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HOLDING FACILITY MANUAL

INTENT

The purpose of the Holding Facility Manual is to assure that individuals detained in the Redwood City Police Department's holding facility are held in conformance with existing law and department policy.

POLICY

Persons placed under arrest and not released on citation will be booked into a county detention facility **directly** unless there is a need to collect evidence, interview, or process the prisoner in the police facility.

Officers detaining persons at the police facility will comply with existing law and the procedures of the department. To that end, officers will be familiar with this Holding Facility Manual. **All policies in this manual apply to both adult and juveniles unless otherwise designated.**

BACKGROUND

The California Code of Regulations, Title 15, sets "minimum standards" that must be met by various types of jail facilities.

The Redwood City Jail is classified as a "temporary holding facility." This type of jail is the least sophisticated of all classifications and has the fewest "minimum standards" that must be met.

Title 15 states a "temporary holding facility" is defined as "...a local detention facility constructed after January 1, 1978, used for the confinement of person for 24 hours or less pending release, transfer to another facility, or appearance in court." This type of facility ranges from a small room with a locked door, to a large facility, such as ours. If a room has a lock on it and prisoners are put there, a temporary holding facility exists and all the standards for such a facility must be met.

ADMINISTRATION

A. Command Responsibilities:

1. The Chief of Police is the chief administrator of the temporary holding facility. It is his responsibility to establish custodial policy and to discharge all the duties imposed on him by law.
2. The Chief of Police shall be responsible for assignment and training of all personnel. He will confer with his staff regarding custodial planning, policy, and procedure. He shall be responsible for personnel performance and operation of the temporary holding facility in accordance with minimum jail standards and may delegate any of these duties, yet retains complete responsibility.
3. The Administrative Services Captain shall be responsible for the day-to-day operation of the temporary holding facility which includes, but is not limited to, the preparation and maintenance of records, ordering and maintaining facility supplies, and ensuring compliance with all applicable laws, standards, policies, and procedures. The Administrative Services Captain or his designee shall comprehensively review and update the policy and procedures manual every two years to ensure compliance with all applicable Title 15 and Title 24 regulations.
4. The Administrative Sergeant shall conduct an annual review of the temporary holding facility, including internal and external security measures, and shall document and report his findings to the Administrative Services Captain and the Chief of Police.

B. Operational Responsibilities:

1. The Watch Commanders shall be responsible for the operation of the temporary holding facility during their respective tours of duty. Such responsibility includes, but is not limited to:
 - a. Inspection, as necessary, of the facility to ensure compliance with all applicable laws, standards, policies, and procedures.
 - b. Assuring arrestees in custody for extended periods of time (more than six hours) are provided with food, water, and an opportunity to use the toilet facilities.
 - c. Assuring arrestees are allowed the use of the telephone as per Penal Code Section 851.5. This section states: "...Immediately upon being booked and, except where physically impossible, **no later than three**

(3) hours after arrest, an arrested person has the right to make at least three completed telephone calls...”

- d. Assuring that an arrestee held in excess of four (4) hours, between the hours of 2400 and 0600, is provided with a blanket.
- e. Assuring that medical services are provided to arrestees in need of same and in any or all instances of serious injury, **whether or not requested** by the arrestee.
- f. Assuring all arrestees are promptly released according to applicable laws or are transported to another law enforcement detention facility as soon as possible, and in all cases, except when exigent circumstances exist, are released or transported no later than nine (9) hours after being booked into this facility.
- g. Assuring appropriate charges are added or included in the arrest report in all incidents which result in physical harm to any person or to any arrestee, or whenever an arrestee damages or destroys City property.

The circumstances of such incidents will be included in the Watch Commander’s daily report.

In instances of serious injury to an officer, police employee, or arrestee in the detention facility, the Field Services Captain shall be notified as soon as possible.

- h. Assuring that whenever there is a person in custody, that there shall be at least one employee on duty who will be immediately available and accessible to arrestees in the event of an emergency.
- i. Assuring that a personal physical check of each arrestee (for illness, injury, escape, disturbance, etc.), shall be conducted every thirty (30) minutes. For purpose of this section, “personal physical check” is a check or contact physically done by an employee. These checks **do not** include audio and visual monitoring by electronic means, but, are conducted **in addition** to any such monitoring. The Watch Commander will make sure that personnel assigned to make the personal physical checks make the required entries on the prisoner safety check log located inside the Holding Facility.
- j. Assuring that arrestees are monitored by dispatch personnel on the electronic video **and** audio equipment provided for that purpose. (Again, this electronic monitoring is **in addition** to the personal physical checks made by the custodial officer.)

- k. Assuring arrestees are segregated by sex and that juveniles are not housed within hearing or seeing distance of adult prisoners.

C. Rate Capacity of Cells:

<u>Cell Number</u>	<u>Type of Cell</u>	<u>Number of Prisoners</u>
A	N/A	N/A
C	Jail	2
D	Jail	2
E	Holding Room	2
F	Interview Room	1
G	Interview Room	1
H	Equipment Room	N/A

BOOKING PROCEDURE

A. Pat-Down Search in the Field:

The arresting officer shall conduct a pat-down search of an arrestee in the field to make sure that the person does not have any items that could inflict harm to the officer or other prisoners during the transport to the booking facility.

B. Arrestees Who Shall Not Be Detained in Our Jail:

The following classes of arrestees **shall not** be detained at the Redwood City Jail:

1. Pregnant or lactating females.
2. Combative persons.
3. Mentally disturbed person.
4. Persons with known communicable diseases.
5. An arrestee requiring medical treatment, claiming that they need medical treatment, or who is taking medication of any nature.
6. An arrestee contemplating suicide.
7. Developmentally or physically disabled persons.
8. Anyone with diabetes or epilepsy.
9. Persons infested with vermin.
10. Persons with any of the “prohibited” conditions on the “medical screening form.”
11. Significantly intoxicated persons.
12. Any Juvenile who is suspected to have ingested any substance that could result in a medical emergency, or who tests positive via a Preliminary Alcohol Screening Device (PAS) for the presence of alcohol in his or her system. Or, any Juvenile who it is suspected has consumed any alcoholic beverage(s) within the past 12 hours.

The arresting officer should attempt to determine if the arrestee falls into one of these classes **before** entering the sally port.

C. Entry into Sally Port:

When the determination has been made that the prisoner is to be brought into our facility, the transporting officer shall drive up to the sally port door and request dispatch to raise the door. Once the door is open, the officer can drive into the sally port. Once inside the sally port, the door shall be closed **before** the prisoner is removed from the patrol car. The sally port door and the door between the sally port and the jail should never be open at the same time. Careful attention to this rule decreases the likelihood of escapes.

D. Officer Weapon Removal:

The officer shall remove all weapons (including knives, chemical weapons, PR-24 batons, nunchakus, and stun guns) and lock the items in either the patrol car trunk or gun locker prior to taking the prisoner out of the patrol car.

Officers entering the jail from the atrium will store all of the above listed weapons in the gun locker in the atrium (impact weapons must be stored elsewhere).

E. Booking Search - Removal and Checking of Prisoner's Property:

Once inside the sally port, a thorough search of the prisoner will be conducted. The prisoner's shoes, belt, necktie, necklace, and any other items that the prisoner could use to injure him/herself or others are taken away. Nothing shall be left with the prisoner except for the clothing that they are wearing. The officer must be diligent to remove any item from the prisoner that can be used as a weapon against other officers or other prisoners. Also, the officer is to remove anything that may be used to damage a cell. The officer should have the prisoner remove their socks and turn them inside out to ensure nothing is hidden in them. The socks may then be returned to the prisoner **unless** they are of such a size that would allow the prisoner to hang him/ herself.

F. Search of Opposite Sex Prisoner Inside Holding Facility:

If the arrestee is of the opposite sex of the arresting officer, the officer shall contact an on-duty custodial officer of the same sex as the prisoner for booking and processing. If no on-duty custodial officer of the opposite sex is available, the prisoner **shall not** be detained in our holding facility and shall be transported directly to the San Mateo County Jail.

G. Logging the Prisoner's Property:

The officer will take custody of **all** the prisoner's property and itemize it on a property form. The property will then be placed into a paper bag and labeled with the prisoner's name. Any small valuable items will be placed into a container, (such as an envelope), and then placed in the bag with the rest of the property.

H. Logging the Prisoner's Money:

After conducting an inventory search of the prisoner, the officer shall acknowledge the amount of the prisoner's money by recording it on the property sheet. If the prisoner has more than \$25, a second officer shall also count the money. Both officers' names should appear on the property sheet.

I. Jewelry:

When describing jewelry on an inventory, follow these guidelines:

Jewelry is described as "white metal" or "yellow metal," **not** "silver" or "gold." Stones in jewelry are to be described as "clear stone" or "red stone," **not** "diamond" or "ruby." If we describe a clear glass stone as a diamond, we may end up having to produce a diamond.

J. Contraband:

The officer will take custody of any evidence or contraband found on the arrestee. The officer will log the confiscated items on the property/evidence sheet and indicate where it was placed. (The items should be entered into evidence, not placed with the prisoner's property.)

K. "Detention Facility Pre-Booking Medical Clearance" Form, and the "Jail Prisoner Check Log":

If the prisoner is to be housed in a cell, the Detention Facility Pre-Booking Medical Clearance form must be completed and a Jail Prisoner Check Log must be started prior to placing the prisoner in a cell. **If the prisoner is to only be fingerprinted and photographed in the booking area and not housed in a cell, then the forms are not necessary.**

L. The Booking Area/Choice of Cells:

Once the officer has entered the booking area and if the prisoner is cooperative, the officer may have the prisoner sit on the mounted stool in the booking area. If the prisoner is uncooperative or there are other prisoners being booked, the officer may place the prisoner into the pre-booking cell (Cell E, if empty) during the booking process. No prisoner shall be left unattended in the booking area. If the

officer has not yet completed the pre-booking medical screening form, they should do so at this time.

M. Use of Cells - Adults and Juveniles:

If it is absolutely necessary to house adults and juveniles in the detention facility at the same time, juveniles should be housed in Cells F or G (after removal of movable furniture), while adults should be housed in Cells C, or D or A if the sleeping items are removed. Housing juveniles and adults in the facility at the same time is a violation of several different regulations and must be done only in exigent circumstances. (The purpose of this separation is to meet the legal requirement of keeping juveniles out of seeing and hearing distance of adult prisoners.) The Watch Commander must immediately be made aware of the fact that juveniles and adults are housed in the facility at the same time.

N. Completion of Forms:

The officer shall complete the proper forms (booking log, property forms, security check log, medical screening forms, incident reports, etc.).

O. Telephone Calls:

1. The prisoner is entitled to make three (3) completed telephone calls per Penal Code Section 851.5. (This section says the prisoner must be allowed to make these calls immediately upon being booked, but not later than three (3) hours after arrest. The calls may be delayed if the prisoner will be released or booked into County Jail within the three hours.)
2. Although there is no time limit stated as to how long the calls may last, the officer must control the length of the calls so as not to inconvenience the officer or other prisoners.
3. The officer should write in the time(s) on the booking sheet that the prisoner made completed calls. Also, if possible, the officer should list to whom the calls were made and the telephone numbers that were called.
4. The prisoner should make collect or credit card calls for any long distance calls.
5. Officers should keep in mind that any public officer or employee who willfully deprives an arrested person of any right granted by Penal Code Section 851.5 P.C. is guilty of a misdemeanor.

P. Inspection of Cells:

Prior to placing the prisoner into a cell, the officer shall inspect the cell for damage and items that may have been left behind. The officer must note any pre-existing cell damage on the booking form. The releasing officer must compare damage listed on the booking form to any new damage upon the prisoner's release. If new damage has been done, the prisoner may be charged with Penal Code § 4600 (Damage to a Jail; Felony). The officer will need to complete a report or a supplemental report for this charge. Photographs will help make the case.

Q. Blanket Provided for Prisoner:

When the prisoner is placed into a cell, the officer is to ask the prisoner if they would like a blanket. If the prisoner desires a blanket, the officer is to supply a blanket to them.

R. Dispatch Personnel to Monitor Prisoner(s):

1. Responsibility of Transporting/Custodial Officer:

The officer bringing a prisoner into the facility has the responsibility to notify Communications that the jail is occupied and that Communications is to monitor the appropriate areas. The officer is to advise Communications which areas (cell numbers, booking area, etc.) where prisoners will be located.

The fact that Communications is monitoring the prisoner(s) **does not** release the officer from the responsibility of making the required "security checks."

2. Responsibility of Communications:

Communications has the responsibility of monitoring the areas of the jail facility which are occupied by prisoners or officers when prisoners are present. Again, electronic monitoring **will not** be a substitute for actual visual cell checks by the officer.

DEFINITIONS OF SEARCHES

A. Normal Pat-Down Search

This is the normal type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the prisoner, or other prisoners.

B. Booking Search

This search is used in the jail and again involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc., on clothing are checked to locate all personal property, contraband, or weapons. The prisoner's shoes, belts, jewelry, glasses, hair pins, and all other personal property are taken **and inventoried**. Do not allow any of these items inside a jail cell. The only exception is rings that cannot be removed due to enlarged or swollen fingers. If you must allow such a ring inside the cell, the prisoner must be alone in the cell if possible. It is advisable to check the prisoner's hair if it is long and capable of concealing any items.

C. Strip Search or Visual Body Cavity Search

This is a search that requires a person to remove or rearrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person. (4030 P.C.)

D. Physical Body Cavity Search

This is a search that includes physical intrusion into a "body cavity." "Body cavity" means the stomach or rectal cavity of a person and the vagina of a female person.

LIMITATIONS ON SEARCHES

A. Strip Search or Visual Body Cavity Searches:

A strip or visual body search of a prisoner may only be done if the following criteria are met:

1. The offense involves weapons, controlled substances, or violence, and,
2. There are specific and articulable facts leading to the reasonable suspicion that the prisoner is concealing weapons or contraband and that a strip search would result in the discovery of the weapons or contraband, and,
3. There is written authorization of the Watch Commander or ranking officer. The authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made by the Watch Commander or ranking officer.

NOTE: The restrictions do not limit an officer's ability to conduct a pat-down, metal detector, or thorough clothing search to keep weapons and contraband from entering the detention facility.

B. Physical Body Cavity Search

A physical body cavity search may only be done under the authority of a search warrant.

CONDUCT OF SEARCHES (4030 P.C.)

A. Strip Search or Visual Body Cavity Search

1. A person conducting such a search may not touch the breasts, buttocks, or genitalia of the person being searched.
2. All persons present during such a search must be of the same sex as the person being searched. The search must be conducted in an area of privacy so that uninvolved persons may not observe the search. Care must be taken to conduct the search out of view of the closed-circuit video cameras.

B. Physical Body Cavity Search

1. A physical body cavity search may be conducted only by a physician, nurse practitioner, registered nurse, licensed vocational nurse, or Level II Emergency Medical Technician.
2. Except for the above-mentioned licensed medical personnel, persons present must be of the same sex as the person being searched. Privacy requirements are the same as the strip search standard.

WRITTEN DOCUMENTATION

Written documentation is mandatory for all strip searches or visual body cavity searches. This documentation includes the prior written approval of the Watch Commander or ranking officer; the identity of the person searching; the date, time, and location of the search; and the results of the search. This information must be made available to the person or their representative upon request.

EMERGENCY SUSPENSIONS OF STANDARDS OR REQUIREMENTS

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the

event of any emergency which threatens the safety of a local detention facility, or any of its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator (Chief of Police) shall notify the Board of Corrections, in writing, in the event that such suspension lasts longer than three (3) days. In no event shall any suspension continue more than fifteen (15) days without the approval of the Chairperson of the Board of Corrections for a time specified by them.

TRAINING

- A. All officers putting prisoners in the Redwood City Jail shall satisfactorily complete eight (8) hours of specialized training. Such training shall be completed as soon as practical, but in any event, not more than six (6) months after an officer starts having the authority to book prisoners into the jail.

If prisoners are present in the jail, at least one supervisory person who has the required training must be on-duty at that time and available to respond to the jail in the event of an emergency.

The eight (8) hours of training shall include, but not be limited to:

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

Eight (8) hours of refresher training shall be completed once every two (2) years.

NUMBER OF PERSONNEL

A. Custodial Officer:

1. Definition of Custodial Officer:

A Custodial Officer in the Redwood City Jail shall be any of the following personnel: Police Officers, Reserve Police Officers, and other personnel who have completed the required training. Basically, the Custodial Officer is any employee who is in charge of a particular prisoner or prisoners.

Usually, the Custodial Officer will be the arresting officer. Any person who is in charge of prisoners must have eight (8) hours of training in the care and welfare of prisoners.

2. Custodial Officer Availability and Duties:

Whenever there is a prisoner in custody, there shall be at least one Custodial Officer on duty and available to respond to the jail. The Custodial Officer shall be immediately available and accessible to inmates in the event of an emergency. The Custodial Officer shall not have any other duties which would conflict with the supervision and care of inmates in an emergency. For example, on-duty dispatchers must not serve as a Custodial Officer because a dispatcher's duties would pull them away from jail duty should an emergency arise. Likewise, a police officer responsible for a prisoner must not leave the station on a call or attend to other tasks. If a Custodial Officer is not available, the prisoner shall be transported to the San Mateo County Jail or other suitable facility, or released without being booked into the Redwood City Jail.

3. Prisoner Checks by Custodial Officers:

Visual checks shall be made at least every thirty (30) minutes. Documentation of these checks shall be made on the Jail Prisoner Check Log.

4. Same Sex Custodial Officers:

There will always be a custodial officer of the same sex as a prisoner available to immediately respond in case of emergency.

B. Watch Commander:

The Watch Commander on the Redwood City Police Department is the highest ranking uniformed officer who is on duty for the shift. It would normally be a Sergeant. If a supervisor is not on duty, then the Watch Commander would be the appointed Officer-in-Charge (OIC) on duty for that shift.

C. Department Commander:

The Department Commander is the Field Services Captain.

FIRE AND LINE SAFETY STAFF

Pursuant to Penal Code §6030(c), whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board of Corrections for general fire and life safety as they apply specifically to the facility.

EMERGENCY PROCEDURES

A. Fire Safety Procedures:

1. In case of fire or fire alarm in the jail:

All prisoners shall be immediately escorted out of the jail area by way of the three exit doors (atrium, sally-port, or parking lot).

2. Fire extinguishers:

There is one fire extinguisher in the jail which is mounted in the booking area.

3. Communications advised of fire or fire alarm:

In case of a fire or fire alarm, Communications should be notified by the Custodial Officer as to what actions are being taken with the prisoners. (If Communications receives the alarm, they should immediately notify all Custodial Officers and the Watch Commander.)

4. Guarding of prisoners during a fire or fire alarm:

Prisoners who have been evacuated due to a fire or an alarm shall be guarded in a secure area until fire department personnel declare the facility safe for return or other arrangements are made.

5. In case of excessive damage to facility:

In the event that the facility is damaged by fire, prisoners shall be moved to the San Mateo County Jail (or Hillcrest) for detainment or released if appropriate.

B. Disturbances:

1. In case of disturbance in facility:

In the event of a disturbance in the detention facility, the Custodial Officer (or other officers present), shall notify Communications via radio, telephone, or panic button.

2. Responding officers - securing weapons:

Officers responding to the detention facility shall secure their weapons in the appropriate weapons locker prior to entering the detention area. There are gun lockers located near the atrium entrance and the sally-port entrance.

3. Communications to monitor disturbance activity:

Communications shall monitor the disturbance activity from their television monitor. Prior to entering the jail, officers shall be advised by Communications as to the activity being observed and the location.

4. Disposition of responsible prisoners:

Officers shall subdue those prisoners responsible for the disturbance and transport them as soon as possible to the San Mateo County Jail.

C. Natural Disasters

1. Earthquake or other natural disaster:

The emergency procedures following an earthquake or other natural disaster will be predicated on the necessity to maintain safety and security of staff and prisoners.

- a. Evacuation routes will be posted in the booking area.
- b. Injured staff and prisoners will be cared for by on-duty fire department E.M.T. personnel pending the arrival of ambulances.

2. Coroner cases:

All coroner cases that occur within the facility will be left where they are until the emergency cases are attended to, then the coroner will be contacted for removal.

3. Inspection by City Building Inspector:

Before reoccupying the facility, the City Building Inspector will inspect and approve for reoccupation.

D. Power Failures:

1. Emergency generator operation:

In the event of a power failure, emergency power shall be provided by the building's emergency generator for the purpose of maintaining and continuing critical facility operations.

2. Emergency generator servicing and testing:

The emergency generator is maintained by Building Maintenance and Corporation Yard personnel. The generator tests itself once a week--generally on Wednesday morning. It starts itself and places itself on a "dummy load" to ensure proper operation.

E. Hostages:

1. No bargaining with lives of hostages:

The Redwood City Jail is a "no-hostage" facility. Prisoners will not be allowed to bargain with the lives of hostages. No prisoner will be released from the facility as a result of taking hostages.

2. Negotiations to be used when possible:

Whenever possible, every attempt will be made through hostage negotiations to resolve hostage situations without injury or a loss of life.

3. Force to be used when necessary:

- a. Force will be used, when necessary, to rescue the hostages and apprehend the hostage-takers.

- b. Dealing with hostage situations shall be within the guidelines and policies pertaining to the Redwood City Police Department's handling of any other hostage situation.

F. Escapes:

1. In the case of an escape or attempted escape by a prisoner:

In the event of an escape or attempted escape from the detention facility, the Custodial Officer (or other officers present), shall notify the Watch Commander and Communications via radio, telephone, or panic button.

2. Responding officers – securing weapons:

Officers responding to the detention facility shall secure their weapons in the appropriate weapons locker prior to entering the detention area. There are gun lockers located near the atrium entrance and the sally-port entrance. Once in the detention area officers shall either assist in the apprehension of the prisoner or begin a detailed search of the detention area. Supervisory personnel should also respond to the detention area to coordinate the search and apprehension effort.

3. Successful escape from the detention area:

If a prisoner succeeds in escaping from the detention area, a detailed search of the police facility and surrounding exterior property shall be initiated. Detailed prisoner information to include the escapee's full name, identification number, aliases, physical description, charges, and other relevant information shall be relayed to Communications for distribution as needed to allied agencies.

4. Apprehension of prisoner:

Upon the apprehension of the escapee, the prisoner should be transported to the San Mateo County Jail as soon as possible.

5. Documentation and investigation:

The attempted or successful escape of an inmate shall be documented by the Custodial Officer or the Watch Commander's designee. The extent of follow-up investigation will be determined by the Watch Commander.

FIRE SUPPRESSION PREPLANNING

A. Fire Sprinklers and Smoke Detectors:

The Redwood City Police Department's Temporary Holding Facility is equipped with automatic fire sprinklers and smoke detectors in the booking area and inside each cell and interview room. The fire and smoke detection equipment is monitored on a 24-hour basis by the dispatchers in the Communications Unit.

B. Water Faucet and Hose:

A water faucet and hose is located in the janitor's closet located near Doors 1 and 2 (near the entrance to the police department atrium).

C. Fire Extinguishers:

A fire extinguisher is mounted in the booking area beneath the jail key locker next to the door leading to the holding cells. Other fire extinguishers can be found behind glass doors in the atrium. Make sure someone has called the fire department **before** or **while** the extinguishers are being used. Do not wait until you find out whether or not you can stop the fire to summon help.

D. Fire Inspections by Holding Facility Manager (Administrative Captain):

A fire prevention inspection will be conducted monthly by the Administrative Captain or their designee. The fire prevention inspection shall consist of an examination of all sprinkler heads and smoke detectors to ensure they are intact, an examination of the fire extinguisher to ensure that it is in place and fully charged, a check of the faucet and hose in the janitor's closet to ensure they are in place and functional, and an inspection of the facility for any fire hazards (debris, mechanical problems, etc.).

E. Annual Fire Inspection by Fire Department:

An annual fire inspection will be conducted with the assistance of the Redwood City Fire Department. This inspection shall include items in the monthly inspection, plus a test of the fire alarms and sprinkler system.

F. Evacuation Plan - Fire

In the event that an evacuation of inmates is necessary, the inmates shall be moved to an area of refuge. The saving of human life and the minimization of risk to human life is the guiding concept. If it is necessary to set prisoners free to ensure their safety, then set them free. If time allows and prisoners can be issued a citation and released, then do so. If prisoners must remain in custody, then move them to a place of safety.

Prisoners can be removed through three different exits: By using Doors 3 and 4, prisoners can be removed from the jail area into the sally-port. If safety allows, they can be held in the sally-port. If they must be removed further and time allows, they should be handcuffed, placed in police cars, and removed. They should be taken immediately to County Jail or released.

G. Evacuation Plan – Hazardous Materials

Because of the jail's close proximity to a company that stores hazardous materials, it is important that jailers are familiar with this policy.

If the department is notified of hazardous materials threatening the building, jailers and/or dispatch, in conjunction with the Watch Commander, will determine if an

evacuation of the building is necessary. If the threatening substance has already engulfed the building, it may be safer to remain inside the building.

1. If evacuation is necessary, staff should attempt to determine a safe evacuation route. This decision should be based on such factors as nature of threat, direction threat is approaching the building, wind direction, etc.
 - a. If the threat is approaching from the north, consider evacuating from the front lobby, using Blomquist to get away from the area.
 - b. If the threat is approaching from the south from the chemical storage yard area, consider using the “officers entrance” and rear gate. Take the prisoners through Docktown Marina, over the footbridge, and onto East Bayshore to exit the area.
 - c. If the threat is coming from the east (bay side), use the main lobby exit and exit over the Maple Street overpass.
 - d. If the threat is coming from the west, you might be safer to remain in the building.

H. Evacuation Plan - Earthquake

Obviously, there will be no forewarning of an earthquake. Quakes cause big problems for jail structures. Jail doors are made of metal and encased in metal frames. If the earthquake has damaged the jail doors or frames, they will not open. If this occurs, staff will find it necessary to have the fire department use pry tools to get them open.

After an earthquake, prisoners should be removed immediately from the jail area. If the main earthquake did not damage the doors, the aftershocks may. Get them out while you can.

The seriousness of the quake will determine further actions. It may be prudent to release the prisoners or transport them to another facility. If transporting to another facility, determine if you can get there and if that facility is accepting prisoners before you start out.

I. Location of Emergency Keys

The entrances and exits to the jail can be opened by two methods: By remote control from the Communications Center and by use of an emergency key which is located in the locked key box in the Community Coordinating Activities Team (CCAT) Office. This emergency key fits the stainless steel key receptacles on each jail door frame two feet from the floor.

DOCUMENTATION OF ROUTINE JAIL CHECKS (JAIL LOG)

- A. Any time a prisoner is housed at the Redwood City Jail, a record shall be kept of each security check made on that prisoner (refer to attached copy of "Prisoner Check Log"). The "Prisoner Check Log" shall be attached to the case written regarding the incarceration and shall become part of the case file. The prisoner checks shall be documented in the following manner:
1. Adult Prisoner checks shall be made every thirty (30) minutes on all adult prisoners and will be annotated on the adult prisoner check log and indicate the time, cell number, and employee number of the person making the visual check (not relying on a camera or monitor).
 2. Juvenile Prisoner checks shall be made every fifteen (15) minutes on all juvenile prisoners and will be annotated on the juvenile prisoner check log by a visual check (not relying on a camera or monitor). These check logs will be filled out completely and attached to the Juvenile Contact Report (JCR).

POPULATION ACCOUNTING

The Facility Administrator shall ensure that an accounting system exists of inmate population reflecting the monthly average daily population of prisoners by categories of male, female, and juvenile. This goal will be accomplished by use of the "Booking Log."

INMATE RECORDS

A. Required Prisoner Records:

The Redwood City Police Department shall maintain individual arrest files on all persons in custody. These records shall include the "Booking Log," "Medical Screening" form, case report, warrant extracts, any property receipts issued, "Prisoner Check Log," and any incident reports written that arise from the prisoner's stay in our jail. These forms shall be available in the jail area while the prisoner is actually in custody in the jail.

Once the prisoner is released or transported to another facility, the officer booking the prisoner will attach the "Medical Screening" form, warrant extracts, property receipts, and any incident reports to the case report. These items will be turned in under the case number issued to the case and maintained in that location. (The "Booking Log" shall be left in the jail since it records all prisoners.)

B. Discipline Not Administered:

Discipline will not be administered in the Redwood City Jail. Inmates who are discipline problems will be immediately transferred to the San Mateo County Jail.

INCIDENT REPORTS

A. Incident Reports Required:

It is the policy of the Redwood City Police Department to maintain a written record of all incidents which result in the following situations:

1. Physical harm to the prisoner or other person in the facility.
2. Serious threat of physical harm to any employee, an inmate, or other person in the holding facility.
3. Damage to city property (the jail, officer uniforms, equipment, etc.).

B. Incident Report Responsibility and Content:

The Custodial Officer (usually the booking officer) is responsible for reporting the incident to the Watch Commander immediately after its occurrence. The Custodial Officer shall also complete an incident report of the circumstances. This report shall completely and concisely document the incident, including the names of all persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. The report shall be directed to the Watch Commander, who will then forward it to the Administrative Captain (facility manager) or his designee within 24 hours of the event of an incident. After review, it shall be filed in the jail filing system which is maintained by the Administrative Captain.

C. Filing of Incident Report:

The Custodial Officer is required to file the incident report on all events of special importance occurring in the jail, or as directed by any department supervisor. All incident reports must be completed during the shift in which the incident occurred (unless waived by the Watch Commander). The Administrative Captain must receive a copy of the report no later than 24 hours after the occurrence.

D. Other Required Reports:

The filing of an incident report shall not relieve the Watch Commander (or their designee) of the responsibility of filing a crime report where a law violation has occurred, or a worker's compensation report where an employee has been injured.

E. Incident Report Reviewing Requirement:

The Administrative Captain, Watch Commander, and other appropriate command levels are responsible for immediately reviewing such reports upon completion and within 24 hours of the incident. The Administrative Captain shall have the responsibility for taking any corrective action deemed appropriate. In the event of the death of an adult or juvenile prisoner, there shall be an administrative review of all relevant reports upon completion. Such review shall include medical and operational staff relevant to the incident.

F. Requirements in Case of Death or Attempted Suicide:

In the case of a death or attempted suicide in the holding facility, the following information must be included in the report(s):

1. Time of last check and who made the check when the victim was alive and well.
2. Time victim was found in the present condition and who found the victim.
3. Time first aid was started, what type of aid was administered, and by whom.
4. Time Fire E.M.T.s and Paramedics were called and what time each arrived.
5. Time the victim left the holding facility.
6. Names of fire personnel, paramedics, and coroner's personnel.

CLASSIFICATION PLAN

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

A. Male/Female Prisoner Separation:

Male and female prisoners are to remain separated at all times while in the jail. They must not sleep, dress, undress, or perform eliminatory functions in the same room or within sight of each other.

B. Prisoner Sex Unknown:

If the sex of a prisoner is indeterminable at the time of the booking into the Redwood City Jail, they shall be housed in a cell separate from any other

prisoners, and shall be transported to the San Mateo County Jail as soon as possible.

C. Felony Offenders:

No felony offenders are to be housed with misdemeanor offenders. Custodial Officers shall inquire if the prisoner has served time in state prison or county jail. A prisoner who has served time in state prison tends to be more criminally sophisticated and should not be housed with prisoners who have not done any prison time. A prisoner who has been in a county jail for an extended period of time probably has a greater degree of criminal sophistication than does a prisoner who has never been in jail. A prisoner who had done jail time should not be housed with a prisoner who has not done any jail time.

D. Gang Affiliation:

The Custodial Officer shall inquire if the prisoner is a gang member and to which gang they belong. Gang members shall not be housed with non-gang members. Gang members shall not be housed with other gang members of rival gangs.

E. Juveniles:

Juvenile prisoners (under 18 years of age) **shall not** be placed in the same cell with adult prisoners.

F. Large Age Differences:

Adults with a large difference in age should not be housed together. Large age differences may result in one inmate victimizing another.

G. Other Segregation and Classification:

The Watch Commander may make other segregation and classification of prisoners as they see necessary to provide for safety of staff, prisoners, and to aid in an investigation.

H. Classification Documentation:

The classification of each inmate shall be recorded on the booking log. This information includes the cell number and the times they are in the cell. If the inmate is moved to another cell, the time and location of the movement shall be noted. All records on the log shall be in ink.

CLASSIFICATION AND DETENTION OF JUVENILES

A. Definitions:

1. Temporary Custody:

“Temporary custody” means that the minor is not at liberty to leave the law enforcement facility.

2. Secure Detention:

“Secure detention” means that a minor who is being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secure to a cuffing rail or other stationary object.

3. Non-Secure Custody:

“Non-secure custody” means that a minor is being held in temporary custody in a law enforcement facility and their freedom of movement is controlled by the use of physical barriers and/or by the staff of the facility and: (1) The minor is under constant visual observation and supervision by staff of the law enforcement facility (**a police officer must remain with the juvenile at all times**). (2) The minor is not locked in a room or enclosure. (3) The minor is not physically secured to a cuffing rail or other stationary object.

4. Law Enforcement Facility:

“Law enforcement facility” means a police facility. It does **not** include a jail which has the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

5. Lockup:

“Lockup” means a locked room or secure enclosure under the control of a peace officer which is primarily for the temporary confinement of adults who have recently been arrested.

6. Contact:

“Contact” means any physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. Sight contact is clear visual contact between adult inmates and juveniles within close proximity to each other. Sound contact is direct oral communication between adult inmates and juvenile offenders.

B. Rules for the Detention of Juveniles:

1. Juveniles under Welfare & Institutions Code 601:

No minor described in 601 of the Welfare & Institutions Code (W&I) may be detained in the Redwood City Jail. They may be held in non-secure custody in a place where the minor's freedom of movement is controlled by the use of physical barriers and/or by the staff of the facility; and: (1) The minor is under constant visual observation and supervision by staff of the law enforcement facility (**a police officer must remain with the juvenile at all times**); (2) The minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.

The time the minor is placed into non-secure and the time the minor is released from non-secure custody shall be recorded on the JCR.

2. Juveniles under Welfare & Institutions Code 602:

Certain juveniles described under 602 W&I may be held in secure detention for up to six (6) hours in a lockup described in 207.1 W&I. Our facility is within this definition.

3. Requirements for minors held in secured detention:

Minors shall not be securely detained in the Redwood City Jail except when the minor meets the following criteria:

- a. The minor is fourteen (14) years of age or older, and
- b. The minor is in custody on the basis of having committed a criminal law violation (602 W&I), and
- c. The officer apprehending the juvenile has reasonable belief that the juvenile presents a "serious security risk of harm to self or others". Factors to consider include;
 - i. Age, maturity, and delinquent history of juvenile;
 - ii. Severity of offense for which taken into custody;
 - iii. Juvenile's behavior;
 - iv. Availability of staff to provide adequate supervision or protection of the juvenile;
 - v. Age, type, and number of other individuals detained at the facility.

4. Secured detention of minors:

Secured detention of a minor meeting the criteria shall be subject to the following conditions:

- a. The minor is held in temporary custody for the purpose of investigating the case, facilitating release of the minor to a parent or guardian, or arranging transfer of the minor to an appropriate juvenile facility.
- b. The minor is detained in the law enforcement facility for a period that does not exceed six (6) hours.
- c. The minor is informed at the time they are securely detained of the purpose of the secure detention, of the length of time the secure detention is expected to last, and of the maximum six (6) hours the secure detention is authorized to last.
- d. Contact between the minor and adults confined within the facility is restricted in accordance with Section 208 W&I and Title 15. Juveniles must be housed so they have no sustained sight or sound contact with adult prisoners in secure or non-secure custody. In situations where brief or accidental contact may occur, such as during booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant side by side presence with the minor of the adult to prevent sustained contact. In the event such incidental contact occurs, staff must immediately correct the situation by removing either the adult or juvenile inmate from the area.
- e. The minor must be adequately supervised to include: constant auditory access to staff by the minor; and, documented, unscheduled personal visual supervision of the minor by staff of the law enforcement facility, no less than every fifteen(15) minutes.
- f. Males and female juveniles shall not be placed in the same locked room unless under direct visual supervision by staff of the law enforcement facility.
- g. A log or other written record is maintained by the law enforcement agency showing the offense which is the basis for the secure detention of the minor in the facility, the reasons and circumstances forming the basis for the decision to place the minor in secure detention, the length of time the minor was securely detained, and documenting that the admonishments in 4c occurred. There is a log in the booking area to record information regarding juvenile secure detention (times and reason). (See "Monthly Log" below.) Further, the information must be recorded on the JCR and/or crime report as

to why the juvenile was placed in secure detention. The exact times that the juvenile was checked visually must also be recorded in a log. Such checks must occur at least every fifteen (15) minutes.

- h. Juveniles will not be handcuffed to stationary objects such as a cuffing rail.

5. Juveniles who may not be placed in secure detention in the Redwood City Jail:

- a. Other juveniles under 602 W&I:

A minor taken into custody pursuant to 602 W&I who is not deemed to be a "security risk" or who is under age 14, shall not be placed in a locked room or cell or be secured to a fixed object.

- b. Juveniles under 601 W&I:

A minor not accused of criminal conduct (status offenders, 601 W&I) shall not be detained in the Redwood City Jail.

- c. Juveniles who are abused and neglected:

An abused and/or neglected minor shall not be detained in the Redwood City Jail (300 W&I).

6. Intoxicated and Substance Abusing Minors in a Lockup:

- a. All minors who are intoxicated by any substance, to the extent they are unable to care for themselves, shall be medically cleared prior to reception at the Redwood City Police Department Temporary Holding Facility.

- b. Supervision of minors in secure detention who display outward signs of intoxication shall include safety checks no less than every 15 minutes until resolution of the intoxicated state or release. These safety checks shall be documented, with actual time of occurrence recorded.

- c. As noted in this policy under the "Use of Jail as a Sobering Cell", this facility is not a detoxification center and should not be treated as such. Any necessary investigative steps needed for the prosecution of those juveniles described above in paragraph D - 1 shall be completed expeditiously in order to release or transport the juvenile from the Redwood City Police Department Temporary Holding Facility as soon as possible.

C. What is Available to Minors While in Temporary Custody:

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

1. **Food.** If the minor has not eaten within the past four (4) hours, or is otherwise in need of nourishment, local fast food restaurants should be utilized in such cases. The Watch Commander will provide funds for this purpose. If the juvenile has special dietary requirements for medical reasons (such as diabetes), they should be transported to County General Hospital.
2. Access to drinking water, toilets, and washing facilities.
3. Privacy during visits with family, guardian, or lawyer.
4. Reasonable access to **telephone.** Section 627 (b) W&I states that juveniles shall be advised and have the right to complete two (2) telephone calls within one (1) hour of arrest. The telephone calls must be made to a parent, guardian, responsible relative, employer, or an attorney.
 - a. The calls shall be documented by the officer on the JCR or in the crime report.
 - b. Calls outside the local dialing area shall be made as “collect calls.”
5. Emergency medical care of juveniles in custody. When emergency medical attention is required for a juvenile who is either in secure or non-secure custody, the paramedics will be called. The Watch Commander shall be notified of the need for medical attention for the juvenile.

In cases where injury or illness is life threatening and where lost minutes may be the deciding factor, the arresting officer or the discovering officer should administer first aid prior to the arrival of the paramedics. The juvenile will then be transported to a medical facility.

In the event of a serious illness, suicide attempt, injury or death of a juvenile, the following persons shall be notified as soon as possible;

 - a. The Juvenile Court.
 - b. The parent, guardian, or person standing in loco parentis of the juvenile.
6. **Clothing.** Juveniles are permitted to retain and wear their personal clothing unless the clothing is inadequate, presents a health or safety problem, or is

required to be seized as evidence of an offense.

7. **Blankets.** A blanket shall be offered and made available to all juveniles held in the temporary holding facility.

D. Juvenile - Citation and Release:

1. Citations:

Whenever possible, juveniles are to be released upon issuance of a citation. They are to be released to a parent, guardian, or other responsible blood relative (example: grandparent, adult sibling). If a parent or legal guardian is not present, they must be notified as soon as possible of the circumstances surrounding the juvenile's detention.

2. Parent interviews:

Any interviews by the officer with the parents or guardians of a detained juvenile must be conducted in some place other than the jail. Parents or guardians shall not be brought into the jail for the purpose of interviewing and/or counseling.

3. Monthly Log:

The Monthly Log for the confinement of juveniles shall be completed for all minors placed into secure detention, explaining the need for such detention in the "remarks" column. At the end of each month, Records personnel shall compile the data from the log and submit the results to the Board of Corrections.

COMMUNICABLE DISEASES

A. Initial Screening for Communicable Diseases:

When a prisoner is brought into the jail, great care is to be taken in screening that individual for any health or medical problems. If the Custodial Officer suspects that the prisoner has any communicable diseases, such as tuberculosis, other airborne diseases, hepatitis, or any special medical problem, they are to be transported to the San Mateo County Jail for booking. Be sure to check for medic alert tags or bracelets.

B. Injury or Illness:

If a prisoner shows any signs of injury or illness, or if they state they are injured or ill, they are to be transported to San Mateo County General Hospital for treatment or medical evaluation.

If the prisoner is bleeding, the prisoner shall not be brought into the jail.

C. Information Learned Later:

If it is later learned that a prisoner with a communicable disease **was** placed in a cell, that cell shall **not** be used again after the prisoner is released until disinfected by the janitorial service. A sign shall be placed on the cell door to this effect. (The signs are available in the booking area.) Anything inside the cell that is removable (toilet paper, magazine, etc.) shall be sealed inside a plastic bag and marked for destruction.

If a prisoner has been bleeding after being placed inside the cell, the cell will be marked for decontamination before it is used again.

D. When in Doubt About Health, Do Not Accept:

If there are any questions or observations concerning possible health or medical problems of a prisoner, they shall not be placed in the Redwood City Jail.

MENTALLY DISORDERED INMATES

A prisoner shall be considered mentally disordered if they appear to be a danger to themselves or others, or if they appear gravely disabled. Such a mentally disordered prisoner shall not be housed in the Redwood City Jail. They shall be transported by ambulance to the San Mateo County General Hospital's Psychiatric Facility under a 5150 W&I hold.

ADMINISTRATIVE SEGREGATION

Inmates considered to be escape risks, assaultive, or susceptible to being victimized will be housed in separate cells and transported to the San Mateo County Jail as soon as possible.

USE OF JAIL AS SOBERING CELL

The Redwood City Jail will not be used as a holding facility for intoxicated prisoners. Our cells do not meet the standards for sobering cells.

If a prisoner is being held for Penal Code Sections 647(f) or (ff), the prisoner will be taken to First Chance in Belmont or booked into the San Mateo County Jail.

DEVELOPMENTALLY DISABLED PRISONERS

Prisoners shall be considered developmentally disabled if they are disabled due to mental retardation, cerebral palsy, multiple sclerosis, epilepsy, autism, effects of previous head injury, deafness, blindness, or any combination of these handicaps.

If a prisoner is determined to be developmentally disabled, they shall not be booked or lodged in the Redwood City Jail, but transported to the San Mateo County Jail for booking. The jail should be contacted prior to booking to determine if the prisoner must receive clearance from the San Mateo County General Hospital.

USE OF RESTRAINT DEVICES

(The term restraint devices **does not** refer to handcuffs.)

A. Policy on Use of Restraints:

Our temporary holding facility does not use restraint devices except in cases of emergency. Occasionally, the use of these devices becomes necessary for the protection of the prisoner, department personnel, or the facility itself.

B. Prisoners Who May Require Restraint Devices:

Combative prisoners, prisoners who are mentally disordered, prisoners who reveal intent to harm themselves or others, or prisoners who reveal intent to harm the facility, may require the use of physical restraints. **Prisoners in these categories should not be booked in or admitted to our jail.** If a prisoner meets the criteria for physical restraint **after** arrival to our facility, they may be restrained, meeting the requirements listed below, and **immediately** transported to the San Mateo County Jail for booking and detention, or to the San Mateo County General Hospital for mental evaluation, as appropriate.

C. When Restraints Shall Be Used - Prior Authorization:

Restraints shall be used to prevent escape, self-inflicted injury, and/or injury to others. Restraint equipment shall be used only as a control measure and shall never be used as punishment. Before placing an inmate into restraints, the Custodial Officer shall obtain authorization from the Watch Commander.

D. When Prior Authorization Is Not Needed:

The only exception to getting prior authorization for placing a prisoner in restraints would be in the case of an emergency in order to prevent the prisoner from doing immediate harm to self, another prisoner, or to the facility. Once the prisoner has been placed in restraints under this emergency condition, the Watch Commander

shall be notified as soon as possible, and an incident report is required (see “E” below).

E. Incident Report Required:

The Custodial Officer shall complete an incident report detailing the reasons necessary for placing the prisoner in restraints. If possible, a copy of the incident report shall be transported to the other facility (hospital or County Jail) with the prisoner, so that medical personnel or officers at the other facility may be aware of potential problems with the prisoner.

F. Restraints Defined:

The following restraints may be utilized. These restraint devices include, but are not limited to:

1. Soft ties consisting of cloth which prevent movement of an inmate (medical restraints).
2. Mittens without thumbs, which are securely fastened around the wrists with a tie.
3. Restraining sheets consisting of a wide piece of muslin placed over the body of an inmate.
4. Padded belts and cuffs (leather).
5. Certain metal hand and ankle cuffs.

G. Handcuffs - Not a Restraint Device:

During arrestee movement within the detention facility, the use of handcuffs may be used at the officer's discretion, except in such cases where restraints are necessary. In other words, if you are handcuffing a prisoner simply to move from one part of the jail to another, you can do so without completing an incident report and without prior authorization. If the prisoner becomes violent or otherwise meets the requirements for restraint, then authorized restraints will be applied, the handcuffs then removed, and an incident report completed. The Watch Commander will then be notified. Handcuffs are not to be considered a restraint device for the purpose of this policy. (For further information on handcuffing procedures, refer to other departmental policies and procedures regarding such).

The concern with using handcuffs on a prisoner who needs “restraint” is injury to the prisoner and custodial personnel. The handcuffs can cause soft tissue damage to a violent prisoner and can be used as a weapon by them against custodial personnel.

H. Arrangements For Transport:

Once a prisoner has been restrained, arrangements shall be made to immediately transport the prisoner to the San Mateo County Jail or to the San Mateo County General Hospital, as appropriate.

I. Isolation of Restrained or Handcuffed Prisoners:

No restrained or handcuffed prisoner shall be left alone in the presence of unrestrained or uncuffed prisoners. This is to prevent assault of the restrained or cuffed prisoner by prisoners who are not restrained or cuffed.

J. Danger to “Restrained” Prisoner: Restrained prisoners will be under constant observation:

Several deaths have occurred where prisoners were restrained with their hands behind their backs while on their stomachs. There is an increased danger if the prisoner's legs are secured to the hands (hog tied). If a prisoner is restrained with the hands behind the back, the prisoner will not be left unattended for any reason.

VISITING

Since the facility is for temporary detention only, there are no requirements for visiting.

A. Attorney Visits:

If a prisoner requests to see their attorney and makes arrangements for them to come to the facility, they must be allowed a visit. Prisoners have a constitutional right to unimpeded access to attorneys and legal representation. However, our agency is under no requirement to wait for an attorney to arrive before releasing a prisoner or transporting them to another facility for booking. If the attorney arrives at the station and the prisoner is still in our facility, a visit should be allowed.

B. Checking Attorney’s Identification:

When admitting attorneys, the Custodial Officer shall check the attorney's California State Bar Association card. This card will show whether or not the attorney is licensed to practice law in this state. The “Bar Card” does not have the attorney's photo on the card, therefore, some form of photo identification shall also be checked prior to admittance. Only bona-fide attorneys, not paralegals, shall be admitted to visit prisoners.

C. Juvenile Visits:

Juveniles may request a visit with a parent, guardian, or clergy member. Every effort should be made to accommodate the juvenile's request for a visit from these groups of people if the juvenile will be in the facility for several hours. The visit will be at the discretion of the Watch Commander. Valid reasons for denying such a visit include, but are not limited to: interference with the investigation, imminent release of the juvenile, danger to the visitor; or danger to the staff.

CORRESPONDENCE

Since the Redwood City Jail is a temporary holding facility, it is not a requirement that prisoners be allowed to send or receive mail.

ACCESS TO TELEPHONE

Per Penal Code Section 851.5, the following requirements apply regarding the use of telephones by prisoners in our temporary holding facility:

A. Right to at Least Three (3) Completed Telephone Calls:

Immediately upon being booked, and except where physically impossible, no later than three (3) hours after arrest, an arrested person has the right to make at least three (3) completed telephone calls, as described in Section "B" below. The prisoner shall be entitled to make at least three (3) such calls at no expense if the calls are completed to telephone numbers in the local calling area.

B. Posted Sign in Booking Area:

A sign containing the following information in bold block type shall be posted in a conspicuous place in the booking area of our temporary holding facility:

"The arrestee has the right to free telephone calls within the local dialing area, or at their own expense if outside the local area, to three of the following:

1. An attorney of their choice or if they has no funds, the public defender or other attorney assigned by the court to assist an indigent whose telephone number shall be posted. This phone call shall not be monitored, eavesdropped upon, or recorded.
2. A bail bondsman.
3. A relative or other person.

C. Telephone Calls Given As Soon As Possible:

These telephone calls shall be given upon request, or as soon as practicable, within the three (3) hour time limit.

D. Additional Phone Calls

If an arrestee requests to make additional phones beyond those required by Per Penal Code Section 851.5, the watch commander has the authority to authorize additional calls or the arrestee shall be transported to county jail as soon as it is practical to facilitate additional phone access.

E. Intoxicated Prisoner:

If a prisoner is so intoxicated that they cannot complete a phone call, there is no duty to make the call for them. There is no duty to wake up an intoxicated prisoner three hours after booking so that they can complete a phone call. (Since intoxicated prisoners are not kept in our facility, this should not be an issue.)

F. Length of Call by Prisoner:

There is no limitation on the amount of time that a prisoner's phone call must last. A prisoner should be given enough time on the phone to contact the person(s) that they must reach in order to arrange for bail, advise people where they are located, or to take care of other things related to their arrest. The phone calls are not intended to be used for carrying on lengthy personal conversations. The workload of the Custodial Officer shall dictate the length of the calls.

G. Prisoner Declines to Make Call:

If the prisoner declines to make the call(s), this should be noted on the booking form. If the prisoner makes the phone calls, the number(s) they are calling should be listed on the booking form. The Custodial Officer shall dial the number whenever possible.

If the call is long-distance, the Custodial Officer shall make sure the call is collect, or charged to the prisoner's phone company credit card.

H. Unlawful to Deprive Arrestee of These Rights:

Any public officer or employee who willfully deprives an arrested person of any right granted by Penal Code Section 851.5 is guilty of a misdemeanor.

VOTING

If a prisoner, who is a registered voter, is in custody in the Redwood City Jail on an election day and is capable of voting and expresses a desire to vote, the Custodial Officer shall make every reasonable effort to see that they are released from custody in time to vote.

PLAN FOR PRISONER DISCIPLINE

Discipline will not be administered in this facility. If a prisoner violates a law while in custody, the additional charges should be added to the original crime report. If the prisoner violates a rule of the holding facility, the Custodial Officer shall write a brief incident report. If the prisoner is transferred to the San Mateo County Jail, a copy of that incident report should be sent with them, if the report is available at the time of the transport.

MEDICAL PROCEDURES MANUAL

The following guidelines have been adopted as the Medical Procedures for the Redwood City Jail. They are not intended to be a substitute for prompt action and the exercise of common sense. Not all medical problems can be anticipated. All personnel whose duties include jail operations are required to be familiar with these guidelines. These medical procedures shall be reviewed and deemed appropriate by a physician.

A. Summoning and Application of Proper Medical Aid:

Medical aid shall be summoned for ill prisoners. In the event that a Custodial Officer discovers that a prisoner may be seriously ill, they shall immediately summon assistance and begin life-saving measures, such as first aid or cardiopulmonary resuscitation (CPR) if needed. Other personnel shall summon paramedic and ambulance response, if needed. The Watch Commander shall be notified. Involved officers shall prepare reports as directed.

B. Contact and Consultation With Private Physicians:

The Redwood City Police Department's temporary holding facility does not maintain medical examination room facilities. All cases requiring medical examination by physicians are to be transported to San Mateo County General Hospital, Sequoia Hospital, or Kaiser Hospital. When the prisoner's medical condition is life threatening, law requires that medics take the prisoner to the closest hospital.

C. Medical and Dental Services - Transportation:

Occasionally, a prisoner will require emergency or non-emergency medical or dental services. Depending on how serious the prisoner's condition is, the Watch Commander should determine whether they should be transported by ambulance or patrol car.

Emergency and medically required dental care shall be provided to each prisoner in the same manner as other medical services.

D. Provision for Medical Requirements:

1. Prostheses - False limbs:

Prisoners requiring the use of prostheses or false limbs, should be considered to have a disability that this facility is not equipped to handle. These prisoners shall be transported to the San Mateo County Jail.

2. Medically required eyeglasses:

Prisoners having eyeglasses that are medically required should be allowed to retain those eyeglasses unless the eyeglasses present a danger to the prisoner or others.

3. Special medical problems:

Prisoners with special medical problems demand services that this facility cannot provide. Therefore, prisoners in this group shall be transported to the San Mateo County Jail.

4. Information forwarded to other facility:

Information regarding a prisoner known to have a medical, health, or mental health problems shall be disclosed to the San Mateo County personnel upon transfer of the prisoner. This will facilitate the proper health care and segregation of the prisoner at the jail. More importantly, it will provide some additional degree of safety to jail personnel to have this knowledge.

5. Notification of next of kin:

In case of serious illness of a prisoner which may result in death, the Watch Commander shall notify their next of kin or legal guardian. If the person to be contacted is a long distance from our city, then the Watch Commander may assign this duty to another employee or request a police agency from that jurisdiction to contact the next of kin or guardian.

6. Provisions for screening and care of women:

a. Determination of Pregnancy:

If a female prisoner states that she believes she is pregnant, she will either be issued a citation to appear at a later date or she will be transported to the San Mateo County Jail, depending on the

circumstances. This information will be given to the personnel at the San Mateo County Jail if she is transported there. If she desires to invoke the privilege of a pregnancy examination, she will be transported to the San Mateo County General Hospital for the examination. The Redwood City Police Department will fully comply with Penal Code Section 3406 regarding requests for pregnancy examinations.

b. Lactating Women:

A female prisoner who is lactating will be transported to the San Mateo County Jail. If she requests a breast pump, one will be provided if possible from the prisoner's family or San Mateo County General Hospital.

7. Mentally disordered or developmentally disabled prisoners:

Information regarding a prisoner known to be mentally disordered or developmentally disabled shall be disclosed to the San Mateo County Jail personnel upon transfer of the prisoner. This will facilitate the proper care and segregation of the prisoner at the jail. More importantly, it will provide some additional degree of safety to jail personnel to have this knowledge.

8. Implementation of special medical programs:

Because of the nature of our temporary holding facility, we will not be implementing any special medical programs.

9. Communicable diseases:

Prisoners with known communicable diseases shall not be booked at our temporary holding facility.

10. Handling pharmaceuticals:

Because of the nature of our temporary holding facility, the facility will not store, dispense, dispose of, etc., pharmaceuticals in regards to prisoners.

11. No medical care to be provided by non-physician personnel:

Because our holding facility is a temporary holding facility, no physician will be on duty. If a prisoner needs medical care, it will be handled in the following manner:

a. Emergency Medical Care:

If emergency medical care is needed, emergency medical personnel from the Redwood City Fire Department and medics will be called to respond to the jail.

b. Non-Emergency Medical Care:

If a prisoner is in need of medical care which is not of an emergency nature, an officer will transport the prisoner to the San Mateo County General Hospital, where medical care will be provided by the on-duty physician.

12. Provision of medical diets:

Since we do not hold prisoners for extended periods in our jail and subsequently are not required to provide meals, this will normally not be an issue. If special diets or feeding schedules are a necessity for a prisoner, they should not be in our facility and should be taken to the San Mateo County General Hospital for a medical clearance, and then booked into the County Jail facility.

13. Patient confidentiality - Exceptions:

Information regarding the prisoner's medical/mental condition shall be deemed to be confidential. While employees with jail-related duties may be aware of all prisoners' medical/mental conditions, the release of that information is prohibited. Exceptions to this will be as follows:

a. To health care providers:

It may be necessary to release information on the medical/mental conditions of the prisoner to health care providers who are providing services to the specific prisoner involved.

b. To other jail staff members:

It may be necessary to release information on the medical/mental conditions of the prisoner to other custodial staff members or transporting officers who may come in contact with or accept responsibility for the prisoner.

14. Transfer of Pertinent Medical Information to Other Facility:

When a prisoner is transferred from our holding facility to another facility (correctional, medical, mental, etc.), all pertinent medical information is to be transferred to the physician/health authority of that facility. The information shall be in a standardized format and include diagnostic tests performed,

medications prescribed, pending medical appointments, significant health problems, and other information that is necessary to provide for continuity of health care.

REPORTING OF COMMUNICABLE DISEASES

A. Prisoners With Known Communicable Diseases:

Prisoners with known communicable diseases shall not be booked at our holding facility.

B. Communicable Diseases Determined Later:

If it is later determined that a prisoner with a communicable disease was booked at our holding facility and that disease is AIDS, tuberculosis, hepatitis, a venereal disease, measles, mumps, chicken pox, vermin, or scabies, the Watch Commander shall immediately notify:

San Mateo County Health Services Agency
455 County Center
Redwood City, CA 94063
(650) 363-4305

C. Affected Cells Closed:

Affected cells shall be closed and shall not be used again until after sanitation by maintenance personnel and consultation with the San Mateo County Health Department.

D. Employees Exposed to Communicable Diseases:

Any employees who may have been exposed to a communicable disease shall be notified by the Watch Commander or the Administrative Captain. In addition, the Administrative Captain shall attempt to determine if the affected cell was used by another prisoner after the infected prisoner used that cell. (This should be easily determined by looking at the Jail Booking Log.) If it is determined that other prisoners may have been exposed, the Administrative Captain shall attempt to notify the potentially affected prisoners by mail.

RECEIVING AND SCREENING

A. Pre-Booking Medical Screening Report:

An affirmative answer to any of the questions on the Pre-Booking Medical Screening Report requires the Watch Commander to evaluate the person's need for transportation to the San Mateo County Jail or San Mateo County General Hospital. If the prisoner has a current or active illness, the prisoner will be transported to one of the above facilities.

B. Prisoner Treatment No Longer Required:

If the prisoner is no longer being treated by a doctor, no longer taking medications for the particular problem, or states that they do not require any medical attention, the prisoner may be allowed to be processed and secured in our facility with the Watch Commander's approval.

C. Request by Prisoner:

Any prisoner who appears to be in need of or requests medical treatment shall be transported to the San Mateo County General Hospital without unnecessary delay.

D. Refusal of Treatment by Prisoner:

If any employee of the police department feels that a prisoner is in need of medical treatment, however trivial, and the prisoner refuses medical treatment, the Custodial Officer shall note the refusal on the booking form.

SPECIAL MENTAL DISORDER ASSESSMENT

If, during the screening process at booking, it is discovered that the female prisoner being booked has given birth within the past year and is charged with the murder or attempted murder of the infant, this fact shall be made known to the booking personnel at the San Mateo County Jail.

TRANSFER TO TREATMENT FACILITY

A. Prisoner in Need of Psychiatric Attention:

Any prisoner who appears to be in need of psychiatric attention, or is suspected of suffering from any type of mental disorder, shall be brought to the attention of the Watch Commander. It is the responsibility of the Custodial Officer to determine whether transportation to a 72-hour treatment center is required. Unless otherwise specified, the treatment center for this facility is the San Mateo County General Hospital. Statutory authorization for such a transfer is contained in Penal Code Section 4011.6. The method of transportation will normally be by ambulance, unless the Watch Commander approves some other method.

B. Responsibility of Custodial (Booking/Arresting) Officer:

It is the responsibility of the Custodial (Booking/Arresting) Officer to maintain adequate surveillance of all prisoners during the shift. Any abnormal behavior or changes in behavior shall immediately be reported to the Watch Commander. Custodial Officers are especially cautioned to maintain awareness for symptoms of withdrawal, hallucination, and depression.

VERMIN CONTROL

A. Vermin-Infested Prisoners:

Vermin-infested prisoners should not be brought into our holding facility. We do not have showers or other means to decontaminate prisoners.

B. Vermin-Infested Prisoners Go Unnoticed:

If a vermin-infested prisoner goes unnoticed and is inadvertently allowed in our jail, the procedures shall be as follows below. In all cases, the Watch Commander shall be informed immediately.

1. Where lice are located:

A Custodial Officer may observe what appears to be a lice infestation of a prisoner during processing or subsequent to placement in a cell. The most common observation will involve adult lice and/or nits (eggs) on the scalp or other hairy portions of the body. Lice can also be found on the clothing, particularly along the seams of inner surfaces.

2. Three most commonly found types of lice:

The three types of lice most commonly found 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. It is also possible for some forms of mites to be present on prisoners, including scabies. Lice do not jump, but transfer by direct contact with the person, clothing, or other personal belongings.

3. Showering of prisoners with vermin:

Since our holding facility has no showering facilities, prisoners cannot be treated locally for infestation. For that reason, it is important that officers do not bring vermin-infested prisoners into our facility. If, through mistake or inattention an infested prisoner is brought into our facility, once the vermin are detected, the prisoner should be removed from our facility immediately.

4. Contamination of facility and/or equipment:

Should the facility and/or equipment be contaminated by a prisoner, the contaminated cell(s) shall be posted with a "contaminated" sign. The contaminated cell(s) shall be brought to the attention of the janitor. The cell(s) or area(s) shall not be used until after being thoroughly cleaned by the janitor.

5. Areas treated by the janitor:

The janitor will treat the infested area(s) and equipment with a non-toxic pesticide. After treatment, all area(s) and equipment should be thoroughly cleaned. If vermin infestation is heavy, the services of a licensed pest control contractor will be utilized.

6. Handling of Contaminated Items In the Cell:

Any articles such as toilet paper, magazines, etc., should be placed in plastic bags and disposed of in an outside garbage container. Jail jumpsuits should be sealed in plastic bags and returned to the San Mateo County Jail for cleaning. Make sure the bag is marked "Infested" to ensure proper handling.

7. Should a Custodial Officer become infested with lice:

There are over-the-counter medications and shampoos available at most pharmacies for handling these types of problems. The officer should have another employee purchase the necessary items as soon as possible, so that they can handle the problem right away.

8. Custodial Officer's clothing becomes infested with lice:

If the Custodial Officer's clothing becomes infested with lice, the clothing should be dry cleaned or washed in detergent and water at a temperature of 140 degrees Fahrenheit. Commercial products are available at hardware stores to delouse clothing.

INMATE DEATHS

A. In the Event of Prisoner Death:

In the event that a Custodial Officer discovers that a prisoner may have died while in custody, they shall immediately summon assistance and begin life-saving measures, such as first aid and CPR. Other personnel shall do the following:

1. Summon paramedic and ambulance response.

2. Notify the Watch Commander who shall be responsible for notifying staff.

B. Incident Reports:

In all in-custody deaths, the Custodial Officer on duty at the time of the incident shall complete an incident report, noting actions taken and other facts.

C. Responsibility of the Administrative Captain:

The Administrative Captain shall be responsible for conferring with the Coroner's Office to determine the cause of death of the prisoner. The Chief of Police shall secure the assistance of the facility administrator and/or the facility manager; the San Mateo County Public Health Administrator; the responsible physician; and other health care and supervision staff who were relevant to the incident to review the circumstances surrounding the death of the prisoner. If the Chief of Police is not available (vacation, etc.), these responsibilities shall be those of the Administrative Captain.

D. Requirements to California Attorney General:

California Government Code Section 12525 requires that in any case in which a person dies while in the custody of a law enforcement agency, or a local correctional facility, the agency shall report, in writing, to the California Attorney General within ten (10) days after the death all facts in their possession concerning the death. The written reports shall include incident reports, coroner's reports, death certificates, and other reports relating to the death. The Bureau of Criminal Statistics (BCS) is responsible for maintaining the Death In-Custody Reports submitted to the Attorney General. Death In-Custody Reports shall be submitted to:

Bureau of Criminal Statistics
Statistical Data Center
P.O. Box 903427
Sacramento, CA 94203-4170

In the event the deceased is a minor, the Corrections Standards Authority must also be notified of the death.

E. Death or Serious Illness Notification to Next of Kin:

1. Adult:

A prisoner's next of kin or legal guardian shall be contacted and advised by the Watch Commander about the death or serious illness or injury of any prisoner in custody. Death notifications should be coordinated with the Coroner's Office, as they too have an obligation to make this notification. If the next of kin or legal guardian lives a great distance from Redwood City, the Watch Commander, in conjunction with the Coroner, may delegate this duty to another employee or a representative of another law enforcement agency.

2. Juvenile:

If the death or serious illness is that of a juvenile, the Juvenile Court, and the parent, or guardian, or person standing in loco parentis shall be notified by the Watch Commander as soon as practical.

SUICIDE PREVENTION PROGRAM

A. Development of Written Plan for Suicide Prevention

The Chief of Police, in conjunction with the San Mateo County Health Department, shall develop a written plan for a suicide prevention program designed to identify, monitor, and provide treatment to those prisoners who present a suicide risk.

B. Individuals Who May Exhibit Signs of Potential Suicide:

Upon admitting prisoners to the holding facility, it is important to always be alert for those individuals who may exhibit signs of potential suicide. Generally, persons at risk are:

1. Prominent persons charged with embarrassing crimes.
2. Persons held for alcohol or drug related charges.
3. All juveniles held in adult facilities.
4. Persons with a history of self-destructive acts.
5. Individuals who state their intention of suicide.
6. Individuals who appear depressed.
7. A female who has given birth within the past year and is charged with the murder or attempted murder of her infant child.

C. Prisoners With Suicide Attempt Scars:

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

D. Increased Welfare Checks:

Suicides generally occur within the first eight (8) hours of incarceration. This is why suicide prevention is very important in temporary holding facilities where prisoners are first brought after arrest. Additional welfare checks supplementing the regular checks should be conducted and documented in the security check log. An increased state of intoxication of a person upon incarceration greatly increases the likelihood of suicide.

E. Verbal Interaction by the Custodial Officer:

Many times, the Custodial Officer's verbal interaction and availability will be enough to get the prisoner over the initial crisis of incarceration. Many officers greatly underestimate the emotional impact of arrest and incarceration. Many prisoners act tough, but are falling apart inside as a result of going to jail. If it appears that a prisoner is not able to cope effectively with incarceration, the situation shall be brought to the attention of the Watch Commander so that placement in another appropriate facility may be considered.

F. Interviewing Information for Determination of Behavior:

All arrestees brought into the temporary holding facility will be interviewed to determine the potential for suicidal or self-destructive behavior. To aid in the assessment process, information relative to suicide or potentially suicidal prisoners may be obtained from questions on the Pre-booking Medical Clearance form.

G. Motivational Signs For Suicidal Behavior:

1. Wanting to escape from an intolerable situation.
2. Wanting to join a deceased loved one.
3. Wanting to improve one's condition.
4. Wanting to gain attention.
5. Wanting to manipulate others.
6. Wanting to be punished.

7. Wanting to avoid being punished.
8. Wanting to control when death will occur.
9. Wanting to end an unresolvable conflict.
10. Wanting to destroy the “internalized other.”
11. Wanting to become a martyr.
12. Wanting to punish the survivors.
13. Wanting revenge.
14. Responding to a voice during a “command hallucination.”

H. Signs of Depression:

1. Insomnia.
2. Inability to concentrate.
3. Anorexia (loss of appetite).
4. Weight loss.
5. Loss of sex drive.
6. Anhedonia (cannot experience pleasure).
7. No energy at all or hyperactive.
8. Apathy.
9. No desire to socialize.
10. Seems withdrawn.
11. Often appears to be bored.
12. Becomes agitated easily.
13. Sloppiness.
14. Poor personal hygiene.

15. Crying.
16. Feels worthless.
17. Easily discouraged.
18. Thinks of themselves as defeated.
19. Has low frustration tolerance.
20. Dwells on their problems.
21. Lives in the past; lamenting the past.
22. Has morbid views.
23. Increased dependence on alcohol/drugs.
24. No bounce when walking.
25. Does not want to converse.
26. Does not offer comments or opinions.
27. Gives terse replies when asked questions.
28. Appears to be quite sad.

I. Verbal Suicide Warnings:

1. "I'm going to kill myself."
2. "I wish I were dead."
3. "I'm not the man I used to be."
4. "The only way out for me is to die."
5. "I just can't go along any longer."
6. "You won't be seeing me around anymore."
7. "You're going to regret how you've treated me."
8. "It's too much to put up with."

9. "Life has lost its meaning for me."
10. "Nobody needs me anymore."
11. "I'm getting out."
12. "I'm tired of life."
13. "Ever since I retired, I've felt like I was in the way all the time."
14. "If (such and such) happens, I'll kill myself."
15. "If (such and such) doesn't happen, I'll kill myself."
16. "You know, son, I'm going home soon."
17. "Here, take this (valued possession); I won't be needing it anymore."

J. Behavioral Suicide Warnings:

1. The strongest behavioral message is an attempted suicide.
2. The giving away of a cherished object in a casual manner.
3. Organizing business and personal matters in the same manner as if one were going away for an extended period.
4. A poor adjustment to the recent loss of one or more loved ones.
5. Planning their own funeral shortly after the death of a loved one.
6. Asking how people go about donating their bodies to science.
7. Suddenly resigning from organizations, such as clubs, church groups, or fraternal orders.
8. Crying for no apparent reason.
9. Any unexplainable deviation from an ingrained behavior pattern (e.g., a non-drinker begins drinking to excess, a "penny pincher" suddenly donates a large sum of money to a charity).
10. A person who never wanted guns in their home suddenly buys one.
11. Composing a suicide note. (Some families discover these notes days before the suicide occurs.)

12. A sudden, unexplainable recovery from a severe depression. People do not bounce back overnight unless there is an important reason. Some people who have decided to kill themselves may appear to be quite happy. Actually, they aren't happy; they are relieved of their burden of stress/pain, but you cannot tell the difference simply by looking at them. **The period of greatest risk is the first 90 days after the depression begins to lift.**

K. Actions to be Taken by Officer:

If the threat of suicide appears to be urgent, the prisoner shall be removed from the detention facility immediately and transported to the San Mateo County General Hospital.

FIRST AID KIT

A. Location and Use:

The first aid kit is located in a cabinet in the booking area. It is marked "First Aid" and is a "ZEE" brand cabinet (white with green lettering). The kit consists of numerous bandages and compresses of various sizes and other necessary items for use by department personnel and/or prisoners.

B. Inspections of the First Aid Kit:

1. Inspection by Administrative Captain:

The contents of the first aid kit shall be checked during the regular inspection of the facility by the Administrative Captain.

2. Inspection by responsible physician:

The contents of the first aid kit shall be checked on a yearly basis by the responsible physician selected by the department. The physician shall approve the contents, number of items, location of the kit, and procedure for periodic inspection of the kit. The physician shall sign the inspection form, stating that they have approved the kit.

MEALS AND FREQUENCY OF SERVING

The Redwood City Jail is a temporary holding facility. Prisoners are not held in our jail for more than several hours. Because they will be released or transferred to another facility within a short time, we do not serve meals. The only exception to this policy is in the case of juveniles.

STANDARD BEDDING AND LINEN ISSUE

Because we are a temporary holding facility, our prisoners are here for a short period of time. For that reason and for safety reasons, we do not have or issue mattresses.

FACILITY SANITATION, SAFETY, AND MAINTENANCE

The holding facility shall be kept in a clean, safe, and well-maintained condition at all times. These procedures shall be followed by the personnel who are responsible for the care and maintenance of the holding facility.

A. City Custodians Cleaning Responsibilities:

The primary responsibility for the cleanliness and sanitation of the holding facility is that of the City-employed custodians.

The custodians will thoroughly clean the entire holding facility once per week, usually on Wednesday. On other days, the custodians shall check the booking log to determine which cells have been used during the previous 24-hour period. They will then check those cells that have been used to determine if any cleaning is necessary.

The custodians will also, on a daily basis, check for any cells that have been quarantined due to a prisoner having a vermin infestation or communicable disease. The custodians will then clean those cells so marked. They shall be trained to use the appropriate disinfectants for the various communicable diseases. They shall also be trained in the use of the necessary protective equipment during these special cleanings.

1. Custodians' responsibilities for weekly and "as needed" cleaning:
 - a. Sweep out all cells, hallways, and processing areas of the holding facility.
 - b. Clean and disinfect toilets and sinks in the holding facility.
 - c. Disinfect all bunks and seating areas.
 - d. Mop and disinfect all floors.
 - e. Empty all trash receptacles and remove all trash.
 - f. Disinfect tables in interview cells.
 - g. Wash down and disinfect walls **as needed**.

- h. Report any damage or broken fixtures or equipment to on-duty Watch Commander.
- 2. Custodians' responsibilities once per month:
 - a. Clean all heating and air conditioning vents and fixtures.
 - b. Wash down and disinfect all walls.

B. Watch Commander Responsibilities:

- 1. Facility inspection:

Generally, near the beginning of their shift, the Watch Commander or their designee should visually inspect the cells, booking area, interview rooms, and sally-port for contraband, cleanliness, and safety.

- 2. Other necessary cleaning:

If necessary, the Watch Commander or their designee shall assign someone to clean these areas if the custodians are not going to be present for the cleaning. When the custodians are not available, the Watch Commander has the primary responsibility for maintaining the facility in a safe, clean, and sanitary condition.

- 3. Maintenance inspection:

The Watch Commander, as needed, shall inspect lights, locks, and plumbing fixtures for damage and proper operation. Any defects shall be immediately brought to the attention of the Administrative Captain who will see that the proper maintenance personnel are notified for repairs.

- 4. Inspection of cells for supplies:

The Watch Commander or their designee shall inspect the cells for necessary supplies, such as toilet paper.

- 5. Inspection of booking area for supplies:

The Watch Commander or their designee shall ensure that booking supplies and forms are sufficiently available. Any items that need restocking shall be brought to the attention of the Administrative Captain.

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