

Huntington Park Police Department

Jail Manual



Administrative Regulations

Policies

and

Procedures

**Revised
March 5, 2026**

**Lieutenant Saul Rodriguez
Jail Commander**

INTRODUCTION

This manual has been prepared to assist personnel of the Huntington Park Police Department in meeting four specific goals:

- 1) To standardize policies, rules, and procedures within the Huntington Park City Jail.
- 2) To provide a ready reference of rules, policies, and procedures governing jail operations for all concerned individuals.
- 3) To provide a written reference of operations so management personnel can assure compliance with departmental policy as well as applicable statutory and judicial directives.
- 4) To comply with the California Board of Corrections= Minimum Jail Standards for Local Detention Facilities as found in Title 15, Article 3, Section 1029 of the Californian Code of Regulations.

The Jail Manual is a reference document that outlines the philosophy and policies of the Huntington Park Police Department concerning the operation of its jail. It is not a comprehensive guide to all aspects of jail operations, since it would be impossible to predict all contingencies, nor is the Jail Manual a substitute for good judgment and common sense which must be exercised by all department personnel.

Reviewed & Updated
March 5, 2026

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ADMINISTRATION

1.00 CLASSIFICATION

The Huntington Park Police Department jail facility hereby adopts the following classification plan designed to properly assign inmates to the detention facility. The Custody Officer is primarily responsible for the assignment of inmates to the detention facility. The Custody Officer will act under the general supervision of the Watch Commander. In the event that the Custody Officer has any questions concerning the proper assignment of any individual to the facility, the Watch Commander will be immediately consulted. Once the inmate is assigned to an area of the facility, the inmate shall not be reassigned without express verbal permission being given by the Watch Commander.

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

1.00.1 Male Adult Inmates

All male inmates are to be separated at all times from female inmates. All male in-custody inmates are to be segregated from all in-custody females at all times in the detention facility.

Adult male inmates shall be afforded facilities providing as much privacy as practicable. They shall be housed in the main jail facility.

All adult male inmates shall be further classified as felons or misdemeanants.

1.00.2 Female Adult Inmates

Female inmates will not be admitted, removed, or transported to or from any area in the detention facility without a matron or female police person on duty.

All female inmates will be assigned to the Female Detention Cells, cell #13 and cell #12.

The Female Detention Cell is to be provided with maximum privacy.

1.00.3 Juvenile Inmates

All juvenile inmates are to be segregated from adult inmates at all times in the detention facility.

Generally, juvenile inmates shall be assigned to Juvenile Detention Area. Maximum privacy shall be provided to juvenile inmates at all times. If maximum security is needed, juveniles will be housed in the maximum privacy, unoccupied female cell #13.

Male and female juvenile inmates will be segregated at all times. To the extent practicable, juvenile and female felony inmates are to be segregated from juvenile and female misdemeanor inmates.

1.00.4 General Classification

Notwithstanding any classification to the contrary, all persons who exhibit violent or aggressive behavior, or who are known to the Department to be disposed to exhibit behavior posing a threat of harm to themselves or others, are to be provided separate, private facilities and are to receive close supervision.

Custody Officers, with the consent and knowledge of the Watch Commander, may make such other segregation and classification of inmates for the purpose of assignment of detention facilities as may be necessary to provide for the safety of all inmates and jail personnel.

All homosexual inmates will be segregated from the general population. If sequestered housing is unavailable, the inmate will be transferred to the custody of the Los Angeles County Sheriff's Department, Twin Towers facility, as soon as possible.

In the event that the sex of an inmate is indeterminate at the time of booking, the Custody Officer shall immediately notify the Watch Commander who shall determine, from the person in custody, the sex of the person preferred for the completion of the booking search. The Watch Commander shall make such further assignment of the detention facilities as may be appropriate.

Infants will not be brought into the jail facility under any circumstance. The infant will be placed into the protective custody of a matron or officer. The Watch Commander shall secure arrangements for the removal of the infant from the Police Department at the earliest possible time to an appropriate party or facility.

1.01 POPULATION ACCOUNTING

The Huntington Park Police Department maintains five basic records with respect to arrest and population data accounting.

1) Monthly Arrest and Citation Register

This form is supplied by the Bureau of Criminal Statistics of the California Department of Justice and is referred to as JUS 750. This register is maintained daily by specifically assigned Record Bureau personnel from information supplied on the Department's Standard Booking Slip.

The Custody Officer is responsible for completing the booking slip immediately at the time of booking. Record Bureau personnel are responsible for forwarding the Monthly Arrest and Citation Register to the Department of Justice no less frequently than once each calendar month.

2) Jail Register Log

This is a running daily log maintained by the Jailer. The information reflected on the log includes:

- a. Arrest number
- b. Name
- c. Date received
- d. Accompanying officer
- e. Charge
- f. Sex
- g. Age
- h. Race
- i. Place of birth
- j. Occupation
- k. Residence address
- l. Date released
- m. Hour released
- n. Time in
- o. Time out

The Huntington Park Inmate Log is reviewed no less frequently than once a day by the on-duty Watch Commander.

3) JUS 8715 Disposition of Arrest and Court Action Form

It is the policy of the Huntington Park Police Department to prepare and forward to the appropriate court or qualified legal agency a Department of Justice JUS 8715 Form on all bookings involving adult inmates.

4) Department of Justice Periodic Computer Compilations of Arrest Data

It is the policy of the Huntington Park Police Department to review and retain in the Record Bureau all periodic computer compilations and printouts of all arrest data compiled and forwarded by the Department of Justice. Access to this material is limited to the appropriate command level in the department.

In addition to the foregoing Population Accounting reports, the department maintains on request of the appropriate command level such special population statistics and reports as may be required.

5) Monthly Log for the Confinement of Juveniles

It is the policy of the Huntington Park Police Department to account for the number of juvenile offenders taken into custody. The State of California Department of Youth Authority requires a monthly report of the number of juveniles placed in secure confinement, for any length of time.

1.02 RECORD MAINTENANCE

It is the policy of the Huntington Park Police Department to maintain individual arrest files on all

persons in custody in the department. At the time of booking, the Custody Officer is responsible for listing on the booking slip accurately and completely all personal property taken from the inmate.

All personal property taken from an inmate shall be sealed in plastic bags, together with a copy of the booking slip, and placed in a safe, secure storage locker in the jail facility. All personal property taken from an inmate shall be:

Promptly returned to the inmate at the time of his or her release by the department; or remanded to the Sheriff's custody and control at the time that the inmate is transferred to the court for arraignment; or remanded to the custody of such other law enforcement agency as may be taking custody of the inmate; or turned over to the parent, legal guardian, spouse, conservator, or such other individual having legal custody of the inmate only with the consent of the inmate and as directed by the Watch Commander.

All personal property mentioned in the above section specifically excludes any property seized by the arresting officer as evidence in the commission of any crime and placed in the department's property system.

It is the policy and practice of the Huntington Park Police Department to maintain accurate and up-to-date fiscal records indicating cost data for the detention facility. Such cost data shall include, but not be limited to, data reflecting:

- 1) Current expenditures for consumables such as food, blanket and mattress cleaning, clothing and personal hygiene items.
- 2) Allocated staff costs.
- 3) Expenditures for safety and security equipment.
- 4) Expenses for special forms, fingerprint supplies, hand cleaners and photography needs.
- 5) Medical and transport costs associated with the local detention facility and for which the City of Huntington Park is legally obligated.
- 6) Obligated costs of detention in facilities other than the Huntington Park Jail.
- 7) Capital and improvement costs including costs associated with repair of the facility due to damage or destruction, net of reimbursable items pursuant to Penal Code Section 606.

Information regarding such costs shall be available from the following records:

- 1) Department supply purchase records
- 2) Department budget performance records
- 3) City Finance Department requisition and payment vouchers
- 4) City and Department personnel records

It is the policy and practice of the Huntington Park Police Department to maintain a written record of all incidents which result in physical harm, or serious threat of physical harm, to any employee, inmate or other person in the detention facility. The Jailer is responsible immediately after the occurrence of such incident to file a Department Incident Report form completely and concisely

documenting the incident. Such report shall be styled "Jail Incident" and shall be numbered and logged in the Department Report Log System. The Watch Commander is required to file such an Incident Report on all events of special importance occurring in the detention facility. All Jail Incident Reports must be completed on the shift in which the incident occurred.

The filing of a Jail Incident Report shall not relieve the Jailer of the responsibility of filing a standard Department Crime Report, where a violation of law has occurred. Such Crime Report shall be reported and logged on the standard Crime Report form.

In addition, where personnel are injured or property damage has occurred, the injured employee shall be responsible for filing an Injured-on Duty Report together with such insurance reporting forms as may be required. Where property damage has been incurred, the Watch Commander shall insure that a City Property Damage Report is filed.

1.03 SEGREGATION

The purpose of segregation of inmates by classes is to protect the person segregated and to protect the security within the detention facility.

California law mandates certain basic requirements for segregation which are included in this Section for reference. This portion of the Jail Manual should be considered in conjunction with the department's classification and medical plans. The following are mandated policies and procedures of the Huntington Park Police Department in conformity with California law.

Female inmates are to be segregated from male inmates (Penal Codes Sections 4001 and 4002). Refer to department classification plan for rules regarding assignment of detention facilities.

All juveniles shall be segregated from adult inmates. (Welfare and Institutions Code 208). Refer to Jail Manual classification plan and Jail Manual Section Five for rules regarding assignment of detention facilities.

Persons charged with crimes shall be segregated from persons held as material witnesses under an order imposing punishment for contempt of court, or under civil process. Each of these non-criminal classes shall be segregated from the other two (Penal Code Sections 4001 and 4002).

All inmates will be segregated according to their degree of criminal sophistication.

At the time of booking, the Custody Officer is required to inquire as to the existence of certain specified communicable diseases or special medical problems. Refer to the Medical Procedures Section of this Jail Manual. In addition, the arresting officer and the matron conducting the search of female inmates are required to call to the Custody Officer's attention any knowledge of and/or conditions suggesting the presence of a communicable or contagious disease. The Custody Officer shall immediately notify the Watch Commander of the presence of the condition.

If the inmate is retained in custody, he must be segregated. The Custody Officer, with the approval

of the Watch Commander, may recommend transport of such individuals to an appropriate medical facility.

All disease conditions are to be presumed to be serious and potentially contagious.

All mentally disordered inmates are to be transferred to an appropriate facility as soon as practicable after booking.

All mentally disordered inmates are to receive segregated facilities while in the custody of the department. Refer to the Medical Procedure Section of the Jail Manual for department procedures regarding handling such cases. An inmate is presumed to be mentally disordered if he or she appears to be a danger to himself or others or if the inmate appears gravely disabled. The Watch Commander is responsible for securing a physician's opinion as to the condition of such individual as soon as practicable at the time of booking.

All mentally disordered or mentally deficient inmates are to receive safe and humane treatment at all times they are in the custody of the police department.

In all cases involving mentally disordered or mentally deficient offenders, the Custody Officers are responsible for noting such special conditions together with the disposition of the individual on the department booking slip.

The Custody Officer, with the knowledge and approval of the Watch Commander, may make arrangements for the administrative segregation of offenders who pose a threat to the peace and security of the jail facility and/or present a danger to themselves or others because of their behavior.

Persons who may be likely to require such administrative segregation include the following types:

- Escape risks
- Assaultive behavior personalities
- Aggressive and overly passive homosexuals
- Mentally deficient personalities
- Especially shy, withdrawn personalities
- Individuals evidencing emotional instability.

Custody Officers are required to be especially watchful of inmates both at booking and throughout the time an individual is in custody and to immediately report evidence of abnormal or unusual behavior to the Watch Commander.

No form of segregation shall result in the denial of any customary jail benefits.

1.04 PUBLIC INFORMATION PLAN

The Huntington Park City Jail is classified as a Type I local detention facility by the State Board of Corrections. As such, the public and persons in custody shall have ready access to the following publications as mandated in Title 15, Section 1045.

- 1) Guidelines for the Establishment and Operation of Local Detention Facilities.

- 2) California laws pertaining to County and City Adult Detention Facilities (6030 P.C.)
- 3) Facility rules and procedures affecting inmates as specified in Title 15 in the following sections:
 - a. 1043 Inmate Welfare Fund – Accounting
 - b. 1045 Public Information Plan
 - c. 1061 Inmate Education Plan
 - d. 1062 Visiting
 - e. 1063 Correspondence
 - f. 1064 Library Service
 - g. 1065 Exercise and Recreation
 - h. 1066 Books and Newspapers
 - i. 1067 Access to Telephone
 - j. 1068 Access to Courts and Counsel
 - k. 1069 Inmate Orientation
 - l. 1070 Individual / Family Service Programs
 - m. 1071 Voting
 - n. 1072 Religious Observances
 - o. 1073 Inmate Grievance Procedure
 - p. 1080 Rules and Disciplinary Penalties
 - q. 1081 Plan for Inmate Discipline
 - r. 1082 Forms of Discipline
 - s. 1083 Limitations on Discipline
 - t. 1200 Responsibility for Health Care Services

Copies of the Public Information Plan will be physically maintained in the jail office and at the front service counter of the Huntington Park Police station.

Further, it is the policy of the Huntington Park Police Department to provide accurate and timely information to members of the public with a right and need to know on all adult persons arrested by this department. Such information includes:

Name of the person arrested	Date of Arrest
Charge for which arrested	Estimated date of arraignment
Law Enforcement disposition, if known	

Persons to whom such information is to be provided include:

Spouses	Relatives	Parents / Legal Guardians
Next of Kin	Bond Persons	Other Law Enforcement Agencies
Parole/Probation/Diversion Personnel		Authorized Members of the Press

Nothing in this section shall be construed to allow or permit the release of any information regarding juvenile offenders to the press or general public.

Information regarding arrested persons may be given by the following personnel:

Watch Commanders	Custody Officers	Dispatch Personnel
Investigative Officers	Arresting Officers	Records Personnel

1.05 PUBLIC ACCESS TO INMATES

Due to the short-term nature of detention of inmates in the Huntington Park City Jail and the lack of public interview facilities, the department, as a general rule, does not permit public access for inmate interviews including access by the press.

The Watch Commander is authorized to grant public access to the facility only for emergency purposes. Nothing in this section shall be construed as limiting or denying the right of access to any person in custody to consult with legal counsel at any time during their detention. For purposes of this section, attorneys duly representing a person in custody are not deemed members of the general public, but officers of the court. The Watch Commander may also upon determination of necessity and providing for the security of the facility and all persons therein, allow limited access to inmates for purposes of posting bail, parole or probation conference or medical attention.

1.06 JAIL STAFFING

There will be a Watch Commander on duty 24 hours a day.

There will be at least one (1) Custody Officer on duty at ALL times. The jail responsibilities of the Custody Officer will take precedence over any and all other assignments outside the jail facility.

The Custody Officer will be immediately available and accessible to arrestees in the event of an emergency.

The Custody Officer shall eat his/her lunch in the jail proper if he or she is the only Custody Officer on duty in the jail facility.

If there is no Matron on duty to be readily available and accessible to female arrestees in case of an emergency, female prisoners will be transported to a County Jail Facility.

1.07 JAIL SECURITY

The following rules shall apply with respect to the booking of any person at the Huntington Park Jail Facility and these rules are to be strictly adhered to at all times.

1. All arrestees entering the jail facility from any outside source are to be searched according to the arrestee search procedure.
2. No smoking is permitted in the jail facility at any time by arrestees.
3. No matches or inflammable materials are to be maintained in the jail facility at any time.
4. The Custody Officer is responsible for periodically, and no less frequently than once an hour, walking through and inspecting the entire jail facility.

5. No maintenance work is to be performed in the facility under any circumstances by any outside contractor or City personnel without the Custody Officer being present at all times.
6. All persons, not employees of the Huntington Park Police Department who are permitted access to the jail facility by the Watch Commander shall be properly identified by a clearly visible I.D. card.

If the Custody Officer has reason to believe that any cell contains contraband or that any prisoner is in control of contraband, the Custody Officer shall notify the Watch Commander and may search the cell and the arrestee. Additionally, periodic searches of the jail facility will take place and be indicated on the "Daily Jail Check Logs".

The Watch Commander is responsible for periodically and no less frequently than twice during each tour of duty for walking through and inspecting the jail facility.

The Jail Commander shall personally conduct inspections of the jail facility and review jail operations at least once each month.

1.07.1 Safety Checks

The facility administrator shall develop and implement policy and procedures for conducting safety checks that include, but are not limited to, the following:

- (a) Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all people held and housed in the facility.
- (b) There shall be no more than a 60-minute lapse between safety checks.
- (c) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.
- (d) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in section 1055, section 1056, and section 1058 of these regulations.
- (e) There shall be a written plan that includes the documentation of all safety checks. Documentation shall include:
 - (1) the actual time at which each individual safety check occurred;
 - (2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,
 - (3) Initials or employee identification number of staff who completed the safety check(s).
- (f) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.

1.08 ACCESS TO JAIL FACILITY

The on-duty Watch Commander is accountable for approving access to the jail facility for all persons.

Outside the normal course of their duty, no person shall enter the jail facility without the express permission of the Watch Commander.

No K-9 unit will be allowed in any portion of the jail facility unless under the direct supervision of the Watch Commander.

Vendors, maintenance crews, attorneys and persons entering the jail facility, other than officers in the normal course of their duties, shall be noted on the jail log or in the appropriate arrestee's package.

1.09 SCREENING NEWLY RECEIVED ARRESTEES FOR RELEASE

1) Section 849(b)(2) Releases

Any adult arrested by the Huntington Park Police Department for alcohol intoxication who has not been arrested by this agency during the previous thirty (30) days, and who has no additional charges or wants, shall be released per Section 849(B)(2) P.C., after a minimum of five hours or when sober. The Watch Commander may authorize exceptions to this release policy on a case by case basis, taking into account party disturbances or an extremely combative arrestee(s).

2) Section 853.6 PC (Cite Out) Releases

The on-duty Custody Officer shall be responsible for screening all adult arrestees to ascertain which arrestees meet the criteria for being Cited Out of the jail facility. The Custody Officer shall then give the Watch Commander a list of prisoners he or she feels are eligible for being Cited Out. The Watch Commander will then make the determination as to which persons are to be cited out and advise the Custody Officer accordingly. The Custody Officer will then cite out the eligible arrestees.

*The criteria used to determine which arrestees can or cannot be Cited Out is outlined in Section 853.6 of the California Penal Code.

NO ARRESTEES ARE TO BE CITED OUT WITHOUT APPROVAL OF THE ON-DUTY WATCH COMMANDER.

1.10 ADMINISTRATIVE REVIEW OF AN IN-CUSTODY DEATH

Upon discovering the death of an inmate, the Jailer shall notify the Watch Commander immediately. The Watch Commander shall notify the Detective Division Commander, Assistant Chief of Police and the Chief of Police of an inmate's death.

In the event an inmate dies while in custody at the Huntington Park Police Department (HPPD) jail, the following notifications and procedures will be enacted pursuant to Penal Code Section 5021.

As provided in Section 27491 of the Government Code, any death that occurs in the HPPD jail will be reported to the Chief of Police, or his designee, and the L.A. County Coroner's office within a reasonable time, **not exceeding two (2) hours**. The death will be reported to the District Attorney's office as soon as a representative of the office is on duty.

After completing the initial investigation concerning the inmates death, the Assistant Chief of Police will contact the Los Angeles County Health Department, Jail Program. The unit will assist in conducting a medical review concerning the death. A thorough review of jail operation policies and procedures will follow to detect and correct any noted deficiencies.

The initial report of the death of an inmate may be transmitted by telephone, direct contact or written notification to the Chief of Police, County Coroner's office and the District Attorney's office. The report shall outline all pertinent facts known at the time, all persons to contact and any other information deemed pertinent by the reporting officer.

The initial death report shall be supplemented by a written report submitted to the Chief, Coroner and District Attorney **within eight (8) hours of the discovery of death**. This written report shall include all circumstances and details of the death known at the time the report was prepared, and shall include the names of all persons with knowledge of the death circumstances. This conforms to Penal Code sections 5021 (b) and (c).

California Government Code section 12525 requires agencies to prepare a written report to the California Attorney General within **ten (10) days**, stating all facts concerning the inmate's death while in custody. The written notification may consist of incident reports, Coroner's reports, death certificates and other reports containing information relating to the death.

Except for those matters deemed privileged information by the Attorney General, this written report must be made available for inspection by interested parties. Death in custody reports shall be forwarded to:

**Criminal Justice Statistical Center
Attention: Death In Custody Program
P.O. Box 903427
Sacramento, Ca 94203-4270**

1.10.1 Death in Custody

- a. The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.
- b. The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident. Adult Title 15 Minimum Standards Effective 4/1/2025 32

Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

- c. The facility administrator shall submit a copy of the initial review report of every in custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.

The initial review report shall contain the following information:

- 1) Demographic information
 - a. Full name of the decedent
 - b. Date of birth
 - c. Date of death
 - d. Time of death
 - e. Gender
 - f. Race and ethnicity
 - g. Relevant medical history
- 2) Facility Information
 - a. Name and location of the detention facility
 - b. Description of the location where the death occurred within the facility
 - c. Date and time of the incident
 - d. Detention facility personnel (including names and roles) involved in the reporting of the death or incident
- 3) Any relevant circumstances leading up to death, including behavioral health or medical issues.
 - a. In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

1.11 INMATE DISCIPLINE

Due to the short-term nature of confinement in the Huntington Park City Jail, there is no long-term discipline program required in the jail facility.

The following notice is posted conspicuously throughout the jail facility. This sign is in both the English and Spanish languages.

"Defacing or damaging jail property is a felony, 4600 Penal Code."

In addition, the Custody Officer is required to have each person booked into the jail facility read and sign a "4600 Penal Code Destruction of Jail" form at the time of booking. The form is published in both the English and Spanish languages.

The Custody Officer is required to report all disciplinary matters immediately to the Watch Commander who is designated the Disciplinary Officer for the jail facility. The Watch Commander is required to immediately review all violations of inmate discipline, as well as all inmate complaints, and to prepare a written memorandum of the facts and his conclusions for submission to the appropriate level of command.

In the event of 4600 Penal Code violations, a crime report shall be filed which shall, in appropriate cases, be filed with the court for such legal action as may be arranged under the circumstances.

No person who is an arrestee in the Huntington Park City Jail Facility, nor any group of arrestees, shall be allowed to administer, perform, or inflict any form of discipline, punishment or corrective action on any other arrestee or group of arrestees under any circumstances. (Penal Code Section 4019.5)

Nothing in this section shall preclude the recovery of damages to the jail facility caused by violations of Section 4600 of the California Penal Code. Nothing in this section shall preclude the recovery of damages by any employee of the City of Huntington Park for the personal injuries sustained in the course of performance of their jail duties. Nor shall any limitations in this section be construed to prohibit the right of the Custody Officer or the Watch Commander to take such action with any arrestee or group of arrestees as may be necessary to provide for the security of the jail facility or the safety of all persons therein.

1.12 USE OF FORCE

Force shall never be used on an arrestee as a means of punishment by any member of the Huntington Park Police Department. However, members of the Huntington Park Police Department may use reasonable force when necessary to overcome physical resistance offered by an arrestee in disobedience of a lawful order.

1.12.1 Officer / Employee Responsibility

Anytime physical force of any kind is used by any member of the Police Department while in the jail facility, the Watch Commander will be notified immediately. The use of force shall be documented on a supplemental report and shall contain an accurate, specifically detailed description of the type of force used, the reasons for the necessity for the use of force, the extent of injury to the suspect, and any other pertinent information the officer wishes to include in the report. The reporting officer shall also indicate in the report, the rank and names of his/her superiors that were informed of the use of force.

1.12.2 Supervisor / Watch Commander Responsibility

The Field Supervisor or Watch Commander shall personally monitor those incidents where force is used. The supervisor shall gather any follow-up information to verify that the force used was reasonable, necessary and accurately documented in the report. The supervisor may interview the suspect, additional witnesses, or other officers present at the scene to gather such information and may take photographs of the injuries, if appropriate.

The supervisor approving a report involving a use of force is verifying that the use of force was reasonable and properly documented.

If it is the opinion of the supervisor, after reviewing the circumstances surrounding the use of force, that unnecessary or excessive force was used, the supervisor shall complete an internally initiated personnel complaint to be forwarded to the Office of the Chief of Police for disposition.

1.13 USE OF RESTRAINT DEVICES

It is the policy of the Huntington Park Police Department that medical restraints will not be used on persons in the jail facility. Should an inmate exhibit behavior that, in the opinion of the officer and Watch Commander, is bizarre and/or dangerous to his/herself or others, that inmate will be transported to a facility that can adequately assess the inmate's condition and arrange placement. (MLK, Twin Towers, LAGH-Jail Ward)

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

1.14 INMATE TELEPHONE PROCEDURES

A sign explaining to adult arrestees their telephone call rights is clearly posted outside the booking cell. The sign is printed in both English and Spanish and reads as listed below.

1.14.1 Adults

Under Section 851.5 P.C., a person arrested has the right to make **three (3)** completed telephone calls immediately upon being booked or no later than three (3) hours after arrest. These **three (3)** telephone calls are to be at no expense if completed to a local dialing area and at the arrested person's expense if outside the local area. These calls are to be completed to any of the following:

- 1) An attorney of the arrestee's choice or, if he/she has no funds, the public defender, or other attorney assigned by the court to assist indigents, whose telephone number shall be posted. The phone call shall not be monitored, eavesdropped upon or recorded.
- 2) A bail bondsman.
- 3) A relative or other person.

1.14.2 Juveniles

Phone calls are to be completed within one (1) hour of booking and juvenile arrestees must be advised of this right. (See pre-screening form in Jail Manual). These calls are to be completed to any of the following:

- 1) An attorney of his/her choice.
- 2) A parent.
- 3) A clergyman.

This section does not relieve the arresting officer of the requirement to contact the parent of the juvenile.

These telephone calls shall be given immediately upon request or as soon as practicable. Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor.

The Watch Commander, in certain circumstances that may arise, may restrict telephonic access by arrestees to crime victims and/or witnesses as necessary to protect the safety of victims or witnesses and prevent the continuation of an on-going criminal act.

1.14.3 24 Hour Accessibility

The Huntington Park City Jail has installed, in each adult cell, tamper-resistant telephones for the use of the jail population. These telephones allow the inmates to make unlimited local, intrastate and interstate calls, 24 hours a day. The Watch Commander may restrict the accessibility to these phones as necessary to protect the welfare of victims or prohibit the interference of an on-going criminal investigation

1.15 VISITING OF PRISONERS

It is the policy of the Department to permit prisoners to be visited:

- 1) Between the hours of 11:00 a.m. and 1:00 p.m. daily;
- 2) By an attorney (confidential consultation at anytime);
- 3) By a bail bondsman;
- 4) By a priest or physician;
- 5) By minor children in the company of a responsible adult;
- 6) By relatives and friends;
- 7) For a duration generally not to exceed 15 minutes;
- 8) At the selected interview rooms;
- 9) Visitors and any packages, including attorney attaches may be subject to a cursory or pat down search prior to the visitation for security reasons;
- 10) However, such a visit may be restricted as to time and duration depending on the need for security and the administration of the jail facility.

The Watch Commander has the authority to make exceptions to any of the above provisions. Jailers shall log all prisoner visitations on the back of the booking slip.

1.16 MEALS FOR INMATES

All meals fed to prisoners shall meet, at minimum, the state nutritional requirements of Title 15 of the California Code of Regulations.

The weekly menu shall be provided by the LASD (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.

Each inmate shall be provided a wholesome, nutritionally balanced diet. Nutrition levels shall meet the Recommended Dietary Allowances and Dietary Reference Intakes as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Science.

Inmates shall be provided three meals each day, one of which shall be served hot. Variations to the one hot meal per day requirement may be allowed to accommodate religious observances, religious meal programs, and institution emergencies. The breakfast meal shall be served not more than 14 hours following the previous days evening meal.

See attached Food Service Plan for further.

*Inmates that are brought into the facility between regularly scheduled meals will be provided with a beverage and a sandwich or a substitute meal.

1.16.1 Food Storage, Preparation, and Cooking Instruction, Maintenance

All jail meals are provided by the LASD (Los Angeles Sheriff's Department) Food Services and meet the minimum nutritional standards of the L.A. County Housing & Institutions, Environmental Health Department and Title 15 of the California Code of Regulations.

Newly obtained meals and all refrigerated items will be placed in the rear portion of the coolers, moving all older items to the front to be used sooner (First In First Out – FIFO). Refrigerated items will be stored in the jail refrigerator. No personal, non-jail food items will be stored in the jail refrigerator or freezer

At mealtime, the on-duty jailer will wash his/her hands with warm water and soap. He/she will then remove one complete meal from the freezer for each prisoner housed at the Huntington Park Jail.

- i. The meal will be immediately placed in the microwave oven, where it will remain for the period of time recommended by the distributor, to ensure thorough heating.
- ii. The jailer will use proper care and caution when handling hot food items by use of an oven mitt.
- iii. Prior to removing the meals from the microwave oven, the jailer will once again wash his/her hands with warm water and soap and will put on one pair of disposable latex gloves.

- iv. The meals will then be removed from the oven, using heat resistant safety mittens.
- v. The meals will then be delivered, unopened, directly to the inmate, along with a beverage and necessary eating utensils. A clean plastic serving cart will be used to transport the prepackaged meal from the kitchen area to the cell area. Hot meals must be served immediately after being taken from the oven. Food left unattended after cooking is to be disposed of.
- vi. Maintenance of jail facilities including laundry and food preparation equipment shall be requested thru the Administrative Sergeant at Extension 686.

See attached Food Service Plan for further (Sec. 1.16.5 Appendix “A”)

1.16.2 Consumption and Removal of Meals

All inmates will be allowed a reasonable time, approximately 15 minutes, to consume their meals. After the inmate completes his/her meal, the on-duty jailer will collect all uneaten food, food plates, utensils, cups and trash from the jail cell. The plates, utensils, cups and trash will be discarded in an appropriate container. No plate, utensil or cup shall be recycled into the jail kitchen or jail area. Inmates are not allowed to retain any cups or utensils for later use.

1.16.3 Special Diets/Medical Diets/Disciplinary Diets/Isolation Diets

Special diets for medical or other reasons cannot be accommodated in the Huntington Park City Jail. Persons requiring any form of special diet shall be brought to the attention of the Jail Manager or the Watch Commander who shall make a determination for the release of the inmate via citation; O.R. or transfer to another jail facility.

The Huntington Park City Jail does not engage in the serving of or have provisions for a disciplinary isolation diet.

Pregnant and Lactating females that are held at the Huntington Park Jail Facility may be given double the regular meal portions. Pregnant and Lactating females shall be given two servings of milk at each meal.

1.16.4 Orientation and Ongoing Training

Huntington Park Police Department Jailers will obtain and maintain the required Food Safety Management Certificates ensuring ongoing training in food service for jail personnel.

Appendix “A”

**HUNTINGTON PARK
POLICE DEPARTMENT**

***Jail Food
Service Plan***

**Cosme Lozano
Chief of Police**

“Dedicated To Service”

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 1 B PLANNING MENUS

A. Weekly Menus

The weekly menu shall be provided by the LASD (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.

Each inmate shall be provided a wholesome, nutritionally balanced diet. Nutrition levels shall meet the Recommended Dietary Allowances and Dietary Reference Intakes as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Science.

Inmates shall be provided three meals each day, one of which shall be served hot. Variations to the one hot meal per day requirement may be allowed to accommodate religious observances, religious meal programs, and institution emergencies. The breakfast meal shall be served not more than 14 hours following the previous days evening meal.

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 2 B PURCHASING & RECEIPT

A. Purchasing food

In accordance with Title 15 and the California Retail Food Code (CalCode) all foods shall be obtained from sources that comply with all applicable laws. The following vendor shall be used:

Los Angeles Sheriffs Department Food Services Unit
Central Kitchen CRDF

Contacts:

Benson Li, Manager (213) 893-5866 or (213) 247-4667
Ralph Serrano, Head Cook (323) 568-4571

Attached is the "Meal Order Form" which must be sent by email to FoodServicesHuntingtonPark@lasd.org or faxed to (323) 568-4713

B. Receipt of food

Food shall be inspected as soon as practical upon receipt to any use or storage by the on-duty Jailer. Food shall be accepted only if the inspection conducted upon receipt determines that the food satisfies the following:

1. Food was prepared by the approved sources
2. It was received in a wholesome condition
3. It was received in packages that are in good condition and that protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants.
4. Food is in containers and on pallets that are not infested with vermin or otherwise contaminated.

C. Recall of Food Products

From time-to-time products may be contaminated with bacteria or other harmful substances. The following shall apply to the recall of such foods:

Los Angeles County Sheriff's Department (LASD) subscribed to the USDA/FDA recall notices. Once there is a food product on the recall list, LASD will receive a notice. LASD will check the list against their inventory. They have made up the proportion trays with cook chill items that they have cooked to 180 degrees above following the HACCP plan. The products are chilled to below 41 degrees and stored in a deep chill cooler for product safety.

LASD food buyers will verify with our vendors if there is a known recall to ensure food safety for all parties. If an item in their ingredients is under recall, all prepared items will not be used and they will notify the health department immediately.

It is the policy of LASD to maintain a sample of each cook and chill product. LASD will send the sample for product testing if there is any doubt about the food safety of that product.

If LASD receives any of the recalled products, that product will be wrapped and put aside in a designated area to be returned to the vendor.

If LASD has distributed the items to the City and Sheriff's Jails that have been recalled, LASD will notify concerned parties immediately. The jails will also be instructed to take appropriate actions to the recalled products.

During massive recalls by USDA or FDA, LASD will verify with the vendor insuring the existing inventory is not on the recall list. The Health Department and all jails will be notified of such results that their product is involved in the active recall.

Any questions about the products that Los Angeles Sheriff's Department produced or distributed please direct questions to:

Benson Li, Manager
Los Angeles County Sheriff's Food Service Unit
(213) 893-5109 or e-mail BPLi@lasd.org

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 3 B STORAGE AND INVENTORY CONTROL

A. Storage

In accordance with Title 15 and the California Retail Food Code (CalCode) all foods shall be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination. Ready to eat food must be stored away from or above raw foods, such as uncooked meat, poultry or pork. Unpackaged food, which has been previously served, shall not be served to another person.

In accordance with Health and Safety Code, **113996** (a) Except during preparation, cooking, cooling, transportation to or from a retail food facility for a period of less than 30 minutes, or when time is used as the public health control as specified under Section 114000, or as otherwise provided in this section, potentially hazardous food shall be maintained at or above 135°F, or at or below 41°F.

Maintaining proper holding temperatures are one of the most important factors preventing food borne illness. Proper holding for potentially hazardous foods are as follows:

- Hot foods shall be kept at 135 degrees Fahrenheit or above.
- Cold foods shall be refrigerated at 41 degrees Fahrenheit or below.
- Frozen foods shall be kept at 0 degrees Fahrenheit or below.

The on-duty Jailer shall check the refrigeration and freezer units and record the temperatures on a daily and shift basis. These records will be kept available in the jail kitchen. The jail manager shall audit these records periodically.

B. Inventory Control

Fresh food inventory shall be kept for no more than one week and replaced every Tuesday with a fresh deliver. Frozen food shall be kept for no more than two weeks and be replaced with fresh frozen meals on a Tuesday delivery.

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 4 B FOOD PREPARATION

A. Food Preparation

In accordance with Title 15, California Retail Food Code (CalCode) and the Health and Safety Codes, 113818, all foods shall be prepared as follows:

(a) "Limited food preparation" means food preparation that is restricted to one or more of the following:

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
- (2) Dispensing and portioning of non-potentially hazardous food.
- (3) Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
- (4) Slicing and chopping food on a heated cooking surface during the cooking process.
- (5) Cooking and seasoning to order.

(b) "Limited food preparation" does not include any of the following: slicing and chopping unless it is on the heated cooking surface, thawing, cooling of cooked potentially hazardous food, grinding raw ingredients or potentially hazardous food, reheating for hot holding, washing of foods, and cooking of potentially hazardous foods for later use.

Cooking times - Health and Safety Codes, 114004, 114008, 114093, all foods shall be prepared as follows:

Proper cooking of potentially hazardous foods at correct temperatures is essential to kill bacteria, viruses and parasites, as well deactivate some bacterial toxins. The following are the minimum internal cooking temperatures:

- Poultry, stuffed meats, pasta stuffed with meat leftovers: 165° F.
- Ground meats, including ground beef (non-poultry): 155° F.
- Eggs, pork and most other potentially hazardous foods: 145°F.

Foods cooked in a microwave oven must be stirred or rotated often during cooking and need to be covered and heated throughout to a minimum temperature of 165° F. Never cook or reheat using hot holding equipment and never add raw food to food that has already been cooked.

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 5 B FOOD SERVING & SERVICE

A. Meal Service & Food Handling Procedures (Section 27605 California Uniform Retail Food Facilities)

At the Huntington Park Police Department Jail, inmates shall not prepare or serve meals. All food handlers shall maintain a high standard of personal hygiene. Food handlers serving or handling food or eating utensils for inmates must comply with all applicable laws and regulations pertaining to food service. The following procedures govern food service to inmates at the Huntington Park City Jail:

B. Personal Cleanliness

In accordance with Title 15, California Retail Food Code (CalCode) and the Health and Safety Codes, 113953.3, 113967, 113973 - 76 all foods shall be served as follows:

Employees must conduct themselves in such a manner that they do not contribute to the contamination of any food. No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces or utensils. Employees serving food shall thoroughly wash their hands and that portion, if any, of their arms exposed to direct food contact with cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinse them. Employees shall wash their hands in all of the following instances:

- 1) Immediately before engaging in food preparation including working with prepackaged foods.
- 2) After touching bare human body parts other than clean hands and clean exposed portion of arms
- 3) After using the toilet room
- 4) After coughing or sneezing using a handkerchief or disposable tissue, using tobacco, eating or drinking.
- 5) Before donning gloves for working with food and after engaging in other activities that contaminate the hands.

C. Health & Sanitation

Employees must wear clean clothing and uniforms at all times. All employees shall thoroughly wash their hands and arms by vigorously rubbing them with cleanser and warm water, paying particular attention to areas between the fingers and around and under the nails, rinsing with clean water. Employees must wash their hands before handling or serving inmate meals, immediately after using toilet facilities, and at other times as necessary to prevent contamination of food or utensils. Since the plastic cover is not removed from the food, hair restraints are not required for food handlers.

The Huntington Park Police Department building and jail are “no smoking” facilities. In addition, no tobacco products in any form are allowed in any area where food is prepared, served or stored or utensils are cleaned or stored.

All personnel assigned to jail responsibility shall have been medically cleared before their assignment. This is accomplished through the medical clearance process of initial hiring.

D. Food Inspection

Employees serving food to inmates shall visually inspect the food prior to service to verify the meal complies with the approved Huntington Park Police Department menu.

Employees serving food to inmates shall verify that the meal is being served according to manufacturer’s cooking instructions.

Any food that appears contaminated or where the employee believes the meal is not in compliance with the approved menu must be discarded. The Watch Commander shall be notified of such action.

Employees shall check the temperature daily on the refrigerator and freezer. Employees shall complete the daily log sheet located in the kitchen by indicating on the log sheet the date, temperature, initials of the Jailer and any comments pertaining to the check. The Watch Commander, Jail Supervisor, or Jail Manager shall be notified immediately of any inconsistencies in the temperature of either the refrigerator or freezer.

Prisoner meals shall be served immediately.

E. Frequency of Food Service

Frequency of Meals - Meals shall be served three times in any 24-hour period. At least one of these meals shall include hot food. If more than 14 hours pass between these meals, supplemental food must be served. Designated meal hours: 5:00 am, 12:00 noon, 5:00 pm.

Minimum Diet - All menus are developed by the LASD Food Services Unit Manager and evaluated annually by the Los Angeles County Department of Health Services and meet or exceed the nutritional requirements described as required by Title 15.

Food Removal - Plates, utensils and unconsumed food shall be collected no sooner than 30 minutes, and no later than 90 minutes after it is served. The jailer removing the meal must verify that the plastic eating utensils have been returned and not retained by the inmate. At the discretion of the jailer, the inmate may be allowed to retain one Styrofoam or paper cup for drinking water. Any leftover food shall be removed from the jail area and discarded in the appropriate trash receptacles.

Food Services Plan - The Food Services Plan shall be found and or posted in the Jail and Watch Commander’s Office, and is available to jailers and/or other personnel serving food at all times.

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 5 B FOOD SERVING & SERVICE

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The Huntington Park Police Department building and jail are “no smoking” facilities. In addition, no tobacco products in any form are allowed in any area where food is prepared, served or stored or utensils are cleaned or stored.

All personnel assigned to jail responsibility shall have been medically cleared before their assignment. This is accomplished through the medical clearance process of initial hiring.

D. Food Inspection

Employees serving food to inmates shall visually inspect the food prior to service to verify the meal complies with the approved Huntington Park Police Department menu.

Employees serving food to inmates shall verify that the meal is being served according to manufacturer’s cooking instructions.

Any food that appears contaminated or where the employee believes the meal is not in compliance with the approved menu must be discarded. The Watch Commander shall be notified of such action.

Employees shall check the temperature daily on the refrigerator and freezer. Employees shall complete the daily log sheet located in the kitchen by indicating on the log sheet the date, temperature, initials of the Jailer and any comments pertaining to the check. The Watch Commander, Jail Supervisor, or Jail Manager shall be notified immediately of any inconsistencies in the temperature of either the refrigerator or freezer.

Prisoner meals shall be served immediately.

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Food Removal - Plates, utensils and unconsumed food shall be collected no sooner than 15 minutes, and no later than 15 minutes after it is served. The jailer removing the meal must verify that the plastic eating utensils have been returned and not retained by the inmate. At the discretion of the jailer, the inmate may be allowed to retain one Styrofoam or paper cup for drinking water. Any leftover food shall be removed from the jail area and discarded in the appropriate trash receptacles.

Food Services Plan - The Food Services Plan shall be found and or posted in the Jail and Watch Commander’s Office, and is available to jailers and/or other personnel serving food at all times.

HUNTINGTON PARK POLICE DEPARTMENT

Jail Food Service Plan

SECTION 6 B EMERGENCY FEEDING PLAN

In the event there is an emergency that would prevent food delivery/serves of food by LASD Food Service Unit, food can be purchased from one of the following locations using the corporate credit card account or petty cash:

Smart & Final
3111 Florence Avenue, Huntington Park CA 90255
(323) 923-3456

1.17 PERSONAL CARE AND HYGIENE

All prisoners who are held over twenty-four (24) hours and request a towel, toothbrush, toothpaste, soap, comb and shaving implements shall be furnished these items. All prisoners will be furnished toilet tissue as needed.

1.17.1 Female Personal Care Items

All female arrestees shall be issued sanitary napkins and/or tampons as needed.

1.17.2 Showers

After classification to a cell, an arrestee may be permitted to shower, and every other day if a shower is requested and/or there is an obvious need. The inmate will be supplied with bar soap, a razor (if requested and supervised) and a freshly laundered towel.

1.17.3 Bedding and Linen

All inmates entering the Huntington Park City Jail, who are expected to remain overnight, shall be issued the following:

- One serviceable mattress which meets the requirements of Section 1272 of the Minimum Jail Standards. (*Fire Marshall Technical bulletin 121*)
- One freshly laundered blanket or more depending upon climatic conditions.
- One freshly laundered bed sheet

1.17.4 Jail Uniform Clothing

All inmates held on felony charges or who are housed in the Huntington Park City Jail's general population will wear a jail uniform. The standard jail uniform consists of a yellow pullover shirt and yellow, elastic waist pants. The shirt and pants are conspicuously stenciled with Huntington Park City Jail or HPPD Jail as a means to immediately identify the inmate as being in custody. The inmate will surrender his personal clothing, excepting socks and undershorts, to the jailer who will secure the personal clothing and issue the inmate one set of freshly laundered jail clothes. Prior to releasing the inmate from Huntington Park Police custody, the jailer will recover the jail uniform and allow the inmate to change into his personal clothing.

Any person held in custody for more than 48 hours shall be provided with fresh, clean clothing and undergarments. Jail staff shall maintain a record of all clothing exchanges, including date, inmate name or booking number, and staff initials. Washable jail-provided clothing will be collected for laundering after the person has been released or transferred.

1.17.5 Emergency Clothing

A disposable jumpsuit and foam slippers shall be issued to detainees whose personal clothing is unfit, removed as a suicide prevention measure or seized as evidence. Clothing other than evidence may be cleaned if needed and stored in the property room pending return to owner. Clothing seized as evidence will be stored in the property room pending disposition by the court.

Undergarments and socks will be provided as needed or requested.

1.18 FACILITY SANITATION

The City of Huntington Park contracts with a private janitorial service to clean the Police Facility. The jail facility is to be cleaned seven (7) days per week. The on-duty Custody Officer shall inspect the jail facility after it has been cleaned to determine that there is an acceptable level of cleanliness throughout the facility.

The Custody Officer shall also report any unsafe conditions or areas in need of repair to the Watch Commander and the jail supervisors.

The Custody Officer shall make sure that water is placed in floor drains daily, to eliminate sewer gas from entering the facility.

1.19 INMATE WELFARE FUND

In accordance with Penal Code section 4025 and Title 15. Board of Corrections, Minimum Standards for Local Detention Facilities, the following shall establish the policy regarding the appropriate use of funds dispensed from the Inmate Welfare Fund.

All funds deposited in the Inmate Welfare Fund shall be expended by the Administrative Commander primarily for the benefit, education and welfare of the inmates confined within the Huntington Park City Jail. **The City Finance Department will deposit Inmate Welfare Revenue into Revenue Account # 11-3510. Expenditures shall be disbursed from Inmate Welfare Fund Account # 111-7040-421.56-14.**

An annual itemized report of all expenditures shall be compiled by the City Finance Department and submitted to the City Council. Additionally, the report shall be posted within the jail and made available to the public and inmates by inclusion in the Public Information Plan as specified in section 1045 of Title 15, Board of Corrections Minimum Standards for Local Detention Facilities.

A bi-annual audit of the Inmate Welfare Fund shall be conducted by the City Finance Department.

1.20 JAIL ORIENTATION

All inmates, upon booking, will be advised of their rights regarding telephone privileges, visitation, hygiene, and of the availability of reading material. This information is outlined on the "Jail Orientation Form" and will be signed by the inmate and Custody Officer at the time of booking.

1.21 EMERGENCY SUSPENSIONS OF STANDARDS

California Code of Regulations, Article 2, Section 1012:

- A facility Administrator, or in his absence, the Watch Commander, may suspend any standard or requirement imposed by the California Board of Corrections or any procedure mandated by this manual in the event of any emergency which threatens the safety of a Type 1 facility, any of its prisoners, staff or the public.
- In such a suspension, Title 15, Section 1012 of the California Code of Regulations shall be complied with. Additionally, the Facility Administrator shall prepare a full written report to the Chief. This report shall set for all circumstances surrounding the suspension, including the duration and cause.
- A Departmental log entry shall be made. Should the suspension last more than 3 days, the Board of Corrections will be immediately notified via telephone, and a written copy of the report sent to:

State of California Board of Corrections
600 Bercut Drive
Sacramento, California 95814
(916) 323-8624

1.22 INMATE RECREATION AND CORRESPONDENCE

1.22.1 Reading and Entertainment

The Huntington Park City Jail is a Type I jail facility, and therefore is not required, nor is it capable of providing physical exercise or recreation for the inmates. Inmates shall be provided the L.A. Times (English) and La Opinion (Spanish) daily newspapers. Board games and playing cards shall also be provided for their entertainment. Bibles are also available, upon request of the inmate.

1.22.2 Correspondence

Inmates housed at the Huntington Park City Jail will be afforded the opportunity to send and receive mail. There shall be no limitations on the volume of mail that an inmate may receive or send. Inmate mail may be screened, prior to the inmate's receiving it, when there is valid security reason and the facility manager approves. Inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections. Jail management staff may open and inspect such mail only to search for contraband, cash, checks or money orders and in the presence of the inmate.

Inmates may correspond, confidentially, with the facility manager or the facility administrator.

Those inmates who are without funds shall be permitted two (2) postage-paid letters each week to permit correspondence with family members and friends, but without limitation on the number of postage-paid letters to his attorney or the courts.

1.23 INMATE WORKER PROGRAM

The Fee-Paying Inmate Worker Program was developed to generate revenue for the City of Huntington Park. This program is administered by the Jail Commander who is responsible for the screening and approval of potential sentenced inmates. The potential inmates are persons convicted of non-violent and non-drug-related low-threat misdemeanor offenses. The Inmate Worker Program offers an alternative to sentences at the Los Angeles County Jail.

With the approval of the Jail Commander, persons may be sentenced to the City Jail for a term of 96 hours or less. As the Huntington Park City Jail is a Type I jail facility, there are mandated limitations set by the Board of Corrections and under no circumstances shall an inmate be in physical custody in excess of 96 consecutive hours (4 days). The inmates may elect, with the approval of the sentencing court, to serve their sentences under a Straight Time or Weekend program.

Inmates accepted into the Inmate Worker Program, with the approval of the sentencing court, will be required to perform various tasks in, and around, the police facility as needed. Inmates not willing to perform trustee duties or those unable to follow instructions will be dismissed from the program.

1.23.1 Eligibility

The Inmate Worker Program offers an alternative to serving jail sentences in the Los Angeles County Jail. The program is available only to men who have been convicted of low threat, non-drug related misdemeanor offenses. Persons with a history of drug usage or sales; violence; assaultive behavior; or other dangerous offenses will not be considered for this program. The Huntington Park City Jail does not have medical staff, therefore those persons having a serious medical condition, requiring multiple prescription medications or injections, will not be accepted into the program.

1.23.2 Application and Fees

A potential inmate worker must complete an Inmate Worker Program application form. Attached to this application form the potential inmate worker must attach a copy of his Court Commitment Order, specifically naming the Huntington Park City Jail as an alternative sentencing location.

The Jail Commander will interview the applicant and determine his suitability and ability to pay. If approved for the program a non-refundable administrative fee will be collected to secure a reservation date for the start of the sentence.

Established fees are (Subject to change):

- | | |
|---------------------------------------|----------|
| ▪ Administrative Fee (non-refundable) | \$100.00 |
| ▪ 1-24 hour stay | \$75.00 |

Fees may be waived or reduced by the Jail Commander based on the applicant's ability to pay.

1.23.3 Intake of Inmate Workers

All Inmate Workers will be booked in accordance with the established procedures of the Huntington Park Police Department and shall be logged in and out.

All Inmate Workers will be thoroughly searched upon entrance to the police facility. While in custody, each inmate is subject to random searches by custody staff and police officers. Straight time and weekend jail stays will normally begin at 8:00 PM (2000 hrs) on the date scheduled to start serving their sentence, unless other arrangements have been made with the Jail Commander. Each day is 24 hours in length and will conclude at 8:00 PM (2000 hrs) the following day.

Inmate Workers, reporting for commitment, will be free of any alcohol or drug intoxication. Inmate Workers who exhibit objective symptoms of intoxication (either alcohol or drug) will be tested, the positive results of which will be turned over to the sentencing court. The intoxicated Inmate Worker will be released from the program, and the sentencing court notified of his failure to successfully complete their sentence.

Inmate workers, reporting for sentence, will be allowed to bring the following items only:

- one T-shirt; one pair of socks; one pair of underwear; photo ID; prescription glasses; he may bring up to \$20.00 (one dollar bills); one Bible or book; travel size toothpaste; toothbrush; deodorant and, if needed, one prescription medication in original container

Items other than those listed above will be considered contraband and will not be permitted in the jail.

Inmate Workers will be housed in a designated jail cell and will not have unsupervised contact with the general jail population.

1.23.4 Inmate Duties

All inmate workers will be in the jail 24 hours a day, unless assigned to other duties elsewhere in the police facility.

There will be a maximum of four male inmate workers at any one time. There will be no female inmate workers in this program.

Inmate Workers will be required to perform tasks in, and around, the police facility or other facilities and property administered by the City of Huntington Park. These tasks may include, but are not limited to, assisting the jail staff with food service, light cleaning, janitorial duties, gardening, car washing, painting, etc. All tools and supplies needed for the completion of any task will be provided by the City.

1.23.5 Inmate Worker Supervision

The ultimate responsibility for the Inmate Worker will be the Watch Commander. The on-duty Jailer will have first line supervision responsibilities, while the Inmate Worker is in the jail or performing tasks around the station.

When not performing assignments Inmate Workers will be housed in the designated cell, and not allowed to roam the police facility unescorted. Unless expressly approved by the Watch Commander the Inmate Worker will take all meals in his designated jail cell.

1.23.6 Inmate Worker Uniforms

All inmate workers who are working at the Huntington Park City Jail, or other locations as approved by the Jail Commander, will wear an Inmate Worker jail uniform. The Inmate Worker uniform consists of a "Cal-Trans" orange jumpsuit which is conspicuously stenciled with "Huntington Park Inmate Worker" and "HPPD Trustee" as a means to immediately identify the inmate as being in the custody of the Huntington Park Police Department. The inmate will surrender his personal clothing, except socks and undershorts to the jailer who will secure the personal clothing. Those inmates spending the night at the Huntington Park City Jail will change into the standard jail uniform while in the jail population. Prior to releasing the inmate from Huntington Park Police custody, the jailer will recover the inmate worker uniform and the standard jail uniform allowing the inmate to change into his personal clothing.

1.30 Jail Televisions

Inmates that are housed in a regular cell (# 1-10) shall be allowed to watch the televisions located outside of each cell. Additionally, a television is available for the inmate workers inside of cell #12. The hours of viewing, channel, and volume shall be at the discretion of the on-duty custody officer.

The jailer may watch the television in the booking area, during his/her course of duty. However, the volume shall be kept at a level that will allow the jailer to hear inmates in his/her care and it shall be turned off while booking/processing inmates.

EMERGENCY

2.00 EMERGENCY PROCEDURES

The following guidelines have been adopted as the emergency procedures for the City Jail. They are not intended to be exhaustive. Every emergency cannot be anticipated; nor are they intended to be a substitute for prompt action and the exercise of common sense.

All personnel whose duties include jail operations are required to be familiar with these guidelines.

2.01 PERSONNEL WITH JAIL RESPONSIBILITIES

- **CHIEF OF POLICE:**
Cosme Lozano
- **JAIL COMMANDER:**
Lieutenant Saul Rodriguez, responsible to the Chief of Police
- **JAIL SUPERVISOR**
Evelyn Reyes
- **WATCH COMMANDER:**
The on duty Watch Commander is responsible for the operation of jail during his/her shift.
- **JAILER:**
The on-duty Jailer who is assigned to the Jail is responsible to the Watch Commander.
- **COMMUNICATIONS DISPATCHER:**
The on-duty Communications Dispatcher is responsible to the Watch Commander.
- **MATRON:**
The on-duty Record Clerk/Matron is responsible to the Watch Commander

2.02 FIRE

There are two dangers associated with fire in the jail facility:

- 1) Damage to persons and property caused directly by the fire itself.
- 2) Damage to persons and property caused by smoke and toxic substance.

Both dangers must be recognized in any fire situation, since the second danger may be difficult to assess under emergency conditions.

ALL FIRES ARE TO BE TREATED AS EXTREMELY DANGEROUS

The following general procedure applies to fire situations occurring in the Huntington Park City Jail. The jail is equipped with smoke detectors.

In the event the detection system is activated due to the presence of a fire in the jail facility, the following emergency procedures are to be put into immediate effect.

2.02.1 Jailer Responsibility

Immediately determine extent and location of fire and smoke hazard, and notify the Watch Commander and Communications Operator.

For small fires, apply local fire suppression techniques using available extinguisher.

For larger fire and smoke hazards, begin evacuating all prisoners to the compound area. Evacuation routes for several contingencies are included as a supplement to these emergency procedures.

NOTE: All persons whose duties include in-custody jail functions are required to be familiar with these evacuation routes and the relevant key numbers required to open critical doors.

At the start of each shift, the jailer is responsible for ascertaining that all critical door keys are available for the immediate evacuation of all inmates, if required.

2.02.2 Dispatcher Responsibility

- 1) Immediately notify Watch Commander
- 2) Establish telephone communication with Jail
- 3) Be prepared to notify County Fire at direction of Watch Commander
- 4) Route all available units to Jail compound area for possible prisoner evacuation.

2.02.3 Watch Commander Responsibility

At the start of each shift, the Watch Commander is responsible for ascertaining that all critical keys are available for the immediate evacuation of all inmates, if required.

Immediately respond to the Jail Facility and determine the extent and location of fire and smoke hazards.

Direct Communications Center to contact County Fire Department if needed.

Assist Jailer in evacuating prisoners to the compound area.

Coordinate with Communications Center for the use of Patrol Division personnel in maintaining security of all inmates routed to the compound area.

In the event that the jail premises are rendered uninhabitable by fire, smoke, or other hazard, the Watch Commander is responsible for making arrangements with the Sheriff's of Los Angeles County for transportation and security of all prisoners to such other facilities as may be appropriate.

In the event of fire or other hazard in the jail facility, the Jailer and Watch Commander are jointly responsible for the safety and security of all persons in custody at the time of the occurrence.

The Jailer, the Watch Commander and such other personnel as may be directed by the Watch Commander shall immediately render first aid assistance to any prisoners injured or disabled in the occurrence. See the Department's Standing Written Medical Orders and Medical Procedures. In the event of serious injury or disability, the County Paramedics are to be immediately notified through the Communications Center.

2.02.4 Fire Suppression Pre-Planning

The Commanding Officer of the jail facility shall consult with local Fire Department personnel no less frequently than once each calendar year regarding fire inspections and fire suppression recommendations. Together they will jointly physically inspect the entire jail facility.

The Huntington Park Jail is equipped with smoke detectors. The entire system shall be inspected by the installing contractor and necessary repairs made to insure performance no less frequently than once every calendar year.

In the event of any substantial remodeling or alteration of the jail facility, the Commanding Officer of the facility shall cause the local Fire Department and responsible contractor of the smoke detection equipment to re-inspect the facility and shall implement such fire detection and suppression measures as may be required.

Recognizing fire prevention as an essential policy requirement of maintaining the facility, the following regulations are to be in effect and fully complied with at all times:

- No smoking is permitted in the jail facility at any time by inmates.
- No matches or inflammable materials are to be maintained in the facility at any time.
- All prisoners entering the facility from any outside source are to be thoroughly searched before being placed in any cell.
- The Jailer is responsible for periodically, and no less frequently than once an hour, walking through and inspecting the entire facility for fire or other danger.
- No maintenance work is to be performed in the facility under any circumstances by any outside contractor or city personnel without a jailer being present at all times.

All persons not employees of the Huntington Park Police Department who are permitted access to the jail facility by the Watch Commander shall:

- Be properly identified by a clearly visible badge.
- Be interrogated by the jailer as to possession of any weapons or matches (and if disclosed, these items be removed from their possession).

All new jail personnel are to be thoroughly instructed in the use of all fire extinguishers in the jail facility as part of their initial training.

All new jail personnel are required to participate in the evacuation and emergency drills no less frequently than once every three calendar months. Such drills are to be conducted under direct supervision of the Jail Commander.

All jail personnel (Watch Commanders and Jailers) shall receive training so that they meet the standards established by the State Fire Marshall for general fire and life safety per Penal Code Section 6030(c).

2.02.5 Fire and Life Safety Staff

- a. Pursuant to Penal Code Section 6030(c), effective January 1, 1980, whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.
- b. The facility administrator, in conjunction with the health authority, shall develop and implement policies and procedures consistent with the requirements of Penal Code Section 6048(b) that require correctional officers certified in cardiopulmonary resuscitation (CPR) to begin CPR on a nonresponsive person without obtaining approval from supervisors or medical staff, when it is safe and appropriate to do so. These policies shall cover the following key elements:
 - 1) Acceptable CPR methods and application.
 - 2) Correctional officers shall be certified in CPR and a copy of the certification shall be on file in the facility or at a central location and available for review.
 - 3) Correctional officers shall immediately summon medical aid when a person is identified as nonresponsive and shall administer CPR unless the correctional officer is aware of a known medical condition(s) that would contraindicate its use.
 - 4) Correctional officers shall use personal protective equipment when administering CPR whenever possible to reduce exposure to bodily fluids or bloodborne pathogens that may contain disease-causing agents.
 - 5) If an imminent physical danger prevents a correctional officer from safely administering CPR, they shall begin or resume CPR as soon as the threat has passed,

- or the nonresponsive person has been safely removed from danger, provided medical aid has not yet arrived.
- 6) The correctional officer shall continue administering CPR, absent imminent physical danger, until the nonresponsive person shows obvious signs of life, such as normal breathing or physical or verbal responses, or until medical staff or alternative medical responders arrive and take over.
 - 7) In situations where medical staff or alternative medical responders are present when a person is identified as nonresponsive, correctional officers shall defer CPR to those individuals.

Note: Authority cited: Section 6030 and 6048, Penal Code. Reference: Section 6030 and 6048, Penal Code.

2.02.6 Self Contained Breathing Apparatus

The Huntington Park Police Department no longer has SCBA available.

2.03 POWER FAILURE PROCEDURES

In the event of power failure in the jail facility, the emergency generator will automatically restore the power to the jail.

In the event of a total power failure in the jail facility, where the emergency generator does not restore power in the jail facility, the Jailer shall immediately notify the Communications Center via telephone and remain in the jail. The Jailer should then account for and have ready, all necessary door keys in the event that an evacuation becomes necessary.

The Watch Commander is responsible for notifying the appropriate city personnel to restore power.

At least two flashlights in good working order are to be maintained in an accessible location in the jail at all times. The Jailers are responsible for the maintenance of these flashlights and shall periodically inspect them and replace the batteries when needed. These inspections will be documented on the "Monthly Jail Fire and Life Safety Inspection Checklist" and retained by the Jail Supervisor.

2.04 CRITICAL DOOR KEYS

Keys allowing emergency access to the jail are hanging on the west wall of the Sergeant's Office. Keys utilized in the City Jail are Folger Adam Co. # 97 & 5GQ1.

2.05 MAP OF DOORS BY KEY NUMBER

2.06 EVACUATION ROUTES

All jail personnel are required to be familiar with the following evacuation routes.

- 1) East wall of police building, exit to east police parking lot.
- 2) North wall of police building (booking entrance), exit to north police parking lot.
- 3) West side of Jail into main police building, exit to north (side) entrance.

2.06.1 Jail Evacuation Plan

In the event of a fire, earthquake or other emergency that requires the removal of prisoners from the jail, the following procedures should be implemented, if possible:

- 1) All available personnel should be utilized to execute the evacuation;
- 2) All cell blocks and detention rooms should be visually checked to determine if they are inhabited;
- 3) All cells, cellblocks and detention rooms should be unlocked and left open;
- 4) All prisoners should be removed from their cells and escorted from the jail via one of the following evacuation routes:
 - a) The emergency exit jail doorway located against the east wall of the jail near cell #11, leading to the parking lot;
 - b) The "side door" main facility entrance on the north side of the facility leading to the north side of the parking lot;
 - c) The prisoner entry door located in the jail booking area.
(Note: During a power failure this electric door will not be operational)
- 5) All prisoners should be assembled at one location in the fenced parking lot of the Police Station where a roll call should be conducted. If a prisoner is missing, a check of his/her cell and main jail area should be conducted. If the situation is too severe for such a search, the official in charge of the rescue operation should be immediately notified of:
 - a) The number of persons missing;
 - b) The area where the missing prisoners were last seen and the location of the prisoners' assigned cell.

NOTE: The evacuation portion of this section is designed primarily to protect the well-being of the prisoners. Employees should carry out the jail evacuation procedures using the utmost care to maintain security and prevent escape. If escape does occur during a jail evacuation, it should be immediately reported to the ranking officer in charge.

A Jail Incident Report will be generated by the on-duty jailer indicating the reason for the evacuation, the time span involved and any unusual conditions.

2.06.2 Emergency Housing of Prisoners

Prisoners requiring medical treatment should be handled in accordance with the provisions of Section 5.509.5(a).

If the jail is safe, prisoners should be returned to their same cells and secured immediately after the emergency has concluded.

If the jail is unsafe or uninhabitable, the Watch Commander should secure the release of those prisoners who can be lawfully released and arrange for the transfer of other prisoners to an alternative detention facility as described in Section 5.509(a) or other suitable jail facility.

2.07 CRITICAL SITUATIONS

- A. Escapes
- B. Hostage Situations
- C. Riots

When it has been determined that any of the above-mentioned occurrences are either taking place or about to take place, the jailer or employee who first becomes aware of the occurrence shall immediately notify the Watch Commander. The Watch Commander shall assess the severity of the occurrence and take necessary steps to assure the safety of the employees and inmates who are not involved in the occurrence. The Watch Commander shall summon the personnel he or she deems necessary to isolate the occurrence and keep it from spreading to non-involved inmates.

If the occurrence is of a minor nature that can be handled immediately, it shall be brought to a close.

If it is determined that the occurrence is of a more serious nature, especially if the occurrence involves the potential of serious injury or death to any employee, inmate or citizen, the Watch Commander shall notify the Jail Commander as soon as the occurrence is isolated and contained.

The Jail Commander and the Watch Commander will then determine what steps will be taken to bring the incident to a close with the least possible threat of injury or death to anyone.

In case of a hostage situation, a Huntington Park Police Crisis Negotiator shall be summoned via the S.E.R.T. commander. If unavailable, the Watch Commander may request the assistance of a Los Angeles County Sheriff's Department hostage negotiator.

Once the occurrence has been brought to a close, the Jailer shall file a Jail Incident report and any additional necessary reports and the Watch Commander shall file a follow-up report, as soon as practicable but no later than 24 hours after the incident.

NOTE: In no case shall an employee of the City of Huntington Park inflict any form of punishment on an inmate, no matter what the inmate has done. Nor shall any employee of the City of Huntington Park allow another inmate to inflict any form of punishment on a fellow inmate.

2.08 NATURAL DISASTER

In case of a natural disaster, it will be the responsibility of the Watch Commander and the Jailer to ensure the safety of all inmates confined in the City of Huntington Park Jail.

If it is determined that the jail facility is not safe, the same evacuation plan as used in case of a fire shall be utilized.

2.09 WEAPONS

Weapons are generally prohibited from being carried within the confines of the Huntington Park City Jail.

2.09.1 Firearms

It is the policy of the Huntington Park Police Department that no firearms or ammunition shall be taken inside the City Jail without permission of the Watch Commander.

The only exception to this rule shall be the ammunition that officers carry on their Sam Brown belts for their service weapons.

2.09.2 Less Than Lethal Weapons

Only with the approval of the Watch Commander, or Jail Commander, may less than lethal weapons be brought into the City Jail.

2.09.2 Chemical Agents

Officers and Jailers, who have been properly trained and certified, may carry oleoresin capsicum (O.C.) pepper spray while on duty in the jail.

MEDICAL & DENTAL PROCEDURES

3.00 MEDICAL/MENTAL INMATE SCREENING

All inmates with communicable diseases are to be given segregated facilities. The Jailer will make a visual assessment, during the booking process, of an inmate to determine if the inmate is injured or in pain. The Jailer will also attempt to recognize signs of fever, infection, swelling, vermin, potential suicide risk or assaultive risk to staff members or other inmates.

The Jailer will also complete a Medical Screening Form Questionnaire on each inmate at the time of

booking.

On the reverse side of the Medical Screening Form Questionnaire is a **JAILER'S VISUAL MEDICAL OBSERVATION** form. This form is to be filled out when an arrestee is incapable of providing reasonable, intelligible or logical answers to the Medical Screening Form Questionnaire. The **JAILERS VISUAL MEDICAL OBSERVATION** form will contain nine (9) areas of concern plus a remarks section. It is a "yes" or "no" check off form.

Any affirmative answers to the visual screening or medical screening questionnaire will be immediately reported to the Watch Commander by the Jailer so appropriate medical supervision and/or treatment can be arranged.

The medical screening form will be attached to the original booking slip and become part of the inmate's record package. If an inmate is sent out of the jail for medical treatment, a copy of the medical screening form will be sent with the inmate. The medical screening form will be made available to paramedics and physicians administering emergency medical treatment in the jail facility.

Any inmate who has not been adjudicated to be incompetent may refuse non-emergency medical treatment. Any refusal of medical treatment by an inmate must be made to medical personnel.

3.01 MENTALLY DISORDERED

All mentally disordered inmates or inmates of known diminished mental capacity are to be provided segregated facilities. The Jailer is responsible for determining from the inmate and arresting officer whether special treatment conditions exist.

In all cases involving mentally disordered or diminished capacity inmates, the Jailer shall immediately notify the Watch Commander. The Watch Commander will secure a physician's opinion as soon as practicable as to disposition of the inmate.

It is the responsibility of the Watch Commander to determine whether transport to a 72-hour treatment center is required. Unless otherwise specified, the treatment center for this facility is Harbor UCLA Medical Center if it is a mental and medical problem. Statutory authorization for such a transfer is contained in Penal Code Section 4011.6. The method of transport may be police department vehicle or local ambulance at the discretion of the Watch Commander. The Watch Commander shall arrange for adequate security and the welfare of the inmate during such transport.

It is the responsibility of the Jailer to maintain adequate surveillance of all inmates in custody during the shift. Any abnormal behavior or changes in behavior shall be immediately reported to the Watch Commander. Jailers are especially cautioned to maintain awareness for symptoms of withdrawal, hallucination and depression.

3.02 DEVELOPMENTALLY DISABLED

Developmentally disabled inmates are persons who are disabled due to mental retardation, cerebral

palsy, epilepsy, autism or a combination of these handicaps.

Upon determination that an inmate is developmentally disabled, the inmate shall be afforded segregated facilities and the Watch Commander shall be notified. Whenever possible, the inmate will be transported from the Huntington Park Police Department to LACJ if the inmate cannot post bond or be cited out of the jail facility.

If due to unusual circumstances the developmentally disabled inmate cannot be removed from the Huntington Park Jail Facility, the Watch Commander or his designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends. If a developmentally disabled inmate is to be released from the Huntington Park Jail Facility, the jailer will contact the subject's caregiver prior to release and insure that the subject has adequate care. If a care giver is not located the Watch Commander will be notified of the circumstances.

3.03 PCP OR MIND ALTERING IMPAIRED INMATES

The decision to book these individuals at Los Angeles County Jail shall be made by the Watch Commander or Field Supervisor. This opinion shall only be exercised when the following circumstances exist:

- The prisoner's actions consist of outbursts, or a constant level of wild, frenzied, unruly, or violent behavior.
- The prisoner represents a continuing danger to himself/herself and/or others.
- There is little or no possibility of safely booking and controlling the prisoner at the station.
- The prisoner has no serious injuries (injured prisoner will be taken to Los Angeles County Medical Center).

3.04 SECURITY AND WELFARE OF INMATES

Jailers shall physically inspect the jail, at least once, every hour (60 minutes). This inspection shall consist of ensuring that all doors leading the jail are secured and locked. They shall also ensure that each inmate is properly segregated; has the required blankets; inquire as to the inmate's physical well-being; and ensure that the inmates receive any needed medical attention. These checks shall be documented on the "Daily Jail Check Logs."

3.05 INTOXICATED PRISONERS

The Huntington Park Police Department strongly discourages the detention of inebriated persons. Acute alcohol intoxication is deemed an emergent medical condition which can lead to the death of the person if untreated by qualified medical personnel. Under no circumstances shall an unconscious

person be brought into the jail. The Watch Commander shall be made aware of any person brought into the Huntington Park City Jail whose physical condition requires medical attention and monitoring. (Over 90% of in-custody deaths occur with intoxicated prisoners)

3.05.1 Welfare

Jailers shall make physical inspections of drunk prisoners every thirty (30) minutes or as frequently as possible. This inspection will be to determine the response of sleeping prisoners, check of normal breathing, abnormal body secretions, or any other condition of distress.

In addition, to visual and audio inspection of drunk persons, a drunk person must be able to be aroused, respond to simple commands, have no difficulty breathing, and not appear acutely ill. Satisfactory arousal exists when you are able to elicit some type of response from said person, i.e., a grunt, body reflex movement, or other sign of discomfort or displeasure. **Arousal is required of all sleeping drunks at approximately 30-minute intervals.**

The Jailer shall immediately call to the attention of the Watch Commander any inmate reporting illness and/or injury. The Watch Commander shall supervise administration of first aid procedures and arrange for transport of the individual to the appropriate medical facility.

3.05.2 Use of Sobering Cell

The sobering cell described in Title 24, Section 2-1013(b)3 shall be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures developed by the facility administrator. Such inmates shall be removed from the sobering cell as they are able to continue in the processing. In no case shall an inmate remain in a sobering cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with Section 3.05.3 of these regulations, to determine whether the prisoner has an urgent medical problem. Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour.

At 12 hours from the time of placement, all inmates will receive an evaluation by responsible health care staff. Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.

3.05.3 Sobering Procedures

For use by Custody Officers in Type I Facilities in the absence of licensed medical/nursing staff.

An inmate is intoxicated when he/she is under the influence of alcohol, drugs, or under the influence of some substance. Any sleeping inmate classified as above who is kept in the facility, in any cell, should be considered a high medical risk requiring special medical monitoring procedures. The Custody Officer's Visual Observation should be documented on the receiving screening form prior to placement in the detox tank (sobering cell) or while in an observation cell close to the Custody

Officer's desk.

The monitoring of sleeping inmates classified as above shall be performed at least once every half hour or more frequently if indicated.

Monitoring shall include a visual inspection.

Each half-hour observation shall include:

- Observation of the inmate's breathing to determine that breathing is regular. Breathing should not be erratic or indicate that the person is having difficulty breathing. Note: Loud, stertorous snoring is an indication of difficulty in breathing.
- Observation of the inmate to insure that there has been no vomiting while sleeping. Insuring that intoxicated persons remain on their side rather than their backs will prevent the aspiration of stomach contents.
- An arousal attempt to insure that the person will respond to verbal or pressure stimulation (shaking them awake). This is the most important monitoring procedure for Custody Officers in non-medical settings.
- Arousal attempts can be made by calling the inmate by name while observing from the hall, making a loud noise - scraping keys across bars, asking another inmate in the cell to attempt to get a response, or if unable to obtain a verbal response to stimulation, you must obtain back up, go in, and attempt to arouse the person.

Any inmate who displays symptoms suggestive of a deepening coma-increasingly difficult to arouse, or inability to arouse, with irregular and/or snoring breathing patterns, or has convulsions, shall be considered an emergency. The paramedics should be called and the individual transferred to the closest emergency hospital as soon as possible.

It should be remembered that you may not know what substance(s) have been ingested and in what combination. Though alcohol may be detected by odor, other legal medications, or illegal drugs may also have been used. Alcohol, combined with many other legal and/or illegal drugs can be lethal.

Many serious medical problems may mimic the behaviors of alcohol intoxication. For example: diabetes, strokes, brain tumors, head injuries with or without evidence of injury, electrolyte imbalances, drug overdose, acute allergic reactions, mental disorders, exposure to toxic materials, chemical reactions or drug side effects of using legal or illegal drugs.

The most important method available to the Custody Officer for insuring that the individual is "sobering" in a satisfactory manner is the arousal attempt.

Monitoring activities performed for sleeping inmates undergoing detoxification shall be documented in the sobering log. Only persons considered to be non-violent, who do not appear to be acutely ill, can respond verbally to stimulation and can walk to the cell with minimal assistance, should be

allowed to undergo sobering in a jail setting. When in doubt, obtain a medical assessment of the individual before accepting the responsibility for his/her supervision.

All "sobering" inmates should be offered a meal before being released.

3.05.4 Sobering Documentation

In order to document the intoxicated person=s successful sobering, or their progressive deterioration, the *Sobering Cell Inmate Assessment* will be filled out for ALL intoxicated (drugs & alcohol) persons placed into either the sobering cell or the observation cell adjacent to the booking cell. This form will indicate the individual jailer=s observation of the inmate=s condition and not those of the arresting officer.

When the intoxicated person is released from custody, this assessment is to be attached to his/her booking paperwork and will be filed in their permanent arrest file. If the inmate is transferred to another facility, a copy will accompany the inmate. The original will be placed in the inmate=s permanent file. Additionally, a copy of all *Sobering Cell Inmate Assessment* Forms will be retained in a file inside the Jail Facility.

3.06 POSTING OF MEDICAL ORDERS

Attention is directed to the written standing medical orders posted in the jail facility. All jail personnel are required to be familiar with these orders.

3.07 MEDICATIONS & DENTAL EMERGENCIES

3.07.1 Prescription Medications

Inmates requiring prescription medication will be transferred to the custody of the Los Angeles County Sheriff's Department, Twin Towers medical facility, or an alternate medical facility where trained medical staff is on hand to supervise the administering of medication.

Prisoners having diabetes, heart trouble, epilepsy or any other illness for which they require ongoing medical treatment and are currently receiving prescribed medication relating to that illness shall not be housed in the Huntington Park City Jail. Such prisoners shall be transported to an alternative detention facility as soon as practicable.

The method of transportation of ill or injured prisoners will be arranged by the on-duty Watch Commander. He/She shall provide for adequate security and the welfare of the prisoner during such transportation.

3.07.2 Non-Prescription Medication, Identification of Inmates

All inmates requiring non-prescription medication shall be positively identified through the department inmate identification bracelet. A photograph of the inmate will be attached to the packet containing the required medical information for additional positive identification. Such

identification shall indicate the specified medication, dosage and frequency, as well as any special instructions. All of the above information will also be reflected on the individual's booking slip or in a separate memorandum for inclusion in the individual's arrest file.

3.07.3 Furnishing Non-Prescription Medications

Some non-prescription (over the counter) medication may be furnished to inmates upon their request (i.e., Tylenol, chewable anti-acid tablets and aspirin). If any OTC medication is provided to an inmate the exact name, amount, and time furnished will be indicated on the inmates booking slip. Jailors will confirm ingestion of any/all medication furnished to inmates.

3.07.4 Medicine Retention by Inmates

No drugs or medication will be retained by prisoners nor will any prescription medication be furnished at the Huntington Park City Jail. Persons with illnesses requiring prescription medication shall be transported to an alternative detention facility.

3.07.5 Dental Emergencies

Inmates requiring immediate treatment due to a pre existing condition, or a condition which requires medication shall be transferred to the Los Angeles County Jail for treatment.

3.08 INMATE MEDICAL RECORDS

The Jailer is responsible for maintaining complete records on the booking slip or such supplemental notations as required of all complaints of illness or injury, transport to medical facilities, information regarding treatment and such other pertinent medical data as may be deemed necessary. Where treatment is at a hospital or other outside medical facility, a copy of the doctor's emergency treatment form is to be obtained. All medical information, data or notes are to be retained in the individual's arrest package.

3.09 INMATE INFESTATION

It is not unusual for an officer or jailer to observe what appears to be a lice infestation of a prisoner during processing.

The most common observation will involve adult lice and/or its eggs on the scalp or other hairy portion of the body or on the clothing, particularly along the seams of inner surfaces.

The three types of lice commonly observed are the head louse, the body louse and the crab (pubic) louse.

The crab louse may be observed in the pubic area and, in some cases, the eyebrow and eyelashes. It is also possible for various forms of mites to be present on inmates, including scabies.

Lice do not jump but transfer by direct contact with persons clothing or other personal belongings.

3.09.1 Delousing

Pyrrinate A 200 or R.I.D. are non-prescription solutions available at any pharmacy.

3.09.2 Inmate Decontamination

The inmate will be directed to the jail shower area and will follow the directions, as dictated by the on-duty jailer. These shampoos are effective for the control of head, crab and body lice. The label instructions are simple and must be followed. Treated inmates who will be released or transferred within 48 hours do not usually require treatment.

3.09.3 Clothing Decontamination

Because of our limited facilities, we will simply seal all clothing in a plastic bag and dispose of it.

3.09.4 Contamination of Facility and Equipment

Housing areas and equipment contaminated by a prisoner infected with lice should be treated with non-toxic pesticide (R.C. Spray). Special attention should be given to mattresses. After treatment, all contaminated equipment and housing areas should be thoroughly cleaned.

If vermin contamination is heavy, the services of a licensed pest control operator should be considered.

3.09.5 Pest Control

The jail will be inspected and treated by a licensed exterminator once per month or as required.

A monthly application of brand name "Dursban 2-E" water based pesticide category number 2, medium toxic factor is applied. For any roach infestation, an application of "dry die" which is non-toxic silica gel will be used.

3.10 MEDICAL EXAMINATION ROOM

The Huntington Park City Jail maintains no infirmary. All cases requiring infirmary treatment are to be transported to an authorized medical facility as may be required or as directed by paramedics.

3.11 SICK CALL

To fulfill legal obligations, jailers will perform sick call once in a 24-hour period. It is suggested sick call be performed during the noon meal. Inquiry will be made by asking general questions of the individual prisoners as to their current physical status (i.e., How are you feeling? Any problems? Is everything all right? etc.).

3.12 HIGH RISK INMATES

Due to their medical history, the following are Class A, high-risk prisoners. Generally, they should not be maintained in a Type I Facility. The Watch Commander shall evaluate on a case-by-case basis and direct transfer to the Los Angeles County Jail based on his/her assessment.

Diabetics. Huntington Park Police Department does not have the ability to ensure the proper balance between medication and diet.

Heart patients on medication.

Those using tranquilizers, i.e. librium, valium, etc.

Those requiring psychotropic medication (those being treated for mental disorder).

Females past their sixth (6th) month of pregnancy.

Those on controlled medication.

3.13 INMATE ADDICTION

Where there is reasonable cause to believe that a person in custody is addicted to a controlled substance, the Jailer or other person having such knowledge shall immediately call it to the attention of the Watch Commander. Pursuant to Health and Safety Code Section 11222, it is the duty of the Watch Commander to provide the person so confined with medical aid as necessary to ease any symptoms of withdrawal from the use of the controlled substance.

3.13.1 Methadone Maintenance Program

Persons participating in any methadone maintenance program shall be allowed to continue in the program at the discretion of the director of the program. The Watch Commander has the responsibility for determining that an individual is in an authorized methadone program and that the individual; is entitled to remain in the program by verifying that the inmate has a valid methadone program identification card and contacting the Methadone Center to determine the inmate's eligibility in the program.

It is anticipated that any required medical attention under the foregoing would require transport of the individual to an authorized medical facility. If the inmate receives injections, the inmate will be transported to Los Angeles County Jail Ward to continue the program.

3.14 ORTHOPEDIC / PROSTHETIC DEVICES

Unless posing an immediate threat to security, prisoners shall be allowed to retain necessary orthopedic and prosthetic devices if such devices have been prescribed or recommended and fitted by a physician. If the appliance presents a risk of great bodily harm to any person or is a risk to the security of the facility, the appliance shall be removed from the prisoner and booked for safekeeping,

but shall be promptly returned if it is later determined that such a risk no longer exists (Penal Code § 2656 (a) and (b)).

Whenever a prosthetic or orthopedic appliance is removed from a prisoner the Watch Commander shall be promptly apprised of the reason for the removal. If it is determined that the appliance will not be returned, the prisoner shall be examined as soon as practical by a physician but no later than 24 hours from removal to determine if the removal will be injurious to the health or safety of the prisoner (Penal Code §2656 (b)).

If the examining physician determines that removal is or will be injurious to the health or safety of the prisoner and the appliance cannot be returned because of safety or security concerns the prisoner should be transferred to an appropriate holding facility.

3.15 FEMALE INMATES

3.15.1 Determination of Pregnancy

All female prisoners have the right to summon and receive the services of any physician and surgeon of their choice to determine pregnancy.

Reference is made to Section 3406 of the Penal Code regarding requests for pregnancy examinations. It is the intent of the Huntington Park Police Department to fully comply with the aforementioned Penal Code Section in all respects.

Female prisoners' rights under this Penal Code Section have been posted in both English and Spanish in an accessible and conspicuous place, visible from the female booking area. The Jailer is responsible for seeing that these notices are maintained in a clear, legible and accessible condition and location. If a female inmate desires to invoke the privilege of a pregnancy examination, she will be transported and confined at the Los Angeles County Sheriff's Department, Twin Towers Women's Jail where such examination will be conducted under medical supervision.

3.15.2 Post-Partum Psychosis Screening

Any female inmate who has given birth within the past year and is charged with the murder or attempted murder of their infant will be taken to a mental health physician and screened for post-partum psychosis.

3.15.3 Female Hygiene Items

At their request, all female prisoners are to be allowed to continue the use of materials for personal hygiene regarding their menstrual cycle. The Jailer shall maintain an adequate supply of feminine napkins, tampons and panty liners in the jail facility at all times.

3.15.4 Birth Control Medication

If a female inmate is not released from custody via citation and states that she takes birth control medication and desires to continue, the inmate will be transported to Los Angeles County Sheriff's Department, Twin Towers Women's Jail, where such medication will be provided under medical supervision.

3.15.5 Breast Pump

A breast pump will be maintained at the Huntington Park Police Jail and made available upon request/need.

3.15.6 Handcuffing of Pregnant Arrestees

An inmate known to be pregnant or in recovery after delivery shall not be restrained, except as provided in Penal Code 3407:

- (a) An inmate 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 inmate 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 currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- (d) This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.
- (e) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies.
- (f) For purposes of this section, "inmate" means an adult or juvenile who is incarcerated in a state or local correctional facility.

No arrestee who is in labor shall be handcuffed or restrained by the wrists, ankles or both unless it is reasonably necessary for the safety of the arrestee, officers or others (Penal Code § 6030).

3.16 SUMMONING MEDICAL AID

Direct phone lines have been established with American Medical Response (AMR) Ambulance and local County Fire Department via the Communications Center. For all medical emergencies requiring these services, the Jailer should contact the Communications Center.

In the event required, the following emergency telephone numbers are listed:

FIRE - PARAMEDICS	323-262-2111
CARE AMBULANCE	714-484-8610
ST. FRANCIS HOSPITAL	310-603-6060
L.A. COUNTY/USC MEDICAL CENTER	213-226-2622
DOWNEY COMMUNITY HOSPITAL	562-869-3061

3.17 ONGOING MEDICAL CARE

All cases requiring or receiving ongoing medical attention should be referred to the Watch Commander. The Watch Commander is required to make arrangements for the removal of the inmate from the jail facility or to supervise the administration of medical services as required.

3.18 FIRST AID REQUIREMENT

All jail personnel are required to be trained in an approved course of instruction in first aid, cardiopulmonary resuscitation, and fire and life safety in jails.

3.18.1 First Aid Application

First aid shall be administered by jail personnel whenever in the determination of the involved jailer, such first aid is necessary prior to the arrival of paramedic and/or ambulance personnel. First aid is to be administered by jailers based on procedures taught in their in-service training under the auspices of the American Red Cross.

3.18.2 Heart Attack

Warning signs include:

- 1) Severe squeezing pains in the chest.
- 2) Pain that radiates from the chest into the left arm or neck.
- 3) Sweating and weakness.
- 4) Pain that extends across the shoulder to the back.

If a detainee is experiencing any of these symptoms, call the paramedics. Should the detainee stop breathing and you are unable to detect a heartbeat by taking the pulse at the wrist or at the carotid artery institute cardiopulmonary resuscitation until paramedics arrive.

3.18.3 Unconsciousness

- 1) Have someone else call paramedics, give details.
- 2) Listen for breath sounds - watch the chest and stomach for movement.
- 3) If slight or no breathing, immediately begin rescue mouth-to-mouth breathing.
- 4) C.P.R. is to be instituted until paramedics arrive.

3.18.4 Orthopedics (Broken bones, Back Injury)

- 1) Do not move detainee.
- 2) Call for ambulance/paramedics.
- 3) If bleeding, apply slight pressure on site until medical assistance arrives.

3.18.5 Bleeding

- 1) Apply direct pressure to site (using a clean towel or cloth) and have someone call for ambulance/paramedics assistance.
- 2) If necessary, apply pressure to pressure points. Apply tourniquet only where direct pressure is not effective, and only if a life and death situation exists.

3.18.6 Seizures (Severe Violent Shaking)

- 1) Have someone call for an ambulance.
- 2) Do not try to restrain a person having a seizure.
- 3) Move person only if necessary for safety.
- 4) Allow seizure to progress uninhibited. Do not place anything in the person's mouth.

3.18.7 Acute Abdominal Distress (Severe Pain, Cramps)

- 1) Make person as comfortable as possible.
- 2) Do not give anything by mouth.
- 3) Immediately call for ambulance/paramedic assistance.

3.18.8 Asthma (Severe Wheezing)

If a person is wheezing and/or states he or she is an asthmatic and breathing is difficult and rapid.

- 1) Reassure him/her that medical assistance is nearby.
- 2) Call for ambulance/paramedic assistance or take to nearest emergency hospital.

3.19 SUICIDE RECOGNITION AND PREVENTION - INTRODUCTION

During your career as a Jailer, you will be expected to perform a wide range of duties, all of which facilitate the security, maintenance and well-being of those confined to the jail facility.

Being solely responsible for the well-being of the residents under your supervision, you are in a position to aid in the prevention of suicides in jails.

Any person faced with the responsibility of dealing with individuals who may exhibit suicidal behavior should attempt to come to grips with his or her own feelings about death. This will help facilitate the intervention techniques, as set out in this section, for the purpose of suicide prevention. By being aware of your own feelings, you will be better able to relate to an inmate experiencing

suicidal crises.

This section is not intended to change anyone's attitudes, beliefs, or feelings about death or suicide, and how they pertain to inmates. Instead, it is our hope that by making you aware of your own feelings about these subjects, you will be better able to recognize abnormal behavior and implement intervention techniques.

The contents of this section include carefully selected topics which we feel will be of great assistance to you in your daily routine.

The primary purpose of this section is to provide each Jailer with the following information so that you may apply it when necessary.

3.19.1 Symptomology (What Should You Look For)

Persons confined to a correctional facility, not unlike persons who live in the general population, may become suicidal at some point in time, although they become suicidal for different reasons.

It is important for you to be aware that not all suicidal persons will display signs of depression, although it is still usually the best single indication of potential suicide. During a suicidal crisis, most persons will display either some or all of the following symptoms which we will categorize as:

3.19.2 Observable Physical Signs of Depression

- 1) Sadness and crying
- 2) Withdrawal, silence
- 3) Loss or gain in appetite marked by noticeable weight gain or loss
- 4) Insomnia, awakening early and not being able to return to sleep
- 5) Mood variations
- 6) Lethargy-slowing of physical movements, such as walking and talking.

These symptoms are usually a good indicator that something is wrong and are particularly serious when they represent a sudden change in personality or mood. If an inmate exhibits or communicates feelings or overwhelming confusion that suicidal potential should be considered very serious.

The danger of self-destruction is at its peak when the inmate has given up and had withdrawn and is no longer communicating. It is for this reason that it is crucial to keep the lines of communication open. Establishing a relationship with a new inmate will encourage him/her to talk to you in the future.

In addition to being on the look-out for the more obvious physical symptoms of depression mentioned earlier, it is also important to listen for the following verbal cues which may be picked up during conversation:

- 1) The inmate projects hopelessness or helplessness
- 2) The inmate speaks of getting out of jail unrealistically

- 3) He/she sees a future in his/her life, however, it is unrealistic
- 4) The inmate does not appear to be effectively dealing with the present and may be preoccupied with the past.
- 5) Inmate tells you he/she plans to commit suicide.
- 6) Inmate has increasing difficulty relating to others.
- 7) Inmate exhibits sudden changes in behavior, i.e. he/she makes an unprovoked attack on an officer.

3.19.2.1 Other Warning Signs

- 1) Inmate has previously attempted suicide
- 2) Inmate has previous history of mental illness
- 3) Inmate gives away personal possession
- 4) Full moon
- 5) Adverse weather conditions
- 6) Adverse world or economics conditions.

3.19.3 Categories of Suicidal Persons

It is a fact that inmates of correctional facilities take their own lives 3 ½ times more frequently than persons in the general public. (Danto, 1973).

In order for you to most effectively deal with the suicidal inmates under your control, it will be most helpful for you to know the various categories of person who commit suicide, as well as the unique occurrences which can contribute to a suicide attempt. Suicidal behavior can be prevented in the future by increased knowledge concerning the causes. There are many reasons why someone may become suicidal. **An inmate may be:**

- 1) Suffering from some sort of mental disorder.
 - a. Depression - Examples of behavior as listed earlier are sadness, withdrawal, insomnia, and in more serious cases severe feelings of hopelessness and helplessness.
 - b. Paranoia - Behavior is usually in response to some form of delusion or hallucination. Persons in this category may believe someone is out to get him/her, or may hear or see things which are not really there.
- 2) Guilt or shame ridden - due to crime committed or arrest due to shameful act.
- 3) Bereaved - after having suffered a recent loss of a loved one or other significant person via divorce or death.
 - a. Parent
 - b. Child
 - c. Spouse

- d. Girlfriend or boyfriend.
- 4) Drug or alcohol abuser.
- 5) Manipulator or mutilator, e.g. someone who cuts up.
- 6) Young impulsive inmate - probably charged with a violent crime. This inmate should be watched closely. Although this inmate will not usually display the symptoms of clinical depression, he/she does often make a serious attempt of high lethality often during the first seven (7) days of incarceration, usually as a reaction to the confinement of the jail setting.

3.19.3.1 Observing a Suicidal Inmate

OBSERVE THIS INMATE CLOSELY. He/she may appear to be arrogant "macho" and/or confident on the surface but could be harboring feelings of hopelessness and defeat.

- A. Older inmate - who often displays the (clinical) signs of depression listed earlier.
These persons usually make threats or attempts prior to death. Suicide in this group often appears to be precipitated by the loss of support or rejection by a significant person during the arrestee's incarceration.
- B. Chronically or terminally ill.
- C. Persons recuperating from major surgery.
- D. Homosexual or anyone subjected to homosexual rape.
- E. New mother.
- F. Incarcerated ex-law enforcement officer or other professional.
- G. First offender.
- H. Persons who have committed a crime of passion.

In addition to the emotional stature of the inmate, there are other factors which often contribute to an inmate's suicidal tendency. He/she may:

- A. Be poor
- B. Have been a consistent loser in life
- C. Be cut off from significant persons
- D. Have many personal convictions.

As you can see, there are numerous types of inmates who may exhibit suicidal tendencies. The likelihood of any inmate committing suicide is a product of each inmate's unique situation including his/her background, vulnerability to depression, his/her psychological health, and the physical and organizational make-up of the institution. **THEREFORE, VIRTUALLY ANYONE CONFINED SHOULD BE CONSIDERED A POSSIBLY SUICIDE RISK!** It is for this reason that you must know what you can do to aid in the prevention of suicides. In doing so, the goal of prevention becomes more apt to be achieved.

3.19.4 Profile of a Suicidal Person:

(Based upon New York State Commission of Correction Statistics 1972-1977).

As mentioned earlier, persons of all ages commit suicide in jails, however, statistically the person most likely to commit suicide while incarcerated is:

- 1) Hispanic or white males,
- 2) and in their early twenties.

The highest percentages of suicide occur among these individuals within the first 72 hours or first 60 days of incarceration, and also around the time of sentencing, between the hours of 12:00 - 8:00 a.m. when supervision is minimal. Serious suicide attempts also occur during shift changes.

Most suicidal inmates were going through a suicidal crisis at the time of arrest and are still amidst this crisis during their incarceration. The trauma which an inmate is subject to during his/her incarceration such as booking, lack of privacy, and fear of being incarcerated are an additional burden with which an inmate is forced to cope. Sometimes, the feelings which are associated with these events are too much for the inmate to handle, thus making this person a high suicide risk. Knowledge of this can be helpful to you in establishing a helping relationship with those you have contact with.

There are several categories of inmates that may be or may become suicidal during their incarceration. Of highest risk are those who seem to be behaving abnormally or indicate they may be experiencing a serious inner conflict. Persons in this category may verbalize their tendency in the following way(s):

- 1) Feelings of intense guilt and remorse related to an actual or imaginary act, e.g. murder, assault, rape.
- 2) Self-condemnation and the desire to hurt oneself as a means of punishing self for an actual or imaginary act.
- 3) Inmate cannot bear to suffer any longer and wishes to bring an end to it (but how?). **THIS PERSON MAY BE SUICIDAL!**
- 4) Obvious preoccupation with thoughts and/or fantasies of suicide.

- 5) Inmate explains that he/she is going to take his/her own life.
- 6) A clear and concise plan by which to commit suicide.
- 7) EXPRESSION OF ONE OR SEVERAL OF THE FOLLOWING THOUGHTS:
 - a. I'm a failure
 - b. I'm no good, rotten, or evil. My family and the world would be better off without me.
 - c. My life has no meaning. I'm going nowhere.
 - d. I'm a burden to my family. I only cause them pain. They'd be relieved if I were gone.

THESE PERSONS MAY BE SUICIDAL!

Use positive intervention techniques as described later in the manual when dealing with these persons AND REMEMBER THAT WHAT YOU SAY CAN MAKE THE DIFFERENCE.

3.19.5 Talking to Suicidal Inmates

One of the most important reasons for an officer to be attentive to the emotional needs of an inmate is that the inmate may not be suicidal yet. The inmate could be desperately searching for a reason to live and seeking help. Denial on the part of the officer of the individual's problem and withdrawal or lack of attention or human kindness could literally cause this individual to decide to kill him/herself and to confirm the inmate's feelings that his/her life is not worth living and that death is the only answer to his/her problems.

You will not endanger an inmate's life by discussing their suicidal thoughts. On the contrary, you will acknowledge the suicidal thoughts and encourage verbalization, which is desired. Do not be judgmental. Always assure a suicidal threat or attempt is of a serious nature. All cries for help are genuine and cannot be measured by the apparent seriousness of the threat. Presence of the following factors increases the degree of seriousness with which a threat should be regarded:

- a. Inmate in his/her early twenties.
- b. Inmate has previously attempted suicide.
- c. Inmate displays signs or symptoms of depression.
- d. Inmate does not have the support of family members or other significant persons, i.e. he/she may not be receiving any visits or letters from loved ones or friends.
- e. Inmate has recently lost the support of loved one through death or divorce, etc.

3.19.6 Popular Myths about Suicide

Discussion of death, and particularly suicide, has always been more or less taboo in our society. Consequently, most of us accept certain misconception about suicide as truth.

Belief in these misconceptions by persons such as Correction Officers who have contact with suicidal persons can only be detrimental and must be recognized and dealt with if successful intervention is to be achieved. For example, it is a common misconception that if a suicidal inmate appears to have passed his/her suicidal crisis that the suicide risk is over and the inmate is out of danger.

On the contrary, research indicates that half of the persons who were in a suicidal crisis and subsequently committed suicide did so within 90 days of having passed the emotional crisis and after they appeared to be on their way to recovery. (Farberow and Schneidman). Any inmate exhibiting a behavioral change such as an improvement during such a suicidal crisis should be **CAREFULLY WATCHED**, as this is a very **CRITICAL PERIOD**.

BE AWARE Of the symptoms ordinarily displayed by an inmate prior to a suicide attempt.

BE TUNED IN To the obvious and sometimes subtle signals which every inmate sends out.

DAILY CONTACT Make it work for you. By making an effort to notice any (sudden) behavioral changes that an inmate displays, you may be able to prevent an unnecessary death.

BE SYMPATHETIC Do not be judgmental. You are responsible for the welfare of those inmates under your supervision not for judging their moral character.

DON'T GIVE UP If a person appears to be resisting help, do not be impulsive and withdraw the help and interest you have shown him/her thus far. More often than not, an inmate's resistance is relatively superficial and will usually disappear gradually if you remain consistently sympathetic and helpful.

3.19.7 Interaction Techniques

You have just been presented with an overview of suicide symptomology and characteristics. The remaining portion of this manual will deal with recommended techniques to be used when dealing with potentially suicidal inmates.

This manual does not attempt to give a set procedure to guarantee suicide prevention, but rather to furnish information and tools that, if used properly, can increase your chances of serving as a deterrent to self-inflicted death.

Positive Interaction Techniques:

- 1) There are certain positive interaction techniques that should be used by officers in communicating and effectively dealing with inmates that may be suicidal.
- 2) A fundamental guideline for the officers to follow is to encourage the individual to open up and discuss his/her suicidal thoughts.

Four questions to be asked in dialogue are:

- 1) How do you plan to take your life?
- 2) Where do you plan to do this?
- 3) When do you plan to do this?
- 4) Do you have the tools to accomplish this? If not, where do you plan to obtain them?

Jailer: "You've decided to do it. How do you plan to do it?" (HOW)

Inmate: "It ain't gonna be easy, but I could probably hang myself from these bars." (HOW, WHERE)

It is important to note at this time that by discussing suicide with a potential victim, you will not initiate suicidal thoughts but will instead encourage the person to discuss existing ideas. THE DECISION TO TAKE ONE'S OWN LIFE COMES FROM WITHIN. NO ONE CAN MAKE A PERSON DECIDE TO COMMIT SUICIDE. It is possible for one to HELP change that decision by offering the inmate alternative solutions, by introducing the concept of HOPE! It is important for you to know and understand the intervention skills that are necessary if one is to successfully intervene during another individual's personal crisis. The following are elements of intervention that officers should be aware of:

DYNAMICS

RESPONSE

- | | |
|---------------------------|--|
| a. Dwelling on one's self | Allow gratification by letting individual talk. |
| b. Feeling of loss | Show interest and support. |
| c. Loss of self-esteem | Point out individual's strong points. Appeal to his/her ego. |

Example:

Inmate: "Why should I bother anymore. Everything I do is wrong. My life is useless; I'm useless. I can't even support my wife and kids. What good am I? I'll tell you, NO GOOD. Might as well be DEAD!"

Jailer: "Why don't you try being more positive. Don't you think your wife would rather have you here than not at all. Try thinking more about when you get out of here, being with your wife and kids, working again...."

- *Anger:* Express what the person is afraid to express him/herself. Take the burden away from him/her.
- *Feeling of being alone:* Involve others; put in contact with significant others; i.e. wife, girlfriend, mother, father.

- *Cry for help*: Assure individual about your willingness to help.
- *Anxiety*: Be tolerant of individual's and you own anxiety. Don't lose your patience with his/her depression and/or your own uneasiness with the situation.

These dynamics can be achieved by using the interaction techniques listed below:

- | | | |
|-----|--|--|
| 1) | SILENCE | Often encourage the inmate to verbalize if it appears you are interested. |
| 2) | ACCEPTING | "Yes," "uh-hum," etc. |
| 3) | RESTATING | Re-phrase what inmate says.
Jailer: "You're having difficulty sleeping." |
| 4) | OFFER GENERAL LEADS | "Go on," "and then" encourage the inmate to continue. |
| 5) | ASK THE INMATE | If he/she would like to discuss what he or she is thinking. This releases tension and despair; the inmate was probably wishing someone would ask what was wrong. |
| 6) | ASK FOR CLARIFICATION | "I'm not sure I understand. Could you explain?" |
| 7) | ATTEMPT TO PUT THINGS IN SEQUENTIAL ORDER | Develop circumstances leading to present situation. |
| 8) | PRESENT REALITY | In the form of discussing how fantasies are fun, but that we must accept and deal with everyday life functions. |
| 9) | SUGGEST COLLABORATION | Introduce the idea of discussing problems with someone else, perhaps a sensitive inmate that the person could relate to. |
| 10) | ENCOURAGE EVALUATION | Ask inmate how he/she feels after discussing the problem with someone else. Is he/she more comfortable with the situation? |

**11) DISCUSS
ALTERNATIVE
PLANS OF ACTION
FOR THE FUTURE**

"How can you let your anger out harmlessly?
"Next time this comes up, how do you think you
will handle it?"

3.19.8 Alcohol & Drug Abuse and Suicide

Alcohol and/or drug abuse are common denominators often found in suicide victims both in the jail setting and the general population. According to New York State Commission of Correction figures, an estimated 43% of those committing suicide in county facilities or police lockups in 1987 were known to have a history of drug abuse. Regardless of whether alcohol is seen as the symptoms or the disease, it often distorts the individual's perception of reality and may lead to the formation of suicidal thoughts.

According to Sam Heiling of the Los Angeles Suicide Prevention Center, in one year, 65% of the people who committed suicide were charged with being under the influence and were found dead in their cells a few hours after arrest. "The relationship between alcohol and suicide is well-known. A man sobering up after a severe intoxication with ensuing depression, having messed up his own life even more and finding himself in jail, may decide to end it all."

It is important to note at this time that police officers play an important role in their dealings with intoxicated individuals who may be suicidal. It is common for depression to set in as the individual begins to sober up. As the realizations of his/her immediate circumstances set in, the possibility of suicide increases. These individuals should be watched carefully and all necessary precautions should be taken in the jail facility.

3.19.9 Suicide Prevention Program

The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those incarcerated persons who present a suicide risk. The program shall include the following:

- a. Annual suicide prevention training for all custodial personnel.
- b. Intake screening for suicide risk immediately upon intake and prior to housing assignment.
- c. Suicide prevention screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.
- d. Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.
- e. Housing recommendations for people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.
- f. Supervision depending on level of suicide risk.
- g. Suicide attempt and suicide intervention policies and procedures.
- h. Provisions for reporting suicides and suicides attempts.
- i. Multi-disciplinary administrative review of suicides and attempted suicides as defined by the

facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.

- j. Provisions for follow-up care as needed.
- k. Plan for mental health consultation following return from court as determined by the mental health director.

3.19.10 Suicide Prevention Kit

A suicide prevention kit is maintained in the jail office. The kit is contained in a bright red metal can. The can contains a pair of shears and 4x4 bandages along with a C.P.R. mask. The can is maintained in a sealed manner until used. The seal should be inspected by the oncoming watch Jailer to maintain kit integrity. The Kit should be inspected on a semi-annual basis by the Jail Commander.

3.20 COMMUNICABLE DISEASES

The following communicable diseases are cause for segregation and/or transfer:

- 1) Tuberculosis
- 2) Sexually transmitted diseases
- 3) Hepatitis
- 4) HIV (AIDS)
- 5) MRSA

At the time of booking, the Custody Officer is required to inquire as to the existence or possible existence of certain specified communicable diseases. Should a communicable disease exist or possibly exist, the Custody Officer will notify the Watch Commander of the circumstances.

The Watch Commander will see that the diseased inmate is segregated and subsequently transported to the appropriate medical facility, either LAC-USC Medical Center if the inmate has signs of the illness or The County Jail-MCJ/CRDF if the inmate has no symptoms of illness but gives a positive history of having a communicable disease. The medical screening report will accompany the inmate and the inmate's condition will be explained to the intake personnel.

3.20.1 Employee Exposure

Any employee, during the course of his/her duties who is exposed to Tuberculosis, sexually transmitted diseases, Hepatitis, MRSA, and/or AIDS will report the incident to the Field Supervisor and the Watch Commander immediately following the exposure. The Watch Commander will determine if the exposure occurred as a result of the employee performing his/her legal duties. If the Watch Commander determines that the exposure is I.O.D. or possibly I.O.D., the "Injured on Duty" procedure in the General Orders Manual will be in effect. Please refer to that procedure.

If it is determined by the Watch Commander that the exposure is not a result of the employee performing his/her duties, but the employee insists that the exposure is I.O.D., the Watch Commander will allow the employee to follow the procedures set forth in the "Injured on Duty"

procedure in the General Orders Manual. If the exposure is later determined not to be I.O.D., the employee will pay for the expense of medical exam and treatment. It is very important to have the employee examined and treated to prevent the continuous spread of these diseases.

3.20.2 Airborne Pathogens - Exposure Control

The incidence of tuberculosis in the custody environment, within some immigrant populations and among the homeless is significantly higher than we find in the general population. Consequently, care should be exercised when you encounter a situation where face-to-face encounters can result in the exchange of airborne pathogens, especially with high-risk groups.

Avoid face-to-face encounters with persons who are coughing unless you have proper protection from a mask.

If notified that a person has tuberculosis or is suspected of having tuberculosis, wear a protective mask when dealing with them.

3.20.3 Tuberculosis - Exposure Testing

- A. Consistent with Federal OSHA recommendations, the Department has determined that sworn personnel, Reserves, Community Service Officers, Clerks who handle matron duties and Custody Officers are at risk of exposure to tuberculosis. These personnel will be eligible for annual tuberculosis testing.
- B. The County Health Officer is responsible for the control of communicable disease and has recommended a testing plan for persons working in confined/enclosed areas where there is a likelihood of potential exposure to the airborne pathogen tuberculosis.
 - 1) An initial tuberculosis skin test on employment or a baseline test if already employed. If the initial employment/baseline test is negative, annual skin tests should be performed thereafter. The Department recommended test is the "Mantoux skin test." Those personnel whose primary assignment deals with the handling of inmates, shall be tested for TB annually.
 - 2) Upon documented exposure to a diagnosed case of tuberculosis, persons with a previous negative TB skin test should have the TB skin test repeated upon the knowledge of exposure to the confirmed case and, if negative, three months later following the exposure.
 - 3) If the skin test is positive, perform chest x-ray. If the chest x-ray is negative, persons in high-risk exposure occupations (noted in Section A) should receive yearly x-rays.
 - 4) Persons who are newly converted to a positive skin test, have a negative chest x-ray and who have never received medication for their positive TB exposure should be placed on prophylactic medication (INH 300mg daily) for six months.

For persons who have a compromised immune system, HIV positive, history of present or past steroid use, or certain other chronic medical conditions (identified by the employee's physician), medication should be taken for one year. This medication plan is voluntary on the part of the employee.

- 5) Persons who have been adequately treated for a positive skin test need not repeat the treatment regimen. Persons over 40 years of age who have a positive TB skin test or a history of having had a positive TB skin test for years, who are in good health and feel that their exposure to tuberculosis was not recent, may elect not to take the prophylactic treatment. Prophylactic medication taken as a preventive precaution is optional to the individual.
- 6) The above recommendation is for prophylactic treatment of persons who have been exposed but do not show active chest disease following a chest x-ray.

It should be noted that persons who newly convert and/or show positive active tuberculosis on chest x-ray are treated individually as a diagnosed case.

- C. Transmission of tuberculosis is by way of inhalation of **airborne pathogens** or by entry of the airborne pathogens into an open wound.
- D. **It is important for employees to note that there is a difference between "TB infection" and "TB disease."**

The infection is when tubercle bacilli enter the lungs and the bacteria multiply for a short time in the lungs before the immune system controls their growth. However, the tubercle bacilli remain dormant in the body and can become active and cause clinical disease later in life.

- 1) **A person who has TB infection without disease:**
 - a) Cannot spread infection to others,
 - b) Is not considered a case of TB,
 - c) Usually has a negative chest x-ray and no symptoms of TB but,
 - d) Does have TB bacteria in his or her body that remain capable of causing disease later in life.
- 2) **With TB Disease, general symptoms may include:**
 - a) Lethargy,
 - b) Weakness,

- c) Weight loss,
 - d) Loss of appetite,
 - e) Fever and/or
 - f) Night sweats.
- 3) **The most common site of TB disease is in one or both lungs.** The symptoms of disease at this site, called pulmonary TB, may include chronic cough, chest pain and coughing up blood. TB can also occur at any other site in the body, including the kidneys, brain or spine. Symptoms vary depending on the site affected.

3.21 MONITORING RESTRAINED INMATES

It is the policy of the Huntington Park Police Department that medical restraints will not be used on persons in the jail facility. Should an inmate exhibit behavior that, in the opinion of the officer and Watch Commander, is bizarre and/or dangerous to his/herself or others, that inmate will be transported to a facility that can adequately assess the inmate's condition and arrange placement. (Harbor UCLA Medical Center, Twin Towers, LAGH-Jail Ward)

3.22 Solid, Toxic, Infectious Waste Policy

The purpose of this policy is intended to provide guidance for department personnel to assist in minimizing the risk of contracting and/or spreading communicable diseases and to minimize the incidences of illness and injury.

POLICY:

The jail will act in accordance to the Huntington Park police Department Communicable Diseases Policy outlined above.

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

Jail Personnel must ensure that any personal cuts, abrasions, wounds, etc., are always properly dressed for their own protection and the subject they encounter. Dressings are considered part of proper use of personal protective equipment.

GLOVES:

Gloves should be donned by all personnel before initiating any task in which a possible exposure to infected material may occur. Gloves must be of appropriate latex material, of appropriate

quality for the procedures done, and of appropriate size for each person. Gloves should be changed after contact with each person. Employees should replace a torn glove as soon as possible.

MASK/EYE PROTECTION:

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

PROTECTIVE CLOTHING:

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

LOCATION OF PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is located in the jail's receiving area and in the storage/supply closets located in the jail hallway.

CLEANING AND DISINFECTION OF EQUIPMENT

CLEANING:

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

DISINFECTION:

- A. Disinfecting is reducing the number of disease producing organisms by physical or chemical means.
- B. Personnel should clean the item with soap, water, and then apply a disinfecting solution. A solution such as bleach and water at 1:10 dilution ratio is an acceptable disinfectant for most non-porous material.
- C. A fresh disinfectant solution must be made at each use. Do not use bleach solution in the cleaning of clothing or electric equipment.

- D. Remember disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA Registry number and show that they are effective against micro-bacterial tuberculosis.
- E. Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.

CLEANING/DISINFECTING AREAS:

- A. Containers designed for the contaminated equipment must have the biohazard symbol.

Toxic Chemicals:

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

Body Fluids/Waste Clean Up:

Cleaning of bodily fluids or waste (blood, urine, vomit, semen and/or feces) in the jail will be completed by trained jail personnel. However, if an area is heavily soiled a certified biohazard company (Emergency Response Crime Scene Cleaning 866-305-9001) may be contracted to clean and sanitize the area.

Biohazard:

Contaminated items, such as jail blankets, will be placed in a red plastic "Biohazard" bag and sealed. The jailer will contact the Los Angeles County Fire Department Hazmat for direction on disposal.

3.22.1 Waist Chains and Handcuffs:

Metal handcuffs/chains that have been used shall be cleaned and sanitized after each use in the following manner:

- 1) Wear disposable gloves.
- 2) Clean or spray the handcuffs/chains using Barbicide Cleaner/Disinfectant or any other disinfectant that is effective against MRSA.
- 3) Allow to remain wet for 10 minutes.
- 4) Air dry handcuffs/chains before oiling/using/storing.

NOTE: If the handcuffs are exposed to bodily fluids, then the wipes and gloves used for sanitizing the handcuffs/chains shall be disposed of in bio-hazard containers.

When handcuffs/chains are contaminated with bodily fluids the following procedures must be adhered to:

- Use disposable gloves and scrub each implement with a clean brush in a solution of soap and water to remove all organic matter.
- Rinse implements thoroughly in clean water.
- Pat the implements dry with a clean paper towel or cloth.

Then follow steps 2-4 above.

JUVENILES

4.00 OVERVIEW

The Juvenile Section of the Huntington Park Police Department Jail Manual is designed to promote the welfare and safety of all Juveniles held within the Huntington Park Law Enforcement Facility. The Juveniles may be held in "Temporary Custody" or "Secured Detention."

Although this Juvenile Section specifically delineates procedures directly related to Juveniles; this Juvenile Section does not preclude the general rules and procedures of the Huntington Park Jail Manual when they are applicable and appropriate to Juveniles.

4.00.1 Definitions

- Temporary Custody** - the minor is not at liberty to leave the law enforcement facility.
- Secure Detention** - the minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.
- Non-secure Custody** - the minor's freedom of movement is controlled by the staff of the facility; and (1) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility; (2) the minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.
- Law Enforcement** - any police facility or sheriff's station. It does not include a jail which

Facility as the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

Lockup - any locked room or secure enclosure under the control of a peace officer or custodial officer which is primarily for the temporary confinement of adults who have recently been arrested except sentenced prisoners who are trustees may reside in the facility to carry out work appropriate for trustees.

4.01 CLASSIFICATION

All juvenile inmates are to be segregated from adult inmates at all times in the detention facility.

Juvenile inmates shall be assigned to the cell designated the Juvenile Cell located next to the benches at the side door of the Police Department. Maximum privacy shall be provided juvenile inmates at all times.

Male and female juvenile inmates will be segregated at all times.

To the extent practicable, juvenile and female felony inmates are to be segregated from juvenile and female misdemeanor inmates.

4.02 SEGREGATION OF JUVENILES

All juveniles shall be segregated from adult inmates. (Welfare and Institutions Code 208). Refer to Jail Manual classification plan for rules regarding assignment of detention facilities.

There shall be no physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. Sight contact is clear visual contact between adult inmates and juveniles within close proximity to each other. Sound contact is direct oral communication between adult inmates and juvenile offenders.

In situations where brief or accidental contact *may* occur, such as booking or facility movement, facility staff, trained in the supervision of inmates, shall maintain a constant, side by side presence with either the minor or adult prisoner to prevent sustained contact.

The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.

4.03 INMATE DISCIPLINE

Due to the short-term nature of confinement in the Huntington Park City Jail, there is no long-term discipline program required in the jail facility.

The following notice is posted conspicuously throughout the jail facility both in English and Spanish.

"Defacing or damaging jail property is a felony, 4600 Penal Code"

In addition, the Custody Officer is required to have each person booked into the jail facility read and sign a "4600 Penal Code Destruction of Jail" admonishment (included in the Jail Orientation Form) at the time of booking. The form is printed in both the English and Spanish language.

The Custody Officer is required to report all disciplinary matters immediately to the Watch Commander, who is designated the Disciplinary Officer for the jail facility. The Watch Commander is required to immediately review all violations of inmate discipline, as well as all inmate complaints, and to prepare a written memorandum of the facts and his conclusions for submission to the appropriate level of command.

In the event of 4600 Penal Code violations, a person designated by the Watch Commander shall file a crime report which shall, in appropriate cases, be filed with the court for such further legal action as may be arranged under the circumstances.

No person who is an inmate in the Huntington Park City Jail Facility, nor any group of inmates, shall be allowed to administer, perform, or inflict any form of discipline, punishment or corrective action on any other inmate or group of inmates under any circumstances (Penal Code Section 4019.5).

Nothing in this section shall preclude the recovery of damages to the jail facility caused by violations of Section 4600 of the California Penal Code. Nothing in this section shall preclude the recovery of damages by any employee of the City of Huntington Park for personal injuries sustained in the course of performance of their jail duties. Nor shall any limitations in this section be construed to prohibit the right of the Custody Officer or the Watch Commander to take such action with any inmate or group of inmates as may be necessary to provide for the security of the jail facility or the safety of all persons therein.

4.04 PUBLIC INFORMATION

The release of any information regarding juvenile offenders to the press or general public is strictly prohibited.

4.05 CUSTODY AND CONFINEMENT LOG

The custody and confinement log for juveniles will be maintained by the Custody Officers

Section 207.1(d)(6) W&I Code requires that a log or written record be maintained by each law enforcement agency that holds one or more juveniles in secure confinement for any period of time.

This log is to assist you in maintaining information on juveniles placed in secure custody. At the end of each month, only the entries of secure confinements on the log should be tallied and entered on the monthly **Report on the Secure Confinement of Juveniles in Jails and Lockups**. This form is

for optional local use and submission to the Youth Authority is not required. However, it may be useful in complying with requirements of Section 207.1(d)(6) W&I Code. If you have any questions, contact CYA Data Section at (916) 427-4832.

4.05.1 Instructions for Completing Confinement Log

SECTION A:

Confinements

Enter information for each juvenile in secure confinement for any length of time. In addition, you may also wish to record information on youths in non secure custody. At this time, only secure confinements are to be included on the pink monthly report for submission to CYA. See definition of secure confinement on the monthly report.

Reason for Confinement Codes

- 1) Juvenile detained following certification (remand) to adult court, W.I.C, Section 717(b).
- 2) Disciplinary transfer from county camp or juvenile hall.
- 3) CYA, detainee, hold, etc.
- 4) Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
- 5) Accused of other felony not listed in #4
- 6) Accused of a misdemeanor.
- 7) Detained for other reasons.

SECTION B:

Type of Release Codes

- 1) Released on own recognizance.
- 2) Transferred to another custody facility.
- 3) Other types of release.

4.06 DECISION ON SECURE DETENTION

A minor who is taken into temporary custody by a peace officer on the basis that he/she is a person described in Section 602 of the Welfare and Institutions Code may be held in secure detention in a law enforcement facility that contains a lockup for adults if the minor is at least 14 years of age or older and if; in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure detention set forth in these standards are met. Any minor held in temporary custody who is less than 14 years of age, or who does not, in the reasonable belief of the peace officer, present a serious security risk of harm to self or others, shall not be placed in secure detention, but may be kept in non-secure custody in the facility as long as all other conditions of non-secure detention set forth in these standards are met.

In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:

- Age, maturity and delinquent history of minor;
- Severity of offense(s) for which the minor was taken into custody;
- Minor's behavior, including degree to which the minor appears to be cooperative or non-cooperative;
- The availability of staff to provide adequate supervision or protection of the minor;
- The age, type and number of other individuals who are detained in the facility.

4.06.1 Secure Detention inside a Locked Enclosure

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

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

Minors placed in locked rooms shall be:

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

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

- 1) Constant auditory access to staff by the minor.
- 2) Unscheduled personal visual observation of the minor by the staff of the law enforcement facility, no less than twice every thirty (30) minutes.

4.06.2 Secure Detention outside a Locked Enclosure

Minors held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than thirty (30) minutes. A staff person from the facility shall be present at all times to assure the minor's safety while secured to a stationary object.

The W/C shall review the need to continue every 30 minutes.

4.06.3 Non-Secure Custody

Minors held in temporary custody who do not meet the criteria for secure detention as specified in

Section 207.1(d) of the Welfare and Institutions Code, may be held in non-secure custody if one of the following is necessary:

- 1) A brief time period is needed to investigate the case.
- 2) To facilitate the release of the minor to a parent or guardian.
- 3) To arrange for the transfer of the minor to an appropriate juvenile facility.

Minors held in non-secure custody shall receive constant personal visual observation and supervision by the staff of the law enforcement facility.

4.06.4 Care of all Minors in Temporary Custody

All minors held in temporary custody (Secure and Non-Secure) will have the following made available to them:

- a) Access to toilets and washing facilities;
- b) One snack upon request during the term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment;
- c) Access to drinking water; and,
- d) Privacy during visits with family, guardian, and/or lawyer

4.06.5 Custodial Time Limits

Minors shall not be held in secure detention or non-secure custody in a law enforcement facility that contains a lockup for adults for more than six (6) hours.

Custody Officers will make a physical inspection of all secured detention juvenile inmates every 30 minutes.

4.07 TELEPHONE PROCEDURES

Phone calls are to be completed within one (1) hour of booking and juvenile inmates must be advised of this right. These calls are to be completed to any of the following:

- 1) An attorney of his/her choice.
- 2) A parent.
- 3) A clergyman.

This section does not relieve the arresting officer of the requirement to contact the parent of the juvenile.

These telephone calls shall be given immediately upon request or as soon as practicable. Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor (Penal Code section 851.5).

4.08 SUICIDE RECOGNITION AND PREVENTION - INTRODUCTION

During your career as a Jailer, you will be expected to perform a wide range of duties, all of which facilitate the security, maintenance and well-being of those confined to the jail facility.

Being solely responsible for the well-being of the residents under your supervision, you are in a position to aid in the prevention of suicides in jails.

Any person faced with the responsibility of dealing with individuals who may exhibit suicidal behavior should attempt to come to grips with his or her own feelings about death. This will help facilitate the intervention techniques, as set out in this section, for the purpose of suicide prevention. By being aware of your own feelings, you will be better able to relate to an inmate experiencing suicidal crises.

The information in this manual is not intended to change anyone's attitudes, beliefs, or feelings about death or suicide, and how they pertain to inmates. Instead, it is our hope that by making you aware of your own feelings about these subjects, you will be better able to recognize abnormal behavior and implement intervention techniques.

Jailers should refer to Section 3.19 through 3.19.9 of this manual for information on:

Symptomology	Observable Physical Signs of Depression
Categories of Suicidal Persons	Profile of a Suicidal Person
Talking to Suicidal Inmates	Popular Myths about Suicide
Interaction Techniques	Alcohol / Drug Abuse and Suicide

4.09 USE OF RESTRAINTS

It is the policy of the Huntington Park Police Department that medical restraints will not be used on persons in the jail facility. Should an inmate exhibit behavior that, in the opinion of the officer and Watch Commander, is bizarre and/or dangerous to his/herself or others, that inmate will be transported to a facility that can adequately assess the inmate's condition and arrange placement. (MLK, Harbor UCLA Medical Center, Los Padrinos Juvenile Justice Center)

The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain inmates for security reasons, or for transportation.

4.10 MEDICAL ASSISTANCE AND SERVICES

To fulfill legal obligations, jailers will perform sick call once in a 24-hour period. It is suggested that sick call be performed during the noon meal. Inquiry will be made by asking general questions of the individual prisoners as to their current physical status (i.e., How are you feeling? Any problems? Is everything all right? etc.). See Section 3.00 (Medical Procedures) for specific guidelines.

4.11 DEATH OR SERIOUS INJURY OF A DETAINED JUVENILE

Upon discovering the death of an in-custody juvenile, the Jailer shall notify the Watch Commander immediately. The Watch Commander shall immediately notify the Detective Division Lieutenant, Assistant Chief of Police and the Chief of Police of this death.

In the event a juvenile dies, attempts suicide, or is seriously injured while in the custody of the Huntington Park Police Department, notification shall also be made to that juvenile's parent, guardian, person standing "in loco parentis."

In the event a juvenile inmate dies while in custody at the Huntington Park Police Department (HPPD) jail, the following notifications and procedures will be enacted pursuant to Penal Code Section 5021.

As provided in Section 27491 of the Government Code, any death that occurs in the HPPD jail will be reported to the Chief of Police, or his designee, and the L.A. County Coroner's office within a reasonable time, **not exceeding two (2) hours**. The death will be reported to the District Attorneys office as soon as a representative of the office is on duty.

After completing the initial investigation concerning the juvenile's death, the Assistant Chief, or his designee, will contact the Los Angeles County Health Department, Housing and Institution Section. The unit will assist in conducting a medical review concerning the death. A thorough review of jail operation policies and procedures will follow to detect and correct any noted deficiencies.

The initial report of the death of an in-custody juvenile may be transmitted by telephone, direct contact or written notification to the Chief of Police, County Coroner's office and the District Attorneys office. The report shall outline all pertinent facts known at the time, all persons to contact and any other information deemed pertinent by the reporting officer.

The initial death report shall be supplemented by a written report submitted to the Chief, Coroner and District Attorney **within eight (8) hours of the discovery of death**. This written report shall include all circumstances and details of the death known at the time the report was prepared, and shall include the names of all persons with knowledge of the death circumstances. This conforms to Penal Code sections 5021 (b) and (c).

California Government Code section 12525 requires agencies to prepare a written report to the California Attorney General and the Board of Corrections within **ten (10) days** of the death, stating all facts concerning the juvenile's death while in custody. The written notification may consist of incident reports, Coroner's reports, death certificates and other reports containing information relating to the death.

Except for those matters deemed privileged information by the Attorney General, this written report must be made available for inspection by interested parties. Death in custody reports shall be forwarded to the following agencies:

**Criminal Justice Statistical Center
Attention: Death In Custody Program
P.O. Box 903427
Sacramento, Ca 94203-4270**

**California State Board of Corrections
Facilities Standards and Operations Division
600 Bercut Drive
Sacramento, Ca 95814**

4.12 INTOXICATED AND SUBSTANCE ABUSING MINORS

A medical clearance shall be obtained for any minors who are intoxicated **by any substance**, to the extent that they are unable to care for themselves.

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

Supervision of minors in non secure detention who display the outward signs of intoxication shall be supervised in accordance with Section 1150 of Title 15, Div. 1, Chap. 1, SubChap. 4, Article 9.

4.12.1 Detoxification Documentation

In order to document the intoxicated / impaired minor's successful detoxification, or their progressive deterioration, the *Detoxification Cell Inmate Assessment* will be filled out for ALL intoxicated (drugs & alcohol) minors placed into custody. This form will indicate the individual jailer's observation of the minor's condition and not those of the arresting officer.

When the minor is released from custody, this assessment is to be attached to his/her booking paperwork and will be filed in their permanent arrest file. If the minor is transferred to another facility, a copy of this assessment form will accompany the minor. The original will be placed in the minor's permanent arrest file.

GENERAL OPERATING RULES AND REGULATIONS

5.00 ARREST / BOOKING DOCUMENTATION

All persons arrested and brought to the Huntington Park Police City Jail will be received and processed by the attending jailer as soon as practicable.

5.00.1 Adult Arrests

The Huntington Park Police Department utilizes the L.A. County Sheriff's Department, *Booking and Property Record* (76B650B-SH-J-293 9/95) to record all adult arrests. Additional charges will be recorded on *Additional Charges and Holds Record* (76A248S-SH-CR435 3/96).

5.00.2 Juvenile Arrests

Arrests of juveniles will be recorded on Huntington Park Police Department, *Juvenile Investigation Report* (PD-60).

5.00.3 Traffic Warrant Arrests

Section 40304.5 CVC states that whenever any person is taken into custody for bail to be collected on two or fewer outstanding warrants for failure to appear on a citation for a parking offense or a traffic infraction, the person shall be provided the opportunity immediately to post bail, and shall not be booked, photographed, or fingerprinted, nor shall an arrest record be made if:

- 1) The person has sufficient cash in his possession, that person shall be given the opportunity immediately to post bail;
- 2) If the person does not have sufficient cash in his/her possession, that person shall be given the opportunity to do the following:
 - a. Make no less than three (3) completed telephone calls (local or collect long-distance) to obtain bail;
 - b. Have no less than three (3) hours in which to arrange for the deposit of bail.

If the arrestee is not able to post bail or wishes to waive the right to post bail, he/she may be processed as any other booking. The inability to post bail or the waiver should be included in the officer's arrest report.

5.01 Booking Procedure

When a prisoner is booked in the jail, the arresting officer shall be responsible for performing the following duties:

- 1) Advise the Watch Commander of the booking;
- 2) Complete a charge slip for the Jailer;
- 3) Conduct a proper and thorough booking search of the prisoner;
- 4) Count and itemize the prisoner's money. Any money in excess of four hundred (\$400) dollars U.S. will be placed into safekeeping. Any exceptions must be expressly approved by the Watch Commander.

When a prisoner is booked in the jail, the Jailer or booking employee shall be responsible for

performing the following duties:

- 1) Complete the booking utilizing the L.A. County ten-printer system and enter the information in the jail register. The Jailer should insure that the charge(s) match the sections listed in the LASO charge book and do not include authority sections (i.e. 836.3 P.C.) in the space provided for the charge;
- 2) Place the arrestee's property into a sealed bag and then place it into one of the provided property boxes. The property box number should be noted on the booking slip and the prisoner's name, charge(s), and arraignment date should be written on the property box board;
- 3) Complete "Medical Screening Questionnaire" with visual assessment:
 - a) Any observed or reported medical problems shall be immediately reported to the Watch Commander.
- 4) Complete "Inmate Classification" form including the prisoner's signature:
 - a) Any affirmative responses shall be reported to the Watch Commander
 - b) The location of a prisoner's placement in the main jail population shall be based on the nature of the offense and his/her responses to the "Inmate Classification" form.
- 5) The arrestee shall be afforded the opportunity to make telephone calls as provided by law;
- 6) Obtain a Huntington Park Police Department case (DR#) number from the arresting officer or dispatcher and input this information on the booking form.
- 7) Place a typed wristband with the arrestee's last name, first name and middle initial (or NMN), booking number, and thumb print (if a felony) on the left wrist.
- 8) Place the prisoner into the appropriate detention cell and indicate the cell # on the STC required *Inmate Classification Questionnaire*.
- 9) If the prisoner is found to be on parole, the jailer will notify the arresting officer and make the necessary efforts needed to obtain a parole hold.

5.02 Booking Search

All arrestees who are to be formally booked into the jail shall be routinely searched prior to entering the booking cell. This search is conducted for the safety of department personnel and to prevent any unauthorized substances or weapons from being introduced into the jail. All prisoner searches

should be conducted by an officer of the same sex as the arrestee. In the event an officer of the same sex as the arrestee is not available to conduct such a search, the officer may request the assistance of a civilian jailer, communications operator, parking enforcement officer, or records personnel to conduct the search, including mutual aid from other area agencies.

A booking search shall consist of a search of the prisoner's clothing, a pat-down search and may include a metal detector search.

An employee conducting a booking search shall check the following:

- 1) Outer clothing, such as jackets, extra pants, etc. shall be removed and searched.
- 2) Remove shoes and check for hollow or removable inner soles or heels and have socks turned inside out;
- 3) Pat down the front, back, sides and arms of prisoners, checking under the arms and between the fingers;
- 4) Pat down both legs;
- 5) While checking clothing, assure that the waistband, pockets, seams, hems or any place where the material is thick or where stuffing has been removed are thoroughly checked;
- 6) Check all through the hair on the head;
- 7) Check inside mouth and under tongue.

5.02.1 Strip Search

A strip search shall consist of a search which requires a person to remove or arrange some or all of his or her clothing so as to permit visual inspection of the underclothing, breasts, buttocks or genitalia of such person (Penal Code § 4030(d)(2)). This includes monitoring of an arrestee showering or changing clothes where the arrestee's underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

No strip search or visual body cavity search may be conducted without the prior written authorization from a supervisor. The authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made by the supervisor.

5.02.2 Body Cavity Search

This is a search that includes physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity or a person, and the vagina of a female prisoner (Penal Code §§ 4030(d)(1) and 4030(d)(3)).

5.02.3 Visual Body Cavity Search

A visual body cavity search shall mean a non-intrusive visual inspection of a body cavity.

5.02.4 Strip and Body Cavity Search Methods

In the event a **strip search or visual body cavity search** is necessary, the following procedures shall apply:

- 1) No strip search or visual body cavity search shall be conducted without prior written authorization from a supervisor. The time, date, and place of the search, the name and gender of the person conducting the search and a statement of the results of the search shall be recorded in the arrest record. A copy of the written authorization and recorded information shall be retained and made available to the arrestee or other authorized representative upon request.
- 2) All strip and visual body cavity searches shall be conducted under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search (Penal Code § 4030 (m)).
- 3) Unless conducted by a physician or other licensed medical personnel, the officer(s) conducting the strip search or visual body cavity search shall be of the same gender as the person being searched (Penal Code § 4030 (1)).
- 4) Whenever possible, a second officer of the same gender should be present during the search, for security and as a witness to the finding of evidence.
- 5) The officer conducting a strip search or visual body cavity search shall not touch the breasts, buttocks or genitalia of the person being searched (Penal Code § 4030(j)).
- 6) No employee should view an arrestee's private underclothing, buttocks, genitalia or female breasts while that person is showering or changing cloths unless the arrestee otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the arrestee with a shower or change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the arrestee's consent and/or otherwise protect the arrestee's privacy and dignity.

Nothing in the policy section shall prohibit the otherwise lawful collection of trace evidence from an arrestee in accordance with the provisions 3 – 6 above and based on a valid exigency, consent, or a search warrant.

Physical body cavity:

- 1) No person arrested on a misdemeanor or infraction shall be subjected to a body cavity search without a search warrant (Penal Code § 4030(h)).
- 2) A copy of the search warrant and the results of any body cavity search shall be included with the related reports and made available, upon request, to the arrestee or authorized representative.

- 3) Only a physician, nurse practitioner, registered nurse, license vocational nurse, or Level 11 Emergency Medical Technician (EMT) may conduct a physical body cavity search (Penal Code § 4030(k)).
- 4) Except for the above mentioned licensed medical personnel, persons present must be of the same sex as the person being searched. Privacy requirements, including restricted touching of body parts, are the same as the strip search standard.

5.02.5 Searching Person Arrested for Minor Offenses

According to Section 4030 PC, no person arrested for infraction or misdemeanor violations, except those involving weapons, controlled substances or violence, or any minor detained prior to a detention hearing on the grounds that he/she is a person described in Section 300, 601, 602 WIC, except those involving felonies, weapons, controlled substances or violence, shall be subjected to a strip search or visual body cavity search prior to placement in the general jail population, unless a peace officer has determined there is a reasonable suspicion, based on specific and articulable facts, to believe such person is concealing a weapon or contraband, and a strip search or visual body cavity search will result in the discovery of the weapon or contraband.

No person arrested and held in custody on a misdemeanor or infraction offense (not involving weapons, controlled substances or violence) shall be confined in the general jail population unless:

- 1) The person is not cited and released;
- 2) The person is not released on his/her own recognizance;
- 3) The person is not able to post bail within a reasonable time not less than three (3) hours.

Any person taken into custody may be subjected to pat-down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

5.03 RELEASE FROM CUSTODY

Unless prohibited by a court order or the charge of a capital offense, all persons taken into custody are entitled to be released from custody. The release from custody may be in the form of cash bail, surety bond or the defendant's own recognizance. Regardless of the type of release, the following procedures shall be followed when releasing an inmate:

Releases will be approved by the Watch Commander.

Prisoners to be released will be brought forward and locked in the booking cell.

The Jailer is to ask the prisoner his/her date of birth, home address, name of spouse, or other information that would be known only to the particular prisoner. Compare with booking slip information, **and the name listed on the prisoner's wristband.**

Check any distinguishing mark, scar or tattoo, and physical description listed on the booking slip with the person to be released.

When you are satisfied of the person's identity and that he/she will be released, obtain his/her personal property and return them to the prisoner and insure listed valuables and money are accounted for. **Any discrepancies will be immediately reported to the on-duty Watch Commander.**

After prisoner has signed release documents, booking slip and/or citation, check the signature with the name given at the time of booking.

If a prisoner is being released to the Los Angeles County Sheriff's Department for transportation to a county facility, the wristband will be left on the prisoner. In all other cases, the wristband will be removed just prior to the prisoner's exit from our Jail.

If there are any irregularities or doubt as to identity, check with the Watch Commander for further investigation.

Juvenile and female prisoners will have priority for bookings and releases.

5.03.1 Cash Bail Procedures

The Watch Commander is the only employee authorized to accept cash bail. When cash bail is posted on an arrestee, the following procedures shall apply:

- 1) Accept the amount of bail indicated on the bail schedule, or if the arrestee was booked on a warrant, the amount indicated on the warrant;
- 2) Determine from the court schedule for bail-outs when and where the arrestee is to appear in court;
- 3) Complete the required information on the bail receipt indicating the charge in the "vs" section next to the arrestee's name;
- 4) Provide the person posting bail with the original (white copy) of the bail receipt (PD-50). A separate bail receipt is needed for each court or jurisdiction for which bail has been posted;
- 5) Orally instruct the prisoner where and when to appear in court;
- 6) Instruct the Jailer to release the arrestee;
- 7) Place the cash bail money in an envelope with the blue copy of the bail receipt along with the original copy of the warrant, if applicable. The green copy remains in the bail receipt book;
- 8) Make two additional photocopies of the bail receipt and attach one to the booking paperwork and insert the other into locker number 68;
- 9) Record the required information in the "Evidence Money Log" maintained in Evidence and deposit the envelope in the bail safe.

5.03.2 Surety (Bail) Bond Procedures

The Jailer or other designated employee offered a Surety Bond by an arrestee's agent shall check the validity of the bond. The bond shall not be accepted when:

- 1) The amount of bail, including any Penalty Assessment (PA) portion is incorrect;
- 2) The bail is in excess of the bond limit;
- 3) Alterations or erasures are made on the bond;
- 4) The bond is for more than the warrant;
- 5) The bond has not been executed by an insurer certified to transact surety insurance in this state;
- 6) The judicial district or warrant number is incorrect;
- 7) The bond has expired or has not been notarized.

Approval for bond releases shall be obtained from the Watch Commander. Jailers shall note the bond number and the return court date on the back of the booking slip. Bail bonds shall be deposited in the bail safe. Additionally, the jailer shall make a photocopy of all bail bond paperwork and attach it to the booking paperwork

5.03.3 Own Recognizance Release

Any person who has been arrested for a misdemeanor, and in the opinion of the Watch Commander, will not compromise the public safety; provides verifiable identification and domicile; and it is reasonable to assume that he/she will appear for arraignment will be eligible for an own recognizance (O.R.) release from custody. The method for an O.R. release shall be a Huntington Park Police Department, *Notice to Appear* (PD-24) citation.

5.04 COURT APPEARANCE DATE

Employees releasing prisoners on bail, bond, writ or own recognizance shall adhere to the court appearance schedule prepared by and supplied by the Los Angeles County Superior Court.

5.05 FEMALE PRISONERS

Female inmates are generally only temporarily detained in the Huntington Park Police Department Jail. As soon as practicable after booking, arrangements should be made to have the female inmate transferred to CRDF or for her lawful release from custody.

No female prisoner shall be detained in jail when there is no female employee on-duty to supervise her. During periods when such supervision cannot be provided, the Watch Commander shall:

Male officers may not enter the cell-block where a female prisoner is lodged, except in an emergency, unless accompanied by a female employee.

- 1) Arrange to have a matron respond to the jail and remain on the premises until such time as a regular female employee is on duty,

Or

- 2) Transfer the female adult arrestee to the Los Angeles County Sheriff's Department, RDF for Women. When practicable, a female employee should accompany a female prisoner in transit to CRDF and/or Twin Towers.

5.06 INMATE GRIEVANCE PROCEDURE

Each inmate may appeal and have resolved grievances relating to any conditions of confinement, including but not limited to, medical care; classification actions, disciplinary actions, telephone, mail and visiting procedures; food, clothing and bedding.

The grievance forms will be the same form used to register citizen complaints. Grievances will be initially investigated by the Jail Supervisor (Sergeant) who will attempt to resolve the grievance. The Supervisor will produce a written report on his investigation with corrective action noted. Should the investigation reveal misconduct by department personnel the complaint shall be forwarded to the office of the Chief of Police, pursuant to General Order 1020 for further action.