

# **BUENA PARK POLICE DEPARTMENT**



# **JAIL FACILITY MANUAL**

## Buena Park Police Department Jail Facility Manual

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## I. BUENA PARK JAIL FACILITY

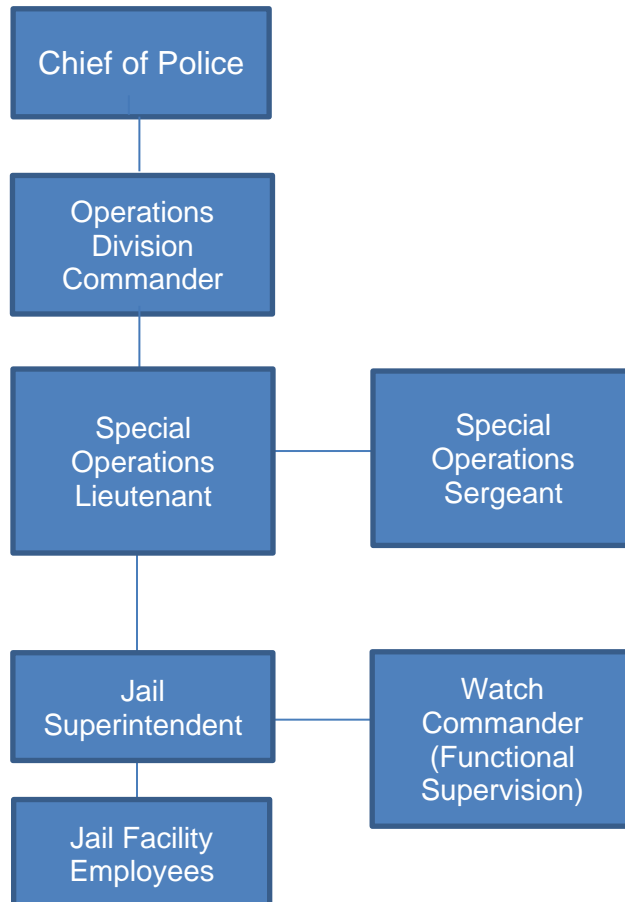
The Jail Facility is a Type I Holding facility secured area within the Police Department, designed for the short-term detention of arrestees. Access is restricted to authorized personnel; non-essential persons will be escorted at all times. Access to non-essential persons is prohibited when arrestees are in the Jail Facility or during emergency conditions as deemed by the Watch Commander.

The Jail Facility meets all building requirements of Title 15 and is required to operate in accordance with Title 15 CCR (California Code of Regulations), BSCC (Board of State and Community Corrections), and Buena Park Police Department policies and procedures.

All Jail employees and police employees coming into contact with the Jail Facility, arrestees, or detainees shall review and follow the following references and policies.

- Title 15, California Code of Regulation (CCR)
- BPPD Policy § 324, Juveniles
- BPPD Policy § 411, Cite and Release Policy
- BPPD Policy § 900, Temporary Custody of Adults
- BPPD Policy § 901, Custodial Searches
- BPPD Policy § 903, Transporting Persons in Custody

## II. CHAIN OF COMMAND



### III. JAIL SECURITY

The Jail Facility has one primary access door and three auxiliary access doors controlled by a key fob entry with a manual key override using a MM01 key. Doors inside the Jail Facility that are not cell doors utilize the P02 key. The primary access door is located off the hallway. Two auxiliary access doors are located in the sally port. A third auxiliary access door is located off of the southeast courtyard and is used for persons accessing the Jail Facility for visitation or the release of arrestees.

All access into the Jail Facility is accomplished through a sally port design where an entry door will not open unless the door behind is securely closed. Access through these doors is accomplished either by using the officer's key fob or by being electronically opened from the Operations Control Center. All interior doors within the holding cell area are to remain closed. The doorway leading into the secured interview room is to remain closed and locked. All holding cells except for Cell #13 have auto-locking mechanisms and require the P03 key for access. Cell #13 has a deadbolt lock.

Jail security is the responsibility of all personnel and the following guidelines shall be followed:

- a. Access/Entry
  1. The sally port doors to the intake cells are the main access for arrestee's entering into the Jail Facility. The use of the west jail entry door for arrestee entry is discouraged except in the case of juveniles and anyone taken into custody at the Front Counter of the police station.
  2. All employees entering the Jail Facility shall make visual or audible contact with the jailer and state their purpose.
  3. No weapons other than Tasers and pepper spray will be allowed in the jail. Any employee entering into the Jail Facility shall secure all weapons in their possession in the lockers located inside the sally port or in the hallway near the north doors.
  4. An arrestee returned to the Jail Facility after being out for interview or any other purpose shall be re-searched by the jailer taking custody of the arrestee.
  5. Monitors are located in all cells in the Jail Facility. The monitors are situated to protect the privacy of arrestees utilizing the toilets in the Jail Facility. This will not replace the required personal inspections.
  6. All items brought into the Jail Facility, such as equipment, tools, supplies and bulk items, will be inspected.
  7. Visitors are not permitted to deliver packages or articles of any kind to arrestees.
  8. Process servers will be allowed to make personal service of judicial papers on arrestees. The process server will be directed to the visitor's gate, where he/she will conduct the service of the judicial papers in the visitation room.
- b. Panic Alarms
  1. Jailers have access to permanent and remote panic alarms in case of an emergency. These alarms will sound an audible alarm throughout the police station, with the exception of the Dispatch Center.
  2. Jailers also have access to a paset for immediate communications in case of an emergency. The jailer shall key the mic and request emergency assistance in the jail. This will notify the Dispatch Center and Patrol officers monitoring the Green-1 radio channel.

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### c. Interior Doors/Keys

1. All interior doors will be kept locked, except when maintenance or the delivery of meals are being performed. The following doors do not need to be secured during normal operations: laundry room, kitchen, break room, and Jail Control Room.
2. All employees entering occupied cells shall exercise caution when interacting with arrestees.
3. The on-duty jailer will maintain control of all jail keys. Jail key sets are kept in the Jail Control Room, and one set of keys will be concealed inside a pre-designated property locker in the booking area. That property locker key will be unmarked and kept in the booking area for arresting/transporting officers' use. An emergency set of jail keys is kept in the Watch Commander's office.
4. If a key set is lost, a search will be immediately conducted for the keys. If they are not located, the Watch Commander is notified, the loss is noted in the Jail Log, and a memorandum describing the incident is submitted by the responsible jailer to the Chief of Police, via the chain of command.

Any threats to the Jail Facility, employees of the Department, Jail Facility employees, or arrestees will be documented in a crime report and in the Jail Log.

## IV. GENERAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities for the operation of the Jail Facility are assigned as follows:

### a. Assigned Lieutenant

1. Budget for replacement of jail equipment and supplies. Monitor budget accounts and track budgeted items.
2. Conduct a comprehensive review of the Jail Operations Manual no less than once a year, and make revisions as necessary due to changing regulations.

### b. Assigned Sergeant

1. Oversee the operations, management, and administrative functions of the Jail Facility.
2. Supervise jail employees, assuring the completion of performance evaluations.
3. Conduct maintenance, health, and cleanliness inspections of the jail, ensuring any deficiencies are corrected.
4. Ensure required jail maintenance is completed.
5. Ensure the jail employees are properly trained in all relevant aspects of jail operations.

### c. Jail Superintendent

1. Supervise each jail employee and complete performance reports.
2. Produce the jail schedule for all jail staff, and ensure all shift assignments, vacations, and any other time-off requests are covered.
3. Conduct necessary maintenance, health, and cleanliness inspections of the jail, and correct any deficiencies.
4. Ensure all required jail reports, logs, and forms used by jail employees are completed properly.
5. Ensure all necessary food and supplies used by the jail are ordered and delivered.
6. Conduct an annual review of Policy § 900, Temporary Custody of Adults.
7. , and this Jail Facility Manual, making any necessary revisions.

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### **d. Jail Employees**

All Jail Facility employees work directly under the supervision of the Jail Superintendent for jail operations and scheduling. They will report directly to the Watch Commander for functional supervision. Jail Facility employees are responsible for the following duties and functions:

1. Wear the Department-approved uniform while on duty in accordance with Standard Operating Procedure § AD200, Uniform Regulations.
2. Brief incoming jail employees at shift change.
3. Adhere to all booking and release procedures according to this manual.
4. Bring to the attention of the Jail Superintendent any observed violations of jail protocol. If immediate attention is needed, inform the Watch Commander.
5. Become thoroughly familiar with Department policies and procedures regarding jail operations, the Jail Facility Manual, and Title 15 requirements pertaining to a Type I Holding facility.
6. Bring all matters regarding arrestee behavior to the attention of the Watch Commander, or the Jail Superintendent if on-duty.
7. Conduct a full inspection of the facility including, but not limited to, lights, locks, first aid kit, fire extinguisher, and fire control system.
8. Complete a head count.
9. Conduct direct visual checks of all arrestees at least every thirty minutes. Arrestees held in the sobering cell will be visually checked at least every thirty minutes by awakening the arrestee and documenting the checks on the Arrestee Detoxification Form. The form will be scanned into the Records Management System (RMS) under the employee's name.
10. Book and process all incoming arrestees.
11. Ensure the facility is kept in a clean and sanitary condition during the employee's shift. The janitorial services are only responsible for cleaning the toilets, mopping, wiping down counters, dusting, and emptying the trash once a day.
12. Ensure each arrestee receives all rights due him/her by law with respect to telephone calls, attorney visits, timely court appearance, opportunity to make bail, confidentiality with attorney, meals, etc.
13. Process and prepare arrestees for transfer to Orange County Jail (OCJ).
14. Conduct transportation runs to OCJ, or prepare arrestees for officer transports.

### **e. Police Matron**

Police matrons are not classified as custodial officers per Penal Code § 831. Matrons do not have the authority or responsibility for maintaining custody of an arrestee and do not take delivery of arrestees. A matron's primary responsibility is to search female arrestees while a police officer stands by out of visual range of the search, and to maintain the chain of evidence if any contraband is located in possession of the arrestee.

Asking sworn female officers to conduct searches of female arrestees will be used as a last resort.

## **V. BOOKING PROCESS**

The following procedures address the booking process for arrestees brought into the jail facility.

### **a. Arresting/Transporting Officer Responsibilities**

1. Control movement and handcuffing procedures within Intake/Holding cell area.
2. Notify the Watch Commander of the arrestee's custody status and charges.

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3. Conduct an inventory search of arrestee, or a strip search, if necessary. No person of the opposite sex shall view a strip search, or the arrestee changing clothing, in person or via the monitors. The jailer shall turn the monitor off for the duration of the strip search.
    - i. An inventory search is used in the jail setting. It involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc. on the clothing are checked to locate all personal property, contraband, or weapons.
    - ii. A strip search is a search requiring an arrestee to remove or re-arrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of the arrestee, as per Penal Code § 4030(d)(2). This includes the monitoring of an arrestee showering or changing clothes where these areas are visible to the monitoring employee.
    - iii. Physical body cavity searches include a physical intrusion into a body cavity. These searches shall not be conducted at this Jail Facility.
  4. Remove all property from arrestee and place it in a property tub, including shoes, belts, and any other items that could be used to hang him/herself. Items that could be used as a weapon or used to damage city property should also be removed.
  5. Jewelry should be described by shape and color, not being specific to a stone or metal.
  6. Complete the names table in the RMS, then complete and place the pre-booking half-sheet in the sheath on the property tub.
  7. Officers transporting arrestees to a hospital for any medical reason will be required to obtain an "after care" sheet from the hospital containing the authorization to book, the ailment the arrestee was treated for, the treatment received, and any ongoing symptoms. The "after care" sheet shall be given to the Buena Park jailer to be scanned into the RMS if the arrestee is being housed at the Buena Park Jail Facility, or shall accompany the arrestee if being transported to OCJ.
  8. Relinquish custody of the arrestee to the jailer along with the arrestee's property.
- b. Jailer Responsibilities
1. Enter all required information into the RMS Jail Module, including arrest information and tattoos.
  2. Document an inventory of the arrestee's property on the booking form and in the RMS.
  3. Complete the medical screening information.
  4. Complete the segregation screening information.
  5. Inquire and complete any necessary documentation related to arrestee's foreign national status in compliance with Policy § 422.7, Arrest or Detention of Foreign Nationals.
  6. Fingerprint the arrestee in Cal ID or Live Scan.
    - i. All arrestees being held on formal charges shall be fingerprinted through Live Scan.
    - ii. All arrestees, including juveniles, shall be fingerprinted through Cal ID if there is not confirmed evidence of positive identification or if they are being released per Penal Code 849b(1) or 849b(2).
  7. Take photos of all adult and juvenile arrestees, including booking photos, tattoos, significant scars or markings, or any other identifying characteristics.
  8. Ensure arrestee completes required telephone calls.
  9. Conduct housing assignment per classification plan.
  10. Complete OCJ booking form for all arrestees not being released on a citation, released on their own recognizance, or not posting bail.
  11. Document release disposition in the RMS.
  12. Ensure arrestee they are taking custody of has been properly searched.

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- c. Female Arrestees. The booking procedure for female arrestees shall be the same as that for males, except the search of the female arrestee and/or her clothing shall be conducted by a matron, female jailer, or female police officer. The employee conducting the search should be present during fingerprinting, photographing, administration of chemical tests, telephone calls, and interrogations. No female arrestee will be housed in the Jail Facility without an appropriate female employee on duty. Female arrestees will be supervised by a female employee (matron, jailer or police officer) when showering or during any cell entrance by a male employee. Females determined not to be housed in the Jail Facility will be transported to OCJ.
- d. Juvenile Bookings. Juvenile bookings will be handled as regular bookings with the following exception: juveniles will be held in either a secured or non-secured detention room until the officer has been advised by the jailer to escort the juvenile into the Jail Facility for processing. The jailer will return the juvenile to the detention room for appropriate releasing. All juvenile-related detention/custody matters are covered in Policy §324, Juveniles.
- e. Military Personnel Bookings
  1. Arrestees who are military personnel will be handled as regular bookings.
  2. The jailer will notify Military Police from the closest military installation of the same branch as the arrestee of the arrestee's custody status and if they can be released.
  3. Military Police will be allowed to interview the arrestee if not being released.
  4. Military Police may place a military hold on the arrestee.
  5. If Buena Park PD is not filing criminal charges, the arrestee will be turned over to the military authorities without booking.
  6. Military arrestees posting bail follow standard bail processing procedures except if a military hold has been placed, at which time the Military Police from the closest military installation of the same branch as the arrestee will take custody of the arrestee.
- f. Courtesy Bookings. Arrestees housed in the Buena Park Jail Facility en route to another facility or as a courtesy booking for parole, probation, or federal agencies, will be handled as regular bookings. The RMS record will include the outside agency transporting officer's name (positive identification provided), agency name, and contact information. Booking and housing arrestees from an outside agency shall require the approval of the Watch Commander. The Watch Commander shall also ensure arrangements have been made for the arrestee to be transported to another facility within a reasonable timeframe.
- g. Contract Bookings. The booking and/or housing of arrestees from agencies contracting for jail services with the Buena Park Police Department.
- h. Protective Custody Bookings. Juveniles being detained for a criminal offense per WIC 602 and deemed a ward of the court.
- i. Court Order. Court-ordered bookings signed by the judge for persons to be booked and released.
- j. Hospital Bookings. Once an arrestee has received medical attention, the following procedures should be followed to comply with OCJ's Hospital Booking protocol.
  1. Arrestees taken to OCJ but refused for booking due to medical reasons will need to be taken to the hospital to be medically cleared.

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2. If the arrestee cannot be medically cleared and is admitted into the hospital, Buena Park Police Department (BPPD) personnel will need to maintain physical custody of the arrestee until the arrestee's arraignment, or obtain an Own Recognizance (OR) release.
3. The arresting officer needs to complete his/her Probable Cause Declaration (PC Dec) and then call the Detention Release Officer (DRO) to obtain an OR.
4. If the OR cannot be obtained, the arresting agency will be required to have a bail set prior to the arraignment by sending the PC Dec, booking form, and arrest report face page to the DRO.
5. The review of the PC Dec shall occur within the mandated 36 hours if being booked into OCJ, or 48 hours if being booked at the arresting agency's jail facility beginning at the time of arrest. The clock does not stop just because the arrestee is in the hospital.
6. The arresting agency is responsible for the arrestee until the arrestee's arraignment or the arrestee is cleared for booking.
7. If the arrestee is in the hospital at the time of their arraignment, OCJ deputies will take custody of the arrestee at the conclusion of the arraignment. The court will make the necessary arrangements to conduct the arraignment at the arrestee's bedside.
8. The officer standing by with the arrestee shall give the booking form and property form to the OC Sheriff's deputy.
9. If the arrestee is cleared for booking at any point prior to the arraignment, the officer standing by with the arrestee will transfer the arrestee to OCJ for booking.

All records information on arrestees is maintained in RMS. Any forms or documentation pertaining to the arrestee while they are in custody in the jail facility will be scanned into the Offense Table in RMS.

### **VI. MEDICAL SCREENING**

It is the responsibility of the jailer to question each arrestee brought to the Jail Facility as to their medical condition, and to ensure medical conditions are appropriately addressed.

- a. The jailer will ask the questions on the medical screening form.
- b. If an arrestee has any medical problems, the jailer will notify the Watch Commander as soon as practical.
- c. The Watch Commander shall check the appropriate transport request and sign the form. Arrestees being released within two hours will not require the Watch Commander's signature.
- d. If officers or jailers deem the arrestee is in need of emergency medical care, Orange County Fire Authority paramedics may be requested to respond to the Jail Facility to attend to the arrestee.
- e. For non-critical medical care, the arrestee may be transported by an officer in a police unit to a medical facility for treatment. Otherwise, an ambulance will be called for transportation.
- f. An arrestee requiring medical attention may be considered for booking at, or transport to, OCJ if the medical attention needed is minor.
- g. Prescribed medications shall not be administered to any arrestee.
- h. If medications are necessary, the arrestee will be transported to OCJ for booking.
- i. Arrestees with a current or active illness will be transported to OCJ without delay.
- j. If the arrestee is no longer being treated by a doctor, taking medications for that illness, or states he/she does not require any medical attention, he/she may be housed with the Watch Commander's approval.

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- k. Arrestees are given the opportunity to request medical/mental health attention at any time.

In emergency medical cases of heart attack, respiratory failure, severe bleeding, or any other case where minutes lost may be the deciding factor, trained on-duty Department employees or jail employees will administer the necessary first aid prior to the arrival of the paramedics.

### VII. MEDICAL CONSIDERATIONS

In addition to the medical screening outlined above, officers and jailers shall be observant and respond appropriately to, and document, any additional medical symptoms or concerns that may arise including, but not limited to, the following:

- a. Arrestees under the influence of drugs and/or alcohol, and whose ability to give identification or medical information is impaired, will be medically cleared prior to being admitted into the Jail Facility. Symptoms may include:
  - 1. Decreased or shallow breathing
  - 2. Increased lethargy
  - 3. Muscular twitching
  - 4. Shaking
  - 5. Convulsions or seizures
  - 6. Nausea and vomiting
  - 7. Drooling
  - 8. Hallucinations
  - 9. Excessive salivation
- b. Arrestees on psychotropic drugs should be considered for transfer to the OCJ for booking and/or housing.
- c. Arrestees with or suspected of having any communicable disease, such as tuberculosis, hepatitis A/B/C, venereal disease, AIDS, or impetigo, shall be transported to OCJ.
- d. Arrestees who are epileptic with a history of recent seizures may be considered for transfer to the OCJ.
- e. Arrestees who are suspected of being addicted to a controlled substance and suffering withdrawal symptoms, or participating in a methadone maintenance program, shall receive medical attention if needed and transported to OCJ.
- f. Arrestees undergoing withdrawal reactions shall be immediately transferred to an appropriate facility. Withdrawal reactions to be aware of include:
  - 1. Alcohol
    - i. Delirium tremens (DTs)
    - ii. Fever
    - iii. Hallucinations
    - iv. Shock
    - v. Tachycardia
    - vi. Tremor
  - 2. Benzodiazepine (minor tranquilizers)  
Reactions similar to alcohol, but delayed in onset
  - 3. Barbiturates
    - i. Fever
    - ii. Seizure
    - iii. Severe agitation
    - iv. Shock
  - 4. Amphetamines (including cocaine)
    - i. Fever

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- ii. Hypertension
- iii. Seizure
- iv. Severe agitation
- v. Shock

### VIII. ADULT ARRAIGNMENT PERIODS

- a. Felony Cases (non-warrant). In-custody defendants must be arraigned on the second court day following their arrest, whatever the time of day or night of the arrest. For example, a defendant arrested any time Monday must be arraigned no later than Wednesday. A defendant arrested at any time on a Friday, Saturday or Sunday must, at the outside, be arraigned on a Tuesday. A defendant arrested at any time on a Thursday must be arraigned, at the outside, on Monday. If a holiday intervenes on a day other than a Saturday or Sunday, the outside limit is extended one day.
- b. Misdemeanor Cases. Misdemeanants are arraigned in the same manner as felony cases.
- c. Warrant Arrests. Warrant arrests, whether a felony or misdemeanor, shall be booked and transferred to OCJ for the next arraignment period (next court day), except for those warrants stating "cite and release," in which the arrestee will be cited out from the Jail Facility.
- d. Traffic Warrant Arrest. Treated the same as a warrant arrest.
- e. Parole Hold. The paperwork for the parole hold will accompany the arrestee's paperwork for local charges for their arraignment. Arrestees held on a parole violation only will require the parole agent to be notified of the arrest; the arrestee will be transported to Santa Ana Jail or Anaheim City Jail for their arraignment.
- f. Out-of-County Warrants. Persons arrested on an out-of-county warrant will be booked at the Jail Facility and transferred to the OCJ. The arresting officer will make the necessary advisement per Penal Code §§ 821 and 822. The warrant/abstract will be stamped with the advisement and appropriately completed.
- g. Out-of-State Felony Warrants. All persons arrested on extraditable out-of-state warrants or charges will be booked, per Penal Code §1551.1, and transferred to the OCJ. The warrant or abstract will be sent along with the booking paperwork.

### IX. PROBABLE CAUSE HEARING

Any person arrested for a felony or misdemeanor violation will be given a probable cause hearing by a magistrate to determine if the officer had probable cause to make the arrest. The hearing will take place within 48 hours after arrest, including weekend and holidays. The arrestee does not need to be present at the hearing. Persons arrested only for warrants do not require a probable cause hearing.

It shall be the responsibility of the arresting officer to complete the probable cause declaration for acceptance by the magistrate and delivered to the OCJ at the time of the arrestees booking.

It shall be the responsibility of the jailer to notify the Watch Commander if a probable cause declaration has not been received by the OCJ at the time of their booking.

### X. ARRESTEE'S PROPERTY

The personal property of an arrestee must not be treated any differently than the property of other members of the public. Officers and jailers should use reasonable care when handling, collecting,

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and retaining the personal property of an arrestee, and should not destroy or discard the personal property of an arrestee.

OCJ's protocols allow OCJ to accept only certain items of property. The jailer will have the final decision for the property disposition of arrestees scheduled for transport to county jail as to if personal property does, or does not meet OCJ's protocol.

### a. Basic Property

1. Personal property of an arrestee that is deemed soiled, wet, moldy, filthy, perishable, sullied, having a foul odor, infested by insects or other vermin, contaminated by disease or hazardous materials, or belonging to someone suspected of having a contagious skin disease, shall be properly disposed of and documented by the jailer in the RMS.
2. The jailer will take an overall photo of the arrestees' property, taking special note of money, jewelry, keys, cell phones, and any other items of value. These photos will be uploaded in RMS under the arrestee's booking number.
3. An arrestee's property shall be heat-sealed in a plastic property bag and placed in a property locker. The locker number in which the property has been placed is included on the arrestee's County property inventory form and in the RMS. Lockers containing property will be kept locked at all times. The locker key will remain with the arrestee's paperwork and in view of the jailer.
4. All property is signed for by both the jailer and the arrestee, verifying his/her property is accounted for.
5. If the arrestee refuses to sign the property form, document the reason for refusal in the RMS such as uncooperative, intoxicated, verbally abusive, or combative.
6. If a police officer requests access to the arrestee's property, the jailer will remove the arrestee's property from the locker and allow the officer access. If it is necessary for the officer to gain physical access to the interior of the property bag, the jailer shall re-package the property in a new property bag, seal the bag, and return it to the locker.
7. It is the responsibility of the jailer to ensure all contents are accounted for in the new property bag. If any item is removed, it will be the responsibility of the officer to properly document such removal and the item removed in his/her crime/supplemental report. The jailer shall adjust the property sheet accordingly.
8. It will be the responsibility of the jailer to ensure all property items are accounted for, either in the property bag or in possession of the officer, and to appropriately document the opening of the bag and/or removal of items from the bag in the RMS and on the County booking form. The jailer shall include the date, time, officer accessing the property, and item removed and now in possession of the officer.
9. Additional property received after booking shall be placed with the original property. The additional item(s) will be photographed and uploaded under the arrestee's booking number, listed on the booking form, and in the RMS.
10. No items of property shall be left in a location accessible by the arrestee.

### b. Arrestee's Clothing. The arrestee will keep their clothing except for the following conditions, at which time jail clothing will be issued permanently or temporarily to the arrestee.

1. The clothing is in such a condition that it would cause embarrassment to him/her or criticism by the Court if they were to appear in court.
2. The clothing has been taken as evidence. Clothing needed as evidence shall be removed by the arresting officer or handling detective, who is responsible for the evidentiary handling of the clothing.

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3. The clothing is unsuitable due to its lack of cleanliness and is being laundered.
  4. The clothing is contaminated with hazardous materials such as blood, feces, wound drainage, etc. This clothing will be heat-sealed in a plastic bag to be picked up by a family member or friend and not returned to the arrestee for wearing. If no one is available to pick up the clothing, the clothing will be properly disposed of.
- c. Money Certification
1. All monies removed from an arrestee will be counted in his/her presence on the northeast counter in view of the east camera and documented on the arrestee's property form and in the RMS.
  2. Dollar amounts over \$500 will be recorded on the Money Breakdown form according to denomination, and shall be signed by the arrestee, the jailer, and the arresting officer as witnesses. The form will require verification by the Watch Commander.
  3. Money will be placed in with the arrestee's other property and placed in a property locker.
- d. Excessive or oversized property is defined as any item(s) that will not fit loosely into the plastic property bag. Excessive property may include backpacks, purses, blankets, small/standard-sized skateboards, etc. Oversized property items may include bicycles, scooters, large skateboards, etc.
1. Property belonging to an arrestee entering the Jail Facility for booking that will not loosely fit into a property bag will be booked into the Property Unit for safekeeping or placed in the temporary property storage lockers.
    - a. Cite-outs/849 Releases. Excessive property should be placed in the temporary property storage lockers located inside the secure Jail Visitor Lobby. Oversized item(s) not fitting into the storage lockers should be placed in the oversized property bin located in the secured southeast courtyard.
      - i. Officers will label excessive property with the case number and/or inmate name.
      - ii. Officers will notate the locker number that the property was placed into on the BPPD Pre-Booking Form.
      - iii. Bicycles will be labeled and temporarily placed in the Jail Visitor Lobby.
      - iv. If access is needed to the oversized property bin, the jailer will have a key.
      - v. No arrestee property will be placed out in the open in the secured southeast courtyard.
    - b. Felony arrests. Excessive property should be booked in the Property Unit for safekeeping. Oversized item(s) will be booked in Bike Pen 1.
  2. It is the responsibility of the arresting officer to ensure the property is appropriately booked as safekeeping or stored.
  3. Property stored in Bike Pen 1 will require an appointment with the property technician to be released.
  4. The arresting officer shall notify the jailer and indicate on the pre-booking half-sheet the location of the arrestee's excessive/oversized property.
  5. It is the responsibility of the jailer to inventory and enter the property into the RMS.
  6. Upon release, the jailer shall assist the arrestee with the return of their property from the outside property storage locker.
- e. Property Released to Relative or Friend
1. Property released to anyone other than the arrestee shall be at the request of the arrestee.

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2. The arrestee will furnish the name of the person to whom he/she wants to release the items and the items he/she wants to release.
3. The officer or jailer releasing the property will have the recipient provide satisfactory proof of identification and sign the property receipt form. A copy of the identification shall be scanned into the RMS.

### XI. HOUSING

The Jail Facility utilizes housing cells, holding cells, booking cells, and sobering cells to house arrestees depending on their status upon entering the Jail Facility. Each cell has a rated maximum capacity determined by the State of California Corrections Standards Authority.

- a. Intake Cell. Two cells with a capacity of seven each, located off the sally port to hold arrestees prior to processing.
- b. Holding Cell. Four cells with a capacity of two each for holding arrestees while they are being processed and will remain in the cell until they are cited out, bail out, or are placed into a housing cell. One of the four cells has a capacity of two and is designated to conduct strip searches per Penal Code 4030. Another cell has a capacity of one to hold special-classification arrestees and is American with Disabilities Act (ADA) compliant.
- c. Housing Cell. Five cells for males, two cells for females, and one cell for showering. After the arrestee's booking process has been completed and they are going to remain in-custody, the arrestee is moved into a holding cell until transported to OCJ for arraignment.
- d. Sobering Cell. Two temporary-confinement cells are designed with special padding on the walls to provide safety for arrestees who appear to be under the influence of alcohol and/or drugs or who exhibit signs they may want to hurt themselves, and who the jailer feels cannot maintain themselves in a holding cell without harming themselves.

No arrestee will be confined in a sobering cell without being clothed (except for shoes, belt, and coat), with any food, or for a period in excess of six hours without an evaluation by on-duty jail employees.

Each cell within the Jail Facility is listed below, noting cell number, cell capacity, cells designated for holding females, special-classification arrestees, strip searches, showers, and those cells that are ADA compliant.

Intake Cell W1	7 (female)
Intake Cell M1	7
Holding Cell H13	2 (strip searches)
Holding Cell H14	2
Holding Cell H15	2
Holding Cell H16	1 (special classification and ADA compliant)
Housing Cell 32	1 (special classification and ADA compliant)
Housing Cell 33	2
Housing Cell 34	6
Housing Cell 35	1 (showers only)
Housing Cell 36	2
Housing Cell 37	6
Housing Cell 9	2 (female)
Housing Cell 10	1 (female; special classification and ADA compliant)

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Sobering Cell S12    4 (female)  
Sobering Cell S30    4

The jailer will notify the Watch Commander if any section of the Jail Facility exceeds the rated capacity and will make an entry on the Jail Log indicating the time, the section of the jail that has exceeded the rated capacity, and the person authorizing the exceeded capacity. The jailer will also enter into the Jail Log the time that the section returns to the rated capacity.

Every arrestee has access to the orientation form located on the window of the housing cell. The orientation form, printed in English and Spanish, advises the arrestee of the rules and regulations, visiting rules, availability of personal hygiene items, reading materials, and medical services.

### **XII. CLASSIFICATION PLAN AND SEGREGATION**

The classification plan is designed to properly assign arrestees to housing cells according to age, criminal sophistication, seriousness of the crime being charged, assaultive/non-assaultive behavior, and other criteria that will provide for the safety of the arrestees and jail employees. The classification plan is utilized to determine the segregation of arrestees.

Minimum segregation of arrestees is required by law with separation, not only from physical contact, but visual and audible contact, when available per Penal Code §§ 4001 and 4002 and Title 15, California Administrative Code, Article 5. Segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the object of protecting arrestees and jail employees. Segregation of arrestees will not be based on race, creed, color, or national origin.

Arrestees with special medical or physical needs will be evaluated for transfer to OCJ on a case-by-case basis. This includes arrestees who are addicted to drugs, mentally ill, physically disabled, epileptics with a history or recent seizures, and arrestees with orthopedic or prosthetic appliances.

Arrestees with an orthopedic or prosthetic appliance housed in the Jail Facility shall not be deprived of the possession or use of any prosthetic appliance, if such appliance has been prescribed or fitted by a physician. However, if the jailer has probable cause to believe the possession of such appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed. Once the cause for its removal no longer exists, the appliance shall be returned to the arrestee.

Arrestees who are aggressive, combative, prone to escape, mentally ill and unable to care for their own welfare, indeterminable of their sex, disrupt the operation of the jail, assault jail employees, or are likely to need protection from other arrestees, shall be transferred to OCJ.

The following segregation procedures will be followed:

- a. Female arrestees: segregated from male arrestees.
- b. Juvenile arrestees: segregated from adult arrestees.
- c. Age difference: segregation of adults with a large difference in age.
- d. Felons: segregated from misdemeanants. Exceptions can be made when the jail facility capacity is reaching maximum limit.
- e. Alcoholics with DT's and narcotic addicts: segregated from other arrestees.

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- f. Special classification: arrestees determined to be homosexual, sex offender or sexual deviant, recidivists, physically handicapped, or developmentally disabled, shall be segregated from other arrestees.
  - 1. Homosexual: sexually attracted to people of their own sex.
  - 2. Sex offender: charged with any sex-related criminal offense.
  - 3. Sexual deviant: sexual behavior that diverges from the norm.
  - 4. Recidivists: convicted criminal who repeatedly reoffends.
  - 5. Physically handicapped: persons with any orthopedic or prosthetic appliance.
  - 6. Developmentally disabled: persons with mental or physical impairments such as cerebral palsy, epilepsy, autism, or Down's syndrome. Symptoms may include:
    - i. Slow in answering questions
    - ii. Difficult time following more than one direction at a time
    - iii. Difficulty recalling his/her full name, address, or phone number
    - iv. Unable to read simple written material or sign his/her name to a form
    - v. Unable to identify or count various coins correctly
    - vi. States he/she is a slow learner and has attended special education classes
    - vii. Possesses a reduced-fare bus pass or business card from Developmental Disability Center
    - viii. States he/she resides in a group home
    - ix. Speech may be unclear
    - x. Motor coordination is poor
    - xi. Has seizures and is on medication for seizure control

If an arrestee shows any signs or symptoms or is confirmed to have a developmental disability a regional center shall be contacted for the purposes of diagnosis or treatment within 24 hours of such determination, excluding holidays and weekends.

- g. Gang members: segregated from other gang members of rival gangs.
- h. Civil arrestees held as material witnesses or under court order for contempt: segregated from arrestees charged with a crime.

It shall be the responsibility of the jailer to complete the segregation screening form prior to assigning an arrestee to a housing cell. The arrestee shall be placed into the appropriate cell as determined by the screening process.

The Watch Commander may make other segregation(s) and classification(s) of arrestees as he/she deems necessary to provide for safety of staff, arrestees, or to aid in an investigation.

### **XIII. ARRESTEE'S RIGHTS**

Arrestees will be provided minimal care needs, including access to water and restroom facilities while being detained.

- a. Telephone Calls
  - 1. Arrestees, including juveniles, have a right to make three completed telephone calls no later than three hours (one hour for juveniles) from the time of arrest, per Penal Code 851.5; however, the opportunity will be given as soon as possible.
  - 2. Arrestees may be allowed additional calls, depending on the situation or at the request of the arresting officer or detective.
  - 3. Arrestees will be given the opportunities to complete the allotted number of telephone calls after arriving at the police station.
  - 4. If an arrestee is intoxicated or combative, the arrestee will be housed until they are sober or are no longer combative before making any telephone calls.

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5. Juveniles have a right to complete two telephone calls per WIC § 627. The arresting officer or detective assigned to the case will handle telephone calls for juveniles.
  6. Adult arrestees housed after completing the booking process may be allowed additional telephone calls from the phones located in their cell. The provisions of Penal Code § 851.5 are posted in bold block type in a conspicuous place within the Jail Facility and clearly state all phone calls may be monitored or recorded from within this facility. The ability to make phone calls is also available to arrestees upon booking at the OCJ.
  7. Urgent or necessary telephone messages may be accepted for any arrestee; otherwise, the caller will be asked to provide a number where the arrestee can call collect.
- b. Materials in Cells. Items permitted in housing cells are reading materials, official papers provided by the court, contents of court kits, and table games issued by the jailer.
  - c. Reading Materials. Upon request of the arrestee, the following reading materials will be provided: Orange County Register, La Opinion newspaper, a magazine, or a book. Damage to any of these items will be deemed destruction of jail property per Penal Code 4600(a).
  - d. Personal Hygiene Kits. Arrestees who have been in custody for a period of 24 hours or more shall be issued a court kit consisting of a bar of soap, comb, toothpaste, deodorant, and toothbrush.
  - e. Razors. Disposable razors will be supplied by the jailer upon request of the arrestee requesting to shave. The arrestee will shave under the direct supervision of the jailer. Used razors are immediately discarded. The jailer will document the use of the razor in the Jail Log.
  - f. Bedding. Each housing cell bed is equipped with a mattress. The mattress shall be free of holes and tears. Mattresses with holes, tears, or that lack sufficient padding shall be replaced upon request with mattresses that meet the requirements of Title 15 section 1270. One freshly laundered sheet and blanket will be issued to arrestees being housed. An additional blanket may be issued to arrestees depending upon climatic conditions. The jailer shall launder used sheets and blankets after each use.
  - g. Showers/Towels. Showers are available for arrestees in custody for more than 24 hours upon their request. Arrestees are given one towel. Towels will be laundered after each use.
  - h. Correspondence. Arrestees shall be provided with writing materials, envelope, and postage stamps if they choose to correspond in writing. All items will be removed from the cell upon completion. The jailer will place the correspondence in the regular mail pickup. There is no limitation on the amount of mail an arrestee can send or receive. Mail received may be read where a valid security reason exists, and is approved by the Watch Commander.
  - i. Faith- and Morals-Based Programs. Consistent with available resources, safety, and security, the religious beliefs and needs of all arrestees should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers,

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volunteer religious organizations, faith- and morals-based programs, and other secular volunteer programs. No arrestee shall be required to participate in any such program. Arrestees will not be transported to another location for the purpose of religious observance. Department Chaplains are available on-call and may be utilized to arrange visitation by clergy of the arrestee's choice.

- j. Voting. If an arrestee who is a registered voter in Orange County is in custody on an election day and the arrestee is not expected to be released from custody at least two hours before the polling places close, and the arrestee is capable of voting (i.e., not intoxicated) and expresses a desire to vote, the arresting officer shall notify the Orange County Registrar of Voters. The Registrar of Voters is responsible for providing the arrestee with an absentee ballot after notification by the arresting officer.
- k. Female Sanitary Pads. Sanitary napkins/pads are provided by the jailer upon request by the arrestee.

### **XIV. SUICIDE PREVENTION**

It is important to always be alert for those arrestees who may exhibit signs of being a potential suicide risk. Persons at risk include:

- a. Prominent persons charged with embarrassing crimes
- b. Persons held for alcohol- or drug-related charges
- c. All juveniles held in adult facilities
- d. Persons with a history of self-destructive acts
- e. Individuals who state their intention to commit suicide
- f. Individuals who appear to be depressed
- g. Females who have given birth within the past year and are charged with the murder or attempted murder of their infant child

Many times, the arresting officer's verbal interaction and availability will be enough to get the arrestee over the initial crisis of incarceration. If it appears that an arrestee is not able to cope effectively with incarceration, the situation shall be brought to the attention of the jailer and Watch Commander so placement in another appropriate facility may be considered.

Arrestees who have visible scars on their wrists or necks indicating prior suicide attempts, and arrestees who state intentions of suicide, shall not be housed at our facility.

Suicides generally occur within the first eight hours of incarceration. Jailers shall complete initial and annual training on suicide risk identification, prevention, and intervention. Additional welfare checks supplementing the regular 30-minute checks should be conducted and documented in the Jail Log. The state of intoxication of a person upon incarceration greatly increases the likelihood of suicide. Again, special attention and documentation of observation is critical for intoxicated arrestees.

For arrestees demonstrating abnormal behavior, the jailer's responsibilities include:

- a. The jailer needs to be alert to any symptoms that may indicate an arrestee is a suicide risk.
- b. The jailer shall notify the Watch Commander, as soon as practical, if he/she feels the arrestee is a suicide risk.

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- c. Arrestees who are a suicide risk shall not be housed in the jail facility and will be transported immediately to the OCJ or other appropriate facility.
- d. Arrestees who are a suicide risk shall be monitored every 15 minutes while they are awaiting to be transported to the appropriate facility, with the time recorded in the Jail Log.
- e. The jailer shall document in the Jail Log and in the RMS the reason the arrestee was deemed a suicide risk.
- f. The jailer shall ensure the transporting officer or jailer is aware of the suicide risk, and that the proper notification is made to the receiving facility.

In the event that a detained juvenile is at risk of suicide or has attempted suicide while in custody, appropriate measures shall be taken to ensure the well-being and safety of the minor. This includes, but is not limited to, transport to the nearest hospital for medical treatment and/or transport to a mental health treatment center for evaluation. In addition to ensuring the safety of the minor, steps shall be taken during the course of investigating the incident to notify the appropriate persons; i.e., juvenile court, the parent, guardian, or person *in loco parentis*.

### **XV. VISITATION**

The Buena Park Police Department accommodates visitations from attorneys, probation/parole officers, police officers, and family members. All visitations will depend upon existing conditions within the Jail Facility. The Watch Commander may suspend visitation privileges when conditions exist that affect the safe operation of the Jail Facility.

- a. Authorized Visitors
  1. Attorney, physician, member of clergy
  2. Bail agent
  3. Probation and parole officers shall be permitted to interview at any time any arrestee who has been referred to them by the court. Probation officers may also interview any arrestee in reference to a family member who is a ward of the court.
  4. Police officers or detectives from other agencies shall be permitted to interview arrestees who they have reason to believe may be connected with, or implicated in, a case on which they are working. They should be accompanied by an officer of this Department.
  5. Family Members. Arrestees may have one adult visitor per day. Minor children of the arrestee will be allowed to visit when accompanied by an adult. Only the individual visiting the arrestee will be permitted in the visitation room.
- b. Attorney Visits
  1. Any attorney licensed to practice in the court of record of California may, at the request of the arrestee or any relative thereof, visit the arrestee.
  2. Attorneys will be permitted to visit their clients at any time. There are no time constraints on the length of an attorney's visitation.
  3. Visitations will be conducted privately in the visitation room.
  4. The attorney will be required to complete an Arrestee Visitation Request form.
  5. Attorneys' and arrestees' rights will be honored whether the subject is in custody on Buena Park charges or another agency's charges.
  6. Visitations between the attorney and arrestee are confidential and shall not be monitored at any time.
  7. All Department employees shall cooperate with the attorneys of arrestees being detained in the Jail Facility.
  8. No attorney will be allowed to interfere with or delay the booking process.

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9. All attorney visits shall be in compliance with Penal Code 825.
- c. Physician Visits. Any physician or surgeon, including any psychiatrist licensed to practice in the State of California, who is employed by the arrestee or his attorney to assist in preparation of the defense, shall be permitted to visit the arrestee.
- d. Bail Agent
  1. A bail agent will be permitted to interview the arrestee for the purpose of obtaining personal history information to be used in the preparation of a bond release.
  2. A bail agent will be permitted to visit his client at any time.
  3. Interviews shall be conducted in the visitation room.
- e. Clergy Visits. Members of clergy will be allowed to visit arrestees during scheduled visitation hours.
- f. Protocol
  1. Visitation hours are from 0900-1045 hours, seven days a week.
  2. A call is made to the jail confirming the arrestee being visited is still being housed in the jail.
  3. All visitors shall complete an Arrestee Visitation Request form immediately prior to the visit.
  4. A copy of valid identification will be attached to the request form.
  5. A records check is completed on the person requesting the visitation.
  6. The Watch Commander shall approve the request prior to the visitation.
  7. The approved request form will be given to the jailer, and the visitor will be directed to the visitor's gate.
  8. The jailer will scan the request form and copy of identification into the RMS.
  9. All visits shall be conducted in the visitation room via telephone.
  10. No visitors will be permitted to into the Jail Facility without the permission of the Watch Commander.
  11. No visitor shall bring personal articles such as briefcases, purses, etc. with them during visitation, with the exception of law enforcement officers, probations/parole officers, and attorneys.
  12. Any person requesting visitation who has no valid identification or refuses to produce identification will not be allowed visitation privileges.

## **XVI. FOOD SERVICE PLAN**

- a. Menu Planning
  1. The jail menu is prepared, maintained, and updated by an outside registered dietitian nutritionist with assistance from the jail supervisor or his/her designee. The dietitian nutritionist is employed by On Season Meals.
  2. The Jail Superintendent will ensure that jail staff follows the jail menu to make sure the minimum diet in every 24-hour period will consist of the recommended dietary allowances of the National Academy of Sciences and one serving specified from each one of the four food groups listed in Title 15, section 1241.
- b. Food purchasing shall be the responsibility of the Jail Superintendent or his/her designee, and shall be done on an as-needed basis and approval by the Special Operations Lieutenant.

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- c. Storage and Inventory Control. Storage of the food shall only be in the (1) freezer and (1) refrigerator located within the Jail Facility itself. Inventory will be conducted on an ongoing basis by the Jail Superintendent or his/her designee to ensure food has not expired.
  - 1. Breakfast meals must be used or frozen within seven days of date on the label.
  - 2. Frozen meals must be used within 90 days of date on the label.
  - 3. Refrigerated products must be kept at 41<sup>0</sup>F or below.
  - 4. Any food product that requires Temperature Control for Safety (TCS) that is in the danger zone (41<sup>0</sup>F - 140<sup>0</sup>F) for more than two (2) hours must be discarded.
  
- d. Food Preparation. The on-duty jailer will be responsible for preparing the food for the arrestees. Jailers will ensure they wash their hands with soap and water before handling or preparing any food. After washing their hands, latex gloves will be used during all handling or preparation of food. Oven/Microwave meals will be used and will be served according to instructions provided by the food vendor. Fresh fruits or vegetables will be served in its original packaging, if it exists.
  - 1. When reheating lunches/dinners, meals must reach a minimum internal temperature of 165<sup>0</sup>F for at least 15 seconds.
  - 2. Once heated to the proper temperature, they must be held above 140<sup>0</sup>F or served within two (2) hours.
  - 3. Never reheat a meal more than once.
  
- e. Food Serving
  - 1. California Code of Regulations, Title 15, section 1215 requires three meals will be served in a 24-hour period (1 hot). Arrestees or minors who appear malnourished and/or dehydrated shall be immediately brought to the attention of the on-duty Watch Commander.
  - 2. Food will be served only under the immediate supervision of a jail employee.
  - 3. A minimum of one-half hour will be allowed for arrestees to consume their meals.
  - 4. If more than fourteen hours have passed between meals, supplemental food shall be served to the arrestee.
  - 5. Meals shall be served three times per 24-hour period:

Breakfast	0515
Lunch	1100
Dinner	1630
  - 6. Juveniles and lactating or pregnant females shall be served a minimum of four servings of dairy, one of which may be from a calcium-fortified food containing at least 250 mg of calcium.
  - 7. Those arrestees who miss a meal for reasons beyond their control will be given a meal and beverage.
  - 8. If meals are not available for distribution due to spoilage or a shortage, meals will be purchased from a local restaurant.
  - 9. Arrestees being held in a sobering cell for intoxication will not be served a meal.
  
- f. Transportation of Food. The meals are prepared and delivered by an outside vendor that is Title 15 certified. On Season Meals is our outside vendor. Food transportation shall be handled by the vendor, On Season Meals.
  
- g. Orientation and ongoing training will be conducted by the jail supervisor during the training program. The jail supervisor and/or the jail lieutenant shall ensure all additional mandated training is provided to current employees.

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- h. Budgets and Food Cost Accounting. The Buena Park accounting clerk will maintain and administer an account with the food service provider and maintain the financial records for said file. Budgets will be revisited on an ongoing basis, with an extra emphasis during the closing of each fiscal year.
- i. Documentation and Record-keeping. All documentation and records will be maintained by the accounting clerk. All receiving paperwork will be verified and signed for by the on-duty jailer. The jailer will ensure the proper items are being delivered and make a visual inspection to ensure spoiled food is not delivered. Any discrepancies will be noted on both the vendor's paperwork and on Buena Park's paperwork, which will be forwarded to the accounting clerk.
- j. Emergency Feeding Plan. Emergency food service shall be managed by the Jail Superintendent. They shall ensure there is sufficient food on hand to feed a maintained population for a period no longer than three days. In the event of an emergency, every effort will be made to either release arrestees or transport them to the OCJ.
- k. Waste Management. Upon the arrestee's completion of the meal, all trash will be placed in trash containers located at the police facility. Any plastic utensils will also be collected and disposed of in a similar manner.
- l. The Jail Superintendent will coordinate maintenance and repair of jail equipment through the appropriate vendor.

### **XVII. RELEASE OF ARRESTEES**

The jailer is responsible for the releasing of arrestees from the Jail Facility with the approval from the arresting officer. The following procedures shall be followed to ensure arrestees are appropriately released.

- a. Types of Releases
  1. 849(b)1 or 849(b)2. Release from custody when there are insufficient grounds for making a complaint against the arrestee, the person was arrested for intoxication only with no further proceedings, or the person was arrested for being under the influence of a controlled substance and was delivered to a facility for treatment with no further proceedings desired.
  2. Cash Bail. Cash may be accepted as bail up to the face value of the bond.
  3. Personal Check Bail. Personal checks are accepted in Orange County courts only for any offense not declared to be a felony. Personal checks may be accepted up to a maximum of \$7,500. They must be for the exact amount of bail and made payable to the respective court. The address on the check must match the identification and the account must be from a California bank. The maker presenting a personal check must furnish satisfactory proof of identification and have a California residence. Two forms of identification are required. Checks will not be accepted from intoxicated persons.
  4. Money Order and Cashier's Check. Accepted as bail by jurisdictions and are to be made payable to the respective court in the exact bail amount.
  5. Bail Bond. Bail bond may be accepted as bail after the bondsman's identification is verified by the jailer. The amount of the bail on the bond must not exceed its limit amount as indicated on the Power of Attorney. The bond must contain the correct amount of bail, appropriate court, defendant's name, charges, and appearance date.

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One bond is required for each warrant even though they may be issued by the same court.

6. **Bail Increases.** It is the responsibility of the arresting agency to notify the magistrate if he/she believes the scheduled bail is insufficient to ensure the arrestee's appearance, as per Penal Code § 1269c, by filing a Declaration in Support of Motion noting the facts and circumstances in support of a higher bail.
  - i. An arrestee may be detained without bail for only eight hours from the time of arrest for the purpose of obtaining a bail increase. If no bail increase has been granted at the end of the eight hours, the arrestee must be given the amount of bail listed in the Orange County Uniform Bail Schedule.
  - ii. The arresting officer or handling detective will notify the arrestee immediately upon an increase, or decrease, in their bail.
7. **Outside Agency.** Arrestees may be released to an outside agency with the approval of the handling detective, if applicable, and the Watch Commander.

### **b. Release Procedures**

1. Arrestees who have been housed will be required to collect any items used by them or furnished to them during their housing period, such as sheets, blankets, physical hygiene kits, and toilet paper not properly disposed of.
2. Conduct a pat-down search to ensure the arrestee is not in possession of any unauthorized property.
3. Confirm arrestee's identification using the booking photo (if ID is unknown to jailer).
4. Hand the arrestee's property bag to him/her and direct him/her to confirm all of his/her property is accounted for by signing the Return Property form.
5. Request an officer to complete a citation if arrestee is being released on a citation.
6. Request an officer complete the Detention Only form if being released per 849(b)1.
7. Jailer completes Detention Only form if being released per 849(b)2.
8. Escort the arrestee through the south visitor's gate by way of the jail visitor door and through the courtyard.
9. Ensure the south visitor's gate latches after the arrestee has exited.
10. Complete the arrestee release process by completing the arrest status and property form in the RMS and the county Booking Form, if applicable.
11. An outside agency taking custody of an arrestee shall sign the Booking Form for receipt of the arrestee.
12. Should the arrestee be transported to the hospital for medical reasons, an entry shall be made into the RMS noting the hospital taken to, time of transport, and name of the officer transporting.
13. When an arrestee is being released on bail for a stalking charge, the jail is required to notify the Domestic Violence Unit of the prosecuting agency in the county where the victim lives of the fact that a stalking defendant has made bail and is being released per Penal Code 646.93. This notification shall be made in writing by the arresting officer using the "Notice of Release on Bail" form prior to the release of the arrestee.

## **XVIII. ARRESTEES RECEIVED FROM OUTSIDE AGENCY**

Whenever an arrestee is received from another agency and is to be housed in the Buena Park Jail Facility, he/she will be booked, processed, housed, and transported to OCJ in the same manner as an arrestee received from Buena Park Police Department officers, with the exception of having to list the arresting outside agency as the "billing agency."

## **XIX. JAIL LOGS**

The Jail Logs document all events occurring in the Jail Facility or related to an arrestee. This includes inspections, facility maintenance, facility security, arrestee observations, and cell checks. The Jail Logs include the Security Log and the Arrestee Log.

- a. Security Log
  1. Documents physical inspections of the jail facility, including fire alarms, and arrestee accountability, along with any other activities that may occur, such as building maintenance items that need to be attended to.
  2. The log is kept on a 24-hour basis starting at 0001 hours and ending at 2359 hours.
  3. All jailer inspections are logged on the Security Log.
  4. The Security Logs are manual logs maintained in the Jail Observation Control room.
  
- b. Arrestee Log
  1. Used to document status of arrestees, such as segregation type, type of release, cell change, behavior issues, and medical/mental notations.
  2. Provides accounting of arrestee population.
  3. The Arrestee Log is maintained in the RMS Jail Module.

Incidents occurring in the Jail Facility resulting in physical harm or the serious threat of physical harm to an arrestee, employee, or other person, shall be documented by having a sworn officer complete a crime/incident report in the RMS. The jailer shall also notify the Watch Commander of the incident.

## **XX. INSPECTIONS**

Inspections are conducted on a regular basis to ensure compliance with state standards and Department policies. These include the following:

- a. Facility Inspections
  1. Physical inspections of the entire Jail Facility shall be completed every hour by the on-duty jailer.
  2. Damage to property within the confines of the Jail Facility should be investigated and reported by the jailer who discovered the damage. If the cause of the damage is criminal, per Penal Code 4600(a), a sworn officer shall complete a crime report in the RMS. The Watch Commander will be notified regarding any damages to the Jail Facility.
  3. Security inspections checking for any safety or health hazards shall be conducted every hour by the on-duty jailer. Necessary repairs to any areas of the Jail Facility will be reported to the Jail Superintendent and Administrative Lieutenant. Public Works will complete the repairs. Emergency repairs will be reported to the Watch Commander.
  4. The floor drains shall be inspected weekly to ensure they are clean and that water flows through without backing up.
  
- b. Equipment Inspections
  1. First Aid Kit/AED. The First Aid Kit is located in the Jail Facility's laundry room and the AED is located in the booking area. The contents, location, and procedure for periodic

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- inspections have been approved by the City's contracted physician. The Jail Superintendent will conduct weekly inspections of the First Aid Kit and AED.
2. Weekly inspections relating to the operation of fire alarms, smoke detectors, exit sign lighting, door functioning, etc. are conducted as required by Title 15 CCR § 1032 by the Jail Superintendent. The inspection shall also cover facility sanitation and vermin and pest control. Records of these inspections are retained for two years as mandated.
  3. Annual inspection of the fire suppression equipment by the Fire Marshal.
- c. Cell Inspections
1. Sobering Cell. Inspections of arrestees held in a sobering cell shall be checked at least every thirty minutes and are documented on the Arrestee Detoxification Form.
  2. Direct visual check of all arrestees shall be completed every hour by the on-duty jailer.
  3. Ensure each cell has a functioning toilet, sink, drinking water, and toilet paper.
  4. The Jail Superintendent will conduct and document weekly security inspections of all cells and common areas for weapons and contraband.

### **XXI. FIRE AND EVACUATION PLAN**

The presence of combustible material is minimized for fire prevention purposes. No flammable materials shall be stored inside the Jail Facility. The Jail Facility is a non-smoking facility; therefore, no smoking materials shall be permitted. The jailer is responsible for the safety and security of all arrestees.

- a. Fire Response
1. Sound the fire alarm.
  2. Have the Dispatch Center notify the Orange County Fire Authority.
  3. Notify the Watch Commander.
  4. Immediately cease all operations and secure all adult arrestees.
  5. Implement the evacuation plan, if applicable.
  6. Begin fire suppression or rescue procedures, if practical.
  7. Officers supervising juvenile detainees will be responsible for securing them and moving them to an area of safety.
  8. Under the jailer's direction, have responding officers assist with securing arrestees and moving them to an area of safety.
- b. Evacuation Plan
1. Based on the severity of the fire, the Watch Commander shall order evacuation of arrestees from the affected areas to safe, non-affected areas of the Jail Facility.
  2. The Watch Commander will give an order to evacuate the Jail Facility and the Police Department when such conditions exist that there are no safe areas within the police department structure.
  3. All adult arrestees will be placed in restraints before leaving the Jail Facility.
  4. Juvenile detainees will be placed in restraints before leaving the juvenile detention rooms.
  5. Any arrestee/detainee overcome by smoke or requiring medical attention will be moved to a safe area and rendered first aid by police officers, jailers, or paramedics.
  6. Sworn police officers will be requested to the Jail Facility should the jailer need to evacuate the entire jail facility to stand by for the transfer of arrestees outside the secured jail facility.
- c. Evacuation Options

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1. Option 1. Have the jail transport van and/or patrol units moved into the sally port and assist arrestees into the vehicles via the intake cells.
  2. Option 2. If the sally port is not accessible, have the jail transport van and/or patrol units moved into the secured east parking lot/courtyard access gate and assist arrestees into the vehicles via the east visitor's door.
  3. Option 3. Arrestees will be guided through the west entry door off the hallway to the front lobby area and will be placed under armed guard. The arrestees may remain there if safe to do so, or may be assisted into the jail transport van and/or patrol units in the west public parking lot of the Police Department.
- d. After-Action Accountability
1. The Watch Commander will contact the Fire Authority to ascertain if the Jail Facility can remain in operation.
  2. Arrestee/detainees returning to the Jail Facility shall be searched prior to their re-entry into a housing cell.
  3. The jailer will conduct a count ensuring all arrestees/detainees are accounted for.
  4. If any arrestee/detainee is not accounted for, the Watch Commander shall immediately be notified.
  5. If the Jail Facility is deemed non-operational by the Watch Commander, all arrestees shall be transported to OCJ.
  6. The Watch Commander, or his/her designee, shall complete an incident report.

## **XXII. OVERCROWDING**

Special events or unusual occurrences may result in a high number of arrestees being processed at one time in the Jail Facility. The following procedures should be considered in the event of possible overcrowding:

- a. When misdemeanor bookings occur due to insufficient identification, the jailer will notify the Watch Commander, who will ensure all possible attempts have been made to establish identity. Once positive identification has been established, the arrestee will be released on a citation.
- b. Any special enforcement operations that would cause a significant increase in bookings should be brought to the attention of the Jail Lieutenant and the Jail Superintendent to enable advance planning. Every effort will be made to balance the available facility space with the arrest charges, continuing investigations, and consideration of special operations.
- c. Housing Procedure
  1. The jailer will advise the Watch Commander that the Jail Facility has exceeded maximum capacity and request additional personnel.
  2. Officers shall conduct inventory searches on all arrestees and place items in a property bag marked with the arrestee's name and identifying number.
  3. The property bag will be placed in a container secured in the Jail Facility booking area.
  4. Temporary detainees will be kept separate from other arrestees in the housing area.
  5. A police officer or jailer shall be assigned to provide visual security within the area until the arrestees are housed.
  6. No blankets or court kits shall be issued to temporary detainees.
  7. Arrestees eligible for release on a citation will be released at the discretion of the Watch Commander after all booking and processing has been completed.

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The sally port of the Buena Park Jail Facility may be used for temporary detention of arrestees pending processing during periods of overcrowding.

### XXIII. VERMIN (LICE) CONTROL

Vermin is defined as various small animals or insects that are injurious to health. For the purpose of this manual, it refers to lice. The most common signs are adult lice and/or nits (eggs) on the scalp or other hairy portions of the body, or on the clothing, particularly along the inner seams. The three types of lice commonly observed in detention environments are the head louse, the body louse, and the crab (pubic) louse. The crab louse may be observed in the pubic area and, in some cases, the eyebrows and eyelashes. Lice do not jump, but transfer by direct contact with an infested person, or his/her clothing or other personal belongings.

Vermin-infested arrestees should not be brought into the Jail Facility and should be transported to OCJ. An officer or jailer may observe what appears to be a lice infestation on an arrestee during processing or subsequent to the housing assignment. The Watch Commander shall be informed immediately of the infestation in all cases. The arrestee shall not be placed in a cell with other arrestees and the jailer should immediately begin the delousing and treatment procedure with the arrestee.

- a. Arrestee Delousing and Treatment Procedure
  1. The arrestee should shower and be given RID shampoo to utilize on all infested areas of the body.
  2. The arrestee will then immediately be transported to OCJ.
  3. The arrestee will be issued jail clothing (jumpsuit) while his clothes are being laundered. His/her clothing will be returned to them after washing/drying.
  4. Any clothing shall be laundered using detergent and water of at least 140 degrees Fahrenheit.
  5. Contaminated blankets used by the arrestee will be placed in a plastic bag and sealed tightly for 48 hours, then removed and washed/dried. This will eliminate the lice infestation.
- b. Facility and Equipment Delousing and Treatment Procedure
  1. The contaminated areas shall be posted with a "contaminated" sign.
  2. The cells, booking area, and equipment contaminated by the arrestee shall be treated with a non-toxic pesticide such as Pyrethrin. After this treatment, the Police Department's janitorial staff or jailers should thoroughly clean these areas.
  3. Consumable items (such as toilet paper) shall be heat-sealed in a plastic bag and disposed of in the outside dumpster.
  4. If the lice contamination is heavy, the services of a licensed pest control operator should be considered and coordinated through the Jail Lieutenant.
- c. Officer/Employee Treatment Procedure
  1. Officers/Employees infected with vermin due to arrestee contact should immediately notify the Watch Commander.
  2. The officer/employee will be directed to respond to the City's Worker's Compensation Medical Clinic or other appropriate medical treatment facility for treatment as necessary.
  3. All necessary Worker's Compensation paperwork shall be completed.

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4. The officer shall also ensure the vehicle involved in the transport of the infested arrestee is thoroughly cleaned to avoid further contamination of other employees or arrestees.

### XXIV. USE OF FORCE

It is the policy of this Department that officers shall use only that amount of force that reasonably appears necessary to accomplish a legitimate law enforcement purpose, given the facts and circumstances perceived by the officer at the time of the event. Refer to Policy § 300, Use of Force, for the policy in its entirety.

The use of force to restrain arrestees and/or obtain biological samples within the Jail Facility shall comply with the following guidelines:

- a. Restraints/Control Devices. The long-term use of restraints or control devices is not practiced. Restraints or control devices including handcuffs, shackles, flex-cuffs, or the WRAP, may be applied for short-term or transitional purposes only by those trained in the use of the specific device.
- b. Pregnant Females. No arrestee who is in labor shall be handcuffed or restrained by the wrists, ankles, or both unless it is reasonable and necessary for the safety of the arrestee, officers, or other persons, per Penal Code § 6030.
- c. Obtaining Biological Samples and Prints. A use of force to obtain DNA (Buccal samples), thumb/palm print impressions, blood specimens, or other biological samples required pursuant to Penal Code 296 is not authorized. Refusal by the arrestee to comply with the request shall be documented in the RMS by the jailer. It will be the police officer's responsibility to document the refusal in his/her crime report.
- d. Restraint Chair. The restraint chair may be used to restrain arrestees for the purpose of obtaining blood specimen evidence only when there is probable cause to believe the arrestee is under the influence of alcohol or drugs. Arrestees that refuse to voluntarily submit to or allow for the taking of evidence may become a threat to the officer, jailer, or themselves when subjected to a blood draw. In these cases, the Watch Commander will be advised by the arresting officer that the arrestee has refused to submit to the required test prior to placing that person in the restraint chair. Once approval has been obtained from the Watch Commander to utilize the chair, the jailer and officer(s) will place the arrestee in the chair to be secured.

When seating the arrestee in the restraint chair, the jailer and/or officer(s) should normally position themselves and apply the restraint equipment as follows:

- a. The arrestee should be backed up to the chair with one officer on either side.
- b. Officer safety should be maintained. Be cognizant of attempts by the arrestee to head-butt, spit upon, bite, or kick staff.
- c. A "spit" mask may be utilized to protect staff from spitting arrestees.

An arrestee placed in the restraint chair for the collection of evidence will not stay in the restraint chair any longer than necessary to obtain the evidence. Once the evidence is obtained, the arrestee will be taken out of the chair, placed back in a cell, and all restraints will be removed.

The on-duty jailer will document in a jail incident report any incidents not requiring anything more than a firm grip in placing the subject in the restraints and restraint chair.

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If the collection required additional force, the incident shall be reported to a supervisor and documented in accordance with Buena Park Police Department Policy § 300, Use of Force.

### **XXV. CONDUCT**

All employees, including Allied Universal employees, are required to comply with Policy § 340, Conduct. No employee of this Department shall use uncomplimentary terms of speech in referring to any arrestee or intentionally antagonize any arrestee with whom he/she comes in contact. The following are law violations specific to the jail facility and treatment of detainees:

- a. Crimes against Prisoners. Every officer who is guilty of inhumanity or oppression toward any prisoner under his/her care or in his/her custody is punishable by a fine not exceeding four thousand dollars and by removal from office (Penal Code 147).
- b. Assaulting or Beating any Person. Every public officer who, under color of authority, assaults or beats any person without lawful necessity, is punishable by a fine not exceeding ten thousand dollars, or by imprisonment in the state prison or in a county jail, not exceeding one year, or by both fine and imprisonment (Penal Code 149).
- c. Cruel and Unusual Punishment. It shall be unlawful to use cruel, corporal, or unusual punishment, or to inflict any treatment or allow lack of care whatsoever, which would injure or impair the health of the prisoner, arrestee, or person confined; and punishment by use of straitjacket, gag, thumbscrews, shower bath of a prisoner, arrestee, or person confined, is hereby prohibited. Any person who violates the provisions of this section, or aids, abets, or attempts in any way to contribute to the violation of this section, shall be guilty of a misdemeanor.
- d. Reporting. It is the responsibility of each employee of this Department who observes a violation of any of these laws to report the violation to a supervisor in accordance with Policy § 340, Conduct. The Department shall investigate and take action against any employee found in violation of these laws.

### **XXVI. IN-CUSTODY DEATH**

It is the policy of this Department that the Orange County District Attorney's Office and the Orange County Sheriff-Coroner's Office will conduct the investigation of the circumstances surrounding the death of any person who was an arrestee in the Buena Park Jail Facility at the time of his/her death. The Professional Standards Unit will conduct an administrative review of the incident in conjunction with Allied Universal administration. Refer to Policy § 900, Temporary Custody of Adults, for additional information regarding in-custody deaths.

### **XXVII. RELEASE OF INFORMATION TO THE PUBLIC OR NEWS MEDIA**

It is the policy of the Buena Park Police Department to release only that information required by law regarding any person in our custody. Any additional information requests other than what is listed below shall be referred to the Watch Commander.

- a. Adults. Requests for information regarding adult arrestees still in our custody shall be restricted to name, charge(s), bail amount, and court appearance date.
- b. Juveniles. No information is to be released regarding juveniles except to the juvenile's parents, legal guardian, or attorney.