

Gardena Police Department  
Gardena Jail Procedures Manual

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## **Chapter 2 - Organization and Administration**

## Staffing

### 200.1 PURPOSE AND SCOPE

These procedures are guidelines for the staffing of the jail facility.

### 200.2 STAFFING OF JAIL

- (a) The Gardena Jail is operated as a Type I facility. The jail is under the administrative control of the jail manager (Administrative Services Bureau Commander) with operational control vested in the on-duty watch commander. Administrative and operation control may be supplemented by a designated jail supervisor. The staffing for jail operations is limited to custody personnel supplemented by sworn personnel. All custody officers are ON CALL on an emergency basis.
- (b) At least one custody officer shall be assigned at all times to the jail for inmate supervision. The custody officer shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates.
- (c) In the event of custody officer or matron sickness or injury, a police officer may be temporarily assigned to custody duty and custody officer (matron) replacement provided on an emergency call-back basis. Requests for special days off or schedule deviations by custody personnel should be referred to the jail manager or designated jail supervisor.
- (d) The on-duty custody officer is responsible for the daily operation of the jail during his/her assigned tour of duty and for the safety, security administration and welfare of inmates confined. The custody officer processes bookings, releases and transfers inmates, performs inmate checks, manages the jail facility and supplies, oversees feeding of inmates, cleans the jail and other designated areas and/or supervises inmate/trusty cleaning and coordinates inmate activity with the detective bureau, records bureau and patrol bureau.
- (e) Unusual events, incidents or items requiring coordination with other agencies shall be referred to the jail manager, jail supervisor or the watch commander as needed and necessary.

## **Chapter 4 - Emergency Planning**

## Facility Emergencies

### 400.1 PURPOSE AND SCOPE

Maintaining order in the jail is an important component of the operation of the facility. This procedure will provide members with plans for the successful extraction of individuals who refuse to leave their cell.

### 400.2 ADMINISTRATIVE REMOVAL – TYPE 1 FACILITY

A cell extraction occurs when a use of force (physical force and/or less lethal weapons) is used to remove the inmate from the cell.

The objectives of a cell extraction are to restore order and to maintain the security of the facility with a minimal level of risk to the individual(s) involved.

A cell extraction should be conducted only as a measure of last resort. Considerable experience has shown that leaving the affected inmate within the cell for a period of time will normally produce compliance.

Cell extractions may only be conducted where the degree of exigency, or necessity, outweighs the benefit of “waiting the suspect out.”

#### 400.2.1 EMERGENCY CELL EXTRACTIONS

An emergency extraction occurs when it is necessary to prevent or stop an immediate and serious threat to the safety of the inmate, staff, or other inmates. The management processes are contained in this directive. The directive recognizes the need for an immediate, and tactically sound, response to events. When circumstances dictate that an emergency cell extraction is necessary the service officer shall:

- (a) Accomplish the extraction, using available resources and sound tactics, including the utilization of jail alarm system.
- (b) Report the circumstances of the extraction to the Watch Commander.
- (c) The Watch Commander shall ensure all force reporting is completed in accordance with the Use of Force Policy and Procedure manuals.
- (d) Ensure that medical treatment is provided to the inmate.
- (e) Ensure that events are videotaped beginning at the earliest opportunity.

#### 400.2.2 CALCULATED CELL EXTRACTION

A calculated cell extraction may be conducted when there is a justifiable need to remove the recalcitrant inmate from the cell by using force. Calculated cell extractions require the prior approval, and the personal supervision of the Watch Commander. When notified of circumstances potentially warranting a calculated cell extraction, the Watch Commander shall carefully consider the circumstances calling for the extraction and shall weigh those reasons against the alternative of leaving the inmate secured within the cell. If that decision-making process concludes in favor of the calculated cell extraction, the Watch Commander shall:

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- (a) Personally assume responsibility of the extraction.
- (b) Make an effort to personally speak with the involved inmate and seek nonviolent resolution. Consideration must be given to the apparent mental condition of the inmate. An attempt shall be made to in cases where the inmate shows apparent mental disorder.
- (c) Ensure that there are adequate resources on scene for the extraction.
- (d) Supervise the tactical planning for the extraction and approve the tactics to be used. The use of less-lethal weapons must be in accordance with Policy and Procedure manuals governing their use and with regard to the capabilities and limitations for each weapon system.
- (e) Ensure that qualified medical aid (paramedics) have been requested to the location prior to undertaking the extraction.
- (f) Supervise the extraction.
- (g) Ensure that the incident is recorded on videotape, from the point of the Watch Commander's interview to the point that the suspect has been fully secured and medically examined.
- (h) Ensure interviews of all inmates involved in the incident are videotaped.
- (i) Ensure that all use of force reporting is completed.

## Fire Safety

### 401.1 PURPOSE AND SCOPE

It is imperative that a plan be provided to members for the successful evacuation of the jail in the event of a fire or other emergency. This procedure will provide members with an evacuation plan for the jail.

### 401.2 EVACUATION PLAN

In the event the Gardena City Jail becomes the scene of a fire or other incident that requires immediate evacuation, the jailer will ascertain the extent of the problem and immediately notify the dispatcher of the extent of smoke, fire or facility damage that is visible. The dispatcher will then notify the Los Angeles County Fire Department. The jailer will also cause the outer and inner jail doors and the west emergency door to be opened for the fire department, if necessary.

- (a) If smoke or fire is not visible the jailer will assess the situation and contact the dispatcher via radio advising of the extent of the incident and the number of inmates to be evacuated. The dispatcher shall be requested to notify the fire department and the Watch Commander if inmates are to be evacuated. The Watch Commander will make the decision on the number of units that will respond to the jail to assist with the evacuation.
  - 1. NOTE: In the event the outer and or inter jail doors or the west emergency door are inoperable, the main hallway door entrance directly next to the jailer office will be used as an evacuation exit point.
- (b) In either of the above cases the jailer and/or Watch Commander will advise the fire department of the exact specifics of the incident. The jailer will then follow the last fireman into the jail area, unlocking cells and evacuating the inmates through the available exit doors.

#### 401.2.1 EMERGENCY SECURITY AREA

Inmates evacuated from the jail will be temporarily placed in the jail van and transported as soon as practical to the Hawthorne Police Department or other neighboring police jail until the jail has been declared safe. It will be the responsibility of the Watch Commander to assign ample personnel to provide for the security of the inmates.

In the event that the Gardena City Jail becomes unsafe, the Watch Commander shall contact the Watch Commander of the Hawthorne Police Department or any neighboring agency and obtain permission to house inmates. The Watch Commander shall contact IRC to arrange housing of inmates at that location pending the inmate's court appearance.

#### 401.2.2 FIRE SUPPRESSION PREPLANNING

Upon responding to an alarm in the jail facility, the jailer will cause the outer and inner jail doors and the west jail door to be unlocked. This will permit fire department personnel to approach the fire from the west hallway and simultaneously from the outer jail door area.

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Due to negligible fire load and full company operations, the major problem anticipated at this location would be smoke and rescue in nature rather than fire. All fire personnel involved in this operation would be equipped with self-contained breathing apparatus.

A key to the outside west emergency fire door to the jail will be attached to a hook in the jailer's office. This key will only be used in case of emergencies such as fire or natural disaster.

The Emergency fire door is located on the ground floor of the jail facility building on the west wall.



## **Chapter 5 - Inmate Management**

## Inmate Reception and Housing

### 502.1 PURPOSE AND SCOPE

The processing of arrestees is a critical component of the jail operation. This procedure describes the following components involved in the booking/housing of inmates:

- Booking process checklist
- Fingerprinting and photographing of inmates
- Special requirements for a female inmate

### 502.2 BOOKING PROCESS

The following shall be accomplished during the booking process:

- (a) Any discrepancies noted during the intake, medical evaluations or identification stages of the booking process will be reported to the on-duty sergeant or jail supervisor and Detective Bureau applicable.
  - (b) When it is impossible to communicate with the prisoner, completion of the asterisked (\*) items listed in the booking process checklist below may be delayed until such time as the proper information can be obtained to complete the inmate booking.
  - (c) All medical evaluation forms, fingerprints, and booking photographs will be completed IN ALL CASES prior to transferring a prisoner from the booking cell to a permanent holding cell. In those cases where completion of the booking process is not possible, especially that of inebriation, yet the prisoner must be moved into the cell block area, a statement will be added to the Custody Log booking entry: "Booking Process Incomplete Due to (list reason); Medical Evaluation Completed Based Upon Observation."
  - (d) When completing the Medical Questionnaire and Screening form, custody officers will notify the on-duty sergeant or jail supervisor of any "Yes" answer to any item in the "visual assessment" section.
  - (e) Anytime an inmate is transferred from one cell to another cell, the custody officer shall record the cell number assignment, the cell(s) transferred to, date, and time of the transfer on the Inmate Screening/Classification Form.
  - (f) When the sobriety cell is occupied and another inmate is booked also in need of sobriety, the custody officer will conduct reassessments of the inmate in detoxification to determine whether he/she is ready to move to another cell.
- Medical Evaluation Completed Based Upon Observation."

#### 502.2.1 BOOKING PROCESS CHECKLIST

INTAKE:	
1.	Pre-Booking Form (Arresting Officers)
2.	*Booking and Property Record Form
3.	Jail Orientation Form

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MEDICAL:	
4.	Medical Questionnaire and Inmate Screening Form
5.	Inebriate Assessment Form (completed on ALL persons booked for under the influence of drugs or alcohol)
6.	Guide to Developmental Disabilities Form
IDENTIFICATION:	
7.	Livescan Photography
8.	Livescan Fingerprints
9.	*Palm Prints
10.	*Warrant System Check
11.	*CII and FBI - criminal history
12.	*Driver's History
13.	*Supervised Release File Contact Message

#### **502.3 LIVE SCAN (FINGERPRINTING) AND PHOTOGRAPHING INMATES**

- (a) A custody officer may require an arrested person, whether held for a felony or a misdemeanor, to submit to being fingerprinted and photographed. In order to accomplish this end, the officer may use reasonable force. However, prior to using any force, the on-duty sergeant or jail supervisor shall be notified and sufficient manpower shall be available in order to avoid unnecessary force from having to be used. For example, an arrested person who has long fingernails, the custody officer can cut the fingernails to complete the fingerprinting process.
- (b) A person will be printed and photographed through Livescan each time he/she is booked, to ensure a current set of prints and photograph are transmitted to CAL-ID for identification and maintenance purposes.
- (c) CAL-ID will not process fingerprint cards without a booking number. Exceptions are made for "ID ONLY" cards which have a DR/File/Court case number associated with the fingerprint card. Fingerprint cards processed for "ID ONLY" shall contain a brief description of the purpose in the charge information field, for example: "ID ONLY, requested by Judge Jones Div 3 Southwest Superior Court". These are for not arrested/not booked situations only.
- (d) A digital photograph shall be taken by the custody officer of any person in-custody who exhibits any suspicious bruises, cuts or other physical injuries to document the prisoner's condition at the time of booking. The custody officer shall record this observation in the Custody Log and notify the on-duty sergeant or jail supervisor Watch Commander.
- (e) A hard copy of the prisoner's palms shall be taken by the custody officer and forwarded to the Identification Technician for latent print comparisons.
- (f) Persons to be transported to a County facility for medical reasons must be fingerprinted and photographed through Livescan prior to departure. This requirement

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does not apply to situations that constitute a medical emergency nor does it imply that a CAL-ID response is required prior to transporting the in-custody.

#### **502.4 FEMALES IN CUSTODY**

- (a) Whenever there is a female in custody, there shall be at least one female jailer or matron who shall be immediately available and accessible to such inmates.
- (b) In instances where there is not a female jailer or matron available the on-duty sergeant or jail supervisor will make arrangements with Hawthorne Police Department to temporarily house the female inmate(s) at their location until a Gardena female employee is available.
- (c) The female(s) in custody will be transported to the Hawthorne Police Department by an available patrol unit. If a female is arrested in the field, the arresting officer will transport the female directly to Hawthorne Police Department for safekeeping.
- (d) The on-duty sergeant or jail supervisor will insure prompt return of the female(s) to Gardena Jail as soon as a jailer or matron is available.

#### **502.5 BAIL**

- (a) Any officer in charge of a jail, wherein an arrested person is held in custody, shall have authority to accept bail as fixed by warrant of arrest or schedule of bail, to issue and sign an order for release of the arrested person, and to set a time and place for the appearance of the arrested person before the appropriate court, and give notice thereof (Penal Code § 1269 (b)).
- (b) If a person is arrested without a warrant for a bailable felony offense or for a misdemeanor offense of violating a domestic violence restraining order, and the on-duty sergeant has reasonable cause to believe that the amount of bail set forth in the schedule of bail is insufficient to assure the defendant's appearance or to assure the protection of a victim, or family member of a victim, of domestic violence, the on-duty sergeant shall prepare a declaration setting forth the facts and circumstances and file it with a magistrate, as defined in Penal Code § 808, requesting an order setting a higher bail. If, after the application is made, no order changing the amount of bail is issued within eight hours after booking, the defendant shall be entitled to be released on posting the amount of bail set forth in the applicable bail schedule (Penal Code § 1269 (c)). That is, from the time of booking, the Department has 8 hours to obtain a bail enhancement. If an officer books a prisoner at 12 pm and request an enhancement at 2 pm, the Department has 6 hours to receive the review from bail enhancement. Once a bail enhancement is requested, the Department can hold the prisoner, within the 8 hours, even if someone is here at the station with money or a bond.

#### **502.6 BAIL HANDLING PROCEDURES**

In order to ensure proper security measures are in place and to establish an audit trail of monies handled by custody office personnel, the following procedure is established for Cash and Bail Warrant money processed by custody officers.

- (a) Only the custody officer on duty shall process all Cash Bail and Warrant Bail money.

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- (b) A Custody Log entry shall be made by the custody officer for each arrestee (including detainees) brought into the jail or escorted to the front counter by a Police Officer for bail purposes.
- (c) Cash Bail and Warrant Money shall be received and the Bail Receipt form shall be legibly completed in four (4) copies. Copies (2) and (3) shall be placed in the Bail envelope with the cash after the cash count is assured as correct. Copy (4) shall be placed with the arrest package, to be placed in the I.D. file. If a detention only and no I.D. package is completed, copy (4) shall be placed in the Bail Receipt folder in the Records Office.
- (d) The Cash, Warrant and Bail Receipts shall then be sealed in the Bail/Warrant envelope and placed in the safe. Care must be taken to assure a correct count. If the process has disclosed an AKA, the AKA must also be listed on the Bail/Warrant envelope.
- (e) After these actions are completed, a copy shall be given to the person posting the bail.
- (f) Daily, Monday through Friday, the Records Supervisor will open the Records safe and retrieve the Bail/Warrant envelopes and enter the money taken for bail into the cash register for that day's deposit. Once the deposit is completed, the Records Technician working the Warrant Desk shall type a check request for each warrant/case and send it to the Finance Department for processing. Once the Finance Department issues and returns these checks, to Records, the Records Technician then mails them to the proper court(s).
- (g) Report of Cash Payments Over \$10,000 – If cash or a cashier's check for over \$10,000 (i.e., \$10,000.01 & up) is received as bail, a Report of Cash Payments Over \$10,000 Received in a Trade or Business (IRS form 8300) must be filled out and filed with the Internal Revenue Service (IRS). Copies for IRS form 8300 and instructions on how to fill out the form are in the Jail Manual. After the form is fill out and signed by the accepting Service Officer, forward the completed form to the Administrative Services Commander for forwarding to IRS.

## **Chapter 7 - Medical/Mental Health**

## Availability and Standards of Care

### 705.1 PURPOSE AND SCOPE

Meeting the health needs of the inmates is an important part of the jail operation. This procedure will provide members with guidance to managing legally obtained drugs.

### 705.2 MANAGING LEGALLY OBTAINED DRUGS

#### 705.2.1 PRESCRIPTION MEDICATION

Except for birth control pills, it is the policy of the Gardena Police Department that prescription medications are NOT administered in this facility. Inmates requiring medication will be transported to a medical facility for administration of the medication. If the physician indicates an "OK TO BOOK", the inmate MAY be transported back to Gardena Police Department, and, if additional medication is needed the inmate will again be taken to the medical facility, or transferred to LCMC, or IRC.

When an inmate receives medication at a medical facility and is returned to this facility for housing, the medical facility name, the person administering the medication, the reason for the medication, the date and time, and the fact that prescribed medications have been administered, will be recorded and retained in the inmate's booking package.

#### 705.2.2 NON-PRESCRIPTION MEDICATION

Some non-prescription medications may be furnished for minor complaints. Such medications include aspirin (Tylenol), non-aspirin, antacids, cold pills, etc.

If an inmate asks for medication to relieve some type of discomfort the jailer shall advise him/her what is available and let him/her make the selection. This relieves the jailer from liability in prescribing drugs. The jailer shall not make any suggestions as to which drug is best for any particular ailment or discomfort.

Documenting the furnishing of any non-prescription medications will be written on a medical slip and placed with the inmates booking package.

Jailers, at the start of their shift, will check for expiration dates on all non-prescription medication and log it in the Custody Log. Jailers will make a note (on the Custody Log) and notify the jail supervisor if the expiration date of the item(s) gets close to expiring (approximately within two weeks). The expiration date will be written on the medications in black felt pen (i.e., EXP 10/2009).

## Communicable Diseases

### 706.1 PURPOSE AND SCOPE

Limiting the exposure to communicable diseases is a requirement to the successful operation of our jail. This procedure will provide members with the information needed to properly handle an inmate who may have a communicable disease.

### 706.2 COMMUNICABLE DISEASES

- (a) Inmates with suspected communicable diseases will be segregated until a medical evaluation is completed. Inmates undergoing the health screening process at intake shall be asked by the jailer whether or not he/she has or has had any communicable diseases or has observable symptoms of communicable diseases, included but not limited to:
  - 1. Tuberculosis - chronic cough, chest pain and coughing up blood
  - 2. Common cold - sore throat, runny nose, body aches, watery eyes and coughing
  - 3. Influenza - muscle and body aches, fever, sore throat, fatigue, headaches and nausea
  - 4. Any other airborne diseases, hepatitis, or special medical problems
  - (a) A response shall be noted on the booking form and both health screening sheets.
- (b) In the case of airborne diseases, the jailer will insure that the inmate is given a mask to prevent the disease from spreading. Extreme caution shall be used to prevent contaminating other staff members and inmates. The inmate must be released or transported to the county hospital as soon as possible.
- (c) Jailers will immediately cause the segregation of an inmate that has or is suspected of having a communicable disease. If there is any question about whether or not an inmate has a communicable disease or not, the person should be treated as if he or she has the disease. When the inmate is placed in custody for more than an hour, a determination shall be made by the Watch Commander or jail supervisor as to the need for the inmate to be transported to a county facility or the local health facility that is contracted with this agency.
- (d) The following communicable diseases are cause for segregation and/or transfer to a county facility:
  - 1. Tuberculosis
  - 2. Sexually Transmitted Disease
  - 3. Hepatitis
  - 4. HIV
- (e) If the custody officer is advised by the inmate or suspects an inmate to be infected by one of these diseases, the Watch Commander shall be notified. The information shall be recorded on the inmate's medical evaluation form(s), booking and Property



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Record form and in the Custody Log. The inmate shall be transported to a medical facility for examination by a physician. The physician shall make a recommendation as to the housing of the inmate.

- (f) If a physician clears an inmate with a communicable disease, the inmate shall be segregated from other inmates. If the inmate is not given an okay to book, the inmate will be transported directly to a County facility along with the inmate's documents.
- (g) Jailers will use every precaution to protect themselves and other members that are in custody from communicable diseases. While coming in contact with known carriers of communicable diseases, jailers will don protective masks and gloves. Contaminated clothing will be disposed of.
- (h) An employee, who is exposed to a communicable, blood borne, or airborne disease or suspects exposure will notify the Watch Commander or his/her immediate supervisor.

## **Chapter 8 - Environmental Health**

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## Sanitation, Maintenance and Safety Inspections

### 800.1 PURPOSE AND SCOPE

It is imperative to keep the jail clean. This procedure is designed to:

- Provide a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary condition
- Provide guidelines for handling vermin infestation

### 800.2 JAIL SCHEDULE

Jailers will inspect each unoccupied cell. Any deficiencies in cleanliness, repair and safety shall be noted on the jail log, and a "Request for Repairs" shall be promptly submitted to the jail supervisor for appropriate action to be taken.

Upon the release of an inmate, the jailer shall carefully inspect the vacated cell for cleanliness, repair, and safety. After the jailer has completed the inspection of the cell he/she will fold the mattress in half to indicate the cell has been inspected. Any deficiencies will be noted on the jail log and a "Request for Repairs" shall be completed and submitted to the jail supervisor for appropriate action to be taken. If damage to a cell is noted at this time, it must be documented on the jail log; a report of damage must be prepared and submitted to the watch commander for inclusion in the inmate's arrest package.

The jail supervisor shall randomly inspect each unoccupied cell at least once each week. Any deficiencies in cleanliness, repair and safety shall be reported on a Repair form which will be submitted to the Facility Manager for prompt attention.

### 800.3 JAIL MAINTENANCE SCHEDULE

Custody officers shall be responsible for the following housekeeping tasks:

- (a) DAILY
  1. Empty trash
  2. Clean counter tops
- (b) 5 DAYS A WEEK
  1. Sweep all floors in empty cells
  2. Clean booking cell
  3. Clean kitchen and stove
  4. Clean jailers' restroom
  5. Dust empty cells
  6. Clean toilets and sinks in empty cells
- (c) 2 DAYS A WEEK
  1. Spray Lysol and insecticide, if needed

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- (d) 2 DAYS A MONTH
  - 1. Clean ventilation grates
- (e) AS NEEDED
  - 1. Replace defective mattresses
  - 2. Paint
  - 3. Replace light bulbs
  - 4. Repair broken equipment and fixtures
  - 5. Clean and disinfect handcuffs after each use

Custodial supplies are ordered and re-stocked on a monthly basis by the assigned custody officer. A complete inventory of jail supplies is reported to the jail supervisor or designee for re-ordering on a bi-weekly basis.

Trash can liners, paper towel rolls and toilet tissue are supplied by the Public Works Department upon notification by the Day Shift custody officer. The jail uses folded toilet tissues.

All cleaning solutions are highly concentrated and should be mixed and used in accordance with the instructions on the cleaning product. Gloves shall be worn by custody personnel at all times while performing cleaning and maintenance functions.

Custody personnel shall perform cleaning and maintenance services to maintain the sanitary conditions of the jail facility in accordance with local health standards at all times.

#### **800.4 PERSONAL PROTECTIVE EQUIPMENT**

Emergency response personnel often work in unpredictable and uncontrolled situations. To minimize the risk of exposure, safe work practices and appropriate protective equipment must be used. Personal protective equipment includes protective equipment for the eyes, face, head, and extremities. The appropriate time and manner for using this equipment are described below.

The Gardena Police Department will provide, and jailers should use, personal protective equipment to reduce the personal exposure to infected blood and body fluids.

Jailers must ensure that any personal cuts, abrasions, wounds, etc., are always properly dressed for their own protection and the subject they encounter.

Dressings are considered part of proper use of personal protective equipment.

##### **800.4.1 GLOVES**

Gloves should be donned by all personnel before initiating any task in which a possible exposure to infected material may occur. Gloves must be of appropriate latex material, of appropriate quality for the procedures done, and of appropriate size for each person. Gloves should be changed after contact with each subject. Employees should replace a torn glove as soon as possible.

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##### 800.4.2 MASK/EYE PROTECTION

Masks or masks in combination with eye protection devices should be worn whenever splashes spray, or droplets of blood or other potentially infectious materials may be generated and eye or mouth contamination can be reasonably anticipated. Glasses with solid side shield would be considered appropriate eye protection.

##### 800.4.3 PROTECTIVE CLOTHING

Appropriate protective clothing such as, but not limited to, disposable pants and shirts, should be worn in situations where the exposure to possible contaminated fluids is anticipated. This includes cleaning of equipment if there is fear of contamination of clothing.

##### 800.4.4 LOCATION OF PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is located in the Gardena City Jail supply closet.

#### **800.5 CLEANING AND DISINFECTION OF EQUIPMENT**

Cleaning is the physical removal of dirt and debris. Personnel should use soap and water, combined with scrubbing action. This scrubbing action is the key for rendering all items safe to use. Cleaning is generally sufficient for most equipment and floors. If the equipment has been grossly contaminated with blood/body fluids, it must also be disinfected.

##### 800.5.1 DISINFECTION

- (a) Disinfecting is reducing the number of disease producing organisms by physical or chemical means.
- (b) Personnel should clean the item with soap, water, and then apply a disinfecting solution. A solution such as bleach and water at 1:10 dilution ratio is unacceptable disinfectant for most non-porous material.
- (c) A fresh disinfectant solution must be made at each use. Do not use a bleach solution in the cleaning of clothing or electric equipment.
- (d) Remember disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA Registry number and show that they are effective against micro-bacterial tuberculosis.
- (e) Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.
- (f) Metal handcuffs and/or chains that have been used shall be periodically cleaned and sanitized in the following manner:
  1. Wear disposable gloves.
  2. Clean or spray the handcuffs/chains using Lemon Quat/Citra Cide/Citrus DC/Oxivir/Cavi-cide or any other disinfectant that is effective against MRSA.
  3. Allow to remain wet for 10 minutes.
  4. Air dry handcuffs/chains before oiling using/storing.

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#### 800.5.2 CLEANING/DISINFECTING AREAS

Used equipment that was contaminated during an emergency incident should be bagged and transported to the Fire Department for disposal. Containers designed for the contaminated equipment must have the biohazard symbol.

#### 800.5.3 CLEANING UP TOXIC SPILL

A spill of any toxic cleaning chemical, (e.g. a concentrated cleaning chemical) will be performed by trained custodial personnel. Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.

In the event of a large spill of any toxic cleaning chemical, jail personnel shall contact Building Maintenance for clean-up and disposal.

#### **800.6 WASTE DISPOSAL**

Trash (including discarded food) will be collected by the jailer after each meal and discarded in the trash receptacle located in the jail kitchen. The trash receptacle will be emptied daily by the jailers and placed in the main trash bin located in the north-central portion of the real parking lot of the station. Once a week trash is collected by an outsourced waste disposal service. Waste services are provided by:

Waste Resources

9109 Minor Street

Los Angeles, CA 90003

310-366-7600

Toxic chemicals (cleaning/disinfectant) will be used by trained custodial personnel for use in the jail. The chemicals will be stored in the custodial closet while not in use. A copy of the product safety data sheet for all chemicals will be maintained in the jail.

Bodily fluids or waste (blood, urine, vomit, semen, and/or feces) in the jail or police vehicles will be completed by trained custodial personnel. However, if an area is heavily soiled, a certified biohazard company will be contracted to clean and sanitize the infected areas. Our current vendor who provides this service is:

Clean Scene Services

5320 Valley Blvd.

Los Angeles, CA 90032

877-246-4292

Contaminated items, such as jail blankets, will be placed in a red plastic "Biohazard" bag, sealed and placed in the outside biohazard storage bin. The jailer will contact the following vendor for disposal:

Corporate Office

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Stericycle

28161 North Keith Drive

Lake Forest,

866-783-7422

#### **800.7 VERMIN CONTROL**

##### 800.7.1 MEDICAL TREATMENT - DOUSING PROCEDURE

It may be unusual for a jailer to observe what appears to be lice infestation of an inmate during processing or subsequent to housing assignment. It is therefore, important for staff to familiarize themselves with the enclosed information.

- (a) The most common observation will involve adult lice and/or nits (eggs) on the scalp, or other hairy portions of the body, or in the clothing, particularly along the seams of inner surfaces.
- (b) The three types of lice commonly observed in detention environments are:
  - 1. Head louse
  - 2. Body louse
  - 3. Crab (pubic) louse
- (c) The crab louse may be observed in the pubic area, and in some cases the eyebrows, eyelashes, and mustache. It is also possible for various forms of mites to be present on inmates, including scabies.
- (d) Lice do not jump, but transfer by direct contact with person, clothing, or other personal belongings.

IT IS IMPERATIVE THAT ANYONE INVOLVED IN PEDICULOSIS DECONTAMINATION USE DISPOSAL RUBBER GLOVES WHICH ARE TO BE DESTROYED AFTER USE. GLOVES ARE MAINTAINED IN THE MEDICAL SUPPLY LOCKER.

#### **800.8 DOUSING PROCEDURES**

The following dousing procedure is to be followed when deemed necessary by the watch commander. It is divided into three sections:

- (a) Section I - The inmate
- (b) Section II - Inmate's clothing/belonging
- (c) Section III - Facility and equipment

##### 800.8.1 THE INMATE

The following pediculicide for the control of lice on the inmate is available in the medical supply locker.

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- (a) Pyrinate, A 200 or R.I.D. Both of these products are available without prescription. Indicate on the booking slip the specific product used as well as the date and time when it was administered and the signature and serial number of who administered it.
- (b) The above shampoos are effective for the positive control of head, crab, and body lice. The lab instructions are very simple and both of the above must be followed. Inmates are usually held only twenty-four (24) or forty-eight (48) hours before being released or transferred to another facility and therefore do not require re-treatment. Washing of the hair and a shower is generally indicated on the product lab and should be adhered to.

#### 800.8.2 TREATMENT OF INMATES CLOTHING/BELONGINGS

Clothing taken from an infested inmate shall be sealed in plastic and either returned to the inmate or destroyed upon release.

#### 800.8.3 FACILITY AND EQUIPMENT

Housing areas and equipment contaminated by an inmate with pediculosis shall not be used until thoroughly treated with a non-toxic pesticide. Such a product is available in the metal drawers in the booking area. Portable items are to be decontaminated in a polyethylene bag as described in section II above.

The facility is to be decontaminated by reducing the pesticide to liquid form and thoroughly saturating the area using water as hot as possible.



## **Chapter 9 - Food Services**

## Food Services

### 900.1 PURPOSE AND SCOPE

The preparation and serving of food to inmates is an important component of the jail operation. This procedure will provide members with guidance on how to prepare and serve food to inmates.

### 900.2 PURCHASING FOOD

- (a) The Day Shift jailer shall take a jail food and supplies inventory each Tuesday for fresh stock replenishment and rotation by Thursday of the same week. The jail food and supplies inventory sheets are maintained in the Jail Office to prepare an inventory and list of items for delivery. The Jail Supply List will be forwarded to the Jail Supervisor.
- (b) In accordance with Title 15 and the California Retail Food Code (CalCode) all foods shall be obtained from sources that comply with all applicable laws.

### 900.3 STORAGE AND INVENTORY CONTROL

- (a) The Service Officer will conduct a visual check of the kitchen during his/her first jail check. Included in his/her observations shall be the cleanliness of the oven, microwave, sink, counter, freezer, refrigerator and floor. Minor corrections should be corrected on the spot and more significant and time consuming project shall be noted for future corrections.
- (b) Food will be prepared through a local vendor (Los Angeles Sheriff's Department Central Kitchen) and delivered to the Gardena Police Department City Jail. Once the food arrives, the on-duty Service Officer will meet the vendor at the sally port door and receive the order. The Service Officer will inspect deliveries immediately and put items away as quickly as possible. Frozen foods are accepted only if there are no signs of the following:
  - 1. Food was prepared by the approved sources.
  - 2. It was received in a wholesome condition.
  - 3. It was received in packages that are in good condition and that protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants.
  - 4. Food is in containers and on pallets that are not infested with vermin or otherwise contaminated.
- (c) After inspection of the food, the Service Officer will place each meal according to each pre-arranged food group in the freezer. Fresh fruit, milk products and bread will be placed in the refrigerator. Perishable items, such as frozen meals, fresh fruit, and bread shall remain stored in the freezer and refrigerator, respectively, until the foods are prepared for service to the inmates.
- (d) Non-perishable food items, such as condiments, etc, will be stored in the manufacturer's original packaging, in the kitchen storage area, only to be served just prior to the service of a scheduled meal.

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- (e) Only disposable paper and plastic serving utensils, such as cups, plates, and spoons shall be used for jail meal service. These items will be stored in the manufacturer's original packaging, in the kitchen storage area, only to be removed just prior to service of a scheduled meal.
- (f) The Service Officer will discard all packing in its proper trash container.
- (g) All food must be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination, e.g., overhead pipes and trash storage areas.
  - 1. In accordance with Health and Safety Code § 113996(a) except during preparation, cooking, cooling, transportation to or from a retail food facility for a period of less than 30 minutes, or when time is used as the public health control as specified under Section 114000, or as otherwise provided in this section, potentially hazardous food shall be maintained at or above 135°F, or at or below 41°F.
  - 2. Maintaining proper holding temperatures are one of the most important factors preventing food borne illness. Proper holding for potentially hazardous foods are as follows:
    - Hot foods shall be kept at 135° Fahrenheit or above.
    - Cold foods shall be refrigerated at 41° Fahrenheit or below
    - Frozen foods shall be kept at 0° Fahrenheit or below.
- (h) In case of an emergency when the power is interrupted, the emergency generator will come on and provide emergency power to supply the freezer, oven and microwave. For any reason the emergency generator does not come on and provide back-up power, the service officer (Jailer) shall call Hawthorne Police Department (and/or neighboring police agency) to arrange for storage of as much food as possible. The service officer will notify the watch commander and advise him/her of the condition and request assistance in transporting the food to Hawthorne Police Department (and/or neighboring police agency). When power has been restored, the Service Officer will make arrangements for the return of all food delivered to a neighboring police agency.
- (i) If power will remain out for an extended period of time, arrangements should be made to transport the inmates to another facility.

#### **900.4 FOOD PREPARATION AND SERVING**

- (a) Service Officers shall supervise the feeding of all inmates and shall:
  - 1. Cause inmates to be fed in their locked cell block area. If an inmate refuses a meal, a Custody Log item shall be made and the inmate monitored closely to ensure that the refusal is not symptomatic of a medical or psychological.
  - 2. Serve each prisoner the same amount and kind of food. This includes a double serving of milk. In the event that juvenile inmates and pregnant females are housed prior to being transferred to another facility, they will be provided with a meal.

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3. Cause the kitchen and equipment to be kept clean at all times.
- (b) All personnel assigned with meal service duties are required to comply with Health & Safety Code § 114020 to ensure their uniforms and hands are clean, and hair is properly contained to avoid contamination of food or serving utensils. Service Officers shall wash their hands before commencing work, immediately after using toilet facilities and at other times as are necessary to prevent contamination of food. If a Service Officer is ill or has come in contact with a person that has a communicable disease, he/she is excused from food service duties and shall advise the Jail Supervisor or Watch Commander.
- (c) No employee shall commit any act, which may result in contamination or adulteration of any food, food contact surface, or utensil.
- (d) It is the policy of the Gardena City Jail to order food that has been pre-packaged. The Service Officer preparing the food does not come directly in contact with the food. The food is prepared according to instructions provided by the vendor. With the exception of removing the seal to remove steam, the food remains covered from the time it is taken. This practice eliminates the need for the Service Officers to undergo medical screening as required for a food service worker.
- (e) The Service Officer will visually inspect the food for compliance with the Department's approved menu and verify that the meal is served at the proper temperature. Any food that appears contaminated or is not in compliance with the approved menu must be discarded. Any issues related to the quality of the food products will be reported to the Jail Supervisor, Jail Manager, or the Watch Commander under emergency situations.
- (f) A Service Officer will serve food with the assistance of a Service Cart Handler. All serving utensils and trash, including any un-consumed food scraps, will be picked up and properly discarded in the appropriate trash receptacles no later than one half hour after serving the inmate. Particular care will be taken to ensure an accurate plastic utensil count to forestall the introduction of controlled items within the cellblock areas. There will be no holdbacks of food items.
- (g) At the discretion of the Service Officer, an inmate may retain a Styrofoam or paper cup for drinking water.
- (h) Upon completion of meal service, the jail cells and kitchen will be cleaned without delay by the on-duty Service Officer in accordance with the "Sanitation Plan in Section I-Part D" of the Jail Manual.
- (i) Unless otherwise specified and approved by the Jail Manager, meals shall be served to inmates between the following times:
  1. Breakfast: 0600 to 0700 hours
  2. Lunch: 1200 to 1300 hours
  3. Dinner: 1800 to 1900 hours
- (j) The jail staff shall perform meal preparation in the kitchen. Trustees or community service workers shall not be permitted to prepare food. They may assist with food service.

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1. Breakfast meal: Service Officer will wash their hands and apply disposable gloves. Service Officer will remove the breakfast meal from the freezer and place it in the conventional oven. The meal will be cooked at 350 degrees for 30 minutes. After the meal is cooked, the Service Officer will place the meal and the drink on the serving cart. The Service Officer will serve the inmates by placing the meal trays, one-at-a-time, on the outer cellblock door opening. Each inmate will retrieve his/her meal and remove the wrapping. After the inmates have consumed their breakfast meal, the Service Officer will collect any unconsumed meal trays and trash from the inmate and dispose of the trays.
  2. Lunch meal: Service Officer will wash their hands and apply disposable gloves. Service Officer will remove the lunch meal from the freezer and place it in the conventional oven. The meal will be cooked at 350 degrees for 30 minutes. After the meal is cooked, the Service Officer will place the meal and the drink on the serving cart. The Service Officer will serve the inmates by placing the meal trays, one-at-a-time, on the outer cellblock door opening. Each inmate will remove the wrapping. After the inmates have consumed their lunch meal, the Service Officer will collect any unconsumed meal trays and trash from the inmate and dispose of the trays.
  3. Dinner meal: Service Officer will wash their hands and apply disposable gloves. Service Officer will remove the dinner meal from the freezer and place it in the conventional oven. The meal will be cooked at 350 degrees for 30 minutes. After the meal is cooked, the Service Officer will place the meal and the drink on the serving cart. The Service Officer will serve the inmates by placing the meal trays, one-at-a-time, on the outer cellblock door opening. Each inmate will retrieve his/her meal and remove the wrapping. After the inmates have consumed their dinner meal, the Service Officer will collect any unconsumed meal trays and trash from the inmate and dispose of the trays.
- (k) Unpackaged food, which has been previously served, shall not be served to another person.

#### **900.5 EMERGENCY FEEDING PLAN**

- (a) If an unforeseen event occurs that feeding of prisoners cannot be conducted at the jail facility, prisoners will first be transported to the Hawthorne Police Department and/or the Torrance Police Department. If their facilities are full, prisoners will then be transported to the Los Angeles Sheriff's Department.
- (b) If the unforeseen event is not long in duration, Service Officers can purchase complete meals from the City's restaurants: Sam's Club, 1399 W. Artesia Blvd. Gardena, CA 90247, (310) 532-0779 and Smart & Final, 1515 W. Redondo Beach Blvd., Gardena, CA 90248, (310) 324-1971 using petty cash reimbursement.

#### **900.6 WASTE MANAGEMENT**

- (a) Solid waste management and garbage disposal pests attracted by garbage can contaminate food items, equipment, and utensils. All food placed in an inmate's cell must be consumed by the inmate or discarded in the waste container located in the

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kitchen. Approximately thirty minutes after a meal is served the jailer should return to the inmate's cell and remove the remaining food from the cell and, if any, from location of the food preparation and food storage areas. Service Officers shall use leak proof garbage containers with tight fitting lids for storage of garbage and waste. Inmates should not be allowed to store food in their cells for later consumption.

- (b) City janitorial service personnel shall remove contents of the jail waste container to the main Police Department trash bin daily. Cleaning of garbage containers, at the wash area, will be conducted on a weekly basis or sooner if needed.

#### 900.7 MAINTENANCE AND REPAIR

- (a) If a Service Officer notices one of the appliances in the kitchen or laundry area to include laundry service equipment, e.g., water heater, temperature gauge, etc. is not working properly, he/she will immediately notify the appropriate vendor or Public Works for repair. The Service Officer will also notify the Jail Supervisor or Watch Commander of the problem.
- (b) If the laundry cannot be serviced for any reason, arrangements will be made to transport the laundry to a commercial laundry for cleaning.
- (c) As a temporary measure, the Service Officer can use the kitchen appliances in the employees' lunchroom to store and prepare meals.

##### 900.7.1 REPAIR VENDORS

<b>Oven</b>	
B & B Service	(323) 888-2300
<b>Freezer and Refrigerator</b>	
Golden State Appliances Service	(310) 515-0123
<b>Washer and Dryer</b>	
Laundry Room Advice	(877) 927-4123
Laundry Pride	(818) 920-2400
<b>Camera &amp; Video Equipment</b>	
Instant Replay, Fax	(310) 577-6508

Any maintenance and repair of facility infrastructure will be performed by Public Works Department at extension 621.

## **Attachments**





## **INDEX / TOPICS**