

HERMOSA BEACH POLICE DEPARTMENT

The policies and Procedures and rules and regulations set forth in this manual are an effort to guide the employees of this department. It shall be the duty and responsibility of all members of the department to become familiar with the material set forth in the manual. However, every employee should understand that no set of policies, procedures, rules and regulations can be established that will cover every case that may arise in the discharge of police duties; much must be left to the good judgment and discretion of the individual.

The Administrative Regulations contained herein have been adopted for the Hermosa Beach Police Department City Jail, in accordance with all applicable laws, policies, procedures, past practices, and city memorandums of understanding.

If any chapter, section, paragraph or phrase contained herein is found to be illegal or otherwise inapplicable, such findings shall not affect the validity of the remaining portions of this Manual.

Paul LeBaron
Chief of Police

HERMOSA BEACH POLICE DEPARTMENT

PURPOSE OF THIS MANUAL

This manual has been prepared to meet three specific goals:

1. To standardize policies, procedures, rules, and regulations within the Department's Staff Services Division.
2. To provide a ready reference of policies, procedures, rules, and regulations, governing operations for all concerned or interested individuals, both within and without the Department.
 1. To provide a written reference of operations, so that Management personnel can ascertain the compliance or noncompliance with mandated statutory, judicial directives, and department directives.

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800.00 JAIL MANUAL - DEFINITIONS - JAIL TERMS

800.01 - TYPE I FACILITY - A local detention facility used for the detention of persons, usually pending arraignment, for not more than 48 hours, excluding holidays and weekends, after booking. Type I facilities may also detain persons on court order. Inmate workers sentenced to County Jail may also be housed provided such placement is on a voluntary basis on the part of the inmate. The Hermosa Beach Police Department is classified as a Type I Facility.

MINIMUM JAIL STANDARDS (MJS) - Minimum jail standards refers to minimum standards for local detention facilities, issued by the Corrections Standards Authority specified in Title 15 of the California Code of Regulations (formally the California Administrative Code), Articles 1 through 14.

RATED CAPACITY - Means the number of inmate occupants for which the Hermosa Beach Police Department Jail Facility was planned and designed in conformity with the minimum Jail standards. The Hermosa Beach City Jail is presently rated for fourteen (14) inmates.

LIVING AREAS - Those areas of the Jail facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells, such as the sobering cells and booking cells.

BOOKING CELL - Any of the temporary prisoner receiving cells used to hold persons under arrest prior to or during the booking process.

SOBERING CELL - A cell where intoxicated inmates are placed until they are sober.

INMATES - "INMATE" OR "PRISONER" shall be used to describe:

- Any person incarcerated in the Hermosa Beach Police Department Jail Facility.
- Any person remanded by a court to the custody of the Hermosa Beach Police Jail Facility.
- "PRE-SENTENCED INMATE" shall be used to describe any incarcerated person awaiting arraignment or hearing.
- "SENTENCED INMATE" shall be used to describe any incarcerated person who has been sentenced by a court to the Hermosa Beach Police Department City Jail.
- "TRUSTY" shall be used to describe any sentenced inmate currently performing a job assignment or work detail.

ADMINISTRATIVE SEGREGATION - The physical separation of different types of inmates from each other such as specified in Penal Code Sections 4001 and 4002, Welfare and Institutions Code 508, and Section 1053 of the minimum Jail standards.

FACILITY ADMINISTRATOR – The Chief of Police.

JAIL COMMANDER - The Staff Services Division Commander.

JAIL MANAGER - The Staff Services Division Commander. Supervises the day to day operations of the Jail.

POLICE SERVICE OFFICER SUPERVISOR – Supervises the day to day operations of the Jail and Records Bureau.

JAIL SUPERVISOR - The Sergeant or on-duty Watch Commander responsible for supervising all Jail operations during their shift.

PSO - A civilian Police Service officer assigned to work a specific shift as a responsible agent in the Jail facility.

PERSONNEL - “Member” and “Employee” shall be used synonymously to include Hermosa Beach Police Department employees, sworn and non-sworn.

EMERGENCY - Means any SIGNIFICANT DISRUPTION of normal Jail facility procedures, policies, or activities caused by RIOT, FIRE, EARTHQUAKE, ATTACK, STRIKE, or other similar disturbance.

SOBER - A term used to indicate that an intoxicated person HAS RECOVERED SUFFICIENTLY to function normally, both mentally and physically.

MISCELLANEOUS TERMS - “SHALL” and “WILL” are mandatory. “MAY” is permissible.

800.02 EQUAL OPPORTUNITY: The Jail manual regulations do not specify male or female, but it is the intent of the department that all services and programs be available to all jail personnel.

800.03 MANUAL DEFINITIONS FOR JAIL OPERATION - GENERALLY: The Hermosa Beach Police Department Jail Facility exists for any of the following purposes:

1. For the detention of persons charged with a crime and committed for trial.
2. For the confinement of persons sentenced to imprisonment therein upon a conviction of a crime.

3. For the detention of persons committed in order to secure their attendance as witnesses in criminal cases.
4. For the confinement of persons committed for contempt or upon civil process or by other authority of law.

800.04 WHO THE JAIL MUST RECEIVE. A Jailer must receive a person committed to Jail by a court irrespective of whether the committing action of the court was legally correct or erroneous since the words “competent authority” merely refers to the legal power or capacity to take charge of a case. Such power is not affected by an error in the court’s decision.

Every keeper of a Jail who willfully refuses to receive or arrest any person charged with a criminal offense is in violation of P.C. 142, a felony.

800.05 RATED CAPACITY OF JAIL CELLS

- CELL 1 - Three adult prisoners
- CELL 2 - Three adult prisoners
- CELL 3 - Four adult prisoners
- CELL 4 - Two adult prisoners
- CELL 5 - One adult prisoners
- CELL 6 - One adult prisoners

800.06 DUTIES AND RESPONSIBILITIES - RESPONSIBLE PERSONNEL

800.07 POLICE SERVICE OFFICER - It is the responsibility of the Police Service Officer to provide a humane environment, and care for the health, security, and rights of prisoners. This custody responsibility can subject both the individual and the department to severe criminal and civil liability if it is done negligently, improperly, or incompetently.

Police Service Officers have the **ULTIMATE RESPONSIBILITY** for safeguarding prisoners and ensuring the security, maintenance and well-being of those confined in the Jail facility.

The Hermosa Beach Police Department Jail Facility occasionally serves as a Jail for allied agencies. Police Service Officers are responsible for assisting Officers from other agencies in properly booking their prisoners.

Police Service Officers have the same duty to care for a prisoner booked by an allied agency as for a prisoner booked by a Department employee.

800.08 SERGEANTS AND WATCH COMMANDERS - The Sergeant/WC (watch commander) has the responsibility for the immediate and direct supervision of the Jail and the Jail operations. The Sergeant/WC shall regularly observe and supervise the Jail operation during their assigned shift. They have the **ULTIMATE SUPERVISORIAL RESPONSIBILITY** of the Jail during their shift. They shall periodically monitor the booking of prisoners.

The Sergeant/WC has the ULTIMATE SUPERVISORIAL RESPONSIBILITY for ensuring compliance with all LAWS, RULES, PROCEDURES, and REGULATIONS, affecting the Jail and booking of prisoners. In addition, the Sergeant/WC has responsibilities for carrying out certain duties as specified in this manual of Jail policies and procedures.

800.09 JAIL COMMANDER - The Jail Commander is responsible for the overall day-to-day operation of the Jail Facility. They shall guide employees in their daily work responsibilities through responsible supervision. This may be accomplished through the issuance of policies, procedures, rules, and regulations affecting the operation of the Jail, with regular meetings with Jail personnel, on-site inspections of facility operations and careful review of employee performance.

The Jail Commander shall be responsible for supplying the necessary support services required to operate the Jail facility in an efficient and cost effective manner.

The Jail Commander is considered a critical employee in the overall functioning of the Jail Facility, and as such should be available in the event of an emergency or other similarly related problems.

800.10 FACILITY ADMINISTRATOR - The Facility Administrator is the Chief of Police. The Chief is charged, by law, with the administration of the Hermosa Beach Police Department Jail Facility

800.11 PERSONNEL - GENERALLY - Whenever there is a person in custody, there shall be at least one employee on duty at all times, who shall be immediately available and readily accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.

Whenever one or more female inmates are in custody there shall be at least one female employee who shall be immediately available and readily accessible to those prisoners.

Intermittent visual supervision of all inmates shall be provided for at all times. These visual checks shall be recorded in writing on the inmate's Jail register at the time they are conducted by the Jail employee. These documented checks shall be in addition to any other written comments required under the provisions of this manual.

800.12 FIRE AND LIFE SAFETY - Whenever there is a person in custody there shall be at least one person on duty at all times who is knowledgeable in the area of fire and life safety procedures, and meets the training requirements set forth by the State Fire Marshal.

800.13 PRISON RAPE ELIMINATION ACT

The Hermosa Beach Police Department has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Hermosa Beach Police Department will take immediate action to protect those in its custody

who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162; 15 CCR 1029)

801.00 RECORDS AND PUBLIC INFORMATION - ARTICLE 4

801.01 POPULATION ACCOUNTING - POLICY: The Facility Administrator is mandated by law to maintain an inmate population accounting system which reflects the monthly average daily population of sentenced and unsentenced prisoners by categories of male, female, and juvenile. The population accounting system for the Hermosa Beach Police Department has been established in conformity with the requirements of the Bureau of Criminal Statistics of the California Department of Justice, and in accordance with Article 4, Section 1040, Title 15 C.C.R.

801.02 POPULATION ACCOUNTING - Generally, population accounting procedures shall consist of the following:

1. Every inmate placed in any living area of the Jail shall be booked according to Department procedure.
2. In addition to complying with all other mandated inmate record keeping as set forth in this manual, the employee booking the inmate shall record all pertinent information as required in the computerized ARREST BOOKING REPORT format. In particular the classification of the inmate as an adult (**A**) or juvenile (**J**) must be properly entered. Also the proper BCS DISPOS must be accurately entered as well. They are as follows:
 - 1 - Released (Trusty's and 647f P.C. arrests are in this category even when the 647f has other agency warrants.)
 - 2 - Turned over to another agency (Other agency warrant arrests for example.)
 - 3 - Misdemeanor complaint filed
 - 4 - Felony Complaint filed
 - 5 - Use on all Juveniles

801.03 INMATE RECORDS - The Facility Administrator is mandated by law to maintain individual inmate records in accordance with Article 4, Section 1041, Title 15 C.C.R. These shall include but are not limited to:

- Intake information.
- Personal property receipts.
- Commitment papers.
- Court orders.

- Reports of disciplinary actions taken.
- Inebriate screening

- Medical Screening

- Medical orders issued by the Jail facility's responsible medical staff person and Jail staff response.

- Non-medical information regarding disabilities and other limitations.

- Other department inmate records.

801.04 Misdemeanor Inmate Release Policy

Inmates, when bond or bail is posted, have an absolute right to immediate release, absent an additional charge, reasonable processing time, or legal reason to hold. Inmates to be cited have a similar right, as the citation is given in lieu of bail. It is the policy of this Department to release misdemeanor inmates in a manner prescribed by law (853.6 PC) as soon as such inmate may reasonably and safely be released.

Inmates arrested and booked for misdemeanor offenses shall be released, unless the Watch Commander advises he/she shall be held for bail. The release shall be completed at the earliest possible time consistent with procedural requirements. A misdemeanor inmate shall be released, either in the field or from the booking area, on a signed promise to appear, unless:

1. The person arrested was so intoxicated that they posed a danger to themselves or to others.
2. The person arrested required medical examination or medical care or was otherwise unable to care for their own safety.
3. The person was arrested for one or more offenses listed in Section 40302 of the Vehicle Code.
 - a. Persons arrested for 23152 V.C. may be released on their written promise to appear, or released on bond or bail. The degree of alcohol or narcotic intoxication of the person arrested may delay or prolong the process of release without constituting a denial of bail. However, this delay shall be no longer than is necessary for the person arrested to achieve sufficient sobriety so as to comprehend the necessity for their future appearance in court. Extenuating circumstances such as illness or physical incapacity due to causes other than intoxication may justify the release of the arrested person on bond to a responsible relative, friend, or attorney, while the person arrested is still intoxicated.
4. There are one or more outstanding arrest warrants for the person.

5. The person cannot provide satisfactory evidence of personal identification. Persons arrested pursuant to Vehicle Code Section 40302(a) may not be detained longer than two hours to verify identity (40307 V.C.).
 - a. Once identified, this subject must be issued a Notice to Appear or be eligible for bail.
 - b. If the person cannot be adequately identified within the two-hour period and has sufficient funds to post bail, the person must be allowed to post bail.
6. The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense would be jeopardized by the immediate release of the person arrested.
7. There was a reasonable likelihood that the offense or offenses would continue or resume or that the safety of persons or property would be imminently endangered by the release of the person arrested.
8. The person arrested demands to be taken before a magistrate or refuses to sign a promise to appear.
9. The person was arrested for public intoxication (647(f) P.C.) and no further proceedings are desirable, and the inmate is released under the guidelines set forth in 849(b)(2) P.C.
10. Any reason where, for good cause, the Watch Commander believes a release would be unreasonable or unsafe, justification for the non-release must be noted.

MISDEMEANOR RELEASE PURSUANT TO 849(B)(2) P.C.

- A. All persons arrested for intoxication only may be released, per 849(b)(2) P.C. providing:
 1. The person was arrested for ALCOHOL intoxication only.
 2. No further proceedings are desirable.
 3. The inmate may be released reasonably and safely.
- B. When the following conditions are present, the inmate should be cited into court:
 1. 647(f) P.C. DRUGS
 2. The inmate is a suspect in another crime.
 3. An officer is injured from a contact involving the inmate.
 4. There is property damage involved; e.g. damage to uniform, vehicle or jail.

849(b)(2) P.C. RELEASE – JAILER’S RESPONSIBILITY

Prior to releasing an inmate held for 647(f) P.C., the following shall be done:

1. Ensure that a warrant check and Live Scan has been completed.
2. Review the booking form for accuracy.
3. Obtain approval from the Watch Commander.
4. Obtain the inmate’s signature on the property record.
5. Return the inmate’s property.

CASH BAIL RELEASE

Prior to releasing an inmate on cash bail, the following shall be done:

1. Ensure that a warrant check and Live Scan has been completed and there are no additional holds on the inmate.
2. With a witness, count the bail money and place it into a sealed bail envelope. Both the bail taker and witness shall initial the flap.
3. Complete a bail receipt and include a court date as prescribed according to the court arraignment schedule.
4. Staple the receipt to the bail envelope and place the envelope into the locked money/bail box.

801.05 INMATE BOOKING - At the time of the booking, the booking employee shall be responsible for listing on the booking slip, accurately and completely, all personal property taken from the prisoner. The property will then be sealed in plastic bags, along with a copy of the booking slip, and placed into the prisoner's assigned property locker. All property taken from a prisoner will be:

1. Returned to the prisoner at the time of his release, or;
2. Given to the Sheriff's or Marshal's representative when the prisoner is transported to court, or;
3. Given to such other law enforcement agency as may be taking custody of the prisoner, or;
4. Turned over to the parent, legal guardian, spouse or other persons **ONLY WITH THE WRITTEN CONSENT OF THE PRISONER AND APPROVAL BY THE SERGEANT OR WATCH COMMANDER.**

801.06 INMATE PROPERTY - Where the amount, size, container, etc., of personal prisoner property cannot be taken to court with the prisoner or released to an agent of the prisoner, such items shall be logged into a property locker pursuant to Department procedure.

Property taken from a prisoner and placed into evidence will be logged in according to Department procedure. The prisoner's booking slip will be annotated to reflect all property placed into evidence and the employee so authorizing.

801.07 INMATE RECORDS - Inmate records may be used by the booking employee or other appropriate personnel to assist in the determination of type of custody to which the inmate will be assigned.

Detailed records shall also be maintained in the arrest file on any classification, reclassification, or disciplinary actions taken.

801.08 FISCAL RECORDS - The Jail Commander will maintain fiscal records which will clearly indicate the costs for the Jail facility according to generally accepted accounting principles. Such records shall be in accordance with Department Policy and Procedure. They should include:

- Fiscal records pertaining to costs of feeding, clothing, and hygiene needs of inmates.
- Personnel costs including salaries, sick leave, vacation, retirement benefits, etc.
- Maintenance costs such as janitorial supplies, minor repairs, etc.
- Contract costs for prisoner detention at county facilities such as central jail, jail medical ward, etc.
- Other program costs excluding capital structure outlay.

801.09 REVENUES - Jail facility fiscal records should also show any revenues derived from services provided.

801.10 JAIL INJURY/ INCIDENT REPORTS - POLICY - The Facility Administrator is mandated by law to maintain a written record of all incidents which result in PHYSICAL HARM, or SERIOUS THREAT OF PHYSICAL HARM, to an employee, inmate, or other person in the jail facility. Such reports shall be in accordance with Article 4, Section 1044, Title 15 C.C.R.

801.11 JAIL INJURY/INCIDENT REPORTS - PROCEDURE - For every incident occurring in the jail facility resulting in PHYSICAL HARM, or SERIOUS THREAT OF PHYSICAL HARM to any employee, inmate, or other person, a written report will be prepared using the "Hermosa Beach Police Department Jail Inmate Injury/Incident Report Form."

1. The on-duty PSO shall be responsible for preparing the report, completely and concisely, documenting the incident.
2. A DR number will be assigned to the report and the report will be immediately forwarded to the Sergeant or Watch Commander for review and approval.
3. The Sergeant or Watch Commander, upon completion of his review, and in no case more than 24 hours from the time of the incident, shall forward the completed report to the Jail Commander.
4. The filing of a Jail Inmate Injury/Incident report does not relieve the on-duty PSO of the responsibility of filing a crime report where a violation of the law has occurred, or any other report required by Department policy and Procedure, or law.

801.12 INMATE INJURY/ INCIDENT REPORT – A “**HERMOSA BEACH POLICE DEPARTMENT INMATE INJURY/INCIDENT REPORT**” shall be completed by the on-duty PSO and approved by the Sergeant or Watch Commander should an injury occur to an inmate.

801.12.1 INMATE CONFIDENTIAL INCIDENT REPORT

This form is used to document any PREA violation. If an inmate requests to fill out a confidential incident report, the on duty PSO shall allow them to do so.

- The DR number will be written on the report and the report will be immediately forwarded to the Sergeant or Watch Commander for review and approval.
- The Sergeant or Watch Commander, upon completion of his review, and in no case more than 24 hours from the time of the incident, shall forward the completed report to the Jail Commander.
- At no time shall the PSO or W/C receiving the confidential incident report speak about what was written in the report unless it is part of the PREA investigation.

801.13 PUBLIC INFORMATION - POLICY - The Facility Administrator is mandated by law to develop a plan for the dissemination of information to the public, to other government agencies, and to the news media. Such plan shall be in accordance with Article 4, Section 1045, Title 15 C.C.R.

801.14 EMPLOYEE RESPONSIBILITIES - Department employees perform a service role. A major responsibility is to inform the public of required booking information and assist them in securing the release of those in custody.

When someone is arrested, family and friends tend to become emotional. They may be excited, agitated, short-tempered, and highly unpleasant. They may react to any attitude of indifference, curtness, or other action - regardless of how minor - with hostility or resentment.

Employees must be PATIENT, HELPFUL, AND COURTEOUS. They must not only answer as fully and completely as possible all questions, but must go beyond questions to provide necessary information to the caller.

801.15 REQUESTS FOR INMATE INFORMATION - It is not unusual for the public to call repeatedly when trying to get someone released. While this is annoying and disruptive, it is part of the job and must be taken in stride. Providing complete and accurate information should help reduce repeat calls.

When an estimated time of release is given, every effort should be made to meet that estimate. If circumstances beyond Department control delay that release, the employee should courteously explain the reason for the delay and effect the release as soon as possible.

801.16 RELEASING INFORMATION - When releasing information regarding arrested persons, the employee shall adhere to Department policy and procedure regarding Press Relations.

801.17 FACILITY RULES AND PROCEDURES - The public and inmates shall have available for review the following printed material which shall be kept in the Jail Commander's office.

1. The State Board of Corrections and publications;
"GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF LOCAL
DETENTION FACILITIES," and "CALIFORNIA LAWS PERTAINING TO COUNTY AND
CITY ADULT DETENTION FACILITIES."

2. Facility Rules and Procedures affecting inmates as specified in Title 15, Sections, 1043, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1080, 1081, 1082, 1083, 1200.

801.18 MEDICAL QUESTIONNAIRE FORM - In accordance with Title 15, Section 1206n (7) of the C.C.R., in the event that an inmate is transferred from our facility into the custody of another police agency, County Jail, Court, Hospital, or Mental Health facility, **a copy of the completed medical questionnaire form shall accompany the inmate** to their new destination. The purpose is to provide appropriate medical information on significant health problems and other information that is necessary to provide for continuity of health care by the agency taking custody of the inmate.

All prisoners that are sent to Court/County shall have the medical questionnaire attached to the court/county transmittal form. In all other instances, a copy of the questionnaire is to be attached to the prisoner's property bag that is turned over to the handling agency.

801.19 PRESS RELATIONS - All inquiries from bona fide members of the news media shall be handled in accordance with Department Policy and Procedure regarding Press Relations.

801.20 PREA REPORTING

Individuals in custody may make reports to any staff member verbally, in writing, privately, or anonymously of any of the following (28 CFR 115.151; 15 CCR 1029): • Sexual abuse • Sexual harassment • Retaliation by other individuals in custody or department members for reporting sexual abuse or sexual harassment • Department member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment Individuals in custody shall be notified of the department zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to department supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

Department members shall accept reports from individuals in custody and third parties, and shall

promptly document all reports (28 CFR 115.151; 15 CCR 1029). All members shall report immediately to the Supervisor any knowledge, suspicion, or information regarding:

(a) An incident of sexual abuse or sexual harassment. (b) Retaliation against the individual or the member who reports any such incident. (c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161). No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

HBPD offers multiple ways to report sexual abuse and sexual harassment. Reports can be made anonymously.

- Notify Hermosa Beach Police Department Personnel.
- Fill out a confidential inmate incident form.
- Call LA Crime Stoppers at (800) 222-8477.
- Request to see medical staff (LAFD).
- Tell a family member, friend, legal counsel, or anyone else outside the facility. They can report on your behalf by calling the LA Crime Stoppers at (800) 222-8477.

801.21 PREA INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

802.00 CLASSIFICATION AND SEGREGATION - ARTICLE 5

802.01 CLASSIFICATION PLAN - POLICY - The Facility Administrator is mandated by law to develop and implement a written classification plan designed to properly assign inmates to housing and activities according to categories of sex, age, criminal sophistication, seriousness of crime charged, assaultive/non-assaultive, and other criteria such as will provide for the safety of persons and employees. Such cell assignment shall be accomplished to the extent possible within the limits of the available number of separate cells in the Jail facility and in accordance with Article 5, Section 1050, Title 15 C.C.R.

802.02 SECURITY CLASSIFICATIONS

1. **MAXIMUM SECURITY CATEGORY** - A classification assignment of an inmate who poses a real and present high risk to the Jail, and the safety of employees, visitors, and other inmates. Inmates classified as maximum security require constant supervision by employees and a high security cell assignment.

2. **MEDIUM SECURITY CATEGORY** - A classification assignment of an inmate which indicates a risk to the security of the Jail, and the safety of employees, visitors, and other inmates. Inmates classified as medium security requires close supervision by employees and a secure cell assignment.

3. MINIMUM SECURITY CATEGORY - A classification assignment of an inmate which indicates that the inmate does not pose a risk to Jail, and the safety of employees, visitors, and other inmates. Inmates classified as minimum security require little employee supervision and a secure housing assignment.

802.03 CELL ASSIGNMENT BASED ON CLASSIFICATION CATEGORY

CELL 1 - Utilized to house all categories of adult female security classification. However, maximum security classified adult females should only be housed with medium and minimum security classified females with the written approval of the sergeant or watch commander.

CELL 2 - Utilized to house all medium and minimum security classified adult male inmates.

CELL 3 - Utilized to house all maximum security classified adult males. The Sergeant or Watch Commander may approve the assignment of medium security classified adult male inmates to this cell as space constraints demand.

CELL 4 -Sobering Cell - This cell shall be utilized in conjunction with the segregation policies set forth in this manual. It shall not be used for long term assignment (more than six hours). As soon as the inmate is capable, they shall be properly classified and placed in the general housing area.

Whenever possible, medium and maximum security classified inmates shall not be held with other inmates in the sobering cell without the written approval of the sergeant or watch commander.

CELL 5 - Utilized to house any category of male adult classification. This cell may be used to also house any category of juvenile security classification with the approval of the sergeant or watch commander.

CELL 6 - Utilized to house any category of male adult classification. This cell may be used to also house any category of juvenile security classification with the approval of the sergeant or watch commander.

802.04 CLASSIFICATION PROCEDURE - The booking employee, with the approval of the Sergeant/WC, is responsible for the proper classification and cell assignment of all persons booked into the Jail facility. The Sergeant/WC may, at their discretion, reclassify any inmate booked into the Jail facility for the purpose of Jail security and/or employee and prisoner safety.

All persons booked into the Jail facility shall be classified using the Hermosa Beach Police Department Inmate Classification Questionnaire. The booking employee shall complete this form at the time of booking or as soon thereafter as possible (such as in the cases of intoxicated, uncooperative, assaultive, or aggressive inmates.)

802.05 SEGREGATION PLAN - POLICY - The Facility Administrator is mandated by law to segregate certain classes of persons detained in the Jail facility. Segregation is the separation or

isolation of persons according to sex, age, status (sentenced vs. unsentenced), mental or physical disorder, intoxication, or as a result of circumstances requiring separation for administrative cause. Inmates will be segregated by classes for Jail security, the protection of the inmate and/or other inmates, and the employee, and in accordance with Article 5, Section 1050, Title 15, C.C.R. Segregation shall not occur as a result of race, color, creed, or national origin.

802.06 INMATE SEGREGATION - GENERALLY - The following procedures shall be used in conjunction with the classification and medical sections of this manual and apply with respect to the segregation of all inmates and to juvenile inmates who have been arrested for criminal and traffic offenses as described in section 602 of the Welfare and Institutions Code.

1. All male inmates are to be separated from female inmates upon intake into the Jail facility. Whenever possible, male and female prisoners should not be booked simultaneously. All male persons in custody are to be segregated from females in custody at all times.
2. Employees shall not search the person of any prisoner of the opposite sex, or enter into the room or cell occupied by a prisoner of the opposite sex except in the company of an employee of the same sex as the prisoner.
3. All juvenile prisoners will be segregated from adult prisoners at all times.
4. Male and female juvenile prisoners will be separated at all times.
5. Persons charged with crimes will be segregated from persons already convicted of a crime and serving a court ordered sentence.
6. Persons detained as material witnesses, ordered confined for contempt of court, and persons held on civil process shall be confined separately from those charged or convicted of crimes and separately from each other.
7. Generally, female cell block corridor (Cell 1) doors should be kept closed to provide maximum privacy for female prisoners.
8. Generally, adult male inmates arrested for felony offenses should not be housed in the same cell as adult male inmates arrested for misdemeanor offenses or infractions.
9. Adult male inmates will be housed to provide the maximum privacy possible.
10. Juvenile prisoners are to be separated from adult Prisoners upon intake and during booking. They shall be kept segregated from adults AT ALL TIMES while being detained.
11. If juveniles are to be placed in the living area of the jail in secure detention, they are to be placed in Cell #6. The corridor door should be kept closed to provide the maximum privacy possible.

12. Space permitting, juvenile female felony offenders will be separated from juvenile female misdemeanor offenders.

13. Space permitting adult female felony offenders will be separated from adult female misdemeanor offenders.

14. Juveniles detained under the provisions described in 300 and 601 of the Welfare and Institutions Code shall not be detained in any portion of the Jail facility.

15. No form of segregation shall result in the summary denial of any customary Jail privileges. Any denial of Privileges shall be in conformance with Procedures set forth in the inmate discipline section of the manual.

16. The on duty PSO, with the approval of the Sergeant/WC, may make such other segregation as may be necessary to provide for the security of the Jail, inmates, or employees.

17. Infants brought into the Jail facility will be removed immediately and placed in the care of station personnel., The Sergeant/WC will immediately make arrangements for the placement of the infant from the Police Department to an appropriate and responsible party or facility.

802.06.1

802.07 COMMUNICABLE DISEASES - POLICY - The Facility Administrator is mandated by law, to segregate upon identification, all inmates with communicable diseases. These commonly include Tuberculosis, Venereal Disease, Infectious Hepatitis, AIDS, MRSA and others. Such diseases endanger the health of other prisoners and the jail personnel directly and the general public indirectly. The following procedures shall be in accordance with Article 5, Section 1051, Title 15 C.C.R., and will apply with respect to the segregation of those person(s) exhibiting symptoms of or suspected of having a communicable disease.

802.08 MEDICAL QUESTIONNAIRE FORM - Upon intake into the Jail facility, the booking employee shall make an inquiry of the person being booked as to whether or not he/she has had any communicable diseases. This will be accomplished by using the Medical Questionnaire form. The responses will be noted.

When it is determined that a prisoner has a communicable disease or a special medical problem, the booking employee will document the conditions on the Medical Questionnaire form and immediately notify the Sergeant or Watch Commander.

802.09 ACTIVE COMMUNICABLE DISEASES - If the individual is to remain in custody, they must be segregated from all other inmates. The on-duty PSO may recommend to the Sergeant/WC that the prisoner be transported to an appropriate medical facility.

All communicable disease conditions will be presumed to be serious and/or potentially contagious.

802.10 MENTALLY DISORDERED INMATES - The Facility Administrator is mandated by law to segregate, upon identification, all mentally disordered inmates. The Hermosa Beach Police Department Jail Facility is not equipped or staffed to confine persons who are severely mentally disordered. In the event that a mentally disordered inmate is detained in the Jail facility, such detention shall be in accordance with Article 5, Section 1052, Title 15 C.C.R. The following procedures shall apply:

1. An inmate is considered to be mentally disordered if they appear to be a danger to themselves or others; or if they appear to be gravely disabled.
2. All mentally disordered inmates are to remain segregated if retained in custody.
3. If, in the opinion of the booking employee or on-duty PSO, a person detained in the jail facility is considered mentally disordered, the Sergeant/WC shall be immediately notified.
4. A physician's opinion shall be secured within 24 hours of such segregation or at the next daily sick call, whichever is earliest.
5. The Sergeant/WC is ultimately responsible for deciding whether the person should be kept in custody or whether the inmate should be transferred to an appropriate medical facility.

802.11 ADMINISTRATIVE SEGREGATION - POLICY - The Facility Administrator is mandated by law to provide for the administrative segregation of inmates who are determined to be prone to escape, prone to assault employees or other inmates, likely to need protection from other inmates, or if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and/or employees. Such segregation shall be in accordance with Article 5, Section 1053, Title 15 C.C.R.

802.12 ADMINISTRATIVE SEGREGATION – PROCEDURE - Administrative Segregation shall consist of separate and secure housing but shall not involve any other derivation of privileges than is necessary to obtain the objective of protecting the inmate and staff.

The booking employee, with the approval of the Sergeant/WC, may make arrangements for the administrative segregation of inmates who:

1. By characteristics or behavior pose a threat to the safety and security of the facility or are a danger to themselves or others.
2. Are escape prone or appear to be escape risks.
3. Are assaultive or exhibit assaultive behavior.
4. Exhibit masculine, aggressive homosexual tendencies.
5. Exhibit overly massive homosexual tendencies.

6. Are developmentally disabled or mentally deficient.
7. Are youthful appearing, submissive inmates.
8. Are inmates displaying emotional instability.

Unilateral segregation of all inmates described above is not mandatory. Rather it is intended as a guideline for those inmates who demonstrate, by action or appearance, they will be a problem.

802.13 USE OF THE SOBERING CELL- The sobering cells (cells 4 &5) shall be used for the housing of inmates who are a threat to their own safety or the safety of others due to their state of intoxication. The on-duty PSO is responsible for ensuring all inmates placed in the sobering cell will have a completed sobering cell welfare check sheet upon entering the sobering cell. Use of the sobering cell shall be in accordance with Article 5, Section 1056, Title 15 C.C.R. Conditions affecting the use of this cell are as follows:

1. In no case shall an inmate remain in the sobering cell over **SIX HOURS** without an evaluation by a medical staff person or Police Service Officer to determine if the prisoner has an urgent medical problem. The 6-hour re-evaluation will be documented on the inmate welfare check sheet by the Police Service Officer and reviewed by the on-duty WC. (Refer to Section 810.12 of the medical procedure manual for further guidelines.)
2. If an inmate is kept in the sobering cell longer than 6 hours, at 12 hours from time of placement, all inmates will receive an evaluation by responsible health care staff.
3. Inmates in the sobering cell shall be checked by direct visual observation **NO LESS THAN EVERY HALF HOUR** to monitor their behavior and ensure they are breathing in a regular manner. These checks shall be recorded on the inmate sobering cell welfare check sheet.
4. Inmates in the sobering cell, for any period longer than two hours, shall be physically roused by the on-duty PSO each hour thereafter to ensure they are not suffering physiological complications as a result of the degree of their intoxication. These checks shall be recorded on the inmate sobering cell welfare check sheet.
5. Two tablespoons of Tang in an 8oz. glass of water (or an alternative approved by the L.A. County nutritionist) **WILL** be provided within the first four hours of original detention for inmates placed in the sobering cell.

802.14 DEVELOPMENTALLY DISABLED PERSON DEFINED - For the purposes of complying with Section 1057 of the Minimum Jail Standards, inmates shall be considered developmentally disabled if they are disabled due to mental retardation, cerebral palsy, epilepsy, autism, or a combination of these handicaps.

For the purposes of complying with Section 1057 of the Minimum Jail Standards, Regional Center for Developmentally Disabled Persons is defined as those private agencies throughout the

State, funded through the Department of Developmental Services (which assures provision of services to persons with developmental disabilities).

The Regional Center for Developmentally Disabled Persons is the Harbor Regional Center located at:

State of California Department of Developmental Services
Harbor Regional Center
21231 Hawthorne Blvd.
Torrance, CA 90503
Patricia Del Monico, Executive Director
(310) 540-1711

802.15 DEVELOPMENTALLY DISABLED INMATES - POLICY - The Facility Administrator is mandated by law to develop written procedures for the segregation of all developmentally disabled inmates. Such segregation shall be consistent with department policy and procedure and in accordance with Article 5, Section 1057, Title 15 C.C.R.

802.16 DEVELOPMENTALLY DISABLED INMATES - PROCEDURE - Upon identification that an inmate is developmentally disabled, the booking employee or on-duty PSO shall immediately notify the Sergeant/WC.

The Sergeant/WC will approve the continued incarceration of the developmentally disabled person in the Jail facility. Upon determination that the person is developmentally disabled and that he/she is to be booked into the Jail facility, such condition shall be documented, in writing, on the Booking Approval Form, Medical Pre-Screening Form, and Jail Register. The Sergeant/WC shall initial such annotation.

Upon booking the inmate, the booking employee shall immediately take those steps necessary to ensure the safety of the developmentally disabled inmate.

Segregation of developmentally disabled inmates shall be in addition to any other requirements and in accordance with all other Department policies and procedures.

802.17 NOTIFICATION OF REGIONAL CENTER FOR DEVELOPMENTALLY DISABLED INMATES - Whenever any inmate detained or booked into the Jail facility is suspected or confirmed to be developmentally disabled, such notification shall be for the purposes of diagnosis and/or treatment of the inmate.

Such notification shall occur within 24 hours of determination that an inmate detained or booked into the Jail facility is developmentally disabled, excluding holidays and weekends. All notifications shall be documented, in writing, on the Jail Register by the on-duty PSO.

It is the responsibility of the Hermosa Beach Police Department to work in cooperation with the responsible medical health authorities and/or regional center designed to aid and assist developmentally disabled persons.

802.18 OTHER CLASSES OF DETAINEES - From time to time, employees may contact persons detained in the Jail facility who are not easily classified or require special attention due to physical handicaps, sex change operations, etc. When an employee encounters such situations, the following procedures shall apply:

1. The booking employee will immediately notify the Sergeant/WC to apprise them of the situation.
2. The Sergeant /WC, based on the totality of the circumstances and facts available at the time, will make a recommendation on the classification and segregation of the inmate.
3. In the event that the sex of an individual is in question at the time the inmate is booked, the booking employee will determine from the person in custody the sex the person prefers for the COMPLETION OF THE BOOKING SEARCH. The Sergeant/WC will approve and supervise the search portion of the booking procedure and document same in the Jail register.

802.17 INTERACTIONS WITH TRANSGENDER INDIVIDUALS – The purpose of this policy is to establish guidelines that create mutual understanding, prevent discrimination and conflict, and ensure the appropriate treatment of transgender individuals in the jail. These guidelines are created to ensure contacts with transgender individuals are professional, respectful and courteous.

1. Do not use language that a reasonable person would consider demeaning to another person; in particular, language that references a person's gender identity, gender expression or sexual orientation.
2. Treat transgender persons in a manner that reveals respect for the individual's gender identity and gender expression, which includes addressing them by their preferred name and using gender pronouns appropriate to the individual's gender self-identity and expression.
3. Recognize that non-traditional gender identities and gender expressions do not constitute reasonable suspicion or prima facie evidence that an individual is or has engaged in prostitution or any other crime.

DEFINITIONS

Transgender: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth. A transgender person can be pre-operative, postoperative, or non-operative.

Gender Identity: A person's sense of being a male or female.

Gender Expression: Displays gender identity through dress, demeanor and language. For example, males express masculinity in different ways and females express femininity in different ways. Likewise, transgender individuals express femininity and masculinity in different ways, and in ways that may not be consistent with their sex at birth.

HOW TO ADDRESS A TRANSGENDER INDIVIDUAL

1. When a person identifies him/herself as transgender, respect the expressed gender and do not question it.
2. If the individual does not self-identify as transgender, the following guidelines apply:
 - a) When the intention of a person's gender presentation is clear to a reasonable person (based on attire or other indicators), use this as a basis for gender determination for the purposes of appropriate pronoun usage.
 - b) When a person's sex is unclear, or the Department member is not certain of the person's gender identity, it is appropriate to inquire how the individual wishes to be addressed (i.e. Sir, Ma'am).
 - c) Department members should ask the name by which the transgender individual wishes to be addressed. This name shall be noted as an "AKA" if it differs from the individual's legal name. No legal proof of name change shall be required.
 - d) If a transgender person is unwilling to provide information that enables the Department member to know what name and/or gender pronoun they prefer, then the Department member should make a determination about the person's gender based on the person's gender expression (i.e. clothing, language, demeanor, etc.) and any other evidence available to the Department member. For example, if the person is clearly dressed like a woman and presenting as a woman, then the person should be recognized and addressed as a woman.
 - e) If the individual does not self-identify and does not display some other obvious expression of gender identity, a Department of Motor Vehicles Identification or other government-issued form of identification (such as a passport) may be used as initial proof of gender identity until corrected or confirmed by the individual.
3. Any information obtained about an individual's transgender status, such as preferred name and pronoun, should be documented and provided to relevant Department members for the purpose of ensuring continuity of appropriate treatment.
4. Barring vital necessity, Department members shall not disclose to non-involved persons that an individual is transgender. A "need to know" basis should guide decisions about disclosure.

SEARCHES INVOLVING TRANSGENDER INDIVIDUALS

1. A search or frisk shall not be performed for the sole purpose of determining an individual's anatomic gender.
2. Transgender individuals shall not be subjected to more invasive search or frisk procedures than non-transgender individuals.
3. Department members should not inquire about intimate details of an individual's anatomy or surgical status to determine an individual's gender because no proof of an individual's gender is required.
4. Requests to remove appearance-related items such as prosthetics, clothing that conveys gender identity, wigs, and cosmetics shall be consistent with requirements for the removal of similar items for non-transgender individuals.
5. When an officer and/or PSO has reason to believe that a person to be searched is a transgender person, the officer and/or PSO shall specifically inform the person that, as with any other detainee or arrestee, he/she must be searched. The determining factor of the officer searching will be the arrestees declared gender. If there is no declared gender the officer and/or PSO shall ask the person to be searched if there is a preference to be searched by a male or a female, and document this preference in their report or other incident notes. If the arrestee's gender request can be reasonably and expeditiously accommodated without risk to officer safety, the request should be granted.
6. A Department member shall not refuse to search a transgender arrestee based upon the arrestee identifying as transgender.
7. When an immediate cursory search for weapons or contraband is necessary for safety or for the proper preservation of evidence, it may be conducted by a Department member of either sex if the preferred sex is unavailable, with the permission of the Watch Commander.

803.00 INMATE PROGRAMS AND ACTIVITIES - ARTICLE 6

803.01 VISITING - POLICY - The Facility Administrator is mandated by law to develop and implement an inmate visiting plan. Such a plan shall provide for as many visits and visitors as facility schedules, space, and number of Personnel will allow. Visits from family members and professionals are beneficial to Jail staff and the inmate by helping to reduce the tension and anxiety of confinement. It is the policy of the Hermosa Beach Police Department Jail to facilitate visiting privileges when possible, consistent with the security of the Jail and safety of visitors, inmates, and Jail personnel, and in accordance with Article 6, Section 1062, Title 15 C.C.R.

803.02 VISITING - DEFINITIONS

1. Contact visit - A visit in which physical contact between the inmate and the visitor is permitted.
2. Non-contact visit - A visit in which physical contact between the inmate and the visitor is not permitted.

803.03 VISITING - RULES AND REGULATIONS

1. Prisoners, and visitors who inquire, should be made aware that with certain exceptions visits are a privilege and not a right due to the short term nature of detention in this facility.
2. Each Pre-Sentenced inmate shall be allowed at least one visit within 24 hours after arrest.
3. Each Sentenced Inmate shall be allowed at least two visits totaling one hour per week. All inmate visits shall be supervised to conform with Jail security and control requirements.
4. Visiting privileges may be changed or cancelled at any time as circumstances warrant. These may include, but are not limited to:
 - a. Where there are no authorized employees available to supervise a visit.
 - b. Where medical circumstances prohibit visitation.
 - c. Where security considerations of the facility preclude visitation for a temporary period of time.
5. Visiting is allowed between the hours of 10:00 A.M. and 12:00 NOON, seven days a week. This is contingent on having an employee available that is authorized to supervise a visit.
6. Generally visitors are restricted to immediate family members only.
7. Visitors will be required to complete, in their own handwriting, a Prisoner Visitation Form. The on-duty PSO shall require identification sufficient to verify the information on the Prisoner Visitation Form.
 - a. Any question regarding the validity of identification or identity of individuals requesting visitation privileges shall be directed to the Sergeant/WC for resolution.
8. Generally, no one under the age of 18 years will be permitted to visit unless accompanied by a parent and subject to the approval of the Sergeant/WC. Minor children of the inmate are eligible to visit as long as a parent or responsible adult accompanies them.
9. Generally, visits will be limited to fifteen minute periods for each visitor.

10. No more than two persons will be allowed to visit a prisoner at one time.
11. No visits will be permitted if either the inmate or visitor is assaultive, aggressive and/or is intoxicated.
12. No articles will be given to an inmate without first being examined by the on-duty PSO.
13. Visits will be non-contact only and shall be confined to the visiting area.
14. Detectives may restrict visits during an investigation. Such restriction shall be noted on the prisoner booking, in the Jail register, and on the Booking Approval Form. The name of the Detective restricting such visit shall be noted as well.
15. Any visitor who brings, or attempts to bring any item of contraband into the Jail will be arrested and prosecuted. (4573 P.C.)
16. Visitors are not allowed to enter any other area in the facility unless accompanied by an on-duty PSO.
17. Inmates and visitors will conduct themselves appropriately at all times. When an inmate or visitor does not conduct themselves properly, the supervising employee shall discontinue the visit, escort the visitor out of the building, and return the inmate to their cell. Such visit termination shall be documented on the Prisoner Visitation Form.
18. The Sergeant/WC may make exceptions in unusual cases or approve special visits. The Sergeant/WC shall document such exceptions on the Prisoner Visitation Form.

803.04 RECEIVING VISITORS

1. All visitors are subject to a thorough search, at the discretion of the on-duty PSO and/or Sergeant/WC, prior to entering the Jail facility. Visitors refusing to submit to a search will not be allowed entry into the Jail facility.
2. The on-duty PSO will require that visitors leave their personal property outside the Jail facility.
3. Before leaving the Jail facility, the on-duty PSO will return to visitors all items not allowed to be kept by inmates.

803.05 SUPERVISING INMATE VISITS

1. It is the responsibility of the on-duty PSO to supervise all inmate visits.
2. Prior to admitting a visitor, the on-duty PSO shall visually inspect the visiting area for any items of contraband.

3. The on-duty PSO shall remove the inmate from the cell and secure him in the visiting booth.
4. The on-duty PSO shall then admit the visitor to the visiting area.
5. PSO's should supervise visits in a manner that accommodates the privacy of the inmate and visitor.
6. PSO's will ensure that all visitors and inmates comply with Jail rules and regulations.
7. At the conclusion of the visit, the on-duty PSO shall visually inspect the visiting area and booth for any items of contraband.
8. All inmates should be searched by the on-duty PSO before being returned to the living area after visits. This may include a strip search if necessary.

803.06 VISITS FROM PROFESSIONALS

1. Inmates have a right to visit with Professionals at any time consistent with the safety and security of the Jail facility.
2. Professional visits are those between inmates and persons such as lawyers, clergy, government representatives, doctors, and mental health workers with the purpose of providing service to the inmate.
3. Inmate's visits with professionals will be conducted according to the Policies and Procedures set forth in this manual.
4. Jail personnel will consider professional visits confidential. Jail personnel will remain in the immediate area and afford as much privacy to the inmate and the professional as possible. Jail personnel will remain close by if the professional requests them to.
5. Attorneys may be allowed contact visiting at any time, subject to reasonable restrictions.
 - a. Attorneys must present a Bar Association Membership Card and Drivers License.
 - b. Attorneys who are unable to present the required identification will not be permitted to visit as a professional unless the Sergeant/WC or other personnel have personal knowledge of the attorney's identity.
6. A Bondsman may interview a prisoner at any time after bail has been set, or after a change in the disposition of the charge resulting in a change in bail.
7. No time limit should be imposed on the length of the interview. However, it shall be permissible to request the cooperation of the attorney or bondsman in conducting their business as soon as possible.

8. Ministers or Priests may be allowed contact visiting at any time subject to reasonable restrictions.
9. Any physician and surgeon, including a psychiatrist, licensed to practice in this State, who is employed by the prisoner or his attorney to assist in the preparation of the defense shall be permitted a contact visit at any time, subject to reasonable restrictions (825.5 P.C).
10. Professionals are subject to search prior to and at the conclusion of any contact visit subject to the written approval of the Sergeant/WC.
 - a. Specific and articulable facts must be in existence and documented in writing to warrant such a search.
 - b. The Sergeant/WC shall review such requests and authorize such search in writing.
 - c. The results of such search shall also be documented in writing and together shall be forwarded to the Jail Commander within 24 hours of the event.

803.07 CORRESPONDENCE - The Facility Administrator is mandated by law to develop and implement an inmate correspondence plan. Such a plan shall be in accordance with Article 6, Section 1063, Title 15 C.C.R.

1. There is no limitation on the volume of mail that an inmate may send or receive.
2. Mail is not to be read except where there is a valid security reason to justify such action and the Jail Commander approves.
3. 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, provided that the Jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders. Such searches shall be conducted in the presence of the inmate.
4. Inmates may correspond, confidentially, with the Facility Administrator or Jail Commander.
5. Those inmates who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his attorney and to the courts.

803.08 INMATE MAIL GENERALLY

1. Employees of the Hermosa Beach Police Department will not hold, censor, or read incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the Jail, public officials, or the general public.
2. When personnel withhold mail from an inmate, the inmate will be given written notification of the mail withheld, its contents, and reason for its being withheld.

3. Those inmates without funds may notify the on-duty PSO of their request for writing materials and postage. The on-duty PSO will provide (to inmates without funds) writing materials and postage for two letters each week.

4. The Jail Commander will receive and mail outgoing correspondence from inmates on a daily basis excluding weekends and holidays.

803.09 WRITING PERSONAL CORRESPONDENCE - The following rules and regulations shall be followed concerning the writing of outgoing letters by inmates:

1. Only lead pencils shall be used.

2. Both sides of the paper may be written on.

3. There shall be no limitation on the volume of mail that an inmate may send.

4. Letters shall not contain any form of contraband, threats, intimidation, escape plans, possible criminal information, or any violation of State or Federal law.

5. Department employees shall not read inmate mail unless there is a valid security reason to justify such action and the Sergeant/WC approves.

6. There shall be no limitation on the number of postage-free letters to the inmate's attorney and/or to the courts.

7. Inmates shall not seal outgoing mail until after department personnel have inspected it.

8. All outgoing correspondence will be inspected for contraband.

9. Violation of any part of these inmate rules shall result in the letter being returned to the inmate.

10. The initials and serial number of the inspecting employee sealed with tape shall appear on the back flap of the correspondence to indicate that the letter was inspected (except legal correspondence).

11. Inmate's return address shall appear on the outside of the envelope and shall contain:

a. Name

b. Booking Number

c. Address of the Department

d. Any additional information deemed necessary by the facility.

12. All processed mail shall be forwarded to the Jail Commander by 1000 hours on each regular business day. The Jail Commander will then deposit the mail at the Post office.

13. The on-duty PSO will record all outgoing mail on the green copy of the inmate's booking (date sent, addressee).

803.10 INCOMING MAIL - The following rules and regulations shall be followed concerning the acceptance and distribution of incoming mail.

1. The Jail Commander will accept, sort, and deliver inmate mail to the on-duty PSO.

2. If the inmate is no longer in custody, the Jail Commander will attempt to forward such mail to the inmate or cause the return of the mail to the sender as soon as practicable.

3. The on-duty PSO will open and inspect the inmate's mail for contraband in the presence of the inmate to whom it is addressed. This includes all legal and privileged correspondence.

4. Legal correspondence/privileged mail is any inmate correspondence to or from attorneys, courts, government representatives, or jail management/command personnel.

5. In the event that, upon inspection, any enclosure of currency, bank drafts, money orders, checks, or other negotiable instrument is discovered, the on-duty PSO shall log such items into the inmate's property and log such on the booking sheet.

6. Employees shall not read legal correspondence/privileged mail which is addressed to or from an inmate.

7. There shall be no limit to the number of pieces of legal correspondence/privileged mail received by an inmate.

8. Jail personnel shall ask the inmate to rifle through and shake the pages of the enclosed documents to check for contraband. This does not preclude the additional use of tactile examination, physical manipulation or fluoroscopic or metal detecting device to enhance the security check.

9. After this inspection the Jailer will give the inmate their mail.

10. Generally, packages will be refused except when specific prior permission for the receipt has been granted by the Jail Commander to an inmate for special reasons, as in the case of law books or text books from publishers or clothing for court appearances.

803.11 CORRESPONDENCE BETWEEN INMATES

1. Inmates may correspond via the U.S. Mail with other inmates in custody at other facilities and institutions.

803.12 NEWSPAPERS AND TABLE GAMES - The Facility Administrator is mandated by law to implement a written plan to make available a daily newspaper and table games to interested prisoners. Such plan shall be in accordance with Article 6, Section 1066, Title 15 C.C.R.

803.13 NEWSPAPERS - Prisoners are to be granted reasonable access to a daily newspaper in general circulation, including a non-English language publication. In order to comply with Section 1066, the Hermosa Beach Police Department will subscribe to two newspapers that will be delivered to the Jail on a daily basis.

Prisoners requesting to read a newspaper will be allowed to do so for up to 60 minutes per 24 hours period while in our custody. Prisoners can be given additional time to read with if time constraints allow it. The Jail register shall be notated when a newspaper is given to a prisoner and when it is retrieved.

When a newspaper is retrieved from an inmate, the Jailer shall make sure that all of the pages of the newspaper are returned and that the inmate is not hiding any portion of the paper.

Prisoners are not to rip, tear, or mutilate the newspaper as this paper is to be enjoyed by other inmates who request reading privileges. If a prisoner violates this rule, the newspaper will be taken away and that prisoner will not be allowed any further access to a newspaper. The PSO will document the violation and the loss of privileges on the Jail register.

Reading privileges will be denied to any prisoner who is assaultive, aggressive, and/or intoxicated.

803.14 TABLE GAMES - According to Section 1066, the Facility Administrator shall make available table games to prisoners who request such. Generally, games will be provided to prisoners who request such for as long as they are willing to use them. This type of activity can aid the on-duty PSO by giving inmates something to do while they pass the time in custody.

When an inmate requests the use of a table game, they will be provided with a game stocked in the Jail. The PSO shall account for the number of playing pieces provided to the inmate. The date and time a game is given and retrieved from an inmate shall be notated on the jail register.

Prisoners are not to destroy, rip, mutilate, or keep any portion of a table game. A violation of this rule will result in a loss of game playing privileges. Such violation will also be noted on the Jail register. Game playing privileges will be denied to prisoners who are assaultive, aggressive, and/or intoxicated.

When a prisoner turns in a game, the PSO shall make sure that all parts and playing pieces are accounted for and that the prisoner is not hiding any part or piece.

803.15 ACCESS TO TELEPHONE - The Facility Administrator is mandated by law to develop and implement a plan which allows access to a telephone beyond those calls which are

required by Section 851.5 P.C. It is the policy of the Hermosa Beach Police Department to facilitate inmate communications by telephone regularly with family, friends, and attorneys, while detained at the Jail facility, and in accordance with Article 6, Section 1067, Title 15 C.C.R

1. All inmates will be allowed to complete a total of three local calls or long distance collect telephone calls immediately upon being booked, and, except where physically impossible, no later than three hours after arrest (851.5 P.C.)

Custodial Parents with responsibility for minor child/children have the right to TWO additional telephone calls within the local calling area, or at their own expense if outside the local area, for the purpose of arranging for the care of the minor child/children in the parent's absence. (851.5(c) P.C.)

2. Whenever a person is taken into custody on two or fewer outstanding warrants for failure to appear on a citation, for a parking offense, or a traffic infraction they shall be allowed to make no less than three (3) completed telephone calls to obtain bail prior to being booked, photographed, or fingerprinted. The person shall be allowed to use a Police Department telephone to make these local or collect long distance telephone calls to obtain bail (40304.5 CVC).

3. All inmates in good standing will be allowed to make a total of three (3) local or long distance collect telephone calls within each three day period on an on-going basis by the on-duty PSO. These calls will be beyond those calls that are required by Section 851.5 P.C.

4. The on-duty PSO has the primary responsibility for ensuring that prisoners and those otherwise detained receive their authorized telephone calls.

5. All inmates may be allowed to make emergency telephone calls if approved by the Sergeant/WC.

6. Inmates will not be allowed to receive telephone calls except in an emergency, subject to the approval of the Sergeant/WC. If not an emergency, the employee receiving the call may take a written message and have it delivered to the on-duty PSO for inclusion on the inmate's telephone record.

7. Juvenile prisoners will be allowed the same telephone privileges as adults but must be allowed to complete two (2) telephone calls within one hour, unless they are too intoxicated or are exhibiting violent behavior (627(b) P.C.). The arresting officer shall make every effort to notify the parents or guardians that the juvenile is in custody.

8. All telephone calls made or received by inmates, whether adult or juvenile, shall be recorded on the inmate telephone record.

9. The on-duty PSO shall check that the inmate telephone record accurately reflects the status of all legally authorized calls. The on-duty PSO shall ensure that incomplete or additional calls legally required, are completed by the inmate.

803.16 ACCESS TO THE COURTS AND COUNSEL - The Facility Administrator is mandated by law to insure the right of inmates access to the courts and legal counsel. Such access shall be in accordance with Article 6, Section 1068, Title 15 C.C.R.

1. Unlimited mail as provided in Section 1063 (See 803.10) of the minimum jail standards.
2. Confidential consultation with attorneys.

It is the responsibility of the Hermosa Beach Police Department to provide the most expedient method of communications between persons in custody with their attorneys and the courts.

803.17 ACCESS TO THE COURTS

1. Persons incarcerated in the Hermosa Beach Police Department City Jail have the right to unlimited correspondence with the courts and counsel at no cost to the inmate.
2. Inmates will be transported to the court as expeditiously as possible and in accordance with the laws of the United States and the State of California.

803.18 ACCESS TO COUNSEL

1. An accredited attorney may interview a prisoner at any time subject to minimal restrictions and to Department Rules, Regulations, and Procedures.
2. Such communications are privileged and shall be subject to only the minimal restrictions required to maintain adequate security.
3. An interview shall allow as much privacy as space limitations and security requirements permit in the area of the booking cells.
4. If an attorney requires a contact visit, the interview may be conducted in the inmate's cell, or, the interview may be conducted in such other place in the Jail facility that accomplishes the need for the attorney/inmate interview.
5. No time limit may be imposed on the length of the interview. However, it shall be permissible to request the cooperation of the attorney in conducting his business as quickly as possible.
6. A prisoner has the right to accept or to refuse an interview at any time, even after requesting the service himself. When a prisoner refuses an interview, the attorney (or any other person) involved shall be notified. Such refusal involves no obligations to the attorney either on the part of the prisoner or the Hermosa Beach Police Department. Any refusal shall be documented on the Prisoner Visitation Form and signed by the inmate and witnessing employee.

803.19 REQUESTS FOR INTERVIEW BY ATTORNEYS.

1. Attorneys shall be required to comply with all rules and regulations of the Hermosa Beach Police Department City Jail.
2. In addition to providing a Bar Association Membership Card and Drivers License, attorneys will also leave a personal business card. Such card will be in addition to any other cards left for the inmate. It shall be stapled to the Prisoner Visitation Form.
3. Attorneys may request to bring in a maximum of one additional person necessary for the preparation of the case. Requests are subject to the approval of the Sergeant/WC.

803.20 DENIAL OF ATTORNEY ACCESS

Any Attorney at Law entitled to practice in the Courts of Record of California, may, at the request of the prisoner or any relative of such prisoner, visit the person so arrested. Any officer having charge of the prisoner who willfully refuses or neglects to allow such attorney to visit a prisoner is guilty of a misdemeanor (825 P.C.)

803.21 INMATE ORIENTATION - The Facility Administrator is mandated by law to develop and implement a documented procedure reasonably understandable to pre-trial inmates to orient a prisoner at the time of placement in a living area. This procedure shall be in accordance with Article 6, Section 1069, Title 15 C.C.R.

At the time of booking, each prisoner shall be directed to read an inmate orientation sheet. An inmate orientation sheet is posted on the wall of each booking cell. An example of this sheet is attached at the end of this section.

803.22 VOTING - The Facility Administrator is mandated by law to provide a procedure whereby the County Registrar of Voters allows qualified voters to vote in local, State, and Federal elections, pursuant to election codes. Such procedures shall be in accordance with Article 6, Section 1071, Title 15 C.C.R.

803.23 INMATE REGISTRATION TO VOTE

Any inmate who is qualified by age, citizenship, residence, etc., to register to vote through a Deputy Registrar may also register by mail while they are in custody.

This registration by mail shall be accomplished by making available to inmates, at their request, an "Affidavit of Registration" Form. This document, which folds into a postage paid mailing form, can be obtained in quantity from:

Registrar - Recorder
County of Los Angeles
5557 Ferguson Drive
Los Angeles, Calif. 90022
(213) 725-5930

2. In order to qualify to register, an inmate must be:

- a. A citizen of the United States.
- b. A resident of California.
- c. 18 years of age or older.
- d. Former convicts may vote if they have completed their parole.

3. A properly executed Affidavit of Registration must be received by the Registrar on or before the 29th day prior to Election Day. New residents of California may vote for president and vice president if they register on or before the seventh day prior to a Presidential Election.

4. Completed Affidavit of Registration shall be mailed as soon as possible. Those held more than three days, excluding weekends and holidays, may be declared void.

803.24 ABSENTEE VOTING

1. Any inmate who is registered to vote may vote by mail with an absentee ballot.

2. This voting shall be accomplished by making available to inmates, at their request, an "Application for Absentee Voter Ballot." This application, which is available in Spanish and English, may be completed by the inmate and mailed, at the inmate's expense, to the Registrar-Recorder.

3. The Registrar-Recorder will mail absentee voter ballots to qualified inmates. These ballots shall be completed, addressed, and sealed by the voting inmate and shall not be reviewed by department personnel.

803.25 CAMPAIGN LITERATURE- Subject to the safety and security of the Jail facility, campaign literature and/or sample ballots addressed to inmates shall be delivered without delay.

804.00 PLAN FOR INMATE DISCIPLINE - ARTICLE 7, SECTION 1081, TITLE 15 C.C.R. it shall be the policy of the Hermosa Beach City Jail NOT to administer the disciplinary procedures as outlined in Article 7 of Title 15. This is due to the transitory inmate population that is found in our Type I Jail facility.

Jail rules are posted in the booking cells for inmates to read while being processed into the Hermosa Beach City Jail.

If a prisoner becomes a disciplinary problem, the prisoner can be transferred to the Los Angeles County Jail with the approval of the on-duty Watch Commander.

Also, if a prisoner commits a crime after being taken into custody (a violation of rules), the prisoner may be charged with additional criminal counts.

If it is necessary to segregate a prisoner from other prisoner(s), such segregation shall be carried out in accordance with Sections 802.11 to 802.13 (Administrative Segregation) of this manual. Such segregation shall not be done with the intent to discipline the prisoner in question.

804.01 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS-SECTION 1059, TITLE 15 C.C.R.

Pursuant to Penal Code section 296, qualified persons shall submit to DNA collection. In the event a subject refuses, the following guidelines shall be followed:

- a) In the case of a refusal to provide a required DNA sample, the on-duty Watch Commander shall be notified. Authorized law enforcement personnel may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who, after written or oral request, refuse to provide those specimens, samples or thumb or palm print impressions. Reasonable force is defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance. The Watch Commander shall attempt to seek voluntary compliance by fully explaining the requirements of 296.1(a) P.C. to the arrestee by reading the following admonishment:

“It is a violation of Penal Code Section 298.1 if you refuse to provide a DNA sample, fingerprints, and palm prints per Penal Code Section 296(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased time in custody. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect DNA samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions.”

Ask the arrestee if he/she will provide the required DNA sample. Try to elicit a verbal response from the arrestee.

804.01 Continued

If the arrestee continues to refuse, ensure a crime report for violation of 298.1 P.C. and a Jail Incident Report shall be written to document the event. The Jail Supervisor shall report any use of reasonable force to the Corrections Standards Authority within 10 days of the incident, in the format prescribed by the Authority. The Watch Commander shall ensure that a copy of the Jail video is obtained and saved as evidence.

In the event of a refusal, the arrestee shall be transported to a local medical facility for the withdrawal of blood. There is no need for a court order. The withdrawal shall be performed in a medically approved manner. Only health care providers trained and certified to draw blood may withdraw the blood. The Watch Commander or designee shall supervise the blood withdrawal.

805.00 FOOD SERVICE PLAN - The Facility Administrator is required by law for developing a food service plan which accommodates inmates incarcerated in the Hermosa Beach Police Department Jail facility. Such food service plan shall be in accordance with Article 11, Sections 1240,1241, 1244, 1245, 1246, and 1249 of Title 15 C.C.R.

MEDICAL SCREENING: All employees have had medical clearance prior to being hired for the City.

ORIENTATION AND TRAINING: The Jail Supervisor and at least one PSO shall be trained in the Food Safety Course and possess a valid Food Managers Certificate. Jail staff shall attend the STC Certified Food Safety Managers' Certification Class by L.A.S.D in the briefing room of the Century Regional Detention Facility located at 11705 South Alameda Blvd, Lynwood, CA 90262. The Los Angeles County Sheriff's Department is a certified provider for the County Health Department's Food Handler Program. The Jail Supervisor will train staff, in the event a change in dietary requirements occurs, in order to meet new specifications.

805.01 FREQUENCY OF SERVING - Food shall be served three (3) times in any 24 hour period.

1. At least two of these meals shall include hot food.
2. If more than 14 hours pass between these meals, supplemental food shall be served.
3. Inmates who miss one of the regularly scheduled facility meals will be fed a hot sandwich and appropriate beverage in lieu of that meal.
4. Inmates will be allowed a minimum of 15 and maximum of 30 minutes for the actual consumption of each meal.
5. *Jailers will document on the inmate's Welfare Check Sheet log the time the meal was served.*
6. In the event of an emergency and/or power interruption, arrangements will be made for prisoners to be housed at another facility.

7. Pregnant female inmates and juveniles who may be detained in the jail facility are to receive double portions of all meals normally served to all other inmates. In other words, pregnant female inmates and juveniles are to receive two breakfasts, two lunches, and two dinner portions. Sentenced inmates, who remain in custody, every 24 hours, shall be served 16 ounces of milk with each lunch meal. (Two 8oz cartons of milk). **Pregnant or Breastfeeding Females** are to be given 1- milk and 1 packet of cookies between meals and for evening snack.

FOOD HANDLING AND WASTE MANAGEMENT

- Food preparation will be done only by Hermosa Beach Police Service Officers.
- Food handlers shall wear clean outer garments.
- Food handlers shall wash their hands prior to the handling of any food products to be consumed by an inmate.
- Food will be served as rapidly as possible to protect from contamination and to maintain safe temperatures.
- Gloves shall be worn when preparing or serving prisoner meals, if there are ANY cuts or abrasions to the hand area.
- Inmates are required to finish their meals, and not be allowed to store food in their living quarters. Besides being unsanitary, such storage encourages and invites vermin in the living quarters.
- Plastic utensils are used in this facility. They are considered “single-use” utensils and can only be used once.
- Once the inmates have finished their meal, the Police Service Officer shall collect all food trays, milk/ juice cartons, and utensils, and place in the appropriate waste container. Waste containers are picked up by the city contracted Janitorial service for proper disposal in the city trash. City trash is picked up once a week.
- All Janitorial services in the Jail (to include the kitchen) have been contracted out and all Hermosa Beach Police Service Officers shall be medically screened prior to assignment in the Jail.

805.02 DESIGNATED SERVING TIMES - Unless otherwise specified and approved by the Watch Commander, all inmates shall be served three (3) hot meals a day. Meals shall generally be served to inmates at approximately the following times:

Breakfast 0600 Hours

Lunch 1200 Hours

Dinner 1800 Hours

Emergency Feeding Plan: In the event there is an emergency that would prevent food delivery/service, food shall be purchased with petty cash from Vons Market, 715 Pier Ave., Hermosa Beach, Ca. 90254.

805.03 FOOD PREPERATION AND SERVICE TO THE INMATES – *At the appropriate time, the on-duty Police Service Officer will heat up the inmate's food according to the LASD food menu. All food shall be heated to the appropriate temperature in the microwave. To check the temperature of the food, the Police Service Officer will hold a working food thermometer between two hot food containers. If the food is not heated to the appropriate temperature of 165 degrees, the food shall be placed back into the microwave and heated to the appropriate temperature.*

Serving Inmate Food – *Once the inmate's meal is heated to the appropriate temperature of 165 degrees in the microwave, the Police Service Officer shall serve the meal to the inmate either by using a clean and sanitized stainless steel serving tray, or by hand, whichever they prefer. In no instance shall the inmate's food be reheated. If the inmate asks that the food be reheated, the Police Service Officer shall prepare a new container of food.*

Documentation – *The Police Service Officer will document the time each meal is served to the inmate on the inmate's Welfare Check Sheet.*

Maintenance and Repair of Food Preparation/Holding Appliances – *The on-duty Police Service Officer shall report any malfunction of the food holding and preparation appliances to the Hermosa Beach Public Works Department. This shall be accomplished by logging onto Landport.net (the City's Public Works work order system) and requesting Public Works to fix the malfunctioning appliance.*

If immediate assistance is needed, the Public Works Supervisor shall be notified via their work cellphone. They will then be able to authorize an Hermosa Beach Public Works employee to immediately come out and fix the appliance.

805.04 DISCIPLINARY ISOLATION DIET – *Hermosa Beach Police Department's Jail does not serve a disciplinary isolation diet.*

805.05 PERSONNEL SUPERVISION – *The Police Service Officer Supervisor and/or the Lead Police Service Officer shall be in charge of the Jail food. However, the Police Service Officer Supervisor and/or the Lead Police Service Officer shall appoint another Police Service Officer to be in charge of the day to day functions of the inmate meals. The appointed Police Service Officer will be in charge of ordering food, maintaining food freshness, discarding old and expired food items, and making sure food is being rotated in the appropriate order.*

805.06 MINIMUM DIET - The minimum diet served shall be in conformance with those standards set forth in section 1241 of Title 15 C.C.R. The minimum diet shall also be reviewed and approved at least annually by the Los Angeles County Health Department Nutrition Program.

Breakfast, lunch, and dinner will consist of frozen meals purchased by the Hermosa Beach Police Department from its contract vendor, LASD.

Our facility does not provide medical, religious or special diets. Inmates requiring special dietary needs will be transported to IRC, CRDF, or appropriate facility that can accommodate their needs.

They are as follows:

Menu Template Nutrition Summary

Total Days: 2

Avg. Daily Kcals: 2720.320

Total Foods: 37 Nutrient

Name: City Jail Menu 3 hot 2018

Goal Template: New Nutrient Goal Template

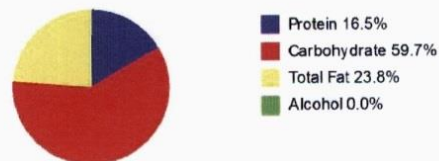
Macronutrients	Value	Unit	Goal	%	Vitamins	Value	Unit	Goal	%
Kilocalories	2720.320	kcal		*	Vitamin A (RE)	4262.543	RE		*
Protein	114.022	g		*	Beta-Carotene	18300.80	µg		*
Carbohydrate	412.649	g		*		0			
Fat, Total	73.012	g		*	Vitamin C	105.543	mg		*
Alcohol	0.000	g		*	Vitamin D (ug)	0.805	µg		*
Cholesterol	202.713	mg		*	Vitamin E (mg)	3.523	mg		*
Saturated Fat	25.119	g		*	Alpha-Tocopherol	3.891	mg		*
Monounsaturated Fat	18.788	g		*	Thiamin	1.468	mg		*
Polyunsaturated Fat	8.135	g		*	Riboflavin	1.309	mg		*
MFA 18:1, Oleic	16.367	g		*	Niacin	19.854	mg		*
PFA 18:2, Linoleic	6.693	g		*	Pyridoxine (Vitamin B6)	1.649	mg		*
PFA 18:3, Linolenic	0.582	g		*	Folate (Total)	449.702	µg		*
PFA 20:5, EPA	0.000	g		*	Cobalamin (Vitamin B12)	1.418	µg		*
PFA 22:6, DHA	0.000	g		*	Biotin	8.309	µg		*
Dietary Fiber, Total	32.323	g		*	Pantothenic Acid	1.825	mg		*
Sugar, Total	92.886	g		*	Vitamin K	78.026	µg		*

Amino Acids	Value	Unit	Goal	%	Minerals	Value	Unit	Goal	%
Tryptophan	280.597	mg		*	Sodium	2750.578	mg		*
Threonine	975.627	mg		*	Potassium	3936.681	mg		*
Isoleucine	978.941	mg		*	Calcium	1478.577	mg		*
Leucine	1645.651	mg		*	Iron	28.383	mg		*
Lysine	996.643	mg		*	Phosphorus	1039.739	mg		*
Methionine	369.328	mg		*	Magnesium	248.928	mg		*
Cystine	456.933	mg		*	Zinc	7.030	mg		*
Phenylalanine	1059.489	mg		*	Copper	0.928	mg		*
Tyrosine	673.712	mg		*	Manganese	3.222	mg		*
Valine	1126.253	mg		*	Selenium	84.609	µg		*
Histidine	520.575	mg		*	Chromium	0.079	mg		*
					Molybdenum	84.242	µg		*

(* No Goal Value)

Exchanges

Bread/Starch	18.50
Fat	8.00
Fruit	1.50
Meat-Lean	1.00
Meat-Medium Fat	2.00
Meat/Meat Substitute	4.00
Milk-Low Fat	2.00
Milk-Skim	1.00
Other Carbohydrate	1.50
Vegetable	5.00



**THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
FOOD SERVICES UNIT**

Sgt. Alton Green, Unit Commander



Hermosa Beach Police Department Menu

ODD DAYS OF THE MONTH OFFER

BREAKFAST	SERVING SIZE
Chicken Sausage Patty	1 each
French Toast	4 each
Country Style Potatoes	4 oz
Maple Syrup	1 each
Bran Flakes	1 each
Milk 1%	8 oz
Spoon	1 each
LUNCH	SERVING SIZE
Spaghetti & Meatsauce	12 oz
Peas & Carrots	4 oz
Green Beans	4 oz
Whole Wheat Bread	2 slices
Apple	1 each
Apple Muffin	1 each
Orange Juice	6 oz
Spoon	1 each
DINNER	SERVING SIZE
Chicken & Veggie Burrito	1 each
Carrots	4 oz
Sweet Corn	4 oz
Corn Chips (3/4oz)	1 packet
Assorted Cookies	1 packet
Milk 1%	8 oz
Spoon	1 each

EVEN DAYS OF THE MONTH OFFER

BREAKFAST	SERVING SIZE
Chicken Sausage Patty	1 each
Blueberry Pancakes	1 packet
Country Style Potatoes	4 oz
Corn Flakes	1 each
Milk 1%	8 oz
Spoon	1 each
LUNCH	SERVING SIZE
Chicken Casserole	12oz
Carrots	4 oz
Green Beans	4 oz
Whole Wheat Bread	2 slices
Apple	1 each
Apple Muffin	1 each
Orange Juice	6 oz
Spoon	1 each
DINNER	SERVING SIZE
Red Beans w/ Rice & "Sausage"	12 oz
Mixed Vegetables	4 oz
Sweet Corn	4 oz
Whole Wheat Bread	2 slices
Assorted Cookies	1 packet
Milk 1%	8 oz
Spoon	1 each
<i>Vegetarian Entrée</i>	

Note: Juveniles, pregnant or lactating female inmates receive an additional carton of milk per day and a snack.

RD Approved October 2017 by: Lillian Saldaña _____ LASD, MPA, RDN

805.07 KITCHEN FACILITIES, SANITATION, AND FOOD STORAGE - The food service and storage areas of the Hermosa Beach Police Department shall comply to standards set forth in Health and Safety Code, Division 22, Chapter 11, Article 2.

1. Police Service Officer's shall ensure that the area reserved for the preparation of inmate meals are kept in a clean and sanitary condition at all times.
2. Microwave ovens used to heat the inmate meals shall be cleaned and sanitized at the conclusion of each meal preparation.
3. Food storage facilities shall be kept clean and sanitary. The inmate meal refrigerator/freezer shall be inspected daily to ensure that proper cold storage temperatures are in effect. *This shall be done by logging the daily temperatures of the inmate refrigerator/freezer in the Temperature Log Book at the same time (0600 hrs) every day.*
4. Frozen meals will be rotated and served according to date received, i.e., oldest served first.
5. Items used to serve or consume any part of an inmate meal will be stored up off the ground in a secure storage area.
6. Dry foodstuffs that are stored and intended for consumption by inmates will be stored up off the ground in a secure storage area. Dry foodstuffs will also be rotated on a regular basis.
7. Food shall be inspected upon delivery from approved vendor. It will be accepted only if it is received in wholesome condition, and has not been exposed to adulteration or potential contaminants. Only frozen food items and those foods requiring refrigeration intended for consumption by inmates will be stored in the food service refrigerator and freezer.

805.08 FOOD COST ACCOUNTING SYSTEM - The Jail Manager is responsible for preparing the annual budget. The budget is then reviewed and approved by the Chief of Police/City Manager. Budget compliance is monitored/audited by city Finance Department. Receipts/invoices shall be turned over to city Finance Department for payment/review.

HERMOSA BEACH POLICE DEPARTMENT

Jail Food Service Plan

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 Sheriff's Department Food Services Unit
Central Kitchen CRDF

Contacts:

Benson Li, Manager (213) 893-5866 or (213) 247-4667
Joseph Badali, Lieutenant (213) 893-5009
Ralph Serrano, Head Cook (323) 568-4571

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

B. Receipt of food

Food shall be inspected 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 conditions:

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 delivered 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 41 degrees and stored in a deep chill cooler for 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 ingredient 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/chill product. LASD will send the sample for product testing if there is any doubt about the food safety of that product. If LASD received 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 any 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 Sheriff’s Food Service Unit
(213) 893-5109 or e-mail BPLi@lasd.org

HERMOSA BEACH POLICE DEPARTMENT

Jail Food Service Plan

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 to prevent 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 by the Police Services Supervisor in agreement with the department retention schedule.

B. Inventory Control

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

806.00 INMATE CLOTHING AND PERSONAL HYGIENE

806.01 STANDARD INSTITUTIONAL CLOTHING (SECTION 1260 MJS) Inmates detained in the Hermosa Beach City Jail shall be clothed at all times in garments climatically suitable to the environment.

Inmates detained will be allowed to wear their personal clothing, with the exception of multiple layers of clothing and outerwear like jackets and footwear. No head gear will be allowed except the headgear and other religious clothing described in 806.05 (3) below. Employees will remove clothing that is deemed to be evidence and it will be stored per Hermosa Beach Police Department's Policies and Procedures Manual Section S2.08 - Collection of Property and Evidence.

At no time will inmates be allowed to keep any clothing which is determined to be hazard to the inmate, employees, or other inmates.

Clothing would be clean and suitable for the length of the pre-arraignment detention.

Bloodstained or clothing soiled from illness should be exchanged for clean garments. Whenever possible, exchanged clothing should be provided by the inmate. If this is not possible, the Department will supply exchanged clothing.

Pre-arraignment inmates detained longer than seventy-two (72) hours, inmates held after arraignment, and sentenced inmates shall possess the following clothing including, but not limited to:

1. Clean socks and footwear.
2. Clean outergarments.
3. Clean undergarments.
4. For males - shorts and undershirt.
5. For females - panties and bra.

The inmate's personal undergarments and footwear may be substituted for institutional undergarments and footwear.

806.02 SPECIAL CLOTHING (SECTION 1261 MJS) – Police Service Officers shall ensure that additional suitable clothing, essential for sentenced inmates to perform special work assignments, is made available.

806.03 CLOTHING EXCHANGE (SECTION 1262 MJS) - Inmates detained in the City Jail shall have their clothing exchanged according to the following schedule:

1. Pre-arraignment inmates held forty eight (48) hours or less shall not have their clothing exchanged unless climatic conditions or illness necessitates exchange.
2. Pre-arraignment inmates held longer than seventy-two (72) hours, inmates held after arraignment, and sentenced inmates shall have their clothing exchanged as follows:

- a. Outer garments, except footwear, shall be exchanged at least once each week.
 - b. Undergarments and socks shall be exchanged twice each week.
3. Clothing may be exchanged more frequently as dictated by work assignments, climatic conditions, or illness. It shall be the responsibility of the on-duty Police Service Officer to make an assessment of inmate clothing exchange needs.

806.04 CLOTHING SUPPLY - (SECTION 1263 MJS) The Day Watch Police Service Officer shall be responsible for ensuring that there are adequate supplies of clothing, bedding, and linen sufficient for actual and replacement needs of the inmate population.

1. Bedding and linen shall be laundered after use through rotation to the contract vendor responsible for such maintenance.
2. Jail clothing issued to inmates shall be laundered after use through rotation to the contract vendor responsible for such maintenance.

806.05 PERSONAL CLOTHING STORAGE (SECTION 1264 MJS) - The following plan shall be followed for the purpose of personal clothing storage of inmates:

1. Pre-arraignment inmates, inmates held after arraignment, and sentenced inmates:
 - a. Soiled or contaminated clothing requiring disinfecting shall be removed from the inmate, placed in a sealed plastic bag, and stored with the inmate's personal property.
 - b. In the event that the soiled or contaminated clothing would pose a health hazard if stored with the prisoner's personal property, the plastic bag containing the inmate's clothing shall be removed to a secure area of the outside ramp/carport for storage until the inmate is released.
 - c. A notation shall be made on the prisoners property record of such storage.
2. Clean clothing shall then be issued to the inmate from their personal property.
 - a. If the inmate has no other clothing in property, every effort should be made by the inmate to have clean clothing brought to the Jail by a friend or relative.
 - b. If the inmate is unsuccessful in obtaining substitute clothing, the Department shall issue them clean clothing.

c. It is the responsibility of the issuing employee to note each item of Department issued clothing on the inmates property record.

3. Religious Clothing/removal considerations.

a. It is the policy of the Hermosa Beach Police Department to follow Jail standards established by the State of California, court decisions, and other codes that apply. This policy specifically applies to anyone being booked at the Hermosa Beach Police Department Jail and is wearing clothing, including head gear that they state is based on their religious beliefs. An example of religious clothing may be Muslim hijab or face veils, or Native American headbands.

The security and cleanliness of the Jail is our primary concern. All clothing pieces must be searched for illegal contraband and checked for health related issues that are of a concern to employees, as well as other inmates. It is also our concern that these religious pieces could be used by the inmate to harm themselves or others. Suicides and attempted suicides are high among first time inmates who are under the influence of drugs and/or alcohol. The religious pieces shall not be allowed in the cell with these inmates in these circumstances.

In some religions, the removal of head coverings in public or in front of members of the opposite gender would be religiously offensive. Personnel should be aware of this and, if circumstances allow, take necessary steps to have a person of the same sex remove the clothing and do it in private.

b. Religious pieces should only be allowed under the following circumstances:

The inmate is serving time as ordered by a judge under our pay-to-stay program. All pieces will be searched for contraband and health issues and then allowed to be worn during the inmates stay.

An inmate brought in on a warrant of arrest and is held until he/she goes to court. The inmate must not be under the influence of alcohol or drugs. The inmate must be housed separately. If there are no open single cells, and prisoners cannot be moved based on security or health issues, then the inmate will not be allowed to wear the religious piece and will be placed with other inmates.

806.06 ISSUE OF PERSONAL CARE ITEMS (SECTION 1265 MJS) - Inmates detained in the Jail facility shall be issued individual care items for the maintenance of personal hygiene.

1. Each female inmate shall be provided sanitary napkins, tampons, and panty liners as requested.

2. Each inmate detained twenty-four (24) hours or longer may be issued the following personal care items upon request:

- Soap, shaving utensils, shampoo, toothbrush and paste, deodorant, comb.

Upon distribution of these items to an inmate, they become his/her personal property.

3. The inmate may be permitted to use personal care items on a daily basis. Whenever possible, personal care items should be used by an inmate in conjunction with showering.
4. Personal care items shall not remain in the possession of inmates. It is the responsibility of the distributing employee to collect and account for all personal care items issued to inmates at the conclusion of the use period.
5. All items necessary for personal hygiene are stored in the services supply cabinet. It is the responsibility of the PSO assigned this collateral duty, to ensure that there are adequate stores of personal care items on hand for replacement needs of the inmate population.

806.07 SHOWERING (1266 MJS) - Inmates may be permitted to shower according to the following criteria:

1. Pre-arraignment inmates and inmates held after arraignment may be permitted to shower upon placement in any living area. Thereafter, such inmates may be permitted to shower at least every other day or more often if possible.
2. Sentenced inmates enrolled in any City sponsored Pay-To-Stay Program shall be permitted to shower daily.
3. Female inmates may be allowed to shower upon placement into a living area as long as a female employee is on duty to supervise such showering.
4. Generally, it shall be the responsibility of the Day Watch Police Service Officer to ensure that inmates that require showers receive them.
5. Police Service Officers may require that inmates who shower, clean the shower stall and drying area immediately upon completion.
6. Inmates shall place wet and soiled towels in laundry bags after use. Towels shall be laundered through rotation to the contract vendor responsible for such maintenance.
7. It shall be the responsibility of the PSO assigned this collateral duty to ensure there are adequate supplies of clean and serviceable towels and shower supplies on hand for replacement needs of the inmate population.

806.08 HAIR CARE SERVICES (SECTION 1267 MJS) - Inmates, except those who may not shave for reasons of identification in court, may be allowed to shave daily.

1. Razors shall be plastic, disposable types.

2. Razors shall be distributed and collected by the on-duty Police Service Officer. Inmates shall not retain razors while detained in any living area of the Jail facility.

807.00 STANDARD BEDDING AND LINEN ISSUE - Section 1270, Article 13 of Title 15 C.C.R. requires that each inmate entering a living area who is expected to remain overnight, shall receive a standard issue of bedding and linens. These items shall consist of the following to be given to unsentenced and sentenced inmates entering a living area:

1. One mattress.
2. One sheet (mattress cover).
3. One towel.
4. One or more blankets depending upon climatic conditions.

These items will be issued to all inmates after booking with the exception of inmates being placed into the Detoxification Cell (Cell #4). However, when an inmate is removed from the Detoxification Cell and placed into another cell, the above items will be issued at that time.

807.01 BEDDING AND LINEN EXCHANGE (SECTION 1271) - Generally due to the short duration of incarceration of inmates in the Hermosa Beach City Jail, the standard bedding and linen issue mentioned in Section 807.00 above will not be exchanged.

However, if, in the opinion of the on-duty Police Service Officer, the issue of bedding and/or linen becomes soiled or no longer suitable for use by an inmate, these items can be exchanged. These soiled items will be placed in the laundry bags provided by the contract vendor for laundering.

When an inmate is released from our custody, it shall be the responsibility of the releasing Police Service Officer to make sure that the inmate's issue of bedding and linen be placed in the laundry bags provided by the contract vendor for laundering.

808.00 FACILITY SANITATION, SAFETY AND MAINTENANCE - The Facility Administrator is mandated by law to develop and implement a written plan for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the Jail facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

808.01 FACILITY SANITATION - The Jail facility will be kept in a clean and safe condition at all times.

1. The primary responsibility for the cleanliness and sanitation of the Jail living areas are that of the City contracted janitorial services. The janitorial service employees will thoroughly clean the Jail each day according to a weekly maintenance schedule established by the Jail Commander.
2. Police Service Officers are primarily responsible for maintaining the facility in a safe condition at all times. Police Service officers are responsible for maintaining the facility in a clean and sanitary manner when janitorial services are not available.
3. It shall be the responsibility of the Police Service Officer assigned this collateral duty to inspect the Jail weekly using the Department's weekly sanitary inspection and checklist as a guide. This inspection should occur every Tuesday. Upon completion, the form will be forwarded to the Jail Commander so that any required corrections and/or repairs may be initiated in a prompt and timely manner.
4. Whenever emergency repairs are required, the on-duty Police Service Officer will immediately complete a city work order and notify the Watch Commander.

808.02 FACILITY MAINTENANCE AND REPAIR - Police Service Officers shall be responsible for ensuring that each of the following is completed at the beginning of his/her watch, or as soon as practicable thereafter:

1. The sally-port cell shall be visually inspected for contraband. When necessary, the sallyport shall be swept clean by the Police Service Officer.
2. All booking cells will be inspected for contraband. When necessary, booking cells shall be swept clean by the Police Service Officer.
3. Each holding cell and every Jail cell shall be inspected for damage or any other dangerous condition. Trash, dirty linen, and laundry shall be removed and disposed of in a proper manner.
4. The matron's cell shall be inspected to assure adequate supplies are maintained in an orderly manner. Bedding and linen shall be stacked in a neat and orderly manner.
5. All mattresses shall be checked for cleanliness and cracks.
6. All Jail facility lights, (cell, corridor, and booking area) shall be checked for damage and positive operating condition. Damaged or inoperative light fixtures shall be documented and work orders completed and sent to the proper city department for repair.
7. All plumbing fixtures, water closets, and showers shall be inspected to insure proper operating condition. Police Service Officers shall check for leaks in fixtures and/or damage which may require repair.
8. Each Jail cell shall be inspected to insure there are adequate supplies of hand soap and toilet paper for prisoner use.

9. The Jail booking area shall be inspected to determine that there are adequate supplies of all items necessary for the proper and efficient processing of prisoners (i.e., booking forms, report forms, etc.). Report form shelves shall be neat and checked to determine that there are sufficient supplies of each form in its proper shelf. Additionally, supplies such as intoxilyzer mouthpieces, intoxilyzer cards, etc., shall be monitored to insure availability.

10. The fingerprint processing area shall be maintained in a clean and orderly fashion. The ink platen shall be cleaned regularly or as often as needed.

11. Prisoner supplies such as clothing, toiletries, food service items, etc., shall be checked and monitored to insure supplies and availability.

12. The first aid kit will be checked by the assigned Police Service Officer at least once a week to ensure adequate supplies.

13. All emergency lighting equipment shall be inspected to insure positive operating condition and inspection for damage and/or wear. Defective or inoperative equipment shall be brought to the attention of the Watch Commander and appropriate documentation forwarded to the proper department and Jail Commander for repair.

14. Each cell door locking mechanism, including interior and exterior sallyport doors, as well as the east emergency exit door, shall be manually operated to insure positive operation. Inoperative or defective locking mechanisms shall be brought to the attention of the Watch Commander and appropriate documentation forwarded to the Jail Commander for repair.

15. If any maintenance or repair work is required in the Jail area the on-duty Police Service Officer will fill out the city maintenance form and forward it to the appropriate department. A copy will be made and placed in the Jail Inspection Log Book for follow-up.

808.03 FACILITY SAFETY - Jail security and officer safety shall always be of paramount concern to Police Service Officers working in the Jail facility. The following procedures shall be complied with in order to maintain adequate safety levels for employees and prisoners alike:

1. The sallyport doors, both interior and exterior shall remain locked at all times.

2. The steel screen security doors that lead from the booking counter area into the Jail facility receiving area as well as the steel door leading into the booking cells shall remain closed and locked at all times.

808.04 WEEKLY MAINTENANCE SCHEDULE - The primary responsibility for the cleanliness and sanitation of the Jail living areas is that of the city contracted janitorial services.

Generally, the city contracted janitorial services are authorized to spend four (4) hours each workday cleaning and maintaining the Police Facility including the Jail. Currently, the custodian's work week is Sunday through Saturday. During the janitorial service's off-days, it is the on-duty Police Service Officers responsibility to maintain the cleanliness and sanitation in the jail.

Generally, the custodian will accomplish the following each workday in the jail facility.

1. Sweep out all jail cells, all hallways, and processing areas of the jail.
2. Clean and disinfect all water closets in the jail facility.
3. Disinfect all bunks.
4. Mop and disinfect each Jail cell.
5. Empty all trash receptacles and remove all trash and refuse from the Jail facility.

808.05 PERSONAL PROTECTIVE EQUIPMENT

The City of Hermosa Beach Police Department will provide police personnel with personal protective equipment to reduce their exposure to unpredictable and uncontrollable situations, and ensure safe work practices. Police personnel should use personal protective equipment to reduce their exposure to blood and other bodily fluids. Police personnel must ensure that any personal cuts, abrasions, wounds etc., are always properly dressed for their own protection and for any subjects they encounter. Dressings are part of the proper use of personal protective equipment. The following personal protective equipment shall be provided and supplied in the Jail area:

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 and or subject. Employees should replace a torn glove as soon as possible.

MASK/EYE PROTECTION

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 and shirts, should be worn in situations where the exposure to possible contaminated fluids is anticipated. This includes cleaning of equipment if there is fear of contamination of clothing.

LOCATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

[REDACTED]

CLEANING AND DISINFECTION OF EQUIPMENT

CLEANING

There is a Materials Data Safety Log posted in the Jail area .

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

Disinfecting is reducing the number of disease producing organisms by physical or chemical means. Personnel should clean the item with soap and water, than apply a disinfecting solution. A solution such as bleach and water at 1:10 dilution ratio is an acceptable disinfectant for most non-porous materials. A fresh disinfectant solution must be made at each use.

Do not use bleach solutions in the cleaning of clothing or electric equipment.

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.

Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.

CLEANING/DISINFECTING AREAS

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

TOXIC CHEMICALS

Toxic (cleaning/disinfectant) chemicals will be used by trained custodial personnel for use in the Jail area, and any spills of such concentrated chemicals will be cleaned up by trained custodial personnel. They will be supplied by contract custodial staff through the City of Hermosa Beach Public works department. All supplies will also be kept and supplied by the vendor. A minimal amount of supplies will be stored in the custodial closet while not in use. A copy of the product Safety data sheet for all chemicals will be kept in the Jail as well as in the Human Resources department and will be referred to prior to any cleanup of any undiluted toxic chemical.

BODY FLUIDS/WASTE CLEAN UP

Cleaning of bodily fluids or waste (blood, saliva, urine, vomit, semen, and feces) in the Jail will be completed by trained custodial personnel. However, if an area is heavily soiled a certified biohazard company will be contracted to clean and sanitize the area(see below).

**** EMERGENCY RESPONSE SERVICE 24 HOUR CONTACT NUMBER
(866) 305-9001 ****

BIOHAZARD

Contaminated items, such as Jail blankets, will be placed in a red plastic “biohazard” bag and sealed. The on-duty Police Service Officer will contact the LA County Fire Department for direction on disposal.

DISINFECTING HANDCUFFS / CHAINS

Handcuffs / Chains exposed to bodily fluids or used on arrestees suspected of having transmissible diseases or when deemed necessary by the user, will be disinfected in the following manner.

1. Clean gross debris, if any, from handcuffs.
2. Spray Oxivir or other approved disinfectant on handcuffs until wet.
3. Let handcuffs sit for 5 minutes.
4. After 5 minutes dry any residual moisture, rinsing is not necessary.
5. Handcuffs are ready to use.

This procedure does not provide a protective coating on handcuffs. Therefore, re-contamination of handcuffs will require reapplication of this product. This product has a hydrogen peroxide base and the supplier has assured the Jail Division it will not damage the uniform or rust the handcuffs.

HERMOSA BEACH POLICE DEPARTMENT

WEEKLY JAIL SAFETY & SANITATION CHECKLIST

This checklist is to be completed each week by the assigned Police Service Officer. The original is to be placed in the Jail Inspection Log Book. A copy is to be forwarded to the Support Services Division Commander (See Jail Manual Section 808.01).

Are all lights in operating condition?

Jail Cells Yes () No ()
Hallways Yes () No ()
Processing Area Yes () No ()
Sally Port Yes () No ()

Emergency Panic Alarm & Personal Alarms Tested & In working order:

Panic Alarms Yes () No ()
Personal Alarms Yes () No ()
CALEA 72.49

Noted problems/deficiencies: _____

Are all doors in good operating condition?

Jail Cell Doors Yes () No ()
Sally Port Doors Yes () No ()
East Fire Door Yes () No ()
Security Doors Yes () No ()
Booking Cell Doors Yes () No ()

Has the AED machine been checked and in working order? Yes () No ()

Battery Working? Yes () No ()
Number of Pads Present: _____
Pads Expiration Date: _____

Noted problems/deficiencies: _____

Are all plumbing fixtures (i.e., sinks, water closets, showers) in good operating condition?

Yes () No ()

Noted problems/deficiencies: _____

- Water poured down each floor drain weekly? Yes () No ()

Fire extinguishers checked and in proper place? Yes () No ()

Is the refrigerator/freezer operating properly? Yes () No ()

Are the microwave ovens operating properly? Yes () No ()

All areas checked for VERMIN? Yes () No ()

Noted problems/deficiencies: _____

Have all cells been checked and secured from illegal contraband and/or weapons?

Yes () No ()

Are there any other unsafe or unusual conditions? _____

Conducted by PSO _____ Date: _____

809.00 CUSTODY OF MINORS - The Facility Administrator is mandated by law to establish written policies and procedures concerning minors being held in temporary custody. Reference

Title 15, Division 4, Chapter 2, Subchapter 7.5, Section 4553 of the California Code of Regulations and W.I.C. 210.2(a)

809.01 DEFINITIONS

Temporary Custody - means that the minor is not at liberty to leave the law enforcement facility.

Secure Detention - means that a minor is being held in temporary custody in the Hermosa Beach Police Department and is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.

Nonsecure Detention - means that a minor's freedom of movement is controlled by a police department employee in that:

1. The minor is under constant direct personal visual observation and supervision.
2. The minor is not locked in a room or enclosure and/or is not physically secured to a cuffing rail or other stationary object.

Lockup - means a locked room or 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 who may reside in the facility to carry out work appropriate for trustees.

The Hermosa Beach City Jail shall be considered a "lockup" for the purposes of keeping minors in "temporary custody" whether in secure or nonsecure detention.

809.02 MINORS TAKEN INTO TEMPORARY CUSTODY UNDER THE PROVISIONS OF 601 AND 300 W.I.C. Minors that are taken into custody under these provisions shall not be detained in any portion of the Jail facility. This includes all living areas, booking cages, and processing areas. (Reference Sections 206 and 207 W.I.C. and Section 800.85 of the Departmental Manual)

809.03 MINORS TAKEN INTO TEMPORARY CUSTODY UNDER THE PROVISIONS OF 602 W.I.C. A minor taken into temporary custody on the basis of 602 W.I.C. may be held in secure or nonsecure detention within the Hermosa Beach Police Department Facility.

809.04 SECURE DETENTION VS. NONSECURE DETENTION - A minor may be held in secure detention if all three of the following conditions exist.

1. There is a reasonable belief that the minor presents a serious security risk of harm to self or others.
2. The minor is 14 years of age or older.

3. The on-duty Sergeant/WC shall document on the Booking Approval Form the reasons and circumstances forming the basis for the decision to place the minor in secure detention.

If all three of these conditions cannot be met, then the minor shall not be securely detained.

Nevertheless, whether a minor is held in secure or non-secure detention, the following conditions shall also be met in order to lawfully detain a minor.

1. The minor is held in temporary custody for the purpose of investigating the case, facilitating release of the minor to a parent or guardian, or arranging transfer of the minor to an appropriate juvenile facility.

2. The minor is detained for a period of no more than 6 hours.

3. The minor is informed at the time he/she is detained of the purpose of the detention, of the length of time the detention is expected to last, and of the maximum six-hour time the secure/non-secure detention is authorized to last.

4. The minor will at all times be kept separate and segregated from all adults in custody. There shall be no communication between minors and adults being detained including trustees. (208 W.I.C.)

5. The minor is adequately supervised.

6. A JIR and applicable arrest and crime reports are completed regarding the probable cause for taking the minor into temporary custody. The JIR shall reflect the length of time that the minor was detained.

809.05 LOCATIONS OF SECURE DETENTION - There are a number of locations in the station where a minor can be kept in secure detention, however the booking holding cells are probably the best location as the minor can be adequately supervised. Adequate supervision consists of the following elements (4561.1 Title 15):

1. Constant auditory access to staff by the minor.

2. A visual welfare check to be conducted no less than every 30 minutes. These checks are to be documented in writing on the rear side of the JIR form.

Minors in secure detention can be handcuffed to a stationary object. However, a minor can only be handcuffed to a stationary object for no more than 30 minutes and a department employee must be present at all times to supervise the minor.

809.06 FURTHER CONDITIONS OF NONSECURE DETENTION - Minors held in non-secure custody shall receive constant personal visual observation and supervision by a department employee.

Minors held in non-secure detention can be handcuffed as long as they are not handcuffed to a stationary object or cuffing rail.

809.07 GENERAL CONDITIONS FOR SECURE AND NONSECURE DETENTION -

Minors shall also be provided with a blanket if needed and allowed to wear their own personal clothing unless the clothing is inadequate, presents a health problem, or is required to be utilized as evidence of an offense. In this case, clothing shall be provided to the minor in accordance with section 806.05 of this manual.

Male and female minors shall not be placed in the same locked room unless under the constant direct visual observation of a Police Officer or Police Service Officer.

Minors shall be given reasonable access to restroom facilities and drinking water.

Minors shall be provided with a snack if they have not eaten within the past 4 hours. Refer to section 805.03 of this manual for further instructions.

Minors have the right to privacy during visits with family members, guardian(s), and/or their lawyer. Visitation shall be conducted in accordance with Sections 803.03 - 06 of this manual.

809.08 DISCIPLINE - RULES AND DISCIPLINARY PENALTIES - The Facility Administrator is mandated by law to have written policies and procedures concerning the discipline of minors being held in temporary custody. Refer to section 804.00 for disciplinary guidelines as they relate to minors held in temporary custody.

809.09 SUICIDE RISK AND PREVENTION - The Facility Administrator is mandated by law to have written policies and procedures concerning suicide risk and prevention as it relates to minors held in temporary custody. For guidelines on suicide risk and prevention, refer to section 810.34 of this manual (Medical Procedures Manual). In addition to this section, also refer to section 800.85 (Juvenile Procedures) of the Departmental Policies and Procedures Manual.

In addition to the above, a minor taken into temporary custody that appears to be a suicide risk should be placed in non-secure detention whenever possible as the minor will have constant personal visual observation and supervision by a department employee. If it is necessary to place the minor in secure detention, extra welfare checks shall be conducted in addition to the regular 30-minute welfare checks. These welfare checks shall be documented on the JIR.

809.10 USE OF RESTRAINTS - The Facility Administrator is mandated by law to have written policies and procedures concerning the use of restraints as it relates to minors held in temporary custody. The use of restraints on minors held in temporary custody regardless of detention status is not authorized.

Sections 802.10 and 810.03 of this manual shall be utilized when a mentally disordered minor has been taken into temporary custody. Also refer to Section 550.06 (Juvenile Procedures) of the Departmental Policies and Procedures manual for additional guidance. In any event, a mentally

disordered minor shall be turned over to a parent, guardian, or responsible adult if circumstances warrant such release. If this is not possible, the minor shall be transported to an appropriate medical facility as soon as practicable.

809.10.1 USE OF RESTRAINTS – PREGNANT MINORS

The use of restraints on minors held in temporary custody regardless of detention status is not authorized.

809.11 MEDICAL ASSISTANCE AND SERVICES - The Facility Administrator is mandated by law to have written policies and procedures concerning medical assistance and services to minors held in temporary custody. Section 810.00 (Medical Procedures Manual) of this manual shall serve as the policies and procedures for rendering medical assistance and services to minors held in temporary custody. Section 800.85 (Juvenile Procedures) of the Departmental Manual shall also be utilized.

In any event, a minor with a medical problem shall be released to a responsible adult if possible. If this is not practicable, the minor shall be transported to an appropriate medical facility. (Refer to the above sections as necessary)

NOTE: A copy of Policy O3.29-Juvenile Operations and Arrest Procedures is attached to this procedure for ready reference.

DEATH OF MINOR IN CUSTODY

Follow procedures in section 810.24 and 810.25. A written report shall be sent to the Board of State and Community Corrections within 10 days of the juveniles death.



HERMOSA BEACH POLICE DEPARTMENT

O3.29 JUVENILE OPERATIONS AND ARREST PROCEDURES

Effective 10/27/2009

Updated

PURPOSE AND SCOPE

The purpose of this policy is to set forth regulations governing juvenile operations and arrest procedures, which are consistent with federal and state mandates relating to juvenile matters. The Hermosa Beach Police Department shall be committed to ensuring that the letter and spirit of the law is followed in dealing with juveniles and juvenile offenders.

PROCEDURES

I. Definitions

A. Diversion. In the broadest sense, any procedure that:

1. Substitutes non-entry for official entry into the justice process;
2. Substitutes the suspension of criminal justice proceedings for the continuation of those proceedings;
3. Substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision; or
4. Substitutes any kind of non-confinement status for confinement.

B. Status Offense. An act or conduct declared by statute to be an offense only when committed by a juvenile, and adjudicated only by a juvenile court.

II. Jurisdiction: Jurisdiction of the Juvenile Court over minors is authorized by the following five sections of the Welfare and Institutions Code.

A. 300 WIC: Dependents – includes dependent, neglected, destitute, abused children or those who are physically dangerous to the public because of mental or physical deficiency. All such protective service cases are to be adjudged “dependents of the court”.

B. 305 WIC: Temporary Custody of a Minor by Peace Officer without a Warrant when the officer has cause to believe that the minor is as described in Section 300 WIC or in need of immediate medical care or in immediate danger of abuse or a dangerous physical environment.

- C. 307 WIC: Minor in Custody, Disposition and Release – A peace officer who takes a minor into temporary custody under provisions of section 305 WIC shall either release the minor or prepare a petition for the parents/guardians to appear with the minor at Juvenile Court.
- D. 601 WIC: Status Offenders, any person under the age of 18 years – Includes habitual incorrigibles, habitual runaways, truants, immoral youths, and those with dependent tendencies. Those in this category are known as “status offenders.”
- E. 602 WIC: Delinquents, 14 years of age or older – Includes violations of federal, state and local laws. Those in this category are adjudged “delinquent.” These offenders and 601’s may become “wards of the court.”

III. Juvenile Operations Function (CALEA 44.1.1)

- A. The Hermosa Beach Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency (i.e. drug and alcohol use, bullying, cyber crimes, etc.). The department will liaison with school officials, parents, and students to provide a forum to deal with these issues. (CALEA 44.2.4)
- B. Detectives attend School Attendance Review Board (SARB) meetings that involve students that reside in the City of Hermosa Beach. SARB is composed of representatives from various youth-serving agencies that help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources.
- C. All agency employees are responsible for participating in and supporting efforts to reduce the occurrence of juvenile crime and delinquency.
- D. The various elements of the juvenile justice system are encouraged to review and provide input and suggestions to the department on its juvenile policies and procedures. A copy of this written directive shall be distributed to the juvenile justice system contacts utilized by the department. (CALEA 44.1.2)
- E. The Hermosa Beach Police Child Abuse Investigator will prepare an annual report evaluating all enforcement and prevention programs related to juveniles. The report will show both the quantitative and qualitative elements of each program and show whether the program should function as is, be modified, or be discontinued. (CALEA 44.1.3)

IV. Alternatives to Arrest: Officers dealing with juvenile offenders shall use the least coercive among reasonable alternatives.

- A. Outright release with no further action.

1. Based on the judgment of the officer in consultation with the Watch Commander, a juvenile may be released in the field without further formal action. The best interests of the minor and the community shall be considered.
 2. Documentation of such release shall be made within a written incident report.
- B. Criteria and procedures for issuing citations and written petitions to juvenile offenders to appear in lieu of taking them into custody.
1. Juveniles cited for infractions should be released in the field unless circumstances indicate that it would be in the best interest of the minor and/or the public for him/her to be detained or if such release would be otherwise be unlawful or inappropriate.
 2. If a minor is detained for a non-traffic infraction or non-violent misdemeanor, the arresting officer may, upon approval of a supervisor, release the minor to a responsible adult. If the detention is for a 602 WIC offense a JIR (Juvenile Investigation Report) form shall be completed as well as a crime incident report for the offense committed.
 3. All juveniles arrested for misdemeanors and/or felony charges shall be detained until a parent/guardian or responsible adult can respond to accept custody, the officer shall complete a JIR (Juvenile Investigation Report) form and complete a crime report for the offense committed. If the juvenile is cited into court for any reason, the parent/guardian shall also receive a promise to appear pursuant to 660.5 WIC.
 4. If the detention is for a 601 WIC Status Offense, (i.e., runaway, truancy, and curfew) and the minor is going to be released in the field to a parent/guardian or responsible party, the officer shall write the appropriate report and document the incident.

V. Referral to Juvenile Court.

- A. Custody Dispositions – Officers must make an initial determination as to which jurisdictional section the minor is under. The following categories present procedures to follow based upon the applicable jurisdictional section.
- B. 300 WIC – Dependents
1. Detention and Disposition – Minors taken into protective custody under this section should be referred to the appropriate agency as soon as possible.
 2. In most cases, this will involve contacting a (DCSF) Department of Children and Family Services social worker.

3. Minors may then be immediately released to the care and custody of the DCSF worker for foster care placement and/or reunification with parent or legal guardian.
4. In cases of injury or illness where a parent or legal guardian is unavailable, an officer may seek and order medical treatment for such minor.
5. Authority for these types of detentions is 305 WIC. Officers detaining minors under this section shall complete an incident report detailing circumstances of the case.
6. Notifications to Parent or Legal Guardian – Officers taking any minor into temporary custody are responsible for taking immediate step to notify parents or guardians. When this is not possible, reasons for the failure to notify shall be documented in the officer's report.

C. 601 WIC – Status Offenders

1. Detention and Disposition – Minors (status offenders) taken into custody under this section shall be referred to the appropriate agency or released to a parent or guardian as soon as possible.
2. In some cases, minors may be considered for protective custody pursuant to 300 WIC. In certain aggravated cases, 601's may be referred to the juvenile court for consideration of possible wardship.
3. In no case may a 601 offender be lodged in a juvenile detention facility.
4. Authority for these detentions is 625 WIC. Officers detaining minors under this section shall complete a Crime Report or a Matter of Record Report; whichever is appropriate, detailing the circumstances of the case.
5. Notifications to parent/guardian – Officers taking any minor into temporary custody are responsible for taking immediate steps to notify parent or guardian.
6. When this is not possible, reasons for the failure to notify shall be documented in the officer's report.
7. Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

D. 602 WIC – Delinquent

1. Arrest and Disposition – Temporary custody pending a court hearing is discouraged in most cases.
2. Officers are required to release, admonish and release, or cite and release whenever possible.
3. Only if minors are escapees, probation violators, a menace to persons (themselves or others) or property, or apt to flee the jurisdiction, may they

be lodged in the appropriate detention facility, or other place designated by a probation officer.

4. Authority for these detentions is 625 WIC. Officers arresting minors under this section shall complete a Crime Report and Arrest Report detailing the circumstances of the case.
5. Incarceration – When a minor has been taken into temporary custody under 602 WIC and detention is indicated, the officer shall contact the Watch Commander for approval and transport without delay. A copy of the detention referral form must accompany the arrested juvenile to the receiving facility.
6. Minors may be taken into custody:
 - a. On the basis of a criminal law violation; or
 - b. The arresting officer has a reasonable belief that the minor presents a serious security risk of harm to himself or others.
7. Minors meeting these criteria may be locked in a room or cell in the station, subject to the following conditions:
 - a. Minors may not be detained at the station longer than six (6) hours. Juveniles detained must be visually observed no less than every 30 minutes.
 - b. The detention must be for the purpose of giving the officer time to investigate the case, facilitate release of the minors to parents or arrange transfer to Juvenile Hall.
 - c. Minors must be separated from adult prisoners.
 - d. Minors must be told how long incarceration can last.
 - e. Minors must be adequately supervised.
 - f. The law enforcement agency must keep a written record explaining the need for and length of secure detention.
8. All juvenile incarcerations will be documented in the officer's report. Documentation will include the need for the detention, length of the detention, any notifications (i.e., parents, probation officer, etc.), results of notifications, and final disposition.
9. Under no circumstances will 300 WIC dependents or 601 WIC status offenders be placed in "secure confinement" (locked up) or be permitted to come into contact with adult prisoners.
10. Investigations and Arrest – A peace officer may arrest or detain any minor who falls under these jurisdictional sections.
11. No warrant is required unless the minor is at home; then "Ramey" warrant requirements must be met in the case of 602 offenders.
12. Reasonable cause to believe that a misdemeanor has been committed, though not in the officer's presence, for instance, is generally sufficient for

arrest without warrant. Probation violators may also be arrested without warrant.

13. The same constitutional safeguards apply to juveniles as to adults.
14. Parents will be advised of the arrest; beyond this, all investigations and processing of evidence or reports will be conducted in the same manner as for adult cases.
15. Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

VI. Procedures for taking a juvenile into custody.

A. Determining whether a juvenile is alleged to have engaged in noncriminal misbehavior (status offense), or in circumstances where there is an allegation the juvenile has been harmed or may be in danger of harm.
(CALEA 44.2.2 a, b)

1. The application of the status offense governing code 601 WIC definition shall be the first consideration.
2. If a juvenile is taken into custody for a status offense or to prevent harm, the officer shall:
 - a. Notify and consult with the Watch Commander;
 - b. Complete a written incident report;
 - c. Notify the juvenile taken in custody of the reason(s) for the action, if the juvenile is of an age to understand; and
 - d. Notify the parents/legal guardians of the juvenile of the action taken.

B. Ensure the constitutional rights of the juvenile are protected and procedures for the custodial interrogation of juveniles.

1. The constitutional rights of a juvenile will be protected at all times.
2. An explanation of the agency and juvenile justice system procedures will be provided to a juvenile being interrogated/interviewed. This will include informing the juvenile that:
 - a. A record of the case is established with the department;
 - b. Parents/guardians are contacted and informed of circumstances;
 - c. Officers dealing with juvenile offenders use the least coercive among reasonable alternatives; and
 - d. Pending court action, if any.
3. Parents/guardians will be provided information relative to the charges pending and probable future court proceedings.
4. Interrogations shall not extend beyond a reasonable time commensurate with the gravity of the offense and will be conducted in accordance with Policy S2.04, section XI.

5. Unless a juvenile is in need of emergency medical treatment they shall be transported without delay to the department or a Juvenile Detention Center.

6. Public exposure of a juvenile placed into custody shall always be minimized.

(CALEA 42.2.2 c, d, e and 44.2.3 a, b)

C. If the minor is to be detained and sent to Juvenile Hall, contact the Intake Detention Control Officer (IDC) at Los Padrinos Juvenile Hall (7285 E. Quill Drive Downey 90242) at (562) 940-8660 for approval. The IDC officer will need the name of the juvenile, DOB, and the information listed on the Juvenile Arrest Record (JAI). If the IDC officer approves the detention of the minor at los Padrinos Juvenile Hall. These reports should include:

1. A completed JIR
2. At least two copies of the crime/arrest reports
3. Probable cause declaration signed and dated by the WC and the arresting officer.
4. A complete JAI printout on the juvenile
5. Booking and Live Scan
6. Juvenile Hall Entrance Record
7. A yellow L.A County medical booking screening form

If it appears the juvenile is sick or injured, they must be medically cleared for booking prior to transporting to Los Padrinos. Los Padrinos will also take out-of-state and out-of-county warrants with warrant abstract. If the juvenile is a runaway, the computer "hit" is to accompany the juvenile to Los Padrinos.

D. Notification of parents/guardians.

1. Notification to parents/guardians shall be as soon as reasonably possible.
2. Parents/guardians shall be provided the circumstances and particulars of the incident in the initial contact with them.
3. The location of where parents/guardians may respond to physically contact the juvenile in custody shall be provided.

VII. Reporting Child Abuse / Neglect

The purpose is to provide guidelines and procedures for reports of child abuse and for taking minors into protective custody.

A. Protective Custody

When an officer discovers a person under the age of 18 years who falls within the description of Section 300 of the Welfare and Institutions Code, that officer shall consider his responsibility in taking the juvenile into protective custody. If probable cause exists to believe that a child is endangered, a police officer may

enter a home WITHOUT a warrant or consent to investigate. If a child is taken into protective custody, the following reporting procedures will be followed:

1. The appropriate crime report must be completed if the juvenile falls within the provisions of Welfare and Institutions Code, section 300, or has been a victim of Penal Code sections 273a, child abuse; 273d, child beating; 285, incest; 288, child molest; or of any other crime.
2. If it is determined or suspected that a child abuse has occurred, the reporting officer shall contact the Los Angeles Department of Child and Family Services. This must be done immediately or as soon as practically possible by telephone (**800 540-4000**).

B. Physical Examination

Should the juvenile be a victim of sexual abuse requiring a medical examination, transport the victim to the closest Sexual Assault Response Team (SART) facility to be examined by a forensic nurse specialist.

1. The reporting officer shall contact the Investigative Division as soon as possible.

VIII. Electronic Suspected Child Cross Reporting System (ESCARS)

ESCARS will create a countywide web-based suspected child abuse report database accessible to all participating agencies. ESCARS will allow:

1. DCFS, law enforcement agencies and mandated reporters to cross-report allegations of suspected child abuse and reducing duplication of effort and multiple responses.
2. The District Attorney's Office to audit cross-reporting.
3. A timely response to sensitive cases thus reducing delays and expediting the criminal investigation.
3. Track and monitor cases electronically, reducing paper, printing, mailing of reports of suspected child abuse.
5. More efficient compliance with the mandated *Child Abuse Neglect and Reporting Act (PC 11166 et seq.)*

The Hermosa Beach Police Child Abuse Investigator will act as the ESCARS system administrator. The electronic reporting is to be arrive via email to detectives@hermosapolice.org . This email will automatically be distributed to every member of the detective bureau. This redundancy in distribution will guaranty that the reporting is received.

APPROVED:

A handwritten signature in black ink, appearing to be 'A. J. K.', written over the word 'APPROVED:'.

Greg Savelli
Chief of Police

HERMOSA BEACH POLICE DEPARTMENT

MEDICAL PROCEDURES MANUAL

The following procedures are in accordance with those sections enumerated in Article 10 of Title 15, California Code of Regulations, which establish minimum standards for the provision of medical services in Type I Jail facilities. The following guidelines have been adopted as the Medical Procedures for the Hermosa Beach Police Department. They are not intended to be all inclusive nor are they intended to be a substitute for prompt action and the exercise of common sense. Not all medical problems can be anticipated. Trusty's are considered to be inmates for the purpose of this manual.

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

This manual shall be considered to be part of the Jail Manual of the Hermosa Beach Police Department.

810.00 PREBOOKING SITUATIONS - When the arresting officer determines that a prisoner is in need of medical attention, the prisoner shall be transported to the hospital prior to being taken to the station for booking so that immediate medical care can be rendered.

While a prisoner is being transported to the hospital prior to booking, the on-duty Sergeant/WC will be notified. The supervisor will evaluate the circumstances of the arrest and decide whether or not to keep the prisoner in custody.

If the prisoner remains in custody the doctor will either release the prisoner as fit for booking after examination and/or treatment or will recommend that the prisoner be admitted to the Los Angeles County Jail Hospital ward for further treatment and observation. The doctor may specify the mode of transportation, whether by ambulance and/or patrol unit.

810.01 MEDICAL SCREENING - The booking officer shall complete the medical screening form during the booking process of an inmate to determine if the inmate is injured, ill, or has any special medical problems. The booking employee will also attempt to recognize signs of fever, infection, swelling, vermin, potential suicide risk, or assaultive risk to staff members or other inmates.

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

810.02 COMMUNICABLE DISEASES - Inmates with active, or suspected of having active, communicable diseases, including but not limited to Tuberculosis, Venereal disease, Hepatitis and MRSA are to be placed in segregated facilities and transferred to an appropriate medical facility as soon as possible. (Refer to 802.07 of this manual)

810.03 MENTALLY ILL AND GRAVELY DISABLED PERSONS - All mentally disordered inmates or inmates of known diminished mental capacity are to be provided segregated facilities. The Watch Commander is responsible for deciding whether the person should be kept in custody or whether the inmate should be transferred to an appropriate medical facility. (Refer to 802-10 of this manual)

810.04 DEVELOPMENTAL DISABILITIES - In the event that an inmate is determined to be developmentally disabled, he/she will be afforded segregated facilities and the Sergeant/WC will be immediately notified. If the Sergeant/WC approves the continued incarceration of the developmentally disabled inmate, the Watch Commander shall contact the local Regional Center for Developmentally Disabled. Refer to Sections 802.17 - 802.19 of this manual for further instructions.

810.05 HIGH RISK INMATES - The following types of inmates shall be considered high risk and generally they are not be housed in a Type I Jail Facility. The Sergeant/WC shall evaluate each inmate on a case by case basis and determine the necessity to transfer the inmate to the County Jail or to release the inmate from custody.

1. Inmates having diabetes, heart trouble, or epilepsy and currently receiving medication related to that illness.
2. Inmates with infectious or communicable diseases.
3. Unconscious inmates or injured inmates requiring medical attention - unless treated and released by a Physician
4. Alcoholics and addicts - alcoholics with delirium tremens ("DT's") and narcotic addicts in withdrawal.
5. Allegedly mentally ill inmates who appear to be a danger to themselves or others.
6. Those inmates using tranquilizers (i.e. Librium, Valium, etc.) or requiring psychotropic medication (those being treated for mental disorder).

810.06 TRANSPORTATION FOR ILL OR INJURED INMATES - The method of transport may be police vehicle or ambulance at the discretion of the Sergeant/WC. The Sergeant/WC shall arrange for adequate security and the welfare of the inmate during transport.

810.07 PHENCYCLIDINE (PCP) OR MIND-ALTERING DRUGS - The decision to book these individuals at our facility or to transport them to Los Angeles County Jail shall be made by the Sergeant/WC. Generally, an individual displaying the following symptoms should not be booked into the Hermosa Beach Jail and the individual should be transferred to the County Jail.

1. The prisoner's actions consist of outbursts, or recurring wild, frenzied, unruly, or violent behavior.
2. The prisoner represents a continuing danger to himself/herself and/or others.
3. There is little possibility of safely booking and controlling the prisoner at the station.
4. The prisoner has a serious injury (injured prisoners will be taken to Los Angeles County Jail Ward).

810.07.1 HIGH RISK INMATES - USE OF RESTRAINTS - It is the policy of the Hermosa Beach Police Department that the use of restraints on prisoners placed into living areas is prohibited. Prisoners that cannot be safely booked and controlled at the station and require restraints should not be booked into the Hermosa Beach Jail. As indicated in sections 810.03, 810.05, 810.06, and 810.07 such inmates should be transferred to the Los Angeles County Jail or an appropriate medical facility depending upon the circumstances.

In the event that a prisoner is brought into the station in restraints or if restraints were used on the prisoner in the field, such a prisoner SHALL BE CONSIDERED A HIGH RISK INMATE. Restraints as mentioned here are generally referring to the use of a "CAROTID RESTRAINT HOLD" or the use of a "HOBBLE" in which a prisoner's legs are tied together and then the

hobble is hooked to the handcuffs. The hobbled prisoner is usually placed on their stomach for transport to the station. In both instances, the use of restraints generally restricts the flow of oxygen into the body which can cause further medical problems. Generally, a hobble or carotid restraint hold is used on a prisoner that is extremely violent and out of control.

In the case of a hobble being used, a condition known as "positional asphyxia" can set in, placing the prisoner at risk for serious medical problems due to the reduced flow of oxygen caused by the restrictive nature of a hobble. The potential for medical problems occurring as a result of the restriction of the flow of oxygen into the body is compounded when the prisoner's violent and uncontrollable actions are the result of alcohol and/or drug use.

If a prisoner is brought to the station under these circumstances, the Watch Commander shall be notified. Due to the potential medical problems that a prisoner might have, he/she must be watched very carefully for the next 1-2 hours for signs of trouble.

Depending on the condition and behavior of the prisoner, the prisoner shall, **PRIOR TO BOOKING**, be checked by medical personnel as soon as possible to determine the **STATUS OF THEIR VITAL SIGNS**. This check can be conducted by the LA County Fire Paramedics or at the ER at Little Company of Mary Hospital, Torrance Memorial Hospital, or UCLA Harbor Hospital, or such other authorized facility as may be required. However, the LA County Fire Paramedics cannot give an "okay to book. The proper course of action will depend upon the circumstances of the arrest, the current behavior of the prisoner, and if the prisoner is going to remain in custody at the Hermosa Beach Jail or transferred to another facility. The Watch Commander must weigh all of the factors present to determine the best course of action to take to ensure the safety of the prisoner. The important thing to remember is that a proper check for vital signs be conducted (even more than once if necessary) as soon as possible to try and ascertain the medical condition of the prisoner.

*** IT SHOULD BE NOTED THE USE OF HANDCUFFS AND/OR LEG SHACKLES FOR TRANSPORTATION OR SECURITY ARE NOT CONSIDERED RESTRAINTS ***

810.07.2 HIGH RISK INMATES - USE OF RESTRAINTS-PREGNANT INMATES-
(ALSO SEE SECTION 810.19.2)

- 1) 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.
- 2) 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.
- 3) 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.

4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

810.08 SECURITY AND WELFARE OF INMATES - It is the responsibility of the on-duty Police Service Officer 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 Sergeant/WC. Employees are especially cautioned to maintain awareness of symptoms of withdrawal, hallucinations, and depression.

Physical inspections of prisoners shall be conducted every thirty (30) minutes or as frequently as possible. This inspection will be used to determine the response of sleeping prisoners during a check of normal breathing, abnormal body secretions, or any other conditions of distress. These Jail checks shall be noted on the Jail register.

If an inmate is found to be ill or injured or reports that he/she is ill or injured, the Sergeant/WC shall be notified so appropriate aid and treatment can be administered.

810.09 SAFETY CELL – CLOSED. SECTION RESERVED

810.10 MEDICAL EXAMINATION ROOM - The Hermosa Beach City Jail does not maintain a medical examination room. All cases requiring medical examination are to be transported to Little Company of Mary Hospital, Torrance Memorial Hospital, or Harbor UCLA Hospital, or other such authorized facility as may be required.

810.11 INFIRMARY - The Hermosa Beach City Jail does not maintain an infirmary. All cases requiring infirmary treatment are to be transported to Little Company of Mary Hospital, Torrance Memorial Hospital, Harbor UCLA Hospital, or other such authorized facility as may be required.

810.12 SOBERING PROCEDURES - If an inmate is intoxicated (under the influence of alcohol or other drugs) and needs to sober up or come down from a high while in custody, the inmate will be placed in the sobering cell (Cell 4 or 5). Such inmates are removed from the sobering cell when they are able to continue with the booking process. In addition to those procedures required in Section 802.15 of this manual, the following shall also be done:

1. Inmates in this category may be classified as Driving under the Influence, Drunk in Public, or Under the Influence of some substance. Only persons considered nonviolent and who do not appear acutely ill should be allowed to undergo sobering in the Hermosa Beach City Jail.
2. Any sleeping inmate classified as above who is kept in Hermosa Beach City Jail in any cell, should be considered a high medical risk requiring special monitoring procedures
3. Inmates are to be checked every half-hour or more frequently as indicated. These checks shall be recorded in the jail register.
4. Each half-hour observation shall include:

- a. Observation of the inmate's breathing to determine that breathing is regular and not erratic or difficult. Make a notation on the welfare check sheet.
- b. Observation of the inmate to insure that there has been no vomiting while sleeping.
- c. The inmate shall be physically aroused to insure that the inmate will respond to verbal or pressure stimulation (shaking them awake or even obtaining a grunt is sufficient).
- d. An inmate found snoring will be immediately aroused as this is a symptom of respiratory distress **IF** the snoring cannot be relieved by changing the inmates position. (For example, getting the inmate off their back and onto their side.)

Any inmate who displays symptoms of deepening coma, increasing difficulty or inability to arouse, irregular breathing and/or snoring patterns, or who has convulsions, shall be considered an emergency. The Paramedics should be called and the inmate transported to Little Company of Mary Hospital, Torrance Memorial Hospital, Harbor UCLA Hospital, or other such authorized facility.

810.13 PRESCRIPTION MEDICATIONS - It shall be the policy of the Hermosa Beach City Jail to not administer prescription medications to inmates. Inmates requiring these types of medications should either be released, if possible, to seek their own treatment or transferred to Los Angeles County Jail Infirmary or Little Company of Mary Hospital, Torrance Memorial Hospital, Harbor UCLA Hospital, or other such authorized facility.

There is, however, one exception to this policy and that is in regards to the furnishing of birth control medication as outlined in section 810.22 of this manual.

810.14 NON-PRESCRIPTION MEDICATION - The on-duty Police Service Officer may furnish, at the inmate's request, non-prescription medications such as aspirin, Tylenol, or antacid. Once the inmates identity has been verified, the Police Service Officer shall document this information (time, date, and dosage) on the inmate's Jail register form.

The dosage and frequency of the medication shall conform to all directions and warnings contained on the packaging.

When administering these types of medications, the supervising employee shall make sure that the inmate ingested the medication.

810.15 SICK CALL - Sick call is done daily. Inmates are advised during inmate orientation (Refer to section 803.21 of this manual) that they are to notify the on-duty Police Service Officer if they become ill or injured. It is also the responsibility of the on-duty Police Service Officer to be alert to the conditions of inmates during their regular Jail checks. Appropriate medical aid will be given to any inmate requesting medical attention at any time of day or night.

810.16 INMATE ADDICTION - Where there is reasonable cause to believe that a person in custody is addicted to a controlled substance, the booking officer, 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.

810.17 METHADONE MAINTENANCE - 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 Sergeant/WC has the responsibility for determining that an individual is participating 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.

If it is anticipated that any required medical attention under the foregoing would require transport of the individual to an authorized medical facility, the inmate will then be transported to Los Angeles County Jail to continue the program. (Refer H&S 11222)

810.18 PROSTHETIC DEVICES - Unless posing an immediate threat to security, prisoners shall be allowed to retain necessary orthopedic and prosthetic devices while in custody if such devices have been prescribed by a physician.

Reference is made to Section 2656 of the Penal Code for further guidance in this situation, including rights of appeal upon denial of use of such a device.

810.19 FEMALE INMATES - All female Prisoners have the right to summon and receive the services of any physician or surgeon of their choice to determine pregnancy. Any expenses occasioned by such services shall be borne by the prisoner (3406 P.C.) The rights afforded under this section shall be posted in at least one conspicuous place to which all female prisoners have access.

810.19.1 FEMALE INMATES – PREGNANT INMATES – Pursuant to pc 4028, pregnant inmates, if eligible, are permitted to obtain an abortion pursuant to law. Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

810.19.2 FEMALE INMATES –PREGNANT INMATES- USE OF RESTRAINTS
(ALSO SEE SECTION 8.10.07.2)

1) 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.

2) 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.

3) 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.

4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

810.19.3 FEMALE INMATES - SPECIAL MENTAL DISORDER ASSESSMENT -

During the medical screening of a female inmate, the inmate shall be asked if she had a baby within the past year. If the inmate answers in the affirmative, a criminal history check shall be conducted to determine if the inmate has ever been charged with the murder or attempted murder of their infant(s). If it is determined that the inmate has been so charged, the female prisoner will need to be transferred to L.A. County Jail, for a medical evaluation of postpartum psychosis. (Title 15, 1207.5)

810.20 FEMALE HYGIENE MATERIALS - At their request, all female prisoners are to be allowed to continue use of materials for personal hygiene regarding their menstrual cycle. An adequate supply of feminine napkins shall be maintained in the Jail facility at all times. (Refer to Sections 806.06 (5) and 808.02 of this manual.)

810.21 LACTATING FEMALES - If a female prisoner is lactating, a breast pump will be provided to her upon request. The breast pump will be sterilized (pursuant to the directions provided with the pump) after each use.

810.22 BIRTH CONTROL MEDICATION - The booking employee is required at the time of booking to inquire of all female prisoners whether they are pregnant or require medication or other special requirements for birth control purposes. If the response to birth control pills is affirmative, the Watch Commander shall be notified. The Watch Commander shall determine whether a physician prescribed such birth control measures.

If a female inmate states that she takes birth control medication and desires to continue, the Watch Commander has two options. First, the inmate can be transported to Little Company of Mary Hospital in Torrance, to be seen by a doctor. If the doctor prescribes birth control medication from the hospital pharmacy, the female inmate may remain in custody at our jail. The on-duty Police Service Officer will furnish the birth control medication to the female inmate according to the written instructions on the prescription label. The birth control medication will become the property of the prisoner and will be kept with the prisoner's property and will not be left with the prisoner in the cell. When the Police Service Officer delivers the proper dosage to the prisoner, the jailer shall insure that the prisoner takes the medication.

If birth control medication is provided to a female inmate, a "Supplemental Report" shall be prepared by the Watch Commander or Police Services Officer that includes the following: The name of the doctor that prescribed the birth control medication; date, time, and dosage of medication provided; any other relevant facts pertinent to the situation.

The other option that the Watch Commander may exercise is to transport the female inmate to CRDF for Women (LA County Jail) where such medication will be provided under medical supervision.

810.23 DENTAL CARE - Emergency and medically required dental care shall be provided to each inmate upon request or obvious need. The inmate shall be released, if possible, to obtain his/her own treatment or transported to the USC/Los Angeles County General Hospital Prison Ward or Men's Central Jail Infirmary for treatment.

810.24 INMATE DEATH - In the event of the death of any inmate in custody, the Sergeant/WC shall notify the Chief of Police and Jail Commander immediately. Under the direction of the Chief of Police, the Sergeant/WC will contact the Los Angeles County Sheriff's Department Homicide Bureau and the Los Angeles County Coroner's Office and request that these agencies respond to conduct an investigation of the death. (Refer to Section 800.45 of the Department Manual of Polices and Procedures.)

After completing the initial investigation concerning the death of the inmate, the Los Angeles County Health Department Housing and Institution Section shall be contacted by the Jail Commander. This unit will assist in conducting the medical review surrounding an inmate death.

The Sergeant/WC shall notify the next of kin or legal guardian of any inmate in case of serious illness, injury, or death.

810.25 NOTIFICATION OF ATTORNEY GENERAL - California Government Code Section 12525 requires that in any case in which a person dies while in the custody of a law enforcement agency, the agency shall report in writing to the California Attorney General, within 10 days after the death, all facts in their possession concerning the death. These written reports may consist of death reports, coroner's reports, and other reports containing information relating to the death.

This section also requires that the written reports submitted to the Attorney General be available for inspection by interested parties, except those deemed privileged by the Attorney General. The Division of Law Enforcement's Command, Communications and Compliance Program is responsible for maintaining the in custody death reports submitted to the Attorney General and the Board of State and Community Corrections.

Reports will be sent to:

Department of Justice
Statistical Data Center
P.O. Box 903427
Sacramento, Calif. 94203-4270
Attention: Death in Custody Unit

Board of State & Community Corrections
600 Bercut Drive
Sacramento, CA 95811

810.26 INMATE DELOUSING INFORMATION - It is not unusual for an officer or Jailer to observe what appears to be a lice infestation of a prisoner during processing, or subsequent to housing assignment.

The most common observation will involve adult lice and/or nits (eggs) on the scaly, or other hairy portions of the body, or on the clothing, particularly along the seams of inner surfaces.

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

The crab louse may be observed in the pubic area, and in some cases the eyebrows and eyelashes.

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 person, clothing or other personal belongings. It is imperative that anyone involved with pediculosis decontamination use disposable gloves, which are to be disposed of after use. These gloves are stocked with the Jail supplies.

810.27 INMATE DELOUSING PROCEDURE - Any employee who, while handling a prisoner, makes any observation indicating the possibility of the existence of pediculosis shall immediately notify the Sergeant/WC. The Sergeant/WC will attempt to determine if the disease exists and if a delousing procedure should be followed.

The following delousing procedures are to be followed when deemed necessary by the Sergeant/WC. It is divided into three sections

THE INMATE: The following shampoos are used for the control of head, crab, and body lice. The label instructions are very simple and must be followed.

1. Pyrinate A 200
2. R.I.D. Shampoo
3. R.C. Shampoo

These products are available at pharmacies.

Persons held only for twenty-four (24) to forty-eight (48) hours before being released or transferred to another facility do not usually require retreatment.

INMATES CLOTHING - The following products are also suggested as delousing agents and are available usually at Pharmacies.

1. R. C - spray
2. R.I.D. spray

3. Any other brand of non-toxic pesticide spray available.

These products are similar in effectiveness so it makes no difference which is used. Follow the directions on the label. These products should never be used on any individual even though they are generally considered to be low in toxicity.

FACILITY AND EQUIPMENT - Housing areas and equipment contaminated by an inmate with pediculosis shall not be used until thoroughly treated with a non-toxic pesticide. The R.C. spray and R.I.D. spray mentioned above can be used on mattresses, tables, bunks, etc.

The housing area can be used after the city janitorial service cleans and sanitizes the cell during the regular maintenance schedule. (Refer to Section 808.01 of this manual)

810.28 FIRST AID KIT - The first aid kit is located in the booking area of the Jail. It is the responsibility of the daywatch PSO to check the first aid kit at least once a week to ensure there are adequate supplies. (Refer to Section 808.03 (4) of this manual) Additional supplies can be obtained from the Hermosa Beach Fire Department Paramedics.

810.29 EMERGENCY FIRST AID PROCEDURES - All personnel should be familiar with the following first aid manuals published by the American National Red Cross:

"Standard First Aid & Personal Safety"

"Cardiopulmonary Resuscitation"

Copies of these Publications are to be maintained in the jail.

810.30 SUMMONING MEDICAL AID - In the event they are needed, the following telephone numbers are provided:

Hermosa Beach Fire Department	310 318-0326
Little Co. of Mary Hospital	310 303-5600
Bayside Medical	323 757-2118
USC/LA County Hospital-Prison Ward	323 226-4563
Harbor General Psychiatric Ward	310 518-3144
Manhattan Beach Fire Dept.-Paramedics	310 802-5200
Redondo Beach Fire Dept.-Paramedics	310 318-0663

810.31 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.

Sometimes prompt action is needed to save a life. At other times there is no need for haste, and efforts will be directed toward preventing further injury, obtaining assistance, and reassuring the victim, who may be emotionally upset and apprehensive, as well as in pain.

URGENT CARE - In the case of serious injury or sudden illness, while help is being summoned, give immediate attention to the following first aid priorities:

1. Effect a prompt rescue. (For example, remove an accident victim from a fire, or from a cell or room containing carbon monoxide, smoke, or noxious fumes).
2. Ensure that the victim has an open airway and give mouth-to-mouth or mouth-to-nose artificial respiration if necessary.
3. Control severe bleeding.
4. Give first aid for poisoning, or ingestion of harmful chemicals.

The additional procedures below are offered as guidelines for Jail personnel.

HEART ATTACK: warning signs include:

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

UNCONSCIOUSNESS:

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

ORTHOPEDICS: (BROKEN BONES, BACK INJURY)

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

BLEEDING:

1. Apply direct pressure to site (using a clean towel or cloth), and have someone call for paramedic/ambulance 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.

SEIZURES (SEVERE, VIOLENT SHAKING):

1. Have someone call the paramedics.
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 person's mouth.

ACUTE ABDOMINAL DISTRESS (SEVERE PAIN, CRAMPS):

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

ASTHMA (SEVERE WHEEZING): If a person is wheezing and/or states he/she is an asthmatic and breathing is difficult and rapid:

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

CHOKING:

1. Use Heimlich method (pressure to lower sternum from behind).
2. If above not effective, repeat procedure again.

3. Call paramedics.

810.32 DRUG ABUSE - Due to the high incidence of narcotic or controlled substance abuse, all Jail personnel are to be observant for the following symptoms or conditions. Any one, or combination of, these symptoms may be indicative of narcotic abuse or addiction:

- poor balance and staggering gait
- "tracks" or scabs over veins indicating injections
- constriction of the pupils, particularly at low light levels
- slowing of physical movements and reflexes
- slurring or slow and thick speech
- dryness of mouth
- droopy eyelids
- reduced comprehension
- reduced breathing rate
- blue discoloration of the skin
- brittle, dry nails
- excessive itching, particularly in facial area
- cold skin
- deepening of voice
- alternating constriction and dilation of pupils

The presence of any, or any combination of the above, should be noted on the medical screening and brought to the attention of the Sergeant/WC.

All personnel are to be extremely watchful for the following symptoms and conditions which may be indicative of withdrawal distress:

- extreme nervousness

- restless behavior
- sweating
- running eyes and nose
- yawning
- sneezing
- itching
- chills
- cramps in back of legs and abdomen
- vomiting and diarrhea

810.33 PCP - Particular attention should be directed towards a prisoner who displays any symptoms which may be indicative of PCP intoxication.

Recognizing PCP intoxication:

1. Nystagmus - always present with PCP.
2. Disoriented demeanor -
 - a. Blank stare - unresponsiveness.
 - b. Clumsiness - bumping into things.
 - c. Disorientation as to time and place.
3. Sweating in moderate temperatures.
4. Stiffness - rigidity in stance or gait.
5. Unusual facial distortions - grimacing for no apparent reason.
6. Bizarre conduct - (often misdiagnosed as schizophrenia during emergency room treatment).
7. Seizures not unlike epilepsy in higher doses.

With PCP it is important to remember that any combination of the above symptoms may be present with or without others. The absence of any of the above should not exclude PCP from consideration. The relative severity of one symptom compared to the others may vary widely.

As with most hallucinogens, the effect of PCP on the abuser is greatly influenced by the person himself. Any unusual or unexplained behavior should be investigated prior to lodging.

Any of the above should be immediately brought to the attention of the Sergeant/WC. Depending on the severity of the symptoms, the Sergeant/WC should arrange for paramedic assistance and transport of the individual to an appropriate medical facility or alternate booking facility where medical care is available.

810.34 SUICIDE RECOGNITION AND PREVENTION - Upon admitting inmates into the Jail facility, it is important to always be alert for those individuals that may exhibit signs of potential suicide. Generally, persons at risk are:

1. Prominent persons charged with embarrassing crimes.
2. Persons held for alcohol or drug related charges.
3. All juveniles held in adult facilities.
4. Persons with a history of self-destructive acts.
5. Individuals who state their intention of suicide.
6. Individuals who appear depressed.

If an inmate fits into one or more of the above categories, the on-duty Sergeant/WC shall be notified of the situation.

If the inmate is placed in a living area, additional attention should be focused on the inmate during the initial period of incarceration, particularly during the first three hours. Additional welfare checks, in addition to the regular 30-minute jail checks, should be conducted and documented in the inmate's Jail register.

The state of intoxication of a person upon incarceration greatly increases the likelihood of suicide. Again, special attention and documentation of observation is critical for intoxicated inmates. Refer to section 810.12 of this manual.

Every effort should be made to house this type of inmate with other inmates already in custody. However, the on-duty Police Service Officer must conform with the classification and segregation procedures already set forth in this manual. (Refer to section 802.00 of this manual)

This type of inmate should also be encouraged to make as many phone calls as possible (Section 803.15) and be allowed to receive visitors as much as practicable. (Section 803.01)

The purpose of the above efforts are to assist the inmate in coping with the depression being felt. Many times the Jailer's verbal interaction and availability will be enough to get an inmate over the initial crisis of incarceration.

The Jailer shall also be alert to any condition that may contribute to the inmate's depression and take whatever reasonable steps necessary to minimize or eliminate the condition.

If it appears that an inmate is not able to cope effectively with incarceration, the situation shall be brought to the attention of the Sergeant/WC so that placement in another appropriate facility may be considered.

SUICIDE PREVENTION KIT

The SUICIDE PREVENTION KIT is located in the Jail area under the first aid kit in the red box. Police Service Officers are to check the kit at the beginning of each shift to ensure all contents are accounted for.

The Kit should contain the following

1. CPR Mask
2. Gloves
3. Handi-cut Scissors
4. Seat Belt Cutter
5. Scissors
6. Mask
7. Two First Aid Sterilized Dressings
8. Two Bio Hazard Bags

811.00 RULES, REGULATIONS, AND PROCEDURES. POLICY

The Hermosa Beach Police Department recognizes that the detention of sentenced prisoners in a local Jail facility serves many useful purposes for both the offender and the justice system. In keeping with the philosophies underlying the incarceration of certain classes of sentenced persons in local detention facilities, the Department conducts programs for short term incarceration of prisoners as provided by these procedures.

811.01 PARTICIPANT - DEFINITIONS

1. Participant - A person sentenced to the Hermosa Beach Police Department City Jail after a court action.
3. Court Committal Program - Also known as the Pay-to-Stay program. Persons enrolled in this program are detained 24 hours for the term of their commitment.
4. Commitment Order - Also known as a remand order. Any official document used by the court that authorizes the incarceration and detention of any person in the Hermosa Beach City Jail for a prescribed term. No sentenced inmate shall be incarcerated in the City Jail without a valid commitment order.

811.02 PROGRAM ELIGIBILITY AND ENROLLMENT

The Hermosa Beach City Jail offers a Pay-to-Stay program for qualified men and women who have been sentenced to serve time in jail.

The Pay-to-Stay Program offers an alternative to serving time in the Los Angeles County Jail. With the approval of the sentencing magistrate, men and women can serve their Jail sentence in our clean and efficiently operated Jail facility. Program participants will be housed in separate sleeping quarters from all other inmates and will have access to showers and inmate phones as time and Jail staffing allows. Males and females will be housed separately. Participants in this program can serve their sentences consecutively or a little at a time. A City fee per 24-hr period is due PRIOR to the first day of any commitment period. Individuals wishing to participate in the Pay-to-Stay Program must undergo a prescreening for suitability review in order to ensure that all of the established conditions of the program are met.

811.03 CLEANLINESS OF LIVING QUARTERS

Living quarters are to be kept neat and clean at all times. They shall be inspected daily by the day watch Police Service Officer.

811.04 ACCESS RESTRICTED IN SPECIFIED AREAS

Participants shall be confined to their cell for the duration of their stay and are not allowed in any other part of the Police Department facility.

811.05 PERSONAL CONDUCT

Participants shall obey each of the following items of personal conduct. Violations of any of these items may subject the participant to disciplinary procedures as set forth in this manual.

Prior to the beginning of any period of confinement, participants understand that they are restricted to possessing only the items listed on the “Authorized Items Form” contained in the application package.

Participants are responsible for full payment of all fees incurred while enrolled in the Pay-to-Stay program.

Participants may be housed with other voluntary participants in the Pay-to-Stay program. Housing will be directed by the Jail Staff.

During the period(s) of confinement participants cannot receive incoming telephone calls or mail. Unlimited collect calls may be made from the telephone located in the Jail cell. During their confinement, participants will not be allowed visitation by friends or family members.

If a participant becomes ill or injured at any time during their confinement, they will immediately notify any available Hermosa Beach Police Department employee.

Should they require medical attention and/or hospitalization at any time during their confinement, participants are responsible for payment of any resulting charges.

Participants will be required to present valid identification to any Hermosa Beach Police Department employee upon demand.

Participants must submit an original copy of a tuberculosis screening certificate issued within the previous month, by a licensed medical doctor to the Hermosa Beach Police Department, prior to being accepted into the program. Participants are responsible for any and all fees associated with such screening. In rare cases, trustees may also be required to present a proof of health screening at their own expense.

Participants shall fully disclose all medical information, including medication/prescription needs, to the Hermosa Beach Police Department.

Participants will not report for confinement under the influence of drugs or alcohol, or with the odor of alcohol about their person. They understand that if drug or alcohol use, or intoxication is suspected, they agree to voluntarily submit to a Breath Scan or Drug Test prior to being housed. The \$35.00 cost of the drug test (urine or blood) will be added to their fees.

Participants must stay in their assigned cell at all times, unless otherwise directed by Jail Staff.

During their period(s) of confinement participants will not communicate with, give or receive messages, or articles to anyone, who is not an employee of the Hermosa Beach Police Department.

During their confinement, participants will not handle, examine, or read any unauthorized files or information they may come into contact with.

Pursuant to Penal Code Section 4573-4574, participants shall not bring into, possess, or acquire any weapons, narcotics, alcoholic beverages, or contraband into the Hermosa Beach Police Department. Possession of such items may result in new and separate criminal charge(s) being sought.

If, during their confinement, they become aware of other inmates who are in possession of contraband or weapons, participants must notify Jail Staff as soon as they become aware of the violation.

Participants shall report in at the scheduled time. Participants understand that they are personally responsible to arrange for changes to their schedule in advance of their scheduled starting time.

Participants will notify Jail Staff of any unscheduled (emergency) absences or tardiness, or it may result in dismissal from the program.

Participants understand that any violation of these rules, or deviation from any instruction provided by any member of the Hermosa Beach Police Department, may result in the immediate dismissal from the Pay-To-Stay program. Dismissal for violations of these rules may also result in a loss of all fees paid.

811.06 PARTICIPANTS - ILLNESS OR INJURY WHILE INCARCERATED

In the event that a participant is injured or becomes ill while in custody, the Watch Commander shall be notified immediately.

The Watch Commander shall make sure an inmate illness/injury report is completed by the responsible party.

Contingent upon the seriousness and/or gravity of the illness/injury, the Watch Commander shall:

1. Cause the participant to be released from custody and transported to the nearest contract medical facility for treatment.

If the illness/injury is not serious enough to require medical treatment or hospitalization, the Watch Commander may:

1. Cause the participant to be released.

2. In the event that a participant is released prior to completing the court imposed sentence, he/she shall be told to contact the Jail Supervisor or Lead PSO on the next regular business day.

811.07 MEALS

Participants shall be entitled to those meals served to all adult prisoners outlined in this manual. (Refer to Section 805.00 - 805.06) All participant meals shall be prepared and served in accordance with these procedures.

811.08 PERSONAL HYGIENE

Participants shall adhere to the following regulations regarding personal hygiene:

1. Participants shall shower every day.
2. Participants shall insure that they are in possession of sufficient clothing when booked to maintain a clean and healthy appearance.
 - a. Generally, participants shall wear suitable casual clothing.
 - b. Shoes shall be casual, tennis or jogging style. Socks shall be worn at all times.
 - c. Participants shall keep themselves neat, clean, and fully clothed.
 - d. Participant quarters shall be kept neat and clean at all times. Bunks shall be made up immediately upon rising. Mattresses, blankets, and mattress covers shall be rotated at least once a week or as needed.
 - e. Participants shall use restroom facilities in their quarters.
 - f. Pills, mouthwash, inhalers, or participant medicines are prohibited. The Hermosa Beach City Jail shall dispense only those medications as set forth in the Provisions of this manual. (Refer to sections 810.13 and 810.14)
 - g. Participants suffering illness or injury shall immediately bring the condition to the attention of the Service officer or Watch Commander on duty.

811.09 VISITATION

During their confinement, participants will not be allowed visitation by friends or family members.

811.10 PERSONAL SERVICES PROHIBITED

Participants shall not perform any personal services for any other person while in the custody of the Hermosa Beach Police Department.

811.11 LEAVING AREA OF POLICE FACILITY

Participants shall not be allowed to leave the area of the Hermosa Beach Police Department building or facility unless accompanied by an authorized department employee.

811.12 CUSTODY RESPONSIBILITY

The Watch Commander is the Jail Supervisor. As such he/she shall be responsible for all prisoners in custody, including Participants, except when the Participant has been assigned to another person to perform specific duties.

811.13 SUPERVISION AND CONTROL

Participants shall respond to all orders and direction given by any supervisor of the Police Department. For the purposes of these rules, regulations, and procedures, a supervisor is a Police Service Officer having direct control over a participant; or a Police Officer having such control.

Male and female participants shall be segregated at all times in conformance with statute and procedures set forth in this manual. (802.06)

811.14 TOOLS AND DANGEROUS ITEMS

Metal knives, forks, spoons, and any other such item that might be used or converted into a weapon shall be forbidden in the jail facility.

811.15 PERSONAL PROPERTY

Participants are not permitted to have radios, television, smartphones, cellphones, Kindles, or any other type of electrical or battery operated conveniences while in the custody of this Department.

Participants shall not be allowed any type of writing utensils in their living quarters. Reading material is permissible.

Knives, or any other weapon-like objects, are not allowed and should not be brought with them when they check in.

The day watch Police Service Officer shall dispense toiletries and bathing items.

The Participant shall retain no items of value during their confinement.

Participant property shall be limited to those items on the "Authorized Items List" on the Pay-to-Stay committal form.

811.16 CONFLICTING ORDERS

In the event a participant is given a conflicting order, he/she shall respectfully bring it to the attention of the employee giving the order. If the order is repeated, it shall be obeyed.

811.17 RESTRICTION TO STATION AREA

A Participant shall not leave the station area unless accompanied or directed by an authorized employee. Leaving the station area without being accompanied by an authorized employee, or without express permission, is a violation of section 4532 P.C., a felony.

811.18 MAIL

During the period(s) of confinement Participants cannot receive mail.

811.19 PARTICIPANT - GENERAL REGULATIONS

1. Participants shall obey all orders of any Service officer, Police Officer or other authorized employee of the Department.
2. Prisoners shall obey all laws.
3. Prisoners shall not engage in the destruction of or destroy any article or object belonging to the City of Hermosa Beach.
4. Inmates shall cooperate fully with Police Service Officers at every stage of the booking process.
5. Inmates will not use foul or derogatory language while in custody.
6. Participants will obey all participant and Jail rules, regulations, and procedures.

811.20 SMOKING

Participants are never permitted to possess fire ignition (lighters/matches) utensils or cigarettes while in their quarters or while in any area of the jail facility.

Participants may not bring any cigarettes or fire ignition utensils (lighters/matches) with them when checking in.

During the period(s) of confinement participants will not be allowed to smoke.

811.21 DISCIPLINARY PROCEDURES

It is the responsibility of the participant to obey all rules, regulations, and procedures as set forth in this manual.

Penalties for violating any of the participant rules, regulations, and procedures may result in discipline ranging from loss of privileges to termination from the pay to stay program. (803.21 & 804.00)

812.00 EMERGENCY PROCEDURES FOR JAIL OPERATIONS. POLICY - The following guidelines have been adopted as the emergency procedures for the Hermosa Beach City Jail. These guidelines represent the Policy and Procedures Manual defined in Title 15, Section 1029.6 (A-F) of the California Code of Regulations.

These guidelines are not intended to be exhaustive in nature or a menu for every anticipated emergency situation that could occur in a Type I Jail facility. Good judgment based on training, experience, common sense, and the actual situation encountered, will often require situational analysis and independent decision making.

812.01 FIRE SUPPRESSION PRE-PLANNING - FIRE PREVENTION PLAN.

1. No smoking is permitted in the Jail facility at any time by inmates (including Trusty's).
2. Upon entering the Jail facility, inmates shall not possess or have access to matches or cigarette lighters or any instrument capable of producing a flame. All inmates shall be thoroughly searched before being placed into a Jail cell.
3. The on-duty Police Service Officer is responsible for walking through and inspecting the entire Jail facility for fire or other hazardous condition no less than once each hour.
4. All Police Service Officer's and Supervisors responsible for the Jail are to be familiar with the location and use of all fire extinguishers in the Jail facility.
5. All Police Service Officers and Supervisors responsible for the Jail are to be familiar with the location and operation of the Jail Fire Alarm system, including the Control Panel Box location and operation.
6. All Police Service Officers and Supervisors responsible for the Jail are to be familiar with the location and use of the Self-Contained Breathing Apparatus designated for use in the Jail.
7. All Police Service Officers and Supervisors responsible for the Jail shall receive training which maintains the standards established in 6030(c) P.C.
8. The Jail is equipped with smoke detectors in each Jail cell. A dedications Police Service Officer shall test the fire alarm system once a month. There is also one Self-Contained Breathing Apparatus within the Jail facility.

812.02 MONTHLY FIRE INSPECTIONS - The Jail Commander shall cause regular fire prevention inspections to be carried out on a monthly basis. A record of such inspections including any noted deficiencies and corrective measures taken shall be maintained for at least two (2) years.

812.03 ANNUAL FIRE INSPECTIONS BY FIRE DEPARTMENT - The Jail Commander shall consult with local Fire Department personnel no less than once each calendar year regarding

fire inspections and fire suppression recommendations. Together they will jointly inspect the entire Jail Facility. The inspection report shall be maintained for at least two (2) years.

812.04 EVACUATION PLAN – POLICE SERVICE OFFICER RESPONSIBILITY. In the event that the Police Service Officer on duty discovers a fire or smoke hazard in the Jail facility, or the Jail fire alarm system is activated due to the presence of fire or smoke, the following procedures are to be put into effect:

1. Immediately determine the extent and location of the hazard.
2. Advise the on-duty Sergeant/WC of the situation.
3. Advise the on-duty dispatcher of the situation and request the necessary assistance (i.e. Fire Department, Paramedics, and Patrol Officers).
4. For small fires, apply fire suppression techniques using the available fire extinguishers.
5. For large fires or heavy smoke conditions, begin evacuating prisoners to the most accessible emergency exit. If necessary, don the Self-Contained Breathing Apparatus.
6. Direct inmates to Patrol Cars for holding purposes.
7. Ensure all inmates are accounted for and that medical assistance is provided as necessary.

812.05 COMMUNICATIONS DISPATCHER RESPONSIBILITY - In the event that the Dispatcher on-duty is informed of a fire or becomes aware of a fire or smoke hazard in the Jail Facility, the following procedures shall be put into effect:

1. Immediately notify the Watch Commander.
2. Establish communications with the Jail.
3. Prepare to notify the Fire Department at the direction of the Police Service Officer or Watch Commander..
4. Direct all available units to the station for possible prisoner evacuation.

812.06 WATCH COMMANDER RESPONSIBILITY - In the event the Watch Commander becomes aware of a fire or smoke hazard existing in the Jail Facility, the Watch Commander is to immediately respond to the Jail to determine the extent of the hazard and appropriate response. The Watch Commander shall be responsible for the coordination and direction of all assistance required, including: evacuation of prisoners, direction of field units to the station to receive prisoners, and the calling of Fire Department and medical personnel as needed. The Watch Commander shall take those steps necessary to ensure the safety, welfare, and security of all inmates in custody at the time of the occurrence.

The Watch Commander shall also cause that the Chief of Police and Jail Commander be notified.

812.07 JAIL COMMANDER RESPONSIBILITY - The Jail Commander shall ensure that evacuation and emergency response drills are exercised no less than once (1) every six (6) months. The drills shall be directly administered and supervised by the Jail Commander.

812.08 EMERGENCY HOUSING OF INMATES - In the event that it becomes necessary to remove inmates from the Jail Facility due to a minor fire that requires the Jail to be ventilated, inmates shall be secured in patrol cars. A Jailer and at least one (1) police officer shall supervise the inmates until such time that the Fire Department and Watch Commander deem the Jail Facility safe for their occupation. At this time, the inmates shall be escorted back into their cells.

In the event of a larger fire or incident, which would render the Jail Facility uninhabitable, the following procedures shall be put into effect.

1. As stated above, inmates shall be initially secured in available patrol cars.
2. The Watch Commander shall make arrangements to move all inmates to another Jail Facility (Manhattan Beach PD, Redondo Beach PD, Torrance PD, or the L.A. County Jail)
3. Inmates shall not be placed back into the Jail Facility until it is deemed safe for occupation by the Fire Department and Jail Commander.
4. During this period of vacancy, new bookings of arrestees shall be temporarily conducted at the alternate Jail facility.

812.09 EVACUATION ROUTES - [REDACTED]
[REDACTED]
[REDACTED]:

1. [REDACTED]
2. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
3. [REDACTED]
[REDACTED]
[REDACTED]

812.10 CRITICAL DOOR KEYS - All Police Service Officers are to be familiar with the following critical door keys:

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

812.11 INMATE DISTURBANCES - In any case that an inmate causes a disturbance which threatens the safety, welfare, or physical condition of any inmate including him/herself, or any Police Service Officer, Police Officer, or other employee, the Watch Commander shall be immediately notified. The Watch Commander shall respond to the Jail facility to assess the severity of the situation and determine an appropriate response.

If the occurrence is of a minor nature and can be brought under control through cell transfers, isolation in a solitary cell, or other actions which bring the situation to a close, then the situation shall be considered handled and documented in a Jail Incident Report signed by the Watch Commander.

If the occurrence is of a more serious nature such as a violation of law or especially if the occurrence involves the potential of serious injury or death to any inmate or police department employee, the situation shall be handled as a criminal investigation. The Watch Commander shall take those steps to isolate and contain the disturbance and cause a crime report to be initiated. In the case of a serious injury or death, the Watch Commander shall contact the Chief of Police and Jail Commander. If inmates are injured, refer to the Medical Procedures (810.00) section of this Manual for further guidelines. In the case of a death, refer to section 800.45 (Death Investigations) of the Departmental Manual.

IN NO CASE SHALL ANY EMPLOYEE OF THE HERMOSA BEACH POLICE DEPARTMENT INFLICT ANY PUNISHMENT ON ANY INMATE, NOR ALLOW ANY OTHER PERSON OR INMATE TO INFLICT PUNISHMENT ON ANY OTHER INMATE FOR ACTIONS TAKEN IN A DISTURBANCE.

812.12 THE TAKING OF HOSTAGES - In any case where an inmate has taken another person hostage (employee or another inmate), the Police Service Officer 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 those steps necessary to assure the safety of employees and inmates not involved in the situation. The Watch Commander shall summon those personnel necessary to isolate the situation and prevent it from spreading to non-

involved inmates. (i.e. Mutual Aid, L.A.S.O. Swat, hostage negotiator, etc.) The Watch Commander shall cause that the Chief of Police and Jail Commander to be contacted as well.

812.13 ESCAPE - When the Police Service Officer or other employee becomes aware of an inmate having escaped from the Jail facility, the Watch Commander and Dispatch Center shall be notified immediately. Inmate identification and description shall be transmitted to all field units and to neighboring police agencies. The Watch Commander shall coordinate all efforts to locate the escaped prisoner and summon those personnel necessary to accomplish this objective. The Watch Commander shall also cause that the Chief of Police, Detective Bureau Commander, and Jail Commander be contacted. A crime report shall be initiated regarding the escape.

812.14 MASS ARRESTS - In a situation where numerous persons are arrested and brought into the Jail Facility, the Watch Commander shall be summoned to assess the situation.

The Watch Commander with the assistance of the on-duty Police Service Officer shall ensure that each subject arrested and brought to the Jail shall be identified and tagged with a wristband indicating the inmate's name and arrest charge prior to being placed in a designated detention area.

Arrangements for housing the inmates shall be the responsibility of the Watch Commander. The consideration of all alternatives to housing the inmates including (but not limited to) O/R release, 849bl PC, 827.1 P.C., L.A. Sheriffs, and local Agency mutual aid shall constantly be explored as resources.

812.15 NATURAL DISASTERS - EARTHQUAKES. In the event of an earthquake or other natural disaster, the on-duty Police Service Officer shall immediately check the welfare of all inmates in-custody. The Watch Commander and the on-duty Police Service Officer shall physically inspect the integrity of the Jail structure and assess any damage to the facility or injuries to inmates.

If the event is of a minor nature and no damage or injuries are sustained, the event shall be summarized in a Jail Incident Report and forwarded to the Jail Commander.

If the event is of a major nature and it is determined that the Jail facility is not safe, the same evacuation plan as used in case of fire shall be utilized. As soon as possible, a Jail Incident Report and Inmate Injury Report (if necessary) shall also be completed.

812.16 TOXIC SPILLS OR GASSES - In the case of a toxic spill or detection of a toxic substance in the Jail facility, the Watch Commander and Fire Department shall be notified immediately. The on-duty Police Service Officer shall begin to evacuate inmates as necessary. The on-duty Police Service Officer shall don the self-Contained Breathing Apparatus if necessary. This type of situation shall utilize the same evacuation plan as used in the case of fire. (811.02)

812.17 PERIODIC TESTING OF EMERGENCY EQUIPMENT - It shall be the responsibility of the Jail Commander to ensure the following equipment designated for emergency use in the Jail is maintained in good working order:

1. Self-contained Breathing Apparatus
2. Fire Extinguishers
3. Flashlights
4. Emergency Generator

The Jail Commander shall include as part of the "Monthly Fire Inspections" a report on quantity of and operable condition of each safety item.

812.18 STORAGE, ISSUE, AND THE USE OF WEAPONS, AMMUNITION, CHEMICAL AGENTS AND RELATED SECURITY DEVICES - It is the policy of the Hermosa Beach Police Department that no weapons, ammunition, chemical agents, or taser guns shall be taken into the Jail Facility without the permission of the Watch Commander.

The only exception to this rule shall be the ammunition that officers carry on their Sam Browne belts for their service weapons. Also, Chemical Mace that is authorized for use and carried on the Sam Browne belt may be carried into the Jail Facility.

No weapon, ammunition, chemical agents, or taser guns are to be stored in the Jail Facility.

HERMOSA BEACH POLICE DEPARTMENT

MONTHLY JAIL FIRE INSPECTION CHECKLIST

1. Are all exit doors in good operating condition? (Doors are to be tested by locking and unlocking them.)

East Fire Exit	Yes ()	No ()
Sally Port	Yes ()	No ()
Security Doors	Yes ()	No ()

Noted Problems/Deficiencies: _____

2. Are the following safety items in working/operational condition?

Fire Extinguishers	Yes ()	No ()
Flashlights	Yes ()	No ()
First Aid Kit	Yes ()	No ()

3. Does the smoke/fire alarm system appear to be in working/operational condition?
Yes () No ()

4. Are the set of jail keys in the booking area? Yes () No ()

5. Does the emergency lighting test operational? Yes () No ()

Noted Problems/Deficiencies: _____

6. Is the AED Operational? Yes () No ()

7. Is the AED Checklist Completed? Yes () No ()

8. Has the AED Checklist been turned in to
the HBFD Emergency Management Coordinator? Yes () No ()

NOTE: The alarms shall be checked during the weekly jail inspection to ensure they are working properly. All batteries shall be replaced the first part of the year or more often if inspection proves necessary.

Conducted by PSO _____

Date: _____