arrestees are to be taken to county jail, an LPS facility, or released on their promise to appear in court at a later date immediately after the booking procedure if the arresting officer determines that the arrestee falls into one of the above classes.

Searches

There are three types of searches conducted in the temporary holding facility; Intake searches for weapons, contraband and evidence, strip searches and body cavity searches. All searches shall be carried out by staff of the same sex as the inmate, preferably in a private location out of sight of other inmates and staff. In the event there are no female officers or trained matrons available for searches, female inmates shall be transported to Las Colinas for search by female personnel. Body cavity searches and strip searches will not occur unless allowed under existing law or policy.

Strip and Cavity Searches

Strip searches and cavity searches will not be made arbitrarily. They are performed for the purpose of protection of prisoners, officers, facilities, and to locate evidence.

- “Strip search” means a search which requires a person(s) to remove some or all of their clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.

- “Cavity search” means visual inspection or physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.

Strip searches of adult and juvenile felony prisoners and misdemeanor prisoners who are arrested for offenses involving weapons, contraband or violence, may be performed with prior authorization of the Watch Commander. Authorization must include specific and articulated facts and circumstances upon which there is reasonable suspicion to believe the person searched is concealing a weapon or contraband and that a strip search will result in its delivery. All strip searches will be conducted in privacy by authorized persons of the same sex as the person searched.

All cavity searches will be performed by authorized personnel at the San Diego County Jail after attaining prior approval of the Watch Commander as required in this procedure. In the case of misdemeanor offenses, a search warrant must also be obtained prior to the search.

Security and Control

Security and control of the temporary holding facility is of primary importance to prevent escapes and injuries to inmates or department personnel. In all cases, arrestees who are not confined in a cell shall be secured to the booking bench. Door keys, etc., shall be secured in order to prevent vehicle theft or access by inmates.

During the process of opening the exterior back lot gate, all unidentified persons approaching or in the area shall be challenged as to their business in the area. Officers shall escort released persons to the exit door and monitor them as they leave the facility.

Use of Force Restraints

In all cases where force is used to restrain a prisoner or additional restraints are used on a prisoner, such use shall be within the guidelines of existing department instructions and shall be investigated and/or reported as required. Restraints other than handcuffs will not be used on cooperative prisoners. When restraints are used on an uncooperative prisoner, he/she will remain restrained until they arrive at San Diego County Jail, Las Colinas, or other appropriate facility unless approved by the Watch Commander. The Pro-Strait Chair instructions are described in Department Instruction 629.

Inmate Release

Adult prisoners that are to be booked and released from the La Mesa Police Department shall be both photographed and fingerprinted prior to being released. Prisoners moved from the booking room into the fingerprinting room should be secured to the bench while the arresting/booking officer completes the required entries into the fingerprinting computer or manual fingerprinting cards to limit the potential of the prisoner escaping.

The release of arrested persons is mandated by the Penal Code. Persons released from the temporary holding facility shall be escorted out the rear door and out the vehicle gate. Persons who arrive for the pick up of released persons shall not be brought into the interior of the building.

Escapes

Escapes from a temporary holding facility are a serious breach of security and can result in considerable liability to the City, Department and officers involved. In addition, a major concern would be the taking of hostages as a result of an escape attempt.

Since the La Mesa Police Department facility is designed as a temporary holding facility, a major consideration must be given to the detention of high-risk individuals, Arrestees who are evaluated as being risks may be transported directly to jail and the jail notified of this potential risk. The Watch Commander shall approve the intake of all risks.

All escapes shall be reported immediately to the Watch Commander, who will cause the notification of the Patrol Division Commander and other agencies. The custodial officer shall prepare a written report concerning the escape, which includes a complete description of the procedures followed in the specific incident of escape and all information concerning the cause.

This information will be used by the Holding Facility Manager, for evaluation and repair of any condition that may have contributed to the escape.

Classification and Segregation

The classification and segregation of arrestees is an extremely important aspect of the proper operation of a temporary holding facility. Police personnel must be aware of the health and safety of persons who are in custody. This section describes the requirements necessary to maintain order, avoid injuries and to respect the rights of the individual. The classification plan will describe the assignment of prisoners to temporary holding rooms based upon the categories of sex, age, criminal sophistication, seriousness of crimes charged, assaultive/non-assaultive behavior, and other criteria that will provide for the safety of the prisoners and staff.

The La Mesa Police Department temporary holding facility consists of four holding cells and one booking area. Each cell is denoted by a number (1 through 4).

Classification Plan

The following rules apply with respect to the classification of inmates:

- Male prisoners are to be separated from female prisoners at all times while in the facility. Male and female prisoners must not sleep, dress, undress, or perform eliminatory functions in the same room.

- If the sex of a prisoner is undeterminable at the time of booking, the prisoner shall be transported to the County Jail for booking and detention as soon as practical.
- Felony offenders should not be housed in the same cell with misdemeanants.
- Prisoners shall be questioned regarding having served time in state prison or county jail. A prisoner who has served state prison/county time tends to be more criminally sophisticated and should not be housed with prisoners that have not served any prison or county time.
- Prisoners shall be questioned concerning gang affiliations. Gang members shall not be housed with non-gang members or opposing gang members.

The Watch Commander may make any other segregation and classification of prisoners as needed for the safety of staff, prisoners, or to aid in an investigation.

Inmate Discipline

Members of the La Mesa Police Department will not discipline prisoners.

Juveniles

There is a distinction in the law concerning juveniles and secure versus non-secure custody. Secure custody means that a minor is held in temporary custody in a locked room, cell, or enclosure, or is secured to a cuffing rail or stationary object. Non-secure custody means a minor's freedom of movement is controlled by the staff of the facility and the minor is under constant personal observation, but is not locked in a room or enclosure. Non-secure minors may be handcuffed, but not physically secured to a rail or stationary object. The Department shall adhere to criteria for secure detention as specified in section 207.1(d) of the Welfare and Institution code (WI).

Secure Detention of Minors

Minors may be placed into secure detention if:

1. Age 14 or older.
2. The minor is in custody on basis of commission of a criminal law violation (602 WIC).
3. There is reasonable belief that the minor presents a serious security risk or harm to himself or others.

Minors placed into secure detention have the following limitations:

1. The minor may not be detained for more than six hours.
2. The temporary detention must serve the purpose of giving the officer time to investigate the case, to facilitate release of the minor to parents, or to arrange transfer to juvenile hall.
3. The minor must be told how long the incarceration can last.
4. The minor must be adequately supervised.

5. The law enforcement agency must keep a written record explaining the need for and length of secure detention. This will be included in the Juvenile Contact Report.

There shall be no communication between minors and adult prisoners.

If an adult prisoner is present with the minor in the same room or area, side-by-side presence with either the minor or adult prisoner must be maintained to assure there is no communication between the minor and adult prisoner.

Pursuant to WIC 625, whenever a juvenile is arrested, the Department will attempt to follow a disposition, which is least restrictive of the minor's freedom of movement, and in the best interest of the minor and the community.

- Arrest of minors for Vehicle Code violations will follow the guidelines as set forth in the CVC 40302.5
- All other arrests of minors, where the minor is taken into physical custody, will require that the arresting officer insure notification of the arrest is made to the parent or guardian. In any instance where notification was not completed, the arresting officer will clearly note, "not notified" in the appropriate section of the JCR and document the reasons in the narrative of his report. It will be the responsibility of the investigating officer to insure that a subsequent verbal or written notification is made to the parent(s) or guardian(s).
- No minor under the age of 14 will be placed in secured, locked detention at the Police Station. Minors under the age of 14 who present security risks may be placed in an unlocked interview room, or an office, but must remain in the presence of an officer or another Department employee at all times. Violent or extreme risk minors under the age of 14 may be handcuffed or otherwise restrained if necessary.
- Minors shall not be held in secure detention or non-secure custody in a law enforcement facility that contains lockup for adults for more than **six (6)** hours.

The following shall be made available to all minors held in temporary custody:

- Reasonable access to toilets and washing facilities
- A snack if the minor has not eaten within the past **four (4)** hours or is otherwise in need of nourishment
- Reasonable access to drinking water
- Privacy during consultations with family, guardian, or lawyer

Conditions of Secure Detention

While in secure detention, minors 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.

Locked rooms and enclosures where minors may be securely detained shall:

- Meet all applicable health, safety and fire requirements.
- Have seats for minors in the form of chairs or benches.
- Have temperature control and ventilation adequate to maintain a comfortable environment.
- Have lighting appropriate to the time of the day and the activity.

Minors placed in locked rooms shall be:

- Provided blankets and clothing if necessary to assure the comfort of the minor.
- Permitted to retain and wear his or her clothing unless the clothing is inadequate; presents a health problem; or is required to be utilized as evidence of an offense.

Minors shall receive adequate supervision which as a minimum, includes:

- Constant visual access to staff by the minor.
- Unscheduled personal visual observation of the minor by staff no less than every 30 minutes.
- Males and females shall not be in the same locked room unless under constant visual observation by staff.

Minors held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than **sixty (60)** minutes unless no other locked enclosure is available. An officer shall be present at all times to assure the minor's safety while secured to a stationary object.

The Watch Commander shall approve securing minors to a stationary object for longer than sixty minutes and for every thirty minutes thereafter and the reasons for the continued secure detention shall be documented. The decision for securing a minor to a stationary object for longer than 60 minutes, and every 30 minutes thereafter shall be based upon the best interests of the minor. Minors who are secured to a stationary object shall be moved to a locked enclosure when one becomes available.

Whenever a minor has been taken into custody under the authority of Section 625 WIC, officers may elect to release the minor in the field to a parent or legal guardian after completing a JCR and verifying the juvenile's identity. The Watch Commander prior to release shall approve all field releases. If a written notice to appear is to be completed, it shall be issued at the time of the field release. Juveniles detained for the commission of any felony shall not be released in the field.

Whenever a minor has been taken into custody and transported to the police facility, they should only be released as per Section 626 WI, under any one of the following circumstances:

1. To another law enforcement agency at their request for the investigation of other crimes.
2. To a parent or legal guardian.

3. To a responsible adult over 21 years of age with a parent or guardian's authorization. This responsible adult may be another family member or non-family member who is known to the parents of the juvenile.
4. To Juvenile Hall/Juvenile Probation.
5. To a public or private agency which the City has an agreement or plan to provide shelter care, counseling, or diversion services to the minor.
6. When the status violation is no longer occurring (e.g., curfew detention held until 0600), a minor may be released on their own.
7. If a notice to appear is to be prepared, it shall be completed and delivered to the minor prior to the time at which they are released from the police facility.
8. To an official of the minor's school during school hours.

In determining which disposition of the minor is most appropriate, officers should consider the seriousness of the crime resulting in the juvenile's detention, the totality of circumstances regarding their detention and contemplated release, and the need to protect juveniles once they come into contact with the Police Department. Officers shall prefer the alternative that is compatible with the best interests of the minor, and that such action does not constitute a threat to individual, public or community safety.

Considerations are:

1. Juveniles are not to be held for more than **six (6)** hours unless approved by a Watch Commander.
2. The temporary detention must serve the purpose of giving the officers time to investigate the case, to facilitate release of the juvenile to parents or to arrange transfer to juvenile hall.
3. The juvenile must be adequately supervised.
4. The juvenile shall be told how long the detention will last.
5. The juvenile contact report shall specifically explain the need for and length of detention.

Juveniles detained under 601 or 300 W&I or who are under 14 years of age are not to be detained in cells or secured detention, but should be released to a juvenile facility, released to a parent or guardian or supervised by a custodial person within the general offices pending disposition.

Every juvenile detained shall be logged into the Monthly Log for the Confinement of Juveniles, which is kept outside the juvenile interview rooms.

It is neither the responsibility nor the intention of the La Mesa Police Department to discipline juveniles in temporary custody in this facility. No officer with this department or any group of persons shall be allowed to administer, perform, or inflict any discipline, punishment, or corrective action on any juvenile while in secure detention or non-secure custody. The forms of discipline referred to in this section include corporal punishment, denial of privileges, and mental stress.

Supervision of Minors in Non-Secured Custody

Minors held in non-secure custody must receive constant visual supervision by staff from the La Mesa Police Department. Monitoring a minor using audio, video, or other electronic devices does not replace the personal visual supervision.

Administrative Segregation

Administrative segregation is the tool by which facility managers can provide separations, which provide for the safety of staff and prisoners alike. Administrative segregation is commonly used to:

1. Separate opposing gang members.
2. Separate inmates prone to escape.
3. Separate relatives.
4. Separate collaborators to a crime.
5. Separate persons with communicable disease from non-infected persons.
6. Separate violent versus non-violent persons.
7. Separate sexual criminals from others.
8. Separate mentally disturbed persons from others.

Not every situation may be accounted for in proper separations. Every effort must be made, given the information available to separate persons to secure their safety and well-being. In any case, segregation must meet legally mandated requirements.

All officers coming in contact with disease carriers shall report the circumstances to the Watch Commander who will cause an exposure report to be filed. Officers shall be directed to the appropriate medical source for preventative and health evaluation.

Suicide Prevention

Upon admitting prisoners (Adult or Minors) to the holding facility, it is important to always be alert for those individuals that may exhibit signs of potential suicide.

Suicide prevention is an important element in intake procedures and screening. Routinely, all property that would lend itself to injury or death such as belts, hose, shoes strings, etc., should be removed from an individual before placing them in a cell. Prisoners, who have visible scars on their wrists or neck indicating prior suicide attempts, must be kept under constant supervision and prisoners that state intentions of suicide shall not be housed at our facility.

Any persons exhibiting the above symptoms should be transported to the appropriate facility as soon as possible in any event shall be placed under constant observation. Upon transfer, the transporting officer will inform the receiving custodian of the risk assessment. This fact shall be documented in the incident report.

Suicides

Cases of obvious suicide should be investigated and a report completed by a qualified investigating officer to determine the manner of death and to gather information, including statements of prisoner and staff who were in the area at the time the suicide occurred.

Emergency Procedures

Emergency procedures generally are defined as those which necessitate immediate action to resolve a problem which is outside the scope of the routine of the facility. Emergencies can take the form of riot, security breaches, fire, hostage incidents, disasters, etc. Obviously, not every situation can be anticipated, however general procedures can be developed which will account for a broad range of situations. Specifically, any incident, which threatens the life or may precipitate injury to any arrested person, staff of the general public is considered an emergency.

Fire Safety

The Watch Commander shall inspect the Temporary Holding Facility to ensure that:

- (a) No flammable materials are stored in the detention area
- (c) First aid kits are readily available and completely stocked
- (d) Smoke detectors are operational
- (e) Contraband
- (f) Overall cleanliness

The Facility Manager or his/her designee shall inspect the area on a monthly basis. The inspection record shall be retained for two years. (Title 15, California Code of Regulations § 1032)

Fire Procedures

- (a) In the event of a fire in the Temporary Holding Facility the discovering employee should immediately:
 - 1. Notify the Fire Department, Watch Commander and the on-duty patrol personnel simultaneously through the Communications Center.
 - 2. Initiate movement of all prisoners to an area of safety through the utilization of the evacuation plan
 - 3. Begin fire suppression procedures as applicable
- (b) Responding patrol officers under the direction of the Watch Commander should be responsible for:
 - 1. The evacuation of prisoners
 - 2. Obtaining medical services as needed
 - 3. Securing prisoners in a Temporary Holding Facility

4. Arranging transportation of prisoners to the County Jail or other Temporary Holding Facility as necessary.
 5. Initiating an investigation concerning the origin of the fire along with filing necessary reports.
- (c) The Facility Manager, in coordination with the Fire Department and qualified first aid/CPR instructional personnel, shall oversee the training of all Department personnel, shall oversee the training of all Department personnel and ensure that they are familiar with:
1. The Temporary Holding Facility policy and procedures.
 2. Fire Safety and evacuation plan including the use of the fire extinguisher.
- (d) The Fire Marshall should make annual inspections of the Temporary Holding Facility.

Primary Concerns

- (a) Safety of public
- (b) Safety of department personnel
- (c) Safety of prisoners
- (d) Security of prisoners

Notification

- (a) Watch Commander
- (b) All available sworn personnel
- (c) Fire Department
- (d) Medical aid
- (e) Facility Manager
- (f) Facility Administrator

Emergency Evacuation

When time permits, all prisoners will be restrained, as deemed necessary by the officer conducting the evacuation.

Evacuation Formation Area

All prisoners will form in the designated location where they will be held until the Temporary Holding Facility can again be safely occupied or as in the case of an emergency of a long duration until they can be transported to another facility.

If possible, juveniles are to be kept separated from adult prisoners, and females from male prisoners.

Only after the safety and security of the prisoners is assured will personnel, not detailed to prisoner security, participate in fire suppression or other emergency activities.

Statewide or Regional Disasters

In cases of Statewide or regional disasters, the Watch Commander may authorize the release of prisoners detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

First-Aid/Professional Medical Attention

As necessary, evacuating personnel will apply first-aid techniques to those prisoners injured as a result of the emergency or injured during the evacuation procedure until professional medical aid arrives to assist.

Reports

The Watch Commander will ensure that any emergency evacuation of the Temporary Holding Facility is documented and that copies of those reports are forwarded to the Temporary Holding Facility Manager and Temporary Holding Facility Administrator.

Inmate Treatment

In addition to individual rights mandated by code, it shall be the policy of the La Mesa Police Department that all persons lawfully detained or arrested by officers of the department shall be treated with appropriate civility and respect. Only that force necessary to affect an arrest or maintain custody will be used. The intentional humiliation, taunting or other mistreatment of prisoners is strictly forbidden. Uncooperative inmates should be processed as quickly as possible and should be transported to the proper facility.

Access to Telephone

Pursuant to P.C. 851.1 all adult arrestees have the right to three (3) completed phone calls immediately upon being booked and unless impossible, within three (3) hours of being arrested.

Pursuant to W&I 726(b) all juveniles will be advised and have the right to two (2) phone calls within one (1) hour of arrest.

Telephone calls are to be afforded locally at no charge and long distance collect.

Right to Counsel

Because the La Mesa Police Detention facility is temporary in nature, provisions for attorney/client visits have not been provided. Prisoners requesting attorneys shall be

transported to the county jail without delay in order to accommodate their request. In some cases attorneys summoned at the minor's request may arrive for visitation prior to transport to other facilities. If this occurs, the prisoner has a constitutional right to the attorney visit. Attorneys must provide their California Bar membership card and picture identification and submit to a search prior to visitation. Only bona-fide attorneys or paralegals are allowed access.

First Aid Kits

An Occupational Safety and Health Association approved first aid kit will be provided in the intake area of the detention center. The kit is to be used first for emergency application of first aid until the arrival of medical personnel. Watch Commanders shall inspect the kit on a regular basis to insure that appropriate items are in stock. The Holding Facility Administrator shall consult with Fire Department EMS personnel on an annual basis for recommendation on appropriate supplies.

In Custody Injuries or Illness

If a prisoner becomes ill, is injured, attempts suicide, while in custody, employees are required to call for medical assistance and administer first aid as needed. Once medical services arrive, they will take over medical care of the prisoner.

If the prisoner is a minor the arresting officer or Watch Commander is responsible for notifying the minor's parent, and/or guardian. In addition, the Juvenile Court shall be notified by notation in the Juvenile Contact Report.

Medication

In some cases there may be persons arrested who are under medication for various type of conditions such as heart problems, seizures, diabetes, etc. In all cases, when medications are brought in the detention center, the officers shall:

1. Determine that the prescription or medication is valid.
2. Determine if the inmate has taken medication within prescribed directions when and if he/she is well.
3. Notify the Watch Commander of the situation.
4. In no case shall officers administer medications to prisoners.
5. Should a prisoner request medication; they should be transported to the county jail for booking and attention by jail medical staff. In addition, the officer shall note on the remarks section of the booking slip, medical conditions of the prisoner, and jail personnel should be verbally informed and given the medications.
6. If the prisoner requests medication for an immediate condition, they should be transported to a hospital emergency room, for medical evaluation.

Death in Custody

There shall be a medical review by the County Medical Examiner's Office of every death in custody. The review team (In addition to the County Medical Examiners) shall include the Facility Manager, Facility Administrator, responsible physician and any other health care and supervision staff relevant to the incident. In addition, the Investigations Unit shall be notified and a formal death investigation will be conducted by that unit. The Chief of Police shall be advised and may request independent investigation by the San Diego County Sheriff and/or District Attorney.

The Facility Administrator must provide the CSA a copy of the death in custody report submitted to the Attorney General's Office under Government Code Section 12525 within 10 days. A copy of the in custody death report is submitted to:

Law Enforcement Information Center
Attention: Death in Custody Program
P.O. Box 903427
Sacramento, CA 94203-4270

California Corrections Standards Authority
600 Bercut Drive
Sacramento, CA 95814

Incident reports shall be filed by the Watch Commander, custodial officer and by any other person having knowledge of the circumstances of the detention of the deceased. The Medical Examiner's Officer shall be notified immediately in order that a medical review can be conducted.

Meals and Bedding

The La Mesa Police Department Temporary Holding Facility does not have a kitchen. Due to the short duration of stay, inmates are transported to the county jail to allow for food service. In rare cases of stays beyond the normal mealtimes at the county jail, or when prisoners make requests due to hunger, the Watch Commander shall evaluate the situation and may make arrangements to feed the prisoner.

Inmates brought in the holding facility will not be housed overnight unless directed by the Chief of Police in the time of emergency. The temporary nature of this facility and the availability of the county jail negate the need to house inmates overnight or have bedding. The Watch Commander shall evaluate the situation and may make arrangements to provide the prisoner with blankets.

Facility Sanitation

It shall be the policy of the La Mesa Police Department that the health and safety of prisoners and staff while in the holding facility are of utmost importance. It is the duty of all custodial personnel to report needed repairs, vermin infestation and unsanitary

conditions within the holding facility to the Watch Commander. The Watch Commander shall immediately report the condition to the Facility Administrator and shall prepare a report outlining appropriate action (i.e., cleaning or extermination) as needed. The Facility Administrator will keep a record of all repairs, cleaning and extermination.

All department personnel who enter the Temporary Holding Facility are responsible for the pick up of incidental trash and debris, and the reporting of unsanitary conditions. It is imperative the holding facility be maintained in a safe manner.

Communicable Diseases And Vermin Infestation

When a prisoner is brought into the holding facility, great care is to be taken in screening that individual for any health or medical problems. If you suspect that the prisoner has a disease such as tuberculosis, hepatitis, venereal disease or other special medical problems such as head/body lice, genital crabs, etc., they should be separated from the others and should be transported to the county jail or appropriate health facility. Receiving persons should be informed of the medical affliction claimed. Where appropriate, the person should be cited and released or a guard service arranged. The intake deputy shall be notified of any person transported to the jail with a claimed affliction, and a notation should be made on the booking slip.

If it is determined that a person with such a disease was housed in the facility, the cell should not be used again until it can be disinfected and cleaned by the janitorial service. A note to this effect should be placed in the cell door. All items in the cell should be sealed in a plastic bag and marked for destruction.

All officers coming in contact with the disease carriers shall report the circumstance to the Watch Commander who will cause an injury report or illness report to be filed. Officers shall be directed to the appropriate medical source for preventative medical attention.