

Gardena Police Department

Gardena Jail Manual

CHIEF'S MESSAGE

To All Personnel:

The new Gardena Police Department Jail Manual, published October 2018, is a document that is meant to serve as guidelines and to provide policy direction for the operation of the entire organization. It is intended to be a dynamic instrument that is subject to necessary changes and updates, as needed.

It is the responsibility of all employees of this Department to become familiar with the rules, regulations, policies and procedures set forth in this Manual. Copies of the Manual will be distributed, via e-mail, to all personnel and will be available on the Network at all times.

The failure of an employee to know the contents of the Manual will not be a defense in the case of any member considered for disciplinary action for violation of any of the provisions contained herein. In all situations that are not specifically addressed in this manual, it is expected that all personnel will act with good judgment, common sense, and in a manner generally consistent with the purpose of this Manual.

Adherence to this Manual of Policy and Procedure is critical to the overall success of our Department. It assists us in monitoring effectiveness while serving to hold each of us accountable for our actions and activities. It stands as an immediate resource document ready to assist all members of our organization in accomplishing the goals of our stated mission.

Todd M. Fox

Chief of Police

Gardena Police Department

Gardena Jail Manual

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Gardena Police Department

Gardena Jail Manual

MISSION STATEMENT

“Service with Pride and Professionalism”

MISSION STATEMENT

WE, the members of the Gardena Police Department, are committed to providing ethical, quality and responsive service to the community with pride and professionalism. WE are committed to improving the quality of life for those we serve by delivering the highest standard of police services.

VISION STATEMENT

WE envision a future where law-abiding citizens feel safe and take pride and comfort in the quality of life in our community; a future where disorder and criminal activity continues to be vigorously and intelligently pursued. WE envision our department as a superior service-oriented organization that incorporates innovative strategies, contemporary technologies, proven community policing philosophies, positive leadership, and efficient and effective use of resources into all organizational decisions.

INCLUSION STATEMENT

WE operate as “One Team, One Community” and are committed to fostering a diverse and inclusive working environment where we value and develop employees of all backgrounds and experiences. WE firmly believe collaboration among team members with varied pasts and perspectives generates more incisive and deeper insights that better serve our citizens, businesses, and employees.

OUR ORGANIZATIONAL VALUES

Commitment to Service

WE believe our primary duty is to safeguard lives and property, while respecting the human and constitutional rights of all.

Commitment to Community Involvement

WE believe community partnerships are critical elements of our organization. Collaboration, cooperation and communication with our citizens and businesses are the framework for successful community oriented policing.

Commitment to Our Employees

WE believe that our employees are the greatest and most valuable assets of our organization; and that through regular training, education, career development, exemplary leadership and organizational support, our employees will reach the highest standards of performance and professional satisfaction, while serving the needs of our community.

Commitment to Responsibility and Accountability

Mission Statement

WE believe that the prudent and effective management of our resources is critical to the future of our organization.

Gardena Police Department

Gardena Jail Manual

JAIL MANUAL REVIEW

This jail manual shall be reviewed every two years by the Administrative Services Bureau Commander. The next date of review will be Fall of 2023.

Gardena Police Department

Gardena Jail Manual

Table of Contents

Chief's Message.	1
Law Enforcement Code of Ethics.	2
Mission Statement.	3
Jail Manual Review.	5
Chapter 1 - Role and Authority.	8
100 - Jail Manual.	9
101 - Facility Inspection.	12
Chapter 2 - Organization and Administration.	15
200 - Staffing.	16
201 - Supervision of Incarcerated Persons.	18
202 - Records of Incarcerated Persons.	19
203 - Tool, Equipment, Key, and Electronic Access Device Controls.	21
204 - Daily Activity Logs and Reports.	24
205 - Community Relations and Public Information.	28
206 - Victim Notification.	31
Chapter 3 - Recruitment, Selection and Training.	33
300 - Employee Orientation.	34
301 - Jail Training Officer.	35
302 - Training.	38
303 - Prison Rape Elimination Act Training.	41
Chapter 4 - Emergency Planning.	42
400 - Facility Emergencies.	43
401 - Fire Safety.	48
Chapter 5 - Inmate Management.	50
500 - Population Management.	51
501 - Counts.	53
502 - Reception and Housing.	54
503 - Handbook and Orientation.	64
504 - Safety Checks.	66
505 - Management of Weapons and Control Devices.	68
506 - Control of Incarcerated Person Movement.	69
507 - Use of Restraints.	70
508 - Searches.	74
509 - Reporting In-Custody Deaths.	81
510 - Staff and Incarcerated Person Contact.	86
511 - Transportation of Incarcerated Persons Outside the Secure Facility.	89

Gardena Police Department

Gardena Jail Manual

512 - Safety and Sobering Cells.	91
513 - Over-Detention and Inadvertent Releases.	93
Chapter 6 - Inmate Due Process.	94
600 - Incarcerated Persons with Disabilities.	95
601 - Incarcerated Person Rights and Protection.	96
602 - Grooming.	99
603 - Grievances.	100
604 - Discipline.	102
Chapter 7 - Medical/Mental Health.	103
700 - Screening and Evaluations.	104
701 - Suicide Prevention and Intervention.	106
702 - Aids to Impairment.	108
703 - Health Care Records and Confidentiality.	109
704 - Availability and Standards of Care.	111
705 - Communicable Diseases.	114
Chapter 8 - Environmental Health.	120
800 - Sanitation, Maintenance, and Safety Inspections.	121
801 - Incarcerated Person Hygiene.	125
Chapter 9 - Food Services.	129
900 - Food Services.	130
901 - Dietary Guidelines.	133
Chapter 10 - Inmate Programs.	134
1000 - Mail.	135
1001 - Telephone Access.	137
1002 - Visitation.	139
1003 - Religious Programs.	142
Chapter 11 - Facility Design.	145
1100 - Space and Environmental Requirements.	146
Attachments.	148
.	149

Chapter 1 - Role and Authority

Jail Manual

100.1 PURPOSE AND SCOPE

The Jail Manual is a statement of the current policies, rules and guidelines of this department's Jail. All prior and existing manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

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

This policy includes the chain of command designed to create an efficient means of effective communication.

100.1.1 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Department -The Department.

Employee - Any person employed by the Department.

Jail Manual - The Department Jail Manual.

Juvenile - Any person under the age of 18.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Gardena Police Department, including:

- Full- and part-time employees.
- Sworn officers.
- Reserve officers.
- Non-sworn employees.
- Volunteers.

Officer- All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as officers of the Gardena Police Department.

Gardena Police Department

Gardena Jail Manual

Jail Manual

On-duty- Status during the period when an employee is actually engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by an officer.

Shall or will - Indicates a mandatory action.

Should- Indicates a generally required or expected action, absent a rational basis for failing to conform.

100.2 POLICY

The manual of the Gardena Police Department detention facility is hereby established and shall be referred to as the Jail Manual. All members are to conform to the provisions of this manual.

A chain of command has been established to maintain continuity, order and effectiveness in the Department and should be respected.

100.2.1 DISCLAIMER

The provisions contained in the Jail Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Gardena Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the city, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Gardena Police Department reserves the right to revise any policy content, in whole or in part.

100.3 RESPONSIBILITIES

The Chief of Police shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders, which shall modify the provisions to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

The Administrative Services Bureau Commander shall ensure that the Jail Manual is reviewed and updated at least every two years and staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Gardena Police Department (15 CCR 1029). The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors any issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Jail Manual should forward their suggestions in writing, through the chain of command, to the Administrative Services Bureau Commander, who will consider the recommendation.

Gardena Police Department

Gardena Jail Manual

Jail Manual

100.3.1 ORGANIZATIONAL CHART

The Administrative Services Bureau Commander should ensure the development and update of an organizational chart identifying the chain of command.

All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of discrimination, sexual harassment, gross malfeasance or a violation of the law (15 CCR 1029 (a)(1)).

100.3.2 INTERNAL AND EXTERNAL SECURITY MEASURE REVIEW

The Administrative Services Bureau Commander shall ensure that the Jail Manual review, evaluation, and procedures include internal and external security measures of the facility, including security measures specific to the prevention of sexual abuse and sexual harassment (15 CCR 1029).

100.4 DISTRIBUTION OF MANUAL

Copies of the Jail Manual shall be made available to all members. An electronic version of the Jail Manual will be made available to all members on the department network (15 CCR 1029).

No changes shall be made to the electronic version without authorization from the Administrative Services Bureau Commander.

100.5 MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this department's policies. All members are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Jail Manual.

100.6 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Jail Manual revisions. All changes to the Jail Manual will be posted on the department network for review prior to implementation. The Jail Sergeant will forward revisions to the Jail Manual as needed to all personnel via electronic mail.

Each supervisor will ensure that members under the supervisor's command are familiar with and understand all revisions.

Facility Inspection

101.1 PURPOSE AND SCOPE

Jail inspections are the collections of data designed to assist administrators, managers and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the detention facility inspection.

101.2 POLICY

This department will use a formal inspection process of its facility to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

101.3 FACILITY MANAGER RESPONSIBILITY

The jail supervisor is responsible for collecting performance indicators and other relevant data to generate and provide an annual inspection of the custody facility. The jail supervisor will ensure that inspections are conducted as outlined below.

Inspections may be used in preparation of inspections by outside entities, such as a government inspection authority, professional organization or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the detention facility for the outside or third-party evaluator.

101.4 INSPECTION AREAS

The inspection should include the following areas in the assessment process:

- (a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Administrative Services Bureau Commander, key program staff and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.
- (b) **Policy review** - A review of all detention facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the detention facility operation.
- (c) **Record review** - A review of the records that support detention facility activities, medical records and the detention facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.
- (d) **Benchmark review** - A review of the department's stated goals and objectives should be discussed with the Administrative Services Bureau Commander, program managers and other key providers of programs. This will provide the opportunity to

Gardena Police Department

Gardena Jail Manual

Facility Inspection

identify any areas that require correction or additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.

- (e) **On-site inspections** - The assessment team should conduct on-site inspections of the detention facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the detention facility assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the detention facility assessments be viewed as a credible measurement instrument as many issues identified in the assessment may require significant funding.
- (f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.
- (g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the detention facility system. The completed report and any analysis and documentation required to justify costs, policy revisions or any other administrative requirements should be submitted to the Chief of Police.
- (h) **Monitor progress** - The Administrative Services Bureau Commander should ensure that approved recommendations are being instituted by the responsible program providers.

101.5 FOCAL POINTS FOR INSPECTIONS

Inspections of facilities used for detaining persons pending arraignment, held during trial, and held upon a lawful court commitment should include inspection of the policies, procedures, and performance by management and staff to ensure compliance and timely updates. Inspections should include but are not limited to the following inspection points:

- Staff training
- Number of personnel (15 CCR 1027)
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- In-custody deaths
- Documented suicide attempts
- Classification plan
- Reception and booking
- Communicable disease prevention plan

Gardena Police Department

Gardena Jail Manual

Facility Inspection

- Incarcerated persons with mental disorders
- Administrative separation
- Incarcerated persons with developmental disabilities
- Use of force and restraint devices
- Contraband control
- Perimeter security
- Searches (area and personal)
- Access to telephones
- Access to courts and counsel
- Visitation
- Mail
- Religious access
- Health care services
- Intake medical screening
- Pest control
- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food services plan
- Food serving and supervision
- Jail sanitation, safety, maintenance
- Tools, key, and lock control
- Use of safety and sobering cells
- Standard bedding and linen use
- Mattresses

Chapter 2 - Organization and Administration

Staffing

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the detention facility, staff, visitors, incarcerated persons, and the public.

200.2 POLICY

It is the policy of the Gardena Police Department to ensure the safety, security and efficient operation of this detention facility by assigning custody personnel according to a detailed staffing plan that is developed and maintained in accordance with law.

200.3 STAFFING PLAN REQUIREMENTS

The Administrative Services Bureau Commander shall ensure that a staffing plan conforming to the class type and size of this detention facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules, and other atypical situations (15 CCR 1027).

At a minimum, the staffing plan will include the following:

- Jail administration and supervision
-
- Incarcerated person supervision
- Support services including medical, food services, maintenance, and clerical
- Other jail-related functions such as escort and transportation of incarcerated persons
- The plan shall be available for biennial review by the Board of State and Community Corrections (BSCC).

200.4 STAFFING ANALYSIS

The Chief of Police or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans.

This analysis shall include information gathered in collaboration with the health care provider regarding staffing requirements and an appraisal of health care services provided. The analysis relating to health care personnel shall be annually reviewed for adequacy and approved by the Health Care Adviser.

The Administrative Services Bureau Commander, in conjunction with the Prison Rape Elimination Act of 2003 (PREA) Coordinator, should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.113). Relief factors for each classification and position should be calculated into the staffing analysis to ensure

Gardena Police Department

Gardena Jail Manual

Staffing

staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, incarcerated persons, and the public.

The staffing analysis should be used to identify whether required activities are being performed competently and in compliance with current laws and department policies. If deficiencies are noted, the staffing analysis should also include recommendations regarding what corrective measures may be needed, including the following:

- (a) Operational changes
- (b) Equipment requirements
- (c) Additional training
- (d) Supervisory intervention
- (e) Additional personnel

200.4.1 DATA COLLECTION FOR ANALYSIS

Data that should be collected for the annual staffing analysis include:

- All categories of leave usage for each staff member working in the detention facility.
- Date of hire or assignment to a detention facility position for each employee.
- Date of transfer from the detention facility to another non-custody position for each member.
- Annual hours of authorized overtime expended during the previous year.
- Number of part-time or extra personnel hired during the previous year.
- Details of any unusual occurrence or significant medical issues in the detention facility that were related to staffing during the previous year.
- Details of claims or litigation, if any, that were related to staffing levels and were initiated against the detention facility in the previous year.
- Labor contracts/collective bargaining agreements relating to corrections and medical personnel.
- Annual training requirements that affected staffing levels in the detention facility.
- Concerns expressed by members of the public.
- Any investigations or reports by the grand jury or other government agency, detention facility monitor or ombudsman.
- Other data that may influence the number of personnel available to occupy posted positions.

200.5 REPORTING

The Chief of Police or the authorized designee will submit a report of the findings of the staff analysis to the officials responsible for funding the detention facility operation.

Supervision of Incarcerated Persons

201.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of the detention facility through the application of appropriate staffing levels.

201.2 POLICY

It is the policy of this detention facility to provide for the safety and security of citizens, staff, and incarcerated persons through appropriate staffing levels that are sufficient to operate the detention facility and perform functions related to the safety, security, custody, and supervision of incarcerated persons.

201.3 SUPERVISION OF INCARCERATED PERSONS

There shall be, at all times, sufficient staff designated to remain in the detention facility for the supervision and welfare of incarcerated persons, to ensure the implementation and operation of all programs and activities, as required by Title 15 Minimum Standards for Local Detention Facilities, and to respond to emergencies, when needed. Such staff must not leave the detention facility while incarcerated persons are present and should not be assigned duties that could conflict with the supervision of incarcerated persons (15 CCR 1027).

When persons held at this detention facility are not all the same gender, a minimum of one officer from each gender, who are custody trained and on-duty, should be immediately accessible for the supervision of the incarcerated persons (Penal Code § 4021).

Staff members shall not be placed in positions of responsibility for the supervision and welfare of incarcerated persons of the opposite gender in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the incarcerated persons.

To the extent reasonably practicable, bathrooms for incarcerated persons will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised.

The Administrative Services Bureau Commander or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules.

201.4 PROHIBITION OF INCARCERATED PERSONS CONTROL

All staff, including support staff, contractors, and volunteers, should exercise control and supervision of all incarcerated persons under their control. It is the policy of this department to prohibit any staff member to implicitly allow, or by dereliction of duty allow, any incarcerated person or group of incarcerated persons to exert authority over any other incarcerated person (Penal Code § 4019.5; 15 CCR 1083(b)).

Records of Incarcerated Persons

202.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all persons booked and confined in this detention facility.

202.2 POLICY

It is the policy of this department that all records shall be complete and comprehensive, resulting in reliable data that provides information about each incarcerated person's period of confinement, as well as histories of previous confinement in this detention facility. All incarcerated person records are official department documents and should be used for official business only. Incarcerated person records are a vital component of the criminal justice system and should only be released to authorized persons.

202.3 RECORD MAINTENANCE

It shall be the responsibility of the Records Bureau to maintain the following records on all persons who have been committed or assigned to this detention facility, including but not limited to the following (15 CCR 1041):

- Information gathered during the admission process as provided in the Reception and Housing Policy
- Photographs and fingerprints cross referenced to the booking number
- Commitment papers
- Cash and property inventory and receipts
- Housing history records
- Reports of rule violations and dispositions
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Request forms
- Special visit forms
- Court orders, appearances, documents, and the disposition of hearings
- Work documentation
- Program documentation
- Visitation records
- Telephone records
- Medical orders and staff response

Gardena Police Department

Gardena Jail Manual

Records of Incarcerated Persons

- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, and medications
- Information regarding disabilities and other limitations

The Administrative Services Bureau Commander or the authorized designee shall establish a procedure for managing incarcerated person records.

202.4 RELEASE OF INCARCERATED PERSON RECORDS

Records of an incarcerated person are confidential and shall be used for official business only. Any release of a person's record shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the incarcerated person (15 CCR 1045). A copy of the release authorization document shall be maintained in the incarcerated person record file.

202.5 ELECTRONIC RECORD MAINTENANCE

All incarcerated person records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date, and time any person who has accessed the information. The Administrative Services Bureau Commander shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

202.6 RECORDS RETENTION

Incarcerated person records shall be maintained consistent with the established records retention schedule.

Tool, Equipment, Key, and Electronic Access Device Controls

203.1 PURPOSE AND SCOPE

The control and accountability of tools, equipment, keys, and electronic access devices are vital factors in maintaining a safe and secure environment for incarcerated persons, members, and the public. This policy outlines the methods that this department will use in maintaining strict security of these items. For ease of reference, the term "key" as used in this policy includes all physical means of access to or exit from the secure areas of the detention facility.

203.2 POLICY

It is the policy of this department that all keys used to access secure areas of the detention facility or to exit the secure areas of the detention facility are strictly controlled (15 CCR 1029(a)(6)). Members will be held accountable for the security and safety of the detention facility. All key control activities shall be accurately documented on a daily basis.

203.3 KEY IDENTIFICATION

All keys that open any doors within the detention facility shall be marked with unique identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set and the number of keys on the ring. The identifying numbers or codes on keys shall not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained by the Administrative Services Bureau Commander.

203.4 KEY SET CONTENTS

Key sets issued to members for use within the secure perimeter of the detention facility shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter. Exterior door keys shall not be permitted inside the detention facility except during an emergency requiring access to the exterior doors.

203.5 KEY CONTROL

Members shall not duplicate, mark, alter or manufacture any key without written authorization from the Administrative Services Bureau Commander or the authorized designee.

Under no circumstances will security keys be made available to inmates regardless of their status.

203.6 LOCK POLICY

All security perimeter entrances, jail office doors and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sally ports shall ensure that only one of the doors of a sally port is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

Gardena Police Department

Gardena Jail Manual

Tool, Equipment, Key, and Electronic Access Device Controls

203.7 TESTING

Locks to security doors or gates shall be tested for proper function to ensure proper operation.

203.8 EXTERIOR DOOR

Keys for exterior doors to the detention facility shall be kept in a locked cabinet in a secure location, outside of the detention facility's secure perimeter.

203.9 EMERGENCY KEY SET

At least one key set containing every key for the detention facility shall be kept separate from all of the other key sets in a secure location and made accessible only to the Administrative Services Bureau Commander or the authorized designee in the event of an emergency.

203.10 MISSING KEYS

Any member who discovers that a key or key set is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor. The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the supervisor shall order a lockdown of the detention facility. All incarcerated persons shall be locked in their cells/housing areas and a headcount conducted. Incarcerated persons shall not be allowed to pass into or out of the detention facility without being thoroughly searched for the missing key. The supervisor shall, as soon as practicable, notify the Administrative Services Bureau Commander regarding the loss of the key, when it was discovered and the circumstances involved.

A methodical and thorough search of the entire detention facility will be made by on-duty members. Additional members may be called to assist with the search. If, after a thorough search, the key or key set is not located, the Administrative Services Bureau Commander will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Administrative Services Bureau Commander shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control and to determine whether procedures governing this policy require an amendment.

203.11 DAMAGED KEYS OR LOCKS

Damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Bureau Commander, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No incarcerated person shall be secured in a cell, detention room, or area that has inoperable locks.

203.12 KEY CONTROL RECORDS

Each shift is responsible for reporting any key malfunctions or missing key sets.

Gardena Police Department

Gardena Jail Manual

Tool, Equipment, Key, and Electronic Access Device Controls

203.13 ELECTRONIC ACCESS DEVICES

Proximity cards, fobs, or other devices may be issued to members to allow access to restricted or controlled areas of the detention facility. In the event of a lost or stolen device, an employee shall notify their supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

203.14 TOOL AND EQUIPMENT CONTROL

Tools include all implements that are maintained within the secure perimeter of the detention facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, dustpans and floor polishers.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Any time tools are brought into a secure area where inmates are present, members supervising the area shall count the number of tools brought in to ensure that the same number of tools are taken out.

Any tool that is used within the secure perimeter of the detention facility must be closely monitored and controlled by the member supervising the area so that the tool cannot be used as a weapon (15 CCR 1029(a)(6)). Inmates who are assigned tasks that require these tools shall be closely supervised.

The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

- (a) Detaining and searching any inmate who had access to the tool.
- (b) Conducting a thorough search of the immediate area for the missing item.
- (c) Initiating a detention facility-wide search.

The member responsible for the supervision of the use of missing tool will prepare and submit a report to the Bureau Commander documenting the specific tool that is missing and the circumstances of the disappearance. The report will be forwarded to the Administrative Services Bureau Commander. All members involved in the search will submit a report to the on-duty supervisor documenting their findings.

203.14.2 SERVING AND INDIVIDUAL EATING UTENSILS

Serving tools and individual utensils are those culinary tools located outside of the kitchen. Only custody officers shall be in control of serving utensils.

Daily Activity Logs and Reports

204.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the detention facility. They provide a means for managers to review events and emergency situations that have occurred within the detention facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the detention facility.

204.2 POLICY

This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

204.3 PROCEDURES

All members assigned to Jail Office shall prepare an accurate daily activity log. The daily activity log is a permanent record of the daily activities. Employees who falsify any official document may be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

All members will adhere to the following procedures when preparing a daily activity log:

- (a) Black ink pen shall be used, unless entries are logged into an electronic record.
- (b) Entries should be legible and provide sufficient detail to ensure that the log entry properly reflects the events of the day.
- (c) Entries shall include the name of the individual making the entry.
- (d) Entries shall reflect the date and time of the event logged.
- (e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.
- (f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

204.4 SHIFT ACTIVITY LOG

All pertinent activities should be documented in the daily activity log. At a minimum this includes the following:

- Personnel on-duty
- Bookings and releases
- Formal counts
- Safety checks, security checks and inspections, and routine activities
- All searches/shakedowns

Gardena Police Department

Gardena Jail Manual

Daily Activity Logs and Reports

- Movement of incarcerated persons within the facility and incarcerated persons received at a housing assignment
- Meal service
- Professional visits to the housing areas, including maintenance work and tours
- Alarms and security equipment tests
- Medication delivery, sick call or incarcerated person complaint of illness or injury, and the action taken
- Locking and unlocking incarcerated person cells
- Rule violations resulting in a transfer from the detention facility or notification to the court of jurisdiction
- Supervisor rounds to the housing area and/or to specific incarcerated persons
- Unusual behavior of incarcerated persons
- Discovered contraband
- Activities and programs offered and the attendees
- Unusual occurrences
- Use of emergency equipment
- Any use of force
- Sanitation inspections
- Key counts

204.5 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the member assigned to investigate or document an incident, and should be approved by a supervisor and submitted to the Administrative Services Bureau Commander or the authorized designee in a timely manner (15 CCR 1044). Any incident resulting in death, injury, or endangerment to staff or a visitor, serious injury to an incarcerated person, escape, a major disturbance, a detention facility emergency, or an unsafe condition at the detention facility shall be submitted to the Administrative Services Bureau Commander as soon as practicable but within 24 hours of the incident. It is the responsibility of the assigned employee to ensure that all the above listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The supervisor must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications, investigative leads, or resolution.

Employees who dictate reports by any means shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all of the requirements of this policy.

Gardena Police Department

Gardena Jail Manual

Daily Activity Logs and Reports

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless they are specifically identified as such.

204.5.1 INCIDENT REPORTING

Incident reports generally serve as an in-house documentation of occurrences in the detention facility. The Department shall establish a filing system that differentiates between incident and crime reports. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include:

- (a) Non-criminal incidents of rule violations by incarcerated persons.
- (b) Attempted suicide or suicidal ideation on the part of an incarcerated person, if known.
- (c) Non-criminal breaches of security or evidence of an escape attempt.
- (d) Non-criminal security threats, including intelligence related to detention facility activities.
- (e) Significant incidents related to medical issues, health, or safety in the detention facility.
- (f) Discovery of contraband in the possession of incarcerated persons or their housing areas.
- (g) Detaining or handcuffing any visitor at the detention facility.
- (h) Traffic collisions involving department vehicles.
- (i) Risk management incidents including injuries to incarcerated persons and lost or damaged property.
- (j) Accidental injuries of members, incarcerated persons, or the public.

204.5.2 USE OF ARTIFICIAL INTELLIGENCE IN PREPARATION OF REPORTS

Official reports that are generated using artificial intelligence (AI) either fully or partially shall contain the following (Penal Code § 13663):

- (a) On each page of an official report, or within the body of the text, identify every specific AI program used in a manner that makes such identification readily apparent to the reader and prominently state the following: "This report was written either fully or in part using artificial intelligence."
- (b) The signature of the member who is preparing the official report, either in physical or electronic form, verifying that they reviewed the contents of the report and that the facts contained in the official report are true and correct. Except for the official report, a draft of any report created with the use of AI shall not constitute a member's statement.

For purposes of this subsection artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from

Gardena Police Department

Gardena Jail Manual

Daily Activity Logs and Reports

the input it receives how to generate outputs that can influence physical or virtual environments. AI as used in this subsection applies to AI systems that automatically draft police report narratives based upon an analysis of in-car or dash-mounted cameras, or body-worn camera audio or video, and AI systems that analyze a law enforcement officer's dictated report to generate a police report narrative automatically enhanced by generative AI (Penal Code § 13663).

204.5.3 ARTIFICIAL INTELLIGENCE AUDIT TRAIL

The Department shall maintain an audit trail for AI generated first drafts or official reports for as long as the official report is retained that, at a minimum, identifies both of the following (Penal Code § 13663):

- (a) The name of the person who used AI to create the report.
- (b) The video and audio footage that is used to create a report, if any.

204.6 SUPERVISOR RESPONSIBILITIES

Supervisors shall review the daily activity log and reports during the course of each shift. Supervisors shall sign and include the date and time of review on each log or report. When appropriate, supervisors should include comments in the logbook with regard to an incident or unusual occurrence in the detention facility.

Whenever a major event in the detention facility requires a coordinated command response, the incident commander should designate someone to keep a running log that identifies, at a minimum, the following:

- Date and time the incident began
- Specific location of the incident
- Times of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on-scene
- Orders issued by the incident commander
- Significant events that occurred as a result of the incident

The above information should remain available to the incident commander throughout the event to assist with ongoing response planning.

Community Relations and Public Information

205.1 PURPOSE AND SCOPE

This policy provides guidelines to detention facility personnel when dealing with the public, news media or interested groups when requests are received to share information generated within the detention facility (15 CCR 1045).

205.2 POLICY

It is the policy of the Gardena Police Department to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to negatively affect the Jail or an investigation will not be released.

205.3 RESPONSIBILITIES

The Administrative Services Bureau Commander is responsible for ensuring that the following information is public and available to all who inquire about it (15 CCR 1045). This includes:

- (a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.
- (b) Facility procedures affecting incarcerated persons as specified in 15 CCR sections:
 - (a) 1045, Public Information Plan
 - (b) 1062, Visiting
 - (c) 1063, Correspondence
 - (d) 1064, Library Service
 - (e) 1065, Exercise and Out of Cell Time
 - (f) 1066, Books, Newspapers, Periodicals and Writings
 - (g) 1067, Access to Telephone
 - (h) 1068, Access to Courts and Counsel
 - (i) 1069, Orientation
 - (j) 1071, Voting
 - (k) 1072, Religious Observance
 - (l) 1073, Grievance Procedure
 - (m) 1081, Plan for Discipline
 - (n) 1200, Responsibility for Health Care Services

This information is to be made available at the detention facility's front desk and assembled into a binder or clearly posted for public viewing. Additionally, a copy should be made available in this detention facility's library or provided by other means for use by incarcerated persons. At the

Gardena Police Department

Gardena Jail Manual

Community Relations and Public Information

discretion of the Chief of Police, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

205.4 PROHIBITED MATERIALS

Policies, procedures, and other information and materials related to the safety and security of incarcerated persons, detention facility personnel, the facility, or the maintenance of order should not be provided as a part of the public information material unless directed by the Administrative Services Bureau Commander.

205.5 TOURS OF THE JAIL

Tours of this detention facility may be arranged through the Administrative Services Bureau Commander. Authorized tours are subject to detention facility rules and restrictions:

- (a) Persons who tour this detention facility must be of an appropriate age as determined by the Chief of Police.
- (b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

A record of all detention facility tours should be maintained in accordance with applicable retention requirements.

205.6 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily log of individuals who are currently in custody or were recently booked. Unless restricted by law and except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, the following information on incarcerated persons and persons booked is considered public information and can be released upon request:

- (a) The full name and occupation of the incarcerated person
- (b) The incarcerated person's physical description, including date of birth
- (c) Date and time of arrest
- (d) Date and time of booking
- (e) Location of arrest
- (f) The factual circumstances surrounding the incarcerated person's arrest
- (g) All charges the incarcerated person is being held on, including outstanding warrants, probation/parole holds
- (h) Amount of bail
- (i) The time and manner of the incarcerated person's release or the location where the incarcerated person is currently being held
- (j) Court appearance dates
- (k) Arresting agency

Gardena Police Department

Gardena Jail Manual

Community Relations and Public Information

Information on this detention facility's policies and procedures regarding non-security related matters (e.g., programs, detention facility rules and regulations, visitation, health care, religious services) can be released to the public by any member. A copy of the applicable portions of this detention facility's policy and procedures manual can be made available for public review with the approval of the Chief of Police.

Any information related to safety, security and maintenance shall be redacted before being provided to the public. Applicable regulations for the operation of a custody facility can be made available for review by the public and incarcerated persons. Incarcerated persons can request a copy through detention facility members.

Information related to escapes, suicides, or crimes occurring in this detention facility shall only be released with the approval of the Administrative Services Bureau Commander or the authorized designee.

Identifying information pertaining to a juvenile detainee shall not be publicly released without prior approval of a competent court, except as otherwise authorized by law. Information concerning incidents involving certain sex crimes and other offenses set forth in all applicable laws shall be restricted.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or until otherwise cleared by the Los Angeles Sheriff's Department Homicide Bureau's office or otherwise required by law.

205.6.1 RESTRICTED INFORMATION

It shall be the responsibility of the Administrative Services Bureau Commander or the authorized designee to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be consulted.

Examples of such restricted information include, but are not limited to:

- (a) Confidential personnel information concerning members and volunteers of this department.
 - 1. The identities of detention facility personnel involved in major incidents may only be released to the media pursuant to consent of the involved personnel or upon a request processed in accordance with the Public Records Act.
- (b) Criminal history information.
- (c) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (d) Information pertaining to pending litigation involving this department.
- (e) Information obtained in confidence.
- (f) Any information that is otherwise privileged or restricted under state or federal law.

Victim Notification

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an incarcerated person held for those crimes is released or escapes, and that victims receive any other notification required by California law.

206.2 POLICY

It is the policy of this department to act in accordance with all laws regarding victim notification.

206.3 PROCEDURE

The Administrative Services Bureau Commander shall ensure that a system is in place for individuals to request release or escape information on any incarcerated person housed in this detention facility.

Notification requests or requirements that are known during the booking process should be documented in the appropriate designated section of the incarcerated person's booking file.

206.4 NOTIFICATION

Members tasked with the release of an incarcerated person or investigating an escape shall verify whether there is a required release notification in the incarcerated person's file.

Members shall document notification efforts in the incarcerated person's file.

Unless ordered by the court or a supervisor, no victim or witness information shall be provided to any incarcerated person by any member of this department. Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

206.4.1 REQUIRED NOTIFICATIONS

The Bureau Commander or the authorized designee shall make a reasonable and good faith effort to make notifications required by law by using one of the following methods:

- (a) Information on an incarcerated person's custody status may be provided to VINE® (Victim Information and Notification Everyday). Instructions, including the telephone number for VINE and how to register for automatic notification when a person is no longer in custody should be provided to individuals upon request (Penal Code § 646.93).
- (b) If VINE is not used to provide information regarding custody status, a telephone number shall be available to the public to inquire about an incarcerated person's release or bail status. If an incarcerated person is transferred to another incarceration facility and is no longer in the custody of this detention facility, the transfer date and new incarceration location shall be available to individuals calling this telephone number (Penal Code § 646.93).

Gardena Police Department

Gardena Jail Manual

Victim Notification

- (c) Incarcerated person release or escape information should be provided to victims of crime who have requested to be notified (Penal Code § 679.02(12)).

Notification should be made by telephone or electronic mail using the method of communication selected by the person to be notified, if that method is reasonably available. In the event the person's contact information provided to the Department is no longer current, the Department shall make a diligent, good faith effort to learn the whereabouts of the victim in order to comply with these notification requirements. Notification shall only be left on a messaging system if the person has indicated in the notification request that such notification is acceptable or if the staff has attempted and cannot make other contact with the person.

If contact cannot be made and no means exist to leave a message with the person, the Bureau Commander or the authorized designee should request the law enforcement agency having jurisdiction where the person resides perform a welfare check. Subsequent and continuing attempts shall be made to contact the person using the numbers listed in the notification request. All attempts to contact shall be documented on the victim notification request form.

Chapter 3 - Recruitment, Selection and Training

Employee Orientation

300.1 PURPOSE AND SCOPE

The purpose of this policy is to define the parameters for new employee orientation. The purpose of the orientation is to provide new employees with basic information about the detention facility and the environment in which they will be working. Orientation is not meant to supplant other basic training required by law, ordinance or regulations.

300.2 POLICY

It is the policy of the Gardena Police Department to provide new employees with basic information about the facility and the environment in which they will be working.

300.3 NEW EMPLOYEE ORIENTATION

All new employees shall participate in a department orientation prior to assuming their duties. The orientation shall include, but not necessarily be limited to, the following:

- Jail tour
- Policy, procedures and job description resources
- Organizational chart
- Department mission, vision and values statement
- Department culture
- Member rules and regulations
- Code of ethics

300.4 EMPLOYEE ACKNOWLEDGEMENTS

Department personnel assigned to provide the new employee orientation will ensure that each new employee is given copies of work rules and regulations, department ethics, and any other department documents, for which the employee will be held accountable.

A member will collect a signature page from the employee, acknowledging receipt, review and understanding of the documents that shall be retained in the employee's personnel file in accordance with established records retention schedules.

Jail Training Officer

301.1 PURPOSE AND SCOPE

The detention facility training officer (TO) program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general corrections duties.

301.2 POLICY

It is the policy of this department to assign all new Service Officers to a structured training program that is designed to prepare the new Service Officer to perform in a custody assignment, and to provide training on all skills needed to operate in a safe, productive and professional manner.

301.3 TRAINING OFFICER

The trainer is an experienced Service Officer who has expressed an interest in training new Service Officers.

301.3.1 SELECTION PROCESS

The trainer will be selected based on certain requirements, including:

- (a) A desire to perform the training mission.
- (b) A demonstrated ability to be a positive role model.
- (c) An evaluation by supervisors.

301.4 JAIL TRAINING PROGRAM PHASES

The detention facility training program consists of the five phases described below.

301.4.1 FIRST PHASE - JAIL ORIENTATION

The trainee will be assigned to a TO. The TO will, at a minimum:

- (a) Brief the trainee on the purpose, scope and responsibilities expected during the training program.
- (b) Explain the evaluation system and acquaint the trainee with the rating forms that will be used.
- (c) Provide the trainee with any required equipment or materials.
- (d) Tour the entire detention facility and support services with the trainee.
- (e) Introduce the trainee to the Administrative Services Bureau Commander and key supervisory, administrative and support personnel.

301.4.2 SECOND PHASE - SHADOWING

In this phase the trainee will be exposed to the main duties of the Service Officer, by observing the trainer demonstrate how each task is to be performed. The trainer should provide instruction to the trainee and encourage the trainee to ask questions.

Gardena Police Department

Gardena Jail Manual

Jail Training Officer

Time should be allotted during this phase to allow the trainee to study policies and procedures, directives, post orders and any other materials deemed necessary by the trainer.

The work performance of the trainee will be evaluated and recorded on a daily basis by the trainer. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the trainer.

301.4.3 THIRD PHASE - HANDS-ON WITH CLOSE SUPERVISION

During this phase the trainer will instruct the trainee in each required activity at each post, including transportation and special functions. Once each task is demonstrated, the trainee will be directed to perform each activity under the close supervision of the trainer.

The trainer will provide direction as needed to the trainee during the hands-on activities.

The work performance of the trainee will be evaluated and recorded on a daily basis by the trainer. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the trainer.

301.4.4 FOURTH PHASE - SOLO WITH MONITORING

During this phase the trainee will be directed to work solo in each area that training has been provided.

The solo activities of the trainee will be monitored by the trainer.

The work performance of the trainee will be evaluated and recorded by the trainer. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the trainer.

301.4.5 FIFTH PHASE - WORKING INDEPENDENTLY WITH SUPERVISION

Provided that there are no concerns about the trainee's ability, the trainee will be assigned to a shift and will be supervised regularly by the supervisor.

The supervisor, in consultation with the TO and the Administrative Services Bureau Commander, will make a recommendation to pass the trainee on to their assignment, to continue training, or to terminate the employee.

301.5 PROBATIONARY PERIOD EVALUATION

Prior to being permanently appointed, each trainee will receive a final evaluation. These evaluations shall be in writing and discussed with the trainee by his/her supervisor. The final evaluation shall be made a part of the trainee's personnel record.

301.6 TRAINER RESPONSIBILITIES

The trainer shall complete and submit a written evaluation on the performance of their assigned trainee to the jail supervisor on a daily basis.

The trainer shall review the performance evaluations with the trainee each day.

The trainer shall be responsible for signing off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of the assigned trainee.

Gardena Police Department

Gardena Jail Manual

Jail Training Officer

301.7 TRAINING OFFICER PROGRAM SUPERVISOR

The training program will be supervised by the Administrative Sergeant, where applicable. The Administrative Sergeant's responsibilities include the following

- (a) Assign trainees to a trainer.
- (b) Maintain and ensure trainer/trainee performance evaluations are completed in a timely manner.
- (c) Maintain, update and issue the training materials to each trainee.
- (d) Monitor individual trainer performance.
- (e) Monitor the overall trainer program.
- (f) Develop ongoing training for trainers.

Training

302.1 PURPOSE AND SCOPE

This policy establishes the minimum training requirements for all members, supervisors, and managers assigned to the detention facility. This policy includes general and specialized training and ensures that all members are provided appropriate orientation and training.

302.2 POLICY

It is the policy of this department to promote training and professional development of personnel at all levels and to encourage continuing education whenever practicable.

302.3 MINIMUM TRAINING REQUIREMENTS - TYPE 1 FACILITIES

All officers, full- or part-time, shall successfully complete the Adult Corrections Officer Core Course as described in 15 CCR 179, within one year from the date of assignment (15 CCR 1020(a)).

Members who have successfully completed the course of instruction required by Penal Code § 832.3 shall also complete the Corrections Officer Basic Academy Supplemental Core Course as described in 15 CCR 180 within one year of the date of assignment (15 CCR 1020(b)).

Individuals assigned to work in the detention facility before they have completed the required training may do so only when under the direct supervision of a fully trained member.

Transfer courses may be utilized to meet the Adult Corrections Officer Core Course requirements when the member has had the relevant probation or juvenile corrections training (15 CCR 179.1; 15 CCR 179.2).

302.3.1 MANAGER AND SUPERVISOR TRAINING - TYPE 1 FACILITIES

All supervisory personnel shall have completed the Corrections Officer Core Course training requirements in accordance with 15 CCR 1020, as specified in this policy, before assuming supervisory responsibilities (15 CCR 1021).

All Administrative Services Bureau Commanders and supervisors (full- or part-time) shall receive management and supervision training as specified by the Commission on Peace Officer Standards and Training (POST) of the Standards and Training for Corrections Program (STC) within the first year of their appointments, as described in 15 CCR 181 (15 CCR 1021).

Managers shall receive required management training as described in 15 CCR 182 or complete the POST management course within one year from the date of assignment (15 CCR 1023).

302.3.2 CONTINUING EDUCATION TRAINING – TYPE 1 FACILITIES

With the exception of the year that the officer is enrolled in a core training module, all officers shall complete the annual required training specified in 15 CCR 184. Additionally, officers shall complete annual in-service training on mental and behavioral health (15 CCR 184; 15 CCR 1025).

Gardena Police Department

Gardena Jail Manual

Training

302.3.3 REQUIRED CPR TRAINING

All officers shall complete CPR certification as required by 15 CCR 184 and 15 CCR 1028. Training shall include that when it is safe and appropriate, CPR shall begin on a nonresponsive person without obtaining approval from a supervisor or medical staff (15 CCR 184; 15 CCR 1028).

See the Availability and Standards of Care Policy for additional CPR requirements.

302.4 BRIEFING TRAINING

The supervisor conducting briefing training is responsible for the preparation of the materials necessary for constructive training. Supervisors may delegate this responsibility to a subordinate member in their absence or for training purposes. The briefing training should be based upon a structured program to provide topics related to but not limited to the following:

- Jail policies and procedures
- General Orders not yet established into policy
- Reviewing recent incidents for training purposes
- In preparation for response to an unusual occurrence
- Statutory requirements or court orders
- Operation of new equipment, including computer software
- Changes in schedules and assignments
- Any other topic as determined by the Chief of Police or Administrative Services Bureau Commander

302.5 TRAINING RECORDS

The Department should use training courses certified by a competent government or standards-setting organization whenever practicable.

It shall be the responsibility of the jail supervisor to ensure that the following is maintained on file for all training provided by this department:

- The course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training

Training records shall contain the following information:

- The name of the member
- Type of training received
- Date the training was received and successfully completed
- Title of the training and name of the provider
- Test scores or training benchmarks if available

Gardena Police Department

Gardena Jail Manual

Training

It shall be the responsibility of the involved member to provide their immediate supervisor with evidence of completed training or education in a timely manner. The Jail supervisor shall ensure that copies of such training records are placed in the member's training file and retained in accordance with established records retention schedules.

302.6 MINIMUM TRAINING REQUIREMENTS - TEMPORARY HOLDING FACILITIES

All officers and supervisors, full- or part-time, shall successfully complete specialized training as described in 15 CCR 1024, within six months after the date of assignment. The specialized training may be waived upon successful completion of the Corrections Officer Core Course or Corrections Officer Basic Academy Supplemental Core Course as described in 15 CCR 1020.

Eight hours of refresher training shall be completed once every two years. Successful completion of the continuing professional training requirements in 15 CCR 1025 may be substituted for the eight-hour refresher (15 CCR 1024)

Individuals assigned to work in the detention facility before they have completed the required training may do so only when under the direct supervision of a fully trained member.

Prison Rape Elimination Act Training

303.1 PURPOSE AND SCOPE

This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation (PREA Rule) (28 CFR 115.5).

303.2 POLICY

The Gardena Police Department endeavors to comply with the training standards in the PREA Rule and to ensure that all members, volunteers, and contractors are aware of their responsibilities, and that members, volunteers, contractors, and incarcerated persons are aware of the policies and procedures of the detention facility as they relate to PREA.

303.3 MEMBER TRAINING

All Service Officers who may have contact with inmates shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this detention facility. The Administrative Services Bureau Commander shall ensure that members receive training in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and inmates may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of a sexual assault or abuse.

303.4 SPECIALIZED INVESTIGATIVE TRAINING

Specialized investigative training for investigators shall include the uniform evidence protocol to maximize potential for obtaining useable physical evidence; techniques for interviewing sexual abuse victims; proper use of *Miranda* and *Garrity* warnings; sexual abuse evidence collection in confinement settings; and the criteria and evidence required to substantiate a case for administrative action or referral for prosecution (28 CFR 115.21; 28 CFR 115.34; 28 CFR 115.121; 28 CFR 115.134).

Chapter 4 - Emergency Planning

Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the detention facility and to ensure all affected personnel receive timely training regarding emergency response and evacuation. This policy is intended to protect the community, employees, visitors, incarcerated persons, and all others who enter the detention facility, while allowing the detention facility to fulfill its primary purpose.

Jail emergencies related to fire will be addressed in the Fire Safety Policy.

400.2 POLICY

It is the policy of this department to have emergency response and evacuation plans in place to quickly and effectively respond to and minimize the severity of any emergency within the detention facility.

400.3 PROCEDURE

The facility emergency plan is intended to provide members with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the detention facility or compromise the safety of members, incarcerated persons, or the community.

The Administrative Services Bureau Commander shall develop, publish, and review emergency response and evacuation plans that address the following (15 CCR 1029(a)7; 15 CCR 1032(d)):

- (a) Fires
- (b) Escapes
- (c) Disturbances/Riots
- (d) Hostages
- (e) Mass arrests
- (f) Natural disasters
- (g) Evacuations
- (h) Storage and the use of weapons, ammunition, chemical agents, and related security devices in accordance with the Management of Weapons and Control Devices Policy
- (i) Periodic testing of emergency equipment
- (j) Other emergencies as needs are identified

Whenever there is an incarcerated person in custody, there shall be at least one person on-duty at all times who is trained in general fire- and life-safety knowledge relating specifically to the detention facility (15 CCR 1028).

Gardena Police Department

Gardena Jail Manual

Facility Emergencies

The emergency response plan is intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plan will include persons and emergency departments to be notified.

The emergency response plan should include procedures for continuing to house incarcerated persons in the detention facility, the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities, incarcerated person transportation options, and contact information for allied agencies.

In the event that the safety and security of the detention facility, its incarcerated persons, its members, or the public is threatened, Title 15 standards may be temporarily suspended. Only such regulations directly affected by the emergency may be suspended. The Administrative Services Bureau Commander shall notify the California Board of State and Community Corrections (BSCC) in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require the approval of the chairperson of the BSCC (15 CCR 1012).

The emergency response plan should be made available to the members, volunteers, and contractors working in the detention facility as needed.

400.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of the detention facility, such as a riot or hostage situation, members should immediately notify the Jail Supervisor. The Jail Supervisor may determine whether to order a partial or full lockdown of the detention facility and shall notify the Administrative Services Bureau Commander as soon as practicable.

If a lockdown is ordered, all incarcerated persons will be directed back to their housing areas. All incarcerated persons in transit within the detention facility will either be escorted back to their housing areas or to another secure location. The Jail Supervisor should instruct any member not directly involved in the lockdown to escort any visitors and nonessential contractors out of the detention facility.

A headcount should be immediately conducted for all incarcerated persons, visitors, contractors, and members. The Jail Supervisor shall be immediately notified of the status of the headcount. If any person is unaccounted for, the Jail Supervisor shall direct an immediate search of the detention facility and notify the Administrative Services Bureau Commander of the situation as soon as practicable.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order.

400.5 EVACUATION PLAN

The Gardena Police Department will maintain an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency (15 CCR 1032(d)). At a minimum, the evacuation plan shall address the following:

- Location of detention facility building and floor plans
- Procedures on how incarcerated persons are to be released from locked areas

Gardena Police Department

Gardena Jail Manual

Facility Emergencies

- Relocation areas to be used for housing incarcerated persons in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for members
- Reporting requirements

The Administrative Services Bureau Commander should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by a qualified independent inspector and in coordination with the local fire authority.

A current copy of the evacuation plan should be maintained in the Support Services office and in command areas.

400.5.1 EXITS AND EVACUATION ROUTES

All detention facility exits should be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the detention facility shall remain free from obstacles at all times, regardless of the frequency of use. It is the duty of all members to remove any obstructions that block, either partially or completely, the ability to observe or use any exit.

Evacuation routes will be posted in all public areas of the detention facility. All members will be familiar with evacuation routes for incarcerated persons. When necessary, incarcerated persons will be moved to a designated location until the detention facility can be safely occupied or while awaiting transport to a designated facility. If possible, incarcerated persons are to be kept separated by gender.

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

400.5.2 EMERGENCY HOUSING OF INCARCERATED PERSONS

The Administrative Services Bureau Commander or the authorized designee shall include in the emergency response plan a strategy for housing incarcerated persons in the event of a full or partial evacuation of the detention facility (15 CCR 1032). It should address when incarcerated persons should be housed in place, and should identify alternate facilities and the potential capacity of those facilities, incarcerated person transportation options and contact information for allied agencies. Emergency housing plans shall be reviewed at least annually and revised if necessary.

400.6 RESPONSE TO DISTURBANCES

Members should attempt to minimize the disruption of normal detention facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The members should immediately notify the Bureau Commander or the Administrative Services Bureau Commander of the incident.

Gardena Police Department

Gardena Jail Manual

Facility Emergencies

The Bureau Commander or Administrative Services Bureau Commander may direct additional members as needed to resolve the disturbance (15 CCR 1029(a)(7)(B)).

400.7 ESCAPES

Upon being made aware that an escape may have occurred, or did in fact occur, the member should immediately notify the on-duty sergeant or Jail Supervisor and Administrative Services Bureau Commander. As soon as practicable, the Administrative Services Bureau Commander should notify the Chief of Police.

Once the escape is verified and immediate actions have been taken inside the detention facility (e.g., lockdown), the on-duty sergeant of Jail Supervisor should notify local law enforcement agencies.

400.7.1 INCARCERATED PERSON COUNTS

As soon as the detention facility is fully locked down, a full incarcerated person count should be taken.

All incarcerated persons who are outside of the secure perimeter of the detention facility (e.g., court, work details) should be located and identified. Any missing incarcerated person should have their identity disclosed and their detention facility record should be accessed by the Jail Supervisor (15 CCR 1029(a)(6)).

400.7.2 SEARCH

Concurrent with the lockdown, the area surrounding the detention facility should be searched for the escapee. Areas where an incarcerated person may be hiding or may have discarded detention facility clothing should be searched first. Any witnesses should be interviewed.

Officers will develop a flyer with the incarcerated person's name, description, the incarcerated person's latest picture, classification status, and charges, and supply it to the members and local law enforcement. Local law enforcement should also be given the incarcerated person's last known address and a list of their associates.

400.7.3 REPORTING

The on-duty Sergeant or Jail Supervisor or a designated member should submit an incident report to the Administrative Services Bureau Commander. A crime report should also be written regarding the escape. The incident report should focus on events and physical plant weaknesses that contributed to the escape. The Administrative Services Bureau Commander should review the reports, interview involved parties and develop action plans to minimize the risk of future occurrences.

400.8 REVIEW OF EMERGENCY PROCEDURES

The Administrative Services Bureau Commander should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Administrative Services Bureau Commander or the authorized designee within

Gardena Police Department

Gardena Jail Manual

Facility Emergencies

10 days of the review for approval. This review should also include the signatures or initials of the member responsible for the review. At a minimum, the review should include:

- Assignment of persons to specific tasks in emergency situations.
- Instructions in the use of the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the detention facility.
- Information on the location and use of emergency equipment in the detention facility.
- Specification of evacuation routes and procedures.

400.9 TRAINING

The members should be trained annually on this policy. The Training Supervisor is responsible for developing and delivering appropriate initial training and annual refresher training.

The detention facility emergency and evacuation plan and all training shall be documented by the Administrative Services Bureau Commander and retained in accordance with established records retention schedules.

400.10 INSPECTION AND TESTING

The Administrative Services Bureau Commander is responsible for scheduled testing of emergency power systems (15 CCR 1029).

All emergency equipment and systems should be inspected by a qualified individual at least quarterly.

All testing and inspections shall be documented and the results included in a report to the Administrative Services Bureau Commander.

400.11 PREVENTIVE MAINTENANCE

The Administrative Services Bureau Commander shall ensure that there is sufficient emergency power to operate all essential lighting, security equipment, safety equipment and communications systems. The emergency power system should have sufficient fuel to allow the detention facility to operate continuously for a three-day period, if necessary, without external resources.

The emergency power system should be inspected, tested and maintained as necessary. In the event that the system fails, the Administrative Services Bureau Commander or Bureau Commander should contact the designated maintenance authority or repair company to obtain necessary repairs as soon as practicable. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source.

Fire Safety

401.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the detention facility represents a significant risk to the safety and security of the community, the members, incarcerated persons, volunteers, contractors, and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state, and/or local fire safety codes, and to establish a process of creating, disseminating, and training all individuals in the detention facility on the emergency plans for fire safety and evacuation.

401.2 POLICY

It is the policy of this department that fire prevention strategies are a high priority.

The Administrative Services Bureau Commander shall ensure that a fire alarm and detection and suppression system, as required by law, are installed, maintained and periodically tested. Any variance, exception or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to the occupants of the detention facility (15 CCR 1029(a)(7)(A); 15 CCR 1032 et seq.).

401.2.1 FIRE CODES

The Department shall comply with all federal, state and local fire codes.

401.2.2 FIRE PREVENTION RESPONSIBILITY

All members, volunteers and contractors who work in the detention facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

401.3 FIRE SUPPRESSION PRE-PLANNING

Pursuant to Penal Code § 6031.1(b), the Administrative Services Bureau Commander shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The plan should include at a minimum (15 CCR 1032):

- (a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.
- (b) Fire prevention, safety inspection plans, and record retention schedules developed by designated members or as required by applicable law.
- (c) Fire prevention inspections at least once every two years (Health and Safety Code § 13146.1(a); Health and Safety Code § 13146.1(b)).
- (d) Documentation of all fire prevention inspections (all orders to correct and all proofs of correction should be maintained for a minimum of two years or as otherwise required by law).
- (e) An evacuation plan (see the Facility Emergencies Policy).
- (f) A plan for the emergency housing of incarcerated persons in case of fire.

Gardena Police Department

Gardena Jail Manual

Fire Safety

- (g) The cross-training of responders and detention facility members via drills should occur at least quarterly, if practicable.

401.4 FIRE PREVENTION EQUIPMENT

All required fire alarms, sprinklers, and detection devices shall be in good working order at all times.

Should such a device become inoperative, the Administrative Services Bureau Commander or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible and that members are provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the detention facility shall not be inhabited by incarcerated persons or members.

401.5 EMERGENCY HOUSING OF INCARCERATED PERSONS

The Administrative Services Bureau Commander or the authorized designee shall develop a plan for the emergency housing of incarcerated persons in the event of a fire (15 CCR 1032(e)). The plan should include procedures for continuing to house incarcerated persons in the detention facility, identification of alternate facilities and the potential capacity of those facilities, incarcerated person transportation options, and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary.

Chapter 5 - Inmate Management

Population Management

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of incarcerated person population accounting that promotes the safety and security of the detention facility on a daily operational basis. It assembles data that enables the Department to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY

It is the policy of this department that an incarcerated person population management system should be established and maintained to account for the admission, processing, and release of incarcerated persons.

500.3 INCARCERATED PERSON POPULATION REPORTS

The Administrative Services Bureau Commander or the authorized designee is responsible for ensuring that detailed daily reports of the detention facility's incarcerated person population are completed and maintained by the members. The reports shall reflect the average daily population of sentenced and non-sentenced incarcerated persons by categories of adult gender.

Daily logs of the incarcerated person population, its demographics, and the number of incarcerated persons in holding cells should be documented as of midnight of each day. An incarcerated person population report summarizing this information shall be created daily and distributed to the Chief of Police and the Administrative Services Bureau Commander. The Chief of Police or the authorized designee should maintain the data in an accessible format for historical purposes, trend analysis and response to funding opportunities. The Administrative Services Bureau Commander shall provide the Board of State and Community Corrections (BSCC) with applicable incarcerated person demographic information as described in the Jail Profile Survey.

500.4 DATA COLLECTION

For each reporting period, the report should include but is not limited to:

- (a) Current number of beds in:
 - 1. Compliance with local or state standards.
 - 2. Housing.
- (b) Average daily population (ADP) for:
 - 1. General housing.
 - 2. Administrative separation.
- (c) Highest one-day incarcerated person population.
- (d) Number and percentage of:
 - 1. Bookings.
 - 2. Incarcerated persons by gender.

Gardena Police Department

Gardena Jail Manual

Population Management

3. Non-sentenced incarcerated persons.
 4. Felony incarcerated persons.
 5. Pretrial incarcerated persons released.
- (e) Number of incarcerated persons enrolled in work release program.
- (f) Number of:
1. Incarcerated person-on-incarcerated person assaults.
 2. Incarcerated person-on-member assaults.
 3. Escapes/attempted escapes.
 4. Active misdemeanor warrants.
 5. Active gross misdemeanor warrants.
 6. Active felony warrants.
 7. Incarcerated person grievances and dispositions.
 8. Incarcerated person rule violations and dispositions.
- (g) Any other demographic information (e.g., gang activity).

Counts

501.1 PURPOSE AND SCOPE

Incarcerated person counts are vital to the security of the detention facility, the safety of the members, and the welfare of the incarcerated persons. This policy establishes guidelines for the frequency of incarcerated person counts, which ensures that all incarcerated persons and their status can be accounted for at any time.

501.2 POLICY

It is the policy of this department to account for all incarcerated persons within and under the control of this detention facility through scheduled and other counts as needed (15 CCR 1029(a)(6)).

501.3 PROCEDURE

The Administrative Services Bureau Commander or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Incarcerated person counts shall be conducted at least once every 30 minutes. Emergency counts may be conducted at the direction of the Bureau Commander as needed. Electronic counts shall not be substituted for direct staff observation.

All counts shall be documented on the daily activity log and verified by the on-duty sergeant or jail supervisor. Counts shall include all incarcerated persons in custody and those who are off-site, such as at the hospital or in court.

Any discrepancy in the count should immediately be reported to the on-duty sergeant or jail supervisor and resolved prior to the release of the shift personnel responsible for the count.

In the event that an escape is discovered during the incarcerated person count, the on-duty sergeant or jail supervisor will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Administrative Services Bureau Commander, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

Count sheets shall be maintained for a period of time prescribed by statute, ordinance or policy.

Reception and Housing

502.1 PURPOSE AND SCOPE

The Gardena Police Department has a legal and methodical process for the reception, classification, and housing of arrestees and incarcerated persons into this detention facility. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues, and the seizure and storage of personal property.

502.2 POLICY

This department shall use the following standardized policies when receiving arrestees to be booked into this detention facility. This is to ensure security within the detention facility and that arrestees are properly booked and afforded their applicable rights.

502.3 PRE-BOOKING SCREENING

All arrestees shall be screened prior to booking to ensure the arrestee is medically acceptable for admission and that all arrest or commitment paperwork is present to qualify the arrestee for booking. Required paperwork may include the following:

- (a) Arrest reports
- (b) Probable cause declarations
- (c) Warrants or court orders
- (d) Victim notification information
- (e) Special needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy)
- (f) Accommodation requests related to disabilities (see the Incarcerated Persons with Disabilities Policy)
- (g) Information regarding suicidal statements or actions

Any discrepancies or missing paperwork should be resolved before accepting the arrestee for booking from the arresting or transporting officer.

Prior to accepting custody of an arrestee who claims to have been arrested due to a mistake of the arrestee's true identity or an arrestee who claims that identity theft led to the issuance of a warrant in the arrestee's name, members shall make reasonable efforts to investigate the arrestee's claim of identity fraud or mistake. Members shall notify a supervisor when an arrestee makes a claim of mistaken identity or identity fraud.

Arrestees who can post bail or qualify for a release on their Own Recognizance (O.R.), a citation, or Penal Code § 849(b) will be processed and released (15 CCR 1029(a)(5)).

502.3.1 NON-DETAINABLE INCARCERATED PERSON SCREENING

Arrestees who fall within certain classifications should be transported to the county jail or the designated facility, as appropriate. These include:

Gardena Police Department

Gardena Jail Manual

Reception and Housing

- (a) Any person who is sick, injured, or who has any other medical condition, including pregnant persons, who may require medical attention, supervision, or medication during confinement.
- (b) Any person who has claimed, or is known to be afflicted with or displays symptoms of, any communicable disease.
- (c) Any person suffering from a severe behavioral crisis.
- (d) Any combative or unruly person who is likely to cause damage to the facility or severely disrupt the good order of the detention facility (15 CCR 1053).
- (e) A prisoner who is or may be contemplating suicide.
- (f) Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotic, sedative, tranquilizer, anti-neoplastic (cancer) drug, research medication, or any person suffering from withdrawals of the above.
- (g) Any person suspected or confirmed to have a developmental disability (15 CCR 1057).
- (h) Any person or persons for whom appropriate classification (e.g., gender, age) cannot be maintained.
- (i) Any person who is so intoxicated as to be a danger to self or a danger to others and cannot be safely accommodated within the detention facility or a sobering cell (15 CCR 1056). This shall also apply to those incarcerated persons who are undergoing withdrawal reactions (15 CCR 1213).
- (j) Any female arrestee who has given birth within the past year and who is charged with murder or attempted murder of her infant shall be transported Los County Medical Center Jail Ward for mental health observation. The jailer will ask the female inmate this question during the intake process.

502.3.2 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the person meets at least one of the following (Government Code § 7282.5; Government Code § 7284.6):

- (a) Has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c)
- (b) Has been arrested and had a judicial probable cause determination for a felony punishable by time in a state penitentiary
- (c) Has been convicted of an offense as identified in Government Code § 7282.5(a)
- (d) Is a current registrant on the California Sex and Arson Registry
- (e) Is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant

Gardena Police Department

Gardena Jail Manual

Reception and Housing

502.3.3 SCREENING FOR MEDICAL SYMPTOMS

Members should remain alert to signs of drug and alcohol overdose and withdrawal (see the Screening and Evaluations Policy). Any member who suspects that an arrestee may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the supervisor. The supervisor shall ensure that the arrestee receives appropriate medical attention. The arrestee should be transferred to an appropriate facility.

The screening documentation should include the following:

- (a) Name of screener
- (b) Date/time of screening
- (c) Information on the observations

Members shall respond promptly to medical symptoms presented by arrestees to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the detention facility.

502.3.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

502.4 SEARCHES BEFORE ADMISSION

All arrestees and their property shall be searched for contraband by the booking officer before being accepted for booking. All contraband items will be handled according to facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting officer for processing or processed according to the facility's rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting officer prior to the arrestee being accepted for booking. A description of the items returned to the transporting officer shall be documented on the arrestee's booking record.

Strip searches shall be conducted in accordance with the Searches Policy.

502.5 CLASSIFICATION

The Administrative Services Bureau Commander or the authorized designee should create and maintain a classification plan based on objective criteria to guide trained members in the processing of individuals brought into this detention facility. The plan should include a process for determining appropriate housing assignments (15 CCR 1050).

The classification process is intended to identify predatory, violent, and at-risk arrestees. It should occur early in the intake process to allow for appropriate supervision while an arrestee is being temporarily held in this detention facility and until a decision is made to place the individual into a more permanent housing assignment.

The intake member shall complete the classification form. The classification form should include a place for the member to make a housing recommendation. This recommendation should be based on an assessment of the arrestee's condition and the arrestee's interview.

Gardena Police Department

Gardena Jail Manual

Reception and Housing

The arrestee shall be evaluated according to the following (15 CCR 1050):

- Gender identity
- Age
- Criminal sophistication
- Seriousness of crime charged
- Assaultive/non-assaultive behavior
- Medical problems
- Mental state (including developmental disabilities)
- Sexual orientation (evaluate whether the arrestee may be at a high risk of being sexually abused based on all available known information) (28 CFR 115.141)
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of institutional violence or sexual abuse, as known to the Department
- Any other criteria deemed appropriate by the Chief of Police or the authorized designee
- Any other requirements for classification plan under 15 CCR 1050.

Members shall ask the arrestee about their perception of vulnerability and shall consider the following criteria to screen arrestees for risk of sexual victimization, including (28 CFR 115.141):

- (a) Whether the arrestee has a known or apparent mental, physical, or developmental disability.
- (b) The age of the arrestee.
- (c) The physical build and appearance of the arrestee.
- (d) Whether the arrestee has previously been incarcerated.
- (e) The nature of the arrestee's alleged offense and criminal history.

Any arrestee identified as being at a high risk for sexual victimization shall be provided with heightened protection. This may include continuous, direct sight and sound supervision, single-cell housing, or placement in a cell that is actively monitored on video by a member who is available to immediately intervene, unless no such option is reasonably feasible (28 CFR 115.113; 28 CFR 115.141).

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know.

Any incarcerated person deemed not appropriate for this detention facility shall be transported to the county jail.

The classification form shall be placed in the incarcerated person's file.

Gardena Police Department

Gardena Jail Manual

Reception and Housing

502.5.1 HOUSING ASSIGNMENTS

Incarcerated Persons should be housed based upon the following criteria:

- Classification level
- Age
- Gender
- Legal status (e.g., pretrial or sentenced)

Under normal circumstances cell assignments are made as follows:

- A Cell - Booking
- H Cell - Holding/Detoxification
- K Cell - Females
- I Cell - Observation/Segregation
- M Cell - Felonies
- L Cell – Misdemeanors

502.5.2 [RESTRICTIVE HOUSING]

Incarcerated persons determined to be an escape risk, assaultive, disruptive, or who require protection shall be placed in [restrictive housing] or transferred to the county jail. The separation shall not deny privileges beyond what is necessary to protect incarcerated persons, members, or the public (15 CCR 1053).

Nothing in this policy prohibits changing the delivery of programs or services to segregated incarcerated persons in order to provide for the safety and security of other incarcerated persons and members.

502.6 ADMISSION PROCESS

A unique booking number shall be obtained specific to the current admission. Photographs and fingerprints shall be taken.

The admission process should include an attempt to gather a comprehensive record of each arrestee, including the following:

- Identifying information (including name and any known aliases or monikers)
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency, and signature of the arresting officer and transporting officer, if different
- Health insurance information

Gardena Police Department

Gardena Jail Manual

Reception and Housing

- Legal authority for confinement, including specific charges, arrest warrant information, and court of jurisdiction
- Gender
- Age
- Date and place of birth
- Race
- Height and weight
- Occupation and current or most recent employment
- Preferred emergency contact including name, address, telephone number, and relationship to incarcerated person
- Driver license number and state where issued, state identification number, or passport number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records
- Photographs, fingerprints, and notation of any marks or physical characteristics unique to the incarcerated person, such as scars, birthmarks, deformities, or tattoos
- Medical, dental, and mental health screening records, including suicide risk
- Inventory of all personal property including clothing, jewelry, and money
 - Items of rare or unusual value should be brought to the attention of a supervisor.
 - The incarcerated person's signature should be obtained on the booking record and on any forms used to record money and property
- A record of personal telephone calls made at the time of booking or the time the opportunity was provided to place calls if the calls were not made

502.6.1 LEGAL BASIS FOR DETENTION

Arrestees admitted to the facility shall be notified of the official charge for their detention or legal basis of confinement in a language they understand.

502.6.2 INCARCERATED PERSON SEPARATION

Incarcerated persons should be kept separate from those in housing during the admission process. Newly admitted incarcerated persons should be separated according to the facility's classification plan.

Incarcerated persons of different genders shall be housed to ensure visual and physical separation.

Pre-arraigned incarcerated persons shall be housed separately from post-arraigned incarcerated persons, if practicable.

Gardena Police Department

Gardena Jail Manual

Reception and Housing

Civil detainees shall be housed separately from incarcerated persons.

502.6.3 RELIGIOUS ACCOMMODATIONS AT INTAKE

Officers shall ask each individual during intake whether the individual practices a sincerely held religious belief that requires accommodation for grooming, religious clothing, or headwear. Accommodations shall be made as follows (Penal Code § 2607):

- (a) Allow the individual to purchase facility-issued religious clothing and headwear or provide access as defined by Penal Code § 2607.
 - 1. If religious clothing or headwear is unavailable, the individual shall be allowed to retain their religious clothing or headwear until facility-issued religious clothing and headwear can be accessed or purchased.
- (b) Not require an individual's hair or beard to be trimmed or cut during the booking, intake, or classification.

For additional guidance, see the Religious Programs Policy.

502.7 INCARCERATED PERSON PROPERTY CONTROL

All property received from incarcerated persons at the time of booking shall be inventoried. A receipt should be signed by the incarcerated person and the booking officer and referenced to the booking number before the admission is completed. The original copy of the property receipt should be retained and placed in the incarcerated person file and/or with the property. A second copy should be presented to the incarcerated person at the time of booking.

Excess personal clothing should be mailed to, picked up by, or transported to designated family members or to a person of the incarcerated person's choosing, or stored in containers designed for this purpose.

502.7.1 VERIFICATION OF INCARCERATED PERSON'S MONEY

All monies belonging to the incarcerated person and retained by the booking officer shall be verified in front of the incarcerated person. When possible, the incarcerated person should initial the dollar amount on the booking sheet. All money should be placed in a separate envelope and sealed.

Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property should also be sealed in an envelope. All envelopes should clearly indicate the contents on the front. The person sealing it should initial across the sealed flap. Should any money be withdrawn or added to the cash envelope, the person making the change shall enter the new amount below the original entry and initial it. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

502.7.2 PROPERTY STORAGE

All incarcerated person property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving

Gardena Police Department

Gardena Jail Manual

Reception and Housing

property, or to conduct duly authorized work, including maintenance and other duties as directed by the Administrative Services Bureau Commander.

502.8 TELEPHONE CALLS

Every incarcerated person detained in this detention facility shall be entitled to at least three completed telephone calls immediately upon being admitted and no later than three hours after arrest. The calls may be of a duration that reasonably allows the incarcerated person to make necessary arrangements for matters that the person may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversations and the members may use their judgment in determining the reasonable duration of the calls. If it is determined that the person is a custodial parent with responsibility for a minor child, the person shall be entitled to make such additional telephone calls as reasonably necessary for the purpose of arranging care for the minor child (Penal Code § 851.5).

There is no obligation for the detention facility staff to make a telephone call on an incarcerated person's behalf, for example in the case of a person who is intoxicated and is unable make a call. Members are not required to wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the telephone calls once the person awakes.

502.8.1 CUSTODIAL PARENT OF MINOR CHILD

It shall be the responsibility of the jailer to be sure that an inmate who is a custodial parent of a minor child, is permitted to make an additional two (2) telephone calls to arrange for child care within three hours after the arrest, except when physically impossible.

502.8.3 TELEPHONE ACCESS AFTER BOOKING PROCESS

Inmates have access to pay telephones in each of the cellblocks (except the sobriety cell). Inmates are allowed to make unlimited, collect, telephone calls provided that the police department has not placed a restriction on certain telephone number(s), e.g. domestic violence, terrorism, etc. investigations.

502.8.3 TELEPHONE CALLS FOR MINORS

No more than one hour after the minor has entered the law enforcement facility, he/she shall be advised of his/her right to make at least two telephone calls. The phone calls shall include one call completed to his/her parent/guardian, responsible relative or employer and another call completed to an attorney. The calls shall be at the City's expense and will be accomplished in the presence of a police officer or custody officer. Any public officer or employee who willfully deprives a minor taken into custody of his/her right to make such telephone calls is guilty of a misdemeanor.

There is no obligation for the detention facility staff to make a telephone call on an inmate's behalf, for example in the case of a person who is so intoxicated that he/she cannot make a call. Members are not required to wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the telephone calls once the person awakes.

Gardena Police Department

Gardena Jail Manual

Reception and Housing

502.8.4 POSTING OF TELEPHONE INFORMATION

A sign containing the information as required in Penal Code § 851.5 in bold block type shall be posted in a conspicuous place where the incarcerated persons make their booking telephone calls.

The public defender's telephone number shall be posted with the sign.

The signs shall be in English, Spanish, and any other language spoken by a substantial number of the public, as specified in Section 7296.2 of the Government Code, who are served by this agency (Penal Code § 851.5).

502.9 SHOWERING AND CLOTHING EXCHANGE

Incarcerated persons should be allowed to shower before being dressed in clean jail clothing. Showering should occur before an incarcerated person is transferred from the temporary holding area to housing (see the Incarcerated Person Hygiene Policy).

502.10 MONTHLY ARREST AND CITATION REGISTER (JUS750)

This form is supplied by the Bureau of Criminal Statistics of the California Department of Justice and is referred to as JUS750. This register is maintained daily by records bureau personnel from information supplied on the department's Booking and Property Record form (booking slip).

The custody officer is responsible for the accuracy and immediate completion of the booking slip. Records bureau personnel are responsible for forwarding the "Monthly Arrest and Citation Register" (created from the booking slip date) to the Department of Justice no less frequently than once each calendar month. A separate arrest and citation register is maintained for juveniles.

502.11 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS

The Daily Breeze, a newspaper of general circulation, is available for inmates upon request. If requested, the jail supervisor or watch commander shall make every effort to obtain a newspaper in the language of non-English speaking inmates. Playing cards and dominos are also available for use, upon request. Upon request of the Daily Breeze, the jailers will distribute the most current copy available. Playing cards and dominos will be counted by the jailer prior to issue and recounted upon return. Playing cards and dominos will be maintained in good playing condition and replaced as needed.

502.12 VOTING

Gardena City Jail does not house sentenced inmates in this facility. Pre-sentenced inmates are not in custody long enough at this location to request and receive an absentee ballot.

502.13 JUVENILE DETAINEES

Juveniles are not eligible for admission to this detention facility. A juvenile may be held only for the length of time needed for release to a parent or guardian or transfer to an appropriate facility, and in any case, for a maximum of six hours (Welfare and Institutions Code § 207.1). Detention is subject to the following conditions:

Gardena Police Department

Gardena Jail Manual

Reception and Housing

- (a) The juvenile shall be held in an unlocked area that is not used for housing and is outside the secure perimeter of the detention facility, such as an interview room, lobby, or office.
- (b) The juvenile shall not be physically secured to a cuffing rail or other stationary object unless secure custody is authorized by the Bureau Commander. Only a juvenile offender 14 years of age or older who has been taken into temporary custody and who presents a serious security risk of harm to self or others may be placed in secure custody.
- (c) The juvenile shall be under continuous visual supervision by a law enforcement officer, a facility employee, or a designated youth attendant during this brief holding period unless secure custody has been authorized. If secure custody has been authorized, there shall be unscheduled safety checks no less than every 15 minutes on an irregular schedule. Continuous visual monitoring may be by an audio/video system. The juvenile shall have constant auditory access to the staff.
- (d) Separation by sight and sound shall be maintained between all juveniles and adults in custody (34 USC § 11133). There should also be sight and sound separation between non-offender juveniles, such as those who may be in protective custody, and juveniles and status offenders.
- (e) Members shall inform a juvenile offender in secure custody the reason for the detention, the estimated length of the detention, and that the detention may last a maximum of six hours.

Handbook and Orientation

503.1 PURPOSE AND SCOPE

This policy provides for the orientation of incarcerated persons booked into the Gardena Police Department detention facility. The purpose of the orientation is to inform incarcerated persons of the detention facility routine, rules, their rights, and services.

503.2 POLICY

The jail supervisor shall provide an effective method of orienting all incoming incarcerated persons that includes orientation materials or handbook. The orientation should take place within 24 hours of an incarcerated person's admission and in any event prior to the incarcerated person being moved to housing (15 CCR 1069). Orientation should be an ongoing process in the housing area so that the information is available to incarcerated persons throughout their entire time in custody.

503.2.1 INITIAL ORIENTATION

To assist with the incarcerated person's transition into a custody environment, the orientation will include the following topics, supplemented by a more detailed handbook that will be provided to each incarcerated person (15 CCR 1069):

- (a) Jail rules
- (b) Correspondence, visiting, and telephone rules
- (c) Availability of personal care items and opportunities for personal hygiene
- (d) Availability of reading and out of cell time materials
- (e) Incarcerated person grievance procedure, including all steps and deadlines necessary to exhaust the grievance process
- (f) Co-pays, fees, and charges
- (g) Health care services
- (h) Possibilities for pretrial release
- (i) Programs and activities, including application procedures
- (j) Classification/housing assignments and appeal procedures
- (k) Court appearance, where scheduled, if known
- (l) Sexual abuse and sexual harassment information, including the following (28 CFR 115.13; 28 CFR 115.131):
 - 1. Facility's zero-tolerance policy
 - 2. Prevention and intervention
 - 3. Instruction on how incarcerated persons can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
 - 4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously

Gardena Police Department

Gardena Jail Manual

Handbook and Orientation

5. Treatment and counseling for victims of sexual abuse or sexual harassment
6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.53)
7. Information regarding confidentiality, monitoring, and mandatory reporting
 - (m) Contacting foreign consuls
 - (n) Requests for religious accommodations
 - (o) Emergency procedures (e.g., fires, evacuations)
 - (p) Voting, including registering to vote
 - (q) An approved list of items that incarcerated persons are permitted to possess
 - (r) Direction for pregnant incarcerated persons, including the information required in Penal Code § 3407(e)
 - (s) The right to be taken before a magistrate in this county if held on an out-of-county warrant (Penal Code § 821; Penal Code § 822)

In addition to English, orientation information will be provided in the most commonly used languages for the incarcerated person population.

The Administrative Services Bureau Commander should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to incarcerated persons who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the incarcerated person's permanent file.

503.2.2 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD-OF-HEARING INCARCERATED PERSONS

Incarcerated persons who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.16; 28 CFR 115.116).

Incarcerated persons who are deaf or hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by members to assist the incarcerated person in understanding the information.

Safety Checks

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks at least every 30 minutes for all incarcerated persons, and for creating and maintaining a log to document all safety checks.

504.2 POLICY

It is the policy of the Gardena that all members shall conduct safety checks at least once every 30 minutes on all incarcerated persons, or more frequently as determined by incarcerated person custody status.

Safety checks shall be made through direct visual observation. Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation. Safety checks will be clearly documented on permanent logs in accordance with the Department Daily Activity Logs and Reports Policy (15 CCR 1027; 15 CCR 1027.5).

504.3 SAFETY CHECKS

Members shall adhere to the following procedures when conducting safety checks (15 CCR 1027; 15 CCR 1027.5):

- (a) Safety checks shall be conducted at least every 30 minutes and more frequently if necessary.
- (b) Safety checks shall be conducted on an irregular schedule (staggered) so that incarcerated persons cannot predict when the checks will occur.
- (c) Safety checks shall be done by personal observation of the officer and shall be sufficient to determine whether the incarcerated person is experiencing any stress or trauma.
- (d) Cameras and monitors may supplement the required visual observation safety checks but they shall not replace direct visual observation.
- (e) Safety checks will be clearly documented on permanent logs in accordance with the Daily Activity Logs and Reports Policy.
- (f) Actual times of the checks and notations should be recorded on the daily activity logs.
- (g) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.
- (h) Special management and intoxicated incarcerated persons shall be checked more frequently if necessary.

504.4 SPECIAL MANAGEMENT INCARCERATED PERSONS

While awaiting transfer to an appropriate facility, incarcerated persons who are suicidal, violent, have mental health problems, or who demonstrate behavior that is easily identified as out of the

Gardena Police Department

Gardena Jail Manual

Safety Checks

ordinary or bizarre should be personally observed by a member every 15 minutes on an irregular schedule.

Management of Weapons and Control Devices

505.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

505.2 POLICY

It is the policy of the Gardena Police Department that the presence and the use of weapons in the detention facility will be tightly controlled and supervised to reduce the potential for injury. Members will only carry and use those weapons for which they have been trained and are qualified to use (15 CCR 1029(a)(7)(F)).

505.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time. If it is necessary to load or unload a firearm, personnel shall use the clearing barrels located outside of the detention facility's secure perimeter to facilitate the safe loading and unloading of firearms.

Firearms shall only be allowed in the secure perimeter of the detention facility when it is necessary to protect the safety and security of staff, incarcerated persons, contractors, volunteers, or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Administrative Services Bureau Commander or authorized designee and under the direct supervision of a supervisor.

505.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

Department-approved weapons, tools and chemical agents, including, but not limited to, batons, ECD, impact weapons, weapon-fired projectiles, noise/flash distraction devices, sting grenades and similar devices, may be possessed and used only by officers who have received department-authorized training and are qualified to use them.

Police officers may carry their ECD and pepper spray inside the secure perimeter. Other Department approved weapons, tools and chemical agents shall only be allowed inside the secure perimeter with the approval of the Administrative Services Bureau Commander or their authorized designee. Service officers shall not carry any weapons, tools or chemical agents.

Control of Incarcerated Person Movement

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of incarcerated persons between areas within the detention facility and transportation from the facility to court, medical appointments, or other jurisdictions (15 CCR 1029(a)(6)).

506.2 POLICY

Members shall be vigilant in the control and movement of incarcerated persons between areas within the detention facility and when transporting incarcerated persons outside the secure confines of the facility. Control may be by direct or indirect visual observation. Members should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

506.3 MOVEMENT OF INCARCERATED PERSONS

Movement of one or more incarcerated persons in the detention facility should be done in an orderly manner with incarcerated persons walking in a single-file line. Members should have situational awareness and should consider the design of the facility, areas of poor visibility, and the presence of other incarcerated persons being moved. Members should avoid areas where incarcerated persons may have access to contraband items.

Incarcerated persons should be restrained during movement based upon individual security classification, with higher risk incarcerated persons in handcuffs, waist chains, and leg irons. An exception to this procedure is when an incarcerated person has a physical disability where restraint devices may cause serious injury. Pregnant incarcerated persons shall be moved in accordance with the Use of Restraints Policy.

Members should be watchful in and around passageways and ensure that sallyport doors are secured to prevent escape.

Use of Restraints

507.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons, when such restraints are used to restrain any incarcerated person for prolonged periods (15 CCR 1058).

507.2 POLICY

It is the policy of this department that restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to an incarcerated person's classification to control the behavior of a high-risk incarcerated person while the person is being moved outside the cell or housing area.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the incarcerated person. Restraints are to be applied only when less restrictive methods, including verbal de-escalation techniques, have been attempted and are deemed ineffective in controlling the dangerous behavior of an incarcerated person (15 CCR 1029(a)(4); 15 CCR 1058). Each incident where restraints are used shall be documented by the handling member and the documents placed in the appropriate file before the end of the member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons, to control an incarcerated person during movement and transportation inside or outside the detention facility.

507.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any incarcerated person. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of a Jail Supervisor or on-duty sergeant prior to application. In instances where prior approval is not feasible, the Jail Supervisor or on-duty sergeant shall be apprised of the use of restraints as soon as practicable (15 CCR 1058).

Restraint devices shall only be used on an incarcerated person when it reasonably appears necessary to overcome resistance, prevent escape, or bring an incident under control, thereby preventing injury to the incarcerated person or others, or eliminating the possibility of property damage. Restraints shall not be utilized any longer than is reasonably necessary to achieve the above goals, but no longer than two hours. If the above goals cannot be achieved by applying the restraints set forth in this policy, the incarcerated person should be transferred to the designated facility.

Gardena Police Department

Gardena Jail Manual

Use of Restraints

The use of restraints for purposes other than for the controlled movement or transportation of an incarcerated person shall be documented on appropriate logs and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include, at a minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed, the name of the person authorizing placement, names of staff involved in the placement, any injuries sustained, when the restraints were removed, and the duration of the placement (15 CCR 1058). This documentation shall be written by a Police Officer

The following provisions shall be followed when utilizing restraints to control an incarcerated person (15 CCR 1058):

- (a) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).
- (b) Restrained incarcerated persons shall not be placed face down or in a position that inhibits breathing.
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.
- (d) Incarcerated persons in restraints shall be housed either alone or in an area designated for restrained people.
- (e) Restraints shall be applied for no longer than is reasonably necessary to protect the incarcerated person or others from harm.
- (f) Members shall conduct continuous direct face-to-face observation at least twice every 30 minutes on an irregular schedule to check the incarcerated person's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the incarcerated person's behavior. Any actions taken should also be noted in the log.
- (g) The specific reasons for the continued need for restraints shall be reviewed, documented, and approved by the Jail Supervisor or on-duty sergeant at least every hour.
- (h) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.
- (i) Within one hour of placement in restraints, a qualified health care professional shall document an opinion regarding the placement and retention of the restraints.
- (j) As soon as practicable, but within four hours of placement in restraints, the incarcerated person shall be medically assessed to determine whether the person has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face-to-face evaluation by a qualified health care professional.

Gardena Police Department

Gardena Jail Manual

Use of Restraints

- (k) As soon as practicable, but within eight hours of placement in restraints, the incarcerated person must be evaluated by a mental health professional to assess whether the person needs immediate and/or long-term mental health treatment. If the Jail Supervisor, or the on-duty sergeant, in consultation with responsible health care staff determines that the person cannot be safely removed from restraints after eight hours, the incarcerated person shall be taken to a medical facility for further evaluation.
- (l) Where applicable, the Jail Supervisor or on-duty sergeant shall use the restraint device manufacturer's recommended maximum time limits for placement.

507.4 FOOD, HYDRATION, AND SANITATION

Incarcerated persons who are confined in restraints shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the person.

Offering food and hydration to incarcerated persons will be documented to include the time, the name of the person offering the food or water/juices, and the person's response (receptive, rejected). Incarcerated persons shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints (15 CCR 1058).

507.5 AVAILABILITY OF CPR EQUIPMENT

All CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where incarcerated persons in restraints are held (15 CCR 1058).

507.6 RESTRAINED INCARCERATED PERSON HOLDING

Restrained incarcerated persons should be protected from abuse by other incarcerated persons. Under no circumstances will restrained people be housed with persons who are not in restraints. In most instances, restrained people are housed alone or in an area designated for restrained incarcerated persons (15 CCR 1058).

507.7 PREGNANT INCARCERATED PERSONS

Restraints will not be used on incarcerated persons who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the incarcerated person, the members, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.

Incarcerated persons who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints or leg irons.

Once pregnancy has been confirmed, a pregnant person should be advised of the policies and procedures regarding the restraint of pregnant incarcerated persons (Penal Code § 3407; 15 CCR 1058.5).

Gardena Police Department

Gardena Jail Manual

Use of Restraints

507.7.1 PREGNANT MINORS

- (a) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains or handcuffs behind the body.
- (b) A pregnant minor in labor, during delivery or in recovery after delivery shall not be restrained by the wrists, ankles or both unless deemed necessary for the safety and security of the inmate, the staff or the public.
- (c) Restraints shall be removed when a professional, who is responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery or recovery after delivery, determines that the removal of restraints is medically necessary.
- (d) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.

507.7.2 INCARCERATED PERSONS' RECOVERY AFTER TERMINATED PREGNANCY

Incarcerated persons recovering from a termination of pregnancy shall not be restrained by the use of leg restraints/irons, waist restraints/chains, or handcuffs behind the body unless an exception identified in the Incarcerated Persons in Labor subsection applies (15 CCR 1058.5).

Restraints shall be removed when medical staff responsible for the medical care of the incarcerated person determines that the removal of restraints is medically necessary (15 CCR 1058.5).

Searches

508.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the detention facility by conducting searches, in balance with protecting the rights afforded by the United States Constitution.

The introduction of contraband, intoxicants, or weapons into the Gardena Police Department detention facility poses a serious risk to the safety and security of members, incarcerated persons, volunteers, contractors, and the public. Any item that is not available to all incarcerated persons may be used as currency by those who possess the item and will allow those in possession of the item to have control over other incarcerated persons. Any item that may be used to disengage a lock, other electronic security devices or the physical plant itself seriously jeopardizes the safety and security of this detention facility. Carefully restricting the flow of contraband into this facility can only be achieved by thorough searches of incarcerated persons and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from an incarcerated person/arrestee.

508.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Anything unauthorized for incarcerated persons to possess or anything authorized to possess but in an unauthorized manner or quantity.

Modified strip search - A search that requires a person to remove or rearrange some of their clothing that does not include a visual inspection of the breasts, buttocks, or genitalia of the person but may include a thorough tactile search of an incarcerated person's partially unclothed body. This also includes searching the incarcerated person's clothing, once it has been removed.

Pat-down search - The normal type of search used by officers within this detention facility to check an individual for weapons or contraband. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the incarcerated person or other incarcerated persons.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach, rectal cavity, or vagina.

Strip search - 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, anus, or outer genitalia of the person. This includes monitoring of a person showering or changing clothes where the person's underclothing, buttocks, genitalia, or breasts are visible to the monitoring member.

Gardena Police Department

Gardena Jail Manual

Searches

508.2 POLICY

It is the policy of this department to ensure the safety of members, incarcerated persons, and visitors by conducting effective and appropriate searches of incarcerated persons and areas within the facility in accordance with applicable laws (15 CCR 1029(a)(6)).

Searches shall not be used for intimidation, harassment, punishment, or retaliation.

508.3 PAT-DOWN SEARCHES

Pat-down searches will be performed on all incarcerated persons/arrestees upon entering the secure booking area of the detention facility. Additionally, pat-down searches shall occur frequently within the detention facility. At a minimum, members shall conduct pat-down searches in circumstances that include:

- a. Any time members believe the incarcerated persons may have contraband on their persons.

Except in emergencies, staff members may not conduct a pat down search on an incarcerated person of the opposite gender. Absent the availability of a same gender staff member, it is recommended that a witnessing member be present during any pat-down search of an individual of the opposite gender. All cross-gender pat-down searches shall be documented (28 CFR 115.115).

508.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES, AND PHYSICAL BODY CAVITY SEARCHES

Members will generally consider the reason for the search and the scope, intrusion, manner and location of the search, and will utilize the least invasive search method to meet the need for the search. In addition to the specific requirements for each type of search as set forth below, all cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.115).

Arrestees who are eligible for release or who will be released when they are no longer intoxicated should not have unmonitored or unsupervised contact with other incarcerated persons or be placed in a housing area where they may be subjected to a modified strip search, strip search, or physical body cavity search as provided in this policy.

Arrestees who are arranging bail shall be permitted a reasonable period of time, not less than 12 hours, and the opportunity to make phone calls before being placed in a housing area where they may be subjected to a modified strip search, strip search, or physical body cavity search as provided in this policy.

508.4.1 MODIFIED STRIP SEARCHES AND STRIP SEARCHES PRIOR TO PLACEMENT IN HOUSING

Modified strip searches and strip searches prior to placement in a housing area shall be conducted as follows:

- (a) No person held prior to placement in housing shall be subjected to a modified strip search or strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate

Gardena Police Department

Gardena Jail Manual

Searches

medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

1. The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.
 2. Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
 3. Custody history (past possession of contraband while in custody, assaults on staff, escape attempts, etc.).
 4. The person's actions or demeanor.
 5. Criminal history (level of experience in a custody setting, etc.).
- (b) No modified strip search or strip search of an incarcerated person shall be conducted without prior authorization from the jail supervisor or on-duty sergeant.
- (c) The member conducting the modified strip search or strip search shall:
1. Document the facts that led to the decision to perform a strip search of the incarcerated person.
 2. Document the reasons less intrusive methods of searching were not used or were insufficient.
 3. Document the supervisor's approval.
 4. Document the time, date and location of the search.
 5. Document the names, gender, and roles of any member present.
 6. Itemize in writing all contraband and weapons discovered by the search.
 7. Process all contraband and weapons in accordance with the department's current evidence procedures.
 8. If appropriate, complete a crime report.
- (d) The documentation shall be placed in the incarcerated person's record. A copy of the written authorization shall be retained and made available to the incarcerated person or other authorized representative upon request.

508.4.2 SEARCHES OF INCARCERATED PERSONS IN HOUSING

A pat-down search should be conducted when the incarcerated person has entered an environment where contraband or weapons may be accessed. This includes but is not limited to the following:

- (a) Upon return from contact visits
- (b) Upon return from outside the confines of the detention facility (e.g., court, work-release, work detail, medical visits)

Gardena Police Department

Gardena Jail Manual

Searches

Members may conduct modified strip searches and strip searches of incarcerated persons only with supervisor approval. Members and supervisors must make a determination to conduct a strip search by balancing the scope of the particular search, intrusion, the manner in which it is conducted, the justification for initiating it, and the place in which it is conducted. Less invasive searches should be used if they would meet the need for the search. For example, a pat-down or modified strip search may be sufficient as an initial effort to locate a larger item, such as a cell phone.

The member conducting a modified strip or strip search shall:

- Document in writing the facts that led to the decision to perform a strip search of the incarcerated person.
- Document the reasons less intrusive methods of searching were not used or were insufficient.
- Document the supervisor's approval.
- Document the time, date, and location of the search.
- Document the names of members present, their gender and their roles.
- Itemize in writing all contraband and weapons discovered by the search.
- Process all contraband and weapons in accordance with the department's current evidence procedures.
- If appropriate, complete a crime report and/or incident report.
- Ensure the completed documentation is placed in the incarcerated person's file. A copy of the written authorization shall be retained and made available to the incarcerated person or other authorized representative upon request.

508.4.3 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search.

A modified strip search or strip search shall be conducted by members of the same gender as the person being searched.

Whenever possible, a second member of the same gender should be present during the search for security purposes and to witness the discovery of evidence.

The member conducting a modified strip search or strip search shall not touch the breasts, buttocks, or genitalia of the person being searched. These areas may be touched through the clothing during a modified strip search.

- (a) The searching member will instruct the incarcerated person to:
 1. Remove their clothing.
 2. Raise their arms above the head and turn 360 degrees.

Gardena Police Department

Gardena Jail Manual

Searches

3. Bend forward and run their hands through their hair.
 4. Turn their head first to the left and then to the right so the searching member can inspect the incarcerated person's ear orifices.
 5. Open their mouth and run a finger over the upper and lower gum areas, then raise the tongue so the member can inspect the interior of the incarcerated person's mouth. Remove dentures if applicable.
 6. Turn around and raise one foot first, then the other so the member can check the bottom of each foot.
 7. For a visual cavity search, turn around, bend forward, and spread the buttocks if necessary to view the anus.
- (b) At the completion of the search, the incarcerated person should be instructed to dress in either their street clothes or detention facility-supplied clothing, as appropriate.

508.4.4 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be completed as follows:

- (a) No person shall be subjected to a physical body cavity search without approval of the Administrative Services Bureau Commander or the authorized designee and only with the issuance of a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the incarcerated person or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician may conduct a physical body cavity search. Except in exigent circumstances, only a physician who is not responsible for providing ongoing care to the incarcerated person may conduct the search (15 CCR 1206(o)).
- (c) Except for the physician conducting the search, persons present must be of the same gender as the person being searched (Penal Code § 4030). Only the necessary members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 1. The facts that led to the decision to perform a physical body cavity search of the incarcerated person.
 2. The reasons less intrusive methods of searching were not used or were insufficient.
 3. The Administrative Services Bureau Commander's approval.
 4. A copy of the search warrant.
 5. The time, date, and location of the search.
 6. The medical personnel present.

Gardena Police Department

Gardena Jail Manual

Searches

7. The names, gender, and roles of any member present.
 8. Any contraband or weapons discovered by the search.
- (f) Completed documentation should be placed in the incarcerated person's file. A copy of the written authorization shall be retained and made available to the incarcerated person or other authorized representative upon request.
 - (g) All contraband and weapons should be processed in accordance with the department's current evidence procedures.
 - (h) If appropriate, the member shall complete a crime report.

508.5 TRANSGENDER SEARCHES

Members shall not search or physically examine a transgender or intersex incarcerated person for the sole purpose of determining genital status (see the Prison Rape Elimination Act Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the incarcerated person, by reviewing medical records or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.115).

508.6 HOUSING AREA SEARCHES

Housing area searches shall occur as directed by a supervisor. These searches should include all of the living spaces occupied by incarcerated persons. Housing area searches should be scheduled in a manner that does not create a pattern where the incarcerated persons can predict such searches. During a housing area search:

- (a) All incarcerated persons shall vacate their living areas and be searched by members.
- (b) Incarcerated persons should be escorted to a separate holding area.
- (c) Members shall search living areas of the incarcerated persons, including bedding, personal storage areas, bunks, and other areas with incarcerated person access.
- (d) Any weapons or contraband located shall be processed in accordance with the current evidence procedures.
- (e) Members shall attempt to identify the incarcerated person who possessed the contraband and file appropriate incident and/or crime reports.
- (f) Any alcoholic beverage possessed by incarcerated persons shall be seized and the appropriate incident and/or criminal charges should be filed.
- (g) Any authorized item found in excess of the limited quantity (e.g., food items, newspapers) shall be seized and discarded.

At the conclusion of the housing area search, closely supervised incarcerated person workers should clean the area. All authorized incarcerated person personal property shall be respected and living areas should be returned to an orderly condition.

Gardena Police Department

Gardena Jail Manual

Searches

508.7 PHYSICAL PLANT SEARCHES

The following areas of this detention facility shall be periodically searched for contraband (15 CCR 1029(a)(6)):

- (a) Recreation areas shall be searched for contraband prior to and after each use.
- (b) Cells shall be searched prior to and after each inmate occupies the cell.

508.7.1 CANINE-ASSISTED SEARCHES

It is the policy of this department to use canines to assist members in searching for contraband. Such searches shall occur only with the approval of a supervisor. Only canines trained in the detection of contraband, such as drugs, alcohol, and weapons, will be allowed within the secure perimeter of the detention facility. Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the detention facility.

Canines will generally be used to assist members in general physical plant or living area searches. Contact between incarcerated persons and canines should be kept to a minimum (see the Canines Policy).

508.8 CRIMINAL EVIDENCE SEARCHES

The Administrative Services Bureau Commander or the authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the detention facility or other area controlled by the detention facility members, and there is a need to search for evidence related to the crime.

Any evidence collected in connection with an alleged crime shall be reported, documented and stored to protect it from contamination, loss or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by members whenever there is a need for such action.

508.9 TRAINING

The Training Manager shall provide training for members in how to conduct pat-down, modified strip searches and strip searches in a professional and respectful manner and in the least intrusive manner possible, consistent with detention facility security needs. This training shall include cross-gender pat downs and searches, as well as searches of transgender and intersex incarcerated persons (28 CFR 115.115).

Reporting In-Custody Deaths

509.1 PURPOSE AND SCOPE

This policy provides direction for notifications, reporting, and review of in-custody deaths (15 CCR 1046).

509.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated or under supervision in this detention facility (Penal Code § 832.10).

509.2 POLICY

It is the policy of this department to follow state and local guidelines regarding notifications and reporting in-custody deaths.

509.3 MANDATORY REPORTING

All in-custody deaths shall be reported within 10 days of the death to the state Attorney General's office, in accordance with reporting guidelines and statutory requirements. Any change or new information that becomes available after the initial reporting to the Attorney General shall be updated to the report and provided to the Attorney General within 10 days of the date of change or the date the new information becomes available (Government Code § 12525).

If the decedent is a boarder for another agency, the Administrative Services Bureau Commander shall notify that agency so that agency will assume responsibility for the notification of the decedent's family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the incarcerated person's name, identification number, date and time of death, and the attending physician's name.

In the event that a juvenile dies while in-custody, the Administrative Services Bureau Commander or the authorized designee shall notify the court of jurisdiction and ensure notification to the juvenile's parent or guardian (15 CCR 1047).

A copy of the initial review report for every in-custody death provided to the Attorney General's office shall be submitted to the Board of State and Community Corrections (BSCC) within 60 days of the death, and contain the information required by 15 CCR 1046 and comport with the disclosure requirements of Penal Code § 832.10 (public disclosure of records) (15 CCR 1046).

Gardena Police Department

Gardena Jail Manual

Reporting In-Custody Deaths

509.4 PROCEDURE

Upon determining that a death of any person has occurred while in the custody of this department, the Patrol Sergeant is responsible for ensuring that the Chief of Police and all appropriate investigative authorities are notified without delay and all written reports are completed.

The Patrol Sergeant shall also promptly notify the Administrative Services Bureau Commander and make any other notifications required by policy or direction. The Administrative Services Bureau Commander shall observe all pertinent laws and allow appropriate investigating agencies full access to all facts surrounding the death.

The Department shall establish policies and procedures for the investigation of any in-custody death.

The decedent's personal belongings shall be disposed of in a responsible and legal manner. All property and records shall be retained according to established records retention schedules.

The individual designated by the decedent shall be notified of all pertinent information as required by law.

During an investigation, all inquiries regarding the death shall be referred to the Press Information Officer. Officers shall not make a public comment.

509.4.1 REQUIRED NOTIFICATIONS

The Administrative Services Bureau Commander or an authorized designee shall notify all persons covered by the incarcerated person's current medical release of information form and next of kin form within 24 hours of their death (Penal Code § 4032.5).

509.5 IN-CUSTODY DEATH REVIEW

The Chief of Police is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team should include the following (15 CCR 1046; 15 CCR 1030):

- (a) Chief of Police and/or the authorized designee
- (b) City Attorney
- (c) District Attorney
- (d) Investigative staff
- (e) Responsible Physician, qualified health care professionals, supervisors, or other members who are relevant to the incident

The in-custody death review should be initiated as soon as practicable, and a written report shall be completed within 30 days of the death. The team should review the appropriateness of clinical care, determine whether changes to policies, procedures, or practices are warranted, and identify issues that require further study (15 CCR 1046).

Gardena Police Department

Gardena Jail Manual

Reporting In-Custody Deaths

509.5.1 BSCC ACCESS TO RECORDS AND PROPERTY

The Department shall cooperate with the director of the BSCC during an in-custody death review and allow access, examination, and reproduction of records as specified in Penal Code § 832.10(c) (1) (public disclosure of records). Additionally, the BSCC director shall have access to the records and property of the Department to the same extent the Department has access. Records that are part of an active criminal or administrative investigation may be withheld as set forth in Penal Code § 832.10(c)(4) (Withholding of records is described in the Delay of Release subsection of this policy (Penal Code § 6034).

Access, examination, and reproduction shall not constitute a waiver of any confidentiality or privilege regarding any records disclosed to the BSCC director (Penal Code § 6034).

For purposes of this subsection, the term "director" includes employees and agents of the In-Custody Death Review Division of the BSCC (Penal Code § 6034).

509.5.2 BSCC IN-CUSTODY DEATH REVIEW RECOMMENDATIONS

The Chief of Police or the authorized designee shall review the BSCC recommendations within 90 days of receipt, following the BSCC review of an in-custody death. In a written response to the BSCC, the Chief of Police or the authorized designee shall (Penal Code § 6034):

- (a) Identify the recommendations that the Department will implement and the anticipated cost and timeline of implementation.
- (b) Identify the recommendations that the Department cannot or will not implement and provide an explanation.

The Department shall make the recommendations and responses available to the public with appropriate redactions as permitted by law (Penal Code § 6034).

509.6 RECORD RELEASE REQUIREMENTS

Records subject to public disclosure that are related to an in-custody death investigation shall be made available for public inspection at the earliest time possible or no later than 45 days from the date of a request, unless the record is subject to delayed release, redaction, or other release restrictions as provided by law (Penal Code § 832.10).

The Records Supervisor should work with the Chief of Police or the authorized designee in determining what records exist and whether the records are subject to delay from disclosure, redaction, or other release restrictions.

509.6.1 DELAY OF RELEASE

Disclosure of in-custody death records during active criminal or administrative investigations may be delayed as follows (Penal Code § 832.10):

- (a) Disclosure may be delayed up to 60 days from the date the death occurred or until the Department is informed of the district attorney's charging decision, whichever is first.

Gardena Police Department

Gardena Jail Manual

Reporting In-Custody Deaths

- (b) The Department may continue to delay the disclosure of records after 60 days from the in-custody death if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against any person.
- (c) If criminal charges are filed related to the death, disclosure may be delayed until the court case reaches final disposition.
- (d) During an administrative investigation, disclosure may be delayed until the Department determines whether a policy or law was violated related to the death.

The Department shall provide the records when the investigation or proceedings are no longer active or no later than 18 months after the death, whichever is first.

509.6.2 NOTICE OF DELAY OF RELEASE

The Custodian of Records shall provide written notice to the requester as follows when delaying the disclosure of records (Penal Code § 832.10):

- (a) During the initial 60 days, the Custodian of records shall provide the requester with the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure and include the estimated date for the disclosure.
- (b) When delay is continued after 60 days, the Custodian of Records shall provide the requester, at 180-day intervals as necessary, with the specific basis for the determination that the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and include the estimated date for the disclosure.

509.6.3 REDACTION

The Department is authorized to redact records for the following reasons (Penal Code § 832.10):

- (a) To remove personal data or information, such as a home address, telephone number, or identities of family members, other than people's names and work-related information.
- (b) To preserve the anonymity of whistleblowers, complainants, victims, and witnesses.
- (c) To protect confidential medical, financial, or other information of which disclosure is specifically prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about possible misconduct.
- (d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of any person.

Additionally, the Department may redact a record, including personal identifying information, where, on the facts of the particular case, the public's interest in the nondisclosure of information is clearly outweighed by the disclosure of information (Penal Code § 832.10).

Gardena Police Department

Gardena Jail Manual

Reporting In-Custody Deaths

509.7 IN-CUSTODY DEATH PUBLICATION

The Chief of Police or the authorized designee should ensure that all specified information relating to the in-custody death is posted on the department's website as prescribed and within the time frames provided by Penal Code § 10008.

Staff and Incarcerated Person Contact

510.1 PURPOSE AND SCOPE

Interaction with incarcerated persons allows for continual assessment of the safety and security of the detention facility and the health and welfare of the incarcerated persons. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between members and incarcerated persons, and is intended to promote high ethical standards of honesty, integrity, and impartiality as well as increase facility safety, discipline, and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

510.2 POLICY

The Administrative Services Bureau Commander shall ensure that incarcerated persons have adequate ways to communicate with staff and that the member communicates and interacts with incarcerated persons in a timely and professional manner.

510.3 GENERAL CONTACT GUIDELINES

Members are encouraged to interact with the incarcerated persons under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members should present a professional and command presence in their contact with incarcerated persons. Members shall address incarcerated persons in a civil manner. The use of profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, incarcerated person communication, grievances, rules infraction forms) shall be answered in a timely manner. Such communication shall be filed with the incarcerated person's records.

Members shall not dispense legal advice or opinions, or recommend attorneys or other professional services to incarcerated persons.

While profanity and harsh language are prohibited, the Department recognizes the necessity for members to give incarcerated persons direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to incarcerated persons are particularly instructed when activities or events pose a threat to the safety or security of this detention facility.

510.4 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between members with current incarcerated persons, incarcerated persons who have been discharged within the previous year,

Gardena Police Department

Gardena Jail Manual

Staff and Incarcerated Person Contact

their family members, or known associates have the potential to create conflicts of interest and security risks in the work environment.

Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Administrative Services Bureau Commander.

Prohibited interactions include but are not limited to:

- Communications of a sexual or romantic nature.
- Salacious exchanges.
- Sexual abuse, sexual assault, sexual contact, or sexual harassment.
- Exchanging letters, phone calls, or other similar communications, such as texting.
- Exchanging money or other items.
- Extending privileges, giving or accepting gifts, gratuities, or favors.
- Bartering.
- Any financial transactions.
- Being present at the home of an incarcerated person for reasons other than an official visit without reporting the visit.
- Providing an incarcerated person with a member's personal contact information, including social media accounts.

510.4.1 EXCEPTIONS

The Administrative Services Bureau Commander may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Administrative Services Bureau Commander should give consideration to factors including but not limited to:

- Whether a relationship existed prior to the incarceration of the incarcerated person.
- Whether the relationship would undermine security and order in the detention facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the detention facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

510.5 REPORTING

Members shall promptly report all attempts by incarcerated persons to initiate sexual acts or any salacious conversations, and forward any correspondence from an incarcerated person or former incarcerated person to the Administrative Services Bureau Commander or the authorized designee.

Gardena Police Department

Gardena Jail Manual

Staff and Incarcerated Person Contact

Members shall report all attempts by incarcerated persons to intimidate or instill feelings of fear to their supervisor.

Members shall promptly notify their immediate supervisor in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the facility.
- The member is involved in a personal or family relationship with a current incarcerated person or with an incarcerated person who has been discharged within the previous year.

Transportation of Incarcerated Persons Outside the Secure Facility

511.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of incarcerated persons outside this detention facility and to ensure that members assigned to transportation duties are qualified and adequately trained.

511.2 POLICY

It is the policy of the Gardena Police Department to provide safe, secure, and humane transportation for all incarcerated persons and other persons as required by law.

Incarcerated persons shall be transported from this detention facility in accordance with all laws relating to the transfer of incarcerated persons and costs related to transfers to facilities and jurisdictions.

511.3 PROCEDURES

Only members who have completed department-approved training on incarcerated person transportation should be assigned incarcerated person transportation duty. All members who operate transportation vehicles shall hold a valid driver's license for the type of vehicle being operated.

Any member who transports an incarcerated person outside the secure confines of this detention facility is responsible for:

- (a) Verifying the incarcerated person's identity and obtaining all necessary paperwork for the incarcerated person being transported.
- (b) Submitting a completed transportation plan to the supervisor. Items that should be addressed in the plan include:
 1. Type of restraints to be used on the incarcerated persons being transported.
 2. The routes, including alternate routes, to be taken during the transportation assignment. Routes should be selected with security for the community in mind.
 3. Emergency response procedures in the event of a collision, breakdown of a transportation vehicle, or other unforeseen event.
 4. Site verification, unloading and reloading instructions, and parking rules at the destination.
- (c) Ensuring that all incarcerated persons are thoroughly searched and appropriate restraints are properly applied.
 1. Incarcerated persons who are known to be pregnant will not be handcuffed behind their backs or placed in leg restraints/irons or waist restraints while being transported (see the Use of Restraints Policy).

Gardena Police Department

Gardena Jail Manual

Transportation of Incarcerated Persons Outside the Secure Facility

2. Incarcerated persons who are transported to a hospital for the purpose of childbirth shall be transported in the least restrictive way possible and in accordance with Penal Code § 3407. The incarcerated person shall not be shackled to anyone else during transport (see the Use of Restraints Policy) (Penal Code § 4023.8(l)).
 - (d) Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.
 - (e) Thoroughly searching the transporting vehicle for contraband before any incarcerated person is placed inside, and again after removing the incarcerated person from the transporting vehicle.
 - (f) Ensuring that any known threat or danger the incarcerated person may pose, such as escape risk, suicidal potential, or medical condition, is recorded on the incarcerated person's booking documentation and transported with the incarcerated person to the next facility. The transporting member shall ensure that the threat or danger is communicated to intake personnel at the facility.

511.3.1 TRANSPORTATION LOGS

The transportation of incarcerated persons will be documented on the custody log. The logs shall be retained by the detention facility in accordance with established records retention schedules.

511.4 TRAINING

The Training Manager shall ensure that all employees charged with incarcerated person transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee's training file in accordance with established records retention schedules.

Safety and Sobering Cells

512.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing incarcerated persons into and the continued placement of persons in safety cells or sobering cells.

512.1.1 DEFINITIONS

Definitions related to this policy include:

Safety cell - An enhanced protective housing designed to minimize the risk of injury or destruction of property used for incarcerated persons who display behavior that reveals intent to cause physical harm to themselves or others or to destroy property or who are in need of a separate cell for any reason, until suitable housing is available.

Sobering cell - A holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for arrestees or incarcerated persons who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other incarcerated persons.

512.2 POLICY

This detention facility will employ the use of safety and sobering cells to protect incarcerated persons from injury or to prevent the destruction of property by an incarcerated person in accordance with applicable law (15 CCR 1055).

A sobering or safety cell shall not be used as punishment or as a substitute for treatment. The Administrative Services Bureau Commander or the authorized designee shall review this policy annually with the Responsible Physician.

512.3 SOBERING CELL PROCEDURES

The following guidelines apply when temporarily placing any incarcerated person in a sobering cell (15 CCR 1056):

- (a) A sobering cell log shall be initiated every time an incarcerated person is placed into a sobering cell. The log shall be maintained for the entire time the person is housed in the cell. Cell logs will be retained in accordance with established department records retention schedules.
- (b) A safety check consisting of direct visual observation that is sufficient to assess the incarcerated person's well-being and behavior shall occur at least once every 15 minutes. Each visual observation of the incarcerated person by members shall be documented.
- (c) Under no circumstances shall an incarcerated person be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the person does not have an urgent medical issue.

Gardena Police Department

Gardena Jail Manual

Safety and Sobering Cells

- (d) Incarcerated persons will be removed from the sobering cell when they no longer pose a threat to their own safety and the safety of others and are able to continue the booking process.
- (e) Incarcerated persons will be detained in separate sobering cells based on gender.

Over-Detention and Inadvertent Releases

513.1 PURPOSE AND SCOPE

This policy is intended to provide guidance to members and management in the event of an inadvertent release.

513.1.1 DEFINITIONS

Definitions related to this policy include:

Inadvertent release - Any instance of an incarcerated person being mistakenly released.

Over-detention - Any instance of an incarcerated person being mistakenly detained beyond their scheduled release date.

513.2 POLICY

It is the policy of this department to reasonably ensure that over-detention and inadvertent releases do not occur.

513.3 INADVERTENT RELEASE

Whenever an inadvertent release is discovered, the member making the discovery shall immediately notify the Watch Commander. The notification shall be documented in the daily custody log.

513.3.1 INADVERTENT RELEASE INVESTIGATION

The on-duty sergeant or jail supervisor should direct the Records Bureau to immediately conduct an investigation to determine the cause of the inadvertent release.

The on-duty sergeant or jail sergeant will coordinate a response based upon the seriousness of the threat the incarcerated person may pose to the community. The threat assessment should be based upon the incarcerated person's criminal history and the reason they are currently in custody, among other factors.

In the case of an inadvertent release, the on-duty sergeant or jail supervisor should immediately notify the Administrative Services Bureau Commander and ensure a report is completed. The Administrative Services Bureau Commander should notify the Chief of Police.

An appropriate evaluation of the circumstances shall be made to determine whether the inadvertent release should be classified as an escape.

513.3.2 RETURNING THE INCARCERATED PERSON TO CUSTODY

When the incarcerated person is located and returned to the detention facility, the appropriate notifications should be made as soon as possible.

Chapter 6 - Inmate Due Process

Incarcerated Persons with Disabilities

600.1 PURPOSE AND SCOPE

Felony arrestees with disabilities will not be housed at the Gardena City Jail. They will be transferred to the Los Angeles County Jail or other appropriate facility.

Misdemeanor arrestees with disabilities will be released from custody with a citation.

Felony and misdemeanor arrestees will be isolated from other inmates during their limited stay at the jail.

Incarcerated Person Rights and Protection

601.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of incarcerated persons and ensure incarcerated persons are protected from abuse by members and other incarcerated persons.

601.2 POLICY

It is the policy of this department that all incarcerated persons' rights shall be protected. Members shall make every reasonable effort to protect incarcerated persons from abuse, physical punishment, injury, harassment, intimidation, or loss or damage to personal property by other incarcerated persons or members. These protections extend to administrative decisions, (e.g., classification, access to programs, the availability of services).

601.3 RESPONSIBILITY

It shall be the responsibility of all members to adhere to policies, procedures, and practices to protect incarcerated persons and to ensure reasonable and comparable access to services and programs. These procedures include but are not limited to:

- Following the classification guidelines for incarcerated person housing.
- Closely supervising incarcerated person activities and interceding as needed to prevent violence, harassment, or abuse of incarcerated persons.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all incarcerated person injuries, investigating the cause of reported injuries, and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of incarcerated persons conducting kangaroo courts or dispensing discipline toward any other incarcerated person.
- Conducting required safety checks of all incarcerated person housing areas.
- Checking all safety equipment for serviceability and making a report of any defective equipment to the appropriate supervisor or Administrative Services Bureau Commander.
- Referring sick or injured incarcerated persons to a care liaison without unnecessary delay.
- Maintaining high standards of cleanliness throughout the detention facility.
- Documenting all abuse protection efforts in detention facility logs and incident reports as applicable.

601.4 INCARCERATED PERSON ACCESS TO COURTS AND COUNSEL

Members should not unreasonably interfere with incarcerated persons' attempts to seek counsel and, when appropriate, should assist incarcerated persons with making confidential contact with attorneys and authorized representatives (15 CCR 1068(b)).

Gardena Police Department

Gardena Jail Manual

Incarcerated Person Rights and Protection

Access to courts and legal counsel may occur through attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this detention facility will minimally provide:

- Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- Telephones that enable confidential attorney-client calls.

The jail supervisor shall be responsible for ensuring that information regarding access to courts and legal counsel and legal assistance is included in the orientation material that is provided during inmate orientation.

601.4.1 CONFIDENTIALITY

All communication between an incarcerated person and their attorneys is confidential, including telephone conversations, written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored but the documents may be inspected for contraband.

601.4.2 INMATE REQUEST FOR ASSISTANCE

Written materials addressing how an incarcerated person can access local attorneys shall be available in each housing area. Members shall provide these materials to any incarcerated person upon request. However, members shall not provide legal advice.

601.4.3 VISITATION RELATED TO LEGAL DEFENSE

Visits with incarcerated persons that are related to legal defense, including attorneys, paralegals, and investigators, will be permitted only in the areas designated for legal visitation or by way of video visitation to ensure confidentiality (15 CCR 1068(b)). Contact visits may be approved by the jail supervisor for special circumstances.

- (a) Visits shall be of a reasonable length of time to discourage any allegation that the incarcerated person's defense was hindered due to the length of time allowed for the legally authorized visit. The length of these visits should not interfere with the security, order, and discipline of this detention facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as meal service or other required activities.
- (b) Only materials brought to this detention facility by an approved legal assistant shall be allowed.
- (c) All materials shall be subject to security inspections by members and shall be routed through the jail supervisor for logging and distribution.

601.5 VOTING RIGHTS

Gardena City Jail does not house sentenced incarcerated persons in this facility. Pre-sentenced incarcerated persons are not in custody long enough at this location to request and receive an absentee ballot.

Gardena Police Department

Gardena Jail Manual

Incarcerated Person Rights and Protection

601.6 FOREIGN NATIONALS AND DIPLOMATS

The Gardena Police Department Jail will treat foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Department will investigate all claims of immunity and accept custody of the person when appropriate.

The Gardena Police Department Jail will also honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

Foreign nationals shall be provided access to the diplomatic representative of their countries of citizenship. Members shall assist them upon request.

601.7 TRAINING

The Training Manager shall be responsible for developing and delivering a training curriculum for all members on the topic of incarcerated person rights and protections. A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each member's training file.

Grooming

602.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure incarcerated person grooming standards are based upon legitimate governmental interests.

602.2 POLICY

It is the policy of this detention facility to allow incarcerated persons choice in personal grooming, except when a legitimate government interest justifies that grooming standards be established.

602.3 HAIRCUTS

The Gardena City Jail does not have a hair care service for its incarcerated person. Incarcerated persons are not held in custody long enough to provide this service. A comb is issued for their own personal grooming

602.4 SHAVING

Incarcerated person except those who may not shave for reasons of identification shall be allowed to shave daily. The issuance and retrieval of razors will be recorded in the Custody Log to document the time, Incarcerated person's name and cell location of each razor issued and retrieved for purposes of maintaining an accurate accounting of the item.

602.5 PERSONAL CARE ITEMS

Incarcerated persons are expected to maintain their hygiene using approved personal care items. No incarcerated person will be denied the necessary personal care items. For sanitation and security reasons, members should not allow personal care items to be shared.

Grievances

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which incarcerated persons may file grievances and receive a formal review regarding the conditions of their confinement.

This policy does not apply to grievances related to sexual abuse and sexual harassment (see the Prison Rape Elimination Act Policy).

603.2 POLICY

It is the policy of this Department that any incarcerated person may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene, and sanitation needs, recreation opportunities, classification actions, rule violations, program participation, and telephone, mail, and visiting procedures (15 CCR 1073).

Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions, and probation/parole actions.

603.3 ACCESS TO THE GRIEVANCE SYSTEM

All incarcerated persons shall be provided with a grievance process for resolving complaints arising from detention facility matters with at least one level of appeal.

Incarcerated persons will receive information concerning the grievance procedure during the orientation process. Information will also be contained in the orientation materials. Information regarding the grievance process will be provided to incarcerated persons in the language they understand.

The information will include (15 CCR 1073):

- A grievance form or instructions for registering and appealing a grievance, including relevant deadlines.
- A process for submitting and handling anonymous grievances.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision for a non-automated initial response with a reasonable time limit that shall not exceed a period of 15 calendar days.
- A provision for resolving questions of jurisdiction within the detention facility.
- Provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person.
- Consequences for abusing the grievance system.

Gardena Police Department

Gardena Jail Manual

Grievances

603.4 INMATE GRIEVANCE PROCEDURES

Members shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate's file. If there is no resolution at this level, the inmate may request a grievance form.

Incarcerated persons complaints or grievances shall be processed in accordance the Gardena Police Department's Personnel Complaints Section Policy.

The jailer receiving knowledge of such a desire shall remove the incarcerated person from their cell and take them to the booking cell and provide him/her with a pencil and a personnel complaint form (used for inmate grievances). Once the form has been completed, the jailer shall take the pencil and complaint forms from the inmate and shall return him/her to their cell.

The form shall be forwarded to the jail supervisor or on-duty sergeant for review and or action. In the event the jail supervisor or on-duty sergeant r cannot handle the grievance, it shall be forwarded to the Administrative Services Bureau Commander.

603.5 TRAINING

The Training Manager shall ensure that all members receive initial and periodic training regarding all aspects of the Grievances Policy. All training delivered should include testing to document that the employee understands the subject matter.

Discipline

604.1 PURPOSE AND SCOPE

This policy addresses the discipline process within the detention facility.

604.2 POLICY

It is the policy of this department that incarcerated person discipline will not be administered (15 CCR 1081).

604.3 RESPONSIBILITIES

Members who reasonably believe an incarcerated person has violated detention facility rules should contact a supervisor.

Supervisors may authorize an incarcerated person who is being held pending arraignment to be transferred to the county jail.

If not already ordered, supervisors may seek permission from the appropriate court to transfer other incarcerated persons who violate detention facility rules.

Chapter 7 - Medical/Mental Health

Screening and Evaluations

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for screening and evaluating incarcerated persons for health care issues.

This policy is limited to screening and evaluations. Subsequent care and treatment is addressed in the Availability and Standards of Care Policy and other related policies.

700.2 POLICY

The Department recognizes that incarcerated persons should be screened when they initially arrive at the detention facility and evaluated at regular intervals so all incarcerated persons receive adequate health care (15 CCR 1200 et seq.).

700.3 INCARCERATED PERSONS NOT ACCEPTED INTO THE FACILITY

No person with a reasonably identified condition that appears to need immediate medical care or other disqualifying condition should be accepted at the detention facility without a medical clearance from a qualified health care provider.

700.4 INITIAL SCREENINGS

Trained members shall perform a health care screening on each incarcerated person upon their initial arrival at the detention facility. This includes those transferred from another facility. Findings shall be recorded on the appropriate form. The screening will include the name of the screener, date and time of the screening, and information and observations regarding (15 CCR 1029(a)(8); 15 CCR 1051; 15 CCR 1052; 15 CCR 1207):

- (a) Current and historical medical, dental, and mental health care information, including any allergies.
- (b) Current and historical use of medication, alcohol and drugs, including types, amounts and frequency used, method of use, date or time of last use, and history of any problems after ceasing use.
- (c) Suicide risk and mental health assessment.
- (d) Identification of those persons who may be in a behavioral crisis.
- (e) Pregnancy and associated issues (15 CCR 1207.5).
- (f) Communicable disease risk assessment, including tuberculosis and other airborne diseases (15 CCR 1206.5(a); 15 CCR 1207).
- (g) Special needs, such as a learning disability, that would significantly impair an incarcerated person's ability to adapt to the detention facility environment (see the Incarcerated Persons with Disabilities Policy).
- (h) Other health care information as designated by the Responsible Physician or Health Care Adviser.
- (i) Observations of the following:

Gardena Police Department

Gardena Jail Manual

Screening and Evaluations

1. Behavior/conduct
2. Signs of impaired consciousness or other health issues (e.g., coughing, sweating, tremors, sleepiness, trouble breathing)
3. Body deformities and body movements
4. Skin (injuries, rashes, needle marks, sores)
5. Other observations as designated by the Health Care Adviser

Any incarcerated person who appears to be unable to adequately answer the initial medical screening questions shall be referred to a care liaison to determine whether the incarcerated person should be examined by an on-site qualified health care professional or, if one is not available, whether the incarcerated person should be transported to receive a medical clearance before acceptance into the detention facility.

Incarcerated persons requiring separation for suspected communicable disease pursuant to 15 CCR 1051 shall be separated until transferred or cleared by the qualified health care professional.

Incarcerated persons who refuse to answer these questions should be placed under observation until the screening can be completed or until sufficient information is obtained to allow the members to make appropriate decisions concerning housing and care.

700.5 TRANSFER SCREENINGS

Incarcerated persons transferred without a health record or initial screening from any other facility shall be screened when they initially arrive at this detention facility.

700.6 SICK CALL

It is the responsibility of each jailer(s) to conduct a sick call at the beginning of his or her shift. The sick call shall be noted in the daily activity log. When an inmate reports that he/she is in need of medical attention or treatment, or when it is determined by visual observation that an inmate needs medical or mental health attention, it shall be the policy of the department that the jailer or matron report such findings to the watch commander who shall take appropriate medical action which may include, but not be limited to:

- (a) Summoning paramedics
- (b) Transporting inmate to local treatment facility

Suicide Prevention and Intervention

701.1 PURPOSE AND SCOPE

This policy is intended to reduce the risk of incarcerated person suicide through risk identification and appropriate intervention.

701.2 POLICY

The Department will develop a suicide prevention plan to identify and monitor potentially suicidal incarcerated persons and appropriately intervene (15 CCR 1029(a)(8); 15 CCR 1030).

701.3 MEMBER RESPONSIBILITIES

Any member who identifies an incarcerated person who displays suicidal signs shall immediately notify a supervisor. The incarcerated person shall be personally monitored until they are transported to County Jail.

701.4 SUICIDE PREVENTION PLAN

The Health Care Adviser and Administrative Services Bureau Commander will develop a suicide prevention plan (15 CCR 1030). The plan should address:

- (a) Initial screening and follow-up assessments.
- (b) Referrals to mental health care providers as soon as practicable.
- (c) An evaluation and treatment responsibility to include strategies to address underlying causes and heightened risk opportunities.
- (d) Training (initial and annual training on risk identification, prevention, and intervention).
- (e) Monitoring incarcerated persons at risk for suicide.
- (f) Appropriate cells, clothing, and effects for incarcerated persons at risk for suicide.
- (g) Communication between members and care providers.
- (h) Responses to suicide attempts, including first-aid measures.
- (i) Notification requirements.
- (j) Documentation requirements.
- (k) Care for affected members and incarcerated persons.
- (l) Facility inspections for physical or operational modifications that may reduce the risk of incarcerated person suicide.
- (m) Communication between members and arresting/transporting officers.

The suicide prevention plan should be developed in conjunction with the Health Care Adviser, Administrative Services Bureau Commander and staff, treatment providers, and local public health agencies, as appropriate.

701.5 PRECAUTIONARY STEPS

The following incarcerated person should be placed on suicide watch:

Gardena Police Department

Gardena Jail Manual

Suicide Prevention and Intervention

- Any incarcerated person who has expressed suicidal thoughts
- Any incarcerated person who has a recent history of self-injurious behavior
- Any incarcerated person who has attempted to commit suicide or committed an act in furtherance of suicide

Inmates placed on suicide watch shall be brought to the booking cell and kept under visual observation until arrangements are made for transfer to County Jail.

Physical restraints should only be used as a last resort. The decision to use or discontinue use of restraints should be made in consultation with the on-duty sergeant or jail supervisor.

701.6 SUICIDE ATTEMPTS

Any suicide attempt is a medical emergency and life-saving measures shall be initiated by a trained member until the arrival of Los Angeles County paramedics.

701.6.1 SUICIDES

All deaths resulting from suicide should be investigated and documented in accordance with the Reporting In-Custody Deaths Policy.

701.7 TRANSFER AND RELEASE

Upon determination that an incarcerated person requires medical attention or treatment, the on-duty sergeant or Jail Supervisor shall arrange for adequate security welfare of the inmate during transportation to a treatment facility. Mode of transportation shall be police department vehicle or local ambulance, at the discretion of the on-duty sergeant or Jail Supervisor.

Aids to Impairment

702.1 PURPOSE AND SCOPE

This policy addresses how members should balance reasonable security concerns with an incarcerated person's need for an aid or adaptive device that assists them in dealing with an impairment.

702.2 POLICY

It is the policy of the Department that, in accordance with security and safety concerns, medical and dental orthoses or prostheses and other adaptive devices will be permitted or supplied in a timely manner when the health of an incarcerated person would otherwise be adversely affected or when such devices are necessary to reasonably accommodate a disability (42 USC § 12101 et seq.; 15 CCR 1206(d); 15 CCR 1207).

702.3 ADAPTIVE DEVICES

Subject to safety and security concerns, an incarcerated person should be permitted to retain an orthopedic, orthodontic or prosthetic appliance if it is prescribed by or recommended and fitted by a physician or dentist. However, if the appliance presents a risk of bodily harm to any person, is a risk to the security of the detention facility or is not used for its intended purpose, the incarcerated person will be transferred to the Los Angeles County Jail.

Health Care Records and Confidentiality

703.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the management of, and access to, incarcerated person health care records, thereby ensuring that such records are available to those who need them, while controlling access in order to protect incarcerated person privacy (15 CCR 1205; 15 CCR 1206(m)).

703.2 POLICY

The Department will protect incarcerated person health care records in compliance with the law.

703.3 RECORDS TO BE KEPT

Incarcerated persons health care records should include, but not be limited to (15 CCR 1205(a)):

- (a) Initial screening and subsequent health assessment records.
- (b) Incarcerated person requests for care or complaints about care.
- (c) Consultation and treatment records including the names of the care providers.
- (d) Prescribed and/or delivered medication and any associated stop dates in accordance with 15 CCR 1216.
- (e) Dates, times and locations of treatment.
- (f) Limitations and disabilities of the incarcerated person.
- (g) Instructions for incarcerated person care, including what should be communicated to members.
- (h) Special diet instructions.
- (i) Activity restrictions.

703.4 CONFIDENTIALITY

Health care information obtained in the course of screening or care shall be communicated to members only when it is necessary to protect the welfare of the incarcerated person or others, to facilitate management of the detention facility, or to maintain detention facility security and order. Members who learn of an incarcerated persons health condition incidental to their assignments shall keep that information confidential and shall not disclose that information to any unauthorized person (15 CCR 1205(b)).

703.5 MEMBER RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all incarcerated person health care records in their custody at all times.

Unauthorized possession, release or distribution of incarcerated person health care information is prohibited and may violate HIPAA and/or other applicable laws.

Gardena Police Department

Gardena Jail Manual

Health Care Records and Confidentiality

703.5.1 HARD COPIES

Incarcerated person health care records shall not be removed from the detention facility without express authorization from the Administrative Services Bureau Commander.

Availability and Standards of Care

704.1 PURPOSE AND SCOPE

This policy will provide overall guidance for the continued care of incarcerated persons who need health care.

704.2 POLICY

The Department is committed to providing humane conditions of confinement by ensuring that incarcerated persons receive adequate care to meet their serious health care needs.

704.3 INCARCERATED PERSONS ACCESS TO HEALTH CARE

Incarcerated persons may access health care in the following manner:

- (a) Incarcerated persons may request health care at any time.
- (b) Incarcerated persons may request care for an emergency medical condition in any manner, to any member. All such requests should be addressed appropriately and immediately by the member, including prompt notification to the on-duty sergeant or jail supervisor.
- (c) Inmates may question or complain about their care or denial of care through the grievance system.
 - (a) The on-duty sergeant or jail supervisor shall be notified as soon as practicable when an inmate claims he/she is being denied emergency care for an emergency medical condition.
- (d) Costs, including those related to security procedures, will not be used as justification for withholding necessary or emergency medical care.

704.4 INCARCERATED PERSON PRIVACY

Patient information, treatments, and discussions regarding treatment should be held in private and in a manner that prevents such discussions from being observed or overheard by anyone not involved in the treatment or discussion.

704.5 RESPONSIBILITIES

Clinical judgments involving health care are the responsibility of the health care professional qualified to make such a decision.

Members shall accept clinical judgments and not deny access to care by making, assuming or ignoring a clinical decision.

704.6 MEDICAL CARE

The detention facility shall have first-aid kits and Automated External Defibrillators (AEDs) readily available to members in housing and booking areas and any other location approved by the Health Care Adviser (15 CCR 1220).

Gardena Police Department

Gardena Jail Manual

Availability and Standards of Care

704.6.1 PREGNANT INMATES

Pregnant inmates will normally be sent to the Los Angeles County Jail.

704.7 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).

704.8 MENTAL HEALTH CARE

Members shall/should refer any inmate showing signs of mental illness or a developmental disability to the Watch Commander, who will arrange for an appropriate referral (15 CCR 1206).

To protect the safety of the inmate or others, segregation may be necessary while the inmate awaits the transfer to another facility for diagnosis or treatment (15 CCR 1052).

704.9 DENTAL CARE

Emergency dental care will be provided to inmates. Emergency dental care will be available to all inmates on a 24-hour basis. Severe dental pain qualifies as an emergency.

704.10 EMERGENCY CARE

Emergency health care shall be available to all incarcerated persons on a 24-hour basis. No incarcerated person shall be deprived of care for emergency medical, mental health or dental service due to the time of day or night. An ambulance will be provided when necessary for proper care.

At least one staff person who has received basic first-aid and CPR training shall be available 24 hours a day.

704.10.1 CPR REQUIREMENTS

The Administrative Services Bureau Commander and the Responsible Physician shall develop CPR procedures for officers consistent with the provisions in 15 CCR 1028, including:

- (a) Acceptable CPR methods and application.
- (b) Requiring all officers to be CPR-certified and to begin CPR on a nonresponsive person without obtaining approval from a supervisor or medical staff when it is safe and appropriate to do so.

Gardena Police Department

Gardena Jail Manual

Availability and Standards of Care

- (c) Requiring officers to immediately call for medical aid and administer CPR to nonresponsive individuals unless CPR is contraindicated by known medical conditions.
- (d) Instructing officers to use personal protective equipment (PPE) when possible to minimize exposure to bodily fluids and pathogens.
- (e) Instructing officers in situations where imminent physical danger prevents the safe administration of CPR, officers shall initiate or resume CPR as soon as the threat is resolved or the nonresponsive individual is safely removed from danger, provided medical assistance has not yet arrived.
- (f) Continuing CPR, absent imminent physical danger, until the nonresponsive person shows signs of life, such as breathing or movement, or until health care professionals take over.
- (g) Deferring CPR to health care professionals or alternative medical responders if they are present when a person is nonresponsive.

704.11 OFF-SITE CARE PROVIDERS

The Administrative Services Bureau Commander should ensure written agreements are maintained with any community care providers who regularly provide health care services to inmates. The agreements should require providers to deliver a summary of any treatment provided, follow-up and prescription medication recommendations, and should identify any health care needs that may affect housing, program participation or other conditions of confinement.

704.12 TRANSPORTING INCARCERATED PERSONS FOR HEALTH CARE

Incarcerated persons shall be safely transported to all health care appointments. When an incarcerated person is being transported outside the detention facility:

- (a) Transporting members should have instructions regarding any medication or accommodation that may be necessary during transport.
- (b) Patient confidentiality shall be maintained during transport.
- (c) Any health care records transported by members should be sealed.

Communicable Diseases

705.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of contracting and/or spreading communicable diseases among department members and the incarcerated person population.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Gardena Police Department (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

Gassed - When a person is exposed to human excrement or other bodily fluids or substances.

705.2 POLICY

The department is committed to providing a safe work environment for its members and incarcerated persons. Members should be aware that they are ultimately responsible for their own health and safety.

705.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop, with the assistance of the Health Care Adviser, an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how incarcerated persons and members may obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.
- (d) Procedures related to mitigating the risks associated with communicable disease in the incarcerated person population. These will include but not be limited to:
 1. Proper screening of incoming incarcerated persons (15 CCR 1206.5; 15 CCR 1207).

Gardena Police Department

Gardena Jail Manual

Communicable Diseases

- (a) Screening procedures will require all persons at the time of intake to be asked whether they have had any communicable diseases or observable symptoms of communicable diseases, including but not limited to tuberculosis, other airborne diseases or other special medical problems. Responses shall be documented (15 CCR 1206.5).
 - (b) Required medical procedures to identify the presence of disease and to lessen the risk of exposure to others will be specified (15 CCR 1051).
 - (c) The types of communicable diseases to be reported shall be identified (15 CCR 1206.5).
 - (d) Screening shall be performed by licensed health care staff or by trained members only (15 CCR 1207).
2. Appropriate testing (15 CCR 1206.5).
3. Investigations of suspected exposures (15 CCR 1206.5).
4. Appropriate medical attention and precautions to be used by members.
 - (a) Treatment responsibilities during incarceration, including when referrals are to be made, shall be included (15 CCR 1206.5).
 - (b) Housing considerations based upon behavior, medical needs and safety of the affected incarcerated persons shall be addressed (15 CCR 1206.5).
 - (c) Symptoms that require segregation of an incarcerated person until a medical evaluation is completed shall be specified (15 CCR 1051).
 - (d) Coordination with public and private community-based resources for follow-up treatment shall be incorporated into the plan (15 CCR 1206.5).
5. Sanitation and incarcerated person hygiene efforts, including the sanitation of medical equipment.
6. Control of vermin and parasites, such as mice, lice, and bedbugs.
7. Reporting communicable diseases and suspected exposures to the proper authorities.
 - (a) This will include coordination with public health officials for follow-up treatment in the community (15 CCR 1206.5)
8. Treatment responsibilities during incarceration (15 CCR 1206.5).
9. Developing a contingency plan in the event that removal of incarcerated persons from the jail due to a communicable disease may be warranted (Penal Code § 4012).
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including the following:
 1. Bloodborne pathogens regulations (8 CCR 5193)
 2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136)

Gardena Police Department

Gardena Jail Manual

Communicable Diseases

3. Aerosol transmissible disease regulations (8 CCR 5199; 15 CCR 1206.5)
4. Recording criteria for needle stick and sharps injuries (8 CCR 14300.8)
5. Communicable disease screening, evaluation, and segregation (15 CCR 1051)
6. Management of incarcerated persons suspected of or confirmed to have communicable diseases (15 CCR 1206; 15 CCR 1206.5; 15 CCR 1051)
7. Ensuring the exposure control plan reflects the current incidence of communicable diseases that threaten the health of incarcerated persons and members (15 CCR 1206.5)
8. Employee access to exposure records (8 CCR 3204)
9. Mandatory reporting of exposures and notifications (Health and Safety Code § 121070)
10. Sanitizing bedding (Bus. & Prof. Code § 19131)
11. Reporting and appropriate action upon the possible exposure of members to a communicable disease (15 CCR 1206.5)

The ECO should also act as the liaison with California Division of Occupational Safety and Health (Cal/OSHA) and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan. The review and update shall occur annually at a minimum (8 CCR 5193).

705.3.1 AVAILABILITY OF THE EXPOSURE CONTROL PLAN

A copy of the exposure control plan shall be accessible to employees and shall be made available to Cal/OSHA or the National Institute for Occupational Safety and Health upon request (8 CCR 5193).

705.4 EXPOSURE PREVENTION AND MITIGATION FOR MEMBERS

705.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease (8 CCR 5193). This includes but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

Gardena Police Department

Gardena Jail Manual

Communicable Diseases

- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

705.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

705.5 POST-EXPOSURE FOR MEMBERS

705.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

705.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused

Gardena Police Department

Gardena Jail Manual

Communicable Diseases

- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., cleanup, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of the source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply.

705.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (8 CCR 5193):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

705.5.4 COUNSELING

The Department shall provide the member, and their family if necessary, the opportunity for counseling and consultation regarding the exposure.

705.5.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law).

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

705.5.6 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting their potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure, and what steps should be taken if a suspected exposure occurs.
- (d) Should include the identification of relevant symptoms of communicable diseases (15 CCR 1206.5).

Gardena Police Department

Gardena Jail Manual

Communicable Diseases

- (e) Shall contain training as directed by 8 CCR 5193 and 8 CCR 5199 regarding bloodborne pathogens and aerosol transmissible diseases.

705.6 EXPOSURE PREVENTION AND MITIGATION FOR INCARCERATED PERSONS

705.6.1 SUSPECTED EXPOSURE OF AN INCARCERATED PERSON

Members who become aware that an incarcerated person may have been exposed should, as soon as practicable:

- (a) Take steps to reduce exposure to other incarcerated persons.
- (b) Use precautions related to exposure prevention as applicable to the situation (e.g., gloves, face masks).
- (c) Contact a qualified health care professional to care for the incarcerated person as needed, and obtain recommendations regarding isolation or quarantine of the incarcerated person.
- (d) Notify the appropriate supervisor and Administrative Services Bureau Commander.

705.6.2 SUPERVISOR RESPONSE AND REPORTING REQUIREMENTS

The responding supervisor shall investigate every exposure or suspected exposure of an incarcerated person as soon as possible following the incident. The supervisor shall ensure the incarcerated person receives appropriate medical assistance and that steps are taken to protect other incarcerated persons and members.

All incidents involving a suspected exposure shall be thoroughly documented.

705.6.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any exposed incarcerated person shall have the opportunity to have a medical evaluation immediately after an exposure and follow-up evaluations as necessary.

Procedures shall be established that address (15 CCR 1206.5):

- (a) Access to related medical reports and who must receive these reports.
- (b) What information regarding communicable diseases may be shared with incarcerated persons and members.
- (c) Medical confidentiality requirements.
- (d) Provisions for incarcerated person consent that address the limits of confidentiality.

705.6.4 INCARCERATED PERSON CONFIDENTIALITY

Any information regarding incarcerated persons and possible communicable diseases shall be considered confidential health care records (see the Health Care Records and Confidentiality Policy).

Chapter 8 - Environmental Health

Sanitation, Maintenance, and Safety Inspections

800.1 PURPOSE AND SCOPE

The Gardena Police Department has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices in this facility.

800.2 POLICY

It is the policy of the Department to maintain a safe and sanitary detention facility. To accomplish this goal, the Department will maintain a written plan that contains schedules and procedures for conducting daily, weekly and monthly sanitation, maintenance and safety inspections of the detention facility.

800.3 SAFETY AND SANITATION PLAN

The Administrative Services Bureau Commander will ensure that the plan addresses, at a minimum (15 CCR 1280):

- (a) Schedules of functions (e.g., daily, weekly, monthly, or seasonal cleaning, maintenance, pest control and safety surveys).
- (b) Self-inspection checklists to identify problems and to ensure cleanliness of the detention facility.
- (c) Procedures, schedules, and responsibilities for coordinating annual inspections by the health department having jurisdiction, including how deficiencies on the inspection report are to be corrected in a timely manner.
- (d) A list of approved equipment, cleaning compounds, chemicals, and related materials used in the detention facility, and instructions on how to operate, dilute or apply the material in a safe manner.
- (e) Record-keeping of self-inspection procedures, forms, and actions taken to correct deficiencies.
- (f) Training requirements for members and incarcerated workers on accident prevention and avoidance of hazards with regard to detention facility maintenance.
- (g) Supervision of the members and incarcerated persons to ensure proper implementation of the procedures and to ensure that no incarcerated person supervises or assigns work to another incarcerated person.
- (h) All incarcerated person responsibilities, which should be included in the incarcerated person orientation materials.
- (i) Detailed processes for the procurement, storage, and inventory of cleaning supplies and equipment.
- (j) A process for the preventive maintenance of equipment and systems throughout the detention facility.

Gardena Police Department

Gardena Jail Manual

Sanitation, Maintenance, and Safety Inspections

Consideration should be given to general job descriptions and/or limitations relating to members or incarcerated persons assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or pest control, are more appropriately handled by the Department or by contract with private firms.

Incarcerated persons engaged in sanitation duties shall do so only under the direct supervision of qualified members. When incarcerated work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic, or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

All members shall report any unsanitary or unsafe conditions to a supervisor. Members shall report repairs needed to the physical plant and equipment by submitting a work order to a supervisor. The Administrative Services Bureau Commander will designate a member to receive these work orders and take appropriate action to ensure the repairs are made or action is taken. All work and action taken will also be documented.

Reports for budget resources above and beyond already budgeted maintenance items shall be reported to the Chief of Police.

800.4 SANITATION SCHEDULE AND INSPECTION

Jail members should implement a site-specific plan for cleaning and maintenance. A daily, weekly, and monthly cleaning schedule will be established for each area of the detention facility (e.g., housing, food preparation, laundry, loading dock/trash storage, barber shop, warehouse, common areas). The following recommendations include but are not limited to specific areas and items:

- (a) Daily cleaning:
 - 1. Sweep and then wet mop the entire jail floor
 - 2. Clean all cell block areas
 - 3. Empty all trash receptacles
 - 4. Clean all toilets and sinks
 - 5. Clean all showers
- (b) Weekly cleaning:
 - 1. Dust bars and window ledges
 - 2. Clean air conditioning/heating grates
 - 3. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new incarcerated person)
 - 4. Pour water down floor drains to test for flow
- (c) Monthly cleaning:
 - 1. Walls

Gardena Police Department

Gardena Jail Manual

Sanitation, Maintenance, and Safety Inspections

2. Ceilings
3. Bunk pans

800.4.1 INSPECTION CHECKLIST

The Administrative Services Bureau Commander or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked by supervisors on a daily, weekly and monthly basis throughout the detention facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be forwarded to the Jail Supervisor or the authorized designee for annual review, filing and retention as required by the established records retention schedule.

800.5 VERMIN AND PEST CONTROL

The Administrative Services Bureau Commander or the authorized designee shall be responsible for developing and implementing a plan for sanitation and control of vermin and pests. In cooperation with the Responsible Physician and the local public health entity, medical protocols for treating incarcerated person clothing, personal effects, and living areas, including specific guidelines for treating an infested incarcerated person, will be established (15 CCR 1264).

800.5.1 PEST CONTROL SERVICES

The Administrative Services Bureau Commander or the authorized designee shall be responsible for procuring the services of a licensed pest control professional if necessary to perform inspections of the detention facility at least monthly and to treat areas as required to ensure that vermin and pests are controlled.

800.5.2 PREVENTION AND CONTROL

Many infestations and infections are the result of a recently admitted incarcerated person who is vermin infested or whose property is vermin infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Incarcerated persons with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for incarcerated persons undergoing treatment for lice should be used.

Because the use of the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding and other property that is suspected of being infested shall either be removed from the detention facility or cleaned and treated by the following methods, as appropriate, or as directed by the pest control provider or the Responsible Physician (15 CCR 1264):

- Washing in water at 140 degrees for 20 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes

Gardena Police Department

Gardena Jail Manual

Sanitation, Maintenance, and Safety Inspections

- Dry cleaning
- Storing in sealed plastic bags for 30 days
- Treating with an insecticide specifically labeled for this purpose

800.5.3 LABELING AND SECURE STORAGE OF COMPOUNDS

Containers of pest exterminating compounds shall be conspicuously labeled for identification of contents. The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by incarcerated persons.

Incarcerated Person Hygiene

801.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure the personal hygiene of every incarcerated person in the Gardena Police Department detention facility is maintained. The Gardena Police Department recognizes the importance of each incarcerated person maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services, the issuance and exchange of clothing, bedding, linens, towels, and other necessary personal hygiene items.

801.2 POLICY

It is the policy of Gardena Police Department facility to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations (15 CCR 1069(b)(3)). Compliance with laws and regulations relating to good hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all incarcerated persons but for the safety of members and visitors.

801.3 STORAGE SPACE

There should be adequate and appropriate storage space for incarcerated persons' bedding, linen, or clean clothing. The inventory of clothing, bedding, linen, and towels should exceed the maximum incarcerated person population so that a reserve is always available (15 CCR 1263).

The facility should have clothing, bedding, personal hygiene items, cleaning supplies, and any other items required for the daily operation of the detention facility, including the exchange or disposal of soiled or depleted items. Members shall ensure that the storage areas are properly maintained and stocked. The Administrative Services Bureau Commander should be notified if additional storage space is needed.

801.3.1 BEDDING ISSUE

Upon entering a living area of the Gardena Police Department detention facility, every incarcerated person who is expected to remain in the detention facility for over eight hours shall be issued bedding and linens, including but not limited to (15 CCR 1270):

- (a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with detention facility operational laundry rules.
- (b) One clean, firm, nontoxic, fire-retardant mattress (16 CFR 1633.1 et seq.).
 1. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk.
 2. Mattresses will be cleaned and disinfected when an incarcerated person is released or upon reissue. Mattresses shall meet the most recent requirements of the state fire marshal, the California Department of Consumer Affairs' Bureau

Gardena Police Department

Gardena Jail Manual

Incarcerated Person Hygiene

of Household Goods and Services test standard for penal mattresses, and any other legal standards at the time of purchase (15 CCR 1272).

3. Mattresses shall be free of holes and tears. Mattresses with holes, tears, or that lack sufficient padding shall be replaced upon request with mattresses that meet the requirements of 15 CCR 1270 (15 CCR 1271).
- (c) Two sheets or one sheet and a clean mattress cover.
1. Two blankets or sleeping bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.
- (d) One clean washcloth, hand towel, and bath towel.
- (e) One pillow and pillowcase.

Linen exchange, including towels, shall occur at least weekly and shall be documented in the daily activity log (15 CCR 1271). The Bureau Commander shall review the daily activity log at least once per shift.

The Administrative Services Bureau Commander or the authorized designee shall conduct both scheduled and unannounced inspections of the detention facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

801.4 LAUNDRY SERVICES

Laundry services shall be managed so that daily clothing, linen, and bedding needs are met.

801.5 ACCOUNTABILITY

To ensure accountability, incarcerated persons are required to exchange item for item when clean clothing, bedding, and linen exchange occurs.

Prior to being placed in a housing area, incarcerated persons shall be provided incarcerated person orientation materials listing this requirement (15 CCR 1069).

801.6 PERSONAL HYGIENE OF INCARCERATED PERSONS

Personal hygiene items, hair care services, and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among incarcerated persons in compliance with the requirements established by state laws as part of a healthy living environment.

Each incarcerated person held more than 24 hours shall be issued, at a minimum, the following items (15 CCR 1265):

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request

Gardena Police Department

Gardena Jail Manual

Incarcerated Person Hygiene

- Toilet paper
- Sanitary pads, panty liners, and tampons at no cost and no maximum allowance (Penal Code § 4023.5)

The Administrative Services Bureau Commander or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should be appropriate for the incarcerated person's gender. Additional hygiene items shall be provided to persons upon request, as needed.

Personal care items shall be issued within the first 12 hours of a housing assignment. Incarcerated persons shall not be required to share personal care items or disposable razors (15 CCR 1265). Used razors are to be disposed into approved sharps containers. Other barbering equipment capable of breaking the skin must be disinfected between individual uses, as prescribed by the State Board of Barbering and Cosmetology to meet the requirements of 16 CCR 979 and 16 CCR 980 (15 CCR 1267(c)).

Incarcerated persons, except those who may not shave for reasons of identification in court, shall be allowed to shave daily (15 CCR 1267(b)). The Administrative Services Bureau Commander or the authorized designee may suspend this requirement for any person who is considered a danger to themselves or others.

801.7 AVAILABILITY OF PLUMBING FIXTURES

Incarcerated persons confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for incarcerated persons in housing areas is:

- One sink/washbasin for every 10 incarcerated persons (24 CCR 1231.3.2(2)).
- One toilet to every 10 incarcerated persons (urinals may be substituted for up to one-third the toilets in facilities depending on the gender of the incarcerated persons) (24 CCR 1231.3.1).

801.8 SHOWERS

Incarcerated persons will be allowed to shower upon assignment to a housing area and every other day thereafter or more often if possible (15 CCR 1266). There should be one shower for every 20 incarcerated persons unless federal, state, or local building or health codes differ. Showering facilities for persons housed at this detention facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of incarcerated persons and members, and shall be recorded and maintained (24 CCR 1231.3.4).

Transgender and intersex incarcerated persons shall be given the opportunity to shower separately from other incarcerated persons (28 CFR 115.42).

Gardena Police Department

Gardena Jail Manual

Incarcerated Person Hygiene

801.9 ADDITIONAL PRIVACY REQUIREMENTS

Incarcerated persons shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite gender shall announce their presence when entering a housing unit (28 CFR 115.15).

Chapter 9 - Food Services

Food Services

900.1 PURPOSE AND SCOPE

The Department recognizes the importance of providing nutritious food and services to incarcerated persons to promote good health, reduce tension in the detention facility, and ultimately support the safety and security of the detention facility. This policy provides guidelines on the preparation of food services items and dietary considerations for persons housed in the detention facility.

900.2 POLICY

It is the policy of this department that food services shall provide incarcerated persons with a nutritionally balanced diet in accordance with federal, state, and local laws, and with regulations for daily nutritional requirements (15 CCR 1241 et seq.).

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in the California Retail Food Code (15 CCR 1245(a)).

900.2.1 FOOD SERVICES PLAN

The jail supervisor shall ensure the preparation of a food service plan. The plan shall include, but is not limited to the following policies and procedures (15 CCR 1243):

- (a) Menu planning
- (b) Purchasing
- (c) Storage and inventory control
- (d) Food preparation
- (e) Food serving
- (f) Transporting food
- (g) Orientation and ongoing training
- (h) Personnel supervision
- (i) Budgets and food cost accounting
- (j) Documentation and record keeping
- (k) Emergency feeding plan
- (l) Waste management
- (m) Maintenance and repair
- (n) Three-day mainline sample tray

Gardena Police Department

Gardena Jail Manual

Food Services

900.3 FOOD SERVICES

The jail supervisor shall be responsible for oversight of the day-to-day management and operation of food services, including:

- Developing, implementing and managing a budget for food services.
- Ensuring members are assigned to carry out all functions of food services operations.
- Establishing, developing and coordinating appropriate training for members and incarcerated person workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Establishing written procedures for education and ongoing monitoring and cleanliness of food handlers (15 CCR 1230).
- Developing procedures for food found to be contaminated, expired, showing signs of spoilage, or otherwise not fit for human consumption (15 CCR 1243).
- Other duties and activities as determined by the jail supervisor.

900.4 MENU PLANNING

The Weekly menu shall be provided by the Los Angeles Sheriff's Department Food Services in accordance with Title 15, Article 12 Food, State Code of Regulation defines the minimum diet standard for local adult detention facilities

If any meal served varies from the planned menu, the change should be noted on the jail log

Copies of menus, foods purchased, and annual reviews should be maintained by the jail supervisor in accordance with established records retention schedules.

900.5 FOOD SAFETY

Temperatures in all food storage areas should be checked and recorded at the beginning of each shift. Holding temperatures for cold and hot foods shall be checked and recorded every two hours. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

900.6 THERAPEUTIC DIETS

The Gardena City Jail does not have therapeutic diets. In cases where an inmate cannot be accommodated the inmate may be transferred to Los Angeles County Jail or released on OR.

Women who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician (15 CCR 1248).

900.7 RELIGIOUS DIETS

The Gardena City Jail does not have religious diets. In cases where an inmate cannot be accommodated the inmate may be transferred to Los Angeles County Jail or released on OR.

Gardena Police Department

Gardena Jail Manual

Food Services

900.8 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect incarcerated persons from food-borne illness. Members shall adhere to sanitation and food storage practices, and there shall be proper medical screening and clearance of all food handlers (15 CCR 1230).

Food production and services will be under staff supervision. Food production, storage, and food handling practices will follow the appropriate federal, state or local sanitation laws (15 CCR 1246).

900.9 MEAL SERVICE PROCEDURE

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of the jail supervisor to ensure that incarcerated persons receive meals that meet nutritional guidelines.

Incarcerated persons should be provided a minimum of 15 minutes dining time for each meal. There should be no more than 14 hours between a substantial evening meal and breakfast.

Incarcerated persons who miss, or may miss, a regularly scheduled meal should be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to persons on medical diets in less than the 14-hour period if prescribed by the Responsible Physician. Incarcerated persons on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal (15 CCR 1240).

Dietary Guidelines

901.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of the incarcerated persons are met and that overall health is promoted through the use of balanced nutritious diets.

901.2 POLICY

It is the policy of this department that diets provided by this facility will meet or exceed the guidelines established in the current publications of the U.S. Department of Agriculture's Dietary Guidelines for Americans (DGA).

901.3 REVIEW OF DIETARY ALLOWANCES

The Administrative Services Bureau Commander is responsible for approving the detention facility's menus and shall ensure that all menus served by food services comply with the nutritional and caloric requirements found in the 2011 DRI, 2008 CFG, and the 2015-2020 DGA guidelines (15 CCR 1241).

The Administrative Services Bureau Commander or the authorized designee shall ensure that the Gardena Police Department's menus and dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DRI, CFG, and DGA guidelines. A registered dietitian should approve menus before they are used.

Menus should be evaluated at least quarterly by the Administrative Services Bureau Commander or the authorized designee.

Chapter 10 - Inmate Programs

Mail

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the receipt, rejection, inspection, and sending of incarcerated person mail.

1000.2 POLICY

This department will provide ample opportunity for incarcerated persons to send and receive mail, subject to restriction only when there is a legitimate government interest.

1000.3 MAIL GENERALLY

Due to the relatively short period of time inmates are held in this facility, mail, for the purposes of this manual, shall include notes or messages hand delivered to the front counter

Incarcerated persons may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of members, visitors or other incarcerated persons, or pose an unreasonable disruption to the orderly operation of the Jail (15 CCR 1063(a)).

1000.4 CONFIDENTIAL CORRESPONDENCE

Incarcerated persons may correspond confidentially with courts, any member of the bar, officials of this department, elected officials, jail inspectors, government officials, or officers of the court (15 CCR 1063).

This detention facility will also accept and deliver a fax or inter-office mail from these entities.

Members may inspect incoming confidential correspondence for contraband. Members may inspect outgoing confidential correspondence for contraband before it is sealed. In the event that confidential correspondence is inspected, members shall limit the inspection to a search for physical items that may be included in addition to the correspondence and shall not read or photocopy the content of the correspondence itself. All inspections are to be completed in the presence of the incarcerated person (15 CCR 1063(c)).

1000.5 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Administrative Services Bureau Commander whenever members become aware of mail sent by an incarcerated person that involves (15 CCR 1083(h)):

- (a) Threats of violence against any member of the government, judiciary, legal representatives, victims or witnesses.
- (b) Incoming or outgoing mail representing a threat to the security of the detention facility, members or the public.

The District Attorney or City Attorney should be consulted in cases where criminal charges are considered against an incarcerated person or there is an apparent liability risk to the Department that relates to suspension or restriction of mail privileges.

Gardena Police Department

Gardena Jail Manual

Mail

1000.6 NEWSPAPERS

A local daily newspaper in general circulation, including a non-English publication, shall be made available to interested incarcerated person (15 CCR 1066(b)).

1000.7 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS

Indigent incarcerated persons shall receive an amount of pre-stamped envelopes and writing paper sufficient to maintain communication with courts and legal counsel department (15 CCR 1063(e)).

Telephone Access

1001.1 PURPOSE AND SCOPE

This policy establishes guidelines for permitting incarcerated persons to access and use telephones.

1001.2 POLICY

The Jail will provide access to telephones for use by incarcerated persons consistent with federal and state law. The Administrative Services Bureau Commander or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All incarcerated persons will be verbally advised of the telephone usage rules as part of their orientation during the booking process.

1001.3 PROCEDURE

Incarcerated persons in housing will be permitted reasonable access to public telephones at scheduled times for collect calls unless such access may cause an unsafe situation for the detention facility, members, or other incarcerated persons. The jail supervisor shall ensure a notice is conspicuously posted near the telephones informing the incarcerated persons that non-attorney calls may be monitored and recorded.

Incarcerated persons are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a detention facility emergency, or as directed by the supervisor or the Administrative Services Bureau Commander, all telephones will be turned off.

For security reasons, incarcerated persons who are awaiting transport to another facility or release to another agency are not permitted to use the telephones.

Teletypewriter or other communication devices (e.g., videophones, third-party communications assistant) will be made available to incarcerated persons known to have, or perceived by others as having, hearing or speech impairments to allow equivalent telephone access as incarcerated persons without these disabilities (15 CCR 1067).

The minimum time allowed per call should be 10 minutes, except where there are substantial reasons to justify additional limitations. Reasons for denial of telephone access shall be documented and a copy placed into the incarcerated person's file. The rules governing the use of the telephone will, in addition to being provided to incarcerated persons during orientation, be posted near the telephones.

Members should monitor the use of public telephones to ensure incarcerated persons have reasonable and equitable access and that the rules of use are observed. Any incarcerated person refusing to cooperate with the telephone rules may have their call terminated or telephone privileges suspended.

Gardena Police Department

Gardena Jail Manual

Telephone Access

Requirements relating to the use of telephones during booking and reception are contained in the Reception and Housing Policy.

1001.4 COURT-ORDERED TELEPHONE CALLS

If a court order specifying free telephone calls is received by the detention facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific incarcerated person, the supervisor may direct that a person use a detention facility telephone at no charge. Calls placed from a detention facility telephone should be dialed by a member. The member should be responsible for ensuring that the incarcerated person is not calling a number that has been restricted by a court order or by request of the recipient. Such a call should be recorded to the same extent authorized for calls that are not court-ordered.

1001.5 ATTORNEY-CLIENT TELEPHONE CONSULTATION

At all times through the period of custody, whether the incarcerated person has been charged, tried, convicted, or sentenced, reasonable and non-recorded telephone access to an attorney shall be provided to the person at no charge to either the attorney or to the incarcerated person, in accordance with the Incarcerated Person Rights and Protection Policy.

1001.6 TELEPHONE CONTRACTS AND CHARGES

The Administrative Services Bureau Commander or the authorized designee is responsible for ensuring that rates charged to incarcerated persons are similar to those charged in the general public and that incarcerated persons are afforded a range of feasible calling options.

Visitation

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules for visitation and to provide a process for incarcerated person visits and visitors. Visitation is a privilege and is based on space availability, schedules, and on-duty staffing.

1002.2 RESPONSIBILITIES

The Administrative Services Bureau Commander shall develop written procedures for incarcerated person visiting, which provide for as many visits and visitors as detention facility schedules, space and number of staff will reasonably allow, with no fewer visits allowed than specified by 15 CCR 1062. Non-sentenced incarcerated person will be afforded a visit no later than the calendar day following arrest. These procedures are subject to safety and security requirements.

Court orders granting a special incarcerated person visitation are subject to city legal review and interpretation.

1002.3 PROCEDURES

The Department shall provide adequate facilities for visiting that include appropriate space for the screening and searching of incarcerated persons and visitors and storage of visitors' personal belongings that are not allowed in the visiting area.

Limitations on the number of visitors and allotted visiting time are determined by:

- The detention facility's schedule.
- The space available to accommodate visitors.
- Whether an emergency or other conditions justify a limitation in visiting privileges.

The Administrative Services Bureau Commander or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

The visiting area should accommodate incarcerated persons and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to incarcerated persons and visitors with developmental disabilities to facilitate a visitation period.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

1002.3.1 VISITOR REGISTRATION AND IDENTIFICATION

All visitors must register and produce a valid state, military, tribal, or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

Gardena Police Department

Gardena Jail Manual

Visitation

- (a) The registration form must include the visitor's name, address, and the relationship to the incarcerated person.
- (b) A valid identification shall include the following:
 - 1. A photograph of the person
 - 2. A physical description of the person
- (c) An official visitor shall present proof of professional capacity (e.g., attorney license/ Supreme Court card, police identification, a business card/letterhead of business with the visitor's name).

Failure or refusal to provide a valid identification is reason to deny a visit.

1002.4 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this detention facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the facility property or into the detention facility. All searches shall be made in accordance with current legal statutes and case law.

1002.5 VISITING SCHEDULE

The Administrative Services Bureau Commander shall designate a person to develop a schedule for incarcerated person visitation that includes daytime, evening and weekend hours.

1002.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the detention facility or there is other good cause, including but not limited to the following (15 CCR 1062):

- (a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.
- (b) The visitor refuses to submit to being searched.
- (c) The visitor or incarcerated person violates detention facility rules or posted visiting rules.
- (d) The visitor fails to supervise and maintain control of any minors accompanying the visitor into the detention facility.
- (e) Visitors attempting to enter this detention facility with contraband will be denied a visit and may face criminal charges.

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the detention facility, should have actions and reasons documented. A copy of the documentation will be placed into the incarcerated person's file and another copy will be forwarded to the Administrative Services Bureau Commander (15 CCR 1062).

1002.7 GENERAL VISITATION RULES

All visitors and incarcerated persons will be required to observe the following general rules during visitation.

Gardena Police Department

Gardena Jail Manual

Visitation

- (a) A maximum of two adults and two children will be permitted to visit an incarcerated person at any one time. Children visiting incarcerated persons must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the incarcerated person and the parent or legal guardian, the incarcerated person will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit (15 CCR 1062).
- (b) An incarcerated person may refuse to visit with a particular individual.
- (c) Those incarcerated persons who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.
- (d) Visitors must be appropriately attired prior to entry into the visitor's area of the detention facility.
- (e) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandannas, or any other clothes associated with a criminal gang or otherwise deemed by members to be unacceptable, will not be permitted.
- (f) All visitors must have footwear.
- (g) Visitors will leave all personal items, with the exception of car keys and identification, outside of the secure area. Visitors who enter the detention facility with handbags, packages, or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The detention facility is not responsible for lost or stolen items.
- (h) Food or drink is not permitted in the visitor's area.
- (i) Incarcerated persons will be permitted to sign legal documents, vehicle release forms, or any other items authorized by the Bureau Commander. Transactions of this nature will not constitute a regular visit.

1002.8 ATTORNEY VISITS

Incarcerated persons shall have access to any attorney retained by or on behalf of the incarcerated person, or to an attorney the incarcerated person desires to consult, in a private interview room. Members shall not interfere with, suspend, or cancel official visits except in circumstances where the safety, security, or good order of the detention facility is compromised (15 CCR 1068(b)).

Religious Programs

1003.1 PURPOSE AND SCOPE

This policy provides guidance regarding the right of incarcerated persons to exercise their religion and for evaluating accommodation requests for faith-based religious practices of incarcerated persons (15 CCR 1072).

1003.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method of determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Department, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Department adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Exercise of religion - Any action or practice performed whether compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the incarcerated person's sincerely held religious beliefs.

1003.2 POLICY

It is the policy of this department to permit incarcerated persons to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate government objectives of the detention facility.

1003.3 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Incarcerated persons are not required to identify or express a religious belief. An incarcerated person may designate any belief, or no belief, during the intake process and may change a designation at any time. Incarcerated persons seeking to engage in religious practices shall submit a request through the established procedure.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all incarcerated persons of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to a supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will determine the sincerity of the religious claim of an incarcerated person. Requests should be denied only if the denial or reason for denial would further a compelling government interest of the detention facility and is the least restrictive means of furthering that compelling government interest.

Gardena Police Department

Gardena Jail Manual

Religious Programs

The Jail Supervisor and the Chief of Police shall be informed of all approved accommodations. The Jail Supervisor should make any necessary notifications to staff as necessary to meet an approved accommodation.

All incarcerated person requests for religious accommodations and related determinations shall be fully documented in the incarcerated person's record.

1003.3.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS

In an emergency or extended disruption of normal detention facility operations, the Administrative Services Bureau Commander may suspend any religious accommodation. The Administrative Services Bureau Commander may also revoke or modify an approved religious accommodation if the accommodated incarcerated person violates the terms or conditions under which the accommodation was granted.

1003.3.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS

Incarcerated persons may appeal the Administrative Services Bureau Commander's denial, suspension, or revocation of an accommodation through the incarcerated person appeal process.

1003.3.3 ACCOMMODATION REQUESTS REGARDING GROOMING, RELIGIOUS CLOTHING, AND HEADWEAR

Individuals in custody have the right to a religious accommodation with respect to grooming, religious clothing, and headwear in observance of their sincerely held religious belief, at all times and throughout the detention facility, except if in furtherance of a compelling governmental interest regarding security that may impact the detention facility, staff, the individual, or others in custody. Religious grooming, clothing, and headwear accommodations shall only be denied when doing so would be the least restrictive means of furthering these governmental interests (Penal Code § 2607). (See the Reception and Housing Policy.)

1003.4 DIETS AND MEAL SERVICE

The Administrative Services Bureau Commander should provide incarcerated person requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the detention facility.

1003.5 HAIRSTYLES AND GROOMING

Unless it is necessary for the health and sanitation of the detention facility, incarcerated persons who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair (Penal Code § 2607).

Any incarcerated person whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

1003.6 RELIGIOUS TEXTS

Religious texts should be provided to the requesting incarcerated person, if available, and if the texts do not pose a threat to the safety, security, and orderly management of the detention facility.

Gardena Police Department

Gardena Jail Manual

Religious Programs

1003.7 RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the detention facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

1003.8 RELIGIOUS GARMENTS AND CLOTHING

Incarcerated persons who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify incarcerated persons and maintain security (Penal Code § 2607). (See the Reception and Housing Policy for additional guidance.)

Head coverings shall be searched before being worn in the housing area of the detention facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of department-supplied head coverings when available and appropriate.

Incarcerated persons wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite gender, if they so desire. Religious garments that substantially cover the incarcerated person's head and face shall be temporarily removed during the taking of booking and identification photographs.

1003.9 TRAINING

The Department shall provide training to members on the requirements of this policy.

1003.10 STAFF RESPONSIBILITIES

Members shall not show favoritism or preference to any religion and will not discriminate or retaliate against any incarcerated person for participating or not participating in any religion or religious practice. Incarcerated persons are not required to participate in religious programs or activities. Members will not allow their personal religious beliefs to influence them in the daily management of the incarcerated person population, particularly as it relates to religious practices.

1003.11 SEARCHES REGARDING RELIGIOUS CLOTHING AND HEADWEAR

Unless exigent circumstances exist, when a person in custody is wearing religious clothing or headwear, an officer shall offer to conduct searches of the individual using an officer of the same gender and offer the search to be out of view of members of a different gender (Penal Code § 2607).

Following a search, any religious clothing or headwear purchased, accessed, or retained shall be returned unless there is a reason to confiscate the item due to a security risk. If the item is not returned, the reason shall be documented (Penal Code § 2607).

Chapter 11 - Facility Design

Space and Environmental Requirements

1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

1100.2 POLICY

It is the policy of this department to comply with federal and state laws, codes and correctional standards in matters relating to jail space and environmental requirements. Any designs for renovations, modifications, additions, or new construction within the detention facility should be in compliance with federal and state laws, codes, and jail standards.

Planned designs for renovations, modifications, additions, or new construction within the detention facility should facilitate personal communication with incarcerated persons and direct visual observation of all cells, dayrooms, and out of cell time areas. Electronic surveillance may be used to augment the observation of incarcerated persons but shall not be used as a substitute for personal communication.

All parts of the detention facility that are accessible to the public should be accessible to and usable by disabled persons.

1100.3 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings, and equipment should have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or incarcerated person housing area doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the detention facility in the event of an emergency.

1100.4 ENVIRONMENTAL REQUIREMENTS

1100.4.1 LIGHTING LEVELS

Lighting levels shall be adequate for members and incarcerated persons to perform daily activities. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of incarcerated persons to sleep.

1100.4.2 NATURAL LIGHT

All incarcerated person living areas should provide incarcerated persons with exposure to natural light, unless prohibited by security concerns.

1100.4.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow incarcerated persons to sleep. Nothing in this policy is intended to limit or impair in any way members' ability to monitor the detention facility in a manner that is consistent with safety and security and good correctional practices.

Gardena Police Department

Gardena Jail Manual

Space and Environmental Requirements

1100.4.4 VENTILATION

Ventilation systems, including those in toilet rooms and cells with toilets, should be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes, and jail standards.

Other than an emergency situation, incarcerated persons or members shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

1100.4.5 TEMPERATURE LEVELS

Temperature and humidity levels should be maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient.

Members shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

1100.5 CELL FURNISHINGS

Each incarcerated person housed in this detention facility should be provided with the following items:

- A sleeping surface and mattress in accordance with federal and state laws, codes and jail standards
- A writing surface and seat

1100.6 DAYROOMS

Dayrooms should be equipped with at least one shower for every 20 incarcerated persons or fraction thereof, and tables and sufficient seating for all incarcerated persons at capacity (24 CCR 1231.3.4; 24 CCR 1231.2.9). Where incarcerated persons do not have continuous access to their cells, dayrooms should also be equipped with one toilet, an immediate source of fresh potable water, and lavatory with hot and cold water for every 12 incarcerated persons or fraction thereof.

1100.7 JANITOR CLOSETS

Janitor closets should be located near or inside each housing area. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by members. Only incarcerated persons with a minimum security classification status shall be allowed access to the janitor closets, and then only under member supervision.

1100.8 EMERGENCY POWER

The detention facility shall be equipped with a sufficient emergency power source to operate communications, security, and alarm systems in control centers, and emergency lighting in corridors, stairwells, all incarcerated person housing areas, security control points, and audio-visual monitoring systems.

Gardena Jail Policy Manual

Gardena Jail Manual

Attachments

Gardena Jail Policy Manual

Gardena Jail Manual

INDEX / TOPICS

A

ACKNOWLEDGEMENTS

Employee Acknowledgements. 34

C

COMMUNITY RELATIONS. 28

CONTRABAND

Confidential Correspondence. 135

E

EMPLOYEE ORIENTATION, PARAMETERS. 34

ESCAPE. 53

F

FACILITY KEYS. 21

FIRE CODE. 48

I

INMATE GRIEVANCE FORM. 101

K

KEY CONTROL RECORDS. 22

P

PHYSICAL PLANT SEARCHES. 80

R

RELIGIOUS DIETS. 131

T

THERAPEUTIC DIETS. 131

THREATS, MAIL. 135

TRANSPORTATION LOGS. 90

V

VICTIM NOTIFICATION. 31

VISITOR ACCOMMODATIONS. 139