

# Gardena Police Department

Gardena Jail Manual

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## **CHIEF'S MESSAGE**

To All Personnel:

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

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

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

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

Mike Saffell

Chief of Police

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## **LAW ENFORCEMENT CODE OF ETHICS**

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

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

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

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

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

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

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## **MISSION STATEMENT**

**“Service with Pride and Professionalism”**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **OUR ORGANIZATIONAL VALUES**

### **Commitment to Service**

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

### **Commitment to Community Involvement**

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

### **Commitment to Our Employees**

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

### **Commitment to Responsibility and Accountability**

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

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## **JAIL MANUAL REVIEW**

This jail manual shall be reviewed every two years by the Administrative Services Bureau Commander. The next date of review will be Fall of 2020.

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## Chapter 1 - Role and Authority

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# Jail Manual

## 100.1 PURPOSE AND SCOPE

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

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

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

### 100.1.1 DEFINITIONS

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

**Adult** - Any person 18 years of age or older.

**Department** - The Department.

**Employee** - Any person employed by the Department.

**Jail Manual** - The Department Jail Manual.

**Juvenile** - Any person under the age of 18.

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

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

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

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



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**On-duty employee** - Status during the period when he/she is actually engaged in the performance of his/her assigned duties.

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

**Rank** - The job classification title held by an officer.

**Shall or will** - Indicates a mandatory action.

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

### **100.2 POLICY**

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

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

#### 100.2.1 DISCLAIMER

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

### **100.3 RESPONSIBILITIES**

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

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

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

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

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### 100.3.1 ORGANIZATIONAL CHART

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

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

### 100.3.2 INTERNAL AND EXTERNAL SECURITY MEASURE REVIEW

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

### 100.4 DISTRIBUTION OF MANUAL

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

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

### 100.5 MANUAL ACCEPTANCE

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

### 100.6 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Jail Manual revisions. All changes to the Jail Manual will be posted on the department network for review prior to implementation. The Administrative Services Commander will forward revisions to the Jail Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.

## Facility Inspection

### 101.1 PURPOSE AND SCOPE

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

### 101.2 POLICY

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

### 101.3 FACILITY MANAGER RESPONSIBILITY

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

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

### 101.4 INSPECTION AREAS

Inspection areas should include but are not limited to the following areas:

- (a) **Policy review** - A review of all detention facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the detention facility operation.
- (b) **Record review** - A review of the records that support detention facility activities, medical records and the detention facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.
- (c) **On-site inspections** - The assessment team should conduct on-site inspections of the detention facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the detention facility assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the detention

## *Facility Inspection*

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facility assessments be viewed as a credible measurement instrument as many issues identified in the assessment may require significant funding.

### **101.5 FOCAL POINTS FOR INSPECTIONS**

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

- Staff training
- Number of personnel (15 CCR 1027)
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- In-custody deaths
- Documented suicide attempts
- Classification plan
- Reception and booking
- Communicable disease prevention plan
- Inmates with mental disorders
- Administrative segregation
- Developmentally disabled inmates
- Use of force and restraint devices
- Contraband control
- Perimeter security
- Searches (area and personal)
- Access to telephones
- Access to courts and counsel
- Inmate visiting
- Inmate mail
- Religious access
- Health care services
- Intake medical screening
- Pest control

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## *Facility Inspection*

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- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food services plan
- Food serving and supervision
- Jail sanitation, safety, maintenance
- Tools, key and lock control
- Use of safety and sobering cells
- Standard bedding and linen use
- Mattresses

## Chapter 2 - Organization and Administration

## Staffing

### 200.1 PURPOSE AND SCOPE

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

### 200.2 POLICY

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

### 200.3 STAFFING PLAN REQUIREMENTS

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

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

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

### 200.4 STAFFING ANALYSIS

The Chief of Police or the authorized designee shall complete a comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans and will be updated as necessary when any significant operational or environmental changes occur.

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

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

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### Staffing

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factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, inmates and the public.

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

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

#### 200.4.1 DATA COLLECTION FOR ANALYSIS

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

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

#### 200.5 REPORTING

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



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## Supervision of Inmates - Minimum Requirements

### 201.1 PURPOSE AND SCOPE

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

### 201.2 POLICY

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

### 201.3 SUPERVISION OF INMATES

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

When both male and female inmates are held at this detention facility, a minimum of one male and one female employee, who are custody trained and on-duty, should be immediately accessible for the supervision of the inmates (Penal Code § 4021).

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

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

### 201.4 PROHIBITION OF INMATE CONTROL

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

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## Inmate Records

### 202.1 PURPOSE AND SCOPE

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

### 202.2 POLICY

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

### 202.3 RECORD MAINTENANCE

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

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

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## *Inmate Records*

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- Use of Sobering Cell
- Use of force in controlling inmate
- Medical orders and staff response
- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments and medications
- Information regarding disabilities and other limitations

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

### **202.4 RELEASE OF INMATE RECORDS**

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

### **202.5 ELECTRONIC RECORD MAINTENANCE**

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

### **202.6 RECORDS RETENTION**

Inmate records shall be maintained consistent with the established records retention schedule.

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# Tool, Equipment, Key and Electronic Access Device Controls

## 203.1 PURPOSE AND SCOPE

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

## 203.2 POLICY

It is the policy of this department that all keys used to access secure areas of the detention facility or to exit the secure areas of the detention facility are strictly controlled (15 CCR 1029(a)(6)). Members will be held accountable for the security and safety of the detention facility.

While there are times that specific inmate workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff (15 CCR 1029(a)(6)) to reduce the risk of such items becoming weapons.

## 203.3 KEY IDENTIFICATION

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

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

## 203.4 KEY SET CONTENTS

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

## 203.5 KEY CONTROL

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

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

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## *Tool, Equipment, Key and Electronic Access Device Controls*

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### **203.6 LOCK POLICY**

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

### **203.7 TESTING**

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

### **203.8 EXTERIOR DOOR**

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

### **203.9 EMERGENCY KEY SET**

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

### **203.10 MISSING KEYS**

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

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

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

### **203.11 DAMAGED KEYS OR LOCKS**

Damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Administrative Bureau Commander, who will ensure duplicate keys are provided as needed. Damaged locks shall be

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### *Tool, Equipment, Key and Electronic Access Device Controls*

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replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

#### **203.12 KEY CONTROL RECORDS**

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

#### **203.13 ELECTRONIC ACCESS DEVICES**

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

#### **203.14 TOOL AND EQUIPMENT CONTROL**

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

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

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

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

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

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

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

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## *Tool, Equipment, Key and Electronic Access Device Controls*

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### 203.14.2 SERVING AND INDIVIDUAL EATING UTENSILS

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

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## Daily Activity Logs and Reports

### 204.1 PURPOSE AND SCOPE

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

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

### 204.2 POLICY

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

### 204.3 PROCEDURES

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

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

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

### 204.4 SHIFT ACTIVITY LOG

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

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



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## *Daily Activity Logs and Reports*

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

### **204.5 REPORT PREPARATION**

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

Employees who generate reports on computers are subject to all of the requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false

# Gardena Police Department

Gardena Jail Manual

## *Daily Activity Logs and Reports*

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report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless they are specifically identified as such.

### 204.5.1 INCIDENT REPORTING

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

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

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

### 204.6 SUPERVISOR RESPONSIBILITIES

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

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

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

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

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## Community Relations and Public Information

### 205.1 PURPOSE AND SCOPE

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

### 205.2 POLICY

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

### 205.3 RESPONSIBILITIES

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

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

A copy should be made available for use by inmates. At the discretion of the Chief of Police, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

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## *Community Relations and Public Information*

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### **205.4 PROHIBITED MATERIALS**

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

### **205.5 TOURS OF THE JAIL**

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

- (a) Persons who tour this detention facility must be of an appropriate age as determined by the Chief of Police.

### **205.6 SCOPE OF INFORMATION SUBJECT TO RELEASE**

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

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

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

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Gardena Jail Manual

## *Community Relations and Public Information*

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

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

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

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

### 205.6.1 RESTRICTED INFORMATION

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

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

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

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## Victim Notification

### 206.1 PURPOSE AND SCOPE

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

### 206.2 POLICY

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

### 206.3 PROCEDURE

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

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

### 206.4 NOTIFICATION

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

Members shall document notification efforts in the inmate's file.

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

#### 206.4.1 REQUIRED NOTIFICATIONS

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

- (a) Information on an inmate's custody status may be provided to VINE® (Victim Information and Notification Everyday). Instructions, including the telephone number for VINE and how to register for automatic notification when a person is no longer in custody should be provided to individuals upon request (Penal Code § 646.93).
- (b) If VINE is not used to provide information regarding custody status, a telephone number shall be available to the public to inquire about an inmate's release or bail status. If an inmate is transferred to another incarceration facility and is no longer in the custody of this detention facility, the transfer date and new incarceration location shall be available to individuals calling this telephone number (Penal Code § 646.93).
- (c) Inmate release or escape information should be provided to victims of crime who have requested to be notified (Penal Code § 679.02(12)).

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## *Victim Notification*

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Notification should be made by telephone or electronic mail using the method of communication selected by the person to be notified, if that method is reasonably available. In the event the person's contact information provided to the Department is no longer current, the Department shall make a diligent, good faith effort to learn the whereabouts of the victim in order to comply with these notification requirements.

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

## Chapter 3 - Recruitment, Selection and Training



## Employee Orientation

### 300.1 PURPOSE AND SCOPE

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

### 300.2 POLICY

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

### 300.3 NEW EMPLOYEE ORIENTATION

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

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

### 300.4 EMPLOYEE ACKNOWLEDGEMENTS

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

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

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## New Service Officer Training

### 301.1 PURPOSE AND SCOPE

The detention facility training program is intended to provide a standardized program to facilitate the new Service Officer's training in correctional duties.

### 301.2 POLICY

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

### 301.3 TRAINING OFFICER

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

#### 301.3.1 SELECTION PROCESS

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

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

### 301.4 JAIL TRAINING PROGRAM PHASES

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

#### 301.4.1 FIRST PHASE - JAIL ORIENTATION

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

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

#### 301.4.2 SECOND PHASE - SHADOWING

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

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## *New Service Officer Training*

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

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

### **301.4.3 THIRD PHASE - HANDS-ON WITH CLOSE SUPERVISION**

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

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

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

### **301.4.4 FOURTH PHASE - SOLO WITH MONITORING**

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

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

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

### **301.4.5 FIFTH PHASE - WORKING INDEPENDENTLY WITH SUPERVISION**

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

The supervisor, in consultation with the trainer and the Administrative Sergeant, will make a recommendation to pass the trainee on to his/her assignment, to continue training, or to terminate the employee.

### **301.5 PROBATIONARY PERIOD EVALUATION**

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

### **301.6 TRAINER RESPONSIBILITIES**

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

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

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

### **301.7 TRAINING OFFICER PROGRAM SUPERVISOR**

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## *New Service Officer Training*

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

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

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## Training

### 302.1 PURPOSE AND SCOPE

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

### 302.2 POLICY

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

### 302.3 MINIMUM TRAINING REQUIREMENTS - TYPE 1 FACILITIES

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

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

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

#### 302.3.1 MANAGER AND SUPERVISOR TRAINING - TYPE 1 FACILITIES

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

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

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

#### 302.3.2 CONTINUING EDUCATION TRAINING – TYPE 1 FACILITIES

With the exception of the year that the member is enrolled in a core training module, all members shall complete the annual required training specified in 15 CCR 184 (15 CCR 1025).

### 302.4 BRIEFING TRAINING

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

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## *Training*

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

### **302.5 TRAINING RECORDS**

The Department should use training courses certified by a competent government or standards-setting organization whenever practicable. All training should include testing to identify and document the member's knowledge of the subject matter.

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

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

Training records shall contain the following information:

- The name of the member
- Date of hire
- Education and training background (education and training received before hire)
- Type of training received
- Date the training was received and successfully completed
- Title of the training and name of the provider
- Test scores or training benchmarks

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

## *Training*

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### **302.6 MINIMUM TRAINING REQUIREMENTS - TEMPORARY HOLDING FACILITIES**

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

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

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

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## Prison Rape Elimination Act Training

### 303.1 PURPOSE AND SCOPE

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

### 303.2 POLICY

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

### 303.3 MEMBER TRAINING

All members who may have contact with inmates shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this detention facility. The Administrative Services Bureau Commander shall ensure that members receive training and testing in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and inmates may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of a sexual assault or abuse. The Administrative Services Bureau Commander shall be responsible for developing and administering this training, covering at a minimum (28 CFR 115.31; 28 CFR 115.131):

- The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.
- The dynamics of sexual abuse and sexual harassment in confinement.
- The common reactions of sexual abuse and sexual harassment victims.
- Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the detention facility.
- Procedures for the investigation of a report of sexual abuse and/or sexual harassment.
- Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.
- An individual's right to be free from sexual abuse and sexual harassment.
- The right of inmates to be free from retaliation for reporting sexual abuse and sexual harassment.
- How to detect and respond to signs of threatened and actual sexual abuse.
- How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming inmates.



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## *Prison Rape Elimination Act Training*

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- How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.
- How to avoid inappropriate relationships with inmates.

Training should include written testing to validate knowledge and understanding of the material. The Administrative Services Bureau Commander shall document, through signature or electronic verification, that members, volunteers and contractors have received and understand the training. The Administrative Services Bureau Commander or designee will maintain training records on all those receiving training.

### **303.4 SPECIALIZED INVESTIGATIVE TRAINING**

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

## Chapter 4 - Emergency Planning

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## Facility Emergencies

### 400.1 PURPOSE AND SCOPE

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

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

### 400.2 POLICY

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

### 400.3 PROCEDURE

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

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

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

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

## *Facility Emergencies*

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

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

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

The emergency response plan should be made available to the members working in the detention facility needed.

### **400.4 LOCKDOWN**

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

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

### **400.5 EVACUATION PLAN**

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

- Location of detention facility building and floor plans
- Procedures on how inmates are to be released from locked areas
- Relocation areas to be used for housing inmates in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for members
- Reporting requirements

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

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## *Facility Emergencies*

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A current copy of the evacuation plan should be maintained in the jail facility.

### **400.5.1 EXITS AND EVACUATION ROUTES**

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

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

Evacuation routes will be posted in prominent areas within the facility. All members will be familiar with evacuation routes for inmates. When necessary, inmates will be moved to a designated location until the detention facility can be safely occupied or while awaiting transport to a designated facility. If possible, female inmates are to be kept separate from the male inmates.

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

### **400.5.2 EMERGENCY HOUSING OF INMATES**

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

### **400.6 RESPONSE TO DISTURBANCES**

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

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

### **400.7 ESCAPES**

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

Once the escape is verified and immediate actions have been taken inside the detention facility (e.g., lockdown), the Watch Commander should notify local law enforcement agencies.

#### **400.7.1 INMATE COUNTS**

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

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## *Facility Emergencies*

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Any missing inmate should have his/her identity disclosed and his/her detention facility record should be accessed by the Administrative Services Bureau Commander (15 CCR 1029(a)(6)).

### 400.7.2 SEARCH

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

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

### 400.7.3 REPORTING

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

## **400.8 REVIEW OF EMERGENCY PROCEDURES**

The Administrative Services Bureau Commander should ensure that there is a review of emergency procedures at least annually. At a minimum, the review should include:

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

## **400.9 TRAINING**

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

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

## **400.10 INSPECTION AND TESTING**

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

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## *Facility Emergencies*

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

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

### **400.11 PREVENTIVE MAINTENANCE**

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

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

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## Fire Safety

### 401.1 PURPOSE AND SCOPE

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

### 401.2 POLICY

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

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

#### 401.2.1 FIRE CODES

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

#### 401.2.2 FIRE PREVENTION RESPONSIBILITY

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

### 401.3 FIRE SUPPRESSION PRE-PLANNING

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

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



## Fire Safety

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

### **401.4 FIRE PREVENTION EQUIPMENT**

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

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

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

### **401.5 FIREFIGHTING EQUIPMENT**

The Administrative Services Bureau Commander shall ensure that the detention facility is equipped with the necessary firefighting equipment (e.g., fire hoses, extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the detention facility fire plan (schematic).

While members are not trained as fully qualified firefighters, the Administrative Services Bureau Commander or the authorized designee will ensure that the member is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

#### **401.5.1 SELF-CONTAINED BREATHING APPARATUS (SCBA)**

The detention facility should maintain sufficient quantities of self-contained breathing apparatus (SCBA) for members to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

### **401.6 FIRE TRAINING**

The Training Supervisor is responsible for ensuring that within the first six months of assignment to the detention facility all members receive training on the use of the SCBA sufficient to demonstrate proficiency. The members should also be trained in the use of the detention facility's firefighting equipment sufficient to demonstrate proficiency. The members should receive refresher training at least annually on the use of firefighting equipment.

Each shift will have at least one designated member who is trained to maintain the detention facility's firefighting equipment, including the SCBA.

### **401.7 INSPECTIONS**

The Department shall be inspected by an appointed member who is qualified to perform fire and safety inspections on a monthly basis to ensure that fire safety standards are maintained. These inspections will be focused on, but not limited to, fire prevention, member training and proficiency, firefighting equipment availability and functionality, alarms, fire detectors, fire safety equipment, and member familiarity with prevention and suppression techniques, suppression pre-planning,

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## *Fire Safety*

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SCBA use, emergency response, fire safety equipment use and the evacuation plan. The results should be entered on the custody log.

The Administrative Services Bureau Commander or the authorized designee shall ensure that members conduct weekly fire and safety inspections of the detention facility and that all fire safety equipment is tested at least quarterly (15 CCR 1029(a)(7)(E)).

A member shall be assigned to coordinate with local or state fire officials for the required inspections (Health and Safety Code § 13146.1(a); Health and Safety Code § 13146.1(b)). The result of all fire inspections and fire equipment testing shall be provided to the Administrative Services Bureau Commander and the Chief of Police and maintained for a minimum of two years (15 CCR 1032(b)).

### **401.7.1 FURNISHINGS**

All furnishings allowed in the detention facility shall meet fire authority standards for fire performance characteristics.

### **401.7.2 FLAMMABLE, TOXIC AND CAUSTIC MATERIALS**

The Administrative Services Bureau Commander, in collaboration with the local environmental health expert, will review the type of materials introduced into the detention facility to ensure that they are controlled and used safely. All such materials will be safely stored and only used by inmates under the direction of the members.

### **401.8 EMERGENCY HOUSING OF INMATES**

The Administrative Services Bureau Commander or the authorized designee shall develop a plan for the emergency housing of inmates in the event of a fire (15 CCR 1032(e)).

## Chapter 5 - Inmate Management

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# Population Management

## 500.1 PURPOSE AND SCOPE

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

## 500.2 POLICY

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

## 500.3 INMATE POPULATION REPORTS

The Administrative Services Bureau Commander or the authorized designee is responsible for ensuring that detailed daily reports of the detention facility's inmate population are completed and maintained by the members. The reports shall reflect the daily population of inmates by categories of adult male and adult female.

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

## 500.4 DATA COLLECTION

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

- (a) Current number of beds in:
  - 1. Compliance with local or state standards
  - 2. Housing
- (b) Average daily population (ADP) for:
  - 1. General housing
  - 2. Administrative segregation
- (c) Highest one-day inmate population
- (d) Number and percentage of:
  - (a) Bookings
  - (b) Male inmates

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## *Population Management*

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- (c) Female inmates
- (d) Felony inmates
- (e) Pretrial inmates released
- (e) Number of:
  - (a) Inmate-on-inmate assaults
  - (b) Inmate-on-member assaults
  - (c) Escapes/attempted escapes

## Inmate Counts

### 501.1 PURPOSE AND SCOPE

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

### 501.2 POLICY

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

### 501.3 PROCEDURE

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

All counts shall be documented on the daily activity log and verified by the Watch Commander. Counts shall include all inmates in custody and those who are off-site, such as at the hospital or in court.

Any discrepancy in the count should immediately be reported to the Watch Commander and resolved prior to the release of the shift personnel responsible for the count.

In the event that an escape is discovered during the inmate count, the Watch Commander will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Administrative Services Bureau Commander, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

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

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## Inmate Reception and Housing

### 502.1 PURPOSE AND SCOPE

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

### 502.2 POLICY

This department shall use the following standardized policies when receiving arrestees to be booked into this detention facility. This is to ensure security within the detention facility and that arrestees are properly booked and afforded their applicable rights (15 CCR 1029(a)(5)).

### 502.3 PRE-BOOKING SCREENING

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

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

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

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

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

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## *Inmate Reception and Housing*

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### 502.3.1 NON-DETAINABLE INMATE SCREENING

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

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

### 502.3.2 IMMIGRATION DETAINERS

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

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

- (a) Has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c)
- (b) Has been arrested and had a judicial probable cause determination for a felony punishable by time in a state penitentiary
- (c) Has been convicted of an offense as identified in Government Code § 7282.5(a)
- (d) Is a current registrant on the California Sex and Arson registry



## *Inmate Reception and Housing*

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- (e) Is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant

### **502.3.3 SCREENING FOR MEDICAL SYMPTOMS**

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

The screening documentation should include the following:

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

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

### **502.3.4 IMMIGRATION INQUIRES PROHIBITED**

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

## **502.4 SEARCHES BEFORE ADMISSION**

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

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

## **502.5 CLASSIFICATION**

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

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

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## *Inmate Reception and Housing*

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

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

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

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

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

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

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

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

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### *Inmate Reception and Housing*

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

#### **502.5.1 HOUSING ASSIGNMENTS**

Inmates should be housed based upon the following criteria:

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

Under normal circumstances cell assignments are made as follows:

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

#### **502.5.2 SEGREGATION**

Inmates determined to be an escape risk, assaultive, disruptive or who require protection shall be placed in segregated housing or transferred to the county jail. The segregation shall not deny privileges beyond what is necessary to protect inmates, members or the public (15 CCR 1053).

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

#### **502.6 ADMISSION PROCESS**

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

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

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

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## *Inmate Reception and Housing*

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

### 502.6.1 LEGAL BASIS FOR DETENTION

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

### 502.6.2 INMATE SEPARATION

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

Male and female inmates shall be housed to ensure visual and physical separation.

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

Civil detainees shall be housed separately from inmates.

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## *Inmate Reception and Housing*

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### **502.7 INMATE PROPERTY CONTROL**

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

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

#### **502.7.1 VERIFICATION OF INMATE'S MONEY**

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

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

#### **502.7.2 PROPERTY STORAGE**

All inmate property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving property, or to conduct duly authorized work, including maintenance and other duties as directed by the Administrative Services Bureau Commander.

### **502.8 INMATE TELEPHONE CALLS**

It shall be the policy of the Gardena City Jail to provide reasonable access to telephone calls which are required by Penal Code § 851.5. All inmates who are booked are given a booking number. The booking number is their personal PIN number which will allow them to telephone calls within their jail cell. These calls will be at no charge within the local dialing area codes (213), (310), (323), (424), (562), and (626) or at his/her own expense if outside the local dialing area to the following:

- (a) An attorney of his or her choice or, if he she has no funds, the public defender or other attorney assigned by the court to assist indigents, whose telephone number (310) 543-4300 shall be posted.

#### **502.8.1 CUSTODIAL PARENT OF MINOR CHILD**

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

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### *Inmate Reception and Housing*

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#### 502.8.3 TELEPHONE ACCESS AFTER BOOKING PROCESS

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

#### 502.8.3 TELEPHONE CALLS FOR MINORS

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

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

#### 502.8.4 POSTING OF TELEPHONE INFORMATION

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

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

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

#### **502.9 SHOWERING AND CLOTHING EXCHANGE**

It shall be the policy of the Gardena City Jail to permit inmates to shower upon assignment to a cell at least every other day. When an inmate requests a shower, the jailer will advise the inmate that his/her request will be granted as soon as practical (if possible try and provide a general time the shower will be allowed). The inmate will be given a towel, wash cloth and soap. The inmate requesting the shower will be allowed to take a shower when the jailer/matron is of the same sex as the inmate. The jailer will turn the water on and off for the inmate.

Inmates that are in custody and request a relative to replace their clothing may do so with the approval of the Watch Commander. The jailer will accept the new clothing they are allowed to have. The jailer will have the inmate remove their clothing so that they can be given to the person bringing the replacement clothes.

#### **502.10 MONTHLY ARREST AND CITATION REGISTER (JUS750)**

This form is supplied by the Bureau of Criminal Statistics of the California Department of Justice and is referred to as JUS750. This register is maintained daily by records bureau

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## *Inmate Reception and Housing*

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personnel from information supplied on the department's Booking and Property Record form (booking slip).

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

### **502.11 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS**

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

### **502.12 VOTING**

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

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## Inmate Handbook and Orientation

### 503.1 PURPOSE AND SCOPE

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

### 503.2 POLICY

The Administrative Services Bureau Commander shall provide an effective method of orienting all incoming inmates that includes orientation materials. The orientation should take place within 24 hours of an inmate's admission and in any event prior to the inmate being moved to housing (15 CCR 1069), and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

#### 503.2.1 INITIAL ORIENTATION

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

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



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## *Inmate Handbook and Orientation*

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

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

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

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

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

### 503.2.2 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED AND DEAF OR HARD OF HEARING INMATES

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

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

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## Inmate Safety Checks

### 504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks at least every 60 minutes for all inmates, and for creating and maintaining a log to document all safety checks.

### 504.2 POLICY

It is the policy of the Gardena Police Department that all members shall conduct safety checks at least once every 60 minutes on all inmates, or more frequently as determined by inmate custody status.

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

### 504.3 SAFETY CHECKS

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

- (a) Safety checks shall be conducted at least every 60 minutes and more frequently if necessary.
- (b) Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur.
- (c) Safety checks shall be done by personal observation of the officer and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.
- (d) Cameras and monitors may supplement the required visual observation safety checks but they shall not replace direct visual observation.
- (e) Safety checks will be clearly documented on permanent logs in accordance with the Daily Activity Logs and Reports Policy.
- (f) Actual times of the checks and notations should be recorded on the daily activity logs.
- (g) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.
- (h) Special management and intoxicated inmates shall be checked more frequently if necessary.

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## *Inmate Safety Checks*

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### **504.4 SPECIAL MANAGEMENT AND INTOXICATED INMATES**

While awaiting transfer to an appropriate facility, inmates who are suicidal, violent, have mental health problems or who demonstrate behavior that is easily identified as out of the ordinary or bizarre should be personally observed by a member every 15 minutes on an irregular schedule. Intoxicated inmates will also be checked every 15 minutes.

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## Management of Weapons and Control Devices

### 505.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

### 505.2 POLICY

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

### 505.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time.

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

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

### 505.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

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

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

## Control of Inmate Movement

### 506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of inmates between areas within the detention facility and transportation from the facility to court, medical appointments or other jurisdictions.

### 506.2 POLICY

Members shall be vigilant in the control and movement of inmates between areas within the detention facility and when transporting inmates outside the secure confines of the facility (15 CCR 1029(a)(6)). Control may be by direct or indirect visual observation. Members should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

### 506.3 MOVEMENT OF INMATES

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

Depending on the situation and individual security classification/demeanor of the inmates being moved, they may be moved in handcuffs, waist chains, leg irons, etc. as necessary.

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

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## Use of Restraints

### 507.1 PURPOSE AND SCOPE

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

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

### 507.2 POLICY

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

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail (15 CCR 1029(a)(4); 15 CCR 1058). Each incident where restraints are used shall be documented by the handling member and the documents placed in the appropriate file prior to the end of the member's shift.

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

### 507.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of a Bureau Commander prior to application. In instances where prior approval is not feasible, the Bureau Commander shall be apprised of the use of restraints as soon as practicable (15 CCR 1058).

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

The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at a minimum, the type of restraint

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## Gardena Jail Manual

### *Use of Restraints*

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used, when it was applied, a detailed description of why the restraint was needed and when it was removed (15 CCR 1058).

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

- (a) Restraints shall not be used as punishment, placed around a person's neck or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).
- (b) Restrained inmates shall not be placed face down or in a position that inhibits breathing.
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.
- (d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.
- (e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.
- (f) Members shall conduct direct face-to-face observation at least twice every 30 minutes to check the inmate's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

If the inmate displays any signs or symptoms that could require immediate medical or mental health attention, the inmate shall be evaluated by qualified medical personnel as soon as possible (15 CCR 1058).

#### **507.4 FOOD, HYDRATION AND SANITATION**

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

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

#### **507.5 AVAILABILITY OF CPR EQUIPMENT**

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

## *Use of Restraints*

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### **507.6 RESTRAINED INMATE HOLDING**

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

### **507.7 RESTRAINTS AND PREGNANT FEMALES**

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

Inmates who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints while being transported (Penal Code § 3407; 15 CCR 1058.5).

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.

A pregnant female 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.

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.

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

#### **507.7.1 PREGNANT MINORS**

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



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## Searches

### 508.1 PURPOSE AND SCOPE

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

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

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

#### 508.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

**Strip search** - A search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia of the person. This includes monitoring of a person showering or changing clothes where the person's underclothing, buttocks, genitalia or female breasts are visible to the monitoring member.

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## Gardena Jail Manual

### Searches

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#### **508.2 POLICY**

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

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

#### **508.3 PAT-DOWN SEARCHES**

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

- (a) When inmates leave their cells to participate in activities elsewhere in the detention facility when they return.
- (b) When inmates leave their housing areas to participate in activities outside of the detention facility (e.g., court, medical appointment) and when they return.
- (c) During physical plant searches of housing areas.
- (d) When inmates come into contact with other inmates housed outside of their housing areas.
- (e) Any time members believe the inmates may have contraband on their persons.

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

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

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

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

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

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

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

- (a) No person held prior to placement in housing shall be subjected to a modified strip search or strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:
  - 1. The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.
  - 2. Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
  - 3. Custody history (past possession of contraband while in custody, assaults on staff, escape attempts, etc.).
  - 4. The person's actions or demeanor.
  - 5. Criminal history (level of experience in a custody setting, etc.).
- (b) No modified strip search or strip search of an inmate shall be conducted without prior authorization from the Watch Commander.
- (c) The member conducting the modified strip search or strip search shall:
  - (a) Document the facts that led to the decision to perform a strip search of the inmate.
  - (b) Document the reasons less intrusive methods of searching were not used or were insufficient.
  - (c) Document the supervisor's approval.
  - (d) Document the time, date and location of the search.
  - (e) Document the names, sex and roles of any member present.
  - (f) Itemize in writing all contraband and weapons discovered by the search.
  - (g) Process all contraband and weapons in accordance with the department's current evidence procedures.
  - (h) If appropriate, complete a crime report.
- (d) The documentation shall be placed in the inmate's record. A copy of the written authorization shall be retained and made available to the inmate or other authorized representative upon request.

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## Searches

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### 508.4.2 SEARCHES OF INMATES IN HOUSING

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

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

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

The member conducting a modified strip or strip search shall:

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

### 508.4.3 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

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

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

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

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

- (a) The searching member will instruct the inmate to:
  1. Remove his/her clothing.
  2. Raise his/her arms above the head and turn 360 degrees.
  3. Bend forward and run his/her hands through his/her hair.
  4. Turn his/her head first to the left and then to the right so the searching member can inspect the inmate's ear orifices.
  5. Open his/her mouth and run a finger over the upper and lower gum areas, then raise the tongue so the member can inspect the interior of the inmate's mouth. Remove dentures if applicable.
  6. Turn around and raise one foot first, then the other so the member can check the bottom of each foot.
  7. For a visual cavity search, turn around, bend forward and spread the buttocks if necessary to view the anus.
- (b) At the completion of the search, the inmate should be instructed to dress in either his/her street clothes or detention facility-supplied clothing, as appropriate.

#### 508.4.4 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be completed as follows:

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

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### Searches

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3. The Administrative Services Bureau Commander's approval.
  4. A copy of the search warrant.
  5. The time, date, and location of the search.
  6. The medical personnel present.
  7. The names, sex, and roles of any member present.
  8. Any contraband or weapons discovered by the search.
- (f) Completed documentation should be placed in the inmate's file. A copy of the written authorization shall be retained and made available to the inmate or other authorized representative upon request.
- (g) All contraband and weapons should be processed in accordance with the department's current evidence procedures.
- (h) If appropriate, the member shall complete a crime report.

#### **508.5 TRANSGENDER SEARCHES**

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

#### **508.6 HOUSING AREA SEARCHES**

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

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

## Searches

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### **508.7 PHYSICAL PLANT SEARCHES**

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

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

#### **508.7.1 CANINE-ASSISTED SEARCHES**

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

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

### **508.8 CRIMINAL EVIDENCE SEARCHES**

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

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

### **508.9 TRAINING**

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

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## Reporting In-Custody Deaths

### 509.1 PURPOSE AND SCOPE

This policy provides direction on how in-custody deaths shall be reported.

#### 509.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 509.2 POLICY

It is the policy of this department to follow state and local guidelines for reporting in-custody deaths (15 CCR 1046).

### 509.3 MANDATORY REPORTING

All in-custody deaths shall be reported as required.

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

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

A report of all in-custody deaths shall be made in writing to the Attorney General within 10 days after the death (Government Code § 12525).

In the event that a juvenile dies while in-custody, the Administrative Services Bureau Commander or the authorized designee shall notify the court of jurisdiction and ensure notification to the juvenile's parent or guardian (15 CCR 1047). A copy of the report provided to the Attorney General's office shall be submitted to the Board of State and Community Corrections within 10 days of the death (15 CCR 1046(b)(1)).

### 509.4 PROCEDURE

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

The Watch Commander shall also promptly notify the Administrative Services Bureau Commander and make any other notifications required by policy or direction. The Administrative Services



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Bureau Commander shall observe all pertinent laws and allow appropriate investigating agencies full access to all facts surrounding the death.

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

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

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

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

### **509.5 IN-CUSTODY DEATH REVIEW**

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

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

The in-custody death review should be conducted no later than 72 hours after the incident. The review determines the appropriateness of clinical care; whether changes to policies, procedures or practices are warranted; and to identify issues that require further study.

## Staff and Inmate Contact

### 510.1 PURPOSE AND SCOPE

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

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

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

### 510.2 POLICY

The Administrative Services Bureau Commander shall ensure that inmates have adequate ways to communicate with staff and that the members communicate and interact with inmates in a timely and professional manner.

### 510.3 GENERAL CONTACT GUIDELINES

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

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity or derogatory comments, including any based on race, sex, age, personal appearance or sexual identity, is strictly prohibited.

Members shall not dispense legal advice or opinions, or recommend attorneys, bond agents or other professional services to inmates.

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

### 510.4 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between detention facility staff with current inmates, inmates who have been discharged within the previous year, their family members, or known associates have the potential to create conflicts of interest and security risks in the work environment.

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

Prohibited interactions include, but are not limited to:

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

### 510.4.1 EXCEPTIONS

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

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

### 510.5 REPORTING

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

Members shall report all inmate attempts to intimidate or instill feelings of fear to their supervisor.

Members shall promptly notify their immediate supervisor in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the facility.

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- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year.

# Transportation of Inmates Outside the Secure Facility

## 511.1 PURPOSE AND SCOPE

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

## 511.2 POLICY

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

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

## 511.3 PROCEDURES

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

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

- (a) Verifying the inmate's identity and obtaining all necessary paperwork for the inmate being transported.
- (b) Ensuring that all inmates are thoroughly searched and appropriate restraints are properly applied.
  1. Inmates who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints while being transported (see the Use of Restraints Policy).
- (c) Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.
- (d) Thoroughly searching the transporting vehicle for contraband before any inmate is placed inside, and again after removing the inmate from the transporting vehicle.
- (e) Ensuring that any known threat or danger the inmate may pose, such as escape risk, suicide potential or medical condition, is recorded on the inmate's booking documentation and transported with the inmate to the next facility. The transporting member shall ensure that the threat or danger is communicated to intake personnel at the facility.

### 511.3.1 TRANSPORTATION LOGS

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

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## *Transportation of Inmates Outside the Secure Facility*

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### **511.4 TRAINING**

The Administrative Services Bureau Commander shall ensure that all employees charged with inmate transportation duties receive training appropriate for the assignment.

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

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## Safety and Sobering Cells

### 512.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing inmates into and the continued placement of inmates in sobering cells. The Gardena City Jail does not have a safety cell. Those inmates requiring the use of a safety cell will be monitored by the custody staff until they are transported to the Los Angeles County Jail. This transportation shall be done as soon as possible.

#### 512.1.1 DEFINITIONS

Definitions related to this policy include

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

### 512.2 POLICY

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

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

### 512.3 SOBERING CELL PROCEDURES

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

- (a) When an officer brings an arrestee into the jail for an intoxication offense, the Service Officer will make an initial assessment to determine the individual's level of intoxication. The Service Officer will complete an "Inebriate Assessment" form (GPD 6-28). This form shall be used to list the symptoms that cause an inmate to be placed in the sobering cell. In addition to the custody log, this form shall also be used to document the checks being done on the inmate. Inebriate Assessment forms and custody logs will be retained in accordance with established department records retention schedules.
- (b) A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur at least once every 15 minutes. Each visual observation of the inmate by members shall be documented.
- (c) Under no circumstances shall an inmate be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the inmate does not have an urgent medical issue.
- (d) Inmates will be removed from the sobering cell when they no longer pose a threat to their own safety and the safety of others and are able to continue the booking process.
- (e) Females and males will be detained in separate sobering cells.

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## *Safety and Sobering Cells*

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- (f) At no time will an inmate be held in the sobering cell for more than 8 hours. If the need exists that the inmate be held in the sobering cell longer, the inmate will be taken for an okay to book and transferred to Los Angeles County Inmate Reception Center.



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## Inadvertent Releases

### 513.1 PURPOSE AND SCOPE

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

#### 513.1.1 DEFINITION

Definition related to this policy include:

**Inadvertent release** - Any instance of an inmate being mistakenly released.

### 513.2 POLICY

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

### 513.3 INADVERTENT RELEASE

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

#### 513.3.1 INADVERTENT RELEASE INVESTIGATION

The Watch Commander should direct the Records Bureau to immediately conduct an investigation to determine the cause of the inadvertent release.

The Watch Commander will coordinate a response based upon the seriousness of the threat the inmate may pose to the community. The threat assessment should be based upon the inmate's criminal history and the reason he/she is currently in custody, among other factors.

In the case of an inadvertent release, the Watch Commander should immediately notify the Administrative Services Bureau Commander and ensure a report is completed. The Administrative Services Bureau Commander should notify the Chief of Police.

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

#### 513.3.2 RETURNING THE INMATE TO CUSTODY

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

## Chapter 6 - Inmate Due Process

## **Inmates with Disabilities**

### **600.1 PURPOSE AND SCOPE**

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

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

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

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## Inmate Rights and Protection

### 601.1 PURPOSE AND SCOPE

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

### 601.2 POLICY

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

### 601.3 RESPONSIBILITY

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

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

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## *Inmate Rights and Protection*

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### **601.4 INMATE ACCESS TO COURTS AND COUNSEL**

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

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

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

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

#### **601.4.1 CONFIDENTIALITY**

All communication between an inmate and his/her attorney is confidential, including telephone conversations, and written communication. The content of written attorney-client communication will not be reviewed or censored but the documents may be inspected for contraband.

#### **601.4.2 INMATE REQUEST FOR ASSISTANCE**

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

#### **601.4.3 VISITATION RELATED TO LEGAL DEFENSE**

Visits with inmates that are related to legal defense, will be permitted only in the areas designated for legal visitation to ensure confidentiality (15 CCR 1068(b)). Contact visits may be approved by the Administrative Services Bureau Commander for special circumstances.

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

### **601.5 VOTING RIGHTS**

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

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## *Inmate Rights and Protection*

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### **601.6 FOREIGN NATIONALS AND DIPLOMATS**

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

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

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

### **601.7 TRAINING**

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

## Grooming

### 602.1 PURPOSE AND SCOPE

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

### 602.2 POLICY

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

### 602.3 HAIRCUTS

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

### 602.4 SHAVING

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

### 602.5 PERSONAL CARE ITEMS

Inmates are expected to maintain their hygiene using approved personal care items.

No inmate will be denied the necessary personal care items. For sanitation and security reasons, members should not allow personal care items to be shared.

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## Inmate Grievances

### 603.1 PURPOSE AND SCOPE

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

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

### 603.2 POLICY

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

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

### 603.3 ACCESS TO THE GRIEVANCE SYSTEM

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

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

The information will include (15 CCR 1073):

- A grievance form or instructions for registering a grievance.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required timeframes for responses.
- A provision for resolving questions of jurisdiction within the detention facility.
- Consequences for abusing the grievance system.

### 603.4 INMATE GRIEVANCE PROCEDURES

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



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### *Inmate Grievances*

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

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

The form shall be forwarded to the jail supervisor or watch commander for review and or action. In the event the jail supervisor or watch commander cannot handle the grievance, it shall be forwarded to the Administrative Services Bureau Commander.

#### **603.4.1 EXCEPTION TO INITIAL GRIEVANCE FILING**

Inmates may request to submit the grievance directly to a supervisor or mail it directly to the Administrative Services Bureau Commander if they reasonably believe the issues to be grieved are sensitive or that their safety would be in jeopardy if the contents of the grievance were to become known to other inmates.

#### **603.4.2 TIMELY RESOLUTION OF GRIEVANCES**

Upon receiving a completed inmate grievance, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner.

Findings relating to the investigation will be forwarded to the Administrative Services Bureau Commander. Any appeals shall be forwarded to the Administrative Services Bureau Commander as the final level of appeal.

Written reasons for denial of each grievance shall be at each level of review which acts on the grievance.

#### **603.4.3 APPEALS TO GRIEVANCE FINDINGS**

Inmates may appeal the finding of a grievance to the Administrative Services Bureau Commander. The Administrative Services Bureau Commander will review the grievance and either confirm or deny it. If the Administrative Services Bureau Commander confirms the grievance, he/she will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal.

#### **603.4.4 RECORDING GRIEVANCES**

The original grievance should be retained in a file maintained by the Administrative Services Bureau Commander or the authorized designee, and shall be retained in accordance with established records retention schedules.

### **603.5 TRAINING**

The Administrative Services Bureau Commander should ensure that all members receive initial and periodic training regarding all aspects of the Inmate Grievances Policy. All training delivered should include testing to document that the employee understands the subject matter.

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## **Inmate Discipline**

### **604.1 PURPOSE AND SCOPE**

This policy addresses the discipline process within the detention facility.

### **604.2 POLICY**

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

### **604.3 RESPONSIBILITIES**

Members who reasonably believe an inmate has violated a law or detention facility rules should contact the Watch Commander. Minor acts of non-conformance may be handled informally by any staff member by counseling or advising the inmate of expected conduct.

The Watch Commander may authorize an inmate who is being held pending arraignment to be transferred to the county jail.

All laws violated will be documented and presented to the Los Angeles County District Attorney for filing.

A record of all disciplinary reports and the action taken shall be maintained with the offending inmates file.

## Chapter 7 - Medical/Mental Health

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## Inmate Screening and Evaluations

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the screening and evaluation of inmates for health care issues.

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

### 700.2 POLICY

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

### 700.3 INMATES NOT ACCEPTED INTO THE FACILITY

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

### 700.4 INITIAL SCREENINGS

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

- (a) Current and historical medical, dental and mental health care information, including any allergies.
- (b) Current and historical use of medication, alcohol and drugs, including types, amounts and frequency used, method of use, date or time of last use and history of any problems after ceasing use.
- (c) Suicide risk and mental health assessment.
- (d) Pregnancy and associated issues (15 CCR 1207.5).
- (e) Communicable disease risk assessment including tuberculosis and other airborne diseases (15 CCR 1206.5(a); 15 CCR 1207).
- (f) Special needs that would significantly impair an inmate's ability to adapt to the detention facility environment, such as a learning disability (see the Inmates with Disabilities Policy).
- (g) Other health care information as designated by the arresting officer.
- (h) Observations of the following:
  - (a) Behavior/conduct

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- (b) Signs of impaired consciousness or other health issues (e.g., coughing, sweating, tremors, sleepiness, trouble breathing)
- (c) Body deformities and body movements
- (d) Skin (injuries, rashes, needle marks, sores)
- (e) Other observations as designated by the Health Care Adviser

Any inmate who appears to be unable to adequately answer the initial medical screening questions shall be referred to the Watch Commander to determine whether the inmate should be transported to receive a medical clearance before acceptance into the detention facility.

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

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

The screening is performed by licensed health care staff or by trained facility staff with documentation of staff training regarding site specific forms with disposition based on responses to questions and observations. Training depends on staff's role in the receiving process.

### **700.5 TRANSFER SCREENINGS**

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

### **700.6 SICK CALL**

It is the responsibility of the dayshift jailer(s) to conduct a daily sick call concurrent with the service of an inmate's lunch. When an inmate reports that he/she is in need of medical attention or treatment, or when it is determined by visual observation that an inmate needs medical or mental health attention, it shall be the policy of the department that the jailer or matron report such findings to the watch commander who shall take appropriate medical action which may include, but not be limited to:

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

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## Suicide Prevention and Intervention

### 701.1 PURPOSE AND SCOPE

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

### 701.2 POLICY

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

### 701.3 MEMBER RESPONSIBILITIES

Any member who identifies an inmate who displays suicidal signs shall immediately notify a supervisor. The inmate shall be personally monitored until he/she is transported to County Jail.

### 701.4 SUICIDE PREVENTION PLAN

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

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

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

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## *Suicide Prevention and Intervention*

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### **701.5 PRECAUTIONARY STEPS**

The following inmates should be placed on suicide watch:

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

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

Physical restraints should only be used as a last resort. The decision to use or discontinue use of restraints should be made in consultation with the Watch Commander.

### **701.6 SUICIDE ATTEMPTS**

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

#### **701.6.1 SUICIDES**

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

### **701.7 TRANSFER AND RELEASE**

Upon determination that an inmate requires medical attention or treatment, the watch commander shall arrange for adequate security welfare of the inmate during transportation to a treatment facility. Mode of transportation shall be police department vehicle or local ambulance, at the discretion of the Watch Commander.



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## Aids to Impairment

### 702.1 PURPOSE AND SCOPE

This policy addresses how members should balance reasonable security concerns with an inmate's need for an aid or adaptive device that assists him/her in dealing with an impairment.

### 702.2 POLICY

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

### 702.3 ADAPTIVE DEVICES

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

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## Health Care Records and Confidentiality

### 703.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the management of, and access to, inmate health care records, thereby ensuring that such records are available to those who need them, while controlling access in order to protect inmate privacy.

### 703.2 POLICY

The Department will protect inmate health care records in compliance with the law (15 CCR 1205; 15 CCR 1206(m)).

### 703.3 RECORDS TO BE KEPT

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

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

### 703.4 CONFIDENTIALITY

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

### 703.5 MEMBER RESPONSIBILITIES

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

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

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## *Health Care Records and Confidentiality*

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### 703.5.1 HARD COPIES

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

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## Availability and Standards of Care

### 704.1 PURPOSE AND SCOPE

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

### 704.2 POLICY

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

### 704.3 INMATE ACCESS TO HEALTH CARE

Inmates may access health care in the following manner:

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

### 704.4 INMATE PRIVACY

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

### 704.5 RESPONSIBILITIES

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

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

### 704.6 MEDICAL CARE

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

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## *Availability and Standards of Care*

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### 704.6.1 PREGNANT INMATES

Pregnant inmates who may require medical attention will be sent to the Los Angeles County Jail.

### **704.7 NON-PRESCRIPTION MEDICATION**

Some non-prescription medications may be furnished for minor complaints. Such medications include aspirin (Tylenol), non-aspirin, antacids, cold pills etc. If an inmate asks for medication to relieve some type of discomfort the jailer shall advise him/her what is available and let him/her make the selection. This relieves the jailer from liability in prescribing drugs. The jailer shall not make any suggestions as to which drug is best for any particular ailment or discomfort.

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

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

### **704.8 MENTAL HEALTH CARE**

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

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

### **704.9 DENTAL CARE**

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

### **704.10 EMERGENCY CARE**

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

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

### **704.11 OFF-SITE CARE PROVIDERS**

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

## *Availability and Standards of Care*

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### **704.12 TRANSPORTING INMATES FOR HEALTH CARE**

Inmates shall be safely transported to all health care appointments. When an inmate is being transported outside the detention facility:

- (a) Transporting members should have instructions regarding any accommodation that may be necessary during transport.
- (b) Patient confidentiality shall be maintained during transport.

# Communicable Diseases

## 705.1 PURPOSE AND SCOPE

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

### 705.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

## 705.2 POLICY

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

## 705.3 EXPOSURE CONTROL OFFICER

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

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

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## Communicable Diseases

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- limited to tuberculosis, other airborne diseases or other special medical problems. Responses shall be documented (15 CCR 1206.5).
- (b) Required medical procedures to identify the presence of disease and to lessen the risk of exposure to others will be specified (15 CCR 1051).
  - (c) The types of communicable diseases to be reported shall be identified (15 CCR 1206.5).
  - (d) Screening shall be performed by licensed health care staff or by trained members only (15 CCR 1207).
2. Appropriate testing (15 CCR 1206.5).
  3. Investigations of suspected exposures (15 CCR 1206.5).
  4. Appropriate medical attention and precautions to be used by members.
    - (a) Treatment responsibilities during incarceration, including when referrals are to be made, shall be included (15 CCR 1206.5).
    - (b) Housing considerations based upon behavior, medical needs and safety of the affected inmates shall be addressed (15 CCR 1206.5).
    - (c) Symptoms that require segregation of an inmate until a medical evaluation is completed shall be specified (15 CCR 1051).
    - (d) Coordination with public and private community-based resources for follow-up treatment shall be incorporated into the plan (15 CCR 1206.5).
  5. Sanitation and inmate hygiene efforts.
  6. Control of vermin and parasites, such as mice, lice and bedbugs.
  7. Reporting communicable diseases and suspected exposures to the proper authorities.
    - (a) This will include coordination with public health officials for follow-up treatment in the community (15 CCR 1206.5)
  8. Treatment responsibilities during incarceration (15 CCR 1206.5).
  9. Developing a contingency plan in the event that removal of inmates from the jail due to a communicable disease may be warranted (Penal Code § 4012).
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including the following:
1. Bloodborne pathogens regulations (8 CCR 5193)
  2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136)
  3. Aerosol transmissible disease regulations (8 CCR 5199; 15 CCR 1206.5)
  4. Communicable disease screening, evaluation and segregation (15 CCR 1051)
  5. Management of inmates suspected of or confirmed to have communicable diseases (15 CCR 1206; 15 CCR 1206.5; 15 CCR 1051)



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6. Ensuring the exposure control plan reflects the current incidence of communicable diseases that threaten the health of inmates and members (15 CCR 1206.5)
7. Employee access to exposure records (8 CCR 3204)
8. Mandatory reporting of exposures and notifications (Health and Safety Code § 121070)
9. Sanitizing bedding (Bus. & Prof. Code § 19131)
10. Reporting and appropriate action upon the possible exposure of members to a communicable disease (15 CCR 1206.5)

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

### 705.3.1 AVAILABILITY OF THE EXPOSURE CONTROL PLAN

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

## **705.4 EXPOSURE PREVENTION AND MITIGATION FOR MEMBERS**

### 705.4.1 GENERAL PRECAUTIONS

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

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure. Clothing that has been contaminated by blood or other potentially infectious materials

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shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

### 705.4.2 IMMUNIZATIONS

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

## **705.5 POST-EXPOSURE FOR MEMBERS**

### 705.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

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

### 705.5.2 REPORTING REQUIREMENTS

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

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of the source to the public or to anyone who is not involved in the follow-up process is prohibited.

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The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply.

### 705.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193). The ECO should request a written opinion/evaluation from a treating health care professional that contains only the following information (8 CCR 5193):

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

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

### 705.5.4 COUNSELING

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

### 705.5.5 CONFIDENTIALITY OF REPORTS

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

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

### 705.5.6 TRAINING

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

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.
- (d) Should include the identification of relevant symptoms of communicable diseases (15 CCR 1206.5).
- (e) Shall contain training as directed by 8 CCR 5193 and 8 CCR 5199 regarding bloodborne pathogens and aerosol transmissible diseases.

## **705.6 EXPOSURE PREVENTION AND MITIGATION FOR INMATES**

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### 705.6.1 SUSPECTED EXPOSURE OF AN INMATE

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

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

### 705.6.2 WATCH COMMANDER RESPONSE AND REPORTING REQUIREMENTS

The responding Watch Commander shall investigate every exposure or suspected exposure of an inmate as soon as possible following the incident. The Watch Commander shall ensure the inmate receives appropriate medical assistance and that steps are taken to protect other inmates and members.

All incidents involving a suspected exposure shall be thoroughly documented.

### 705.6.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

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

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

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

### 705.6.4 INMATE CONFIDENTIALITY

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

## Chapter 8 - Environmental Health

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## Sanitation, Maintenance and Safety Inspections

### 800.1 PURPOSE AND SCOPE

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

### 800.2 POLICY

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

### 800.3 SAFETY AND SANITATION PLAN

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

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

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## *Sanitation, Maintenance and Safety Inspections*

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Consideration should be given to general job descriptions and/or limitations relating to members assigned to carry out the plan.

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

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

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

### **800.4 SANITATION SCHEDULE AND INSPECTION**

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

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

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### 800.4.1 INSPECTION CHECKLIST

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

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

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

### **800.5 VERMIN AND PEST CONTROL**

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

#### 800.5.1 PEST CONTROL SERVICES

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

#### 800.5.2 PREVENTION AND CONTROL

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

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

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

- Washing in water at 140 degrees for 20 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Dry cleaning
- Storing in sealed plastic bags for 30 days



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## *Sanitation, Maintenance and Safety Inspections*

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- Treating with an insecticide specifically labeled for this purpose

### 800.5.3 LABELING AND SECURE STORAGE OF COMPOUNDS

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

## Inmate Hygiene

### 801.1 PURPOSE AND SCOPE

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

### 801.2 POLICY

It is the policy of Gardena Police Department facility to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances and regulations (15 CCR 1069(b)(3)). Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates but for the safety of members and visitors. The Administrative Services Bureau Commander shall ensure the basic necessities related to personal care are provided to each inmate upon entry into housing.

### 801.3 STORAGE SPACE

There should be adequate and appropriate storage space for inmates' bedding, towels and wash clothes. The inventory of bedding, towels and wash cloths should exceed the maximum inmate population so that a reserve is always available (15 CCR 1263).

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

#### 801.3.1 BEDDING ISSUE

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

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

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## *Inmate Hygiene*

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Electronic and Appliance Repair, Home Furnishings and Thermal Insulation test standard for penal mattresses, and any other legal standards at the time of purchase (15 CCR 1272).

- (c) One clean wash cloth and bath towel at the time of usage.

Bedding will be exchanged with the release of each inmate, or sooner if necessary.

Towels and wash cloths will be collected by the jailer after use.

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

### 801.3.2 CLOTHING ISSUE

An inmate admitted to the detention facility for 72 hours or more and assigned to a housing area shall be issued a set of detention facility clothing. The issue of clothing appropriate to the climate for inmates shall include but is not limited to the following (15 CCR 1260):

- Clean socks
- Suitable outer and undergarments
- Footwear

An inmate who is issued a change of clothing upon admission to the detention facility may have his/her personal clothing returned after laundering, at the discretion of the Administrative Services Bureau Commander.

Clothing shall be exchanged twice each week, at a minimum (15 CCR 1262). All exchanges shall be documented on the daily activity log. The Bureau Commander or unit supervisor shall review the daily activity log at least once per shift.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate's personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items and they are approved by the medical staff.

Each inmate assigned to a special work area, such as food services and other specified work, shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment which shall be exchanged as frequently as the work assignment requires (15 CCR 1261).

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

The Administrative Services Bureau Commander or the authorized designee shall ensure that the detention facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

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### *Inmate Hygiene*

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An inmate's excess personal clothing shall be mailed to, picked up by or transported to a designated family member, or stored in containers designed for such purpose. All inmate personal property shall be properly identified, inventoried and secured. Inmates shall sign and receive a copy of the inventory record.

#### **801.4 LAUNDRY SERVICES**

Laundry services shall be managed so that towels, wash cloths and bedding needs are met. The jailer will collect all used blankets and placed them in a container marked only for dirty blankets. The dirty blankets shall be cleaned by custody staff prior to being reissued. The jailer will insure that the dirty blankets do not come in contact with the freshly cleaned blankets by placing them in a separate container. This will also apply to the towels and wash cloths. The towels and wash cloths will also be cleaned by custody personnel prior to being reissued

In the event the jailer observes a set of towels, wash cloths, or blankets that have been contaminated with potential infectious materials such as blood, feces, wound drainage, and other substances, he or she will place the contaminated items in a plastic bag and clearly label them for disposal. The items then will be disposed of as medical waste.

#### **801.5 INMATE ACCOUNTABILITY**

To ensure inmate accountability, inmates are required to exchange item for item when clean bedding exchange occurs.

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

#### **801.6 PERSONAL HYGIENE OF INMATES**

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

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

- One bar of bath soap or equivalent
- One unbreakable comb
- Toothpaste
- Toothbrush
- Shaving equipment, upon request
- Toilet paper
- Materials as appropriate to the special hygiene needs of women

The Administrative Services Bureau Commander or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should

## *Inmate Hygiene*

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be appropriate for the inmate's sex. Additional hygiene items shall be provided to inmates upon request, as needed.

Inmates shall not be required to share personal care items or disposable razors (15 CCR 1265). Used razors are to be disposed into approved sharps containers.

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

### **801.7 AVAILABILITY OF PLUMBING FIXTURES**

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

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

- One sink/washbasin for every 10 inmates (24 CCR 1231.3.2(2)).
- One toilet to every 10 inmates (urinals may be substituted for up to one-third the toilets in facilities for male inmates) (24 CCR 1231.3.1).

### **801.8 INMATE SHOWERS**

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

Inmates shall be permitted to shower, perform bodily functions and change clothing without non-medical members of the opposite sex viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Members of the opposite sex shall announce their presence when entering an inmate housing area (28 CFR 115.15).

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

## Chapter 9 - Food Services

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## Food Services

### 900.1 PURPOSE AND SCOPE

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

### 900.2 POLICY

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

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

#### 900.2.1 FOOD SERVICES PLAN

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

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

# Gardena Police Department

Gardena Jail Manual

## *Food Services*

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### **900.3 FOOD SERVICES**

The Administrative Services Bureau Commander shall be responsible for oversight of the day-to-day management and operation of food services, including:

- Developing, implementing and managing a budget for food services.
- Ensuring members are assigned to carry out all functions of food services operations.
- Establishing, developing and coordinating appropriate training for members.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Establishing written procedures for education and ongoing monitoring and cleanliness of food handlers (15 CCR 1230).

### **900.4 MENU PLANNING**

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

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

Copies of menus, foods purchased, and annual reviews should be maintained by the Administrative Services Bureau Commander in accordance with established records retention schedules.

### **900.5 FOOD SAFETY**

Temperatures in all food storage areas should be checked at the beginning of each shift. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

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

### **900.6 THERAPEUTIC DIETS**

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

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

### **900.7 RELIGIOUS DIETS**

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



# Gardena Police Department

Gardena Jail Manual

## *Food Services*

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### **900.8 FOOD SERVICES REQUIREMENTS**

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

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

### **900.9 MEAL SERVICE PROCEDURE**

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

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

Inmates who miss, or may miss, a regularly scheduled meal should be provided with a beverage and a sandwich or substitute meal.

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## Dietary Guidelines

### 901.1 PURPOSE AND SCOPE

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

### 901.2 POLICY

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

### 901.3 REVIEW OF DIETARY ALLOWANCES

The Administrative Services Bureau Commander is responsible for approving the detention facility's menus and shall ensure that all menus served by food services comply with DGA recommendations (15 CCR 1241).

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

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

### 901.4 MENU CYCLE PLANNING

The Administrative Services Bureau Commander or the authorized designee should plan the menus one month in advance of their use.

Menus should include the following minimum food group allowances (15 CCR 1241 et seq.):

- (a) Dairy Group: Three servings of fat-free or low-fat milk or food providing at least 250 milligrams of calcium and equivalent to 8 ounces of fluid milk. Four servings for juveniles 15-17 years of age or women who are pregnant or lactating.
- (b) Vegetable-Fruit Group: Five servings of fruits and vegetables. At least one serving shall be from each of the following three categories:
  - 1. One serving of a fresh fruit or vegetable
  - 2. One serving of a Vitamin A source, fruit or vegetable, containing at least 200 micrograms retinol equivalents or more
  - 3. One serving of a Vitamin C source containing at least 30 milligrams or more
- (c) Grain Group: A minimum of six servings of grains, three of which must be made with whole grains
- (d) Protein Group: Three servings of lean meat, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, or textured vegetable protein, equivalent to 14 grams or more of

# Gardena Police Department

Gardena Jail Manual

## *Dietary Guidelines*

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protein. In addition, a fourth serving from the legumes category shall be served three days a week.

- (e) Total dietary fat should not exceed 10 percent of the total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. Facility diets shall consider the recommendations and intentions of the 2015-2020 DGA of reducing overall sugar and sodium levels.

Additional servings of dairy, vegetable-fruit, and grain groups must be provided in amounts to meet caloric requirements when the minimum servings outlined in the requirements above are not sufficient to meet the caloric requirements of an inmate.

## Chapter 10 - Inmate Programs

## Inmate Mail

### 1000.1 PURPOSE AND SCOPE

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

### 1000.2 POLICY

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

### 1000.3 MAIL GENERALLY

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

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

### 1000.4 CONFIDENTIAL CORRESPONDENCE

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

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

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

### 1000.5 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

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

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

# Gardena Police Department

Gardena Jail Manual

## *Inmate Mail*

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

### **1000.6 NEWSPAPERS**

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

### **1000.7 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS**

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

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## Inmate Telephone Access

### 1001.1 PURPOSE AND SCOPE

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

### 1001.2 POLICY

The Jail will provide access to telephones for use by inmates consistent with federal and state law. The Administrative Services Bureau Commander or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067).

### 1001.3 PROCEDURE

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

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

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

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

The minimum time allowed per call should be 10 minutes, except where there are substantial reasons to justify such limitations. Reasons for denial of telephone access shall be documented and a copy placed into the inmate's file.

Members should monitor the use of public telephones to ensure inmates have reasonable and equitable access and that the rules of use are observed. Any inmate refusing to cooperate with the telephone rules may have his/her call terminated or telephone privileges suspended.

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

### 1001.4 COURT-ORDERED TELEPHONE CALLS

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

# Gardena Police Department

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## *Inmate Telephone Access*

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### **1001.5 ATTORNEY-CLIENT TELEPHONE CONSULTATION**

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

### **1001.6 TELEPHONE CONTRACTS AND CHARGES**

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



## Inmate Visitation

### 1002.1 PURPOSE AND SCOPE

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

### 1002.2 POLICY

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

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

### 1002.3 PROCEDURES

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

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

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

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

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

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

#### 1002.3.1 VISITOR REGISTRATION AND IDENTIFICATION

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

- (a) The registration form must include the visitor's name, address and the relationship to the inmate.
- (b) A valid identification shall include the following:

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## *Inmate Visitation*

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1. A photograph of the person
  2. A physical description of the person
- (c) An official visitor shall present proof of professional capacity (e.g., attorney license/ Supreme Court card, police identification or a business card/letterhead of business with the visitor's name).

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

### **1002.4 AUTHORIZATION TO SEARCH VISITORS**

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

### **1002.5 VISITING SCHEDULE**

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

### **1002.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES**

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

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

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

### **1002.7 GENERAL VISITATION RULES**

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

- (a) A maximum of one adult and one child will be permitted to visit an inmate at any one time. Where a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit (15 CCR 1062).
- (b) An inmate may refuse to visit with a particular individual.

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## *Inmate Visitation*

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- (c) Those inmates who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.
- (d) Visitors must be appropriately attired prior to entry into the visitor's area of the detention facility.
- (e) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandannas or any other clothes associated with a criminal gang or otherwise deemed by members to be unacceptable will not be permitted.
- (f) All visitors must have footwear.
- (g) Visitors will leave all personal items, with the exception of car keys and identification, outside of the secure area. Visitors who enter the detention facility with handbags, packages or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The detention facility is not responsible for lost or stolen items.
- (h) Food or drink is not permitted in the visitor's area.
- (i) Inmates will be permitted to sign legal documents, vehicle release forms or any other items authorized by the Bureau Commander. Transactions of this nature will not constitute a regular visit.

### **1002.8 ATTORNEY VISITS**

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

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## Religious Programs

### 1003.1 PURPOSE AND SCOPE

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

#### 1003.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

### 1003.2 POLICY

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

### 1003.3 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

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

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

## *Religious Programs*

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The Administrative Services Bureau Commander and the Chief of Police shall be informed of all approved accommodations. The Watch Commander should make any necessary notifications to staff as necessary to meet an approved accommodation.

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

### **1003.3.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS**

In an emergency or extended disruption of normal detention facility operations, the Administrative Services Bureau Commander may suspend any religious accommodation. The Administrative Services Bureau Commander may also revoke or modify an approved religious accommodation if the accommodated inmate violates the terms or conditions under which the accommodation was granted.

### **1003.3.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS**

Inmates may appeal the Administrative Services Bureau Commander's denial, suspension or revocation of an accommodation through the inmate appeal process.

### **1003.4 DIETS AND MEAL SERVICE**

The Administrative Services Bureau Commander should provide inmates requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the detention facility.

### **1003.5 HAIR STYLES AND GROOMING**

Unless it is necessary for the health and sanitation of the detention facility, inmates who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair.

Any inmate whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

### **1003.6 RELIGIOUS TEXTS**

Religious texts should be provided to the requesting inmate, if available, and if the texts do not pose a threat to the safety, security and orderly management of the detention facility.

### **1003.7 RELIGIOUS SYMBOLS AND IMPLEMENTS**

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the detention facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

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## *Religious Programs*

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### **1003.8 RELIGIOUS GARMENTS AND CLOTHING**

Inmates who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify inmates and maintain security.

Head coverings shall be searched before being worn in the housing area of the detention facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of department-supplied head coverings when available and appropriate.

Inmates wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments that substantially cover the inmate's head and face shall be temporarily removed during the taking of booking and identification photographs.

### **1003.9 TRAINING**

The Department shall provide training to members on the requirements of this policy.

### **1003.10 STAFF RESPONSIBILITIES**

Members shall not show favoritism or preference to any religion and will not discriminate or retaliate against any inmate for participating or not participating in any religion or religious practice. Inmates are not required to participate in religious programs or activities. Members will not allow their personal religious beliefs to influence them in the daily management of the inmate population, particularly as it relates to religious practices.

## Chapter 11 - Facility Design

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## Space and Environmental Requirements

### 1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

### 1100.2 POLICY

It is the policy of this department to comply with federal and state laws, codes and correctional standards in matters relating to jail space and environmental requirements. Any designs for renovations, modifications, additions or new construction within the detention facility should be in compliance with federal and state laws, codes and jail standards.

Planned designs for renovations, modifications, additions or new construction within the detention facility should facilitate personal communication with inmates and direct visual observation of all cells, dayrooms and recreation areas. Electronic surveillance may be used to augment the observation of inmates but shall not be used as a substitute for personal communication.

All parts of the detention facility that are accessible to the public should be accessible to and usable by disabled persons.

### 1100.3 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings and equipment should have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing area doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the detention facility in the event of an emergency.

### 1100.4 ENVIRONMENTAL REQUIREMENTS

#### 1100.4.1 LIGHTING LEVELS

Lighting levels shall be adequate for members and inmates to perform daily activities. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of inmates to sleep.

#### 1100.4.2 NATURAL LIGHT

All inmate living areas should provide inmates with exposure to natural light, unless prohibited by security concerns.

#### 1100.4.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow inmates to sleep. Nothing in this policy is intended to limit or impair in any way members' ability to monitor the detention facility in a manner that is consistent with safety and security and good correctional practices.



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## *Space and Environmental Requirements*

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### 1100.4.4 VENTILATION

Ventilation systems, including those in toilet rooms and cells with toilets, should be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes and jail standards.

Other than an emergency situation, inmates or members shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

### 1100.4.5 TEMPERATURE LEVELS

Temperature and humidity levels should be maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient.

Members shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

### 1100.5 CELL FURNISHINGS

Each inmate housed in this detention facility should be provided with the following items:

- A sleeping surface and mattress in accordance with federal and state laws, codes and jail standards
- A writing surface and seat

### 1100.6 DAYROOMS

Dayrooms should be equipped with at least one shower for every 20 inmates or fraction thereof, and tables and sufficient seating for all inmates at capacity (24 CCR 1231.3.4; 24 CCR 1231.2.9). Where inmates do not have continuous access to their cells, dayrooms should also be equipped with one toilet, an immediate source of fresh potable water and lavatory with hot and cold water for every 12 inmates or fraction thereof.

### 1100.7 JANITOR CLOSETS

Janitor closets should be located near or inside each housing area. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by members. Only inmates with a minimum security classification status shall be allowed access to the janitor closets, and then only under member supervision.

### 1100.8 EMERGENCY POWER

The detention facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers, and emergency lighting in corridors, stairwells, all inmate housing areas, security control points and audio-visual monitoring systems.

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